Reporting Agency: UNDP

Country: Armenia

 MONITORING ACTION AND STANDARD PROGRESS REPORT[[1]](#footnote-2)

No. and title: 00115039 – 00112810 Electoral Support Project in Armenia 2 (ESPA) 2

Reporting period: 1 April 2019 – 30 June 2019

|  |
| --- |
| **I. PURPOSE** |
| * *Present project’s goal, objectives, duration, theory of change (if available), implementing partner and responsible parties.*

**Background:** In response to a formal request from the Government of the Republic of Armenia to provide electoral assistance and based on recommendations of the UN Needs Assessment Mission, UNDP has developed Electoral Support Project in Armenia 2 (hereafter, ESPA-2) project to assist the Armenian stakeholders on long-term capacity building of electoral management bodies. The project will focus on strengthening the institutional capacities of electoral management bodies, on sustaining those achievements and building solid foundations for credible, inclusive and transparent elections in the future, through modernization of structure and planning processes, reorganization of resources, internal procedures, improved information and communication technologies of the electoral management bodies.**Project goal:** To increase long-term credibility of electoral processes and sustainability of the electoral administration through capacity building of the Electoral Management Body**Project objectives:**(1) Increase sustainability of the electoral administration through targeted capacity building of the Central Electoral Commission (CEC)(2) Enhance institutional capacity of CEC through modernization of its structure, reorganization of resources, internal procedures and improved ICT**Duration:** 21 months (start date: 1 April 2019, end date: 31 December 2020)**Theory of Change:** Project’s [Theory of Change](#ToC) is that credible, inclusive and participatory electoral processes lead to effective citizen engagement, equitable and representative voice, and effective governance institutions; in a long run also factoring in stability and economic development of the country. **Donor:** Government of Japan **Implementing party:** UNDP**Key partner:** Central Electoral Commission of RAII. RESOURCES AND FINANCIAL PERFORMANCE* *Matrix showing project’s total, annual and delivered resources and percentage by donor funds.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Total Project Budget | Current Year (2019) | All Years Delivery as of SPR date (USD) | All Years Delivery rate as of SPR date (%) |
| Annual Budget | Delivery as of SPR date (USD) | Delivery rate as of SPR date (%) |
| Gov. of Japan | 1,028,880.87 | 370,437.27 | 12,230.28 | 3.3 % | 12,230.28 | 3.3 % |
| Total | 1,028,880.87 | 370,437.27 | 12,230.28 | 3.3 % | 12,230.28 | 3.3 % |

* *Indicate amount of leveraged resources, even if as a parallel funding.*
* None.

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| **III. RESULTS, PROGRESS, INNOVATIVE AND TRANSFORMATIVE ASPECTS** |

* ***Programme results: (1)*** *Indicate the project’s progress vis-à-vis* ***UNDAF/CPD outcomes, outputs, baselines, and targets****, as well as (2)* ***UNDP Strategic Plan*** *(SP) and (3)* ***Sustainable Development Goals*** *(SDG).*
* **2016-2020 UNDAF** Outcome 2 “By 2020, people benefit from improved systems of democratic governance and strengthened protection of human rights”.
* **2016-2020 UNDP Country Programme** Action Plan Outcome 2 (11) “By 2020, people’s expectations for voice, accountability, transparency, and protection of human rights are met by improved systems of democratic governance.”, output 2.5 Mechanism introduced to increase credibility of electoral process, inclusiveness and participation in elections and capacity of EMB to ensure its sustainable institutional strengthening.
* **UNDP Strategic Plan 2018-2021** Outcome 2 “Accelerated Structural Transformations for Sustainable Development” and its Output 2.2.2 “Constitution-making, electoral and parliamentary processes and institutions strengthened to promote inclusion, transparency and accountability”.
* **SDG Target 16.6** Develop effective, accountable and transparent institutions at all levels.

