

United Nations Development Programme

Country: Jordan

Project Document

Project Title: Capacity Development Project for the Members and Staff of the Lower House of Parliament

UNDAF Outcome(s): Good governance mechanisms and practices established towards poverty reduction, human rights and gender equality in accordance with the Millennium Declaration.

Expected CP Outcome(s): Strengthening national capacities to protect and promote human rights

Expected CPAP Output(s): Increased awareness of the Lower House of Parliament, elected municipal council members and private sector entity on human rights conventions to align laws towards

Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), international

convention on labor rights and civil and political rights.

Implementing Partner: General Secretariat of the House of Representatives

Responsible Parties: UNDP

Brief Description

'Capacity Development Project for the Members and Staff of the Lower House of Parliament' aims to address the new parliament and provide high level technical support to the secretariat of the lower house, elected members of parliament with a special focus on the women MPs. This is the third consecutive UNDP Parliamentary strengthening project and aims to provide appropriately designed support to the National Parliament. The project will have six main outputs; (1) Programme of support developed for the Secretariat to increase the capacity of the Secretariat to provide technical assistance to Parliamentary Committees in their oversight functions and support Committees in their oversight functions. (2) Orientation programme for newly elected MPs developed; (3) Orientation programme for newly elected MPs implemented; (4) Capacity building programme for 2-3 Parliamentary Committees implemented; (5) Work flow of procedures reviewed and developed (if requested by LHP) and (6) Project evaluation conducted.

<p>Programme Period: CPAP 2008-2012</p> <p>Key Result Area: Governance</p> <p>Project Title: Capacity Development Project for the Members and Staff of the Lower House of Parliament</p> <p>Atlas Award ID:</p> <p>Start date: August 19, 2010</p> <p>End date: December 31, 2012</p>	<p>Estimated annualized budget: \$144,300</p> <p>Total resources required : \$ 846,373</p> <p>Total allocated resources:</p> <ul style="list-style-type: none"> • Regular TRAC: \$400,000 • Unfunded budget: \$446,373
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Agreed on 17 August 2010

Agreed by Ministry of Planning and International Cooperation (MOPIC)

Agreed by Implementing Partner:

Agreed by UNDP:

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List of Abbreviations and Acronyms

AWP	Annual Work Plan
CDR	Combined Delivery Report
CPAP	Country Program Action Plan
GS	General Secretariat of the Lower House
HACT	Harmonized Approach to Cash Transfers
IP	Implementing Partner
IPU	Inter Parliamentary Union
ISS	Implementation Support Services
LHP	Lower House of Parliament
MDGs	Millennium Development Goals
MOPIC	Ministry of Planning and International Cooperation
NEX	National Execution
PB	Project Board
PR	Progress Report
SBA	Standard Basic Assistance Agreement
SUNY/LSP	The State University of New York/ Legislative Strengthening Program
TRAC	Target for Resources Assignment from the Core (UNDP Country Offices UNDP- core budget for the development programme)
UNDAF	United Nations Assistance Development Framework
UNDP	United Nations Development Programme
USAID	US Agency for International Development

I. Situational Analysis

Jordan's constitution stipulates that the country is a constitutional monarchy with a parliamentary system.¹ Jordan has a bicameral National Assembly (*Majlis al-Umma*) which consists of the elected House of Representatives and the House of Notables or Senate (whose members are appointed by the King). The number of senators cannot exceed one-half the number of elected representatives. The two houses constitute the legislative branch.

Jordan resumed its commitment to parliamentary life in 1989 with the restoration of parliamentary sessions after decades of operating the emergency regulation of 1967. Ever since, Jordan has been moving slowly towards a stable parliamentary structure, but remains fragile, and the institution of Parliament itself continues to exhibit significant capacity deficits and instabilities.

The Jordanian Parliament: 1989-2010

On November 8, 1989, Jordanians went to the polls in the first general elections in twenty-two years to elect an 80 member lower house of parliament. Jordanian women were allowed to vote for the first time, having first gained the franchise in 1974.

Despite important capacity constraints as a first parliament, the 1989 Parliament had several achievements to its credit. It has established basic Parliamentary laws; approved a substantial quantum of laws that are foundational in nature; and adopted a large number of resolutions on matters of public importance. It has gained experience in approval and oversight of the National Budget, Government programmes, and public outreach. Primarily, the 1989 parliament abolished the emergency regulation of 1967 in its entirety, and opened the way for the legalization of political parties and the introduction of new press laws.

The following parliament of 1993 marked the election of the first woman parliamentarian. Despite the high expectations among women groups, the 2003 Parliament was a setback as no woman was able to receive enough votes to become a member of parliament. This encouraged King Abdulla II to call for the 2007 elections and introduce a quota system that guaranteed at least 6 seats for women out of a total of 110 seats.

