



**Country: The Gambia
Initiation Plan**

Project Title: Support to National E-Government Strategy

Expected CP Outcome(s): Improved Capacity for Implementation of Local Government Legislation and Policies

Initiation Plan Start Date: 15th October 2008

Initiation Plan End Date: 15th April 2009

Implementing Partner: Department of State for Communication, Information and Information (DOSCIIT) Technology

Brief Description

The National Information and Communication Infrastructure (NICI) of The Gambia has laid out its policies and plans where ICT can contribute to the attainment of the four (4) strategic issues identified in the Poverty Reduction Strategy Programme (PRSP) i.e. (a) enhancing the productive capacity of the poor, (b) enhancing access to and the performance of social services, (c) local level capacity building, and (d) promoting participatory communication processes. One of the components of the NICI policies, strategies and plans is the e-government strategy, which is formulated and is aimed to: (i) assist the country in its efforts to develop multi-sectoral e-government programme, and (ii) within the African Information Society Initiative (AISI) framework, support the projects prepared by the national technical committee with the assistance of ECA. The establishment of a government web portal that will provide sufficient information about the departments of state and its plans, programmes and services, is one of the priority areas of intervention areas identified in the national e-governance strategy. It will enable citizens to access those services and related information and provide their feedback on various policies.

Programme Period:	6 Months
CPAP Programme Component:	Governance and Human Rights
Atlas Award ID:	00050656
PAC Meeting Date	13-10-2008

Total resources required	\$45,000
Total allocated resources:	_____
• Regular	\$45,000
• Other:	
○ Donor	_____
○ Donor	_____
○ Donor	_____
○ Government	_____
Unfunded budget:	_____
In-kind Contributions	_____

Agreed by UNDP:

I. PURPOSE

A short description justifying the need for an Initiation Plan for this project

The need to fast track the establishment of a government web-portal necessitates an initiation plan for this project. The establishment of the web portal will impact on the achievement of promoting participatory communication processes which is one of the four strategic issues identified where ICT can contribute to the attainment of The Gambia's PRSP goals.

The establishment of a government web portal will provide sufficient information about the departments of state and its plans, programmes and services. It will enable citizens to access those services and related information and provide their feedback on various policies.

The web portal is a vital pre-requisite of other strategies identified in the National E-Government Plan and must therefore be established to prepare the ground for subsequent activities under a fully fledged project.

Furthermore this Initiation Plan will also be used to develop a fully fledged product to Support the National E-Government Strategy of The Gambia.

II. EXPECTED OUTPUT

A description of the expected output for the Initiation Plan

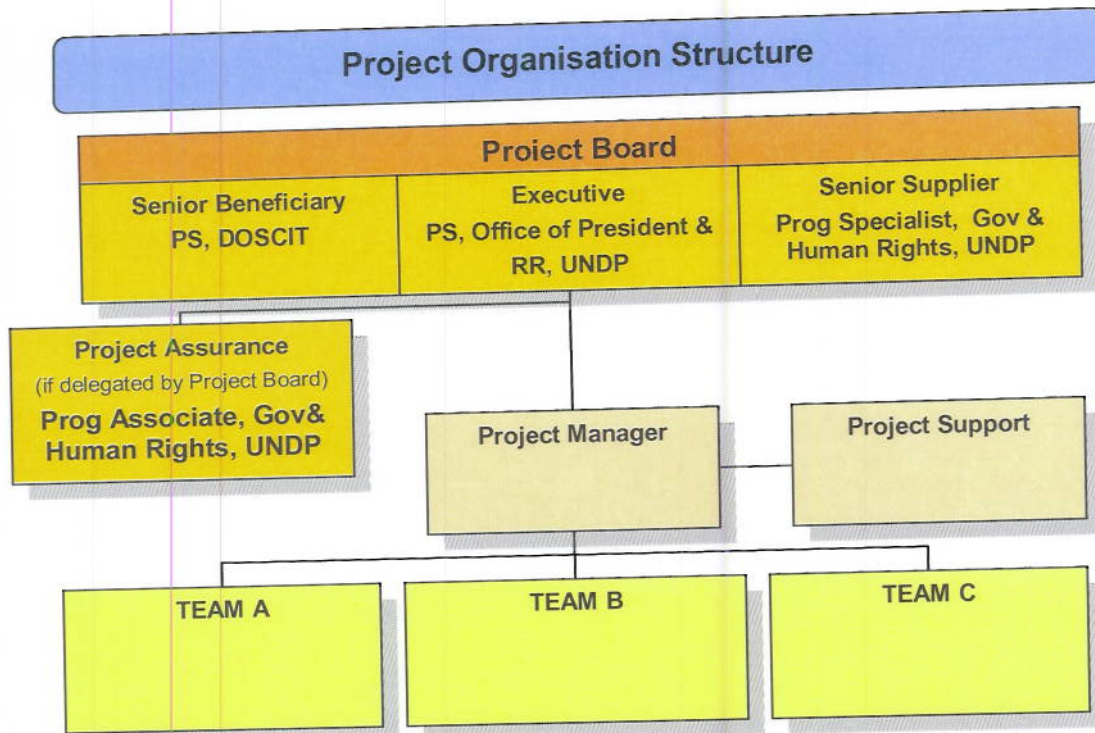
Design and Development an Official Government Web Portal for The Gambia and Building Capacities on the use of the Web Portal.

