



Fondo de Población  
de las Naciones Unidas

## **Plan Anual de Trabajo** *Procedimiento para su elaboración*

El Plan Anual de Trabajo es el instrumento utilizado para la formulación y monitoreo de proyectos de UNFPA. A través de él se expresa la voluntad de todas las partes de llevar a cabo acciones que contribuyan a determinados objetivos y metas durante un año determinado. Es, por lo tanto, la expresión del acuerdo entre la Contraparte y el UNFPA.

Consta de tres partes: la primera presenta *la información general del proyecto y las firmas de los responsables*; la segunda parte constituye la *matriz donde se realiza la programación financiera* expresada en trimestres; la tercera comprende la *matriz de monitoreo y evaluación*, destinada a formular los elementos necesarios para realizar el monitoreo del proyecto.

### **1. Información general del proyecto:**

La información general del proyecto debe ser completada en las dos primeras páginas.

En la primera se deben llenar los siguientes campos:

- *Plan anual de trabajo año XX*: donde debe figurar el año en que se desarrollará el proyecto;
- *Código del proyecto, código del asociado en la implementación*: los cuales los provee UNFPA;
- *País*: Uruguay;
- *Efectos Directos del UNDAF*: en este campo debe figurar el resultado expresado en el acuerdo celebrado entre el Gobierno de Uruguay y el Sistema de Naciones Unidas documentado en el UNDAF, United Nations Development Assistance Framework (ver Anexo I);
- *Efectos Directos del CP (Country Program)*: en este campo debe figurar el resultado expresado en el Programa País (CP) del UNFPA correspondiente al ciclo de programación vigente (ver Anexo II);
- *Productos esperados del CP*: aquí debe reproducirse el producto formulado en el CP que mejor se adapte al proyecto (ver Anexo II);
- *Asociado en la implementación*: se debe explicitar el nombre del organismo, público o privado, responsable de implementar el proyecto;
- *Otros asociados*: cuando corresponda aquí deben notarse otros organismos, públicos o privados, que son coejecutantes del proyecto o participantes en alguna instancia del mismo conjuntamente con el asociado en la implementación;
- *Recuadro*: en este espacio debe redactarse un breve resumen del proyecto; es importante dejar claro objetivos, líneas estratégicas y actividades, así como un mínimo relato de antecedentes si correspondiera.

En la segunda página, destinada a las firmas de los representantes de los organismos responsables del proyecto (UNFPA y Asociado en la Implementación), deben explicitarse también los siguientes campos:

- *Período del Programa:* el programa vigente del UNFPA con el Gobierno de Uruguay abarca el período 2007 – 2010;
- *Componente del Programa:* debe tildarse el componente correspondiente (salud reproductiva, género o población y desarrollo);
- *Título del proyecto:* denominación con la que se conoce el proyecto;
- *Código del proyecto:* código asignado por UNFPA;
- *Duración del proyecto:* período en el cual el proyecto obtendrá los resultados esperados;
- *Estimación presupuestaria anualizada:* monto total de presupuesto que insumirá el proyecto durante el año;
- *Recursos asignados:* debe marcarse qué origen tienen los recursos financieros involucrados en el proyecto.
- *Presupuesto no financiado:* deberán especificarse los recursos que proveerá el asociado en la implementación para la ejecución del proyecto (recursos humanos, equipamiento, insumos, infraestructura, etc.).

## 2. **Matriz financiera del proyecto**

Dicha matriz consta de cinco grandes columnas.

- Columna uno: reproducir el producto esperado del CP transcrito en la primera página así como los indicadores asociados (ver Anexo II);
- Columna dos: actividades planificadas. Deben listarse todas las actividades que involucrarán el proyecto en el período programado. Cada actividad estará encabezada por un *número de actividad* asignado por UNFPA, un *título* breve y un *párrafo de descripción*
- Estas actividades deben caracterizarse de acuerdo a tres categorías: C, S y A. (Ver Anexo III)
- Columna tres: calendario. En esta columna deben estimarse los gastos para cada una de las actividades descriptas en la columna dos y discriminadas según el trimestre en que ocurrirán de acuerdo a la programación financiera del proyecto. Los montos deben estar expresados en dólares.
- Columna cuatro: responsable. Debe figurar el nombre de la Institución que implementará el proyecto y entre paréntesis el nombre de la persona responsable por cada una de las actividades.
- Columna cinco: esta columna se desglosa, a su vez, en tres subcolumnas: “Fuente de Fondos”, “Partida Presupuestaria” e “Importe USD”. En la primer subcolumna se anotará el código correspondiente a la fuente que da origen al fondo (el UNFPA asignará este código). En la segunda subcolumna se debe especificar el código de las cuentas presupuestales expresadas en miles (por ejemplo 71.000 - Ver anexo IV). En la tercer subcolumna corresponde totalizar el monto anual de la actividad, expresada en dólares.

### 3. Matriz de monitoreo del proyecto

El monitoreo permanente del proyecto resulta fundamental para una buena gestión del mismo y, por lo tanto, para el logro de los resultados previstos con un uso eficiente de los recursos. Por lo tanto en la misma etapa de planificación del proyecto debe preverse la forma y los instrumentos con los que se hará un seguimiento sistemático. A tal fin el PAT prevé una matriz de monitoreo que debe ser llenada en dos tiempos: *i*- en el momento de la programación anual (es decir al confeccionar inicialmente el PAT) y *ii*- en entregas periódicas durante la implementación del proyecto.

- *i* - Momento de la programación anual (COLUMNAS 1 y 2):

En la etapa inicial del proyecto se deben llenar **solo las dos primeras columnas de la matriz** de monitoreo que no volverán a sufrir modificaciones durante el año de ejecución del proyecto, a menos que se haga una revisión del proyecto en su conjunto. La columna uno refiere a los productos que se espera obtener con el proyecto, mientras que la columna dos corresponde a los indicadores y medios de verificación que permitirán el seguimiento permanente del grado de logro del producto.

*Columna de Productos del Proyecto:* el producto es lo que el proyecto dejará instalado, materializado y/o fortalecido cuando haya culminado su acción. En su explicitación es habitual expresar el verbo en pasado de manera de fortalecer la idea de que es lo que quedará luego de realizado el proyecto (por ejemplo “red de organizaciones de mujeres conformada”; “docentes de enseñanza secundaria capacitados”; o, “manuales de capacitación impresos y distribuidos”. La presentación clara y concisa del producto es fundamental para una correcta gestión del proyecto.

