

PROJECT DOCUMENT

Papua New Guinea

Project Title: Strengthening the Centre for Excellence in Information Technology in Papua New Guinea

Project Number: 00110182

Implementing Partner: University of Papua New Guinea

Start Date: 01/03/2018 **End Date:** 31/12/2018 **PAC Meeting date:** XXXXX

Brief Description

The Government of Papua New Guinea, through the University of Papua New Guinea, is developing the country's Information and Communication Technology (ICT) capacity via the development of an ICT learning facility, in partnership with the Government of India and the United Nations Development Programme (UNDP). The facility will form the Centre for Excellence in Information Technology (CEIT) and will result in a model learning environment, including education software, curriculum and teaching facilities. The centre will provide a series of short and longer term courses, to public servants, teachers and graduates, and address industry needs by providing tailored courses that bridge the academic and the professional skill requirements.

To date, the use of ICT in Papua New Guinea is low compared with many of its Pacific neighbours due to lower funding levels, and a lack of adequately qualified teaching staff and inadequate infrastructure. This project will address many of these challenges to support PNG build a strong, literate and vibrant ICT sector. It will also help address a common complaint from employers that university graduates possess general computing knowledge but lack the specific skills demanded by industry.

UNDP's Country Programme Development (2018-2022) is designed to position the organisation to support the country achieved its development objectives, including its Vision 2050, by acting as a connector, supporting linkages and South-South knowledge-exchanges by bringing the country's good practices to global and regional forums and global innovations to Papua New Guinea. UNDP will support the University of Papua New Guinea to achieve a model learning environment of the ICT learning facility, by structurally rehabilitating the centre that will host the CEIT at the University of Papua New Guinea.

The objective of the project is to develop a world class ICT learning facility, the facility will form the Centre for Excellence in Information Technology (CEIT) and will result in a model learning environment at UPNG's main campus. This will result in high quality training facilities for youth in the areas of ICT, as well as bridge the gap of the skills between academia and the demands of the industry to produce capable human resources to fill challenging IT positions that demands a highly skilled workforce.

The outputs proposed in the project documents will focus on:

- 1) Availability of conducive teaching and learning environment and facilities to the eligible population of PNG
- 2) All equipment and machinery to support the teaching learning activities of the CEIT programme are in place
- 3) All teaching staff of the CEIT programme are housed within close proxy of their workplace.

Once the facilities have been completed, it will provide a training environment to support over 2,000¹ students (teachers, public servants and undergraduates) studying and obtaining certificates over the coming 5 years (2018-2022), via the delivery of a series of short and longer-term courses, designed to address industry needs.

<p>Contributing Outcome (UNDAF/CPD, RPD or GPD): SP 2018-2022</p> <p>2.2.1 Use of digital technologies and big data enabled for improved public services and other government functions; CPD: OUTCOME 2: By 2022, all people in Papua New Guinea, including marginalized and vulnerable populations, benefit from shared prosperity and contribute to growth and development that is equitable, inclusive and sustainable. UNDAF</p> <p>Outcome 2.3: By 2022, Papua New Guineans participate in formal and informal income generation and have increased capacity to contribute to inclusive national growth Indicative Output(s): Papua New Guinean's have access to modern, purpose built facilities to participate in ICT training and skills development</p>	Total resources required:	USD 556,635	
	Total resources allocated:		
		UNDP TRAC:	
		India-UN Development Partnership Fund:	USD 556,635
		Donor:	
		Government:	
	In-Kind:		
	Unfunded:		

Agreed by (signatures):

Department of National Planning and Monitoring	University of Papua New Guinea	United Nations Development Programme
Print Name:	Print Name:	Print Name:
Date:	Date:	Date:

¹ Based on the working hypothesis of an expected 400 students per year.

I. DEVELOPMENT CHALLENGE

Around the world internet and ICT account for a significant and growing proportion of global GDP. This global expansion is expected to bring local benefits to the Pacific, creating 16,000 new jobs and contributing to an estimated 6.2% rise to GDP in the region. The adoption and use of information communication technology in Papua New Guinea has increased significantly in the past decade. The penetration of mobile phone usage, as a proxy indicator of this, has expanded its coverage, growing from 4.7% in 2007 to 47% in 2015²; with growth of internet use the highest in the region.

With 12% wage employment in Papua New Guinea and over 50% of the population under the age of 25, the rapidly advancing information and communications technologies sector is seen as a way of helping to address some of the social and economic problems caused by the growing urban youth populations. In addition, ICT is seen as a key opportunity for connecting the 85% of the population living in hard to reach rural areas of the country. ICT is seen as playing a pivotal role in reforming the ways in which traditional services have been delivered and extending support to the achievement of key Sustainable Development Goals.

