



Project Title: Promoting Access to Justice & Human Rights in Bangladesh (Access to Justice Project)

UNDAF Outcome 2: Justice and Human Rights institutions are strengthened to better serve and protect human rights of all citizens including women and vulnerable groups

UNDAF Output: 2.1: Members of key justice sector institutions have increased capacity for sectoral planning, coordination and legal aid

Start Date: July 2007
End Date: 30 June 2014

Implementing Agency: Ministry of Law Justice and Parliamentary Affairs: Legislative and Parliamentary Affairs Division

Brief Description

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernised, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; supporting the Law Commission with public policy debate on legislative reform and translation of Laws of Bangladesh from Bangla to English and English to Bangla (including completion of translation of 22 Laws from Bangla to English). This translation work paves the way to provide understanding to foreign investors and general people about the Laws of Bangladesh, which will contribute to access to justice directly relates to Access to Justice.

Programme Period: 2012-2016
Strategic Plan result area: Democratic Governance
Project ID: 00057761
Atlas Award ID: 00041978
Project Duration: July 2007 to June 2010
Project Duration 1st revision: July 2007 to June 2012
Project Duration 2nd revision: July 2007 to June 2014
Management arrangements: National implementation

Summary of UNDP inputs [as per attached budget]

	Original Budget Code "F"	Revised Code "G"	Increase/Decrease
TRAC	\$3,000,000.00	\$4,000,000.00	\$1,000,000.00
Total:	\$3,000,000.00	\$4,000,000.00	\$1,000,000.00
GoB Contribution	1.5 Lac BDT	02 Lac BDT	50,000 BDT
In-kind/CD VAT:			

Agreed by ERD:

Agreed by MoLJPA (Legislative and Parliamentary Affairs Division):

Agreed by UNDP:

[Handwritten signatures and dates]
24/06/2012

Background

This Project Document sets out the second revision of the Access to Justice Project. It will extend the project from July 2012 to June 2014. The Project was established in July 2007 and is implemented by the Legislative and Parliamentary Affairs Division (LPAD) of the Ministry of Law, Justice and Parliamentary Affairs with the support of UNDP. Having achieved many of the project's original outputs related to human rights and improving the administration of legal aid services, the Access to Justice Project has been refocused to primarily address issues related to legal reform and the legislative process.

From 2007 to 2012, the project goal was to strengthen mechanisms for promotion and protection of human rights and the delivery of justice for all, particularly the poor and disadvantaged persons. It provided support to processes initiated by the Government such as the establishment of the National Human Rights Commission and focused on capacity development of law officers, the legal profession, and civil society groups working on human rights and access to justice.

The original project document focused on two main components: 1) Access to Justice and 2) Human Rights: enhancing access to justice for all disadvantaged and marginalized groups through a rights-based approach; strengthening mechanisms for promotion and protection of human rights and the delivery of justice for all, particularly the poor and other disadvantaged persons; establishing an institutional framework for protection of human rights, particularly for the disadvantaged. During 2010-2012 the project focused on the following:

- Pilot Scheme on Translation and Publication of two volumes of BD Code;
- Establishment and strengthening of ICT capacities and updating websites of the LPAD/MoLJPA;
- Strengthening of ICT capacity of Attorney- General's Office;
- Working with the National Legal Aid Services Organization to improve legal aid at pilot districts as well as national monitoring systems; and
- Provision of logistical support to the National Human Rights Commission

In early 2012, LPAD developed a draft Strategic Plan 2012-2017, which articulates the Division's mission: *to maintain a legal system responsive to citizens needs and within the provisions and principles of the Constitution to facilitate access to justice, preservation of human rights, and secure rule of law.* The vision of the Division is: *To modernize the legal systems reflecting values and expectations of the citizens through contemporary laws and undertaking reforms to meet the needs of the country.* The revised project can broadly support the implementation of the Strategic Plan via a range of technical advice.

Access to Justice in Bangladesh

Bangladesh's formal justice system remains relatively inaccessible for the vast majority of the public. Vulnerable groups, including women and children, ethnic minorities, the poor, and people with disabilities face particular difficulty in accessing timely and affordable justice. Large case backlogs, estimated at around 2.2 million cases are slowly overwhelming the court administration and undermining access to justice. There is increasing acknowledgement that this is critical governance, access to justice and rule of law issue that needs to be addressed.¹ This has also been recognised by policy makers and senior officials in the justice system.² As a consequence there is increased political will to tackle these challenges.

The causes of the state of the justice sector are multiple. Lack of capacity, external interference, existence of age-old laws, mind set of lawyers and Judges as well and complex procedures all combine to create a system which does not deliver speedy, affordable and trusted outcomes for

1 The Millennium Development Goals: Bangladesh Progress Report 2009, General Economics Division, Planning Commission, Government of Bangladesh.

2 As stated by the Honourable Law Minister at the inauguration of Bangladesh International Arbitration Centre in April 2011

the public. A lack of coordination and cooperation between justice sector agencies, which are heavily interdependent upon one another, is another major challenge. Despite the significant challenges inherent in improving access to justice through the formal system, a combination of factors has created a window of opportunity. The government is reviewing the Code of Criminal Procedure (CrPC) and Code of Civil procedure (CPC), Evidence Act, witness protection laws, introducing alternative dispute resolution, establishing mandatory time frames for each stage of a lawsuit, bolstering legal aid services and increasingly tackling the case-backlogs via ICT solutions. Other structural changes such as moves to establish a more independent Judiciary and the Supreme Court Special Committee for Judicial Reforms demonstrate that there is appetite for change that is supported within the GoB Sixth Five Year Plan 2011 – 2015.³

During 2011 and 2012, UNDP supported the LPAD with technical consultants who assisted in the drafting and consultation of the Code of Criminal Procedure (CrPC), Powers-of-Attorney Act, Evidence Act, Arbitration Act and other legislation. This process highlighted the need for participatory, inclusive processes which include a wide variety of stakeholders, including justice sector practitioners (police, lawyers, judges etc), civil society and the public. It also highlighted capacity gaps within the Ministry which need to be addressed such as the absence of a legislative calendar to prioritise and sequence law reform processes. UNDP also provided technical support in preparing draft amendment bill of Code of Civil procedure (CPC).

There is increasing acknowledgement that comprehensive justice sector reforms are a critical governance, access to justice and rule of law issue that need to be addressed. For example, the Government's Millennium Development Goal Progress report 2009 noted: *justice sector reform and efforts to strengthen the rule of law appear to be lagging behind other areas. The Government is determined to reverse this so that a lack of progress in this sector does not undermine gains in other areas.*⁴

The Government of Bangladesh's Sixth Five Year Plan explains: *an effective system for ensuring justice is a critical component of a well-governed state. An effective judiciary is able to enforce common "rules of the game" which increases investor confidence and economic activity that leads to growth and ultimately poverty reduction. At the same time, an impartial judiciary is integral to ensuring the protection of the rights of citizens especially the vulnerable group including the poor, the women, and other socially disadvantaged groups.* Strengthening the formal judiciary is an acknowledged priority for the Government of Bangladesh as outlined in its Prospective Plan.⁵

STRATEGY

Development Objectives and Programme Purpose

The overall development objective of all UN Projects working in the justice sector is set out in the United Nations Development Assistance Framework. UNDAF Outcome 2: Justice and Human Rights institutions are strengthened to better serve and protect human rights of all citizens including women and vulnerable groups. UNDAF Output: 2.1: Members of key justice sector institutions have increased capacity for sectoral planning, coordination and legal aid.

Justification for support to Access to Justice

A focus on access to justice both supports and is supported by a human rights approach to development. Access to justice is a fundamental right, as well as a key means to defend other rights. Access to justice is therefore essential for poverty eradication and human development as well as a means to address inequalities in power. This is because, the poor and disadvantaged suffer mostly from discrimination and are more likely to become victims of human rights violations. Crime and illegality are likely to have a greater impact on poor and disadvantaged people's lives,

³ See Chapter 9: Implementing the Plan: The challenges of Good Governance, Administrative Capacity, and Monitoring and Evaluation sub-section on Judicial Reforms

⁴ The Millennium Development Goals: Bangladesh Progress Report 2009, General Economics Division, Planning Commission, Government of Bangladesh.

⁵ The Outline Prospective Plan acknowledges: Independence of the judiciary needs to be supplemented by monitoring and supervision of the judicial process. Improved training of the lower judiciary and further legal education of the lawyers are called for to increase efficiency of the lower judiciary.

as it is harder for them to obtain redress. People who are better sensitised and made aware of their rights through measures to increase access to justice have a greater capacity to make claims and to demand accountability and therefore reduce power imbalances. In this way increased access to justice also becomes an important precondition to achieve the MDGs.⁶

Constitutional guarantees of the fundamental rights to life, liberty and to be treated in accordance with law, as well as to equality and non-discrimination underpin the right to access to justice, but remain largely unfulfilled in Bangladesh. Rights pertaining to human security, to safeguards on arrest, fair trial and freedom from torture, as well as to assembly, association and expression are also formally recognized and underpinned by specific legislation. However, many laws enacted during the British period continue to be on the statute books including both the civil and criminal codes and the substantive laws on crime and police administration. The separation of the judiciary from the Executive became effective in November 2007 pursuant to Article 22 of the Constitution of Bangladesh.⁷

As such revision and extension of the project is justified for the following reasons:

- The LPAD has initiated several legal reform activities which aim at fulfilling the gaps created by age-old laws. This involves amendment to major laws related to the Administration of Justice of Bangladesh by ensuring incorporation of stakeholders' interaction and participation through public consultation process. This legal reform process is a continuous endeavour and needs to be ongoing to improve the quality and delivery of access to justice.
- LPAD has demonstrated increased capacity, willingness and ownership of the legislative reform agenda by its previous programming;
- The LPAD strategic plan 2012-2017 provides a strong basis behind which a new project can align;
- Access to Justice still remains a challenge for a significant part of the population who have limited access to the justice system and other mechanisms to enforce their human and legal rights;
- Inclusive legislative reform and public policy debate are critical elements of a sectoral approach to access to justice;
- Many of the age-old laws have gender implications which need to be addressed; and
- The Government's pro-people/poor focus and demand of citizens necessitates strengthening of the capacity of the MoLJPA to ensure better service delivery to the poor and disadvantaged.
- To increase the access to information of Law through codification, translation and other means of establishing legal database, Laws of Bangladesh are to be updated so that Laws in both electronic and printed form are available. This ensures the easy access to Law and facilitates in improving the justice delivery system.

OUTPUT 1:

Strengthened institutional capacity to undertake prioritised, inclusive and higher quality legislative reform

The need to update and modernise substantive and procedural legislation in Bangladesh has been emphasised by the entire legal community. In a bid to improve efficiency of the legislative reform process, the project will organise a workshop for the key stakeholders in the justice sector including the Law Commission, Ministry of Law Justice and Parliamentary Affairs, representatives of various Ministries and Civil Society. This will help to clarify the roles and responsibilities of the various key stakeholders and help clear any misunderstanding in the legislative process. The primary aim will be to explain the process to ensure that all parties understand the standards required in relation to drafting, the procedures for submitting policy papers and bills to LPAD and from there to Parliament. It is hoped that this workshop will help clarify the process and clear the bottlenecks that currently delay the enactment of legislation.

⁶ Programming for Justice: Access for All, A Practitioner's Guide to a Human Rights-Based Approach to Access to Justice, UNDP, 2005

⁷ Article 22 states: The state shall ensure the separation of the judiciary from the executive organs of state.

Another problem delaying the enactment of much needed reform to the legislation of Bangladesh is the limited capacity to undertake prioritised, inclusive and higher quality legislative reform. To address this problem, the project will seek to develop tailor made training courses for officials along with drafting focal points in line ministries LPAD to enable them develop the capacity to prioritise and draft laws in a planned manner. This training programme will also focus on the human rights considerations and the need for a consultative process in relation to the drafting and enactment of laws.

Many of the laws are age-old and in need of revision and modernization. Besides access to legal information is limited since there has been no comprehensive information system to provide most updated and relevant legal information. There is need for easy access for the sector and the general public. As a first step, the project will seek to publish an updated index of the laws as well as rules and procedures of Bangladesh. The publication of an index will make it easier to access the laws. The next step following indexing will be the consolidation of the laws and publication of the consolidated laws of Bangladesh. Consolidation will seek to update the laws by bringing all the amendments done over the years in to one single document. Instead of searching multiple legislation to find out the current state of the law, the key stakeholders in the justice sector and the general public will only have to consult one document. In a similar manner access to laws by the general public will also be increased through the translation of priority laws from English to Bangla.

As consolidation and translation will be a lengthy process there is a need to prioritise the areas of the law in which this process will be done. One way of doing this is by focusing on the areas that specifically impact on human rights and access to justice.

Results:

- Mapping and analysis of roles and functions of relevant stakeholders in the legislative process completed
- A legislative calendar that allow scheduling of the legislative process for priority laws adopted and made operational
- A document that include an indexing and consolidation of laws published
- High quality laws enacted/amended in a timely manner
- Priority laws translated from Bangla to English and English to Bangla

Output 2:

Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs

Bangladesh has signed and/or ratified a number of international treaties. The Conventions and Treaties in which Bangladesh becomes a party undertakes obligation to reflect in its domestic legislations. This requires meticulous scrutiny and examination to determine the points deriving out of any convention or treaty where the changes are necessary. LPAD is responsible to provide necessary advice in developing draft bills containing proposal or enactment and also rules or regulations. In absence of a treaty desk or unit specialized in the international treaty the LPAD will not be able to provide adequate technical services to the government and parliament So, as a part of the process of capacity development of LPAD, technical support will be provided to the establishment of a treaty desk in LPAD.

It is anticipated that with the establishment of treaty desk and associated documentation, users will be able to make reference to international treaties as they will have certain reference including the status of ratification and harmonization into national legal framework, Also, in order for the citizens to be able to demand the rights contained in these treaties ratified by the government of Bangladesh, should be able to access information relevant to international and national legal frameworks Through creating an information portal and advice provided by the treaty desk the public will also familiarize themselves with their obligations under these treaties so that they can abide by them.

Keeping that in mind and to facilitate and strengthen access to information in this regard, an index of the major conventions signed/ratified by Bangladesh will be developed. The document will include an introductory explanation of the legal implications of signing and ratifying international treaties and the legal implications arising therefrom in relation to existing national laws. This documentation will help fill the lacunae that currently exist.

Through this process LPAD will be further capacitated and have sufficient resources to fulfil their service function of vetting and legal opinion.