*Columna de indicadores y medios de verificación:* los indicadores son los que demostrarán si se ha conseguido o no el producto propuesto. Deben ser cuantificables y tener claro el horizonte temporal en el que se espera su materialización. Siguiendo con el ejemplo de los productos expresados en el párrafo anterior, se sugieren los siguientes indicadores: “Al menos el 70% de las organizaciones de mujeres se han integrado formalmente a la red al fin del primer año”; “130 docentes han culminado la capacitación”; o, “1200 manuales de capacitación editados y distribuidos durante el primer trimestre de ejecución de proyecto”.

A su vez los medios de verificación son los registros que constituyen la fuente de la información que alimenta la construcción del indicador. Estos medios de verificación son muy variados, sólo a modo de ejemplo se listan los siguientes: registros contables, actas de reuniones o asambleas, programa del curso, lista de convocados a una reunión, lista de participantes de una reunión, certificados de aprobación, fotos, videos, documentos presentados, folletos editados, etc.

- *ii* - entregas periódicas durante la implementación del proyecto (COLUMNAS 3 a 5):

La matriz de monitoreo cobra importancia como instrumento de gestión al posibilitar el seguimiento del proyecto, a este fin se destinan las columnas tres, cuatro y cinco de dicha matriz.

Para aquellos proyectos que operan con modalidad de adelanto de fondos y rendición de cuentas trimestrales, el llenado de las columnas mencionadas debe realizarse cada vez que se presenta una rendición de cuentas (FACE). Por su parte los proyectos con pagos directos deben presentar la

matriz con las columnas tres, cuatro y cinco debidamente completadas dos veces al año: a fines de junio y a fines de diciembre.

*Columna de actividades del período:* en esta columna se deben listar todas las actividades realizadas en relación al producto correspondiente durante el período informado (trimestre o semestre según corresponda); el grado de detalle en la formulación de las actividades es variable y dependerá de cada proyecto, se recomienda aquel nivel de enumeración que permita una visión comprensiva del trabajo realizado en el período.

*Columna de resultado de las actividades realizadas:* en esta columna se debe expresar en forma cualitativa lo logrado con las actividades realizadas en el período; de esta manera se complementa el monitoreo notando, de manera sucinta, el grado de satisfacción de los beneficiarios, las dificultades encontradas, lecciones aprendidas u otros resultados que sea relevante informar; asimismo se deben describir los resultados cuantitativos que tengan que ver con los indicadores propuestos para el producto.

*Columna de status de implementación de las actividades:* dado que el logro del producto se obtiene en un período superior al que se informa en la matriz de monitoreo (trimestre o semestre según el caso), en esta columna se debe anotar en qué grado se han completado las actividades: totalmente, parcialmente o no completadas (cuando aun se encuentran en ejecución).

**La última columna de la matriz de monitoreo (“adelanto hacia el logro de los productos del CP”) es de uso interno de la oficina y no debe ser completado por el Asociado en la Implementación.**

## ANEXO I: Componentes del UNFPA y resultados asociados en el UNDAF

<b>Componente</b>	<b>Resultado</b>
Salud Reproductiva	- Para el 2010 el país habrá avanzado en el diseño y la gestión de políticas para erradicar la indigencia y reducir la pobreza
Género	- Para el 2010 el país habrá avanzado en el diseño y la gestión de políticas que permitirán condiciones de partida y de acceso a servicios sociales de calidad más equitativa, enfrentar las discriminaciones y promover procesos de integración social
Población y Desarrollo	<ul style="list-style-type: none"><li>- Para el 2010 el país habrá avanzado en la generación de capacidades para la incorporación de conocimientos, innovación y diversificación en los procesos productivos de bienes y servicios orientados al crecimiento sostenido y sustentable</li><li>- Para el 2010 el país habrá avanzado en el diseño y la gestión de políticas para erradicar la indigencia y reducir la pobreza</li></ul>

