

**PROJECT DOCUMENT COVER PAGE**

UNDEF Project Number: UDF – BZE-10-402

Project Title: Strengthening Women's Representation in National Leadership in Belize

Country/Region: Belize

Executing Agency: UNDP Belize

Implementing Agency: Women's Issues Network

Implementing Partner(s): Toledo Maya Women's Council
National Women's Commission

Duration: 24 months

Project Start Date: 01 July 2012

Project End Date: 30 June 2014

Funding Round and Year of Application: Fifth Funding Round, 2010

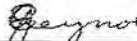
Amount of UNDEF Grant in USD: \$225,000.00


Project is Co-financed: No

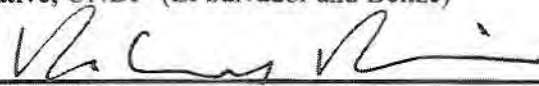
Total Project Budget: \$225,000.00

Project Summary:

Strengthen capacity of women and civil society organizations to forge the development of an inclusive, political platform to institutionalize equal participation of women in national leadership and build the capacity of women leaders to participate as constituent representatives in national elections.

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12.6.12
 Date

1. EXECUTIVE SUMMARY

Historically, women in Belize have had low and even no representation in the national assembly because there is still a prevailing societal perception that women are not capable of being in leadership positions. The project therefore will address this critical socio-cultural issue in particular recognizing that the existing democratic system does not support gender equality at the highest level of decision-making. These structural, cultural and social barriers impede women's successful entry and presence at the highest levels of leadership such that women struggle to gain the support of their families and political parties to endorse their candidacy for political office; in indigenous communities, women often cannot hold public leadership positions and are expected to stay in the home.

The overall development objective of this project is to promote women's right to representation and participation in national leadership as a prerequisite to improve their economic and social status in Belize. Specifically, the project's objective is to strengthen the capacity of women and civil society organizations to foster and contribute to the development of an inclusive, human-rights oriented political platform to institutionalize equal participation of women as constituent representatives in national elections. The expected outcomes are:

- *Increased public awareness and support of women's political participation and political leadership, and gender equality in national decision-making*
- *Improved capacities of civil society and women's organizations to actively advocate for equal participation and representation of women in electoral politics and national leadership*

The project will promote and build public support and advocacy for gender equality in national decision-making and bring visibility to women's political representation. The primary strategy of this project will be to build awareness and capacity at three levels: national sensitization and awareness on the right of women to political participation and representation; building the capacities of women and civil society organizations to strengthen civic engagement and promote women's participation in democratic processes; and supporting a cadre of women to bring visibility to women in leadership positions and those aspiring for political office. This focus on the three levels will allow the project to have a broad reach to influence stakeholders who can address the distinct barriers that women face to achieve gender parity in national decision-making.

The project will be executed by UNDP Belize, and implemented by the Women's Issues Network (WIN), in close collaboration with the National Women's Commission and the Toledo Maya Women's Council.

2. SITUATION ANALYSIS, STRATEGY, BASELINE DATA AND SUSTAINABILITY

a) Situation Analysis

Women in Belize lack political voice and representation in national Government. Belize, a former colony of Britain, adopted a bicameral National Assembly, consisting of a 12-seat Senate and a 31-seat House of Representatives. Whereas the Senate consists of political appointees, members of the House of Representatives are elected by direct popular vote to serve five-year terms. Thirty years after independence, and in spite of improvements in the number of women serving as senior public officials, the majority of women in Belize continue to face significant challenges to move towards parity with men at almost every level of political leadership and decision-making. While there is some female presence at the highest levels of local government, as well as in senior positions in the public service and on public bodies, women are barely represented in the National Assembly and the Cabinet. Currently, of the 31

seats in the House of Representatives, only one is held by a woman, and of the 22 Cabinet posts, 2 are held by a woman. The House of Representatives has only held three women since independence in 1981. The historically poor representation of women in national Government has resulted in fewer women seeking political office and leadership. The absence of women from political leadership significantly reduces the likelihood that issues of critical importance to women and their families will be addressed as priorities of national development. Given the slow and regressive status of women's representation in national leadership, Belize is not on course to achieve the Millennium Development Goal (MDG) of 30 percent (9-10) women in the House of Representatives by 2015. This places Belize in joint last position (131st) on the Global Gender Gap Index in the area of political empowerment of women, along with Saudi Arabia, Qatar and Brunei. This rank is unacceptable and as a signatory to the Millennium Declaration it is critical that concrete measures and steps be taken up by women and civil society organizations to support the country in its efforts to meet its commitment to the MDGs, specifically, MDG 3.

Notwithstanding, there exist cultural, structural and social impediments that need to be addressed before women are considered eligible for and likely to succeed in national politics. Women continue to face discrimination in politics. For example, the institutionalized masculinity of politics is presented as the best, or even the only way of carrying out the business of running the country. When women voice that this system is unfriendly, or even hostile, then it is women who are seen as lacking in political leadership. Further, success in politics often stems from the connections made through male networks. These networks often provide the means to maintain political power in the hands of established male elites. Lack of political leverage that comes from participation in these networks puts women at a disadvantage both before and after election to office. Women are also faced with the dual burden of maintaining the household while trying to develop a political presence, yet their male counterparts do not experience the same.

In recent years there has been a growing acknowledgement in Belize that women must be better represented at the national decision-making level, though there is no national development priority on the issue of gender and governance. Institutions such as the National Women's Commission have sought to redress this imbalance through the creation of the *Women in Politics* project, which aims to train young women, including those of indigenous origin, in the theory and practical aspects of running for elections. Increasingly however, and as women are making the public call for inclusive development, the public response has been that they should earn this representation despite existing structural barriers at the level of political parties, cultural challenges within the home and the socialization process and social impediments within a society that think the women have no place in political leadership. It is these social and cultural barriers that the project aims to remove through consistent, national dialogue on women's right to political representation, capacity building, legislative review, presentation of a women's agenda and visible portrayal of women's leadership capacity at all levels of the community. The bulk of the project activities are linked to capacity building intervention and communication strategies which have not been addressed in a comprehensive manner. This project will document the level of women's participation in all outputs to contribute to national data on women's political participation.

The project will target approximately 10 prominent civil society, women's and Non-Government Organizations as well as political parties to enable the development of an inclusive agenda of action and institutionalise political platforms and legal mechanisms that facilitate equal participation of women in the national political decision-making process in all six districts of Belize. In addition, the project will target, at least 75 women directly including those from indigenous groups, who have political aspirations. The wider Belizean society will also be extensively engaged through a visible and impactful media awareness campaign to challenge socio-cultural and institutional barriers that exist toward women in

governance. As a consequence, young people, the male electorate and women will be targeted through media messages, training activities and capacity building efforts.

This project is important since it promotes inclusive democracy which is critical for the achievement of gender equality, women's empowerment and poverty reduction. These are all critical development issues that disproportionately affect Belizean women who are deserving of UNDEF support to build their capacities and demand government's attention to prioritize this critical development issue.

b) Project Strategy

The overall development objective of the project is to improve women's representation at the highest level of leadership as a prerequisite to improve their economic and social status in Belize. The specific project objective is to strengthen the capacity of women and civil society organizations to foster and contribute to the development of an inclusive, human rights oriented political platform to institutionalize equal participation of women as constituent representatives in national elections. The expected outcomes and outputs of the project are described below:

Outcome 1: Increased public awareness and support of women's political participation and political leadership, and gender equality in national decision-making

The strategy to achieve this outcome will be to sensitize civil society and women's organizations and create awareness of women's right to political participation. The main steps are to organize a national forum on women's political leadership. This will address the issue/problem of limited knowledge of women. The strategy will also focus on using multiple media opportunities to promote messages of inclusive governance in the wider population. The main steps will be to identify and procure services of skilled communication experts to develop poignant messages. This will address the issue/problem of socio-cultural barriers that are imposed upon women and preclude them from entering politics.