Results:

- A document that include an index and status of the major conventions signed/ratified by Bangladesh published
- A treaty desk in LPAD established and made operational
- LPAD service function of vetting and legal opinion improved



2. Results Framework

<p>United Nations Development Assistance Framework Outcome 2: <i>Justice and human rights institutions are strengthened to better serve and protect the rights of all citizens including women and vulnerable groups.</i></p> <p>UNDAF Outcome indicators:</p> <ul style="list-style-type: none"> • % of citizens who are satisfied with law and order service providers; • Number of recommendations made at the Universal Periodic Review implemented; • Number of case-backlog reduced <p>United Nations Development Assistance Framework Output 2.1: <i>Members of key justice sector institutions have increased capacity for sectoral planning, coordination and legal aid.</i></p> <p>UNDAF Output indicators:</p> <ul style="list-style-type: none"> • Coordination body for the National Strategy for the Justice Sector established; • % of the utilization of legal aid budget per year <p>Applicable Key Result Area from Strategic Plan: Democratic Governance</p> <p>Partnership Strategy: National Implementation with the Legislative Drafting Division of the Ministry of Law, Justice and Parliamentary Affairs Implementation will be closely guided by the Steering Committee.</p> <p>Project title and ID (ATLAS Award ID): Access to Justice -/00041978</p>				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output 1 Strengthened institutional capacity to undertake prioritised, inclusive and higher quality legislative reform</p> <p>Indicators (Baseline/Target):</p> <p>1.1 Establishment of legislative calendar (Baseline 2012: no; Target 2015: yes);</p> <p>1.2 Number of legislative focal points trained (Baseline 2012: 00 ; Target 2015: 50) ;</p> <p>1.3 Number of justice sector</p>	<p>Indicator 1.1 Target Year-1: Draft legislative calendar prepared Target Year-2: Legislative calendar approved and functioning</p> <p>Indicator 1.2 Target Year-1: 25 Target Year-2: 50(all focal points)</p> <p>Indicator 1.3 Target Year-1: 200 justice sector practitioners receive advocacy tools on new laws</p>	<p>1.1 Support LPAD to establish a legislative calendar and public consultation agenda for prioritised and sequenced workload</p> <p>1.2 Conduct workshop to clarify roles and functions of relevant stakeholders in the legislative drafting process</p> <p>1.3 Train legislative drafters in LPAD and focal points across various ministries</p> <p>1.4 Prepare advocacy tools on new laws directly related to access to justice for justice sector professionals and civil society organisations</p>	UNDP/LPAD	600,000

<p>practitioners reached via advocacy tools on new laws (Baseline 2012: 0; Target 2015: 500);</p> <p>1.4 Number of laws translated from Bangla to English and English to Bangla (Baseline 2012: 27 ; Target 2015: 27+22=49);</p> <p>1.5 Number of Laws on which the Law Commission has made recommendations and reviews(Baseline 2012: 01; Target 2015: 6);</p> <p>1.6 Number of Prioritized Laws reviewed and proposed amendment drafted based on expert review and public consultation process by the ministry. (Baseline- 2012: 02; Target 2014: 05)</p> <p>1.7 Establishment of file tracking system (Baseline 2012: no; Target 2015: yes)</p>	<p>Target Year-2: 500 justice sector practitioners receive advocacy tools on new laws</p> <p>Indicator 1.4 Target Year-1: 22 Laws translated</p> <p>Indicator 1.5 Target Year-1: 3 public consultation meetings Target Year-2: 6 public consultation meetings</p> <p>Indicator 1.6 Target Year-1: 3 laws Target Year-2: 6 laws</p> <p>Indicator 1.7 Target Year-1: ICT Needs Assessment completed Target Year-2: File tracking system in place</p>	<p>1.5 Continue to support the translation, vetting and authentication processes for improved legal translation including supporting translation and publication of 22 laws from English to Bangla</p> <p>1.6 Support the Law Commission to review laws and promote public policy debate on legislative reform</p> <p>1.7 Provide LPAD with technical and logistical support to review and consult on 6 key pieces of legislation</p> <p>1.8 Develop and publish a document for the indexing and consolidation of laws</p> <p>1.9 Support the further development of sustainable ICT systems, including file tracking.</p>	
<p>Output 2 Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs</p> <p>Indicators (Baseline/Target): 2.1 a comprehensive gap analysis completed between International treaties and</p>	<p>Indicator 2.1 Target Year- 1: gap analysis completed</p> <p>Indicator 2.2 Target Year-1: Needs assessment completed</p> <p>Indicator 2.3 Target Year-2: Treaty desk staffed,</p>	<p>2.1 Support the Law Commission to undertake a gap analysis on legislations related to human rights and access to justice.</p> <p>2.2 Undertake a needs assessment to equip and staff a treaty desk</p> <p>2.3 Establish a treaty desk to improve the capacity of the ministry to provide advice on international law</p> <p>2.4 Support LPAD to provide advice on</p>	<p>200,000</p> <p>UNDP/LPAD</p>

<p>domestic laws (Baseline 2012: no; Target 2015: yes)</p> <p>2.2 Institutional Capacity assessment completed (Baseline 2012: no; Target 2015: yes)</p> <p>2.3 Treaty desk established (Baseline 2012: no; Target 2015: yes)</p> <p>2.4 Number of domestic/national Laws reviewed and drafted in accordance to relevant international conventions or treaties (Baseline 2012: 0; Target 2015: 4)</p> <p>2.5 Number of staff trained in principles of international law (Baseline 2012: 00 ; Target 2015: 30)</p> <p>2.5</p>	<p>trained and equipped</p> <p>Indicator 2.4 <u>Target Year-1:</u> 2 Laws reviewed/supported <u>Target Year-2:</u> 4 Laws reviewed /supported</p> <p>Indicator 2.5 <u>Target Year-1:</u> 15 staff trained <u>Target Year-2:</u> 30 staff trained</p>	<p>international legal affairs</p> <p>2.5 Develop and publish a document that include an index and status of major conventions signed/ratified by Bangladesh</p> <p>2.6 Train staff in key principles of international law</p>	
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Management Arrangements

The Project is a nationally implemented project supported by UNDP. The MoLJPA LPAD will ensure direct and transparent administration and management of project funds, in a manner consistent with UNDP policies through the National Project Director (NPD) and the Project Steering Committee. An NPD is to be appointed to lead the Project who is able to coordinate across the Ministry and associated institutions and provide high level guidance and leadership for the Project. The National Project Director will be the Secretary (LPAD). This approach will further promote ownership, accountability, national capacity development and sustainability.

A2J will be managed in a manner consistent with the NEX manual or any future agreement between UNDP and the Government of Bangladesh.

Programme and Project Management includes the following structures:

Project Steering Committee

The Access to Justice Project with LPAD Division and Justice Sector Facility with Law and Justice Division will share the same Steering Committee, with the Minister of Law as the Chair. The Committee will be the highest level policy and oversight body for the project. It will provide policy guidelines, review all aspects of project progress against targeted results and ensure coordination with other national initiatives and development projects. The Project Steering Committee will meet two times per year or as required. The Justice Sector Facility shall act as Secretariat. The main responsibilities of the Steering Committee are:

- Review reports from the Project Implementing Committee and provide policy direction;
- Review and endorse annual work plan including budget;
- Provide oversight and review progress against targeted results;
- Review project evaluation/review findings and recommendations;
- Recommend actions to reflect new or changed policy directions in national planning documents;
- Consider management "exceptions" that go above the designated authority of the project and the Project Implementing Committee; and
- Support any required coordination with other government and non-government bodies

The Steering Committee will be chaired by the Hon'ble Minister, MoLJPA. Membership will include the following or his/her nominee:

- Secretary Ministry of Law and Parliamentary Affairs (both divisions)
- Two additional representatives from Law and Justice division who will be selected on the understanding that they will represent other semi autonomous institutions working within the mandate of the Ministry of Law and Parliamentary Affairs
- ERD, Ministry of Finance, (Secretary)
- Secretary Ministry of Home Affairs
- Registrar, Supreme Court
- Attorney General's Office (Additional A.G. or above)
- National Legal Aid Services Organization(Director)
- Prison Service (IG Prisons)
- Bangladesh Police (IG Police)
- Law Commission (Chairman)
- National Human Rights Commission (Secretary)
- Planning Commission, (Joint Secretary or above)
- UNDP Country Director;
- Nominated member of civil society;
- Donor representatives.

The CTA and project staff will attend and prepare presentations and other documentation for the Committee.

Chairman of the Steering Committee/Project Board

The Chair assumes strategic responsibility of achievement of programme objectives. The key responsibilities include:

- Assuming overall responsibility for the successful implementation of the project, and accountability to the government and UNDP for the proper and effective use of project resources;
- Ensuring that prior obligations and prerequisites of the Government to the project are met;
- Identifying and obtaining any support, relevant agency clearances and advice required for the management, planning and control of the project;
- Establishing effective working relationships with other government agencies with which the project must interact;

Project Implementation Committee

A PIC will be established to ensure high quality coordination across the project Chaired by the NPD; it provides a forum to ensure speedy implementation and the achievement of project results through the provision of necessary and critical supports. The Committee also provides a forum to ensure the proper input and oversight of each Project Output. The PIC will meet at least once every four months. The Committee is responsible for:

- Effective delivery of the programme with a special focus on resolving problems and bottlenecks
- Ensuring relevant approvals are given for project activities
- Reviewing and monitoring the progress of annual work plan and budget;
- Reviewing quarterly work plans and quarterly expenditure estimates;
- Reviewing procurement and human resource plans and confirming the procedures and progress
- Supporting compliance with regulations and rules;
- Supporting the project to deliver its targeted outputs and objectives;
- Facilitating project reviews and evaluations to assist project assurance for performance improvement, accountability and learning.
- Take relevant action based on issues referred by the Steering Committee

The Project Implementing Committee will be chaired by the **National Project Director** and include membership of officials around the rank of joint/deputy secretary.

- Ministry of Law Justice and Parliamentary Affairs (LPAD Division, 3 representatives)
- Ministry of Law Justice and Parliamentary Affairs (Law and Justice Division, 1 representative)
- Supreme Court Registrar's Office
- Law Commission
- Drafting focal points from key line ministries
- Judicial Administration Training Institute (JATI)
- Bar Association/Council
- Chief Technical Adviser of JSF
- UNDP (Programme and Operations) staff
- Representatives from ERD, IMED and Planning Commission

Chief Technical Advisor and Justice Sector Facility Advisory Team

The Access to Justice Project will be supported with technical and management expertise by the Chief Technical Advisor who will be an international professional and who will jointly lead the Justice Sector Facility and the Access to Justice Project. The Advisor will work closely with and support the National Project Director of both projects who assumes overall responsibility for the achievement of agreed project objectives. The Adviser's prime responsibility is to ensure that both projects provides the right advice to the SC and produces the results specified in the annual work-plan, to the required standard of quality and within the specified constraints of time and cost. The Justice Sector Facility Advisory Team will also support the Access to Justice Project Team with secretarial services. The main responsibilities of the CTA are:

- Provide technical advice to the SC and various Committees in line with international best practice and lessons learned;
- Ensure, in consultation with the Chair of the SC, technical soundness of project activities and achievement of project outputs and outcomes;
- Support the Chair of the SC on policy related issues;
- Assist the Chair of the SC by leading day to day management of the project, including in administrative and financial affairs;
- Liaison with key justice sector agencies directly benefitting from the project and concerned Government agencies and counterparts;
- Formulate, operationalize and maintain monitoring and evaluation process of the project; and
- Prepare various required reports including Progress reports, Financial Reports, Annual Progress Report, etc. and organize timely completion of technical reports.

National Project Director

The NPD assumes strategic responsibility of achievement of the objectives set out in the Project Document and given their dual role with other functions will delegate day-to-day matters related to achievement of annual work-plans to the Chief Technical Adviser. The key responsibilities include:

- Assuming overall responsibility for the successful execution and implementation of the project, and accountability to the PSC for the proper and effective use of project resources;
- Overall responsibility for use of project bank accounts and petty cash account as per NIM Manual;
- Ensuring that prior obligations and prerequisites of the Government to the project are met;
- Project staffs including consultants will be hired and employed in the Project team with the concurrence of NPD;
- Ensure guidance, supervision and evaluation of the project personnel;
- Ensuring timely steps taken from Project and Government side for approval of the Project Document or TAPP, the Annual Work Plans and any relevant revisions of said documents, as required;
- Identifying and obtaining any support and advice required for the management, planning and control of the project;
- Ensuring timely submission of required reports, including Inception Reports, work plans, Quarterly Progress Reports, Financial Reports, Annual Project Report and technical reports of consultants, study tor/ training reports;
- Provide secretarial support to the PSC
- Participating in monitoring, review and evaluation of the project and all other policy related meetings;
- Delivering project outputs and deliverables as outlined in the project document;
- Establishing effective working relationships with UNDP and other implementing agencies, and with other officials and entities with which the project must interact;
- Coordinating and maintaining liaison with other development partners whose support is critical to achieving outcomes of the project intervention;
- Guiding and monitoring performance of the project staffs including consultants;

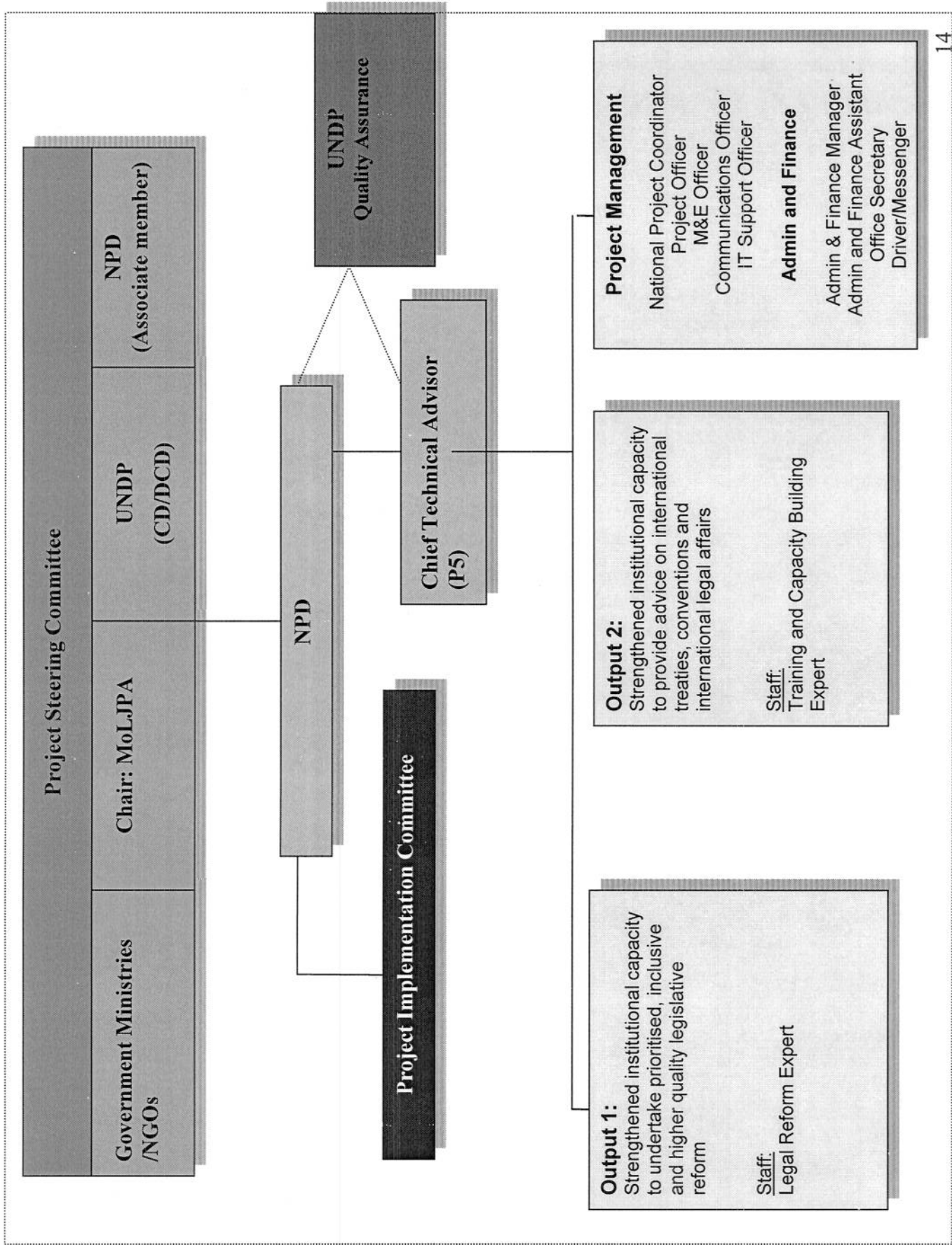
Assurance

The project assurance role is vested upon the UNDP. The ACD, Democratic Governance Cluster at UNDP will be the main point of contact for quality assurance, support by a Programme Officer/Analyst/Specialist recruited by UNDP will provide day-to-day technical quality assurance and expertise.