## ANEXO II: Componentes del UNFPA, productos e indicadores del CP

<b>Efecto directo esperado del CP</b>	<b>Productos esperados del CP</b>	<b>Indicadores de Producto</b>
<p><b>Población y desarrollo</b></p> <p>1.El gobierno nacional y los gobiernos locales implementan una gestión integrada de la población en el territorio</p> <p>2.El gobiernos cuenta con mecanismos institucionales de vinculación con la diáspora uruguaya en las áreas económicas, científico tecnológicas, sociales y culturales</p> <p>3. El país habrá avanzado en el diseño e implementación de políticas de atención a la juventud y reducción de la pobreza.</p>	<p>1.1.Organismos del Gobierno e Intendencias Departamentales seleccionadas tienen la capacidad de planificar, diseñar políticas y desarrollar programas que tomen en cuenta los vínculos entre población y desarrollo, utilizando información y análisis demográfico.</p> <p>2.1. Cancillería y Universidad de la República cuentan con un programa de pasantías de uruguayos altamente calificados en instituciones y organizaciones del Estado, instituciones académicas y/o del sector privado.</p> <p>3.1. Gobierno y Universidad de la República generan conocimiento sobre los vínculos entre dinámica demográfica y pobreza en Uruguay, para promover el uso de evidencia científica en el diseño, implementación, evaluación y monitoreo de políticas públicas</p>	<ul style="list-style-type: none"> <li>- Organismos del Gobierno e Intendencias seleccionadas cuentan con funcionarios capacitados para el manejo de la información socio-demográfica y la integración de las variables poblacionales en el diseño de programas y políticas</li> <li>- Número de intendencias que tienen departamentos estadísticos y cuentan con personal capacitado para utilizar la información socio-demográfica</li> <li>- Número de pasantías de uruguayos altamente calificados residentes en el exterior, en instituciones estatales, académicas y empresas de Uruguay</li> <li>- Número de fuentes sistematizadas y actualizadas de estadísticas socio-demográficas</li> </ul>
<p><b>Salud reproductiva</b></p> <p>4. Mejora en el acceso a los servicios de salud sexual y reproductiva de buena calidad.</p> <p>5. Mejora en el acceso de la población joven con menores recursos a los servicios de información y consejería en prevención del VIH/SIDA.</p>	<p>4.1. Profesionales y técnicos (con incidencia en los procesos de toma de decisiones) de organismos gubernamentales e Intendencias Municipales seleccionadas, son capaces de vincular la dinámica demográfica con los procesos de desarrollo y la lucha contra la pobreza, con el fin de hacer una correcta proyección de la oferta y demanda de los servicios sociales, incluyendo la salud reproductiva.</p> <p>5.1. Educación en sexualidad y salud reproductiva, con un enfoque de derechos y sensibilidad de género, incorporada en la currícula de educación primaria y secundaria, y en los programas de educación no formal</p> <p>5.2. Fortalecer la respuesta a la epidemia del VIH/SIDA a través de una mayor disponibilidad de servicios de información y consejería en prevención del VIH/SIDA</p>	<ul style="list-style-type: none"> <li>- Políticas seleccionadas incorporan variables y proyecciones demográficas</li> <li>- Porcentaje de centros de educación pública primaria y secundaria que adoptaron programas de educativos sensibles a la perspectiva de género y con un enfoque de derechos</li> <li>- Número de centros de salud que brindan atención y consejería en salud sexual y reproductiva para adolescentes y jóvenes</li> <li>- Gasto del sector salud dirigidos a la prevención y control de VIH/SIDA</li> </ul>
<p><b>Género</b></p> <p>6. El país habrá fortalecido las instituciones y las políticas dirigidas a reducir las inequidades y las discriminaciones, con especial énfasis en las de género y las intergeneracionales.</p> <p>6. El país habrá fortalecido las instituciones y las políticas dirigidas a reducir las inequidades y las discriminaciones, con especial énfasis en las de género y las intergeneracionales.</p> <p>6.El país habrá fortalecido las instituciones y políticas dirigidas</p>	<p>6.1. Los programas prioritarios del Ministerio de Salud Pública mejoran sus capacidades de planificación estratégica y niveles de eficacia y eficiencia en la gestión</p> <p>6.2. Las organizaciones no gubernamentales de mujeres habrán fortalecido sus capacidades de formulación, incidencia y monitoreo de políticas públicas que apuntan a salvaguardar la equidad de género y generaciones, los derechos reproductivos y la protección de las mujeres de la violencia doméstica y sexual.</p>	<ul style="list-style-type: none"> <li>- La reforma del sistema de salud incorpora directrices elaboradas en los programas prioritarios</li> <li>- Número de organizaciones de la sociedad civil que promuevan activamente la igualdad de género, los derechos reproductivos y vigilan la violencia doméstica</li> <li>- Grado de ejecución del Plan Nacional de Igualdad de Oportunidades</li> </ul>

<p>al reducir las inequidades y las discriminaciones, con especial énfasis en las de género e intergeneracionales.</p>	<p>6.3. El Instituto Nacional de la Mujeres, las Secretarías de la Mujer de los gobiernos departamentales, la Bancada Bicameral Femenina y las bancadas femeninas de las juntas departamentales habrán fortalecido su capacidad para formular, ejecutar y monitorear políticas, planes estratégicos (incluidos planes de igualdad de oportunidades) en sus respectivas jurisdicciones</p>	
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**Plan Anual de Trabajo año xxxx**  
**URY XXX – PN XXX**

**País:** Uruguay

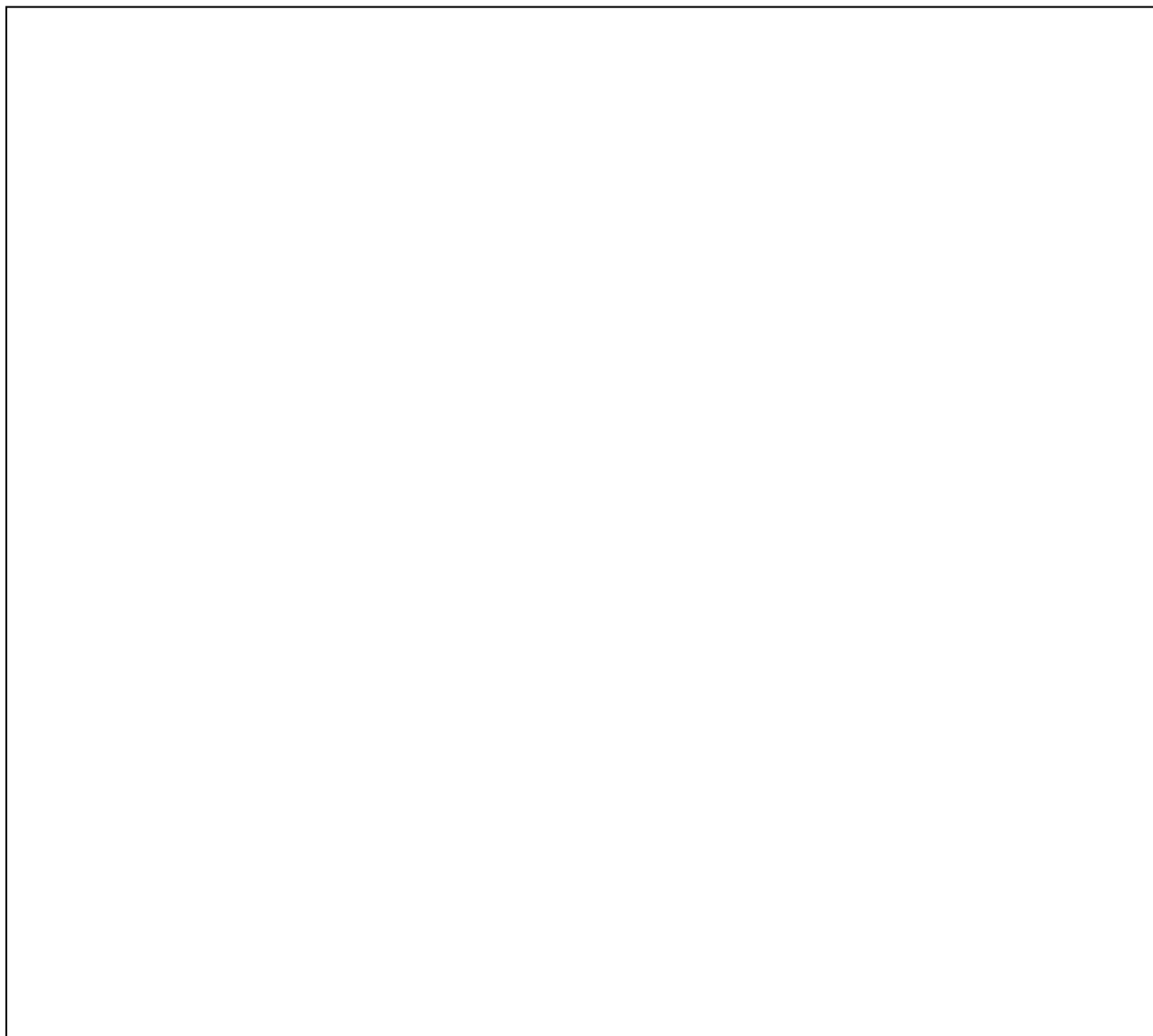
**Efectos directos del UNDAF:**

**Efectos directos esperados del CP:**

**Productos esperados del CP:**

**Asociado en la implementación:**

**Otros Asociados:**







### Matriz de monitoreo y evaluación

Nombre y N° del Proyecto:

