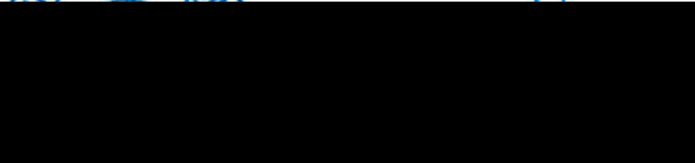

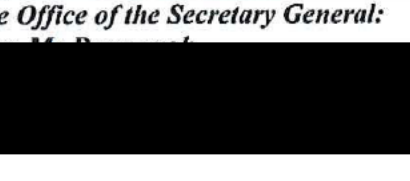




Spotlight Initiative
To eliminate violence against women and girls

PRE-FUNDING OF COUNTRY PROGRAMME DOCUMENT

<p>Programme Title: Pre-funding of Spotlight Country Programme for [LIBERIA]</p>	<p>Recipient UN Organization (RUNO): UN Women</p>
<p>Programme Contact: Name and Title: Pearl Atuhaire, SGBV Program Specialist Address: UN Women Telephone: +256 778166168 E-mail: pearl.atuhaire@unwomen.org</p>	<p>Total Cost of the pre-funding for the Spotlight Country Programme: USD (\$121,130.42)</p>
<p>Programme Country: Liberia</p>	
<p>Programme Description: The program aims at pre-financing the following key activities: 1. Facilitate consultations with communities, CSO, private sector and other national actors 2. Conduct baseline studies to identify gaps and actions on GBV, SRHR and Harmful Practices 3. Finalize a CPD with clear results and M&E framework including baselines, indicators and targets to achieve project benchmarks 4. Build national ownership and awareness of the Spotlight Initiative through a high-level launch event and a communication strategy</p>	<p>Start Date: 26 July 2018 End Date: 31 December 2018 Total duration: 5 Months and 5 days</p>
<p>Resident Coordinator: Yacoub El Hillo <i>Signature:</i> UN Resident Coordinator <i>Date & Seal:</i> 6/August/2018</p>	
<p>Recipient UN Organization: UN Women <i>Name of Representative:</i> <i>Signature:</i> <i>Name of Agency:</i> UN Women <i>Date & Seal:</i> 6/August/2018</p>	
<p>The UN Executive Office of the Secretary General: <i>Ms. Michelle Gyalshifer</i> Director of the Strategic Planning and Policy <i>Signature:</i></p>	<p>Executive Office of the Secretary-General</p> 



PRE-FUNDING PROGRAMME DOCUMENT

I. Context Analysis

Currently the Country team is in the initial stages of developing a draft plan with key actions required with clear benchmarks and timelines in formulating the CPD using the existing guidelines. The technical working team is drafting a results framework outline based on the CPO (six outcomes and indicative outputs) and adopting lessons of the existing Joint Programme on SGBV/HTP. This will help in identifying the key gaps in the baselines for the program development.

Therefore, the technical team working in close consultation with the Government through the Gender Thematic Group, national Civil Society Organization Reference Group to engage with the national and local CSOs and Women's Groups and private sector and the other national stakeholders like the Ministry of Internal Affairs, Justice, Security and Youth to strengthen collaboration and partnership and support the formulation of the CPD.

The biggest challenge for the CPD will be the collation of actual and real-time data especially baselines especially with respect to civil society organizations and women's group and setting up of a data system that will inform the planning and help in reporting and monitoring of results. It will be very important to ensure the CPD is embedded in a very solid theory of change with a clear results framework and benchmarks with timelines that need to be achieved, most importantly led by national actors.

II. Programme Strategy

1. The main objectives of the pre-funding to fill in the gaps with respect to collation of information and formulate clear results based CPD by: Conduct baseline studies to identify gaps and actions on GBV, SRHR and Harmful Practices
2. Facilitate consultations with communities, CSO and national actors
3. Write and finalize a CPD with clear results and M&E framework including baselines, indicators and targets to achieve project benchmarks
4. Build national ownership and awareness of the Spotlight Initiative through a high-level launch event and a communication strategy

The strategy will be to plan the formulation of the CPD based on prioritize and sequencing of the activities.

III. Description of activities

The requested advance budget will cover a series of activities leading up to, during and after the development of the Country Programme Document (CPD). These activities will be done in phases of: Pre-CPD development; During CPD development and Post-CPD development. Below is a detailed description of activities to be implemented during period:

1. Baseline study & Mapping Relevant Interventions

In the first phase of the CPD development, the tools for the baseline study will be designed, tested



and validated. The purpose is to help the collection of evidence-based data on the prevalence of SGBV/HPs/SRHS. This activity will also set the baseline that will inform the CPD Development in collating and consolidating existing data and information. This survey will cover a sample representation of Counties with reportedly high prevalence cases and will be administered to identified key informants from each targeted group (these will be identified during the designing phase). More importantly, it will help fill in the data gaps on the current SGBV Joint Program outcomes and inform the two new additional pillars under the EU/UN Spotlight Initiative on: Pillar 5 on Data and Pillar 6 CSO engagement. During this phase, a mapping of the relevant interventions within and outside the United Nations on Ending Violence Against Women at National and subnational levels will also be conducted.