Project Team

The Project Team will be led by an International Chief Technical Advisor. The International Chief Technical Advisor will be an international professional (P5 level) who will be a professional contracted through UNDP, MoLJPA, through the NPD, will participate in the recruitment processes for any new staff. The staffing quota and monthly allocations for each position and their terms of reference are included at Annex I. The staffing of the Access to Justice Project may be adjusted by the Steering Committee as required. The terms of reference will be updated as required. The aim is to have a project team with highly qualified professional staff who are able to provide substantial policy advice to MoLJPA thus reducing reliance on ad hoc consultancies. The Project will nevertheless, sometimes require short term assistance for work which falls outside the technical expertise of the team. Other international experts or foreign government officials will sometimes be brought to Bangladesh to reduce the cost of international travel and increase the number of staff who benefit from such interaction.





Monitoring and Evaluation

Monitoring and evaluation will be a key component of the project focussing on impact and aid effectiveness. The Project Team, especially the Law Reform Expert and International Law Expert will have the primary responsibility for monitoring and evaluation in line with the results framework and their respective outputs. New activities and indicators can also be developed in consultation with LPAD.

The team will prepare periodic reporting and support all monitoring and evaluation activities. The Project will update risk logs on a quarterly basis. Periodic analysis of risks and identification of risk mitigation is a critical exercise. The Advisory Team will update and disseminate lessons learned, including assisting UNDP with global lessons learned exercises. The following monitoring documents will be produced:

- Quarterly Reports;
- Annual Reports;
- Programme Completion Report;
- Support to project evaluations;
- Audits: All UNDP assisted NEX programmes are subject to audit at least once in their lifetime. They are normally audited annually by the Foreign Aided Projects Audit Directorate (FAPAD). The Project may be subject to audit at any point in time by the auditors of UNDP, or any other auditors appointed by UNDP in consultation with ERD;
- Terminal Report: Six months before the end of the project, the Access to Justice Project will prepare a draft terminal report of the project. The draft will be discussed in the terminal PIC meeting. The Report will advise whether the conditions exist for the conclusion of the project or whether a second phase is required. The terminal report will be finalised and submitted to UNDP. UNDP will circulate the report to all the parties concerned and decide whether to continue the project or any component thereof.
- Quality Management for Project Activity Results

Quality management for Output level results will be recorded using the following format and information from the Results Framework.

OUTPUT 1:		
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID	Start Date: End Date:
Purpose	What is the purpose of the activity?	
Description	Planned actions to produce the activity result.	
Quality Criteria how/with what indicators the quality of the activity result will be measured?	Quality Method Means of verification. What method will be used to determine if quality criteria has been met?	Date of Assessment When will the assessment of quality be performed?

Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA or other appropriate governing agreement and all CPAP provisions apply to this document. Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's

property in the implementing partner's custody, rests with the implementing partner. The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) Assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement. The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document." UNDP will act as a Responsible Party to implement activities as identified in the project document and relevant budget lines. This role is in line with the Letter of Agreement (LOA) on such services signed by UNDP and the Government on 5 December 1999 as well as the Country Programme Action Plan.

The following types of revision may be made to this Project Document with the signature of the UNDP Country Director only; provided that she/he is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a) Revision in, or addition to, any of the annexes to the Project Document
- b) Revisions, which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increase due to inflation;
- c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and

The Project Document is, for all purposes related to implementation, the legal document by which UNDP and GoB will be bound for achieving results. The GoB may prepare for its own internal planning and approval purposes a matching document such as Technical Project Proposal (TPP). All efforts must be made to ensure that the relevant provisions of the concerned TPP prepared for the project are identical to those in the signed Project Document. However, in the event of any discrepancies between this Project Document and a related GoB document (including, but not limited to, discrepancies in terms of financial provisions) the provisions in the signed Project Document are to be upheld.

Government Contributions

XX

Project Title: Access to Justice		Award ID:		Date:	
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#	Description	Date Identified	Type	Impact & Probability	Countermeasure / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the risk <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the first risk identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other <i>(In Atlas, select from list)</i>	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I = <i>(In Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	What actions have been taken/will be taken to counter this risk <i>(In Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i>	Who has been appointed to keep an eye on this risk <i>(In Atlas, use the Management Response box)</i>	Who submitted the risk <i>(In Atlas, automatically recorded)</i>	When was the status of the last risk checked <i>(In Atlas, automatically recorded)</i>	e.g. dead, reducing, increasing, no change <i>(In Atlas, use the Management Response box)</i>
1	Lack of political will	1/3/2010	Political	Project's effectiveness would be diminished and the project would stall. In this case the project would not have a significant impact on improving access to justice and protection of human rights. P=3 I=5	Constant liaison with Government to ensure engagement with the project and its activities. Advocacy on project benefits.	UNDP	UNDP		No Change
2	Lack of interagency cooperation	1/3/2010	Political	A number of project activities are with multiple Government Agencies. Due to a lack of interagency cooperation, activities may be delayed or blocked. P=5 I=5	This risk is recognised in the project design with the linkages to JSF that will provide for and encourage coordination. Advocacy on the benefit of project activities and liaison across agencies to facilitate minimum level of dialogue required across agencies to implement project activities will be facilitated in this way.	UNDP	UNDP		No Change
3	Fire and burglary at Project Office.	1/3/2010	Security	Loss of assets and data causing delays in project delivery. P=1 I=3	MOSS compliance checklist and follow up.	UNDP	UNDP		No Change
4	Delay in procurement	1/3/2010	Operational	Due to delays in procuring equipment and services, planned activities may not be carried out in time P=3	Speed up the processes of procurement by appropriate liaison between project, programme and procurement ahead of large procurement	UNDP	UNDP		No Change

#	Description	Date Identified	Type	Impact & Probability	Countermeasure / Mngt response	Owner	Submitted, updated by	Last Update	Status
5	International exposure visits do not result in increased capacity	1/6/2012	Other	I=3 Inadequate selection processes mean that value of international exposure is limited P=4 I=2	All international travel will be within Asia and with selection of participation matching area of intervention. Where possible experts or government officials from other countries will be brought to Bangladesh as a more cost effective use of funds	UNDP	UNDP		
6	Project cars are misused	1/6/2012	Operational	Project cars are not used for official project purposes P=4 I=2	Project cars will only be used strictly for project purposes	UNDP	UNDP		

Annex I

Staffing Structure

FUNCTIONAL TITLE	CATEGORY	NUMBER OF POSITIONS	DURATION	COST
International Chief Technical Advisor	International (P5)	1	Xx (gotta factor recruitment)	XX 30% of salary to be paid from A2J
Project Coordinator	National (SB5)	1		
Legal Reform Expert	National (SB 4)	1	24 months	
	-	-		
Training and Capacity Building Expert	National (SB4)	1	XX	
Monitoring and Evaluation Officer	National (SB4)	1		
Communication Officer	National (SB3)	1		
Administration and Finance Manager	National (SB 4)	1	24 months	
Administration and Finance Assistant	National (SB2)			
IT Support Officer	National (SB2)	1	24 months	
Project Officer	National (SB 3)	1	XX	
Office Secretary	National (SB1)	1	24 months	
Drivers cum messenger	National(SB1)	2	24 months	
Total				XX

ToRs of the staffs

ToRs of the staff



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION – PROJECT COORDINATOR

I. Position Information

Project name	: Access to Justice Project
Job Code Title	: Project Coordinator
Number of Position	: 01
Post Classification	: National – Service Contract
Proposed Grade	: SB5
Duty station	: Dhaka
Duration of contact	: One year
Source of Funding	: Project

II. Organizational Context

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

The Project Coordinator will provide leadership and overall management support to the project, working closely with the project's international experts to prepare and implement workplans and achieve the goals and objectives outlined in the project document. Under the overall guidance of the National Project Director (NPD) and supervision of the Chief Technical Adviser (CTA), the Project Coordinator will carry out upstream and downstream project activities.

III. Functions/Key Results Expected

Summary of Key Functions:

The Project Coordinator provides overall management support to the project and in coordinating technical activities. Specific duties and responsibilities include:

Management:

- Guarantee, in cooperation with the NPD, technical soundness of activities and achievement of Programme outputs and outcomes;
- Facilitate the day-to-day functioning of the Team. Manage the human and financial resources, in consultation with the UNDP, for achieving results in line with the outputs and activities outlined in the project document
- Lead and facilitate the preparation and implementation of the annual results based work plans and result frameworks in close consultation with the international experts and relevant UNDP sub-cluster.
- Liaise with other projects when necessary.
- Lead in the coordination of project activities with related projects within UNDP and with outside agencies
- Prepare monthly and quarterly progress reports and organize, correspondingly, monthly and quarterly

- progress reviews, taking input from international technical experts and other technical project staff
- Organize meetings of the Project Steering Committee (PSC) provide support in the organization of the Project Implementation Committee meetings.
- Manage the human and financial resources of the project and coordinate the work of all project and policy advisory services. Coordinate the distribution of responsibilities amongst team members and organize monitoring and tracking system of all components of the project.
- If delegated by the NPD act as a co-signatory of the project accounts, whenever required, as per NEX guidelines;
- If delegated by the NPD act as a co-signatory of key programme related documents including Financial Reports and Requests for Quarterly advances;
- Ensure project adheres to UNDP rules and regulations

Knowledge Services:

- Lead the process of knowledge captures of national, regional and global know-how in legal reform and production of knowledge-based products.
- Lead the process of knowledge creation and dissemination related to know-how in Access to Justice Programme in Bangladesh. In this context, partner with relevant practitioners and civil society organizations including NGOs and think tanks.
- Advise NPD and train staff in documentation of best/good practices, lessons learned and in ensuring the mechanisms for up-streaming programme achievements from downstream pilot interventions;
- Organize internal and external networks or communities of practice covering prominent experts in government, non-government, think tanks, private companies, international development organizations and the UN system.
- Develop info-data on the reform environment, processes, opportunities, interests and prospects covering governments, UNDP and major development stakeholders. Map key competencies available in different government agencies and development organizations.

Policy and Programme Services:

- Stimulate strategic thinking in the area of legislative reform and institutional capacity building.
- Map on a consistent basis the development issues, covering the situation and strategic opportunities in the form of professional papers and reports.
- Ensure highest UNDP standards in the provision of technical and advisory inputs, organization of workshops, seminars, training and delivery of outputs (products).
- Work closely with UNDP to ensure that the programme is achieving expected outcomes, progress and milestones are managed and completed.
- Ensure programme outputs are aligned procedurally with UNDP positions and practice area development
- The Project Coordinator will also provide inputs and services as may be required by the Management of the Project and UNDP with the objective of achieving high level of project performance and results.
- Ability to work under pressure and meet strict deadlines.
- Demonstrates integrity and fairness by modeling UN values and ethical standards
- Demonstrated ability to function at both policy advisory and project implementation level
- Promotes the vision, mission and strategic goals of UNDP.
- In-depth practical knowledge of inter-disciplinary developmental issues, adaptability and ability to treat all people fairly.
- Ability to conceptualize and convey strategic vision, adapted to changing external environment.

IV. Impact of Results

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets

V. Competencies

Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Excellent interpersonal skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

- Work closely with the UNDP Democratic Governance Cluster and Operations team to support efficient delivery of project activities in line with strategic objectives.

Impact of Results:

The key results have an impact on the overall success of the country programme and reaching UNDAF goals for access to justice.

Competencies

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality);
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability;
- Demonstrates integrity by modeling in the UN's values and ethical standards (human Rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Functional Competencies:

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity building, excellent ability to demonstrate national capacities building (mastery of the tools and their application);
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building;
Development and Operational Effectiveness;
- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services;
- Ability to identify opportunities, conceptualize and develop project reports;
- Ability to effectively support in strategic planning, results-based management and reporting;
- Ability to implement new systems and affect staff behavioral/attitude change.

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude;
- Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries;
- Demonstrates good oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Demonstrates strong administrative skills and result oriented approach to work;

- Provides inspiration and leadership to project staff as well as all the partners.

Required Skills and Experience

Education:

- Master Degree in Law and or a relevant social science.

Experience:

- At least 10 years of relevant professional experience, including at least five years in a senior position in an international development role in judicial or law reform;
- Experience of sector wide approaches to justice reform, including experience working with all of the major actors is required;
- Understanding of protocol and processes related to cultural norms of driving change processes with judges, lawyers, police and prison officials;
- Excellent analytical and interpersonal skills including oral and written communication;
- Demonstrated programme management skills including: results-based orientation, preparation of work plans, monitoring and evaluation, and leading cross-cultural teams;
- Previous experience in South Asia would be an advantage.

Language Requirements:

- Fluency in written and spoken English.

CHIEF TECHNICAL ADVISOR - JUSTICE SECTOR FACILITY (JSF) and ACCESS TO JUSTICE (A2J) PROJECT (BANGLADESHI NATIONALS ARE NOT ELIGIBLE TO APPLY)

Location : Dhaka, BANGLADESH **Application Deadline :** 04-Feb-12 **Type of Contract :** FTA
International Post Level : P-5 **Languages Required :**

English Starting Date :

(date when the selected candidate is expected to start) 01-Mar-2012 **Duration of Initial Contract**
:Initially One year

Background

UNDP Bangladesh is working with development partners and government agencies in the justice sector to develop a more strategic and coordinated approach to justice reform. The Justice Sector Facility (JSF) will be a three year directly implemented project to support policy dialogue, strategic planning, research, monitoring and evaluation, and pilot activities to improve the administration of justice across the sector. It is intended that this project will provide a stepping stone to a longer-term initiative to support the development of a national strategy for justice sector reform in Bangladesh. It will also link to UNDP's other development projects working with police reform, village courts, human rights and parliament. The Chief Technical Adviser will report to the Country Director and will work in close coordination with the Democratic Governance Cluster. The Adviser will be responsible for successful implementation of the project document and achievement of development results.