Output 1.1: A national Gender and Democracy Forum increases knowledge of women's political and democratic rights

The Gender and Democracy Forum will focus on engaging the public on the rights of women to political participation and representation in national decision-making. Two International Professional Consultants will be engaged for 4 days each to develop the methodology for conducting and facilitating the forum as well as producing a final report. This two day forum will take place in Belize City in the first quarter of the project (Q1), and will bring together 125 formal and informal male and female community leaders from rural and urban communities within the six districts of Belize. These participants will be identified from among political parties, academia, indigenous representatives, Women's Department, and key CSO representatives from each district to participate in the Gender and Democracy Forum, as well as alumni from the Women In Politics Project. The content of the forum will include: presentations and discussion on rights of women to political participation and representation in the context of CEDAW, the MDGs and related human rights instruments; presentation of structural, social & cultural impediments that prevent women from successfully engaging in electoral politics; discussion on the social and economic benefits of women's contribution to the democratic processes and governance; and the formation of an advocacy body for women as a legitimate political base. WIN-Belize is the convener of a National Advocacy Working Group (NAWG) which works on human rights issues and this will be the medium through which this newly formed advocacy group will be actively engaged to develop the communication and advocacy strategies of the project. This advocacy group will be active throughout the life of the project and will be sustained beyond the project within the National Advocacy Working Group (NAWG). The group will assist with the formulation of key messages and theme emanating from the discussions and dialogue at the forum. A pre- and post-survey will be conducted to measure the effectiveness of the forum in increasing awareness of the issues among participants. A video

documentation will be created from the forum and will be aired periodically to be used as an advocacy tool. This documentary will be highlighting key challenges and recommendations discussed during the national forum. This forum will also be aired live on Love Radio Station which can be heard in all rural and urban areas.

Assumptions: Sufficient women with knowledge of human rights are recruited. Government has the political will to honor its international commitment with CEDAW, MDG and Human Rights instruments. Representatives of civil society organizations, indigenous and academia are aware of their basic human rights. **Risks and mitigation:** Political & Strategic: A change in government affects the process from moving forward. Partners of the project do not have the capacity to meet their deliverables. To reduce this possibility, regular monitoring meetings with partners will be held.

Output 1.2 An advocacy and communication campaign on inclusive governance developed and implemented

A critical path to increasing women's participation in politics will be through changing local mind set and attitude toward women in political leadership. Therefore, the newly formed advocacy group will influence local attitude through active, ongoing outreach and sensitization campaigns. The campaign will build on the findings of three recent and critical research documents that have been produced: A Situational Analysis of Gender and Politics in Belize; Belize Gender Assessment and MDG Scorecard. All three documents identify challenges and barriers that preclude women from actively participating in national leadership and democratic processes in Belize. This rich body of knowledge will be the core reference for media and communication experts that the project will contract in the fourth quarter of the project (Q4) to roll out this output by formulating a responsive advocacy strategy and inclusive governance communication campaign, in response to the recommendations of these findings highlighting key messages to foster attitudinal, cultural and structural change.

The advocacy campaign will include print media in the form of publications in the four leading newspapers that will increase the knowledge of women and the broader public of women on politics and democratic rights, CEDAW and MDG related human rights instruments. Print materials will also be created on the revised electoral legislation and the national governance framework that will educate the general public on the inclusive agenda with the proposed special temporary measures. These brochures and pamphlets will be distributed countrywide along with the newspapers. Television and radio spots will be produced and aired on the five radio stations and five television stations to sensitize the entire country, rural and urban areas on women and politics and democratic rights, the revised electoral legislations and the national governance framework inclusive agenda. A video documentation will be created from the forum and will be aired periodically to be used as an advocacy tool. This documentary will be highlighting key challenges and recommendations discussed during the national forum. This forum will also be aired live on Love Radio Station which can be heard in all rural and urban areas. T-Shirts and other promotional items including key rings, fridge magnets, calendars and others will also be distributed throughout the 8 Quarters of the project with different messages to promote women in political leadership.

These activities will also complement annual related advocacy for the 16 days of activism, which is commemorated around the world from 25th November (Zero Tolerance Against Violence Against Women) to 10th December (International Human Rights Day) to recognize No Violence Against Women and Children. Women's political participation is a human rights and gender equality issue therefore, these 16 days of activism are a powerful medium to implement one of the activities of the advocacy campaign. Furthermore, the communication strategy will include print media documentation (publications, pamphlets, brochures that will be distributed mainly in the secondary schools country wide), radio and

television media spots and discussions, use of social media and distribution of multimedia communication materials that will target audiences especially youth and women. These various forms of communication will drive a massive public sensitization & communication strategy to promote and build public support for gender equality in national decision-making and will be used throughout the project life. It would also bring visibility to women's political representation and forge national dialogue on this issue. The advocacy campaign will also include direct dialogue between women's organizations and political parties.

Assumptions: Youth and men in leadership positions are supportive of women in political leadership. The communications strategy is well targeted and helps to change the mindset of the voting population since they are a major voting block who will have to be convinced that women are competent leaders.

Risks and mitigation: Political: Adverse Public opinion/media intervention may see this push for women's political advancement as a marginalization of men especially since machismo attitudes are still common in Belize. There is no political will by some civil society organizations and government to push women for political power. Ensure that the communication strategy speaks to the added value of women in national leadership to public.

Outcome 2: Improved capacities of civil society and women's organizations to actively advocate for equal participation and representation of women in electoral politics and national leadership

The strategy will be to train and coordinate key civil society and women's organizations to collectively develop a platform on which to advocate for women's representation in national leadership. The main step will be to train the leaders in skilled dialogue and advocacy mechanisms. This will address the issue/problem of inadequate capacity among civil society and women's organizations to interface with national authorities and effectively present the women's agenda from a legitimate position of strength.

The strategy will also focus on the revision of legislation and regulations governing political parties - the selection process for candidates and the opportunities they provide for women to advance to leadership positions - with the aim of ensuring that these are both gender sensitive and supportive of women's participation in national electoral politics. This will include identifying and making recommendations for legal revisions to the structural impediments that exist within the electoral system. This will address some of the systemic issue/problem that precludes women from being represented in national leadership.

Output 2.1: Capacity building and training workshops on advocacy and democratic dialogue mechanism for 110 participants from CSOs and women's groups completed

Advocacy capacities among women's groups and civil society is weak making it extremely difficult for women to get the attention of leaders, many of whom are males, on matters of gender equality and women's political participation. The training in advocacy and democratic dialogue mechanisms will respond to more than the deficit in dialogue and advocacy capacities and will also incorporate advocacy, leadership and management skills within mostly female led CSO and community groups. An International Consultant Trainer will be engaged for 10 days to develop training, outline methodology, facilitate the training and produce training report. Toledo Maya Women's Council will also be contracted to work along with the International Consultant as translators. It is important that this output addresses women's capacities to dialogue and interface with national authorities from a position of strength. This capacity building process will be done through Training of Trainers of 25 core women leaders, in Belize City. The core group of 25 women will be identified from at least 10 key national CSOs and women's groups' across the six districts. The Training of Trainers will last for 3 days, and will equip the women with the skills needed to build confidence and capacity to effectively advocate for appropriate space, voice and visibility in national decision making processes. As a part of their follow up activities, having received training they will also support the development and implementation of advocacy campaigns and, at the District level, the implementation of trainings. They will continue to train other women in political leadership. The project coordinator for this area will monitor the follow-up activities by communicating

with the trainees and attending at least one of their training sessions. Pictures will also be taken as evidence for the monitoring process. Furthermore these women will have a critical role to play in the follow-up legislative review process and in the development of the national women's agenda. Belize district, with the largest number of electoral constituencies and the largest representative population, will have representation of 15 women at the training. The remaining 10 participants will include 2 women from the other five districts which will make up the 25 participants to be trained as trainers in advocacy and dialogue mechanisms. The training will be developed by experts in this field and upon completion of training they will replicate the same training for representatives of women and civil society organizations, in their respective districts for an additional 15 women in the four districts (Orange Walk and Corozal combined) and 25 women in the Belize District (a total of 5 one-day training sessions, one per District except for Orange Walk and Corozal combined). A total of 110 women will be trained at the end of this activity. Similarly, the participants of this training will be selected by political parties, academia, indigenous representatives, Women's Department, and key CSO representatives from each district as well as alumni from the Women In Politics Project. Detailed terms of reference stating the objectives, target group and expected results of the training will be developed and as a result, an identified consultant will propose the content and methodology of the training workshop. The training of trainers and the district level training will be implemented over a period of eight days during quarters two and three of the project.