***Result:*** *The Project is at the startup stage; therefore, it is early to report outcomes on the programme level. Actions initiated by the Project and listed under below sub-section “Project results” will contribute to those outcomes.** ***Project results: (1)*** *Present the* ***narrative of the project’s progress vis-à-vis the planned deliverables of the Results and Resources Framework of Prodoc,*** *disaggregated by years. Present additional results with a separate subtitle.* ***(2) Update RRF of Prodoc*** *(see in annex a sample of UNDP standard RRF).*

***Reporting period: April-June 2019*****Output 1: Sustainability of the electoral administration is increased through targeted capacity building of the Central Electoral Commission (CEC)****Activity 1.1: Lessons-learned and strategic planning** ***Result:*** *Capacity of CEC to assess its performance in the Voter Authentication Process and identify its strengths and weaknesses is improved through lessons-learned exercise****Details of actions undertaken:*** ***Action 1: Post electoral survey**** The Project supports CEC in conceptualizing and implementing a post-elections survey to assess the general perception of the electoral process.
* "Caucasus Research Resource Center - Armenia" Foundation (hereafter, [CRRC](https://www.crrc.am/?lang=en)) was contracted to conduct the survey, the main objective of which is to measure exposure to the voter education and information campaigns. It is deemed that the findings of the survey will be used by CEC in future planning, specifically for its communication strategy and voter education campaigns.
* Within the reporting period, CRRC finalized survey questionnaire (with total of 73 questions). Survey questionnaire was designed in line with the ToR suggested subjects, particularly focusing on voter education and information campaigns. Gender focus was also taken into consideration, e.g. gender desegregated data will be insured by the survey report.
* The survey is currently in the stage of fieldwork with the following schedule:
* 22.07.2019 (11:00 AM) - Yerevan Fieldwork training
* 23.07.2019 (11:00 AM) - Regions Fieldwork training
* 24.07.2019 - Fieldwork start
* After the fieldwork, the data and results received will be analyzed by CRRC which will then provide final survey report. The final report will be disseminated to stakeholders for comments, finalized and then published.

***Action 2: Lessons-learned workshop**** The Project supported CEC in developing and implementing its lessons-learned exercise. Thus, the workshop for specialists in charge of maintenance of Voter Authentication Devices (VADs) was conducted on 30-31 May 2019 at DoubleTree by Hilton, Parigi Hall. The total number of participants - 32 (including CEC Commissioners), out of which 9 women, 23 men - has participated in the two-day workshop. The main objective was to summarize the lessons learned, assess its performance, identify its strengths but also work towards improving identified weaknesses.
* The final report on the outcomes of the lessons learned exercise will be ready by the end of July 2019.

***Action 3: International conference on electoral technology**** The Project supports CEC to organize the International Electoral Technology Conference (hereafter, Conference) to introduce Armenian CEC to international and regional best practices in the field of Electoral Technology.
* The Project drafted the concept note that will be finalized together with agenda and then shared with CEC for approval. Upon agreement on the dates of the Conference (which is planned for the 4th quarter of 2019) with CEC and UNDP leadership, the Project will start working on the preparation of the event.

**Output 2: Institutional capacity of the CEC is enhanced through modernization of its structure, reorganization of resources, internal procedures and improved ICT****Activity 2.2: IT capacity building solutions introduced*****Result:*** *CEC IT infrastructure, including hardware and software needs assessed and process of improvement and enhancement of IT solutions initiated****Details of actions undertaken:******Action 1: VAD inventory software and helpdesk software**** CEC requires to develop a software for equipment’s inventory link to the helpdesk softer that would allow to manage the equipment in a systematic and sustainable manner.
* In the scope of capacity enhancement activities, ESPA-1 project has initiated the development of this application. ESPA-1 hired business analyst who has already assessed and analyzed the business requirements of the system. Following the assessment and analysis of the business requirements for VAD inventory and VAD data operator’s registration system, ESPA-1 developed the first draft of Terms of Reference (ToR) of the system development. The ToR has been shared with CEC for their input and recommendations. ESPA-2 will use this ToR to announce a tender to choose a company to develop the mentioned software.

***Action 2: Hardware and software equipment for enhancing the CEC data center and IT Infrastructure**** CEC data center was last time updated in 2011, and there was no major investment afterwards. The preliminary assessment of hardware equipment, installation, and maintenance services was done for ESPA-2 Prodoc.
* A new assessment of the needs for CEC’s hardware and software to enhance the capacity of CEC’s data center and regional structures such as TEC’s was conducted upon the launch of ESPA-2 project. The assessment document included the current status of CEC data center and required steps for upgrading the data center.
* By the results of the assessment, the Project announced the tender in June 2019 for the procurement of CEC’s hardware and software. The tender results are still pending to be published.