Período:

<b>PRODUCTOS DEL PROYECTO ESPERADOS Y META PARA EL AÑO</b> (En el caso de que el logro del producto exceda el año)	<b>INDICADORES Y MEDIOS DE VERIFICACION</b>	<b>ACTIVIDADES REALIZADAS EN EL PERIODO</b>	<b>RESULTADOS DE LAS ACTIVIDADES REALIZADAS</b>	<b>STATUS DE IMPLEMENTACIÓN DE LAS ACTIVIDADES</b> (totalmente, parcialmente o no completada)	<b>ADELANTO HACIA EL LOGRO DE LOS PRODUCTOS DEL CP</b>
<b>PRODUCTO 1:</b>	INDICADOR 1.1: MEDIO DE VERIFICACIÓN:  INDICADOR 1.2: MEDIO DE VERIFICACIÓN:	NO LLENAR AL CONFECCIONAR EL PAT	NO LLENAR AL CONFECCIONAR EL PAT	NO LLENAR AL CONFECCIONAR EL PAT	USO INTERNO UNFPA
<b>PRODUCTO 2:</b>	INDICADOR 2.1: MEDIO DE VERIFICACIÓN:  INDICADOR 2.2: MEDIO DE VERIFICACIÓN:	NO LLENAR AL CONFECCIONAR EL PAT	NO LLENAR AL CONFECCIONAR EL PAT	NO LLENAR AL CONFECCIONAR EL PAT	USO INTERNO UNFPA
.....	.....	NO LLENAR AL CONFECCIONAR EL PAT	NO LLENAR AL CONFECCIONAR EL PAT	NO LLENAR AL CONFECCIONAR EL PAT	USO INTERNO UNFPA
<b>PRODUCTO ...:</b>	INDICADOR 3.1: MEDIOS DE VERIFICACION:  INDICADOR 3.2: MEDIO DE VERIFICACIÓN:	NO LLENAR AL CONFECCIONAR EL PAT	NO LLENAR AL CONFECCIONAR EL PAT	NO LLENAR AL CONFECCIONAR EL PAT	USO INTERNO UNFPA



## ANEXO III

### Atlas codes for capacity development interventions (C10-40)

#### C10. CAPACITY DEVELOPMENT STRATEGY: BUILDING AND USING A KNOWLEDGE BASE

This strategy enables national partners to generate and use knowledge relevant to their goals and outcomes. It promotes capacity for identifying lessons learned and effective programme models, utilizing evidence from pilots and formulating scaling-up strategies. This will be complimented by strengthening South-South knowledge transfer through regional support to serve the needs of programme countries.

##### C11- Capacity to generate knowledge:

Strengthening the capacity of national institutions to generate and share knowledge and evidence drawing on socio-cultural, behavioral and operational research; lessons learned from policy and programme evaluation; international, local, indigenous, and community knowledge and experiences;

##### C-12 Capacity to use evidence base:

Strengthening the capacity of national institutions to analyse information and data and use it as evidence while developing national, sub-national, sectoral policies, plans, and systems.

##### C13 – Capacity to mobilize development support (Other than South-South):

Strengthening the capacity of governments and national institutions to identify, source, and mobilize appropriate technical, programmatic and political support from regional and inter-regional and institutions.

##### C14 – Capacity to mobilize South-South Cooperation:

Strengthening the capacity of governments and national institutions to identify, source, and mobilize South-South and triangular (North-South-Country) technical, programmatic and political cooperation by institutions and individuals from developing and developed countries.

#### C20. CAPACITY DEVELOPMENT STRATEGY: SUPPORTING ADVOCACY AND POLICY DIALOGUE

This strategy aims to strengthen national ownership of the ICPD agenda and its incorporation, where needed, in legal, normative, development and expenditure frameworks and plans. It also aims at strengthening the capacity of Governments, civil society and other partners to advocate for ICPD agenda. UNFPA will support the national capacity to develop and implement ICPD-related policies and frameworks with adequate budgets and investment plans for ICPD goals.

##### C21- Capacity to advocate for ICPD agenda:

Developing the capacity of government officials, parliamentarians, influential social, religious, civil society leaders at all the levels to advocate for and promote ICPD agenda in policy debates and decisions, and to demonstrate the ownership of ICPD in sensitive contexts.

##### C22- Capacity to develop policies and plans:

Strengthening the capacity of national institutions and individuals to plan and formulate laws, policies and national/sub-national normative and development frameworks, including PRSPs and SWAPs, using evidence and lessons learned.

##### C23- Capacity to implement policies and plans:

Strengthening the capacity of national institutions and civil society organizations and individual end-users to enforce and exercise accountability for implementation of laws, policies, national/sub-national development frameworks with budgets and adequate investments in ICPD goals.

### C30. CAPACITY DEVELOPMENT STRATEGY: BUILDING AND STRENGTHENING PARTNERSHIPS

This strategy focuses on strengthening national capacity for partnership to mobilize support and complementary resources for the ICPD agenda. The strategy aims to build national capacity for multisectoral partnerships among Government, regional institutions, parliamentarians, universities, civil society organizations, donors, the media and the private sector. UNFPA will make available to countries technical resources and expertise from within, as well as harness and organize appropriate external expertise at the request of programme countries.

#### C31 - Capacity to manage multi-sectoral partnerships:

Strengthening the capacity of government institutions to establish and maintain multi-sectoral partnerships and to create spaces where partners from civil society, academia and private sector will be encouraged to make their contributions to the common goal of implementing ICPD agenda.