Short term research experts will be hired to support this process including 1 International Consultants who will be supported by National Research Assistants alongside the Technical Working Team

2. National Consultations with CSOs and Vulnerable Groups

Taking into consideration the “**Leave No One Behind**” principle of the **UNSDGs**, the CPD development team will hold a series of consultative meetings with a cross section of civil society organizations including those representing people living with HIV, people living with disabilities, traditional leaders, the LGBTI community, youth groups, women’s movements, labor union, Faith based groups, grassroot organizations as well as men’s groups at national levels, private sector. The purpose of these consultations is to identify key gaps and emerging issues as well as engaging them to contribute to the Country Programme Development.

The costing covers the meeting venue, transportation and refreshments for participants. Expert resource person(s) will be identified to facilitate for the Consultations. These will include UN Staff and enumerators as facilitators.

3. Regional Consultations

Regional Consultants with key stakeholders including CSOs, community leaders, elders and chiefs, women, girls and youth, especially from remote locations to ensure participation is inclusive and leaves no one behind. The Regional Consultations will be done in Counties with reportedly high prevalence cases of SGBV/HPs and related SRHs cases. These consultations will be held through workshops, rapid participatory appraisals, focus group discussions, interviews and community meetings. Consultations will be led by the UN team with support of community enumerators. The Consultations will inform the CPD development taking into account the recommendations and best practices during CPD writing.

4. Data Analysis and CPD writing

The analysis of data will be to determine the trend and patterns of SGBV/HPs/SRHS in targeted communities. This will inform the magnitude of the problem and on the other hand will inform the baselines and set realistic targets to lead to a social transformation. The analysis will be conducted by a skilled results’ based expert with strong research and analytical skills to lead the formulation process in collaboration with the Research Consultants. The writing of the CPD will



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be conducted by a EU/UN team supported by Consultants from UN Regional Offices with support from the RBM expert will support the EU/UN spotlight Initiative core technical working team. The Civil society advisory group will be consulted on the content of the document.

5. High Level Validation and Launch Of CPD

Validation and Launch of the final draft CPD (planned at county level and bring Government, Partner (European Union, Sweden etc) and UN leadership to emphasize the gravity of the problem for women and girls).

The high-level Launch will be presided over by the President of Liberia H.E George Manneh Weah alongside his Cabinet, Parliament and the Legislature. The Launch will be held in one of the Counties with the highest level of SGBV (Tentatively Bong or Nimba County) and will be held on the 25th of November during the Launch of the 16 Days of Activism. In collaboration with the Office of the President, Ministry of Gender Children and Social Protection, the EU/UN Spotlight Initiative will plan the Launch of the validation and the launch of the CPD. Prior engagements/ meetings with the President will be done by the RC, the EU Ambassador, the Swedish Ambassador and the UN Women Country Representative to ensure the President's commitment to participate and his approval of this event.

The event will be all inclusive. Other dignitaries for this event will include the District Officials, County Superintendents amongst other County Leaders. Community members will participate including, women, girls, men and boys, youths and other vulnerable groups. Having this Launch at Community Level is envisaged to build community ownership of the Programme.

While the budget reflects support to 200 persons (accommodation and logistics), the number of persons attending the Launch could be more than that. Thus, as has been done in the past, the contributions from the Government of Liberia and UN the UN under the RCO will cover that overlap.

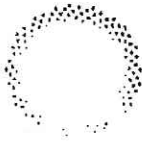
This event will cause a buy-in from these leaders as well as community members to build political will and commitment.

Early planning and timely engagements with the Office of the President and the President himself will ensure that the event is successful.

6. Communication Strategy (Cross cutting)

Communication is crosscutting within the whole process. Communication activities and the use of and Media to ensure maximum visibility and reach will be used to raise awareness and promote the CP development process during the consultations in the most remote and inaccessible locations.

An International Consultant will be hired to develop the Communications Strategy for the High Level National and Sub-National Launch. This Resource Person will work hand in hand with the UNCG. He/she will develop a work plan and set timelines in which to ensure visibility is done. He/she will develop media outreach materials such as banners, posters, T-shirts, scarfs, as well as engage social and local media for visibility about the event. The incumbent will also publicize the



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Launch prior to the planned dates. After the Launch, the Consultant will write a report regarding the Launches.

The International Consultant will also develop a Communication Strategy that will inform the implementation of the EU/UN Spotlight Initiative in Liberia. The Consultant will review and build on the existing Communications Strategy (2016-2020).