Duties and Responsibilities

Summary of Key Functions:

- Technical advice on a better coordinated approach to access to justice;
- Programme Management; and
- Resource mobilization and partnerships across the justice sector.

Technical advice on a better coordinated approach to more accessible justice:

- Provide technical advice to justice sector agencies and organizations in identifying blockages that hamper the delivery of justice services and agreeing cost effective and innovative solutions to address them;
- Provide technical advice to justice sector agencies and organisations on a range of strategic policy issues related to justice sector reform;
- Provide technical advice to justice sector agencies and organisations on strategic planning, research and monitoring and evaluation, including key performance indicators, strategic plans for various organizations and research into various issues which impact on institutional performance and access to justice;
- Technical advice identifying entry points to achieve a mixture of short-term and medium term results which produce tangible improvements to access to justice;

- Technical advice on the process for building and ensuring strong national ownership of the reform process and reform targets as well as longer term sustainability;
- Ensuring the technical work undertaken across the project is in line with international good practice and adapted to the local context;
- Ability to build a strong understanding of the political economy of the justice sector to identify the drivers and blockers of change and then develop strategies to ensure that project implementation is achieving impact ;
- Ensure technical soundness of project activities and achievement of project outputs and outcomes.

Programme Management:

- The Adviser's prime responsibility is to produce the results specified in the annual work-plan, to the required standard of quality and within the specified constraints of time and cost;
- Advise the UNDP Country Office on the overall implementation of the project including reporting on progress vis-a-vis planned activities and expected outputs, and making specific recommendations as required;
- Manage project implementation, financial resource management, coordination and administration, using established guidelines and procedures of UNDP and the Government of Bangladesh to realize maximum performance and impact;
- Formulate an effective monitoring and evaluation system of the project and report on progress, including reporting to UNDP, development partners and national stakeholders on progress;
- Oversee and quality control the work of project staff and consultants to ensure the results are achieved in a timely manner;
- Prepare various required reports including Progress reports, Financial Reports, Annual Progress Reports, etc. and organize timely completion of technical reports;
- Lead annual work planning processes in a consultative manner.

Resource mobilization and partnerships:

- Support effective and timely resource mobilisation in close collaboration with UNDP Country Office;
- Coordinate programme activities with other UNDP initiatives as well as with other United Nations agencies and donors, to develop inter-agency synergies;
- Build partnerships with justice sector agencies via coordination mechanisms such as case-management committees and case-management reforms;
- Raise visibility of JSF and programme strategies at the LCG through knowledge sharing and well developed communication materials;
- Liaise with and maintain regular contact with line ministries, UN agencies, and development partners, and support ongoing coordination efforts;
- Develop pilot initiatives for functional partnerships between justice sector stakeholders and non-governmental organisations, local media and the public;
- Support justice sector agencies and organisations to prepare business cases that can be approved by the JSF Outcome Board/Steering Committee;

- Treats all people fairly without favoritism.

Functional Competencies

Management and Leadership:

- Demonstrates effective project management skills
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates results oriented approach to work

Development and Operational Effectiveness:

- Ability to engage with high ranking UNDP Advisors, Experts, Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage training programmes and design relevant training materials
- Ability to implement new systems and affect staff behavioral/ attitudinal change

Knowledge Management and Learning:

- Promotes knowledge management and a learning environment in the office through personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies;
- Excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff,

Professional Competencies

- Strong background in some of the following technical areas; legislative reform, capacity building, working mechanism of ministries and project management
- Ability to take initiative in complex emergency situations that takes advantage of windows of opportunity with communities and governments so as to rapidly implement programs that would otherwise be missed opportunities
- Solid knowledge in contract, asset and procurement, information and communication technology
- Prior experience of project manager
- Knowledge Management and Learning
- Promotes a knowledge sharing and learning culture in the office;
- Knowledge on development issues;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Behavioral Competencies

- Good interpersonal skills;
- Ability to establish and maintain good working relationships to facilitate work goals,
- Demonstrable capacity to build knowledge through using various sources.
- Exhibit strong teamwork skills in a complex environment
- Ability to promote learning environment, human rights and gender friendly work environment;
- Demonstrated capacity to work in a multicultural environment including the training and development of national colleagues

VI. Recruitment Qualifications

Education	Master's Degree in Law or equivalent in Social Science preferably in Public Administration, Political Science, Business Administration, Development Administration, International Relations or Public Policy.
Experience and Skill	Qualification and experience

- Minimum of 7 years relevant management experience in the area of Access to Justice or Human Rights, preferably in legal reform
- Demonstrated experience in managing change in the area of legal reform
- Demonstrated high-level project management and relationship management skills;
- Experience within UNDP/UN agencies or international donor-supported programme or project management preferred
- Strong analytical skills and understanding of the legal framework and government procedures in relation to project management and legal reform processes
- Sound computer proficiency essential
- Fluency in written and spoken English
- Demonstrated evidence of achievement as an innovative leader with proven ability to work within a team environment involving government and both public and private sector partners
- Effective communication, problem solving, team building and interpersonal skills
- Previous work experience as PM/PC in related field would be considered as added advantage

Language Ability

Strong ability in spoken and written English and Bangla

VII. Signatures- Post Description Certification

Incumbent (if applicable)
Name

Signature

Date

Supervisor
Name / Title

Signature

Date



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Administration Manager
Number of Position : 01
Post Classification : SC
Proposed Grade : SB4
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

Under the supervision of the Chief Technical Adviser (CTA), the incumbent is responsible for supervising, monitoring and timely coordinating the implementation and completion of project activities in particular logistical support and procurement according to UNDP and GoB rules, regulations and policies. Further the Administration Manager will advise the Chief Technical Adviser for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and develop plans to minimize or eliminate such bottlenecks.

FUNCTIONS/KEY RESULTS EXPECTED

The Administration Manager will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

General

- Supervising and coordinating the timely implementation/completion of project activities including provisioning of financial, administrative and logistical support for the project;
- Developing contingency plans to ensure that project activities (data collection, data integration, recruitment, training etc.) are on schedule;
- Ensuring adherence to relevant UNDP and GoB rules and regulations on all financial and administrative issues;
- Coordinating with the Chief Technical Adviser for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Supervise directly or indirectly all Operational staff and Service staff (Finance, Administrative, Procurement & Human Resource);
- Focal point and responsible for financial audits, GoB and UNDP initiated.

Finance

- Overseeing of expenditures under the NEX modality;
- Certifying expenditures in ATLAS for direct payments;
- Overseeing the preparation of monthly financial statements including NEX statements, ATLAS reconciliations, payroll reconciliations etc;
- Carry out actual to budgeted variance analysis on monthly, quarterly and annual basis;
- Coordinating, preparing and monitoring CPAP, AWP, TAPP budgets;
- Maintaining shadow budgets;
- Preparation of all requisite Financial Statements (UNDP, GoB and donors).

Administration

- Responsible for Assets Management for the project, including asset registers, asset transfers, physical checks and end of the project procedures;
- Oversee and be responsible for the use and maintenance of the Project Assets, including vehicles in line with the relevant rules;
- Oversee the maintenance and upkeep of all project premises.

Human Resource Management

- Preparation of project and annual HR plans;
- Initiation, maintenance and termination of staff contracts and other HR formalities;
- Overseeing the maintenance of leave and attendance records;
- Overseeing the training needs assessment of staff and maintain training calendars;
- Maintaining and implementing staff evaluations;
- Certifying payroll.

Procurement

- Assessing the procurement needs for the A2J project and monitor all procurement requirements;
- Preparation of project and annual procurement plans;
- Ensuring compliance to UNDP and GoB procurement rules, regulations and policies including source strategy, suppliers evaluation and selection, quality management, customer relationship management and performance measurement;

- Monthly monitoring and evaluation of project activities to identify areas for improvement.

Monitoring

- Monitoring and evaluation of project activities to identify areas for improvement;
- Liaising with government agencies/UNDP partners, NGOs and other stakeholders for the successful achievement of project outputs;
- Coordinating with the Chief Technical Adviser for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.

Key Function

- Yearly procurement and Human Resources Plan;
- Contingency plans as and when required;
- Documentation on price quotation evaluation;
- Day-to-day correspondence with the government counterparts and UNDP
- Operation Plan against the AWP each year

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability
- Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Functional Competencies:

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationship with clients, focuses on **impact** and result for the client and responds positively to feedback, timely responses to queries
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and result oriented approach to work
- Provides inspiration and leadership to project staff as well as all the partners.

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international

- donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to effectively support in strategic planning, results-based management and reporting :
- Ability to implement new systems and affect staff behavioural/attitude change
- Ability to undertake result based management and reporting

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity building, excellent ability to demonstrate national capacities building (mastery of the tools and their application)
- Excellent communication skills (written and oral)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building

RECRUITMENT QUALIFICATIONS

Education	<ul style="list-style-type: none"> • Master's Degree in Business Administration, Public Administration, Finance, Economics or related field.
Experience	<ul style="list-style-type: none"> • Minimum 3 years of relevant experience in providing management advisory services; managing staff and operational systems and establishing inter-relationships among international organizations and national governments • Experience in the usage of computers and office software packages, experience in handling of web based management systems. • Experience in UNDP NEX operations is highly desirable • Experience in working with UNDP would be an advantage • Professional training on procurement, office management, basic security and exposure to public procurement regulation (PPR) would be considered positively.
Language	<ul style="list-style-type: none"> • Fluency in written and spoken English; and Bangla

- Provide capacity building and training for stakeholders

Lead the Law Reform component of the Project

- Provide management and oversight for the law reform component of the project;
- Advise MoLJPA and UNDP on the overall implementation of the component of the project including reporting on progress with planned activities and expected outputs;
- Manage implementation of the project component including financial resource management, coordination and administration, using established guidelines and process of UNDP and Government of Bangladesh to realise maximum performance and impact;
- Ensure implementation of project outputs within his/her focus area portfolio;
- Submit regular reports on project progress and situation reports; and
- Perform any additional relevant tasks as requested by Chief Technical Adviser .

Provide technical advice on law reform particularly in the area of administration of justice

- Advice to the Government of Bangladesh on law reform proposals and options for improving the technical quality and implementability of draft laws;
- Advice to the Government on law reform initiative to improve the administration of justice;
- Advice to UNDP on the options for law reform and the legal and political strategies for realising reform; and
- Support national and regional authorities with technical advice on specific national priority law reform.

Provide capacity building and training for stakeholders

- Identification and Development of synergies and partnerships with other actors (national and international) on Law reform issues at the strategic, technical and operational level;
- Developing and implementing training programmes in the area of legal drafting, legal representation and law reform for key national stakeholders;
- Design and implement a capacity building programme for the Law Commission;
- Engage in capacity and confidence building on issues pertaining to law reform with non-governmental actors, including consultative and participatory processes with national stakeholders, including women's networks and legal professionals; and
- Participate in inter-agency working groups and initiatives to promote law reform

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability
- Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Functional Competencies:

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and result oriented approach to work
- Provides inspiration and leadership to project staff as well as all the partners.

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to effectively support in strategic planning, results-based management and reporting :
- Ability to implement new systems and affect staff behavioural/attitude change
- Ability to undertake result based management and reporting

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity building, excellent ability to demonstrate national capacities building (mastery of the tools and their application)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building

RECRUITMENT QUALIFICATIONS

Education	Master's Degree in Law or related discipline
Experience	<ul style="list-style-type: none">• Minimum 3 years of experience leading a legal reform initiative, campaign or project;• Experience with preparing technical legal drafts or analysing legal drafting implications of policy proposals• Experience in building capacity or contributing to training programmes for legal experts.• Demonstrated experience in preparing or providing advice on law reform proposals preferably in the area of access to justice, human rights.• Strong computer skills.• Development project experience in Bangladesh and experience working with Government would be an asset
Language	Fluency in written and spoken English; and Bangla



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION – PROJECT COORDINATOR

I. Position Information

Project name	: Access to Justice Project
Job Code Title	: Training and Capacity Building Expert
Number of Position	: 01
Post Classification	: National – Service Contract
Proposed Grade	: SB4
Duty station	: Dhaka
Duration of contact	: One year
Source of Funding	: Project

II. Organizational Context

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

In order for successful implementation of the project, a Training and Capacity Building expert is required by the access to justice project to provide input and support for the successful implementation of the project.

III. Functions/Key Results Expected

Summary of key functions:

Under the direct supervision and overall guidance of the Chief Technical Advisor the incumbent will be responsible for:

General

- Overall supervision and responsibility for the timely implementation/completion of project activities related to support to the trainings to be organized in accordance to activities detailed in the project document. This will include the provision of leadership, mentoring, backstopping and financial, administrative, planning and logistical support for the project.
- Supervise and assist in conducting comprehensive gap analysis and institutional capacity assessment; advise the LPAD/MoLJPA in formulating a strategic capacity development plan.
- Provide information and mentor the LPAD/MoLJOPA in development of a training plan, training design, trainer and participant materials, and implementation of training in the areas of legal reform, principles of International Law, International Treaties, Conventions and other related international normative frameworks.

Mentoring in training development

- Mentoring and guidance to proposed treaty desk staff on a plan for delivery of training related to the principles of International law, treaties, conventions and other normative frameworks.
- Mentoring to treaty desk staff on establishing quality control mechanisms for cascade training. Guidance should be given on implantation of full evaluation and monitoring systems for all domestic laws containing the reflection of relevant international treaties, conventions and other normative frameworks.
- Guidance to training staffs on orientation trainings to external stakeholders/ Law focal points. This will involve discussion with senior management, consultations with external stakeholders and development of training priorities and plans. Training programmes and materials should be tailored to individual organizational needs.
- Mentoring and guidance on means and options for development of high-quality multi-media training materials. This should include manuals for trainers and participants, and should be tailored to particular legislative reform necessity. Additional materials should be provided, such as posters, leaflets, CDs etc.

coordination support

- Work and coordinate with external expert/ Consultants in the identification of outstanding trainer kits required for training for the legal reform procedures, principles of international law and international treaty desk. Also Work in coordination of project team and external experts/Consultants in identifying the options for the procurement of high-quality multi-media training materials.