#### C32 - Capacity to increase the resource base for ICPD:

Strengthening the capacity of government institutions to partner with bilateral and multilateral donor organizations and mobilize complementary resources for clearly formulated evidenced –based programmes and plans.

#### C33 - Capacity building of CSOs:

Increase capacity of civil society organizations at national, sub-national, and community levels to engage in policy and programme formulation, monitoring, and evaluation

#### C34 - Capacity to work with private sector:

Strengthening the capacity of government institutions to mobilize support from private sector for the ICPD agenda

#### C35 - Capacity to work with mass media:

Strengthening the capacity of mass media outlets to provide quality coverage of population issues in the context of the ICPD vision. Strengthening the capacity of national institutions to partner with mass media in presenting and covering the population issues based on the ICPD vision.

### C40. CAPACITY DEVELOPMENT STRATEGY: DEVELOPING SYSTEMS FOR IMPROVING PERFORMANCE

This strategy aims at strengthening the national capacity to develop and manage primary health care and reproductive health commodities systems for improved quality, coverage and effectiveness. UNFPA will also build the institutional capacity to develop, motivate and retain skilled human resources.

#### C41 – Capacity in RBM systems and tools:

Strengthening capacity of national/sub-national institutions for establishing and using systems and tools that are results- and process-oriented for programme planning, implementation, monitoring and evaluation

#### C42 - Capacity in service delivery systems:

Strengthening capacity of national, sub-national, and community institutions to establish and manage effective and efficient service delivery systems.

#### C43 – Capacity in human resources development:

Strengthening the capacity of national institutions to train, develop, motivate and retain highly skilled human resources.

#### C44 – Capacity in use of institutional mechanisms and systems:

Strengthening the capacity of local communities and individual end-users to use the institutional mechanisms and management systems for the benefit of being informed, demanding and receiving better quality services.

#### C50 UNFPA CAPACITY TO ADVANCE ICPD AGENDA

##### C51 – UNFPA capacity to advance ICPD agenda and support its programmes at all levels

Strengthening and maintaining the capacity of UNFPA to effectively advance ICPD agenda in the global, regional and country environments and provide high quality and efficient support to its programmes at all levels.

##### Atlas codes for substantive activities (A1 – A50)

#### **POPULATION AND DEVELOPMENT (P&D)**

A1- Population issues in public policies, national, sub-national and sectoral development plans (including in PRSP, SWAPs), and expenditure frameworks

A2 - Population and housing censuses

A3 - Socio-demographic surveys,

A4 - Population databases

A5 - Monitoring of MDGs, including the target on universal access to RH

A6 - Socio-cultural (including qualitative studies), population and demographic research

A7 - Young people's rights and needs in national policies and expenditure plans

A8 - Population ageing

A9 - Internal Migration and spatial distribution

A10 - Urbanization

A11 - International migration

A12 - Population and environment, including climate change

A13 – Refugee /IDP surveys in humanitarian /emergency contexts

#### **REPRODUCTIVE HEALTH AND RIGHTS (RH/RR)**

A14 - Reproductive Rights

A15 - Family planning

A16 - Maternal health care

A17 - Young people sexual and reproductive health services and lifeskills education

A18 - HIV prevention information, skills and services for young people:

A19 - Women and HIV/AIDS

A20 - HIV/AIDS and sex work

A21 - Comprehensive condom programming

A22 - SRH/HIV linkages

A23 - Prevention of Mother to Child Transmission (PMTCT)

A24 - RH needs of HIV + women

A25 - HIV/AIDS Prevention

A26 - Reproductive Health Commodity Security (RHCS)

A27 - Prevention and management of complications of abortion

A28 - Prevention and management of RTIs/ STIs

A29 - Infertility

A30 - Fistula

A31 - Women's Reproductive Health Conditions (cervical cancer, menopause, other)

A32 - Harmful Practices, Including FGM/C

A33 - Health human resource planning

A34 - Health regulatory systems

A35 - Socio-cultural norms and practices affecting RH and SRH and HIV

A36 - Humanitarian systems and SRH, HIV and GBV

#### **GENDER EQUALITY (G)**

A37 - Prevention of GBV  
 A38 - Post-GBV referral and care  
 A39 - Women's political empowerment  
 A40 - Women's economic and social empowerment  
 A41 – Women's protection services networks  
 A42 - Prevention of trafficking of women and girls  
 A43 - Mainstreaming gender into national policies and budgets  
 A44 – Promoting gender-friendly socio-cultural environment  
 A45 - Male involvement  
 A46 - Legal enforcement of gender laws and policies  
 A47 – Gender-sensitive education  
 A48 - Human rights protection systems  
 A49 - Reproductive rights in CEDAW reporting  
 A50 - Girl child

### **ATLAS CODES FOR PROGRAMME COORDINATION AND ASSISTANCE (A51 – A61)**

The codes A51 – A61 are for Programme Coordination and Assistance (PCA) interventions, also known as “Umbrella” projects or Division /Branch Operational Plans (DOP/BOP) in the Global and Regional programmes . They define the activities that are related to advocacy for the entire ICPD agenda; supporting the overall management of CPs and improving capacity of the COs staff in quality results-based programming. These codes by default must be combined with the code C51 UNFPA capacity to advance ICPD agenda and support its programmes at all levels. If activity intends to strengthen UNFPA's ability to do better programming and /or actively engage in the UN reform, please combine the respective A code and C51 code with S31 institutional code (UNFPA).

### **PROGRAMME COORDINATION AND ASSISTANCE (PCA)**

A51 - Programme formulation  
 A52 - Programme implementation  
 A53 - Programme monitoring  
 A54 - Programme/project evaluation  
 A55 - Programme support systems and tools  
 A56 - Advocacy on MDGs, ICPD issues and UNFPA mandate  
 A57 - Knowledge Management/ Knowledge Sharing  
 A58 - Resource mobilization  
 A59 - UN reform and coordination  
 A60 - Staff development  
 A61 - Other

Definitions of Atlas Codes for the Programmatic Areas of Intervention (*A codes*)

#### **A1 - Population issues in public policies, national, sub-national and sectoral development plans (including in PRSP, SWAps), and expenditure frameworks**

Activities to promote national dialogue on poverty reduction strategies and increase the national capacity to incorporate population issues into their policymaking and planning. Activities to build governments' technical capacity for policy analysis, costing and budgeting, and monitoring and evaluation of the population dimensions of poverty reduction strategies and sector-wide approaches (SWAps), operational plans and expenditure frameworks. This will include the development of evidence-base on the links between population and poverty as well as other related interlinkages for use in situation analysis, policy design and monitoring.