Activities that do not require funding from Spotlight Initiative

- ✓ Drafting of a roadmap and planning outline for the CPD with concrete results
- ✓ Coordination and planning of workshops by pillar or with key constituents/stakeholders
- ✓ Elaboration of detailed joint multi-year UN, Government and Partner Monitoring and Evaluation Plan
- ✓ Drafting of results framework outline to map data and identify gaps in consultation with all stakeholders (feed into the detailed results framework in the CPD endorsed by all)
- ✓ Draft management, coordination, implementation and reporting protocols of Spotlight (jointly with Government, Donors and UN)
- ✓ Preparatory activities to accelerate human resources and procurement processes (develop plans, ToRs, initiate processes, work on selecting the Implementing Partners)
- ✓ Finalize and operationalize the Civil Society National Reference Group
- ✓ Technical and program expertise in specific areas related to FGM, SRH and GBV will be provided by the UN agencies to support the formulation phase including developing a robust M&E framework aligned to the results framework

Indicative timeline of preparatory activities

NOTE: The pre-funding activities will be implemented from 1 July -30 November 2018. the detail activities include the following:

- ✓ Baseline Study, National and Regional Consultations: 1st – 31st July 2018
- ✓ CPD Writing: 1st July- 15th August 2018
- ✓ Validation at national level: draft CPD - 15th August 2018
- ✓ Submission to HQ: draft CPD - 16th August 2018
- ✓ Endorsement and Launch of the final CPD: November 2018 (date 25th November and 10th December 2018).

IV. Management arrangements

UN Women will be the recipient Agency of the Advance funds for the pre-funding as the Technical Agency on the Program. These funds will be received on behalf of other participating Agencies: UNFPA, UNDP and UNICEF. The Technical Working Group will support, collaborate and guide the different technical and program experts in their interaction with National Stakeholders. The Technical team will also ensure that the CPD is in conformity with the Spotlight Guidelines as well as in line with the UN Development system reforms.

Table 1

ADVANCE BUDGET REQUEST - Detailed Budget
SPOTLIGHT COUNTRY PROGRAMME DEVELOPMENT PROCESS

Country: LIBERIA

Responsible UN Agency: UN Women

Please see Guidance box below the table and Table 2 in the second tab

THE BELOW EXAMPLE IS PRESENTED FOR ILLUSTRATION PURPOSE ONLY

#	Key Activities	UNDG category (1-7)	Unit quantity	Unit Cost (USD)	Duration	Time unit (Months, Days or Lump sum)	Total (USD)
1. BASELINE STUDY							
1.1	Baseline Study & Mapping of Relevant Interventions						
	1 International Research Expert Contractual Fees (Design & Conduct Study)	4	1	\$500	30	Days	\$15,000
	Vehicle rental for Research Assistants (3 vehicles for 6 days)	5	3	\$250	6	Days	\$4,500
	DSA for 6 Research Assistants during 9 days	7	6	\$70.0	9	Days	\$3,780
	6 Research Assistants/Enumerators Fees for 9 days feasibility study	4	6	\$100.0	9	Days	\$5,400
	Research Materials/Communications (phone cards)	2	5	\$48	1	lump sum	\$240
	SUB-TOTAL						\$ 28,920.00
1.2	Data Analysis & Support to CPD Development						
	1 International RBM Expert Contractual Fees to Support CDP Development (10 days in Country and 5 days from home)	4	1	\$ 600.00	15	Days	\$9,000
	Flight Expenses (two ways ticket)	5	1	\$ 1,800.00	1	lump sum	\$1,800
	Local DSA For International Consultant	7	1	\$ 303.00	10	days	\$3,030
	SUB TOTAL						\$ 13,830.00
2. NATIONAL & LOCAL (REGIONAL) CONSULTATIONS							

Table 2

**ADVANCE UNDG BUDGET REQUEST - UNDG Category Budget
SPOTLIGHT COUNTRY PROGRAMME DEVELOPMENT PROCESS**

COUNTRY: LIBERIA

Responsible UN Agency: UN Women

Please see Guidance box below the table and Table 1 in the first tab

UNDG BUDGET CATEGORIES	TOTAL USD
	Spotlight (USD)
1. Staff and other personnel	\$0
2. Supplies, Commodities, Materials	\$1,240
3. Equipment, Vehicles, and Furniture (including Depreciation)	\$0
4. Contractual services	\$44,400
5. Travel	\$20,900
6. Transfers and Grants to Counterparts	\$0
7. General Operating and other Direct Costs	\$46,666
Total Direct Costs	\$113,206
8. Indirect Support Costs (Max. 7%)	\$7,924.42
TOTAL Costs	\$121,130.42

The Indirect Support Costs rate shall not exceed 7% of the total of categories 1-7, as specified in the SPOTLIGHT INITIATIVE MOU and should follow the rules and guidelines of each recipient organization. Note that Agency-incurred direct programme implementation costs should be charged to the relevant budget line, according to the Agency's regulations, rules and procedures.

