**United Nations Development Programme**

**Interoffice Memorandum**

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|---|---|---|---|
| To: | Jordan Ryan<br>Assistant Administrator and Director, BCPR<br>UNDP | Date: | 29 January 2010 |
| From: | Bruce Jenks<br>Assistant Administrator and Director, Partnerships Bureau<br>UNDP New York | Extension: | 6005 |
| Subject: | Knowledge Management Proposal Final Approval | File: | |

I.       Approval Status

On behalf of the MDG-F Steering Committee I am pleased to inform you that your knowledge management proposal for the thematic window on Conflict Prevention and Peace Building in the amount of US$ 750,000 is now ready for signature and release of funds. In order to proceed to the transfer of funds, please submit the following:

-   the signed project document/annual work plan required by your organization to apply for funding;
-   designated programme manager/responsible person for this initiative; and
-   bank account details.

Upon receipt of the requested information and signed project document/AWP, we will proceed to the disbursement of the funds..

II.       Design comments

Further to our discussion during the review process of this KM proposal, the MDG-F Secretariat would like to reiterate the importance ensuring interagency coordination and collaboration in this process, and close consultation with the MDGF Secretariat with the view to strengthen synergies between knowledge management initiatives and minimize duplication of requests and burden for the joint programme teams. In the field.

III.       Management arrangements and delegation of authority

On receipt of a copy of the signed document, the Fund Secretariat will transfer the full allocation to your organization as indicated in instructions provided by you.

With best wishes.

cc.

H.E. Mr. D. Juan Antonio Yáñez-Barnuevo, Permanent Representative of Spain to the United Nations
Mr. Juan Lopez Doriga, Director-General for Planning & Evaluation, MFA Madrid
MDG-F Secretariat

**MDG:F**
MDG ACHIEVEMENT FUND

**UN D P**

# MILLENNIUM DEVELOPMENT GOAL ACHIEVEMENT FUND

# CONFLICT PREVENTION AND PEACEBUILDING WINDOW

# KNOWLEDGE MANAGEMENT ACTION PLAN
Including workplan for 2010-2011

*--- DRAFT AS OF FEBRUARY 2010 ---*

# KNOWLEDGE MANAGEMENT ACTION PLAN

## 1. Overview

As one of the approved Joint Programmes of the Millennium Development Goals Achievement Fund (MDG-F), the thematic window on Conflict Prevention and Peacebuilding supports **19 countries** to reduce the risk of lapsing or relapsing into violent conflict by strengthening local and national capacities. To effectively manage the wealth of experiences and knowledge generated from the implementation of MDG-F, the current Knowledge Management (KM) has been allocated **USD 750,000** to to capture lessons learned and enhance learning in the following countries: **El Salvador, Lebanon, Guatemala, Colombia, Panama, Mauritania, Croatia, Guinea Bissau, Serbia, Costa Rica, Afghanistan, Chile, Sudan, Haiti, Democratic Republic of Congo, Mexico, Brazil, Macedonia** and **Bolivia.**

As the convener of the Conflict Prevention and Peacebuilding window, UNDP's **Bureau for Crisis Prevention and Recovery (BCPR)** will support the programme countries to capture lessons learned and experiences of joint programming. The ultimate aim is to ensure improved performance of the selected countries in implementing the proposed joint programmes, to contribute to knowledge sharing on effective conflict prevention and peacebuilding programming in different settings, as well as to endure national ownership of the results.

The KM Project will be implemented over a period of **two years beginning in January 2010**. The implementation agency is UNDP's Bureau of Crisis Prevention and Recovery. The **BCPR Knowledge Management Team** will be responsible for the timely delivery of key outcomes and respective outputs and for the coordination with other thematic windows and UN agencies.

Evaluation, monitoring and reporting are an integral part of the KM Project. Funds are allocated to ensure that the proposed three Outcomes are monitored on a yearly basis. The adoption of a sound evaluation, monitoring and reporting system of KM activities and products will contribute to the development of demand driven, strategic and high quality knowledge products. The system will allow remaining knowledge gaps to be assessed and adjustments to be identified with the aim to further maximize the impact of joint programme implementation.

