

Annual Work Plan (AWP)

Annual Work Plans (AWPs) are prepared every year, on the basis of intended results, strategies, budgets and implementing partners identified in the agency's CPAP, reflecting achievements and lessons learned of the preceding year. They set out interventions organized around outcomes, outputs and/or implementing partners (for example, in the form of projects).

AWPs are informed by the annual programme review and should link with the Monitoring and Evaluation Plan in the CPAP. Furthermore, the AWP is the building blocks for the annual Standard Progress Reports.

1. *What is the Annual Work Plan (AWP)?* - The Annual Work Plan (AWP) provides detailed activity planning and sets out what will be accomplished during the year for a result or a set of results identified in the CPAP. The AWP contains

- the expected outputs
- the activities to be carried out towards achievement of the expected outputs
- the time frame for undertaking the planned activities
- those responsible for carrying out the activities, and
- the inputs to be provided for each activity.

The completion of the activities should lead over time to the achievement of the Country Programme outputs, which in turn contribute to the Country Programme outcomes contained in the CPAP. The AWP provides the basis for the requisition of inputs (cash, supplies, contracts, travel, personnel) and disbursement of funds to carry out planned activities.

2. *Who prepares the Annual Work Plan (AWP)?* - The agency Country Office and the implementing partner (government or other) jointly prepare the AWP, usually at the beginning of a new intervention or after the annual programme review of the preceding year. Each year, detailed AWP are prepared based on the annual review discussions and recommendations. Once the implementing partners agree on the proposed AWP, it is finalized and signed.

3. *How to prepare the Annual Work Plan (AWP)?* - The AWP comprises the following:

a. A cover page – This refers to the relevant UNDAF outcome(s), the Country Programme outcome(s), and Country Programme output(s). It also includes a narrative section, a table with the name and budget code of the intervention, and a table with the estimated budget. These remain unchanged, except for the update on resources if necessary, for the duration of the intervention. The cover page is signed by the implementing partner as well as by the UNDG agency.

b. The annual work plan is set out as a table with the following elements:

- **The expected CP output(s)** that the intervention is expected to contribute to as described in the CPAP.
- For each expected CP output, **all related activities** during the year covered by the AWP (whether funded or unfunded). Monitoring and Evaluation activities, including evaluations, field monitoring visits, technical backstopping missions, and audits should also be listed. A separate monitoring tool is attached.
- **For each activity**, the following:
 - *Time frame*
 - *Responsible party*
 - *Source of funds*
 - *Budget description*
 - *Budget amount*

In case where there are more than one implementing partner responsible for an activity, all are listed with corresponding inputs/budget line and amount and sign the AWP.

Annual Work Plan (Cover Page)

Country: _____

UNDAF Outcome(s):

Expected CP Outcome(s):

(Those that are linked to the intervention and extracted from the CPAP)

Expected CP Output(s):

(Those that are linked to the intervention and extracted from the CPAP)

Implementing partner:

Other Partners:

Narrative

Programme Period: _____
Programme Component: _____
Intervention Title: _____
Budget Code: _____
Duration: _____

Estimated annualized budget: _____

Allocated resources: _____

- Government _____
- Regular _____
- Other:
 - Donor _____
 - Donor _____
 - Donor _____

Unfunded budget: _____

Agreed by (Implementing Partner): _____

Agreed by (UNDG Agency): _____

The Annual Work Plan (AWP) Monitoring Tool

Year _____

CP Component _____

Implementing Partner _____

EXPECTED CP OUTPUTS AND INDICATORS INCLUDING ANNUAL TARGETS	PLANNED ACTIVITIES <i>List all the activities including monitoring and evaluation activities to be undertaken during the year towards stated CP outputs</i>	EXPENDITURES <i>List actual expenditures against activities completed</i>	RESULTS OF ACTIVITIES <i>For each activity, state the results of the activity</i>	PROGRESS TOWARDS ACHIEVING CP OUTPUTS 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: <ul style="list-style-type: none"> - <i>Whether risks and assumptions as identified in the CP M&E Framework materialized or whether new risks emerged</i> - <i>Internal factors such as timing of inputs and activities, quality of products and services, coordination and/or other management issues</i>
OUTPUT 1: INDICATOR 1.1 WITH TARGET FOR THE YEAR: INDICATOR 1.2 WITH TARGET FOR THE YEAR: INDICATOR 1.3 WITH TARGET FOR THE YEAR:				
OUTPUT 2: INDICATOR 2.1 WITH TARGET FOR THE YEAR: ETC.				