

**APPROVED**  
04 SEP 2012

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[Redacted]



UNITED NATIONS DEVELOPMENT GROUP  
IRAQ UNDAF FUND

**To:** Jacqueline Badcock, DSRSG [Redacted] Date: 15 August 2012  
Co-Chair – Iraq UNDAF Fund Steering Committee

Thamir Ghadban, Government of Iraq [Redacted]  
Co-Chair – Iraq UNDAF Fund Steering Committee

**Through:** Usman Akram Ref: SC/BR  
Head, Iraq UNDAF Fund Steering Committee Support  
Office a.i. [Redacted]

**From:** Bashar Al-Ali [Redacted]  
Programme Specialist, Iraq UNDAF Fund Steering  
Committee Support Office

APPROVAL OF PROGRAMME REVISION REQUEST (A)

Project Number:	P1-01
Project Title:	Empowering CSOs in Iraq
Participating Agency:	UNDP
Project Start Date:	12 March 2012
Project End Date:	12 September 2013

Type of Programme /project variation requested

- Extension of project duration 30 June 2014
- Movement of funds between project budget components
- Change of project scope

SCSO Comments:

The Iraq UNDAF Fund budget for this programme is US\$2,221,818 of which US\$2,954 is committed, and US\$74,758 is disbursed.

Background

UNDP and UNOPS<sup>1</sup> are supporting Civil Society Organizations (CSOs) to effectively monitor Government's compliance with due process and transparency. UNDP through Iraq UNDAF Fund will build the capacity of chosen CSOs to hold the Government accountable in the areas of Service Delivery, Anti-Corruption, Human Rights and Civil Rights. Through encouraging CSOs to form consortia, the programme will transfer know-how whilst working on concrete issues. The partnership with UNOPS will build on existing strong relationships with the KRG, Kurdistan Parliament and Kurdistan Region civil society.

<sup>1</sup>This programme is composed of two separate components. The UNDP component, Output 2 is funded under the Iraq UNDAF Fund. The UNOPS component, Output 1 is bilaterally funded by DANIDA directly to UNOPS and accordingly UNOPS will report directly to DANIDA. Therefore, this revision request covers the UNDP component only (Output 2).





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**A. Request for Time Extension**

**Justification for requesting a time extension of 9 months ( until 30 June 2014)**

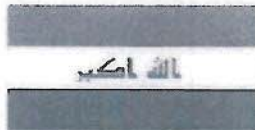
- Recruitment of the programme team: Delays in the recruitment and arrival of the programme staff (especially the international programme specialist who arrived on 1 July 2012) had negative effect on implementation as a limited number of preparation activities were undertaken.
- Revision of CSO granting mechanism: A thorough design and planning of the granting mechanism has revealed that additional time will be required to complete the granting cycle. The stages of the granting cycle and its estimated duration are as per the following table:

**Table1- Programme Granting Cycle**

Activity	Duration
A. Prepare and implement adequate capacity building and coaching activities for CSOs to ensure quality project development and proposal writing.	5 months
B. CSOs concept note preparation, project proposal evaluation and contract negotiation with the CSOs.	2 months
C. Implementation of CSOs projects' and on-the job coaching.	12 months
D. Final reporting by CSOs, final evaluations of their projects, documentation/dissemination of knowledge generated.	4 months
<b>Total</b>	<b>23 months</b>

Accordingly, the granting cycle will take 23 months to be completed. Since the original programme duration is 18 months, additional time will be needed to complete the granting cycle.

- Contracting service providers for programme support:
  - After discussions with government counterparts, namely the Civil Society Committee of the Council of Representatives, as well as internal discussions within UNDP, it has been decided to opt for a competitive Request for Proposals (RFP) process to select the most qualified service provider rather than selecting the NGO Coordination Committee for Iraq (NCCI) to deliver programme support services as originally envisaged in the project document. Accordingly, an additional time of 1-2 months will be needed to complete the procurement process.
  - Two contract packages will be issued to deliver programme support services. Since the granting cycle will take more time than originally envisaged (as per the table above), additional time will be required to cover the full duration of the contracts of the two service providers. These contracts are expected to be issued in September 2012 following a competitive RFP process.
  - After the completion of the two contracts, additional time of three months will be required to complete project closure activities (final knowledge documentation/dissemination



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exercises, settling any unresolved issues with CSO project implementation, final project reporting).

Therefore UNDP is requesting a time extension of 9 months (until 30 June 2014) in order to complete all remaining activities.

**Remaining activities to be completed during the extension period are as follows:**

Given that the programme's preparation/initiation phase has taken longer than planned the whole set of activities is shifted forward.

- 2012 – Quarter 3 and 4: finalization of the CSO grants mechanism, CSO concept note and project proposal development, parallel capacity development activities for CSOs, and evaluation and final selection of CSO projects.
- 2013 – Quarter 1: Negotiation and signature of CSO grant contracts, 12 month implementation of CSO projects.
- 2014 – Quarter 1: finalization of CSO projects and final reporting by CSOs
- 2014 – Quarter 2: final knowledge documentation and dissemination, final resolution of contingencies with CSO contracts, final project reporting and any other contingencies.

**Adhering to the new Budget categories**

A change in expenditure categories was approved by the High Level Committee on Management (HLCM) and Chief Executives Board for Coordination (CEB) which will necessitate a change for Multi-Partner Trust Funds (including Iraq UNDAF Fund). Expenditures will be reported in 8 categories instead of the current 6 UNDG categories. Therefore the programme budget will be aligned to the new 8 budget categories as per the following table:

PROGRAMME BUDGET (Current UNDG Categories)		PROGRAMME BUDGET (Revised Harmonized Categories)	
CATEGORY	AMOUNT (US\$)	CATEGORY	AMOUNT (US\$)
1 Personnel ( Staff, Consultants, travel)	408,990	1. Staff and other personnel costs	365,022
2 Supplies, commodities, equipment and transport	30,600	2. Supplies, commodities, Materials	30,600
3. Training of counterparts	106,000	3. Equipment, Vehicles and Furniture including Depreciation	0
4. Contracts	1,429,996	4. Contractual Services	462,996
5. Other direct costs	98,879	5. Travel	43,968
		6. Transfers and Grants Counterparts	1,075,000
		7. General operating and Other Direct Costs	98,879
<b>Total Programme Costs</b>	<b>2,076,465</b>	<b>Total Programme Costs</b>	<b>2,076,465</b>
8. Indirect Support Costs	145,353	8. Indirect Support Costs	145,353
<b>TOTAL</b>	<b>2,221,818</b>	<b>TOTAL</b>	<b>2,221,818</b>





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**Mitigation Strategy in place to ensure compliance with timeline extension requested:**

**Staffing:** The key staffing elements of the programme team is being put in place and additional support through the UNV programme has been requested for a national UNV position based in Erbil. A clear staffing arrangement to ensure complementarities and synergies between the UNDP and UNOPS teams has been agreed upon.

**Implementation support contracts:** The two contract packages for service providers have been designed with clear time targets to ensure the services provided are in line with timely delivery of activities and results as per the project document.

**Work planning:** A thorough weekly shadow work plan has been prepared for the full duration of the programme to ensure close monitoring of progress.

**SCSO Recommendations:**

SCSO recommends approval of a time extension until 30 June 2014

Approval of Co-Chair – Iraq  
UNDAF Fund Steering  
Committee – DSRSG

Approval of Co-Chair – Iraq  
UNDAF Fund Steering  
Committee – Government of  
Iraq

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