***N.B List of experts/advisors hired by the Project in the reporting period:****Chief technical advisor: Shalva Kipshidze**Associate project coordinator: Araks Babayan**Project assistant: Marianna Gasparyan**IT expert/team leader: Davit Khachatryan** ***Innovative and transformative aspects:*** *Highlight innovative practices and any transformative changes so far.*
* Jointly with CEC IT department Project ICT lead finished and approved IT work plan for the period of ESPA-1 and ESPA-2 projects. The details of the activities were identified, and the final version shared with CEC.
* Project initiated the assessment and development of mid-term IT strategy for CEC based on the approved IT workplan. The initial results of the assessment and strategy document will be ready by the July of 2019.
* *Present in the below table a performance snapshot of the current year planned deliverables.*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Current Year (2019) |
|  |  |  | Planned | Actual |
| Activity/Output | Expected Annual Targets/Indicators | Amount ($) | Q1 | Q2 | Q3 | Q4 | Status | Comments |
| Output 1: Sustainability of the electoral administration is increased through targeted capacity building of the Central Electoral Commission (CEC)Indicative activities:1.1: Lessons-learned and strategic planning | * Post electoral survey conducted
 | 16,951.96 $ |  | X | X16,951.96 $ |  | Partially completed | Pending final report |
| * Lessons-learned workshop/exercise conducted, lessons learned report generated
 | 4,689.17 $ |  | X4,689.17 $  | X |  | Completed | Pending final report |
| * International conference on electoral technology held
 | 90,000 $ |  | X  | X  | X 90,000 $ |  |  |
| Output 2: Institutional capacity of the CEC is enhanced through modernization of its structure, reorganization of resources, internal procedures and improved ICTIndicative activities: Activity 2.2: IT capacity building solutions introduced | * CVIS software customization
 | 13,000 $ |  |  | X | X13,000 $ |  |  |
| * VAD inventory software and helpdesk software developed
 | 20,000 $ |  | X | X | X20,000 $  |  |  |
| * Hardware and software equipment for enhancing the CEC data centre and IT Infrastructure procured
 | 100,000 $ |  | X  | X100,000 $ | X  |  |  |

*Please, see updated* [*RRF here*](#_Results_Framework)*.***IV. GENDER MAINSTREAMING, CROSSCUTTING RESULTS, TARGETING*** *Indicate the project’s gender marker (GEN0-3) and* ***gender-responsive and gender-transformative results*** *vis-à-vis the Prodoc framework (N.B. UNDP Country Programme Documents requests that all projects be designed and implemented at GEN2-3 level).*
* *Indicate also the project’s* ***crosscutting results (e.g., youth empowerment, risk-informed development schemes, integrated development schemes),*** *as well as the project’s contribution for* ***Leaving No One Behind (LNOB)*** *indicating target* ***groups.***
* The ESPA-2 Gender Marker is 2. Project will hire international expert to undertake gender-responsive planning exercise to help Project in rating the gender mainstreaming and equality at the activity level.

**V. RISKS AND CHALLENGES*** *Present the project’s issues, challenges and bottlenecks along with the suggested solutions.*
* *(1) Update the Project Risk Log in this report (2) and in Atlas (see a sample of UNDP standard risk log attached). N.B. Risks that are no further relevant shall not be deleted from the Log but a respective statement to be made in Risk treatment/management. SESP risks to be monitored in Risk Log.*
* Please, see the Risk Log in Annex 1, page 10.

**P VI. PRODOC CHANGES, HORIZON SCANNING** * *Present the analysis in your project’s field (horizon scanning) regarding new opportunities, emerged stakeholders/donors, etc. and hence the necessary changes recommended to the project document.*
* *State changes to the project document (both proposed and approved by Project Board). For substantive revision, a documented LPAC endorsement is to be presented to the Project Board. [N.B. Necessary actions regarding revised Prodoc will follow].*
* On 29 June 2019, at the joint Steering Committee (SC) meeting of the ESPA-1 and ESPA-2, it was suggested by the CTA to revise the first page of the Prodoc to reflect the real donor contributions in USD (due to currency exchange from JPY to USD, the real contribution is USD is 1,028,880.87$, instead of planned 1,000,000$. The correct version of the cover page will be disseminated via email to the donor.