However, to date, ICT development in Papua New Guinea has been slower than many of its Pacific neighbours due to lower funding levels, and lack of adequately qualified teaching staff and inadequate infrastructure. This project will address many of these challenges to support PNG build a strong, literate and vibrant ICT sector. It will also help address a common complaint from employers that university graduates possess general computing knowledge and lack the specific skills required by industry.

ICT and, in particular, the development of training infrastructure to support skills development, is a key aspect of the country's strategic direction as well as attainment of PNG's localized Sustainable Development Goal targets. The National Goals and Directive Principles emphasize that all persons be given every opportunity to participate in and benefit from the development occurring around them. Embedded in Vision 2050, the Papua New Guinea Development Strategic Plan 2010-2030 and the current Medium Term Development Plan (2012-2017) is ICT skills.

The Government of Papua New Guinea has been investing in ICT infrastructure and skills development in order to support the digitalization of the economy. The country published its first ICT Policy in 2008, followed by the ICT Act in 2010, which created the industry regulator (the National Information and Communication Technology Authority; NICTA). Following this, the Government of Papua New Guinea entered into a Memorandum of Understanding (MOU) with the Government of India in 2016 following an official visit to Papua New Guinea by the President of India, His Excellence Pranab Mukherjee. This followed an initial announcement of partnership by Prime Minister Honourable Narendra Modi of India, in 2015.

The MOU created a partnership to develop the Centre for Excellence in Information Technology (CEIT). The CEIT is designed to support learning for school teachers, university faculty and government officials throughout the country. Providing training in modular certificate courses in basic IT, intermediate level IT, and advanced IT at the CEIT as well as connect experts between India and Papua New Guinea.

The Government of Papua New Guinea delegated authority to the University of Papua New Guinea to host the project as it is both the premier Institution of higher learning in Papua New Guinea as well as in the Pacific region. The nature of the University's teaching and learning and the Government workplace requires its students and workforce to have access to state of the art internet and ICT facilities to further their pursuit of knowledge, skills, experience and opportunities.

As part of the MOU agreement the Government of India will provide capacity development to local trainers, training them at the Centre for Development of Advanced Computing (in India), and position two Indian lecturers at the CEIT (in UPNG) to build the training capacity on campus. In addition, India will install IT software, training materials, courseware and reference books.

² <https://www.lowyinstitute.org/the-interpretor/benefits-and-challenges-ict-png>

In return, the University of Papua New Guinea will provide a conducive teaching and learning environment to house the CEIT. The University has identified the appropriate buildings and has carried out a detailed scope of works to rehabilitate the building and obtain correct furnishings for classrooms, computer laboratories, and tutorial rooms and staff offices. This also includes costing to procure and install IT equipment. In addition, UPNG will invest in redeveloping its staff accommodation to bring it to standard to house visiting IT professors.

The timing of this initiative is very optimal, during the course of 2018 Papua New Guinea will host two very important, high-level events. In November 2018, PNG will Chair the Asia Pacific Economic Cooperation meeting. One of the key priority areas for the meeting is digital economy and this topic will be discussed extensively in working groups during the 12 months from November 2017- November 2018. The second high-level event is the official mission by the Prime Minister of India, Honourable Narendra Modi, to Papua New Guinea. Both of these will be high visible events in which the Centre of Excellence can be positioned to play a key flagship development role during both of them.

II. STRATEGY

Papua New Guineans currently have low ICT literacy skills, this reduces the opportunity for Papua New Guinea's to enter the formal labour market, start up e-businesses, and for businesses to grow and prosper. Developing Papua New Guinea's ICT skills will develop linkages between sectors in the economy increasing opportunities for prosperity and inclusivity, improve organisational management, productivity and service delivery. Many employers have identified that current ICT skills are too low in the country, and those academically trained require bridging courses to bestow skills applicable for industry. By developing a Centre for Excellence in ICT, in partnership with the Government of India, that has the soft (quality of lecturers) and hard (quality of working environment) facilities students and industry professionals will be provided with the support required to gain the relevant ICT literacy skills to successfully apply in the work force, and therefore produce a population of people that can harness the IT infrastructure nationally available. The CEIT will provide advanced IT Courses in Business Computing, Web Technologies, JAVA, Database, Android, Linux, Network Security, and Data Communication & Networking & Office Automation