The Action Plan comprises the following sections:

- **Results and Budget Framework**
- **Work Plan (2010-2011)**
- **Individual Projects per Country (Conflict Prevention and Peacebuilding Window)**

## 1. Results and Budget Framework

### KNOWLEDGE MANAGEMENT DESIGN AND IMPLEMENTATION PLAN

#### OUTCOME 1. Fostering an enabling environment for knowledge sharing

| Outputs | Output indicators | Key activities | Responsibility | Resource allocation/ Timeframe | | |
|---|---|---|---|---|---|---|
| | | | | 2010 | 2011 | Total |
| OUTPUT A. Establishing a *global* Community of Practice for knowledge sharing | Network global COP workshop conducted | Conduct one global COP workshop for all 19 joint programming countries | UNDP | 150.000 | | 150.000 |
| | Number of local COPs established for sharing knowledge and learning from each other | Establish 19 COPs at country level for all countries to strengthen local partnerships | UNDP UN agencies Local partners | | | |
| | Conflict Prevention and Peacebuilding COP functional | Establish Conflict Prevention and Peacebuilding COP user group on Teamworks for knowledge sharing | UNDP | | | |
| OUTPUT B. Establishing a *thematic* Community of Practice on gender based violence (GBV) in partnership with other UN agencies | Gender Based Violence COP established and functional | Create Gender Based Violence COP on Teamworks platform including 29 joint programmes (CPPB + Gender thematic windows) | UNDP UNFPA UNIFEM | | | |
| OUTPUT C. Establishing *regional* Communities of Practice for knowledge sharing convening the 19 joint programming countries | Information on lessons learned and good practices generated through regional COP workshops | Hold regional COP workshops to bring together stakeholders for knowledge sharing on joint programming | Inter-agency | | 270.000 | 270.000 |

#### OUTCOME 2. Closing the know-do gap

| Output | Output indicators | Key activities | Responsibility | Resource allocation/ Timeframe | | |
|---|---|---|---|---|---|---|
| | | | | 2010 | 2011 | Total |
| OUTPUT D. Conducting knowledge mapping exercises in selected | Number of knowledge mapping exercises | Identify survey format/type | UNDP | | | |
| | | Develop survey questions | UNDP | | | |
| | | Conduct email surveys to | Inter-agency | | | |

| Outputs | Output indicators | Key activities | Responsibility | Resource allocation/Timeframe | | |
|---|---|---|---|---|---|---|
| | | | | 2010 | 2011 | Total |
| countries to identify local knowledge needs | | determine how KM tools, products and services are used to impact results at country level | Inter-agency | | | |
| | | Conduct phone interviews to assess knowledge gaps | Inter-agency | | | |
| | Data analyzed and needs assessment report produced with gaps in knowledge | Tabulate and analyze data gathered | Inter-agency | 10.000 | | 10.000 |
| | | Generate knowledge needs assessment report incorporating results and potential avenues for improved knowledge sharing (electronic version only to avoid publication costs) | Inter-agency | 5.000 | | 5.000 |

## OUTCOME 3: Capturing and disseminating experiential knowledge

| Outputs | Output indicators | Key activities | Responsibility | Resource allocation/Timeframe | | |
|---|---|---|---|---|---|---|
| | | | | 2010 | 2011 | Total |
| OUTPUT E. Developing knowledge products on lessons learned and best practices in two priority areas:<br>1. GBV<br>2. Joint Programming | Two knowledge products (publications) produced on two priority areas (GBV and JP) on the basis of peer review missions in 4 pilot paired-up countries | Identify countries to pair up for pilot peer review of best practices | Inter-agency Academia | | | |
| | | Conduct four pilot peer review missions (one per each country for the two pairs) | UNDP | 30.000 | 30.000 | 60.000 |
| | | Produce two knowledge products by academic on the basis of missions conducted | UNDP/ Inter-agency | | 40.000 | 40.000 |
| | Two knowledge products (publications) disseminated at regional COP workshops | Launch knowledge products at the regional COP meetings | UNDP/ Inter-agency | | | |
| | Best practices section hosted on Teamworks | Establish lessons learned/ best practices section on Teamworks user groups created | UNDP | | | |

## EVALUATION, MONITORING AND REPORTING

| Output | Output indicators | Key activities | Responsibility | Resource allocation/Timeframe | | |
|---|---|---|---|---|---|---|
| | | | | 2010 | 2011 | Total |
| Monitoring of KM activities | Yearly monitoring conducted | Conduct yearly monitoring of | UNDP | | | |

| Output | | Key activities | Responsibility | 2010 | 2011 | Total |
|---|---|---|---|---|---|---|
| and knowledge products | and report produced and disseminated | impact of KM activities | | | | |
| | | Develop yearly report on KM activities (electronic version only to avoid publication costs) | UNDP | 5.000 | 5.000 | 10.000 |
| | | Re-adjust KM activities and KM work plan to reflect country needs | UNDP | | | |
| Evaluation of KM activities and knowledge products | Project evaluation conducted | Conduct project evaluation of the impact of Knowledge Products and KM activities (external evaluation by consultant) | UNDP | | 20.000 | 20.000 |
| | Evaluation report produced and widely disseminated | Final evaluation report produced and shared with joint programming countries and posted on Teamworks platform | UNDP | | 15.000 | 15.000 |