#### **A2 - Population and housing censuses**

Activities for increasing awareness about the need for census data for planning. Activities for strengthening national capacity to conduct censuses and analyze and disseminate census data. Activities for increasing the capacity of national institutions to collect, analyze, utilize, and disseminate gender-disaggregated data.

#### **A3 - Socio-demographic surveys**

Activities for increasing the countries knowledge base on population dynamics, reproductive health, HIV-AIDS, gender equality and other related issues through data collection on these issues.

#### A4 - Population and socio-demographic integrated databases

Activities for strengthening national capacity for developing integrated databases for monitoring and evaluating policies and programmes. Activities contributing to the availability of disaggregated data by age and sex in the areas of population dynamics, RH, HIV/AIDS, and Gender.

#### A5 - Monitoring of MDGs, including the target on universal access to RH

Activities related to strengthening the capacity of national institutions to systematically monitor and report on the progress towards reaching the relevant MDG targets, and particularly the target on universal access to RH by 2015. Activities for strengthening national capacity to develop poverty reduction and national development strategies that are based on MDGs and other internationally agreed goals.

#### A6 - Socio-cultural, population and demographic research

Activities for increasing a national capacity for analysis of socio-cultural, population and demographic research and dissemination of research findings to stimulate discussion on policy and programme implications and for policy dialog with national authorities. It includes the support to qualitative surveys and research. The activity includes the facilitation in building cross-cultural regional and international research networks

#### A7 - Young people's rights and needs in national policies and expenditure plans

Activities for increasing national capacity to reflect young people's rights and needs in regard to access to SRH and HIV/AIDS prevention in the policies and plans and to budget for those needs. Activities to promote investment in building human capital, including the health, education and social participation of young people, so that countries are able to benefit from the demographic bonus.

#### A8 - Population ageing

Activities for building knowledge, advocating and influencing public policy in regard to the current and expected social, health and economic consequences of population ageing and for meeting the needs of older persons, with particular emphasis on the poor, and especially women. The Madrid International Plan of Action on Ageing (MIPAA) is the main framework for activities in this area.

#### A9 - Internal Migration and spatial distribution

Activities for building a body of knowledge on internal migration, including data collection; policy advocacy and national capacity building to better understand population movements within the countries and to respond to the impacts of internal migration in areas of origin and destination.

#### A10 – Urbanization

Activities to analyze the urbanization process and its socio-economic implications. Activities that strengthen national capacity to design policies that take into account the consequences of a rapid urban growth, including the need to orient urban expansion, the identification of populations at risk, especially the poor and most vulnerable, and the planning of infrastructure and housing.

#### A11 - International migration

Activities to enhance the understanding of the relationship between international migration and development, build country capacity to design policies and programmes that address the challenges of migration and maximize the positive and minimize the negative consequences of migration for countries of origin, transit and destination as well as for the migrants themselves, increase awareness of the gender dimensions of migration, and advocate for the human rights of migrants and for combating of trafficking in human beings.

#### A - 12 Population and environment, including climate change

Activities for increasing national capacity to integrate population factors in environmental planning and management, especially for activities to raise awareness and promote a deeper understanding among policymakers of the relationship between population, environment and development. It also includes activities related to the analysis of the links between population and climate change and the related advocacy activities for the incorporation of this knowledge base to national development plans, poverty reduction strategies and urban planning.

#### A13 - Refugee /IDP micro-censuses in humanitarian /emergency contexts

Activities supporting national, sub-national or local governments or institutions to conduct micro-census surveys among the refugee /IDP populations in humanitarian an emergency context.

### **REPRODUCTIVE HEALTH AND RIGHTS**

#### A14 - Reproductive Rights:

Activities for capacity development and advocacy to promote awareness, acceptance, recognition, legal reform and implementation, exercise, respect, and protection of reproductive rights Activities for enhancing the capacity of duty bearers to create enabling environment for exercising reproductive rights; as well as activities for empowering civil society members to claim their rights.

#### A15 - Family planning:

Activities for increasing a national capacity to increase access to and demand for family planning information, education, counseling services and commodities, as well as enhancing the capacity of national institutions and providers to deliver quality FP services.

#### A16 - Maternal health care:

Activities for increasing a national capacity to improve access to prenatal care, safe delivery, post-natal care, basic and emergency obstetric care for prevention of maternal mortality and morbidity; as well as enhancing the capacity of national institutions and providers to deliver quality maternal care.

#### A17 - Young people sexual and reproductive health services and life skills education:

Activities for increasing a national capacity to improve access of young people to sexual and reproductive health (SRH) information, in-/out-of-school education, communication, counseling and services, including access to RH commodities; as well as enhancing the capacity of national institutions and providers to deliver quality and friendly ASRH services.

#### A18 - HIV prevention information, skills and services for young people:

Activities for increasing national capacity to improve access to comprehensive HIV information, education and services for young people, especially the vulnerable and most-at- risk, support institutional strengthening and technical capacity of UNFPA COs, UNCTs, regional and national youth serving and youth led organizations to effectively prevent the HIV/AIDS transmission among young people; and support and advocate for youth involvement and participation in national development plans and strategies.

#### A19 - Women and HIV

Activities for supporting country level follow-up to recommendations within the national report card on women and AIDS. Activities to raise awareness of ‘feminisation’ of the epidemic, support policy dialogue to catalyze action, provide technical support, and disseminate/develop guidance and good practices to reduce vulnerability of women and girls, mitigate impact, and empower women and girls, including reducing barriers to utilization of sexual and reproductive health services, addressing gender-based violence, sexual and reproductive health of women living with HIV, and other key areas

A20 - HIV and sex work:

Activities to reduce HIV vulnerability in the context of sex work, including through increasing national capacity to prevent HIV among sex workers, capacity building of sex workers, addressing the structural issues related to sex work, and providing coordination across UNAIDS agencies at the country level.

A21 - Comprehensive condom programming:

Activities to support the implementation of the Global Condom Initiative through strengthening a national capacity to implement comprehensive condom programming (CCP) for HIV prevention and dual protection with emphasis on: (a) scaling-up female condom programming; (b) strengthening male condom programming; (c) increasing access and use of male and female condoms by women, young people, sex workers and populations in humanitarian settings; (d) procuring and managing male and female condoms, STI drugs and diagnostics test kits and a low cost computer augmented LMIS systems and (f) monitoring and evaluating respective programmes.