IV. Impact of Results

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets

V. Competencies

Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Excellent interpersonal skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies

Management and Leadership:

- Demonstrates effective project management skills
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates results oriented approach to work

Development and Operational Effectiveness:

- Ability to engage with high ranking UNDP Advisors, Experts, Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage training programmes and design relevant training materials
- Ability to implement new systems and affect staff behavioral/ attitudinal change

Knowledge Management and Learning:

- Promotes knowledge management and a learning environment in the office through personal example: Excellent knowledge of capacity building theory and the application of methodology: good

understanding of capacity assessment methodologies;

- Excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff,

Professional Competencies

- Strong background in some of the following technical areas; legislative reform, capacity building, working mechanism of ministries and project management
- Ability to take initiative in complex emergency situations that takes advantage of windows of opportunity with communities and governments so as to rapidly implement programs that would otherwise be missed opportunities
- Solid knowledge in contract, asset and procurement, information and communication technology
- Prior experience of project manager
- Knowledge Management and Learning
- Promotes a knowledge sharing and learning culture in the office;
- Knowledge on development issues;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Behavioral Competencies

- Good interpersonal skills;
- Ability to establish and maintain good working relationships to facilitate work goals,
- Demonstrable capacity to build knowledge through using various sources.
- Exhibit strong teamwork skills in a complex environment
- Ability to promote learning environment, human rights and gender friendly work environment;
- Demonstrated capacity to work in a multicultural environment including the training and development of national colleagues

VI. Recruitment Qualifications

Education	Master's Degree in Law or equivalent in Social Science preferably in Public Administration, Political Science, Business Administration, Development Administration, International Relations or Public Policy.
Experience and Skill	<p>Qualification and experience</p> <ul style="list-style-type: none"> • Minimum of 5 years relevant experience in training related activities preferable in the areas of Access to Justice or Human Rights or in legal reform • Proven knowledge and experience of developing training plans and programmes and development of materials, preferably in access to justice and/or human rights. • Knowledge and understanding of international standards legal reform and knowledge will be an added advantage • Experience of providing guidance and support to counterparts. • Demonstrated ability to work cross-culturally. • Proven organizational skills, with ability to work on multiple activities, to plan effectively and to communicate plans clearly. • Experience within UNDP/UN agencies or international donor-supported programme preferred. • Sound computer proficiency essential • Fluency in written and spoken English • Effective communication, problem solving, team building and interpersonal skills • Previous work experience as Human Rights trainer/capacity building expert in related field would be considered as added advantage.
Language Ability	Strong ability in spoken and written English and Bangla

VII. Signatures- Post Description Certification

Incumbent (if applicable)

Name

Signature

Date

Supervisor

Name / Title

Signature

Date



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Monitoring and Evaluation Officer
Number of Position : 01
Post Classification : SC
Proposed Grade : SB4
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

Under the overall guidance and direct supervision of the Chief Technical Adviser (CTA), the Monitoring and Evaluation Officer will be responsible for effectively designing and implementing the M&E activities of the Project.

FUNCTIONS/KEY RESULTS EXPECTED

The Monitoring and Evaluation Officer will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

The M&E Officer will assist the Chief Technical Adviser by preparing Quarterly/Annual reports on

project progress and will monitor the project activities on a regular basis. S/he will assist the Chief Technical Adviser in organizing different training events, workshops, and seminars related to access to justice and human rights.

Key tasks include:

- Prepare the ToR for, and oversee the undertaking of, large scale evaluations including: Baseline Surveys, Performance Evaluations and Follow up Evaluations
- Design, implement, and maintain the MIS of the project and contribute to the preparation of MIS reports as required;
- Collect, enter and analyze different data related to project implementation and socio-economic conditions of the project area;
- Participate in annual project reviews and planning workshops and assist the Chief Technical Adviser in preparing relevant reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Assist the Chief Technical Adviser in preparing Terms of Reference and designing the methodologies for different studies related to the project;
- Organize and conduct training on M&E/MIS for project and commission staff
- Assist the Chief Technical Adviser to develop the M&E systems of the Ministry and provide requisite trainings as required.
- Prepare reports on the findings and lessons learned from project innovations;
- Prepare reports to donors on project activities and achievements.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability
- Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Functional Competencies:

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and result oriented approach to work
- Provides inspiration and leadership to project staff as well as all the partners.

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to effectively support in strategic planning, results-based management and reporting :
- Ability to implement new systems and affect staff behavioural/attitude change
- Ability to undertake result based management and reporting

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity building, excellent ability to demonstrate national capacities building (mastery of the tools and their application)
- Excellent communication skills (written and oral)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building

RECRUITMENT QUALIFICATIONS

Education	<ul style="list-style-type: none">• A Bachelor's Degree or equivalent in Development, Social Science or Human Rights preferably including quantitative research studies.
Experience	<ul style="list-style-type: none">• Minimum 5 years of progressively more senior experience in Project M & E design, reporting, review and management.• Experience working in law reform, legal education or human rights related field.• Strong analytical and management skills applied to programme/project management and review;• Excellent communication skills are required.• Strong Computer Skills• Fluency in English is required as well as Bangla• Development project experience in Bangladesh and experience working with Government would be an asset.
Language	<ul style="list-style-type: none">• Fluency in written and spoken English and Bangla.



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Project Officer
Number of Position : 01
Post Classification : SC
Proposed Grade : SB3
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

FUNCTIONS/KEY RESULTS EXPECTED

The Project Officer will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

- As directed by the Chief Technical Adviser, provide support to the component leaders in organizing workshops, seminars, conferences, dialogues and other interactions meeting in terms of material preparation, logistical arrangements, minutes preparation, collection and dissemination of relevant information;
- Maintain close liaison with UNDP Democratic Governance Cluster;
- Hiring short-term consultants and provide necessary support to them to ensure their delivery of their tasks;
- Liaison with component leaders to implement the activities as per AWP;
- Assist with monitoring and evaluation of the project implementation. Including support in

- preparation of monitoring and evaluation reports and annual and quarterly progress reports based on information obtained from different layers of project implementation;
- Ensure completion of activities in the annual work plan on time and within budget according to UNDP and Government policies and procedures;
- Assist in preparation of AWP;
- Providing necessary support to manage training programmes, conferences and workshop/seminars;
- Assisting the Project Steering Committee (PSC) and Project Implementation Committee (PIC) during meeting;
- Ensure regular support, follow-up and monitoring of the planning, development and implementation of project activities with special consideration for gender and vulnerability issues;
- Managing routine communication with project stakeholders;
- Any other additional tasks and responsibilities defined by the Chief Technical Adviser.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and results oriented approach to work

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions, including audit, accurate and thorough risk assessment
- Ability to implement new systems and affect staff behavioural/ attitudinal change

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff, and project staff.

RECRUITMENT QUALIFICATIONS

Education	Master's Degree in Law or equivalent in Social Science preferably in Public Administration, Political Science, Business Administration, Development Administration, International Relations or Public Policy.
Experience	<ul style="list-style-type: none">• At least 3 years project management experience preferably 1.5 years in the field of access to justice and / or human rights• Experience working for development projects or organisations; experience with UN/UNDP projects would be an asset;• Good knowledge of government machineries in managing projects;• Experience in managing seminar / workshop and learning events;• Sound computer proficiency essential.
Language	Working level English and Bangla



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Communications Officer
Number of Position : 01
Post Classification : SC
Proposed Grade : SB3
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

Under the supervision of the Chief Technical Adviser (CTA), the incumbent is responsible for coordinating and liaising with media and through it sensitize the A2J project. The Communications Officer will prepare promotional material, press releases and develop and maintain a project website for information dissemination. Further produce regular communications reports to the Chief Technical Adviser and UNDP and develop and implement strategies to increase and enhance public outreach in the field of Legal Aid.

FUNCTIONS/KEY RESULTS EXPECTED

The Communications Officer will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

- Planning and design of internal and external strategies for communications and outreach;

- Implementation of the publications strategy and plan;
- Supervision of the design and maintenance of the A2J web site;
- Support to business development;
- Facilitation of knowledge building and knowledge sharing.

Ensures planning and design of internal and external strategies for communications and outreach focusing on achievement of the following results:

- Preparation and conduct of communications needs assessments;
- Drafting/editing of communications and outreach strategy.

Ensures implementation of the A2J publications strategy and plan focusing on the achievement of the following results:

- Implementation of the A2J publications strategy and plan;
- Identification of storylines for publications and drafting of substantive articles contributing to debates on key issues;
- Coordination and management of A2J publication activities, such as content management, norms for publishing, design, etc.
- Contact with printers and other suppliers to ensure production and ensure publications dissemination.

Supervision of the design and maintenance of the A2J web site focusing on achievement of the following results:

- Supervision of the design and maintenance of the office web site based on corporate requirements in cooperation with the ICT staff;
- Preparation of the content for the web sites to ensure consistency of the materials.

Launches and campaigns:

- Promotion and maintenance of public information campaigns on A2J activities.
- Promotion and dissemination of corporate advocacy materials for launching flagship initiatives and publications.

Outreach:

- Maintenance of increased coverage and understanding of the A2J's work in the country through regular media contacts and provision of newsworthy information to national public and, where possible, donors;
- Organization of roundtable discussions, press conferences, briefing sessions, interviews, launches;
- Ensured access for journalists to subject matter experts;
- Drafting/production of regular newsletters;
- Preparation of reports, civic education and community awareness where appropriate to support project.

Public information:

- Effective responses to inquiries for public information materials.

Key Deliverables:

The Communication Officer will report and work under the guidance of the Chief Technical Adviser and close cooperation with the UNDP Democratic Governance Cluster. He/She will have the following duties and responsibilities:

- Taking initiatives to sensitize the public about the A2J project and the substantive areas in which the project is working;
- Organize informative seminars for journalists nationally and internationally;
- Liaise with media outlets to ensure that the appropriate information and messages are reaching the public; prepare press releases
- Prepare promotional material on the project, including pamphlets, videos etc.;
- Communicate with stakeholders to facilitate information flow;
- Prepare regular communication reports for the Project Management team and UNDP;
- Develop and maintain a project website for information dissemination;
- Lead the process of knowledge for disseminating at all levels and produce documents that capture the right stakeholders and produce knowledge based products;
- Organize internal and external networks or communities of practise covering prominent experts in government, non-government, think tanks, private companies, international development organizations and the UN system;
- Develop country based intelligence on country situation, opportunities, interests and prospects covering government, UNDP and major development stakeholders. Map key competencies available in different government agencies and development organizations;
- Complete other related duties required.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability
- Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Functional Competencies:

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries

- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and result oriented approach to work
- Provides inspiration and leadership to project staff as well as all the partners.

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to effectively support in strategic planning, results-based management and reporting :
- Ability to implement new systems and affect staff behavioural/attitude change
- Ability to undertake result based management and reporting

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity building, excellent ability to demonstrate national capacities building (mastery of the tools and their application)
- Excellent communication skills (written and oral)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building

RECRUITMENT QUALIFICATIONS

Education	<ul style="list-style-type: none"> • Bachelor Degree in Communications, Journalism or Social Sciences.
Experience	<ul style="list-style-type: none"> • Minimum 5 years of experience in Journalism, Communications, Public Relations or related field. • Demonstrated experience in reporting, draft press releases and other forms of communications. • Experience in working with legal aid, justice or Human Rights issues • Experience working with UNDP, UN agencies or development partners would be preferred. • Strong computer skills.
Language	<ul style="list-style-type: none"> • Fluency in written and spoken English; and Bangla.



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : ICT Management Assistant
Number of Position : 01
Post Classification : SC
Proposed Grade : SB2
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

The ICT Management Assistant will be responsible for providing effective and efficient technical support and project management to ensure that ICT related goals are achieved. He/she will contribute to the effective functioning of the project and promote a quality client-based and results-oriented approach to their work.

The position holder will work under the guidance and supervision of the Chief Technical Adviser. The position impacts across all functional areas of the project and is therefore important to project success.

FUNCTIONS/KEY RESULTS EXPECTED

ICT Management Assistant will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

- Provide support across the full range of ICT infrastructure supported by the UNDP A2J Project. This includes servers, computer hardware, printers, scanners, router, firewall, switches, online UPS, data backup system, wireless and structured network, telephone

- system, operating system, application software and other IT resources.;
- Promote system and network security to protect against unauthorized intrusion, ensure centralized antivirus and spam free IT environment, maintain appropriate access to security records and update office and registry files;
 - Assist to administer the official intra-/internet website using the organization's standard templates and toolkits; prepare and update online and traditional published materials;
 - Contribute to identify opportunities and methods of converting business processes into ICT and web-based systems to address the issues of efficiency and access to information (office management systems, knowledge management systems);
 - Identify different systems and applications for optimal content management, knowledge management and sharing of information; train team members; ensure knowledge building and sharing;
 - Support to establish and manage network utility procedures, including defining network users and security attributes, establishing directories, menus and drive-mappings, configuring network printers and providing user access rules and guidelines;
 - Assist to develop and maintain an efficient asset management system which effectively manages the purchase, allocation and maintenance of hardware and software supplies, secure handling and storage, and tracking of loaned equipment;
 - Provide an efficient, proactive and responsive help desk service which meets the needs of members and staff; follow up user problems and requests until resolution is achieved; Assist the Administration Manager to ensure efficient procurement of ICT equipment according to UNDP and/or GOB guidelines and procedures.
 - Disseminate information on best practices and be active member of UNDP ICT networks;
 - follow up user problems and requests until resolution is achieved;
 - Perform other duties as assigned by the functional supervisor.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality);
- Displays cultural, gender, religion, race, nationality sensitivity Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Technical Competencies :

- Excellent skills in ICT systems management and support;
- Sound technical, organizational and project management skills; Excellent ICT and web development skills and ability to use information management as a tool and resource for capacity development and institutional strengthening;
- Excellent report writing and analytical skills;
- Proven ability to work effectively under pressure and in a highly charged environment and produce anticipated results;
- Proven capacity to demonstrate tact, discretion and integrity in the provision of support services to Members, Secretariat and UNDP;

- Understanding of the role and functions and the system of government in Bangladesh;
- Excellent oral and interpersonal skills to communicate effectively with senior public officials and a range of stakeholders.

Behavioural Competencies

- High standards of integrity and the ability to handle confidential matters Neutrality and ability to work successfully in a political environment
- Demonstrated capacity to participate effectively in small teams;
- Demonstrable client based and results-oriented approach to work; proven ability to work effectively under pressure in a highly charged environment and produce anticipated results;
- Good interpersonal skills and strong networking and representational skills;
- Ability to promote an environment conducive to learning, human rights and gender equality;
- Initiative and ability to work in an organized and concise manner;
- Ability to work supportively in a cross cultural environment.

RECRUITMENT QUALIFICATIONS

Education	Bachelor of Computer Sciences and Engineering or equivalent from a reputed university.
Experience	<ul style="list-style-type: none"> • Minimum 2 years relevant ICT experience, including network administration and management of hardware/software, telecommunications equipment, database packages and experience in web design; • Working experience with government or international organizations on ICT and LAN related matters will be an asset; • Knowledge of Government and UNDP procurement policy will be an advantage.
Language	Fluency in speaking and writing in both Bangla and English



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Admin and Finance Assistant
Number of Position : 01
Post Classification : SC
Proposed Grade : SB2
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

In carrying out her/his responsibilities, s/he will prepare all project budget and expenditures, inventory fo project FF&E and will also closely work with UNDP procurement, Finance Unit, Programme cluster, Government officials, private sector, non-government and civil society organisations.