Formulation of a fully fledged project document on Support to the National E-Government Strategy of The Gambia.

III. MANAGEMENT ARRANGEMENTS

A short description of the individuals, organisations, and/or team structure required to conduct the activities of the Initiation Plan.

Use the diagram below for the composition of the Project Board, if there is a need to establish such a board depending on the size and scope of the Initiation Plan. Please refer to the section ["Programme & Project Management Organization Structure"](#).



IV. MONITORING

A description of the monitoring requirements for the Initiation Plan

Please refer to the Section 2.3 Monitoring Framework and Reporting under the process [Initiating a Project](#), to determine how the output and associated activity results shall be monitored, reviewed and assessed, depending on the scope and duration of the Initiation Plan (i.e. an Initiation Plan with a 9 months duration to start-up pilot activities shall require the combination of various monitoring tools and mechanisms, as opposed to a short Initiation Plan established to hire a consultant for the finalization of the Project Document).

As minimum requirement, a Progress Report should be prepared at the end of the Initiation Plan, using the standard format available in the Executive Snapshot. (see [Running a Project](#)).

Monitoring would be done through:

- Project end report
- Quarterly reports to Project Board
- Production of Draft Project Document

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V. ANNUAL WORK PLAN

Year: 2008

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description
Output 1 Design, Development & Capacity Building for an Official Government Web Portal and Formulation of Project Document Baseline: No Government Web Portal & No Project Supporting National E-Government Strategy Indicators: Establishment of Government Web Portal Targets: December 2008 Related CP outcome: Improved Capacity for Implementation of Local Government Legislation and Policies	1. Recruitment of Consultant - Advertisement for post - Short listing - Interview - Offer of contract 2. Design and adoption of Template for official government web portal - Prepare draft design to PSC for approval - Development of official government web portal for The Gambia adapting CMS and other new web design technology - Populate web portal with critical updated and relevant government information			X		Consultant / PSC	UNDP	Contractual Services Individuals 5000
	3. Web Portal establishment - Presentation of 1 st version of web portal to PSC for evaluation - Design and present template for DOS website to PSC for approval 4. Development of Workable Template for DOSs website - Action - Action			X		Consultant / PSC	UNDP	Contractual Services Individuals 2000
	5. Conduct hands-on training for government web portal administrators and DOSs web maintenance - development of procedures for updating and maintenance of web portal and DOSs websites - provision of advise to DOSs for national web related matters				X	Consultant	UNDP	Contractual Services Individuals Companies 3000

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions		TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
	Q1	Q2	Q3	Q4					
	6. Establishment of the web portal - Presentation of 2 nd version of the web portal to PSC - Action			X		Consultant / PSC	UNDP	Contractual Services Individuals	2000
	7. Finalisation of web portal - final revision and modification of web portal and DOSs template based on suggestions and recommendations of the PSC - Upload and publish the web portal in the government web server - officially register the web portal in gm cc TLD domain - Roll out the web portal - Hand over web portal to DOSCIT			X		Consultant/ PSC	UNDP	Contractual Services Individuals	2000
	8. Obtain warranty for portal (3 months)			X		Consultant	UNDP	Contractual Services Individuals	2000
	9. Formulation of Project Document for Support to National E-Government Strategy		X	X		Consultant	UNDP	Contractual Services Individuals	7000
	10. Miscellaneous Expenses		X	X		IP/UNDP	UNDP	Miscellaneous	5000