**VVII. PARTNERSHIPS, COMMUNICATION, KNOWLEDGE MATERIALS*** *Present planned and already conducted international, cross-sectorial and inter-agency cooperation instances. Differentiate by categories e.g., “South-South Cooperation”, “Inter-agency cooperation”, etc.*
* *Present a summary of communication and visibility activities with evidences (in line with Communication plan). It is recommended to include a table presenting events and links.*
* *Present the project’s analytical and knowledge products in a similar table as in the above bullet point.*

**Partnerships:**Highly acknowledging the role of coordination for the harmonization of electoral efforts in the country and enabling a more conducive electoral environment, the UNDP therefore assumed a position of a convener of coordination meetings, providing a platform for collaboration between relevant actions and activities aimed at electoral support in Armenia, as well as presenting an opportunity for greater dialogue between the donors, implementing agencies and relevant stakeholders. During preparatory and project implementation stages, UNDP jointly with the Government organized five Ambassador Group Coordination meetings, two meetings of ESPA-2 Steering Committee and eleven meeting of technical level coordination group.ESPA-2 closely coordinates with IFES on majority of the activities planned. As part of South-South cooperation, ESPA-2 plans to establish partnership with and organize study tours for the CEC to learn from best practice of the electoral management bodies of an identified country.**Communications and visibility:**Visibility of the project is ensured with full acknowledgement of all contributors to the fund. **VVIII. EVALUATIONS*** *(1) Inform about planned and implemented project evaluations. (2) Attach the updated Management Response table if applicable.*
* Not specified in Prodoc.

**V IX. DONOR REPORTS** * *Present the schedule of donor reports and requests for installments with the completion status.*
* ESPA-2 will update the donor annually and at the end of the project (final report). Timeline for submission of annual and final reports is not specified in the Prodoc. Project will contact donor to clarify this issue, which will be reflected in Q3 report.

**VX. VALIDATION OF RESULTS (FIELD VISITS) AND QUALITY ASSURANCE*** *Validation of results (filed visit) document is to be prepared during Q2 and Q4 (i.e., Annual) reports. Include in the report the last field visit document.*
* *Formulate* ***lessons learned*** *in highly strategic way.*
* *Update* ***quality assurance report*** *in the system for ongoing projects quarterly (to be cleared by programme manager and endorsed by portfolio manager (Assurer role). It is submitted and approved in the Corporate Planning System annually (Q4) for the approval of UNDP Programme Manager (RR/Approver role), with prior clearance by Assurer/Portfolio manager. For closing projects,* ***Project Closure quality assurance reports*** *to be prepared and approved in the system and presented to the last Project’s Board Meeting along with the Final Report of the Project.*
* Please, see at page 14.

 **XI. FUTURE ACTIONS, WORK PLAN*** *Indicate the key actions ahead.*

**Output 1: Sustainability of the electoral administration is increased through targeted capacity building of the Central Electoral Commission (CEC)** ***Activity 1.1: Lessons-learned and strategic planning***  Actions:* Final report on post electoral survey and its presentation to stakeholders will help to measure exposure to the voter education and information campaigns;
* Finalization of lessons-learned report will summarize the performance, as well as strengths and weaknesses of CEC;
* Organization of international conference on electoral technology will enable CEC to be introduced to the International and Regional best practices in up-to-date Election Technology.

**Output 2: Institutional capacity of the CEC is enhanced through modernization of its structure, reorganization of resources, internal procedures and improved ICT*****Activity 2.2 IT capacity building solutions introduced***Actions:* Procured new hardware and software equipment for CEC data center and IT infrastructure will help CEC to meet the modern requirements;
* Development of VAD inventory software and helpdesk software will allow to manage the VADs in a systematic and sustainable manner;
* Selection of IT experts for development of CEC website;
* Update of CEC Electoral Management System, including CVIS, will help to extract the information of authenticated documents and generate user-friendly reports to enhance the transparency of the electoral process.
* *Attach multiyear AWP from Prodoc (see UNDP standard sample).*
* Please, see AWP at page 11.
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|  |