## OPERATIONAL COSTS

| Output | Key activities | Responsibility | Resource allocation/ Timeframe | | |
|---|---|---|---|---|---|
| | | | 2010 | 2011 | Total |
| KM staff | Recruit KM staff to implement KM activities (part-time consultancy) | UNDP | 75.000 | 75.000 | 150.000 |
| Translation | Translation of knowledge products | UNDP | 10.000 | 10.000 | 20.000 |

**TOTAL USD**      **750.000**

## 2. Work Plan

**Note: This is a draft Work Plan. KM consultant/ staff to revise and finalise.**

| KEY ACTIVITIES | COMMENTS | RESPONSIBLE PARTY | TIMEFRAME/ DEADLINE |
|---|---|---|---|
| **OVERALL PREPARATION STAGE** | | | |
| Haiti context: convene meeting with UNFPA and Gender Group (UNDP) colleagues to discuss the launching of the thematic GBV CoP on Teamworks to assist the crisis response for Haiti | KM coordinator of the MDG-F KM project to be contracted in Jan-Fev 2010; interim focal points in BCPR are Nika Saeedi (gender), Ioana Creitaru (KM), Ela Ionescu (RoL), Ugo Blanco (MDG Pooled Funds) | BCPR/ UNDP UNFPA | Jan 2010 |
| Upon appointing the coordinator of the MDG-F KM project in BCPR:<br>1. Review/ complete detailed work plan for the rollout of the KM Project;<br>2. Schedule bilateral meetings/ teleconferences with project focal points in all 19 countries to collect information about project status, planned activities, etc and to devise joint work planning activities on KM | | MDG-F KM Coordinator (to be appointed)<br>Ugo Blanco, BCPR, MDG Pooled Funds<br>Sara Ferrer, MDG-F focal point for the CPPB window | Q1 2010 |
| Revise and share work plan to include potential changes | | MDG-F KM Coordinator | Q1 2010 |
| Liaise with MDG-F secretariat to check availability of Service Spaces on Teamworks and synchronize the existing GBV CoP User Group (and other new planned UG) with the SS | | | |

| Stage | Activity | | |
|---|---|---|---|
| **IMPLEMENTATION STAGE 2010** | Organize global (kick-off) COP workshop convening all 19 JP countries | | |
| | Oversee ongoing GBV COP | | |
| | Plan and conduct knowledge mapping exercises to identify local knowledge needs | | |
| | Conduct peer review missions in 2 pilot paired-up countries (Pilot 1) | | |
| | Ensure yearly monitoring and evaluation of KM activities | | |
| | Develop yearly report on KM activities (electronic version only to avoid publication costs) | | |
| | Re-adjust KM activities and KM work plan to reflect country needs | | |
| **IMPLEMENTATION STAGE 2011** | Organize regional COP workshops | | |
| | Oversee ongoing GBV COP | | |
| | Conduct peer review missions in 2 pilot paired-up countries (Pilot 2) | | |
| | Developing knowledge products on lessons learned and best practices in two priority areas (GBV and JP) | | |
| | Ensure yearly monitoring and evaluation of KM activities | | |
| | Develop yearly report on KM activities (electronic version only to avoid publication costs) | | |
| | Two knowledge products (publications) produced on two priority areas (GBV and JP) on the basis of peer review missions in 4 pilot paired-up countries | | |
| | Disseminate knowledge products (publications) at regional COP workshops | | |
| **EVALUATION STAGE** | Conduct project evaluation of the impact of Knowledge Products and KM activities (external evaluation by consultant) | | |
| | Final evaluation report produced and shared with joint programming countries and posted on Teamworks platform | | |