Assumptions: Gender advocates are promoting women in political leadership. Advocacy campaigns are well received by the general public. Monitoring and evaluation are executed as planned.

Risks and mitigation: Organizational: Partners do not have adequate capacity to adhere to implementation arrangements. Succession planning and talent management are not established and implemented. Project Board meetings will respond to individual challenges as they arise.

Output: 2.2 Revised electoral legislation proposed to include gender sensitive recommendations

This aspect of the project will conduct a comprehensive legislative review of the Representation of the People Act by a legal professional and in collaboration with a technical working group; they will review current legislations governing elections and make recommendations for revisions to reflect amendments to address gender equality in elections and political processes. The Act will be revised from a gender perspective to assess inherent gender-imbalances within this legislation that pose challenges to women's political participation and representation. The suggested revisions to the legislation will be garnered through national consultations with CSOs and 6 other stakeholder groups from rural communities in each district. CSOs will identify 10 women from rural communities in their respective districts to participate in the consultative process. Each district will hold a consultative session to gather information from women in rural and urban areas for the revision of legislation. These sessions will be held during quarters four and five. Some anticipated changes will include campaign financing, women's leadership position within the parties, cabinet appointments, and temporary special measures/quota. The results of the legislative review will be presented to women and national leaders through community-based sensitization activities, specifically through focus group discussion, school presentations, and meetings with representatives of political parties at the district level. Results of feedback and contributions will be provided to the Legal Review expert to be included in the proposed revised legislation. Following these substantive awareness activities at the community level and after the revisions have been endorsed by a wide cross-section of stakeholders, the final draft document will be submitted to national cabinet for approval and passage into law. This process will start in the fourth quarter of the project. The passage of the revised legislation into law is expected to be a long process however, the requisite skills needed for women's organizations and CSOs will have been developed and therefore along with the support of the NAWG it is expected that they would be in a stronger position to advocate and lobby for an amendment to the current electoral legislation. Political parties will be surveyed at the start of this process to gather information on their

governance structure and a post survey will be conducted to detect if there are changes in women's leadership position or presence.

A media and community based advocacy campaign will be developed and implemented to sensitize the community on the proposed legislation (described in output 1.2). This will include DVDs, CDs, pamphlets, brochures, radio and TV Ads that will be aired in all six Districts, rural and urban areas.

Output 2.3 A national governance framework to enhance women's participation in politics including temporary special measures is developed and presented to national government

In 2012 after national elections, only one woman was elected to the House of Representatives out of a total of three (3) who contested the general elections. At the municipal level, a total of 10 women were elected to serve out of a total of 31 who contested the election. It is this dismal level of women's political representation to which this project activity will respond. From the fourth quarter, the project will develop a national governance framework that promotes women in political leadership through the implementation of temporary special measures. These measures will be developed in consultation with political parties, women and civil society organizations, academia, indigenous groups, and national government. This process will be led by a legal consultant who will be supported by a technical committee consisting of representatives from civil society and women's organizations, academia, formal and informal leaders and men who are sensitive to this issue. Furthermore, leaders of women and civil society organizations in six (6) districts will be mobilized to present the agenda for inclusive governance in political fora. The governance framework will also include the development of an inclusive agenda and together with the proposed temporary measures/quota this will constitute the national governance framework which will be included in the previously proposed amendment to the Representation of the People Act that will be presented by the Ministry of Public Service, Election and Boundaries to the cabinet. Whilst legislative review addresses changes from a legal perspective this governance framework will specify Government's commitment to MDG 3 (Promote Gender Equality and empower women). This framework will also articulate more clearly specific actions that will be taken to facilitate women's political participation. The consultative process mentioned above, will lead to the development of a draft that will be submitted to the Government of Belize. Once these have been submitted, local level consultations will be done with women and the larger local communities. This document will be launched in Belize City to the general public, academia, political parties, CSOs and women's organizations (100 people) to create more sensitization about this women's inclusive agenda.

Output 2.4: A cadre of 75 national women leaders including from indigenous communities are trained and prepared for electoral politics in the 2017 national election cycle

The preparedness of women to participate in political processes on par with men is a fundamental indicator of MDG3. Women's participation requires them to be educated and trained for electoral politics in order to reach a critical mass of candidates contesting local and national elections. This action will identify and train 75 national women leaders including from indigenous communities (at least 25%) who previously participated in training programs such as the Women in Politics and the Transformational Leadership Training by Caribbean Institute for Women in Leadership (CIWIL) to prepare for and contest local and national elections. The project activities will include higher level training in practical implementation of campaign management, messaging, public presentations, policy development, and gender-budgeting. These potential female political candidates will receive trainings in topics such as: How the political system works, Advancing within the Parties, Strategic Positioning, Dealing with political rallies, Dealing with the Media, Literacy Classes, Assertive training. The project will also mobilize trainees and women in civil society organizations in six (6) districts to participate in community outreach activities and public forums to build on public presentation skills and gain first-hand exposure to public speaking especially for indigenous women. The community outreach activities will include sensitization sessions on women's political participation and mock campaigning. The content of the

training will be developed by the facilitators after consultation with the training cohorts who will provide feedback on the themes for this next level of training. The trainings will be conducted in the districts of Belize, Toledo and Cayo. The facilitators will also use the recommendations of the comprehensive Situational Analysis of Gender and Politics Report to inform some aspects of the training program. The 75 national women leaders selected for training will be divided into 3 cohorts of 25 women each. Each cohort will receive 12 days of training, over the course of 12 weeks (3 cohorts x 12 days = 36 days in total) during quarters 5, 6, and 7. The lead facilitators will be contracted as consultants and will identify topics for the six expert presenters to do one day training in each of the three cohorts. This training program will be implemented in collaboration with the National Women's Commission in an effort to build on its introductory level training program.

Assumptions: Government policies are supportive of the proposal to revise legislation governing elections. Civil society and government have the political will to enhance women's participation in political leadership. A cadre of women has strengthened their capacity and will offer themselves for political office as early as 2014.

Risks and mitigation: Environmental & Regulatory: Social and cultural barriers including family and institutional structures continue to exclude women from political leadership. Critical policies or legislation fails to pass or progress in the legislative process governing elections. Lack of access to financial resources and economic support negatively affect women from winning a constituency. Ensure that the communication strategy speaks to the added value of women in national leadership.

c) Baseline Data

- The national census data shows that 75.7% of women compared to 70.0% of men don't know or are not sure if women should occupy leadership positions.
- No Women's Agenda that informs and guides national political participation and representation exist. (One final product of the training workshop will be the drafting of the first women's agenda on national political participation and representation.)
- There is no legal framework to regulate political parties that are gender sensitive, thereby enabling gender equality and women's participation in national leadership. (The legal framework and the proposed temporary special measure will be developed as a result of the completion of legislative review.)
- No temporary special measures exist to enable women's increased participation and representation in electoral politics in Belize. (The proposed temporary special measures will be developed and submitted to cabinet as a direct activity that will be undertaken by the project.)
- Approximately 75 women have received basic training in political leadership; less than 10% are indigenous women.
- Of the 31 seats in the House of Representatives, only 1 is held by a woman (out of the 3 who contested the general elections in March of 2012), and of the 22 Cabinet posts, two women were appointed. At the municipal level, a total of 10 women were elected to serve out of a total of 31 who contested the election. The project will conduct a knowledge, attitude and perception study at the beginning and end of the project period.

d) Sustainability

This project comes at a time when there is increased national discussion on gender as a critical aspect of national development. This project will therefore serve as an impetus to build greater support for women's and gender issues as critical aspects of inclusive democracy which directly impact national economic and social development. The project outcomes will be sustained within women's and civil society organizations that will use the technical capacities developed for advocacy and communication mechanisms. The CSOs are expected to actively and purposefully use new advocacy opportunities

resulting from the revision of electoral legislations and political party regulations. The project will also share best practice and experiences within the Women's Issues Network and bring greater awareness and understanding of women as a critical political constituency. In addition women will recognize their contribution to national democracy and development and as a result of this project they will be further empowered to organize and effectively claim their right to political participation and representation.