FUNCTIONS/KEY RESULTS EXPECTED

The Admin and Finance Assistant Officer will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

- Prepare periodic accounting records, maintain delivery records and make programme transactions using UNDP provided software:
- Maintain Inventory of programme assets;
- Logistic support to workshop/seminar and other programme activities

- Provide assistance to Project Officer to prepare draft budget revisions, shadow budgets, budget reprisal, cost sharing and other financial and accounting reports;
- Provide assistance to Project Officer to make disbursement from petty cash and maintains expenditure statement, cashbook, bank register, etc;
- Provide assistance to Project Officer to monitor of timely submission of reports;
- Prepare financial requests and expenditure statement as and when required; and
- Responsible for any other job as assigned by the Supervisor

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability
- Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality,

Functional Competencies:

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and result oriented approach to work
- Provides inspiration and leadership to project staff as well as all the partners.

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to implement new systems and affect staff behavioural/attitude change
- Ability to undertake result based management and reporting

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity

building, excellent ability to demonstrate national capacities building (mastery of the tools and their application)

- Excellent communication skills (written and oral)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building

RECRUITMENT QUALIFICATIONS

Education	Minimum Bachelor degree and technical expertise in financial management/accounting
Experience	<ul style="list-style-type: none">• Minimum 2 years of experience in Accounting,• Experience in finance and budget preparation and reporting for UNDP or Government or equivalent.• Experience in handling project petty cash;• Experience in preparing financial reports;• Experience in proper project administration and filing;• Good knowledge of government systems, departments, CSOs, NGOs; and• Experience of managing logistics and financial resources in organizing workshop/seminars;
Language	Fluency in written and spoken English and Bangla



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Office Secretary cum Data Entry Operator
Number of Position : 01
Post Classification : SC
Proposed Grade : SB2
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

The Office Secretary cum Data Entry Operator will work under the guidance and overall supervision of the Chief Technical Adviser (CTA). She/He will maintain incoming and out-going documents, files, prepare routine correspondence and general reference documents, organize data and information and maintain records and files. In carrying out her/his responsibilities, she/he will advocate and promote the work of UNDP in Bangladesh, the Project and other related organisations

FUNCTIONS/KEY RESULTS EXPECTED

The Office Secretary cum Data Entry Operator will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

- Maintain in-coming and out-going documents.

- Maintain project files, documents and provide support to Chief Technical Adviser and consultants/experts
- Prepare routine correspondence and general reference documents, organize data and information and maintain project records, files and documents
- Typing letters, documents, reports etc and applications of information and

Communication Technologies

- Proper filing of in-coming and out-going documents
- Ensure delivery and receiving documents
- Preparing correspondence and general reference documents, organize data and information
- Must have ability and willingness to work flexible hours on the computer undertaken data entry, data verification and report production
- Carry out any other job as assigned by the Project Management Team (PMT)

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and International donor community and provide policy advisory support services.
- Ability to identify opportunities, conceptualize and develop project reports
- Capability to engage in team-based policy and programme dialogue, experience of leading workshops and being a resource person
- Ability to lead strategic planning, results-based management and reporting: full project cycle mastery, excellent work/project planning skills, mastery of UNDP's new programme

modalities (PRINCE 2, RBM Guide, NEX/DEX execution etc) and also use ATLAS

- Ability to oversee timely project implementation and to provide the necessary trouble shooting to keep project implementation on schedule
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions including audit, accurate and thorough risk assessment
- Ability to implement new systems and affect staff behavioural/attitudinal change

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with all UN/UNDP staff

RECRUITMENT QUALIFICATIONS

Education	The incumbent should have a Bachelor degree in any relevant discipline. A Diploma in ICT from a recognized computer institution shall be an added advantage
Experience	<ul style="list-style-type: none"> • Minimum 3 years practical experience in secretarial duties and use of computers, preferably within multi/bilateral donor supported projects. • Excellence in usage of Computers and office software packages, handling of web based management systems is expected
Language	Fluency in written and spoken English and Bangla



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

POSITION INFORMATION

Project name	: Access to Justice Project
Job Code Title	: Driver cum Messenger
Number of Position	: 01
Post Classification	: SC
Proposed Grade	: SB1
Duty station	: Dhaka
Duration of contact	: One year with possibility of extension
Source of Funding	: Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

The Driver cum Messenger will work under the guidance and overall supervision of the Chief Technical Adviser. The Driver is full time member of Project management team.

She/He will drive office vehicles within Dhaka city and in field trips outside Dhaka.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP

RECRUITMENT QUALIFICATIONS

Education	Minimum SSC passed or higher education is preferred. The incumbents must have valid heavy/light driving license and good knowledge of Dhaka and surrounding areas. The candidates must have adequate knowledge and skills in minor vehicle repair and demonstrative initiative and sound judgement is desired.
Experience	Minimum 5 years experience as driver preferably with UN agencies
Language	Good knowledge of Bangla and working knowledge of English required



INDICATIVE MULTI YEAR WORK PLAN

July 2012 to June 2014

Promoting Access to Justice and Human Rights in Bangladesh Project (A2J)

One democratic governance and human rights

Justice and human rights institutions are strengthened to better serve and protect the rights of all citizens, including women and vulnerable groups

UNDAF Outcome:
 Applicable Key Result Area (from 2012-16 Strategic Plan):
 CPAP Outcome:
 CPAP Output(s):

Components or major interim Results	Outputs/Activities	Time frame		Donor	Budget Code	Budget Description	Total of AWP (USD)
		Y1	Y2				
<p>Activity 5.1: Institutional Management</p> <p>Baseline : None</p> <p>Output 5 Strengthened institutional capacity to undertake prioritised, inclusive and higher quality legislative reform</p> <p>Indicators (Baseline/Target):</p> <p>5.1 Establishment of legislative calendar (Baseline 2012: no; Target 2015: yes);</p> <p>5.2 Number of legislative focal points trained (Baseline 2012: 00 ; Target 2015: 50);</p> <p>5.3 Number of justice sector practitioners reached via advocacy tools on new laws (Baseline 2012: 0; Target 2015: 500);</p> <p>5.4 Number of laws translated from Bangla to English (Baseline 2012: 27 ; Target 2015: 27+22= 49);</p>	<p>Activity 5.1 Institutional Management Strategy Development and Implemented</p> <p>Indicator 5.1: Target Year - 1 Draft legislative calendar Prepared Target Year -2: Legislative calendar approved and functioning Activities: Support LPAD to establish a legislative calendar and public consultation agenda for prioritised and sequences workload</p> <p>Indicator 5.2: Target Year - 1:XX, Target Year -2:XX (All focal points) Activities: Conduct workshop to clarify roles and functioning of relevant stakeholders in the legislative drafting process</p> <p>Indicator 5.3: Target Year-1: 200 Justice Sector practitioners receive advocacy tools on new laws. Activities: Train legislative drafters in LPAD and focal points across various ministries</p> <p>Indicator 5.4: Target Year - 1: 22 BD Laws translated, Activities: Prepare advocacy tools on new laws directly related to access to justice for justice sector professionals and civil society organisations</p>	X	X	UNDP 04000	75700	TR,WKSP,CF	7,500
		X	X	UNDP 04000	73400	Rent & Maint	10,000
		X	X	UNDP 04000	71200	Int. Consultant	20,000
		X	X	UNDP 04000	74200	Printing and Publications	2,500
		X	X	UNDP 04000	71300	Nat. Consult	2,500
		X	X	UNDP 04000	71300	Nat. Consult	7,500

Components or major interim Results	Outputs/Activities	Time frame		Responsible Party	Planned Budget				
		Y1	Y2		Donor	Budget Code	Budget Description	Total of AWP (USD)	
Components or major interim Results of the project ; To be shown as Activities in Atlas	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output								
5.5 Number of Laws on which Law Commission has made recommendations and reviews on (Baseline 2012: 0; Target 2015: 6);	Indicator 5.5: Target Year - 1: 3 public consultation meetings Target Year -2: 6 public consultation meetings. Activities: Continue to support the translation vetting and authentication processes for improved legal translation including supporting translation and publication of 22 laws from English to Bangla	X	X	NEX	UNDP 04000	75700	TR, WRSP, CF	7,500	
5.6 Number of Prioritized Laws reviewed and proposed amendment drafted based on expert review and public consultation process by the ministry (Baseline 2012: 0; Target 2015: 5);	Indicator 5.6: Target Year - 1: 3 laws Target Year -2: 5 laws. Activities: Support the Law Commission to review laws and promote public policy debate on legislative reform	X	X	UNDP	UNDP 04000	71300	Nat. Consult	33,000	
5.7 Establishment of file tracking system (Baseline 2012: no; Target 2015: yes)	Indicator 5.7: Target Year - 1: ICT Needs assessment completed, Target Year-2: File tracking system in place, Activities: Provide LPAD with technical and logistical support to review and consult on 6 key pieces of legislation, 1.8: Develop and publish a document for the indexing and consolidation of laws, 1.9 Support the further development of sustainable ICT systems, including file tracking	X	X	UNDP	UNDP 04000	72200	Equipment & Furniture	10,000	
	CTA	X	X	NEX	UNDP04000	71300	Nat. Consult	4,500	
	Project Staff: Legal Expert, Legal Asst. and M & E Officer	X	X	UNDP	UNDP 04000	61305	Salaries:IP Staff	166,000.00	
		X	X	UNDP	UNDP 04000	71400	Contractual Service - Individual	81,000	
Total of Atlas Activity # 05									
								367,000	

Components or major interim Results	Outputs/Activities	Time frame		Responsible Party	Planned Budget			
		Y1	Y2		Donor	Budget Code	Budget Description	Total of AWP (USD)
Components or major interim Results of the project ; To be shown as Activities In Atlas	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output							
Atlas Activity:7 Administration of Justice and Law Reform		X	X	NEX	UNDP 04000	73400	Rent & Maint	10,000
Output 7 Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs		X	X	UNDP	UNDP 04000	71200	Int. Consultant	30,000
Targets/Deliverables:		X	X	UNDP	UNDP 04000	71300	Nat. Consult	5,000
Indicators (Baseline/Target):		X	X	NEX	UNDP 04000	75700	TR,WKSP,CF	2,000
7.1 Comprehensive gap analysis completed between international treaties conventions and domestic laws (Baseline 2012: no; Target 2015: yes)	7.1 Support the Law Commission to undertake a gap analysis on legislations related to human rights and access to justice	X	X	NEX	UNDP 04000	71300	Nat. Consult	5,000
7.2 Institutional Capacity Assessment completed (Baseline 2012: no; Target 2014: Yes)	7.2 Undertake a needs assessment to equip and staff a treaty desk	X	X	UNDP	UNDP 04000	75700	TR,WKSP,CF	25,000
7.3 Treaty desk established (Baseline 2012: no; Target 2015: yes)	7.3 Establish a treaty desk to improve the capacity to provide advice on int. law	X	X	NEX	UNDP 04000	75700	TR,WKSP,CF	3,000
7.4 Number of domestic/national Laws reviewed and drafted in accordance to relevant international conventions or treaties (Baseline 2012: 0; Target 2015: 4)	7.4 Support LPAD to provide the capacity of the ministry to provide advice on international law	X	X	UNDP	UNDP 04000	71200	Int. Consultant	100,000
7.5 Number of staff trained in principles of international law (Baseline 2012:00 ; Target 2015: 30)	7.5 Train staff in key principles of international law	X	X	UNDP	UNDP 04000	71300	Nat. Consult	5,000
		X	X	UNDP	UNDP 04000	71400	Int. Consultant	35,000
	Project Staff: Law reform expert, Asst, ICT, PO	X	X	UNDP	UNDP 04000	71400	Contractual Service - Individual	100,950
Total of Atlas Activity # 07								355,950

Components or major interim Results	Outputs/Activities	Time frame		Responsible Party	Planned Budget					
		Y1	Y2		Donor	Budget Code	Budget Description	Total of AWP (USD)		
Components or major interim Results of the project ; To be shown as Activities in Atlas	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output									
Atlas Activity # 8: Project Management										
Indicator: Regular monitoring of project activities and necessary suggestions	Project Staff & others	X	X	UNDP	UNDP 04000	71400	Contractual Service - Individual	195,000		
		X	X	UNDP	UNDP 04000	74100	UNDP Audit Cost	10,000.00		
		X	X	UNDP	UNDP 04000	72400	Communication & Audio visual	10,500		
		X	X	NEX	UNDP 04000	72500	Supplies	2,700		
	Office Space, Utilities,	X	X	UNDP	UNDP 04000	73100	Rent & Maint	33,150		
		X	X	NEX	UNDP 04000	73100	Rent & Maint			
		X	X	UNDP	UNDP 04000	73400	Rent & Maint of other Equip	5,000		
Target: (1)PSC and TCC meeting organised (2) Progress reports and financial reports prepared	Expendable Equipment (Including stationeries)	X	X	NEX	UNDP 04000	73400	Rent & Maint of other Equip	10,000		
		X	X	NEX	UNDP 04000	74500	Misc.	9,000		
		X	X	UNDP	UNDP 04000	72700	Hospitality/Cat.	700		
	Special Event	X	X	UNDP	UNDP 04000	75700	TRN,WK	1,000		
		Total of Atlas Activity # 08							277,050	
		Total of July 2012-June 2014 Project Budget							1,000,000	

Components or major interim Results	Outputs/Activities	Time frame		Donor	Planned Budget		
		Y1	Y2		Budget Code	Budget Description	Total of AWP (USD)
<p>Components or major interim Results of the project ; To be shown as Activities in Atlas</p> <p>Activity Results are the Outputs of the Project and Actions are the activities for achieving each output</p>							
<p>Allocation of Resources at a glance for this AWP:</p>							
Total By Activity(ies)							355,000.00
Total by Implementing Agency(ies)	5) 367,000.00 7) 355,950.00 8) 277,050.00						88,700.00
	88,700.00 (NEX-1360)						
Total By Atlas Fund Code(s)	911,300 (UNDP-002100)						722,950.00
	1,000,000 (TRAC-04000)						
Total By Donor(s)	1,000,000 (TRAC-04000)						277,050
<p>Name and designation/Responsible Party Signature</p> <p>1)</p> <p>2)</p> <p>Signature on behalf of Implementing Partner:</p> <p>National Project Director Project Number: 00057761</p> <p>Signature on behalf of UNDP:</p> <p>(Stefan Priesner) Country Director UNDP, Bangladesh</p>							