| **Results Framework[[2]](#footnote-3)****Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework:** *Outcome 2 “By 2020, people benefit from improved systems of democratic governance and strengthened protection of human rights”* |
| --- |
| **Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets:***Action Plan Outcome 2 (11) “By 2020, people’s expectations for voice, accountability, transparency, and protection of human rights are met by improved systems of democratic governance.”, output 2.5 Mechanism introduced to increase credibility of electoral process, inclusiveness and participation in elections and capacity of EMB to ensure its sustainable institutional strengthening.* |
| **Applicable Output(s) from the UNDP Strategic Plan:** *Outcome 2 “Accelerated Structural Transformations for Sustainable Development” and its Output 2.2.2 “Constitution-making, electoral and parliamentary processes and institutions strengthened to promote inclusion, transparency and accountability”* |
| **Project title and Atlas Project Number:** *00115039 – 00112810, Electoral Support Project in Armenia 2 (ESPA) 2* |
| EXPECTED OUTPUTS  | OUTPUT INDICATORS | DATA SOURCE | BASELINE | TARGETS (by frequency of data collection) | DATA COLLECTION METHODS & RISKS |
| Value | Year | **Year1****(2019)** | **Year2****(2020)** | FINAL |  |
|  |  |  |  |  | **Planned** | **Actual** | **Planned** | **Actual** | **Planned** | **Actual** |  |
| ***Output 1: Sustainability of the electoral administration is increased through targeted capacity building of the Central Electoral Commission (CEC)*** | ***1.1 Strategic planning and lessons-learned*** | *CEC, reports, regulations, decisions, media, CEC website* | No | 2018 | *Yes* | *Yes, partially:**capacity of CEC to assess its performance in the Voter Authentication Process and identify its strengths and weaknesses was improved through lessons-learned exercise* | *Yes* |  | *Yes* | *Yes, partially:**capacity of CEC to assess its performance in the Voter Authentication Process and identify its strengths and weaknesses was improved through lessons-learned exercise* |  |
|  | Post electoral survey conducted | *CEC, reports, regulations, decisions, media, CEC website* | No  | 2018 | *Yes* | *Yes, partially:**survey questionnaire finalized and approved. Fieldwork is underway with the final report pending to be developed on the data and results of the survey.* |  |  | *Yes* | *Yes, partially:**survey questionnaire finalized and approved. Fieldwork is underway with the final report pending to be developed on the data and results of the survey.* |  |
| strategic planning exercises conducted, and strategic plan introduced | *CEC, reports, regulations, decisions, media, CEC website* | No | 2018 | *No* | *Planned for 2020* | *Yes* |  | *Yes*  | *Planned for 2020* |  |
| lessons-learned workshops/exercises conducted, lessons learned report generated;  | *CEC, reports, regulations, decisions, media, CEC website* | No | 2018 | *Yes* | *Yes, partially:**lessons-learned exercise conducted.* |  |  | *Yes* | *Yes, partially:**lessons-learned exercise conducted.* |  |
| international conference on electoral technology held | *CEC, reports, regulations, decisions, media, CEC website* | No | 2018 | *Yes* | *Yes, partially:**Concept note developed* |  |  | *Yes* | *Yes, partially:**Concept note developed* |  |
| ***1.2 number of targeted capacity building of the CEC*** | *CEC, reports, CEC website* | No | 2018 | *0* | *Planned for 2020* | *10* |  |  | *Planned for 2020* |  |
| ***Output 2: Institutional capacity of the CEC is enhanced through modernization of its structure, reorganization of resources, internal procedures and improved ICT*** | ***2.1 new organigramme, internal regulations, terms of references for the different departments, as identified in the new organigramme, developed*** | *CEC website and decisions*  | No | 2018 | *No* | *Planned for 2020* | *Yes* |  | *Yes* | *Planned for 2020* |  |
| ***2.2 IT capacity building solutions introduced*** | *CEC website and decisions* | No | 2018 | *Yes* | *Yes, partially:**Tender for procurement of hardware and software was conducted, pending evaluation of tender bids* | *Yes* |  | *Yes* | *Yes, partially:**Tender for procurement of hardware and software was conducted, pending evaluation of tender bids* |  |