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions				TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
	Q1	Q2	Q3	Q4							
				X				Consultant	UNDP	Contractual Services Individuals	5000
				X				IP	UNDP	Contractual Services Companies	1000
				X				IP	UNDP	Contractual Services Companies	3000
				X				CONSULTANT	UNDP	Contractual Services Individuals	1000
				X				IP / Consultant	UNDP	Contractual Services Companies	1000
				X				IP / Consultant	UNDP	Contractual Services Companies	2500
TOTAL											45000

**Minutes of the Local Project Appraisal Committee Meeting to review the project:
“Support to the E-Government Strategy” Initially Funded by UNDP (TRAC1/2)**

13th October 2008, UNDP Conference Room

Present at the meeting were:

Mr Bashirou Garba-Jahumpa, Programme Specialist, UNDP
Mr Alhagie Nyangado, Director, Policy Analysis Unit, Office of The President
Mr Edgardo Villena, UNV ICT Officer, DOSCIIT
Mr Lamin Camara, Principal ICT Officer, DOSCIIT
Sainabou Jaye Marong, Programme Associate, UNDP

The agenda of the meeting was as follows:

1. Welcome and opening remarks
2. Presentation of project proposal
3. Discussion on objectives and quality of proposals
4. Recommendations

1. Welcome & Opening Remarks

Following introductory remarks by the Chair of the meeting, Bashirou Garba Jahumpa, Officer in Charge, putting the project proposal in the perspective of Vision 2020, the PRSP, the Country Programme Document (2007-1011) and subsequently its implementation framework: the Country Programme Action Plan (CPAP 2007-2011). The initiation project which will take the duration of 6 months with effect from 15th October 2008, will be funded by UNDP (TRAC1/2) at the tune of US\$45,000 which is earmarked for implementation of the project.

2. Presentation of Project

A brief overview of the project was given by Edgardo Villena, UNV ICT Officer at the Department of State for Communication, Information and Information Technology. The project is developed to provide support to the establishment of a government web portal that will provide sufficient information about the departments of state and their plans, programmes and services. It will also enhance accountability by making government operations more transparent thus reducing opportunities for corruption. It will enable citizens to access these services and related information and provide their feedback on various policies. In this way, the web portal will serve as a platform to promote civic engagement by enabling the public to interact and express their views. The project aims to deliver the following outputs: (i) Design and Development of an Official Government Web Portal for The Gambia (ii) Building capacities on the use of the Web Portal (iii) Formulation of a fully fledged project document on Support to the National E-Government Strategy of The Gambia.

3. Discussion on Objectives & Quality of the Proposal

The meeting agreed to the pertinence and timely nature of the project at a time when The Gambia Government does not have one main websites where information is shared. The project will therefore, give rise to the creation of a single government website in addition to 12 new Department of States Websites. The project perfectly fits into UNDP thematic support areas as it will enhance transparency and accountability through the creation of a forum for increased government and citizen interface. Furthermore, the web portal will bring greater coordination between and among government data providers. This will have the added benefit of creating discrepancies in data information within government. The project has received government endorsement as it is in line with the current Country Programme Action Plan (CPAP).

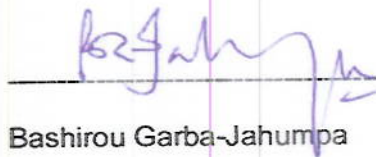
4 Recommendations

- The meeting was notified of advertisements that have already been published on the papers in relation to the consultancy to develop the web portal. It was recommended that a meeting should be organized urgently to review the proposals received for the consultancy.
- Bearing in mind the late start of the project contrary to the envisaged start of implementation, it was agreed that 2 consultants would be hired to execute the activities scheduled for implementation.
- Majority of the scheduled activities will be implemented this 4th quarter of 2008.
- The proposal should be endorsed for implementation.
- An MOU should be done between UNDP and the Department of State for Communication, Information and Information Technology, to expedite the advance of funds to the latter for implementation of the activities stipulated on the proposal

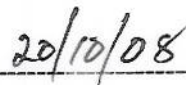
Approved by:



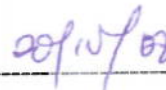
Alhagie Nyangado
Director, Policy Analysis Unit
Office of the President



Bashirou Garba-Jahumpa
Officer-In-Charge
UNDP



Date



Date