Budgetary Account		Exp. Account		Activity ID	Imp. Agent Description	Fund Code	Donor Description	2007	2008	2009	2010	2011	2012	2013	2014	Total
Code	Description	Code	Description		Code		Code									
Human Rights																
63400	Living Cat	63405	Learning Costs	ACTIVITY2	001360	NEX	00012	15,049.22	-	325.00	-	-	-	-	-	15,374.22
63400	Living Cat	63405	Learning Costs	ACTIVITY2	002100	UNDP	00012	-	949.26	-	-	-	-	-	-	949.26
63400	Living Cat	63407	Learning - Ticket Costs	ACTIVITY2	002100	UNDP	00012	-	1,087.61	-	-	-	-	-	-	-1,087.61
63400	Living Cat	63407	Learning - Subistence Allowance	ACTIVITY2	002100	UNDP	00012	-	1,101.86	-	-	-	-	-	-	-1,101.86
71300	Lct Cnells	71305	Local Consult-Sht Term-Tech	ACTIVITY2	001360	NEX	00012	6,499.03	-	-	-	-	-	-	-	6,499.03
71300	Lct Cnells	71305	Local Consult-Sht Term-Tech	ACTIVITY2	002100	UNDP	00012	-	21,108.26	14,152.62	11,663.79	-	-	-	-	46,924.67
71300	Lct Cnells	71405	Service Contracts - Individuals	ACTIVITY2	002100	UNDP	00012	-	14,952.58	17,819.88	-	-	-	-	-	32,772.46
71600	Travel	71605	Travel Tickets-International	ACTIVITY2	002100	UNDP	00012	-	19,545.07	35,965.41	-	-	-	-	-	55,510.48
71600	Travel	71615	Daily Subistence Allow-Intl	ACTIVITY2	002100	UNDP	00012	-	6,548.45	37,146.25	-	-	-	-	-	43,694.70
71600	Travel	71635	Travel-Other	ACTIVITY2	002100	UNDP	00012	-	-	1,064.00	-	-	-	-	-	-1,064.00
71600	Travel	71635	Travel-Other	ACTIVITY2	001360	NEX	00012	27.73	-	-	-	-	-	-	-	27.73
72100	Svc Co- Trade & Business Serv	72120	Svc Co- Trade & Business Serv	ACTIVITY2	001360	UNDP	00012	-	-	12,572.35	24,415.18	-	-	-	-	24,415.18
72200	Equip&Furn	72205	Machinery and Equipment	ACTIVITY2	002100	UNDP	00012	-	-	4,303.35	-	-	-	-	-	4,303.35
72200	Equip&Furn	72220	Furniture	ACTIVITY2	002100	UNDP	00012	-	-	346.36	300.12	-	-	-	-	646.48
72200	Equip&Furn	72220	Furniture	ACTIVITY2	001360	NEX	00012	-	-	5,598.72	-	-	-	-	-	5,598.72
72400	Comm&AV	72405	Acquisition of Audio Visual Eq	ACTIVITY2	002100	UNDP	00012	-	-	6.27	-	-	-	-	-	6.27
72400	Comm&AV	72410	Acquisition of Audio Visual Eq	ACTIVITY2	001360	NEX	00012	-	-	1,025.32	-	-	-	-	-	-1,025.32
72400	Comm&AV	72410	Acquisition of Audio Visual Eq	ACTIVITY2	001360	UNDP	00012	-	-	41.77	-	-	-	-	-	41.77
72500	Supplies	72510	Publication	ACTIVITY2	001360	NEX	00012	-	-	1,694.53	-	-	-	-	-	-1,694.53
72500	Supplies	72510	Publication	ACTIVITY2	002100	UNDP	00012	-	-	1,738.00	-	-	-	-	-	-1,738.00
73100	Utilities	73120	Utilities	ACTIVITY2	001360	NEX	00012	-	-	-	87.08	-	-	-	-	87.08
73400	Rent/OtherEq	73405	Rental & Maint-Other Office Eq	ACTIVITY2	001360	NEX	00012	-	-	2,023.60	-	-	-	-	-	-2,023.60
73400	Rent/OtherEq	73410	Rental & Maint-Other Office Eq	ACTIVITY2	001360	UNDP	00012	-	-	-	3,749.70	-	-	-	-	3,749.70
73400	Rent/OtherEq	73410	Rental & Maint-Other Office Eq	ACTIVITY2	002100	UNDP	00012	-	-	1,595.75	106.66	-	-	-	-	-1,702.41
74500	MiscExp	74525	Sundry	ACTIVITY2	001360	NEX	00012	-	-	432.03	-	-	-	-	-	-432.03
74500	MiscExp	74525	Sundry	ACTIVITY2	002100	UNDP	00012	-	-	1,000.00	3,237.46	-	-	-	-	4,237.46
75700	TR,WKSP,CF	75705	Learning costs	ACTIVITY2	002100	UNDP	00012	-	-	-	291.33	-	-	-	-	291.33
75700	TR,WKSP,CF	75705	Learning costs	ACTIVITY2	002100	NEX	00012	-	-	-	2.38	-	-	-	-	2.38
76125	Realized Loss	76125	Realized Loss	ACTIVITY2	002100	UNDP	00012	-	-	-	-	-	-	-	-	-
76135	Realized Gain	76135	Realized Gain	ACTIVITY2	002100	UNDP	00012	-	-	-	-	-	-	-	-	-
Human Rights								21,548.25	65,725.32	138,446.91	43,851.67	-	-	-	-	269,571.95
Technical Assistance and Management Cost (Project Support Costs)																
63400	Living Cat	63405	Learning Costs	ACTIVITY3	002100	UNDP	04000	15,049.22	11,395.59	-	-	-	-	-	-	26,444.81
63400	Living Cat	63405	Learning Costs	ACTIVITY3	001360	NEX	04000	-	4,044.01	-	-	-	-	-	-	4,044.01
63400	Living Cat	63407	Learning - Subistence Allowance	ACTIVITY3	002100	UNDP	04000	-	20,701.63	(1,985.40)	-	-	-	-	-	19,612.23
63500	Security cost	63515	Security-related Costs	ACTIVITY3	002100	UNDP	04000	-	585.94	-	-	-	-	-	-	585.94
71200	Int Cnelt	71205	Int Consultants-Sht Term-Tech	ACTIVITY3	002100	UNDP	04000	-	-	11,000.00	31,609.48	-	-	-	-	42,609.48
71200	Int Cnelt	71210	Int Consultants-Sht Term-Supp	ACTIVITY3	002100	UNDP	04000	-	536.38	-	-	-	-	-	-	536.38
71300	Lct Cnells	71305	Local Consult-Sht Term-Tech	ACTIVITY3	002100	UNDP	04000	-	2,875.01	18,600.55	3,163.79	-	-	-	-	24,639.35
71400	ContractSrv	71405	Service Contracts-Individuals	ACTIVITY3	002100	UNDP	04000	-	26,763.28	123,770.05	68,717.28	-	-	-	-	219,270.61
71600	Travel	71610	Travel Tickets-Local	ACTIVITY3	002100	UNDP	04000	-	-	832.00	141.19	-	-	-	-	973.19
71600	Travel	71635	Travel-Other	ACTIVITY3	002100	UNDP	04000	-	-	158.47	-	-	-	-	-	158.47
71600	Travel	71615	Daily Subistence Allow-Intl	ACTIVITY3	002100	UNDP	04000	-	-	1,086.47	-	-	-	-	-	-1,086.47
71600	Travel	71620	Daily Subistence Allow-Local	ACTIVITY3	002100	UNDP	04000	-	-	170.89	-	-	-	-	-	170.89
71600	Travel	71605	Travel Tickets-International	ACTIVITY3	002100	UNDP	04000	-	-	-	-	-	-	-	-	-
72100	ContractSrv	72110	Svc Co- Agricultural Management	ACTIVITY3	002100	UNDP	04000	-	-	9,820.65	-	-	-	-	-	9,820.65

Budgetary Account		Exp. Account		Activity ID	Imp. Agent Code	Imp. Agent Description	Fund Code	Fund Description	Donor Code	Donor Description	2007	2008	2009	2010	2011	2012	2013	2014	Total	
72100	ContractSrv	72120	Svc Co- Trade and Business Serv	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP	-	6,710.92	2,084.69	(189.93)					8,605.68	
72100	ContractSrv	72125	Svc Co-Studies & Research Serv	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			4,202.71						4,202.71	
72100	ContractSrv	72140	Svc Co-Information Technology	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP				649.07	(19.31)				629.76	
72200	Equip&Furn	72205	Machinery and Equipment	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			8,017.49						22,563.11	
72200	Equip&Furn	72220	Office Machinery	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			22,205.21	(21,636.70)					11,150.22	
72400	Comm&AV	72405	Acquisition of Communic Equip	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			4,567.99	(3,603.44)					25,722.18	
72400	Comm&AV	72410	Acquisition of Audio Visual Eq	ACTIVITY3	001360	NEX	04000	TRAC	00012	UNDP			1,378.22						27,244.36	
72400	Comm&AV	72415	Courier charges	ACTIVITY3	001360	NEX	04000	TRAC	00012	UNDP				16,499.42	(1,272)				30,541.88	
72400	Comm&AV	72420	Land Telephone Charges	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			3.02						8.30	
72400	Comm&AV	72425	Mobile Telephone Charges	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP				100.60					92.76	
72400	Comm&AV	72440	Mobile Telephone Charges	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			841.87	318.86					1,780.73	
72400	Comm&AV	72445	Common Services-Communications	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP				810.42					810.42	
72500	Supplies	72505	Connectivity Charges	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			202.49	(72.92)					129.57	
72500	Supplies	72505	Stationery & other Office Supp	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			12,877.87	467.46					14,432.30	
72500	Supplies	72510	Stationery & other Office Supp	ACTIVITY3	001360	NEX	04000	TRAC	00012	UNDP			331.37	516.22					1,347.59	
72500	Supplies	72510	Publications	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP				1,674.68					3,383.22	
72500	Supplies	72515	Print Media	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			2,730.99						1,674.68	
72700	Hospitality	72705	Hospitality-Vouch.Expenses	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP				450.25					2,730.99	
72700	Hospitality	72710	Hospitality-Vouch.Expenses	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			287.77						450.25	
72800	Info Tech&Eq	72810	Acquis of Computer Software	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			12,274.38						287.77	
73100	Rent&Maint	73105	Rent	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			10,452.14	54,678.37	1,520.27				12,274.38	
73100	Utilities	73120	Utilities	ACTIVITY3	001360	NEX	04000	TRAC	00012	UNDP			1,700.75						1,700.75	
73100	Utilities	73120	Utilities	ACTIVITY3	001360	NEX	04000	TRAC	00012	UNDP			343.52	933.22					1,876.74	
73100	Rent&Maint	73110	Custodial & Cleaning Services	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP				10,816.77					252.70	
73200	Prms Alter	73210	Moving Expenses	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP	165.52								165.52	
73400	Rnt&Maint	73405	Rental & Maint-Other Office Eq	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			2,497.81	322.65					2,820.46	
73400	Rnt&Maint	73410	Rental & Maint-Other Office Eq	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			3,624.07	608.93					4,263.68	
73400	Rnt&Maint	73410	Rental & Maint-Other Office Eq	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			24,294.55	15,335.85					39,630.40	
74300	Comm. Security	74325	Rental & Maint-Other Office Eq	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP				979.73					979.73	
74500	MiscExp	74505	Insurance	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP				2,222.00					2,222.00	
74500	MiscExp	74510	Bank charges	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP				11.03					36.52	
74500	MiscExp	74515	Claims and Adjustments	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			3,427.87	3,530.15					11.03	
74500	MiscExp	74525	Sundry	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			58,602.44	3,876.61					6,958.02	
74500	MiscExp	74525	Sundry	ACTIVITY3	001360	NEX	04000	TRAC	00012	UNDP	1,746.60		2.11	3,941.85					64,843.87	
74700	Port operation	74705	Port operation	ACTIVITY3	001360	NEX	04000	TRAC	00012	UNDP				275.45					11,880.68	
75700	TR,WKSP,CF	75705	Learning costs	ACTIVITY3	001360	NEX	04000	TRAC	00012	UNDP				111.27					275.45	
75700	TR,WKSP,CF	75705	Learning costs	ACTIVITY3	001360	NEX	04000	TRAC	00012	UNDP				453.28					564.55	
76100	FXCurrLoss	76125	Realized Loss	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP	25.39		21.76						415.10	
76100	FXCurrLoss	76130	Unrealized Gain	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP	(2.04)		(60.65)						54.04	
76100	FXCurrLoss	76135	Unrealized Loss	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP	(102.38)		(15.79)						(89.65)	
76100	FXCurrLoss	76120	Unrealized Loss	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP			157.08	109.26					(718.20)	
76125	Realized Loss	76125	Realized Loss	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP				0.17					266.34	
76135	Realized Gain	76135	Realized Gain	ACTIVITY3	002100	UNDP	04000	TRAC	00012	UNDP				(0.10)					0.17	
Technical Assistance and Management Cost (Project Support Costs)											16,862.31	277,571.11	335,946.88	177,900.29	1,500.96					813,201.55
Total for ACTIVITY 3																				