3. GENDER AND MARGINALIZED OR VULNERABLE GROUPS

While women have made some social advances in recent years, the MDG 3 political participation indicators show that women as a group continue to occupy a subordinate position in Belize's democratic process. Certainly, Belize's dismal statistics on women's representation in elected bodies at all levels reflects deeply rooted gender inequality. By addressing women's political participation and representation from a rights-based perspective, the project will directly build the capacity of women as rights holders, especially those from indigenous and marginalized backgrounds to meaningfully engage with those in positions of authority to claim these rights. In order to facilitate the active involvement of indigenous women and youth, the Toledo Maya Women's Council will partner with WIN Belize in the implementation of project activities in the Maya communities in the Toledo District, specifically ensuring that they are represented in awareness and advocacy activities and in the training of women leaders for political office. This project will be implemented from the premise that women as a whole are marginalized in the democratic process and even further marginalized in the wider society. A direct benefit from this project is that the needs of both women and youth as two marginalized group will be made visible through this project. Many of the issues facing young women in their quest for inclusive democratic participation will be reflective of the needs of the wider youth population.

The project will also facilitate the formation of knowledge and advocacy networks to leverage support and provide a platform for support from other organizations that respond to the variety of marginalization and vulnerability issues facing women in the society.

4. RESULTS FRAMEWORK: ACTIVITIES, OUTPUTS AND OUTCOMES

See Annex I

5. BUDGET

1) Budget per output: See Annex I

2) Project budget: See Annex IV

Please note that changes to the approved project budget require prior UNDEF approval. Financial reallocations made without prior UNDEF approval will not be accepted, and the funds may have to be reimbursed to UNDEF.

6. MANAGEMENT ARRANGEMENTS AND DISBURSEMENT SCHEDULE

a) Management Arrangements

The project's annual work plans will be implemented using the Nationally Implemented (NIM) modality of UNDP to draw on the linkages to the existing UNDP MDG Needs Assessment and Cost Prognosis Project which has a growing portfolio of women's empowerment and gender equality initiatives. UNDP will provide coordination support and as the Executing Agency, UNDP will oversee and monitor the project and act as UNDEF's agent for project oversight and will be responsible for ensuring that all financial, monitoring, reporting and evaluation requirements are met.

WIN, as the Implementing Agency of this project, will bear **substantive responsibility** for delivering on the outputs of the project. The staff of WIN has excellent and first-hand knowledge of the issues affecting women's participation in national electoral politics and as a national network WIN has significant leveraging capacity among CSOs. WIN will use this to maintain collaborative relationships with key national stakeholders. The Executive Director of WIN will manage the project. Project Assurance will be undertaken by a Project Execution Board which WIN will establish and on which UNDP will have a presence in order to enable greater linkages and synergies with the COs on-going project on MDG 3. The project execution board which will further enable the management structure to respond to project's needs in terms of direction, management, control and communication. The Advisory Committee on Gender and Politics which is coordinated by UNDP will also advise the project and promote synergies as opportunities arise.

WIN will implement the community-based interventions with technical and professional expertise from local and international experts and consultants, described below. WIN's 2 program officers will be contracted as coordinators under this project on a part time basis. One program officer will be the coordinator for the forum, capacity building workshops and training of national women leaders. WIN's other program officer will be the coordinator for the review of legislation and the advocacy outreach and media campaign. As mentioned above, these two personnel will be contracted on a part-time basis to coordinate the specific activities of the project. A technical coordinator to develop a national governance framework will be contracted from outside of WIN-Belize. WIN will cover the costs of its Executive Director who will be involved in the management and oversight of the project. Specifically, WIN will be responsible for managing the procurement of consultants, the coordination of logistics for advocacy activities, provision of oversight for the development of advocacy and communication materials, preparation and documentation of the proceedings of all consultations and management of the partnerships with the National Women's Commission (NWC), the Toledo Maya Women's Council (TMWC) and stakeholders including the political parties and other civil society organizations. The NWC will support the development of the training program for the women with political aspirations and will be a lead entity for the recruitment of women participants, identification of training experts, and will serve as the liaison between the project and the responsible Ministry for women's development. The TMWC will be responsible for mobilizing indigenous women and youth so that the organization has active representation at all levels of the project. The TMWC will also be tasked with customizing activities so that they better respond to the needs of this population. WIN will manage the day-to-day aspects of the project and all collaborative efforts with the TMWC and NWC. WIN will ensure that this project feeds into the ongoing women in politics project and leadership initiatives currently being implemented by these two entities; management of these projects will foster integration as appropriate.

As the Executing Agency, UNDP brings to the table a wealth of experience working with civil society organizations and governments and it is well-positioned to assist with capacity development, institutional strengthening and interface communication between the community and national authorities. The UNDP Office is accountable for the project's transparent practices, and sound business operations. A Programme Officer will provide technical and oversight guidance for the execution of the project. Additionally, UNDP will use its procedures to procure technical experts, materials and other services on behalf of the Women's Issues Network and according to the established procedures and financial regulations of UNDP. UNDP will enter into an agreement with WIN in line with its own procedures. WIN as the Implementing Agency will enter into contracts with any companies or individuals involved in the project, specifically contractual arrangements for salaries, training consultants, technical and professional experts, and service suppliers. UNDP Belize will also be responsible for obtaining a signature of each sub-grantee such as the Toledo Maya Women's Council and National Women's Commission on the Legal Commitments (Annex III).

The project personnel are as follows:

International consultants (2) for the national gender and democracy forum

Expected Deliverables:

1. Familiarize selves with gender and politics in Belize
2. Develop the methodology for conducting and facilitating the gender and democracy forum in Belize.
3. Provide document detailing the methodology in 1.
4. Present on issues relating to advocacy and democratic dialogue.
5. Lead discussions at gender and democracy forum.
6. Write and submit final report with recommendations

Duration: 4 days each

Consultant (1) for advocacy, outreach and media campaign

Expected Deliverables:

1. Review Situational Analysis of Gender and Politics in Belize; Belize Gender Assessment and MDG Scorecard.
2. Develop and produce campaign strategy based on findings of documents in 1 above.
3. Facilitate the development of and develop flyers, pamphlets, brochures, posters for distribution.
4. Facilitate the development of and develop video documentaries.
5. Provide support and advice to project team on making public media appearances.

Duration: 35 days

Artist for advocacy, outreach and media campaign

Expected Deliverables:

1. Develop and record radio and television ads
2. Public endorsement of revised legislation

Duration: 10 days

International Consultant Trainer for Capacity Building Workshops

Expected Deliverables:

1. Develop training curriculum for capacity building workshops on advocacy and democratic dialogue mechanisms.
2. Produce an outline on training of trainers' methodology. Deliver training to 25 women in advocacy and training dialogue mechanisms based on an adult learning methodology.
3. Support women trainers in the replication of the advocacy and training dialogue mechanisms training in the Belize, Cayo, Stann Creek, Toledo and Orange Walk and Corozal (combined) districts
4. Provide an end of training report to project director.

Duration: 10 days

Legal Consultant for Revising Legislation Governing Elections

Expected Deliverables:

1. Conduct a comprehensive legislative review of the Representation of the People Act in collaboration with a technical working group.
2. Assess Representation of the People Act from a gender perspective to identify inherent gender-imbalance.
3. Make recommendations to project staff on proposed changes to the Legislation.
4. Conduct national consultations on the Representation of the People Act and its proposed amendment.
5. Make media appearances, along with advocates to present the proposed amendment to the nation.
6. Draft amendment to the Representation of the People Act of 2000.