**OFFLINE RISK LOG**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** |  | **Description** | **Risk Category** | **Impact &****Probability** | **Risk Treatment / Management Measures** | **Risk Owner** |
| 1 |  | Electoral legislation reform process lasts longer than foreseen, resulting in a compressed timeline and risking the effectiveness and timely implementation of the project. | Political and technical | P = Medium to HighI = High to very high | Monitor closely and stay in regular communication with the entities working on the reform package and provide targeted support if/when necessary.Continue engaging with the government at the highest levels to ensure reform process does not stall. If needed and requested by the government, deploy other experts to provide expertise to the working group. Continue to advise the CEC on how to implement the post-electoral activities and manage possible electoral operations in preparation of a possible referendum in a compressed timeline by anticipating necessary adjustments to the realities of the electoral calendar. |  |
| 2 |  | Internal political developments which may disrupt the conduct of post – elections activities. | Political | P = MediumI = Medium to high | Permanent monitoring of the political situation to envisage possible developments and their impact on the project. Prepare well in advance by developing alternative ways of delivery in case critical changes occur during the project cycle.  |  |
| 3 |  | New technical assistance needs arise during the implementation of the project. | Technical | P = MediumI = Medium | The experience and the lessons learned from 2017 SEPA project will help to develop a more comprehensive technical document with concrete needs and requirements. The technical team will be reviewing possible risks and plan solutions for emergencies.The UN Focal Point on Electoral Assistance Activities will be notified timely in case project revisions and/or extension fall outside the parameters of the original need’s assessment for prompt feedback and action. |  |