King Abdullah's dissolved the 2007 parliament half way through its term and called for early parliamentary elections by late 2010. The Cabinet issues a provisional elections law on 18 May 2010. The 2010 parliament will include 120 seats, 12 of which will be dedicated for women.

¹ Article 1, Constitution of Jordan (1952):

The Hashemite Kingdom of Jordan is an independent sovereign Arab State. It is indivisible and inalienable and no part of it may be ceded. The people of Jordan form a part of the Arab Nation, and its system of government is parliamentary with a hereditary monarchy.

This project follows two previous Parliamentary support projects: 2008-2010 noted in the *Situational Analysis* section above.

In the coming elections, it is likely that a significant percentage of members will be newly elected. This presents an opportunity for the Parliament, with the assistance of UNDP, to provide these newly elected Members - especially the 12 women MPs - with proper orientation support and capacity building measures from the very outset of the new Parliament. In addition, with the Parliamentary election scheduled for the last quarter of 2010, the lead up time before the new Parliament provides UNDP and the Parliament's General Secretariat with the opportunity to fully prepare capacity building measures and knowledge materials for the newly elected Members.

I. STRATEGY

UNDP's most recent assistance to the parliament was a 2008-2010 project entitled "Support to the Capacity Building of the Parliament in Jordan", which focused on the legislative role of parliament, international conventions, the secretariat, and the newly elected women MPs. However, the abrupt dissolving of parliament in November 2009, and the early elections to be held in November of 2010 forced the project to focus on the lower house GS and conduct an evaluation of the results which was finalized in March 2010.

In response to a request by the secretariat of the lower house of parliament in 2002, UNDP, and with support from USAID, implemented a project with the lower house which included the restructuring of the departments of human resources, budgeting, research, and IT. Following this assistance, a 2-year project of support to the parliament was introduced.

UNDP's engagement with parliament

Some think tanks in Jordan expect that more than 60% of the parliamentarians will be elected for the first time. The 2010 parliament will continue to face serious challenges. The level of skills of human resource requires considerable improvement. Parliamentary operations in major areas - legislation, budget approval, oversight, and public outreach - need to be strengthened. Executive-legislature relations are not yet sufficiently smooth. Performance of Parliamentary oversight is inhibited by internal and external systemic inadequacies. Public perception appears to be that the Parliament has to do much more to enhance its accessibility and transparency profile.

<p>A. Policy frameworks</p> <p>The following policy frameworks have been taken into account while drafting the outputs and management arrangements of this project:</p> <ul style="list-style-type: none"> • Millennium Development Goals: the MDG aspiration to seek inclusive political processes in which there would be full citizen participation • United Nations Development Assistance Framework (UNDAF) 2008-2012: governance mechanisms and practices established towards poverty reduction, protection of human rights and gender equality in accordance with the Millennium Declaration.² • UNDP Jordan Country Programme Action Plan (CPAP) 2008-2012:³ UNDP will strive for the enhancement of the capacities of Parliament members, especially women. . . The capacities gap of the lower house of parliament secretariat will also be addressed to enable it to better support the members of parliament to carry out their legislative and oversight functions. • Jordan's National Agenda: Legislative drafting, amendments, and oversight shall aim to achieve increased protection and greater respect for human rights, as stipulated in international charters and conventions, [and] ensure gender equality and protect family and child rights. • King Abdullah's Designation Letter to the Prime Minister of December 9, 2009: <p>Since we have issued decrees to dissolve Parliament and called for new parliamentary elections that are a model of integrity, impartiality and transparency, your government's main task is to take the necessary steps, including amending the elections law and improving electoral procedures, to ensure that the next elections are a qualitative leap in our development and modernisation process, whereby every Jordanian is able to practice their right to campaign and to elect and to choose a legislature that is capable of exercising its constitutional role of monitoring the government, writing legislation and contributing effectively to the adoption of democracy as culture and a practice in our beloved homeland</p>	<p>B. Foundations of the project:</p> <p>Taking into consideration the limited budget and resources of UNDP, the priorities outlined by stakeholders, UNDP's previous work with the parliament, this project will be focusing on:</p> <ol style="list-style-type: none"> 1. National ownership of the project
	<p>2 See Generally UNDAF at p.19.</p>
	<p>3 Paragraph 4.17 of CPAP</p>

The previous phase of the UNDP Support to Parliament project made significant progress in strengthening the capacity of female MPs. The independent evaluation held in March 2010 reiterated the need to continue the support to women MPs and further the cooperation with the Inter Parliamentary Union (IPU) in this regard.