## 3. Individual Projects per Country (Conflict Prevention and Peacebuilding Window)

| | Country | Region | Project | UN | Start date | End date | Contact in CO |
|---|---|---|---|---|---|---|---|
| 1 | Afghanistan | Arab States | MDGF-1955: Joint Access to Justice at the District Level Project | UNDP, UNICEF, UNIFEM, UNODC | 3-Dec-09 | 31-Dec-12 | Heather. Barr@undp.org Senior PO |
| 2 | Bolivia | Latin America | MDGF-1953: Integrated Prevention and Constructive Transformation of Social Conflicts | UNDP, UNICEF, UNIFEM, UNODC, WHO, UNIDO, UNHCHR | 24-Nov-09 | 31-Dec-12 | christian.jette@undp.org Coordinador Unidad Gobernabilidad |
| 3 | Brazil | Latin America | MDGF-1954: Security with Citizenship: preventing violence and strengthening citizenship in Brazilian communities | UNDP, UNICEF, UN-Habitat, UNODC, UNESCO, ILO | 13-Oct-09 | 31-Dec-12 | moema.freire@undp.org Programme Associate |
| 4 | Chile | Latin America | MDGF-1951: National capacity-building for intercultural conflict prevention and management in Chile | UNDP, UNICEF, WHO, UNESCO, FAO, ILO, ECLAC, UNHCHR, IOM | 29-Jun-09 | 31-Dec-12 | alejandro.manon@undp.org - Oficial de coordinacion |
| 5 | Colombia | Latin America | MDGF-1964: "Strengthening local capacities for peace-building in the Department of Nariño" | UNDP, UNICEF, UNHCR, UNIFEM, FAO | 1-Sep-09 | 31-Dec-12 | juan.arango@undp.org - Analista de coordinacion |
| 6 | Costa Rica | Latin America | MDGF-1961: Networks for coexistence, communities without fear | UNDP, UNICEF, UN-Habitat, UNESCO | 27-May-09 | 31-Dec-12 | lara.blanco@undp.org - Representante residente auxiliar |
| 7 | Croatia | ECIS | MDGF-1975: Closing the Chapter: Social Inclusion and Conflict Transformation in War-Affected Areas of Croatia | UNDP, UNICEF, UNHCR, IOM | 1-May-09 | 31-Dec-12 | alessandro.fracassetti@undp.org - Deputy Resident Rep. |

| # | Country | Region | Project | Agencies | Start | End | Contact |
|---|---------|--------|---------|----------|-------|-----|---------|
| 8 | Democratic Republic of the Congo | Africa | MDGF-1979: Project to support Stabilisation and Conflict Prevention in North Kivu | UNDP, UNFPA, UNHCR, UNESCO, FAO, ILO | 2-Oct-09 | 31-Dec-12 | caroline.schaefer@undp.org - Coord. Officer |
| 9 | El Salvador | Latin America | MDGF-1962: Building social capital to reduce violence: A new transition in El Salvador | UNDP, UNICEF, UNFPA, WHO, ILO | 24-Jul-09 | 31-Dec-12 | marcela.smutt@undp.org - Head of Governance Unit |
| 10 | Guatemala | Latin America | MDGF-1957: Consolidating Peace in Guatemala through Violence Prevention and Conflict Management | UNDP, UNICEF, UNFPA, UN-Habitat, WHO, UNESCO, ILO, UNV | 27-Aug-09 | 31-Dec-12 | ana.maria.mendez@undp.org.gt - Senior Programme Offi. |
| 11 | Guinea-Bissau | Africa | MDGF-1956: Strengthening Justice and Security Sector Reform in Guinea Bissau | UNDP, UNFPA, UNIFEM, UNODC | 8-May-09 | 31-Dec-12 | janet.l.murdock@undp.org - Peace advisor |
| 12 | Haiti | Latin America | MDGF-1977: Haiti: Conflict Prevention through Local Community Empowerment and Institutional Capacity Building | UNDP, UNFPA, UNIFEM, UNESCO, IOM | 1-Mar-09 | 31-Dec-12 | eric.mouillefarine@undp.org - Planning Advisor |
| 13 | Lebanon | Arab States | MDGF-1976: Conflict Prevention and Peacebuilding Lebanon | UNDP, UNICEF, UNFPA, UNESCO, ILO, UNRWA. | 1-Apr-09 | 31-Dec-12 | fernando.hiraldo@undp.org - Recovery Advisor |
| 14 | Macedonia | ECIS | MDGF-1948: Enhancing Inter-Ethnic Community Dialogue and Collaboration in FYR Macedonia | UNDP, UNICEF, UNESCO | 22-Jul-09 | 31-Dec-12 | ljupco.gjorgjinski@undp.org - Programme Off |
| 15 | Mauritania | Africa | MDGF-1958: Strengthening conflict prevention capacities and the rule of law in Mauritania | UNDP, UNICEF, UNFPA, UNODC | 11-Aug-09 | 31-Dec-12 | narjess.saidane@undp.org - Deputy Res Rep |