# ANNUAL/MULTIYEAR WORK PLAN AND BUDGET FROM PRODOC [[3]](#footnote-4)[[4]](#footnote-5)

*All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Output** | **Description of Activities** | **Key Activities** |   |  **Timeframe** | **Planned Budget** | **2019USD** | **2020USD** | **Total USD** |
|   |   | **Start** | **End** | **Impl. Agent** | **Fund** | **Donor** | **Donor ID** | **Budget Account** | **Budget Description** |  |  |  |
| **Output 1: Sustainability of the electoral administration is increased through targeted capacity building of the Central Electoral Commission (CEC)** | **1.1. Lessons learned and strategic planning: support the CEC to conduct post-elections survey, provide technical and operational support to the CEC in planning and conducting a strategic planning exercise. Support the CEC in developing and implementing its lessons-learned exercise including the participation of the TECs (Territorial Electoral Commissions) and other stakeholders. 1.2. Targeted capacity building of the CEC: support the development and the conduct of targeted trainings and capacity building of the CEC.** | **1.1. Strategic planning and Lessons learnt 1.2. Targeted capacity building of the CEC**  | **ACTIVITY 1** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 64300 | Direct Project Cost - Staff (DG Analyst) | 3,750.00 | 3,750.00 | **7,500.00** |
| **ACTIVITY 1** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 71200 | International Consultants  | 0.00 | 44,500.00 | **44,500.00** |
| **ACTIVITY 1** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 71300 | Local Consultants  | 0.00 | 3,000.00 | **3,000.00** |
| **ACTIVITY 1** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 71600 | Travel | 0.00 | 1,000.00 | **1,000.00** |
| **ACTIVITY 1** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 72100 | Contractual Serv.-Comp | 33,000.00 | 0.00 | **33,000.00** |
| **ACTIVITY 1** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 74200 | Audio Visual / Printing Production | 4,000.00 | 4,000.00 | **8,000.00** |
| **ACTIVITY 1** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 75700 | Trainings, Workshops & Conferences | 76,000.00 | 76,000.00 | **152,000.00** |
|  | **Subtotal Activity 1** |  | **116,750.00** | **132,250.00** | **249,000.00** |
|  |  |  |  |  |  |  | *75100* | *Facilities and Administration (GMS 8%)* | *9,340.00* | *10,580.00* | ***19,920.00*** |
|  |  |  | **Total for Activity 1** |  |  |  |  | **126,090.00** | **142,830.00** | **268,920.00** |
| **Output 2: Institutional capacity of the CEC is enhanced through modernization of its structure, reorganization of resources, internal procedures and improved ICT** | **2.1. Provide technical advice to the CEC for the development of a new organigramme, internal regulations and ToRs, etc. 2.2. Update the CEC CVIS system development of VAD inventory software and helpdesk software. The project will support the CEC in developing an e-learning platform. Procurement of Hardware and software equipment for enhancing the CEC data center and IT Infrastructure.** | **Activity 2.1. Development of the organigramme, ToRs and internal communication plan for the CECActivity 2.2. Procurement and customization of the software, development of the system** | **ACTIVITY 2** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 64300 | Direct Project Cost - Staff (DG Analyst) | 3,750.00 | 3,750.00 | **7,500.00** |
| **ACTIVITY 2** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 71200 | International Consultants  | 12,500.00 | 0.00 | **12,500.00** |
| **ACTIVITY 2** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 71300 | Local Consultants  | 18,000.00 | 18,000.00 | **36,000.00** |
| **ACTIVITY 2** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 71400 | Contractual Serv.-Ind. | 12,000.00 | 36,000.00 | **48,000.00** |
| **ACTIVITY 2** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 71600 | Travel | 500.00 | 0.00 | **500.00** |
| **ACTIVITY 2** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 72100 | Contractual Services - Companies | 60,000.00 | 130,000.00 | **190,000.00** |
| **ACTIVITY 2** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 72800 | IT Equipment | 90,000.00 | 0.00 | **90,000.00** |
| **ACTIVITY 2** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 75700 | Trainings, Workshops & Conferences | 5,000.00 | 0.00 | **5,000.00** |
|  | **Subtotal Activity 2** | **201,750.00** | **187,750.00** | **389,500.00** |
|  |  |  |  |  |  |  | *75100* | *Facilities and Administration (GMS 8%)* | *16,140.00* | *15,020.00* | ***31,160.00*** |
|  |  |  | **Total for Activity 2** |  |  |  |  |  | **217,890.00** | **202,770.00** | **420,660.00** |
|  |  |  | **ACTIVITY 3** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 71200 | International Consultants  | 0.00 | 66,000.00 | **66,000.00** |
| **ACTIVITY 3** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 71300 | Local Consultants  | 0.00 | 12,000.00 | **12,000.00** |
| **ACTIVITY 3** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 71400 | Contractual Serv.-Ind. | 13,197.47 | 53,970.00 | **67,167.47** |
| **ACTIVITY 3** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 71600 | Travel | 0.00 | 6,000.00 | **6,000.00** |
| **ACTIVITY 3** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 72400 | Communications and Audio-Visual Eq. | 0.00 | 4,000.00 | **4,000.00** |
| **ACTIVITY 3** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 72500 | Supplies | 0.00 | 6,400.00 | **6,400.00** |
| **ACTIVITY 3** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 73100 | Rental and Maint. -Premises | 0.00 | 21,420.00 | **21,420.00** |
| **ACTIVITY 3** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 74700 | Transport, Shipping and Handling | 0.00 | 1,175.00 | **1,175.00** |
| **ACTIVITY 3** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 74200 | Audio Visual /Printing Production | 0.00 | 4,000.00 | **4,000.00** |
| **ACTIVITY 3** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 74500 | Miscellaneous Expenses (DPC General Operational Expenditure) | 2,300.00 | 6,960.00 | **9,260.00** |
| **ACTIVITY 3** | **1-Apr-19** | **31-Dec-20** | 001981 | 32045 | GOVERNMENT OF JAPAN | 00141 | 77300 | Salary and related costs–IP staff | 9,000.00 | 107,745.00 | **116,745.00** |
|  | **Subtotal Activity 3** | **24,497.47** | **289,670.00** | **314,167.47** |
|  |  |  |  |  |  |  | *75100* | *Facilities and Administration (GMS 8%)* | *1,959.80* | *23,173.60* | *25,133.40* |
|  |  |  |  |  |  |  |  | **Total for Activity 3** | **26,457.27** | **312,843.60** | **339,300.87** |
|  |  | **Subtotal activities** | **342,997.47** | **609,670.00** | **952,667.47** |
|  | **Total GMS** | **27,439.80** | **48,773.60** | **76,213.40** |
|  | **Grand total** | **370,437.27** | **658,443.60** | **1,028,880.87** |