7. Provide legal guidance to Ministry of Public Service and Elections and Boundaries when presenting the amendment to Cabinet.

Duration: 20 days

Consultant for Developing a National Governance Framework

Expected Deliverables:

1. Along with the legal consultant above and the advocacy, outreach and media consultant, develop a methodology to hold National Governance Framework consultations.
2. Provide to Project staff a detailed document of the strategy for consultations.
3. Provide logistical arrangements for nationwide consultations.
4. Provide a comprehensive consultation report upon completion of consultations.

Duration: 25 days

3 Trainers/Facilitators to Train National Women Leaders

Expected Deliverables:

1. Consult with National Women's Commission for information on the introductory Women In Politics Project.
2. Consolidate information of previous training initiatives preparing women for electoral politics.
3. Develop curriculum for National Electoral Politics Preparedness training.
4. Develop methodology for conducting National Electoral Politics Preparedness training.
5. Deliver training to 75 women on National Electoral Politics Preparedness training based on participatory methodologies of adult learning.
6. Facilitate the conduct of community level outreach activities as part of practical application of training.

Duration: 12 days each

6 Expert Presenters to train national women leaders

Expected deliverables:

1. Make presentations to 75 women on identified topics such as how the political system works, Advancing within the Parties, Strategic Positioning, Dealing with political rallies, Dealing with the Media, Literacy Classes, Assertive training
2. Hold discussions with women leaders on related topics, including challenges and successes of aspiring female political leadership
3. Deliver materials on identified topics to the lead facilitators

Duration: 1 day each

Coordinator for Gender & Democracy Forum, capacity building workshops and consultations for revising legislation governing elections

Expected deliverables:

1. Develop and manage contracts for consultants, trainers and facilitators
2. Coordinate logistics for gender & democracy forum, capacity building workshops and consultations to revise legislation governing elections
3. Collect and provide materials used in gender & democracy forum and capacity building workshops
4. Provide minutes of consultations to revise legislation governing elections
5. Provide sign-in sheets with information on participants of the forum, workshop and consultations
6. Manage reports and recommendations for the project execution board

Duration: 10, 20 and 10 days respectively

Technical Coordinator for developing a national governance framework

Expected deliverables:

1. Coordinate meetings with legal consultant and a technical committee consisting of representatives from civil society and women's organizations, academia, formal and informal leaders and men who are sensitive to this issue
2. Coordinate consultations with political parties, women and civil society organizations, academia, indigenous groups, and national government
3. Assist with the development of an inclusive agenda along with the proposed temporary measures/quota that will constitute the national governance framework
4. Coordinate meeting with the Cabinet for presentation of the national governance framework by the Ministry of Public Service, Election and Boundaries.

Duration: 5 days

Coordinator for advocacy, outreach and media campaign, and training of national women leaders

Expected deliverables:

1. Coordinate meetings for advocacy outreach committee to develop media campaign
2. Coordinate the gathering of information on the findings of three recent and critical research documents that have been produced: A Situational Analysis of Gender and Politics in Belize; Belize Gender Assessment and MDG Scorecard.
3. Coordinate activities for the media and communication experts to formulate a responsive communication strategy in response to the recommendations of the findings from the three research documents
4. Coordinate activities for communication experts to develop advocacy campaign highlighting key messages to foster attitudinal, cultural and structural change.
5. Coordinate the development of radio and television ads and promotional materials
6. Coordinate the training for 75 national women leaders including from indigenous communities to prepare for and contest local and national elections.
7. Mobilize trainees and women in civil society organizations in six (6) districts to participate in community outreach activities and public forums.
8. Coordinate community outreach activities which will include sensitization sessions on women's political participation and mock campaigning along with NWC and TMWC
9. Provide sign-in sheets with information of participants for the training of national women leaders
10. Manage reports and recommendations for the project execution board

Duration: 40 and 30 days respectively

b) Disbursement Schedule

Disbursement of funds from UNDEF to EA: UNDEF will disburse the grant to the EA in **two tranches**. The first tranche is disbursed upon the project document's signature. The second tranche is disbursed upon submission of the relevant narrative and financial reports and provided a significant amount of the first tranche has been spent.

Disbursement of funds from EA to IA: The EA will manage any financial disbursements to the Implementing Agency as per the payment schedule below:

| Milestone | Amount | Date |
|-------------------------------------|------------------|-------------|
| Project Signature | 25% of tranche 1 | Month 1 |
| Submission of Y1Q1 Financial Report | 25% of tranche 1 | Month 4 |
| Submission of Y1Q2 Financial Report | 25% of tranche 1 | Month 7 |
| Submission of Y1Q3 Financial Report | 25% of tranche 1 | Month 10 |
| Submission of Y1Q4 Financial Report | 25% of tranche 2 | Month 13 |
| Submission of Y2Q1 Financial Report | 25% of tranche 2 | Month 16 |

| | | |
|-------------------------------------|------------------|----------|
| Submission of Y2Q2 Financial Report | 25% of tranche 2 | Month 19 |
| Submission of Y2Q3 Financial Report | 15% of tranche 2 | Month 22 |
| Submission of Final Project Reports | 10% of tranche 2 | Month 25 |

The Executing Agency will normally be entitled to charge 7% of the Total Project Cost (TPC) for its overhead cost in overseeing the project, unless otherwise agreed to by UNDEF. **This fee must cover all financial, contractual, reporting, monitoring, evaluation and other agreed services to the project.**

7. MONITORING, REPORTING AND EVALUATION*

a) Monitoring

Project monitoring will be done in two ways:

- 1) WIN will monitor its project activities with technical support from its Monitoring and Evaluation Officer. The M&E Officer will provide reports on all activities conducted and will document progress on each of the indicators identified in the project outcome. The M&E Officer will provide regular reports to the project execution board for review and analysis.
- 2) UNDP will be responsible for monitoring the implementation of the key activities and the use of funds by the Implementing Agency and reporting back to UNDEF. This will be managed by the Programme Officer, Poverty Reduction and MDGs through the regular generation of project budget balance reports, as well as preparation of stage and procurement plans.

b) Narrative and Financial Reporting

The Executive Director of WIN will develop and submit to UNDP the following narrative reports, in advance of the set timeline and using the required format available on the UNDEF website. The UNDP Programme Officer for Poverty Reduction and MDGs will be responsible for reviewing and submitting these reports to UNDEF, according to the set timeline.

1. **The Mid-term Progress Report:** This will be submitted to UNDEF no later than 13 months from the project start date (as listed on the cover page of the signed project document) OR when requesting the second disbursement of funds, whichever comes first.
2. **Final Narrative Report:** The Final Narrative Report will be submitted three months after the completion of the project

The reports will be in either English or French, the two official working languages of the United Nations Secretariat.

The Implementing Agency commits to featuring UNDEF as a donor in all outreach materials associated with the UNDEF-funded project, including banners, signs, written materials, publications and websites. This includes posting an announcement of the UNDEF-funded project on the Implementing Agency's website, which should include the project title, and a brief description of the project.

Financial reporting

Throughout the project implementation, the UNDP Belize shall provide financial reports to UNDEF. The following financial reports shall be submitted according to the set timeline and using the required format available on the UNDEF website.

* For additional information on UNDEF monitoring and reporting requirements, please also read UNDEF's 5th Round Monitoring and Reporting Guidelines available on UNDEF's website. It is the grantee's responsibility to follow these guidelines.

- **Annual Interim Financial Statement:** to be submitted by 31st January of each project year, showing cumulative income and expenditure to date. The statement must be signed by the designated authorized representative at the UN Agency or Country Office (CO).
- **Annual Certified Financial Statement:** to be submitted by 31st May of each project year, showing cumulative income and expenditure to date. The statement must be signed by the UN Agency's authorized representative at HQ.
- **Final Interim Financial Statement:** to be submitted three months after the project end date. The statement should be signed by the designated authorized representative at the UN Agency or Country Office (CO).
- **Final Certified Financial Statement:** to be submitted no later than 30th June of the year following the financial closing of the project. The statement must be signed by the UN Agency's authorized financial representative (e.g. Controller) at HQ.