A22 - SRH/HIV linkages:

Activities for strengthening a national capacity to link sexual and reproductive health and HIV/AIDS by using evidence base, managing technical support and disseminating guidance tools and promising practices to identify and implement key policy and programme actions, particularly focusing on rights-based sexual and reproductive health of people living with HIV, prevention of mother to child transmission, STI management, and integrating family planning and HIV.

A23 – Prevention of Mother to Child Transmission (PMTCT):

Activities for increasing a national capacity to manage and utilize technical support and to implement the guidance on accelerating PMTCT scale up, particularly focusing on a basic package of HIV/AIDS services in maternal health care settings, sexual and reproductive health for women living with HIV, and linking maternal health services with other sexual and reproductive health services.

A24 - RH needs of HIV + women:

Activities for increasing a national capacity to improve access of HIV positive women to and demand for the entire range of RH services, including family planning, maternal health, management of RTI's, management of consequences of abortion, and other services.

A25 - HIV prevention:

Activities for institutional strengthening and technical capacity building of UNFPA COs, UNCTs, regional and national key population organizations to facilitate policy development and dialogue and to design, implement, monitor and evaluate relevant HIV programmes and services and increase national capacity to prevent HIV/AIDS, including mother-to-child transmission, through access of general population, and particularly vulnerable and marginalized groups including young people, sex workers, and women to information, education, communication, voluntary counseling and testing (VCT), health services and commodities; as well as capacity of national institutions and providers to effectively prevent HIV transmission.

A26 - Reproductive Health Commodity Security (RHCS):

Activities for increasing a national capacity to forecast, finance, cost, provide, distribute, store, and utilize RH commodities; monitoring and reporting on the status of RHCS; as well as capacity of national institutions and service delivery system to provide quality care by ensuring all individuals can obtain and use affordable, quality reproductive health commodities of their choice and life saving supplies whenever they need them

A27 - Prevention, and management of complications of abortion:

Activities for increasing a national capacity to increase access of women to information, counseling, and RH services to prevent recourse to abortion as well as post-abortion FP for prevention of unwanted pregnancies; as well as for enhancing

capacity of national institutions and providers to deliver quality services for the prevention of and for managing the complications of unsafe abortion.

A28 - Prevention and management of RTIs/ STIs:

Activities for increasing a national capacity to increase the access of women, men, and young people to information, education, communication, and commodities for prevention of reproductive tract infections (RTIs) and sexually transmitted infections (STIs); detection, counseling, treatment of RTIs/STIs; as well as enhancing the capacity of national institutions and providers to deliver quality RTI/STI services.

A29 - Infertility:

Activities for increasing a national capacity to increase the access of women, and men to information, education, communication, counseling and services for prevention and treatment of infertility; as well as capacity of national institutions and providers to deliver quality infertility-related services.

A30 – Fistula:

Activities for increasing a national capacity to improve access of women to information, education, communication, counseling and services for prevention of fistula among women of reproductive age as well as capacity of national institutions and providers to manage consequences of fistula.

A31 - Women's Reproductive Health Conditions:

Activities for increasing a national capacity to improve access of women to information, education, communication, counseling and services for prevention, mitigation, and treatment of RH conditions such as cervical cancer, menopause, other; as well as capacity of national institutions and providers to deliver quality services.

A32 - Harmful Practices, including FGM/C:

Activities for increasing a national capacity to prevent harmful practices, including female genital mutilation, “dry sex”, sexual initiation rites, birth and postpartum practices through protection of human rights, access to information, education, counseling and health services; as well as a capacity of relevant national institutions to protect human rights of people and prevent harmful practices.

A33 - Health human resource planning:

Activities for increasing a national capacity to plan and manage human resources in the health sector, and particularly placing and retaining SRH health providers in the system.

A34 - Health regulatory systems:

Activities for increasing a national capacity to improve management effectiveness and efficiency of health regulatory systems to ensure improved quality, accessibility and affordability of services, particularly for vulnerable and marginalized populations

A35 - Socio-cultural norms and practices affecting RH and SRH and HIV:

Activities for increasing a national capacity to analyze and influence the socio-cultural environment in terms of its impact on the RH and SRH issues; Activities to increase the capacity of national institutions to take into account the socio-cultural norms and values when designing programmes and to mitigate and manage the effect of those norms on the quality, and accessibility of SRH services; activities to decrease the stigma and discrimination surrounding HIV and AIDS

A36 Humanitarian systems and SRH, HIV and GBV:

Activities to support integration of comprehensive sexual and reproductive health and HIV services, including prevention and response to gender based violence into emergency preparedness, humanitarian response, transition and recovery with

emphasis on prevention of HIV and sexual violence among high risk groups affected by continuing crisis such as uniformed personnel, male and female ex-combatants, women associated with armed groups and armed forces, and mobile populations.

A37 - Prevention of GBV:

Activities of advocacy and capacity development to prevent a wide range of human rights violations, including sexual abuse of children, violence against women such as domestic violence, sexual assault and harassment, trafficking of women and girls and traditional harmful practices; as well as capacity of relevant national institutions to protect human rights, people's lives, psychological and physical integrity and freedom.

A38 - Post GBV referral and care:

Activities for increasing a national capacity to manage systems for screening, referral and care of women and girls who suffered from GBV. Activities to increase the capacity of national institutions to provide quality referral and care services.

A39 - Women's political empowerment:

Activities to increase women's political empowerment to make their own decisions that affects their lives and lives of their families, as well as increasing of the capacity of relevant national institutions to address gender equality issue and promote equal participation of both genders in decision making process.

A40 - Women's economic and social empowerment:

Activities for increasing national capacity to promote awareness, acceptance, recognition of women's social and economic rights. Activities to strengthen the capacity of national institutions and duty bearers to implement legal reforms, exercise, respect, and protect economic, social and cultural rights as a condition for gender equality. Activities for empowering civil society members to claim these rights, including grass-roots organizations working to address and advance economic, social and cultural rights, such as the right to food, housing, and development.

A41 - Women protection services network:

Activities for increasing a national capacity to provide a comprehensive network of services for violence survivors, including: direct services to address the complex, broad and often immediate range of survivors' needs; a capacity to raise public awareness and change societal attitudes about GBV violence.