| | | | | | |
|---|---|---|---|---|---|
| 16 | Mexico | Latin America | MDGF-1969: Conflict prevention, development of agreements and peace building for internally displaced persons (IDPs) in Chiapas state | UNDP, UNICEF, UNODC, UNESCO | 2-Oct-09 | 31-Dec-12 | magdy.martinez-soliman@undp.org.mx - Coord. Residente |
| 17 | Panama | Latin America | MDGF-1945: Improving citizens' security in Panama — contributing to the social construction of peace | UNDP, UNICEF, UNFPA, UNODC, UNESCO | 15-Sep-09 | 31-Dec-12 | peter.grohmann@undp.org - Country Director |
| 18 | Serbia | ECIS | MDGF-1972: Promoting Peace Building in Southern Serbia | UNDP, UNICEF, UNHCR, UN-Habitat, ILO, IOM | 28-Oct-09 | 31-Dec-12 | borka.jeremic@undp.org - Coord. Analyst |
| 19 | Sudan | Arab States | MDGF-1978: Sustained Peace for Development: Conflict Prevention and Peace-Building in Sudan | UNDP, UNICEF, UNFPA, UNIFEM, UNOPS, WHO, FAO, ILO, IOM | 10-Dec-09 | 31-Dec-12 | auke.lootsma@undp.org - Deputy Country Director |

## Legal Context

This document constitutes the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto.

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;

b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

Signed in behalf of BCPR

Stan Nkwain

Deputy Director

BCPR, New York

# MDG:F
MDG ACHIEVEMENT FUND

UNITED NATIONS DEVELOPMENT PROGRAMME
BUREAU FOR CRISIS PREVENTION AND RECOVERY

MILLENNIUM DEVELOPMENT GOAL ACHIEVEMENT FUND

CONFLICT PREVENTION AND PEACEBUILDING WINDOW

# KNOWLEDGE MANAGEMENT ACTION PLAN
Including workplan for 2010-2011

*--- DRAFT AS OF FEBRUARY 2010 ---*

# KNOWLEDGE MANAGEMENT ACTION PLAN

## 1. Overview

As one of the approved Joint Programmes of the Millennium Development Goals Achievement Fund (MDG-F), the thematic window on Conflict Prevention and Peacebuilding supports **19 countries** to reduce the risk of lapsing or relapsing into violent conflict by strengthening local and national capacities. To effectively manage the wealth of experiences and knowledge generated from the implementation of MDG-F, the current Knowledge Management (KM) has been allocated **USD 750,000** to to capture lessons learned and enhance learning in the following countries: **El Salvador, Lebanon, Guatemala, Colombia, Panama, Mauritania, Croatia, Guinea Bissau, Serbia, Costa Rica, Afghanistan, Chile, Sudan, Haiti, Democratic Republic of Congo, Mexico, Brazil, Macedonia** and **Bolivia**.

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Evaluation, monitoring and reporting are an integral part of the KM Project. Funds are allocated to ensure that the proposed three Outcomes are monitored on a yearly basis. The adoption of a sound evaluation, monitoring and reporting system of KM activities and products will contribute to the development of demand driven, strategic and high quality knowledge products. The system will allow remaining knowledge gaps to be assessed and adjustments to be identified with the aim to further maximize the impact of joint programme implementation.

The Action Plan comprises the following sections:

- **Results and Budget Framework**
- **Work Plan (2010-2011)**
- **Individual Projects per Country (Conflict Prevention and Peacebuilding Window)**

# 1. Results and Budget Framework

## KNOWLEDGE MANAGEMENT DESIGN AND IMPLEMENTATION PLAN

### OUTCOME 1. Fostering an enabling environment for knowledge sharing

| Outputs | Output indicators | Key activities | Responsibility | Resource allocation/ Timeframe | | |
|---|---|---|---|---|---|---|
| | | | | 2010 | 2011 | Total |
| OUTPUT A. Establishing a *global* Community of Practice for knowledge sharing | Network global COP workshop conducted | Conduct one global COP workshop for all 19 joint programming countries | UNDP | 150.000 | | 150.000 |
| | Number of local COPs established for sharing knowledge and learning from each other | Establish 19 COPs at country level for all countries to strengthen local partnerships | UNDP UN agencies Local partners | | | |
| | Conflict Prevention and Peacebuilding COP functional | Establish Conflict Prevention and Peacebuilding COP user group on Teamworks for knowledge sharing | UNDP | | | |
| OUTPUT B. Establishing a *thematic* Community of Practice on gender based violence (GBV) in partnership with other UN agencies | Gender Based Violence COP established and functional | Create Gender Based Violence COP on Teamworks platform including 29 joint programmes (CPPB + Gender thematic windows) | UNDP UNFPA UNIFEM | | | |
| OUTPUT C. Establishing *regional* Communities of Practice for knowledge sharing convening the 19 joint programming countries | Information on lessons learned and good practices generated through regional COP workshops | Hold regional COP workshops to bring together stakeholders for knowledge sharing on joint programming | Inter-agency | | 270.000 | 270.000 |