Building upon the Memorandum of Understanding signed between the Government of India and the Government of Papua New Guinea. This project will deliver the theory of change by developing the latest ICT systems to bring about efficiency and improve productivity in service delivery to the people of Papua New Guinea, through creating a conducive learning environment for staff, students and other stakeholders to conduct core ICT class. The Centre for Excellence in Information Technology will train people from across the country, including, undergraduates, graduates and industry professionals; Providing training in modular certificate courses in basic IT, intermediate level IT, and advanced IT at the CEIT as well as connect experts between India and PNG. It is forecasted in the first 5 years the facility will train up to 2,000 people. This number is expected to grow as additional resources become available and the Centre expands and diversifies the range of its training programs.

To date the Government of India is fulfilling its side of the MOU. The first three Master Trainers whom travelled to India have attend the Masters Trainer Course and completed their studies. They are in the process of returning back to Papua New Guinea to commencing teaching at the CEIT. The Government of India will train a further 3 Master Trainers. In addition, the software and computer systems that the Government of India pledged to furnish the CEIT office is in transit on its way to Port Moresby. The government of India is also providing one Centre Head and one trainer from for two years of course delivery and centre coordination

The University of Papua New Guinea has allocated space in an existing university building on-campus to house the CEIT. The allocated space is currently not fit for purpose and requires rehabilitation

works and fixtures and fittings to house the IT Equipment and facilities. Therefore, the actions under this project proposal include:

- To carry out rehabilitation works on the section of the building allocated to CEIT and redevelop staff residences to bring accommodation to standard for visiting lecturers. The scope of works will include removing and replacing walls to create computer laboratories, classrooms, meeting rooms and academic staff offices including construction of picket fence around the CEIT venue.
- To furnish the computer laboratories, classrooms, meeting rooms and academic staff offices with it equipment and furniture.

The time frame for the project is to carry out the rehabilitation works and to procure and install the requested ICT Equipment and Furniture commencing February 2018, for 12 months.

III. RESULTS AND PARTNERSHIPS

Expected Results

The implementation of the project, will result in the creation and employment of the latest ICT systems to bring about efficiency and improve productivity in service delivery to the people of Papua New Guinea, through creating a conducive learning environment for staff, students and other stakeholders to sit Centre for Excellence in IT core business. CEIT will be as 'Finishing School' to bridge the gap between academia & industry.

As part of the MOU between the Government of Independent State of Papua New Guinea and the Government of Republic of India for establishing India Papua New Guinea Center of Excellence in Information Technology, the University of PNG shall provide physical space and the physical infrastructure & facilities via civil refurbishing, electricity, connectivity, furniture including office space as well as free furnished accommodation for visiting experts.

This will result in the formation of modern facilities, including 2 computer Labs, a Lecture Room and Library & Reading Rooms supporting over 400 students a year from a range of backgrounds (teachers, public servants and undergraduates) study and obtaining certificates in ICT

Resources Required to Achieve the Expected Results

Resources required to achieve the expected results include:

- Key government officers staff time and technical inputs;
- UNDP Project staff:
 - Procurement officer to facilitate the procurement activities.
 - Administration, quality assurance, M&E and communications support.

Partnerships

The project closely collaborates with the following agencies for CEIT activities:

- The University of Papua New Guinea, in particular the Department of Information & Communication Technology;
- The Department of National Planning and Monitoring;
- The Department of Foreign Affairs;
- The Indian High Commissioner to Papua New Guinea

Risks and Assumptions

Identified risks	Type	Probability	Mitigation measure
Risk 1: GoPNG commitment towards implementing CEIT does not remain firm.	Political	Low	UNDP will work closely with the government to ensure commitment remains strong, ensure cooperation and coordination of activities are strengthened
Risk 2. Programme inputs (funds, human resources, etc.) are not mobilized in a timely fashion	Operations	Medium	All procurement procedures will be in line with UNDP Rules and Regulations.
Risk 3. Potential impacts that could affect women's and men's ability to use the facility	Environment	Low	Gender Situational Analysis and Stakeholders Engagement Assessment is carried out to ensure equal participation of male and female students.

Stakeholder Engagement

The main target group of the project include the University of Papua New Guinea and its students. Throughout project implementation, the project will ensure the full and effective participation of all relevant stakeholders. These stakeholders include the private sector, academic institutions, and potential course applicants.