**Output Verification Template**

**Field Visit Report Format**

The content of the field visit report varies depending on the purpose of the visit. At a minimum, any field visit report must contain an analysis of the progress towards results, the production of outputs, partnerships, key challenges and proposed actions. **This format may be slightly adjusted.**

**Date of visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject and venue of visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Project number(s) and title(s), venue visited]

**Purpose of the field visit:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes** | **Update on****outcomes** | **Outputs** | **Update on****outputs** | **Reasons if****progress****below****target** | **Update on****partnership****strategies** | **Recommendations****and****proposed action** |
| ***2016-2020 UNDAF*** *Outcome 2 “By 2020, people benefit from improved systems of democratic governance and strengthened protection of human rights”****2016-2020 UNDP Country Programme*** *Action Plan Outcome 2 (11) “By 2020, people’s expectations for voice, accountability, transparency, and protection of human rights are met by improved systems of democratic governance.”, output 2.5 Mechanism introduced to increase credibility of electoral process, inclusiveness and participation in elections and capacity of EMB to ensure its sustainable institutional strengthening.****UNDP Strategic Plan 2018-2021*** *Outcome 2 “Accelerated Structural Transformations for Sustainable Development” and its Output 2.2.2 “Constitution-making, electoral and parliamentary processes and institutions strengthened to promote inclusion, transparency and accountability”****SDG Target 16.6*** *Develop effective, accountable and transparent institutions at all levels**Gender Marker 2* | The Project is at the startup stage; therefore, it is early to report against the outcomes. Actions initiated by the Project and listed under Section III will contribute to the outcomes.  | **COUNTRY PROGRAMME OUTPUT:** Capacity building of the EMB provided for increased long-term credibility of electoral processes and sustainability of the electoral administration | **Output 1: Sustainability of the electoral administration is increased through targeted capacity building of the Central Electoral Commission (CEC)**Activity 1.1: Lessons-learned and strategic planning **Output 2: Institutional capacity of the CEC is enhanced through modernization of its structure, reorganization of resources, internal procedures and improved ICT**Activity 2.2: IT capacity building solutions introduced | 1.1 Survey questionnaire finalized and approved. Fieldwork is underway with the final report pending to be developed on the data and results of the survey;Lessons-learned exercise conducted; Concept note for international conference on electoral technology developed2.2 Tender for procurement of hardware and software was conducted, pending evaluation of tender bids | All planned targets are met | Project established and maintained the strategic partnership essential both for pre and post-electoral activities.In pre-electoral period weekly technical support meetings with different stakeholders providing electoral support in the country: (IFES, NDI, IRI, EUD, UK Embassy, USAID) were held. The discussion is around the possible points of cooperation between the bodies providing elections support, as well as making sure to exclude any type of overlap between activities.The practice is carried over to post electoral period with change frequency: monthly. | n/a |

**PROJECT PERFORMANCE—IMPLEMENTATION ISSUES**

[If the person conducting the field visit observes problems that are generic and not related to any specific output, or that apply to all of them, he or she should address the ‘top three’ such challenges.] List the main challenges experienced during implementation and propose a way forward.

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**LESSONS LEARNED**

Describe briefly key lessons learned during the project:

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**Participants in the field visit:**

**Project // Portfolio**

1. The report shall be **evidence-based**, short, and informative. Add up information through the monitoring cycles, thus the final report will contain information for all the years. Use the results language i.e., change vis-à-vis the baseline and target informing also about a ‘so what’ aspect. Financial performance to be indicated based on CDR amount (i.e., actual not committed). A second table on commitments-based delivery is optional. ***UNDP Armenia timeline of monitoring action:*** *Q1 planning – 20 January; Q1 reporting – 15 April; Q2 – 15 July; Q3 – 15 October; Q4 provisional - 15 November; Q4 final - 20 January*. Do not delete guidelines from the report. ***Distribution and filing:*** Atlas/Attachments; UNDP Armenia e-Archive/Project folder; Project Board (Annual SPR; quarterly SPRs are sent to Project Board upon agreement); project files. Report file names are to be kept consistent. [↑](#footnote-ref-2)
2. UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project. [↑](#footnote-ref-3)
3. Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32 [↑](#footnote-ref-4)
4. Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years. [↑](#footnote-ref-5)