### OUTCOME 2. Closing the 'know-do' gap

| Output | Output indicators | Key activities | Responsibility | Resource allocation/ Timeframe | | |
|---|---|---|---|---|---|---|
| | | | | 2010 | 2011 | Total |
| OUTPUT D. Conducting knowledge mapping exercises in selected | Number of knowledge mapping exercises | Identify survey format/type | UNDP | | | |
| | | Develop survey questions | UNDP | | | |
| | | Conduct email surveys to | Inter-agency | | | |

| Outputs | Output indicators | Key activities | Responsibility | Resource allocation/Timeframe | | |
|---|---|---|---|---|---|---|
| | | | | 2010 | 2011 | Total |
| countries to identify local knowledge needs | | determine how KM tools, products and services are used to impact results at country level | Inter-agency | | | |
| | Data analyzed and needs assessment report produced with gaps in knowledge | Conduct phone interviews to assess knowledge gaps | Inter-agency | | | |
| | | Tabulate and analyze data gathered | Inter-agency | 10.000 | | 10.000 |
| | | Generate knowledge needs assessment report incorporating results and potential avenues for improved knowledge sharing (electronic version only to avoid publication costs) | Inter-agency | 5.000 | | 5.000 |

**OUTCOME 3: Capturing and disseminating experiential knowledge**

| Outputs | Output indicators | Key activities | Responsibility | Resource allocation/Timeframe | | |
|---|---|---|---|---|---|---|
| | | | | 2010 | 2011 | Total |
| OUTPUT E. Developing knowledge products on lessons learned and best practices in two priority areas:<br>1. GBV<br>2. Joint Programming | Two knowledge products (publications) produced on two priority areas (GBV and JP) on the basis of peer review missions in 4 pilot paired-up countries | Identify countries to pair up for pilot peer review of best practices | Inter-agency Academia | | | |
| | | Conduct four pilot peer review missions (one per each country for the two pairs) | UNDP | 30.000 | 30.000 | 60.000 |
| | | Produce two knowledge products by academic on the basis of missions conducted | UNDP/ Inter-agency | | 40.000 | 40.000 |
| | Two knowledge products (publications) disseminated at regional COP workshops | Launch knowledge products at the regional COP meetings | UNDP/ Inter-agency | | | |
| | Best practices section hosted on Teamworks | Establish lessons learned/ best practices section on Teamworks user groups created | UNDP | | | |

## EVALUATION, MONITORING AND REPORTING

| Output | Output indicators | Key activities | Responsibility | Resource allocation/Timeframe | | |
|---|---|---|---|---|---|---|
| | | | | 2010 | 2011 | Total |
| Monitoring of KM activities | Yearly monitoring conducted | Conduct yearly monitoring of | UNDP | | | |

| Output | Key activities | | Responsibility | 2010 | 2011 | Total |
|---|---|---|---|---|---|---|
| and knowledge products | and report produced and disseminated | impact of KM activities | | | | |
| | | Develop yearly report on KM activities (electronic version only to avoid publication costs) | UNDP | 5.000 | 5.000 | 10.000 |
| | | Re-adjust KM activities and KM work plan to reflect country needs | UNDP | | | |
| Evaluation of KM activities and knowledge products | Project evaluation conducted | Conduct project evaluation of the impact of Knowledge Products and KM activities (external evaluation by consultant) | UNDP | | 20.000 | 20.000 |
| | Evaluation report produced and widely disseminated | Final evaluation report produced and shared with joint programming countries and posted on Teamworks platform | UNDP | | 15.000 | 15.000 |

## OPERATIONAL COSTS

| Output | Key activities | Responsibility | Resource allocation/Timeframe | | |
|---|---|---|---|---|---|
| | | | 2010 | 2011 | Total |
| KM staff | Recruit KM staff to implement KM activities (part-time consultancy) | UNDP | 75.000 | 75.000 | 150.000 |
| Translation | Translation of knowledge products | UNDP | 10.000 | 10.000 | 20.000 |
| TOTAL USD | | | | | 750.000 |