Budgetary Account	Exp. Account		Activity ID	Imp. Agent Description	Fund Description	Donor Description	2007	2008	2009	2010	2011	2012	2013	2014	Total
	Code	Description													
63406	63406	Learning Costs-Ticket Cost	ACTIVITY4	002100	04000	UNDP	-	1,945.90	-	-	-	-	-	-	1,945.90
63407	63407	Learning Subsidence Allowance	ACTIVITY4	002100	04000	UNDP	-	304.00	-	-	-	-	-	-	304.00
71600	71605	Travel Tickets-International	ACTIVITY4	002100	04000	UNDP	-	3,608.58	-	-	-	-	-	-	3,608.58
71600	71615	Daily Subsidence Allow-Int	ACTIVITY4	002100	04000	UNDP	-	1,368.00	-	-	-	-	-	-	1,368.00
72120	72120	Svc Co-Trade and Business Serv	ACTIVITY4	002100	04000	UNDP	-	10,498.44	-	-	-	-	-	-	10,498.44
72200	72205	Office Machinery	ACTIVITY4	002100	04000	UNDP	-	327.60	7,011.07	-	-	-	-	-	7,338.67
72400	72440	Connectivity Charges	ACTIVITY4	002100	04000	UNDP	-	-	1,558.25	-	-	-	-	-	1,558.25
72400	72445	Common Services - Communication	ACTIVITY4	002100	04000	UNDP	-	-	64.07	-	-	-	-	-	64.07
72400	72405	Acquisition of Communic Equip	ACTIVITY4	002100	04000	UNDP	-	1,528.08	246.20	-	-	-	-	-	1,774.28
76125	76125	Realized Loss	ACTIVITY4	002100	04000	UNDP	-	-	8.16	-	-	-	-	-	8.16
Total for ACTIVITY 4							-	19,580.60	8,879.59	8.16	9,123.92	7,000.00	8,500.00	2,000.00	26,623.92
75700	75705	TR, WKSP, CF	ACTIVITY5	001360	04000	TRAC	00012	UNDP	-	-	14,799.60	35,000.00	-	-	49,799.60
75700	75705	TR, WKSP, CF	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	-	39,510.00	20,000.00	-	-	59,510.00
71200	71205	Int. Consultant	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	-	12,500.38	3,000.00	1,500.00	-	17,000.38
71300	71305	National Consultant	ACTIVITY5	001360	04000	TRAC	00012	UNDP	-	-	-	-	-	-	7,500.00
71305	71305	National Consultant	ACTIVITY5	001360	04000	TRAC	00012	UNDP	-	-	-	-	-	-	2,500.00
74200	74200	Print & publication	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	-	-	-	-	-	2,500.00
74500	74525	Sundry	ACTIVITY5	002100	04000	TRAC	00012	UNDP	106.29	-	-	-	-	-	106.29
72400	72405	Audio Visual Eq.	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	1,631.33	18,705.69	-	-	-	20,337.02
72200	72200	Equipment & Furniture	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	-	3,687.50	10,000.00	-	-	13,687.50
72800	72805	InfoTechEq	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	55,754.86	15,000.00	-	-	-	70,754.86
72800	72810	InfoTechEq	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	2,219.59	-	-	-	-	2,219.59
72800	72815	InfoTechEq	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	7,374.08	-	-	-	-	7,374.08
72800	72815	InfoTechEq	ACTIVITY5	001360	04000	TRAC	00012	UNDP	-	10,397.11	-	-	-	-	10,397.11
72100	72120	Contractual Service - Companies	ACTIVITY5	001360	04000	TRAC	00012	UNDP	-	-	700.00	-	-	-	700.00
72100	72145	Contractual Service - Companies	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	-	5,313.65	-	-	-	5,313.65
72300	72399	Mat. & Goods	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	-	3,000.00	-	-	-	3,000.00
71300	71305	National Consultant	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	2,131.18	2,500.00	-	-	-	4,631.18
71305	71305	National Consultant	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	2,025.66	-	-	-	-	2,025.66
71305	71305	National Consultant	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	-	-	16,500.00	-	-	16,500.00
71600	71605	Travel	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	5,042.34	-	-	-	-	5,042.34
71600	71625	Travel	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	9,714.49	-	-	-	-	9,714.49
71600	71635	Travel	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	912.00	-	-	-	-	912.00
71400	71405	Contractual Service - Individual (ex2+PO+leg asst+HCT)	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	-	27,000.00	50,000.00	-	-	77,000.00
61300	61305	Salaries-IP Staff	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	-	25,000.00	94,000.00	-	-	119,000.00
73400	73400	Rent & Maint	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	-	3,000.00	-	-	-	3,000.00
75700	75707	TR, WKSP, CF	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	14,294.40	-	-	-	-	14,294.40
75700	75706	TR, WKSP, CF	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	15,258.65	-	-	-	-	15,258.65
75700	75700	TR, WKSP, CF	ACTIVITY5	001360	04000	TRAC	00012	UNDP	-	-	2,000.00	-	-	-	2,000.00
72100	72100	Contractual Service - Companies	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	25,486.24	-	-	-	-	25,486.24
76100	76125	Realized Loss	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	0.01	-	-	-	-	0.01
76100	76135	Realized Gain	ACTIVITY5	002100	04000	TRAC	00012	UNDP	-	(27.56)	-	-	-	-	(27.56)
Total for ACTIVITY 5							-	176,147.88	199,917.22	106.29	176,147.88	199,917.22	220,000.00	99,000.00	695,171.39

Budgetary Account Code	Description	Exp. Account		Activity ID	Imp. Agent Code	Fund		Donor Description	2007	2008	2009	2010	2011	2012	2013	2014	Total	
		Code	Description			Code	Description											
Improved Legal Aid Services																		
72200	Equipment & Furniture	72205	Improved Legal Aid Services	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP			13,477.42				13,477.42	
72200	Equipment & Furniture	72205	Equipment & Furniture	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			2,244.75	10,000.00			12,244.75	
71300	National Consultant	71305	National Consultant	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP				11,200.00			11,200.00	
71300	National Consultant	71310	National Consultant	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			5,993.57	30,000.00			34,726.01	
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP			4,726.01	7,000.00			11,443.54	
74200	Printing and Publications	74210	Printing and Publications	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP			34,351.24	22,000.00			56,351.24	
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP			393.70	4,667.22			5,060.92	
71600	Travel	71610	Travel	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				827.37			827.37	
71600	Travel	71610	Travel	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP				26,670.84			26,670.84	
74200	Print & publication	74200	Print & publication	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			44,426.53	1,500.00			44,426.53	
72500	Supplies	72510	Printing and Publications	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			1,518.77				3,018.77	
72515	Supplies	72515	Printing and Publications	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			1,178.08				1,178.08	
72800	InfoTechEq	72805	InfoTechEq	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			333.00				333.00	
72800	InfoTechEq	72810	InfoTechEq	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			6,042.32				6,042.32	
71600	Travel	71620	Travel	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			1,699.59				1,699.59	
71200	International Consult	71205	International Consultants	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			6,500.28	12,000.00			18,500.28	
73400	Rent & Maint.	73410	Rent & Maint.	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			27,206.67	16,000.00			43,206.67	
71400	Contractual Service	71405	Contractual Service - Individual (ex-asset)	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			(7.41)				(7.41)	
76100	Realized Gain	76135	Realized Gain	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP			154,518.06	141,865.43			296,383.49	
Total for ACTIVITY6																		
Improved Legal Aid Services																		
Administration of Justice and Law Reform																		
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				25,000.00			25,000.00	
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY7	001360	NEX	04000	TRAC	00012	UNDP			9,561.98	15,000.00			24,561.98	
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY7	001360	NEX	04000	TRAC	00012	UNDP				1,000.00			1,000.00	
71200	Int. Consultant	71205	Int. Consultant	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			1,810.55				1,810.55	
71205	Int. Consultant	71205	Int. Consultant	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				100,000.00			100,000.00	
71300	National Consultant	71305	National Consultant	ACTIVITY7	001360	NEX	04000	TRAC	00012	UNDP			14,500.00				14,500.00	
71300	National Consultant	71300	National Consultant	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			23,000.00	2,500.00			25,500.00	
71300	National Consultant	71305	National Consultant	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			43,200.00				46,200.00	
71300	National Consultant	71305	National Consultant	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			7,283.00				7,283.00	
72300	Mat. & Goods	72300	Material & Goods	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			1,500.00				1,500.00	
72400	Communication & eq	72400	Communication & audio visual equi	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			17,000.00				17,000.00	
72800	InfoTech equipment	72805	InfoTech equipment.	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			1,742.64				1,742.64	
72800	InfoTechEq	72810	InfoTechEq	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			1,712.97				1,712.97	
72200	Equipment & Furnit	72205	Equipment & Furniture	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			8,768.48	500.00			9,268.48	
72200	Equipment & Furnit	72210	Equipment & Furniture	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			779.24				779.24	
74200	Printing and Public	74210	Printing and Publications	ACTIVITY7	001360	NEX	04000	TRAC	00012	UNDP			1,675.89	11,000.00			12,675.89	
71600	Travel	71605	Travel	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			39,852.72	227.81			40,080.53	
71600	Travel	71625	Travel	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			34,570.77				34,570.77	
71600	Travel	71635	Travel	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			2,660.00				2,660.00	
71400	Contractual Service	71405	Contractual Service - Individual (3 ex-asset)	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			25,975.00	46,150.00			72,125.00	
73400	Rent & Maint.	73410	Rent & Maint.	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			2,419.54	6,500.00			8,919.54	
74500	Miscellaneous Expt	74525	Miscellaneous Expenses	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			38.16				38.16	
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			1,350.00				1,350.00	
75700	Learning Cost	75705	Learning Cost	ACTIVITY7	001360	NEX	04000	TRAC	00012	UNDP			684.44				684.44	
76100	Realized Loss	76125	Realized Loss	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			0.02				0.02	
76100	Realized Gain	76135	Realized Gain	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP			(6.35)				(6.35)	
Total for ACTIVITY7																		
Administration of Justice and Law Reform																		
Total for ACTIVITY6																		

Budgetary Account		Exp. Account		Activity ID	Imp. Agent	Fund	Donor	2007	2008	2009	2010	2011	2012	2013	2014	Total	
Code	Description	Code	Description		Code	Description	Code										
Project Management																	
61300	Salaries-IP Staff	61305	Salaries-IP Staff	ACTIVITY8	002100	UNDP	00012				80,244.96		38,500.00			118,744.96	
61300	Post Adjustment-IP S	61310	Post Adjustment-IP Staff	ACTIVITY8	002100	UNDP	00012				29,276.04					29,276.04	
62300	Dependency Allowan	62305	Dependency Allowance-IP Staff	ACTIVITY8	002100	UNDP	00012				(272.04)					(272.04)	
62300	Contribution of JT St	62310	Contribution of JT Staff pension	ACTIVITY8	002100	UNDP	00012				24,524.89		12,205.00			36,729.89	
62300	Cont. to medical, soc	62315	Cont. to medical, social insurance	ACTIVITY8	002100	UNDP	00012				1,584.58		1,618.75			3,203.33	
62300	Mobility, hardship, N	62320	Mobility, hardship, Non-removal	ACTIVITY8	002100	UNDP	00012				9,430.08		4,329.58			13,759.66	
63300	Contribution to Sepa	63350	Contribution to Separations	ACTIVITY8	002100	UNDP	00012				2,730.00		1,700.00			4,430.00	
63300	Contribution to Seca	63355	Contribution to Security	ACTIVITY8	002100	UNDP	00012				6,435.00		450.00			6,885.00	
63300	Contribution to Train	63540	Contribution to Training	ACTIVITY8	002100	UNDP	00012				8,967.38					8,967.38	
64300	Appointment-subsid	64307	Appointment-substance allowance	ACTIVITY8	002100	UNDP	00012				16,000.00					16,000.00	
64300	Appointment-Lump	64308	Appointment-Lump Sum	ACTIVITY8	002100	UNDP	00012										
64300	Appointment Shipt	64309	Appointment Shipments	ACTIVITY8	002100	UNDP	00012										
63500	Cont. to training	63545	Cont. to training	ACTIVITY8	002100	UNDP	00012										
63500	Cont. to Sec Cost	63550	Cont. to Sec. Cost	ACTIVITY8	002100	UNDP	00012				5,476.05		2,800.00			8,276.05	
65100	Contribution to ASH	65115	Contribution to ASH Reserve	ACTIVITY8	002100	UNDP	00012				663.96					663.96	
65100	Payroll Mgt. Cost rec	65135	Payroll Mgt. Cost recovery ATLA	ACTIVITY8	002100	UNDP	00012				580.00					580.00	
71300	Local Con.-Short	71300	Local Con.-Short	ACTIVITY8	002100	UNDP	00012										
74100	Audit Fees	74100	Audit Fees	ACTIVITY8	002100	UNDP	00012										
74100	Int. Audit Fees	74100	Int. Audit Fees	ACTIVITY8	002100	UNDP	00012										
71400	Contractual Service	71405	Contractual Service - Individual (7)	ACTIVITY8	002100	UNDP	00012				36,734.25		85,000.00			121,734.25	
71600	Travel	71600	Travel	ACTIVITY8	002100	UNDP	00012						50.00			50.00	
72100	Cont. Services	72130	Sve.Co.-Transportation services	ACTIVITY8	002100	UNDP	00012				1,570.57		812.92			2,383.49	
73400	Rent & Maint of oth	73410	Rent & Maint of other Equip	ACTIVITY8	002100	UNDP	00012				6,530.37		6,000.00			12,530.37	
73400	Rent & Maint of oth	73410	Rent & Maint of other Equip	ACTIVITY8	001360	NEX	04000				5,341.18		4,668.59			10,009.77	
73400	Rent & Maint of oth	73400	Rent & Maint of other Equip	ACTIVITY8	001360	NEX	04000				591.63		25,205.00			25,796.63	
73100	Rent&Maint	73105	Rent&Maint	ACTIVITY8	002100	UNDP	00012										
73100	Rent&Maint	73110	Rent&Maint	ACTIVITY8	002100	UNDP	00012										
73100	Rent&Maint	73120	Rent&Maint	ACTIVITY8	001360	NEX	04000				4,359.45		8,346.31			12,705.76	
73100	Rent&Maint	73120	Rent&Maint	ACTIVITY8	001360	NEX	04000				39.57		23.37			62.94	
72400	Communication & e	72405	Communication & audio visual equi	ACTIVITY8	002100	UNDP	00012										
72400	Communication & e	72420	Communication & audio visual equi	ACTIVITY8	001360	NEX	04000				109.39					109.39	
72400	Communication & e	72420	Communication & audio visual equi	ACTIVITY8	001360	NEX	04000				646.30		3,000.00			3,646.30	
72400	Communication & e	72425	Communication & audio visual equi	ACTIVITY8	001360	NEX	04000				46.21					46.21	
72400	Communication & e	72440	Communication & audio visual equi	ACTIVITY8	002100	UNDP	00012				1,053.81					1,053.81	
72400	Communication & e	72440	Communication & audio visual equi	ACTIVITY8	002100	UNDP	00012				922.28		2,200.00			3,122.28	
72500	Supplies	72505	Supplies	ACTIVITY8	001360	NEX	04000				693.70					693.70	
72500	Supplies	72500	Supplies	ACTIVITY8	002100	UNDP	00012										
72500	Supplies	72515	Supplies	ACTIVITY8	002100	UNDP	00012				1,429.11					1,429.11	
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY8	001360	NEX	04000				7.30					7.30	
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY8	002100	UNDP	00012						500.00			500.00	
74500	Miscellaneous Exp	74525	Miscellaneous Expenses	ACTIVITY8	001360	NEX	04000				1,179.69		3,928.58			5,108.27	
74500	Miscellaneous Exp	74525	Miscellaneous Expenses	ACTIVITY8	002100	UNDP	00012						200.00			200.00	
74500	Miscellaneous Exp	74510	Miscellaneous Expenses	ACTIVITY8	001360	NEX	04000				34.98					34.98	
74500	Miscellaneous Exp	74500	Miscellaneous Expenses	ACTIVITY8	002100	UNDP	00012				212.58		700.00			912.58	
74500	Miscellaneous Exp	74525	Miscellaneous Expenses	ACTIVITY8	001360	NEX	04000				5,879.77					5,879.77	
72700	Special Event	72705	Special Event	ACTIVITY8	002100	UNDP	00012				386.18		500.00			886.18	
76125	Realized Loss	76125	Realized Loss	ACTIVITY8	002100	UNDP	00012				8.79					8.79	
76135	Realized Gain	76135	Realized Gain	ACTIVITY8	002100	UNDP	00012				(40.47)					(40.47)	
76120	Unrealized Loss	76120	Unrealized Loss	ACTIVITY8	002100	UNDP	00012				287.47					287.47	
76130	Unrealized Gain	76130	Unrealized Gain	ACTIVITY8	002100	UNDP	00012				(3.15)					(3.15)	
76130	Unrealized Gain	76130	Unrealized Gain	ACTIVITY8	002100	UNDP	00012				49,308.18		227,654.71			276,962.89	
Project Management								56,078.00	457,888.65	659,582.95	294,056.49	863,798.91	756,498.17	652,175.00	97,021.83	4,000,000.00	
Total																	