Financial reporting should comply with the following requirements:

- Financial reports shall reflect the expenditures incurred against the amount received from UNDEF.
- All financial reports shall be certified by an authorized official of the Executing Agency and submitted timely and simultaneously to UNDEF (democracyfund@un.org), to the UNDEF Programme Officer in charge of the project, and to the Accounts Division of the United Nations (trustfund@un.org).
- Expenditures will not be accepted beyond the agreed project completion date.
- Unless prohibited by the Executing Agency's financial rules and regulations, financial reports will include interest income accrued on the amount remitted from UNDEF.
- At the completion of the project, any unexpended or uncommitted part of the contribution will be returned to UNDEF, along with all interest income, jointly with the final financial report.
- Final refunds of unspent funds, including all accrued interest, where applicable, shall be deposited to the designated UN bank account by 30 June of the year following the end of the implementation period. Such refunds shall be reflected in the Executing Agency's final certified financial reports.

c) Evaluation

UNDP is responsible for conducting an evaluation at the end of the project. The UNDP Executing Agency fee covers the cost of the evaluation. **This evaluation will be carried out by an independent and external entity.** UNDEF will also liaise with UNDP CO, as necessary, to determine the best course for conducting evaluations. UNDP will be responsible for ensuring the collection of **baseline data** to be used for the evaluation.

8. PARTNERSHIP AND DONOR INFORMATION

a) Funding Sponsors:

There are no additional funding sources for this project.

b) Implementing partners and contributions

The National Women's Commission:

The National Women's Commission was established in 1982 as part of an overall effort to meet a series of international commitments to improve the situation of the nation's women and girls. In 1990, Belize signed and ratified the Convention on the Elimination of All forms of Discrimination against Women (CEDAW). The Commission is a body of individual women and men appointed by the government to function as a strategic policy advisory and oversight mechanism for the achievement of gender equality, equity and women's empowerment in Belize and falls under the portfolio of the Ministry of Human Development and Social Transformation. Its main mandate is to:

- a) Serve as a national advocate on issues related to the upgrading of the situation of women and girls;
- b) Advocate on matters regarding compliance with and implementation of the convention and policy as it relates to government ministries, institutions, entities etc.;
- c) Promote public awareness and encourage effective and efficient planning and co-ordination efforts among relevant stakeholders on matters relating to gender equality, equity and women's empowerment;
- d) Ensure that the appropriate implementation agencies undertake specific initiatives and tasks related to the implementation of the Convention, the National Gender Policy and other relevant policies; and
- e) Monitor and evaluate the implementation of the provisions of the Convention and to advise on how well government is meeting both its national and international obligations.

The National Women's Commission will provide technical assistance and support for the training of women leaders given their expertise developed in the implementation of its flagship Women in Politics Project.

The Toledo Maya Women's Council (TMWC):

The Toledo Maya Women's Council (TMWC) is a group membership non-governmental organization established in 1997 to address development issues facing indigenous Maya women of the Toledo District. It is the first and only organization working with Toledo Maya women exclusively. TMWC vision is *"Through Social and Economic empowerment Maya women will have the confidence to independently participate in Governance, Leadership and Developmental processes while equally advocating for the founding of a resource and education center for TMWC."* TMWC will be the lead organization to facilitate the participation of indigenous women throughout the project and ensure that the project responds to the specific needs of these women.

9. LEGAL COMMITMENTS

See Annex III.

ANNEX I: RESULTS FRAMEWORK

| |
|--|
| <p>UNDEF Project Title: Strengthening Women's Representation in National Leadership in Belize</p> <p>Project objective: Strengthen the capacity of women and civil society organizations to foster and contribute to the development of an inclusive, human rights oriented political platform to institutionalize equal participation of women as constituent representatives in national elections.</p> <p>Outcome 1: Increased public awareness and support of women's political participation and political leadership, and gender equality in national decision-making</p> <p>Indicator 1.1: Increase in level of awareness of women's political participation and representation rights among public. Baseline: 75.7% of women compared to 70.0% of men don't know or are not sure if women should occupy leadership positions (Census 2010 data). Target: At least a 50% increase among men and women who accept that women should occupy political leadership roles and positions.</p> <p>Indicator 1.2: Improved access to information on women's political and human rights. Baseline: Data to be collected at the inception of the project and upon project completion. Target: At least 75% increase in the availability of information on women's political and human rights</p> <p>Indicator 1.3: Increased political activism among women Baseline: 75 women have received training in Women in Politics through the National Women's Commission and are involved in political activism (baseline to be confirmed at the inception of the project) Target: At least a 100% increase of women lobbying for a change in legislation and to strengthen the governance framework within political parties and government..</p> <p>Indicator 1.4: Increased knowledge of women's political and democratic rights among CSOs, indigenous representatives, political parties and other stakeholders directly targeted by the project (e.g. through the Gender and Democracy Forum, training workshops etc.) Baseline: Data to be collected at the inception of the project, and again at project completion Target: At least a 50% increase in the number of direct beneficiaries who accept and promote that woman should occupy political leadership roles and positions.</p> <p>Indicator 1.5: Increased discussions in the various media houses and social networks on Human Rights, Gender Equality and legislation through a mass media campaign. Baseline: Data to be collected during the life of the project Target: At least 50% increase in the population being vocal on these issues.</p> <p>Outcome 2: Improved capacities of civil society and women's organizations to actively advocate for equal participation and representation of women in electoral politics and national leadership</p> <p>Indicator 2.1: Increased involvement of women's organizations in policy formulation that promote women's political participation and representation Baseline: No women's agenda that informs and guides national political participation and representation exists. (Data on involvement of women's organizations to be collected at the inception of the project, and during the life of the project.) Target: At least 60% of women's organizations are actively engaged in the formulation of a national women's agenda for inclusive governance.</p> <p>Indicator 2.1: Increased involvement in advocacy and democratic dialogue mechanisms. Baseline: Data to be collected at the inception of the project and during the life of the project Target: At least 60% of civil society and women's organizations and political parties are actively engaged in network advocacy activities.</p> <p>Indicator 2.2: Revised electoral legislation for equitable and inclusive women's political participation and representation developed and endorsed by civil society organizations, women's organizations, rural women and political parties. Baseline: No legal framework exists to regulate political parties in Belize thereby enabling gender equality and women's participation in National Leadership Target: At least 60% of civil society, women's organization, rural women and political parties endorse the revised electoral legislation</p> <p>Indicator 2.3: Temporary special measures for women's increased participation and representation in electoral politics are developed through a national consultative process, and adopted by government Baseline: No temporary special measures exist to enable women's increased participation and representation in electoral politics in Belize. Target: By the end of the project, national government and political parties endorse and adopt temporary special measures to enable and increase women's participation and representation in national leadership.</p> |
|--|

| | | | | | | | | | | |
|---|---|--|---|---|--|--|--|--|--|---------------------|
| Currently, at least 75 women have received basic training in political leadership; less than 10% are indigenous women | 2.4 A cadre of 75 national women leaders including from indigenous communities are trained and prepared for electoral politics in the 2017 national election cycle. | presented by the Ministry of Public Service, Election and Boundaries to the cabinet as part of the previous amendment to the Representation of the People Act. | | | | | | | | |
| | 2.3.5 Launch of the national governance framework to political parties, general public, CSOs and women's Organization. | | | | | | | | | |
| | 2.4.1 Develop recruitment strategy and criteria for a representative selection of women political leaders as trainees. | | x | | | | | | | US\$55,000 |
| | 2.4.2 Select a cadre of 75 women leaders (at least 25% will be indigenous women) to prepare for national electoral politics by 2017. | | x | | | | | | | |
| | 2.4.3 Conduct training. | | | x | | | | | | |
| | 2.4.4 Trained women leaders conduct community level outreach activities as part of practical application of training. | | | x | | | | | | |
| | 2.4.5 Mobilize trainees and women and civil society organizations in six (6) districts to participate in public forums to build on public presentation skills and to gain first-hand exposure to public speaking especially for indigenous women. | | | x | | | | | | |
| TOTAL PROJECT COST | | | | | | | | | | US\$204,545 |
| Executing Agency Fee and M&E | | | | | | | | | | US\$14,319 |
| UNDEF Monitoring and Evaluation | | | | | | | | | | US\$ 6,136 |
| TOTAL UNDEF GRANT | | | | | | | | | | US\$ 225,000 |