## 2. Work Plan

**Note: This is a draft Work Plan. KM consultant/ staff to revise and finalise.**

| | KEY ACTIVITIES | COMMENTS | RESPONSIBLE PARTY | TIMEFRAME/ DEADLINE |
|---|---|---|---|---|
| **OVERALL PREPARATION STAGE** | Haiti context: convene meeting with UNFPA and Gender Group (UNDP) colleagues to discuss the launching of the thematic GBV CoP on Teamworks to assist the crisis response for Haiti | KM coordinator of the MDG-F KM project to be contracted in Jan-Fev 2010; interim focal points in BCPR are Nika Saeedi (gender), Ioana Creitaru (KM), Ela Ionescu (RoL), Ugo Blanco (MDG Pooled Funds) | BCPR/ UNDP UNFPA | Jan 2010 |
| | Upon appointing the coordinator of the MDG-F KM project in BCPR: <br>1. Review/ complete detailed work plan for the rollout of the KM Project; <br>2. Schedule bilateral meetings/ teleconferences with project focal points in all 19 countries to collect information about project status, planned activities, etc and to devise joint work planning activities on KM | | MDG-F KM Coordinator (to be appointed) Ugo Blanco, BCPR, MDG Pooled Funds Sara Ferrer, MDG-F focal point for the CPPB window | Q1 2010 |
| | Revise and share work plan to include potential changes | | MDG-F KM Coordinator | Q1 2010 |
| | Liaise with MDG-F secretariat to check availability of Service Spaces on Teamworks and synchronize the existing GBV CoP User Group (and other new planned UG) with the SS | | | |

| Stage | Activity | | | |
|---|---|---|---|---|
| **IMPLEMENTATION STAGE 2010** | Organize global (kick-off) COP workshop convening all 19 JP countries | | | |
| | Oversee ongoing GBV COP | | | |
| | Plan and conduct knowledge mapping exercises to identify local knowledge needs | | | |
| | Conduct peer review missions in 2 pilot paired-up countries (Pilot 1) | | | |
| | Ensure yearly monitoring and evaluation of KM activities | | | |
| | Develop yearly report on KM activities (electronic version only to avoid publication costs) | | | |
| | Re-adjust KM activities and KM work plan to reflect country needs | | | |
| **IMPLEMENTATION STAGE 2011** | Organize regional COP workshops | | | |
| | Oversee ongoing GBV COP | | | |
| | Conduct peer review missions in 2 pilot paired-up countries (Pilot 2) | | | |
| | Developing knowledge products on lessons learned and best practices in two priority areas (GBV and JP) | | | |
| | Ensure yearly monitoring and evaluation of KM activities | | | |
| | Develop yearly report on KM activities (electronic version only to avoid publication costs) | | | |
| | Two knowledge products (publications) produced on two priority areas (GBV and JP) on the basis of peer review missions in 4 pilot paired-up countries | | | |
| | Disseminate knowledge products (publications) at regional COP workshops | | | |
| **EVALUATION STAGE** | Conduct project evaluation of the impact of Knowledge Products and KM activities (external evaluation by consultant) | | | |
| | Final evaluation report produced and shared with joint programming countries and posted on Teamworks platform | | | |

## 3. Individual Projects per Country (Conflict Prevention and Peacebuilding Window)

| | Country | Region | Project | UN | Start date | End date | Contact in CO |
|---|---|---|---|---|---|---|---|
| 1 | Afghanistan | Arab States | MDGF-1955: Joint Access to Justice at the District Level Project | UNDP, UNICEF, UNIFEM, UNODC | 3-Dec-09 | 31-Dec-12 | Heather. Barr@undp.org Senior PO |
| 2 | Bolivia | Latin America | MDGF-1953: Integrated Prevention and Constructive Transformation of Social Conflicts | UNDP, UNICEF, UNIFEM, UNODC, WHO, UNIDO, UNHCHR | 24-Nov-09 | 31-Dec-12 | christian.jette@undp.org Coordinador Unidad Gobernabilidad |
| 3 | Brazil | Latin America | MDGF-1954: Security with Citizenship: preventing violence and strengthening citizenship in Brazilian communities | UNDP, UNICEF, UN-Habitat, UNODC, UNESCO, ILO | 13-Oct-09 | 31-Dec-12 | moema.freire@undp.org Programme Associate |
| 4 | Chile | Latin America | MDGF-1951: National capacity-building for intercultural conflict prevention and management in Chile | UNDP, UNICEF, WHO, UNESCO, FAO, ILO, ECLAC, UNHCHR, IOM | 29-Jun-09 | 31-Dec-12 | alejandro.manon@undp.org - Oficial de coordinacion |
| 5 | Colombia | Latin America | MDGF-1964: "Strengthening local capacities for peace-building in the Department of Nariño" | UNDP, UNICEF, UNHCR, UNIFEM, FAO | 1-Sep-09 | 31-Dec-12 | juan.arango@undp.org - Analista de coordinacion |
| 6 | Costa Rica | Latin America | MDGF-1961: Networks for coexistence, communities without fear | UNDP, UNICEF, UN-Habitat, UNESCO | 27-May-09 | 31-Dec-12 | lara.blanco@undp.org - Representante residente auxiliar |
| 7 | Croatia | ECIS | MDGF-1975: Closing the Chapter: Social Inclusion and Conflict Transformation in War-Affected Areas of Croatia | UNDP, UNICEF, UNHCR, IOM | 1-May-09 | 31-Dec-12 | alessandro.fracassetti@undp.org - Deputy Resident Rep. |