2. Achievements and Lessons Learned:

see management arrangements below

The parliament has agreed to own the management and implementation of the project. Therefore, instead of creating a project implementation unit for daily management of the project, the parliament will identify the relevant department (most likely two) who would normally be responsible for this type of work to take over the daily management and implementation of the proposed outputs defined in the results matrix of this document. The staff of these two departments will be assisted by high level national and international consultants who will provide advice to strengthen any knowledge and skills gaps of the staff in the two department implementing the outputs. Consultants may also be hired to carry out some of the outputs listed in the results framework below, if it is seen appropriate by the two departments. The heads of these two departments will work closely with UNDP to ensure outputs are met.

Through its work in previous phases, UNDP has built a strong working relationship with key stakeholders in the Parliament and the next phase of Parliamentary support should ensure that this relationship is built upon and developed through ensuring Parliaments ownership of the project.

National ownership of Parliamentary development is a prerequisite. This project document has been developed in full consultation with the Lower House of the Parliament of Jordan, including the Secretary General and the secretariat. The project design has taken full account of the *Strategic Plan of the parliament*. Indeed, the project is designed to deliver the capacity development outcomes identified in the *Results and Resource Framework* below.

1. National Ownership

- 2. The achievements and 'lessons learned' from the previous project as highlighted in the *Evaluation Report* issued in March 2010
- 3. Inter-linkages with other UNDP projects in Jordan such as the support to human rights and anti corruption.

First: In this project, UNDP is assisting the General Secretariat of the Parliament in developing more in-depth and practical orientation for new Members of the 2010

The three areas of intervention are inter related.

- a) addressing the new MPs – with a focus on women MPs,
- b) oversight function,
- c) gender mainstreaming, and

intervention have been identified as priorities for this project as follows:

Therefore, and in order to ensure impact and sustainability of the project, three areas of

independence of MPs.

to implement the legislative, oversight and representation functions of the Parliament independently of the General Secretariat and it is not possible for the General Secretariat to operate and cooperate effectively. It is not possible for MPs to discharge their duties representative functions, both elected Members and the General Secretariat need to In order for the House of Representatives to fulfill its legislative, oversight and

C. Strategic Areas of Intervention

Center for Human Rights, Anti Corruption Commission, and local government.

Governance area in which the UNDP is already engaged, specifically support to: National this project was designed to allow for inter linkages with the projects of the Democratic the Parliament project relates to other donor and UNDP programme work. In this regard, It will be vital that multiplier effects are maximized through clear understanding of how

and anti corruption

3. Inter-linkages with other UNDP projects in Jordan such as the support to human rights

memorandum of understanding later on. Similar to the previous experience.

previous phase. UNDP shall reflect the cooperation and agree on supplements through a

UNDP would pursue an arrangement with IPU to build on the achievements of the

Parliament

- Capacity support to develop a network of female Parliamentarians from both Houses of duties
- The development of knowledge materials such as a manual to assist female MPs in their face as female MPs
- Briefing sessions for female MPs on how Parliament works and the challenges they will

MPs. This support will include:

build on the work undertaken in Phase II by providing specific capacity support to female Since the number of women parliamentarians will at least double in 2010, the project will

These programmes, processes and workflows shall be engendered.

- Outlining the purpose of Committees within the Parliamentary structures
- Outlining the role and responsibilities of a Committee Chair;
- Outlining the role and responsibilities of Committee members;
- Outlining the way in which Committees operate;
- Developing the capacity of Committee members in questioning witnesses and ascertaining information from the Executive and other sources;
- Outlining the role that the Secretariat should play in supporting the Committees;
- Developing the capacity of the Secretariat to provide Committees with effective work plans, reporting structures and research reports.

including:

Parliamentary Committees in the oversight field. Such assistance would cover issues Committee Members and Secretariat staff in order to build the capacity of these oversight responsibilities and on providing technical assistance to the Committee Chairs, Hence, the project will focus on orientating members of these committees on their less partisan manner and are more likely to build a consensus.

their opinions directly to the institution. Committees are a good venue for MPs to act in a section of the Parliament where citizens and CSOs, especially women groups, can voice government, with regard to the implementation of laws and policies. They are the one Committees have the authority to scrutinise the decisions of the executive branch of which much of the oversight potential of the House of Representatives can be addressed. Committees in overseeing the Executive. Parliamentary Committees are a key nexus upon the project are limited, the project should focus specifically on the role of Parliamentary the oversight function of the House of Representatives. As resources and the timescale for Parliament. The evaluation of the last phase highlighted the need to address improving USAID supported project, and implemented by SUNY/LSP, of a budget office in the oversight activities have mostly focused on budget scrutiny due to the creation by the of the Parliament and MPs themselves focussing on their Representative function. Any key stakeholders with international donors primarily focussing on the legislative function **Second:** The oversight function of Parliament has in the past been largely overlooked by

programme shall be gender mainstreamed.