ANNEX II: CONTACT INFORMATION

| <u>Executing Agency</u> | |
|---|---|
| <u>Name of Organization:</u> | UNDP Belize |
| <u>Address:</u> | Third Floor, Lawrence Office Complex, PO Box 53, Belmopan, Belize |
| <u>Telephone/Fax:</u> | 501-822-2688/ 501- 822-3364 |
| <u>Web Site:</u> | www.undp.org.bz |
| <u>Point of Contact:</u> | Roberto Valent |
| <u>Title:</u> | Resident Representative, El Salvador and Belize |
| <u>Telephone/Fax:</u> | 501-822-2688 |
| <u>Web Site:</u> | www.undp.org.bz |
| <u>Email:</u> | roberto.valent@undp.org |
| <u>Alternate point of contact</u> | |
| <u>Title:</u> | Francisco Roquette |
| <u>Telephone/Fax:</u> | Assistant Resident Representative |
| <u>Web Site:</u> | 501-822-2688 |
| <u>Email</u> | francisco.roquette@undp.org |
| <u>Implementing Agency</u> | |
| <u>Name of Organization:</u> | Women's Issues Network of Belize (WIN-Belize) |
| <u>Address:</u> | #28 Dean Street, Belize City, Belize |
| <u>Telephone/Fax:</u> | 501-227-1069 |
| <u>Web Site:</u> | www.winbelize.org |
| <u>Point of Contact:</u> | Carolyn Reynolds |
| <u>Title:</u> | Executive Director |
| <u>Telephone/Fax:</u> | 501-227-1069 |
| <u>Web Site:</u> | www.winbelize.org |
| <u>Email:</u> | carolyn.winbelize@gmail.com |
| <u>Alternate point of contact</u> | Karen Cain |
| <u>Title:</u> | Chairperson, WIN's Board |
| <u>Telephone/Fax:</u> | 501-225-2315 |
| <u>Web Site:</u> | yes@btl.net |
| <u>Email</u> | cainkaren@gmail.com |
| <u>Implementing Partner(s)</u> | |
| Please provide for every Implementing Partner if applicable: | |
| <u>Name of Organization:</u> | National Women's Commission |
| <u>Address:</u> | Blake Bldg., Suite 303, Cor. Eyre & Hudson Sts. |

| | |
|-------------------------------------|----------------------------------|
| | Belize City, Bze. |
| Telephone/Fax: | 501-223-4284 |
| Web Site: | www.nationalwomenscommission.org |
| <u>Point of Contact:</u> | Ann-Marie Williams |
| Title: | Director |
| Telephone/Fax: | 501-223-4284 |
| Web Site: | www.nationalwomenscommission.org |
| Email: | jacymac12@yahoo.com |
| <u>Name of Organization:</u> | Toledo Maya Women's Council |
| Address: | Punta Gorda, Toledo |
| Telephone/Fax: | 501-722-0043 |
| Web Site: | N/A |
| <u>Point of Contact:</u> | Senator Pulcheria Teul |
| Title: | Executive Director |
| Telephone/Fax: | 501-722-0043 |
| Web Site: | N/A |
| Email: | chellie39@yahoo.com |

| <u>Sponsors and Contributions to the project</u> | |
|--|-----|
| Please indicate contributions made by every Implementing Partner in cash or in kind (if applicable) | |
| Implementing Agency | N/A |
| Implementing Partners | N/A |

ANNEX III: LEGAL COMMITMENTS FOR CSOP+EA

“Signature of this project document commits all parties to abide by the following:

- a. As per ECOSOC Resolution 1996/31 on consultative relationship, as well as the UNDPI criteria for associated NGOs, the aims and purposes of all Executing and Implementing Agencies are in conformity with the spirit, purposes and principles of the Charter of the UN.
- b. The Executing and Implementing Agency agrees to undertake best efforts to ensure that none of the funds received from UNDEF are used to provide support to individuals or entities associated with terrorism and that the recipient of any amounts provided by UNDEF do not appear on the list maintained by the UN Security Council Committee established pursuant to Security Council Resolution 1267 (1999) and that this undertaking form part of any and all sub-contracts entered into by the grantee.
- c. The Executing and Implementing Agency does not intend to provide any type of support for any member, affiliate or representative of an organization that recommends or is apologetic of the use of violent means in political action in general and of terrorism in all its forms and manifestations in particular, as stated in the 2005 World Summit Outcome document (§81).
- d. All CSO partners to this project are duly constituted nationally or internationally and where applicable, comply with existing national legislation regarding formal registration and public accountability.
- e. All CSO partners to this project have statutes or by-laws providing for a transparent process of decision-making, election of officers and members of the Board, and the CSO has authority to speak for its members through its authorized representatives identified in this project document.
- f. All CSO partners agree to abide by the “UNDEF Branding and Visibility Guidelines” and any related requests from UNDEF in all activities and products of the project in a manner fitting to the local political and cultural context.
- g. The Executing Agency agrees to be responsible for the overall management of the project and will bear all financial and reporting responsibilities including the final evaluation report to UNDEF as per the UNDEF Monitoring and Reporting Guidelines. The Executing Agency also agrees to be responsible for contracts and implementation arrangements with any implementing partners or individuals involved in the project.
- h. All parties agree to take all necessary measures to facilitate monitoring and evaluation as and when required by UNDEF or a third party on its behalf.
- i. All funds will be transferred from UNDEF to the designated Executing Agency in US Dollars. Any onward payments made in currencies other than US Dollars will be determined by applying the rate of exchange in effect on the date of payment. Should there be a change in the rate of exchange prior to the full realization of the project, which may affect the ability to carry out project activities; the Executing and/or Implementing Agency will be expected to adjust project design so as to stay within available resources.
- j. All financial accounts and statements shall be expressed in US Dollars.
- k. Any interest income accrued on the amount remitted from UNDEF will be reported in the financial statements, unless prohibited by the Executing Agency’s financial rules and regulations, and returned to UNDEF after project completion.
- l. All parties agree to provide financial expenditure reports and certified financial statements as per the UNDEF Monitoring and Reporting Guidelines available on the UNDEF website.
- m. The Executing Agency agrees to return the remaining balance of funds to UNDEF upon completion of the project.
- n. Receipts and justification documents for project expenditures must be kept and made readily available in case of any audits.
- o. UNDEF reserves the right to terminate this project should in UNDEF’s view, circumstances so require. Upon termination, no further funds will be disbursed.
- p. Assets approved and purchased under this project do not fall under the financial or managerial control of UNDEF at any stage of the project. UNDEF is not involved in their acquisition, in decisions concerning access, or in the assumption of risks associated with these assets. Consequently, the Implementing Agency, in consultation with the Executing Agency if applicable, is responsible for all financial and managerial control and accountability of these assets throughout the life cycle of the project and beyond, in accordance with its own rules.”