| | Country | Region | Project | Agencies | Start | End | Contact |
|---|---|---|---|---|---|---|---|
| 8 | Democratic Republic of the Congo | Africa | MDGF-1979: Project to support Stabilisation and Conflict Prevention in North Kivu | UNDP, UNFPA, UNHCR, UNESCO, FAO, ILO | 2-Oct-09 | 31-Dec-12 | caroline.schaefer@undp.org - Coord. Officer |
| 9 | El Salvador | Latin America | MDGF-1962: Building social capital to reduce violence: A new transition in El Salvador | UNDP, UNICEF, UNFPA, WHO, ILO | 24-Jul-09 | 31-Dec-12 | marcela.smutt@undp.org - Head of Governance Unit |
| 10 | Guatemala | Latin America | MDGF-1957: Consolidating Peace in Guatemala through Violence Prevention and Conflict Management | UNDP, UNICEF, UNFPA, UN-Habitat, WHO, UNESCO, ILO, UNV | 27-Aug-09 | 31-Dec-12 | ana.maria.mendez@undp.org.gt - Senior Programme Offi. |
| 11 | Guinea-Bissau | Africa | MDGF-1956: Strengthening Justice and Security Sector Reform in Guinea Bissau | UNDP, UNFPA, UNIFEM, UNODC | 8-May-09 | 31-Dec-12 | janet.l.murdock@undp.org - Peace advisor |
| 12 | Haiti | Latin America | MDGF-1977: Haiti: Conflict Prevention through Local Community Empowerment and Institutional Capacity Building | UNDP, UNFPA, UNIFEM, UNESCO, IOM | 1-Mar-09 | 31-Dec-12 | eric.mouillefarine@undp.org - Planning Advisor |
| 13 | Lebanon | Arab States | MDGF-1976: Conflict Prevention and Peacebuilding Lebanon | UNDP, UNICEF, UNFPA, UNESCO, ILO, UNRWA. | 1-Apr-09 | 31-Dec-12 | fernando.hiraldo@undp.org - Recovery Advisor |
| 14 | Macedonia | ECIS | MDGF-1948: Enhancing Inter-Ethnic Community Dialogue and Collaboration in FYR Macedonia | UNDP, UNICEF, UNESCO | 22-Jul-09 | 31-Dec-12 | ljupco.gjorgjinski@undp.org - Programme Off |
| 15 | Mauritania | Africa | MDGF-1958: Strengthening conflict prevention capacities and the rule of law in Mauritania | UNDP, UNICEF, UNFPA, UNODC | 11-Aug-09 | 31-Dec-12 | narjess.saidane@undp.org - Deputy Res Rep |

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| 16 | Mexico | Latin America | MDGF-1969: Conflict prevention, development of agreements and peace building for internally displaced persons (IDPs) in Chiapas state | UNDP, UNICEF, UNODC, UNESCO | 2-Oct-09 | 31-Dec-12 | magdy.martinez-soliman@undp.org.mx - Coord. Residente |
| 17 | Panama | Latin America | MDGF-1945: Improving citizens' security in Panama — contributing to the social construction of peace | UNDP, UNICEF, UNFPA, UNODC, UNESCO | 15-Sep-09 | 31-Dec-12 | peter.grohmann@undp.org - Country Director |
| 18 | Serbia | ECIS | MDGF-1972: Promoting Peace Building in Southern Serbia | UNDP, UNICEF, UNHCR, UN-Habitat, ILO, IOM | 28-Oct-09 | 31-Dec-12 | borka.jeremic@undp.org - Coord. Analyst |
| 19 | Sudan | Arab States | MDGF-1978: Sustained Peace for Development: Conflict Prevention and Peace-Building in Sudan | UNDP, UNICEF, UNFPA, UNIFEM, UNOPS, WHO, FAO, ILO, IOM | 10-Dec-09 | 31-Dec-12 | auke.lootsma@undp.org - Deputy Country Director |

## Legal Context

This document constitutes the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto.

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner. The implementing partner shall:

a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;

b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

Signed in behalf of BCPR

Stan Nkwain

Deputy Director

BCPR, New York