A42 - Prevention of trafficking of women and girls:

Activities for capacity development and advocacy for effective prevention of trafficking of women and children; as well as for reinforcement of human rights protection systems and assistance to victims and of law enforcement systems to address prosecution of traffickers.

A43 - Mainstreaming gender into national policies and budgets:

Activities for capacity development and advocacy to ensure that gender is mainstreamed in laws, national, local and sectoral programmes and policies; activities to ensure that accountable national budget processes take into account gender perspectives and provide adequate resources for implementing policies on gender equality. Activities for increasing the capacity of relevant national institutions to incorporate gender dimension into the national policies and budgeting process.

A44 - Promoting gender-friendly socio-cultural environment:

Activities for increasing a national capacity to influence the socio-cultural environment and to promote the one that is gender-sensitive and gender-friendly. Activities involving key 'agents of change' (e.g. FBOs, religious/community/indigenous leaders).

A45 - Male involvement:

Activities to improve the reproductive health of both women and men, better programmes have to develop concrete strategies to understand and incorporate the male perspective and male needs in the same way as attention is given to women's perspectives and needs; as well as increasing of the capacity of relevant national institutions to address gender equality issue and promote equal participation of both genders in decision making process.

A46 - Legal enforcement of gender laws and policies:

Activities for capacity development and advocacy for the establishment/reinforcement of mechanisms and accountability processes and systems to enforce gender laws and policies.

A47 - Gender-sensitive education:

Activities for increasing a national capacity to design, implement and institutionalize gender sensitive curricula in schools and other educational institutions. Activities to enhance the capacity of national institutions to prepare and retain teachers and educators who are gender-sensitive and qualified to provide the education. Activities to have gender-sensitive environments in the schools and outside the school.

A48 - Human rights protection systems:

Activities for capacity development and advocacy for the establishment/reinforcement of national and local human rights protection systems, including national human rights institutions such as ombudspersons and national human rights commissions, the judiciary system, laws and policies, participatory/community systems, human rights NGOs and CBOs, and conflict-resolution mechanisms in support of reproductive rights of women and adolescent girls.

A49 - Reproductive rights in CEDAW reporting:

Activities for capacity development and advocacy to include reproductive rights and other rights related to UNFPA mandate in country reports to CEDAW and any other treaty body such as the Committee on the Rights of the Child and the Committee on Economic, Social and Cultural Rights.

A50 - Girl Child:

Activities for increasing a national capacity to eliminate all forms of discrimination against the girl child and the root causes of son preference, female infanticide and prenatal sex selection; enhancing the capacity of relevant national institutions to promoting equal treatment of girls and boys with respect to nutrition, health care, education and social, economic and political activity, as well as equitable inheritance rights and to increase public awareness of the value of the girl child, and concurrently, to strengthen the girl child's self-image, self-esteem and status.

**Anexo IV: Atlas codes for target institutions (S10 – S50):**

**S10 National Government Institutions**

- S11 – Government policy/decision makers
- S12 – Parliament/MPs
- S13 - Military/Police Institutions/personnel
- S14 – Health Institutions/providers
- S15 – Educational Institutions/providers
- S16 – Political/Social/Cultural leaders
- S17 - Other Government Institutions/personnel
- S18 – Multiple Government Institutions

**S20 - National Non-government Institutions**

- S21 - CBO/NGO/Non-profit organizations
- S22 – Academia
- S23 – Media
- S24– Private for-profit sector
- S25 – Faith and faith-based organizations/religious leaders

S26 - Multiple Non-government Institutions

**S30 – Global and Regional Institutions**

S31 – UNFPA (for PCA activities)

S32 -- Inter-governmental institutions

S33 – International non-governmental institutions

S34 – Global Institutions ((Economic, Academic, Research)

S35 – Regional Institutions (Economic, Academic, Research)

S36 – Multiple Global and Regional Institutions

**S40 – Population groups directly supported by UNFPA interventions:**

S41 – IDPs/ refugees and affected population (for humanitarian /emergency activities)

S42 - Urban Poor

S43 - Rural Poor

S44 – Marginalized and vulnerable groups

S45 - Indigenous population

**S50 – Other Institutions or Population Groups**

**Anexo IV: Códigos de cuentas presupuestales**

71.000		Otros Gastos de Personal
71.200		Consultores internacionales
	71210	Consultores internacionales – corto plazo – apoyo
71.300		Consultores nacionales
	71305	Consultores nacionales – corto plazo – técnico
	71310	Consultores nacionales – corto plazo – apoyo
72.000		Gastos Operativos Generales
72.100		Servicios contractuales - empresas
	72105	Contrato de servicios – construcción e ingeniería
	72125	Contrato de servicios – estudios y servicios de investigación
	72135	Contrato de servicios – servicios de comunicaciones
	72140	Contrato de servicios – tecnología de la información
72.200		Equipamiento y mobiliario
	72205	Maquinaria de oficina
	72215	Equipo de transporte
	72220	Mobiliario
72.300		Materiales y bienes
	72330	Productos médicos
	72335	Productos farmacéuticos
	72340	Pastillas anticonceptivas
	72341	Anticonceptivos – DIU
	72342	Anticonceptivos – preservativos

	72343	Anticonceptivos – inyectables
	72344	Anticonceptivos – implantes
72.400		Equipo audiovisual y de comunicaciones
	72405	Adquisición de equipo de comunicaciones
	72410	Adquisición de equipo audiovisual
	72415	Gastos correo privado
	72420	Cargos telefonía fija
	72430	Estampillado y valija diplomática
72.500		Suministros
	72505	Artículos de papelería y otros suministros de oficina
	72510	Publicaciones
72.800		Equipamiento informático
	72805	Adquisición de hardware de computación
	72810	Adquisición de software de computación
	72815	Suministros informáticos
<b>74.000</b>		<b>Gastos Operativos Varios</b>
74.100		Servicios profesionales
	74110	Honorarios auditoría
	74115	Honorarios judiciales
74.200		Costos de producción de material audiovisual e impreso
	74205	Producciones audiovisuales
	74210	Impresión y publicaciones
	74215	Material de promoción y su distribución
	74220	Costos de traducciones
	74225	Otros costos relacionados con los medios
74.500		Gastos varios
	74505	Seguros
	74520	Almacenamiento