South-South and Triangular Cooperation (SSC/TrC)

The Project builds on an existing MOU with the government of India; whereby the Government of India provides a ICT professors and trains 6 Papua New Guinean master trainers in India. In addition, the government of India will provide state of the art training software; courseware and reference books for training of teachers, students, Government officials & working professionals and the provision to connect to India through video conferencing for special sessions and on-line teaching.

Knowledge

The project will conduct awareness raising activities to ensure that relevant stakeholders fully understand key opportunities of ICT training and create diverse media products ensuring visibility and knowledge dissemination of the facility.

Sustainability and Scaling Up

Financial sustainability: will be achieved by working through existing government agencies and mechanisms as far as possible such that the outcomes are mainstreamed into the regular operations and budgets of these agencies. The University of PNG will charge for the ICT courses and will provide the recurring expenditure towards maintenance of premises, consumables, security, communication, internet bandwidth and cost towards the required local staff at the CEIT

Institutional sustainability: National ownership of the project will be ensured through assuring the leadership of the government agencies in designing, managing and leading the project activities. The University of PNG plans to grow the courses offered and number of classes provided to maintain viability and interest.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

The CEIT seeks to deliver maximum results with available resources as well as in partnership with other related initiatives. The project will coordinate closely with University of Papua New Guinea, and with The Department of National Planning and Monitoring.

Project Management

The project will be implemented under the Direct Implementation Modality (DIM). The project management unit will be located in UNDP Country Office. Project activities will be at the University of Papua New Guinea - Port Moresby Campus. The project will be implemented in accordance with the UNDP rules and regulations. The quality of the project will be regularly monitored and assured by UNDP staff. UNDP policy on cost recovery will be applied for the activities.

The project will be audited as per the requirement in the UNDP's programme and Operations Policies and Procedures.

V. RESULTS FRAMEWORK

Intended Outcome as stated in the UNDAF Programme Results and Resource Framework:						
<i>Outcome 2.3 By 2022, Papua New Guineans participate in formal and informal income generation and have increased capacity to contribute to inclusive national growth</i>						
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:						
<p>Output 2.1: National systems strengthened to support growth of sustainable and inclusive entrepreneurship. 2.2.3: Number of South-South cooperation agreements and programmes that deliver measurable and sustainable development benefits for participants Baseline: 2 (2017) Target: 4 (minimum) Source: UNDP reports, annual</p>						
Applicable Output(s) from the UNDP Strategic Plan: 2.2.1 Use of digital technologies and big data enabled for improved public services and other government functions						
Project title and Atlas Project Number:						
EXPECTED OUTPUTS	OUTPUT INDICATORS ³	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)	DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	
Output 1 Availability of conducive teaching and learning and staff and student's facilities to the eligible population of PNG	1.1 % refurbishment of teaching and learning facilities	UPNG report	0	2017	100%	Report provided by the UPNG
	1.2 % of security fencing installed	UPNG report	0	2017	100%	Report provided by the UPNG
	1.3 % of utilities upgrade	UPNG report	20%	2017	100%	Report provided by the UPNG
Output 2 All equipment and machinery to support the teaching learning activities of the CEIT programme are in place	2.1 % procure, install and commission training ICT equipment and furniture		0	2017	100%	Verification
	2.2 % of the agreed furniture provided		0	2017	100%	Verification
Output 3 All teaching staff of the CEIT programme are housed within close proxy of their workplace	3.1 100% Refurbishment of accommodation for teaching staff	0	2017	100%		Verification

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans: *[Note: monitoring and evaluation plans should be adapted to project context, as needed]*

Monitoring Plan

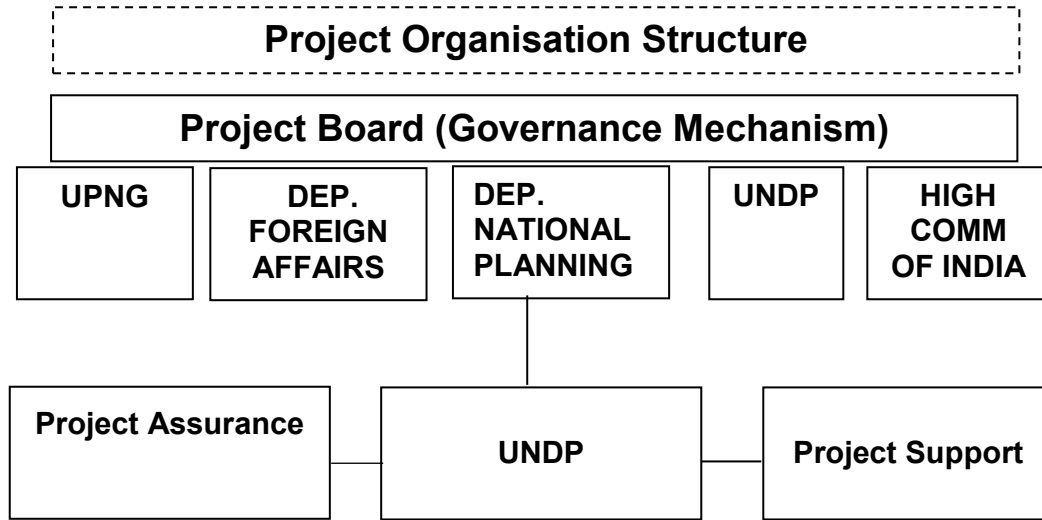
Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs. Overall progress tracking.	Quarterly, or in the frequency required for each indicator. Monthly	Slower than expected progress will be addressed by project management. Monthly progress is reported to the India-UN Fund through 2-3 bullet points submitted via email through its Secretariat at UNOSSC.		
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.		
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.		

Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.		
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.	Bi-annually (every 6 months), and at the end of the project (final report)	Submit report to the India-UN Fund through its Secretariat at UNOSSC.		
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	At least annually)	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.		

VII. MULTI-YEAR WORK PLAN

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year	RESPONSIBLE PARTY	PLANNED BUDGET		
		2018		Funding Source	Budget Description	Amount
Output 1 Availability of conducive teaching and learning and staff and student's facilities to the eligible population of PNG	1. Support rehabilitation of CEIT centre, through: <ul style="list-style-type: none"> ○ Removing and replacing walls to create new spaces, walkways, entrances; while maintaining the structure of the existing building; ○ Upgrading the security of the CEIT with installation of picket fencing; ○ Re-cabling the electrical, computing, and other ICT, related wiring network; and ○ Upgrading the air-conditioning system in the proposed site. 	X	UNDP	India-UN Development Partnership Fund:	72100	241,000
		X				
						India-UN Development Partnership Fund:
Sub-Total for Output 1						254,400

<p>Output 2 All equipment and machinery to support the teaching learning activities of the CEIT programme are in place</p>	<p>Provide equipment/ asset & furnish the teaching and learning facilities, through:</p> <ul style="list-style-type: none"> ○ Procurement and installation of ICT equipment in Computing Laboratories, Classrooms and Staff Offices. ○ Procurement and furnishing of Computing Laboratories, Classrooms and Staff Offices with Chairs, Tables including a backup power generator. 	X			<p>Contracts for installing ICT Equip - Account (72100)</p> <p>Contracts for furnishing the laboratories</p> <p>Project cost -64397</p>	<p>116,417</p> <p>USD 100,063</p> <p>12,000</p>
Sub-Total for Output 2						228,480
<p>Output 3</p>	<p>Rehabilitation of staff housing</p> <ul style="list-style-type: none"> ○ Brown goods ○ White goods 	x			<p>Contract for refurbishing UPNG staff house 72100</p> <p>64397</p>	<p>52,893</p> <p>4,163</p>
Sub-Total for Output 3						57,056
General Management Support						USD 16,198
TOTAL						USD556,635



IX. LEGAL CONTEXT AND RISK MANAGEMENT

LEGAL CONTEXT STANDARD CLAUSES

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Papua New Guinea and UNDP, signed on (date). All references in the SBAA to “Executing Agency” shall be deemed to refer to University of Papua New Guinea

RISK MANAGEMENT STANDARD CLAUSES

Government Entity (NIM)

1. Consistent with the Article III of the SBAA, 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. To this end, 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.
2. 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 the Implementing Partner’s obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]⁴.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no 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/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.
4. Consistent with UNDP’s Programme and Operations Policies and Procedures, social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
5. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

⁴ Use bracketed text only when IP is an NGO/IGO

X. ANNEXES

- 1. Project Quality Assurance Report**
- 2. Social and Environmental Screening Template** [\[English\]](#)[\[French\]](#)[\[Spanish\]](#), including additional Social and Environmental Assessments or Management Plans as relevant. *(NOTE: The SES Screening is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences, preparation of communication materials, strengthening capacities of partners to participate in international negotiations and conferences, partnership coordination and management of networks, or global/regional projects with no country level activities).*
- 3. Risk Analysis.** Use the standard [Risk Log template](#). Please refer to the [Deliverable Description of the Risk Log](#) for instructions
- 4. Capacity Assessment:** Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)
- 5. Project Board Terms of Reference and TORs of key management positions**