ANNEX IV – UNDEF PROJECT BUDGET - CSOP+EA project
(in US dollars)

Project Title:
Start Date:
End Date:

Strengthening Women's Representation in National Law Implementing Agency:
To be entered by UNDEF
To be entered by UNDEF

Women's Issues Network:
To be entered by UNDEF
UDF-BZE-10-02

Please provide a breakdown of the project budget by input and per year as presented in the Excel template. Add as many lines as necessary.

| BUDGET BY INPUT | | | | BUDGET PER YEAR | | |
|---|--------------------------|---------------------|---------------|-----------------|---------------|---------------|
| Budget Line Description | Object of Expenditure | | | Year 1 | Year 2 | Total* |
| | Unit | Quantity | Total* | | | |
| 1 - Staff and other personnel expenses | | | | | | |
| a) International Professionals | | | | | | |
| 2 Consultants for Forum | \$200/day/person | 4 days x 2 pax | 1,600 | 1,600 | | 1,600 |
| 1 Consultant Trainer for capacity building workshop | \$200 per day | For 10 days | 2,000 | 2,000 | | 2,000 |
| Subtotal | | | 3,600 | 3,600 | | 3,600 |
| b) National Professionals | | | | | | |
| 1 Legal Consultant for revising legislation governing elections | \$200 per day | For 20 days | 4,000 | 4,000 | | 4,000 |
| 1 Consultant for developing a national governance framework | \$200 per day | For 25 days | 5,000 | 4,000 | 1,000 | 5,000 |
| 1 Technical Assistance for advocacy outreach & media campaign | \$200 per day | For 35 days | 7,000 | 5,000 | 2,000 | 7,000 |
| 1 Artist for advocacy outreach & media campaign | \$200 per day | For 10 days | 2,000 | 2,000 | | 2,000 |
| 3 Trainers/facilitators to train national women leaders | \$200 per day | For 12 days x 3 pax | 7,200 | 7,200 | | 7,200 |
| 6 Expert Presenters to train national women leaders | \$200 per day | For 1 day x 6 pax | 1,200 | 1,200 | | 1,200 |
| Subtotal | | | 26,400 | 15,000 | 11,400 | 26,400 |
| c) National Administrative Staff | | | | | | |
| Coordinator for Gender & Democracy Forum | \$200 per day | For 10 days | 2,000 | 2,000 | | 2,000 |
| Coordinator for capacity building workshop | \$200 per day | For 20 days | 4,000 | 4,000 | | 4,000 |
| Coordinator for revising legislation governing elections | \$200 per day | For 10 days | 2,000 | 2,000 | | 2,000 |
| Technical Coordinator for developing a national governance framework | \$200 per day | For 5 days | 1,000 | 1,000 | | 1,000 |
| Coordinator for advocacy outreach & media campaign | \$200 per day | For 40 days | 8,000 | 2,000 | 6,000 | 8,000 |
| Coordinator to train national women leaders | \$200 per day | For 30 days | 6,000 | 1,500 | 4,500 | 6,000 |
| Subtotal | | | 23,000 | 12,500 | 10,500 | 23,000 |
| Total: | | | 53,000 | 31,100 | 21,900 | 53,000 |
| 2 - Travel - See NOTE 1 | | | | | | |
| a) Transportation | | | | | | |
| Airfare for 2 Consultants to and from USA for Forum | \$1,500 | Per ticket | 3,000 | 3,000 | | 3,000 |
| Airfare for Trainer capacity building workshop | \$1,500 | Per ticket | 1,500 | 1,500 | | 1,500 |
| Facilitator transportation for training national women leaders | \$50 per trip | For 12 trips | 1,800 | | 1,800 | 1,800 |
| Fuel for advocacy outreach | \$75 per day | For 10 days | 750 | 750 | | 750 |
| Fuel for training national women leaders | \$75 per day | For 12 days | 900 | | 900 | 900 |
| Fuel for administrative staff to coordinate logistics in districts | \$75 per day | for 80 days | 6,000 | | | 6,000 |
| Subtotal | | | 13,950 | 8,250 | 5,700 | 13,950 |
| b) Meets and accommodations | | | | | | |
| DSA - per Diem for 2 Consultants for Forum | \$175 a day | For 3 days | 1,050 | 1,050 | | 1,050 |
| DSA - per Diem for Trainer for capacity building workshop (Belize city) | \$175 a day | For 5 days | 875 | 875 | | 875 |
| Accommodation for 3 Facilitators for training national women leaders (districts) | \$100 a day | For 12 days | 3,600 | | 3,600 | 3,600 |
| Subtotal | | | 5,525 | 1,925 | 3,600 | 5,525 |
| Total: | | | 19,475 | 10,175 | 9,300 | 19,475 |
| 3 - Contractual services | | | | | | |
| a) Implementing partners | | | | | | |
| National Women's Commission Outreach activities for advocacy outreach | \$1000/region | For 3 regions | 3,000 | | 3,000 | 3,000 |
| Translation contracts with Toledo Maya Women's Council for training national women leaders | \$200/day | For 10 days | 2,000 | | 2,000 | 2,000 |
| Subtotal: | | | 5,000 | | 5,000 | 5,000 |
| b) Service contracts & Consultancy services | | | | | | |
| Total: | | | 5,000 | 0 | 5,000 | 5,000 |
| 4 - Meetings and Trainings | | | | | | |
| a) Meetings, Workshops and Conferences | | | | | | |
| Participants travel to Forum | \$20/participant | 125 participants | 2,500 | 2,500 | | 2,500 |
| Participants training kit for Forum | \$8/participant | 125 participants | 1,000 | 1,000 | | 1,000 |
| Participants travel for revision of legislation in each of 6 districts | \$10/participant | 60 participants | 600 | 300 | 300 | 600 |
| Meals for consultation sessions for the revision of legislation in each of 6 districts | \$25/participant | 60 participants | 1,500 | 750 | 750 | 1,500 |
| Venue to hold consultations for revision of legislation in each of 6 districts | \$150 per day | For 6 days | 900 | 450 | 450 | 900 |
| Participant meals and accommodations for advocacy capacity building workshop for 5 one day workshops | \$80/participant | 25 participants | 2,000 | 2,000 | | 2,000 |
| Venue for Forum | \$250 per day | For 2 days | 500 | 500 | | 500 |
| Food for Forum for 2 days | \$26/participant per day | 125 participants | 8,500 | 8,500 | | 8,500 |
| Transportation for presenting recommendations for the revision of the legislation governing elections | \$50/person | 10 persons | 500 | | | 500 |
| Meals for presenting recommendations for the revision of the legislation governing elections | \$25/person | 10 persons | 250 | | 250 | 250 |
| Venue for launch of national governance framework | \$250/day | 1 day | 250 | 250 | | 250 |
| Snacks for launch of national governance framework | \$7.5/person | 100 persons | 750 | 750 | | 750 |
| Subtotal | | | 17,250 | 14,000 | 3,250 | 17,250 |
| b) Trainings | | | | | | |
| Participant travel for training national women leaders (3 cohorts) | \$3,000 per cohort | 3 cohorts | 9,000 | | 9,000 | 9,000 |
| Catering for training national women leaders | \$7.5 for 36 days | 75 participants | 20,250 | | 20,250 | 20,250 |
| Materials for advocacy capacity building workshop | \$10/participant | 25 participants | 250 | 250 | | 250 |
| Materials for training national women leaders | \$20/participant | 75 participants | 1,500 | | 1,500 | 1,500 |
| Food for advocacy capacity building workshop (10 I) | \$30/participant/day | 25 participants | 2,250 | 2,250 | | 2,250 |
| Venue for advocacy capacity building workshop (10 I) | \$300 per day | 3 days | 900 | 900 | | 900 |
| Food for replication of advocacy capacity building training in five districts (1 day per district) | \$20/participant | 85 participants | 2,550 | | 2,550 | 2,550 |
| Venue for replicating advocacy capacity building training | \$150/district | 5 districts | 750 | 750 | | 750 |
| Subtotal | | | 37,450 | 3,400 | 34,050 | 37,450 |
| c) Study Tours | | | | | | |
| Subtotal | | | 0 | 0 | 0 | 0 |
| Total: | | | 54,700 | 17,400 | 37,300 | 54,700 |
| 5 - Project Equipment/Hardware | | | | | | |
| a) IT Equipment | | | | | | |
| Printer/photocopier for capacity building workshop & Forum | \$1,000/price | 1 piece | 1,000 | 1,000 | | 1,000 |
| 2 Notebook Computers for capacity building workshop | \$1,250/price | 2 pieces | 2,500 | 2,500 | | 2,500 |