structures of Parliament. The development and implementation of the orientation Secretariat has previously developed and delivered on parliamentary procedures and the the election. This project will build on the briefing sessions for new MPs the General professional development for Members of Parliament during the initial months following producing knowledge materials and providing an ongoing programme for general Parliament, with special emphasis on women parliamentarians. This will include

Third: Gender mainstreaming will be addressed specifically through the project component that builds on the progress made in the previous phase, specifically on the joint efforts with the Inter Parliamentary Union (IPU) that is specific support to women MPs. It is envisioned that during the general orientation of MPs there will be a special orientation programme for women MPs on the work of committee. In addition, gender mainstreaming will be an issue of consideration during the planning of all activities. In addition, all activities will consider gender implications for all outputs and all knowledge materials developed will encompass a gender component.

D. Outputs of the project

Based on the policy frameworks and strategic areas of intervention mentioned earlier, The areas of intervention will be translated into 6 outputs. Two outputs will address the orientation of the newly elected MPs, two outputs will address the oversight function of 2-3 committees, and lessons learned will be reflected in the evaluation at the end of the project. All outputs are designed and implemented to ensure ownership, and all outputs indicators are engendered.

Output 1: Programme of support developed for the Secretariat to: (a) increase the capacity of the Secretariat to provide technical assistance to Parliamentary Committees in their oversight functions and (b) support Committees in their oversight functions.

Output 2: Orientation programme for newly elected MPs developed

Output 3: Orientation programme for newly elected MPs implemented

Output 4: Capacity building programme for 2-3 Parliamentary Committees implemented

Output 5: Work flow of procedures reviewed and developed (if requested by LHP)

Output 6: Project evaluation conducted

II. RESULTS AND RESOURCES FRAMEWORK

<p>UNDAF Outcome(s): Good Governance mechanisms and practices established towards poverty reduction, protection of human rights and gender equality in accordance with Millennium Declaration.</p>			
<p>Expected CP Outcome(s): Strengthening national capacities to protect and promote human rights</p>			
<p>Expected CPAP Output(s): Increased awareness of the Lower House of Parliament, elected municipal council members and private sector entity on human rights conventions to align laws towards Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), international convention on labor rights and civil and political rights.</p>			
<p>Project Title: Capacity Development Project for the Members and Staff of the Lower House of Parliament</p>			
EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBILITY	INPUTS
<p>Output 1: Programme of support for the secretariat developed to: (a) increase the capacity of the Secretariat to provide technical assistance to Parliamentary Committees in their oversight functions and (b) support Committees in their oversight functions.</p> <p><u>Baseline:</u> (1) Capacity of committee secretaries to support committees' oversight functions is lacking; (2) lack of guiding principles for committees to undertake their oversight function</p> <p><u>Target:</u> (1) capacity of committee secretaries to support committees' oversight function is</p>	<p>1.1 Capacity development for the Secretariat on the role of Committees in providing effective oversight</p>	<ul style="list-style-type: none"> • GS • Designated director/s 	<ul style="list-style-type: none"> • Consultancy/ advisory fees • Travel • Cost of workshops for selected committee and research staff • Trainers fees (local) • IT equipment • Access to databases • Administrative costs

<p>developed; (2) Guiding principles to support committees in undertaking their oversight functions are identified; (3) Committees' oversight function is well supported; (4) no management arrangements are established. Initial agreement on the proposed structure established</p>	<p>1.2. Identify and recruit local consultants to develop a handbook for Secretariat staff on how to support Committees with their oversight work</p>	<ul style="list-style-type: none"> GS Designated director/s UNDP (for recruitment and procurement) 	<ul style="list-style-type: none"> Consultancy/advisory fees Travel Administrative costs Handbook production cost IT equipment Administrative costs
<p><u>Indicators:</u> (1) TOR for local consultants to develop manuals for committee secretaries are finalized; (2) local consultants to develop manuals for committee secretaries are finalized ; (3) Briefing sessions on priority subjects for committees are delivered; (4) Plan for orientation sessions for 2-3 committees is finalized; (5) TORs for local consultants to support development of briefing material are developed; (6) local consultants to support development of briefing material are recruited; (7) TORs for local consultants to develop manuals for committee members are developed; (8) local consultants to develop manuals for committee members are recruited; (9) Manuals for committee members including a component on gender analysis are developed</p>	<p>1.3 Deliver briefing sessions on the priority subject issues within the remit of the Committees</p>	<ul style="list-style-type: none"> GS Designated director/s 	<ul style="list-style-type: none"> Consultancy/advisory fees Travel Administrative costs Cost of training sessions for selected committee and research staff Cost of trainer (local) IT equipment Stationery
<p>1.4 Plan an in-depth orientation programme for the 2-3 selected Committees including a specific module for female Committee Members and gender analysis</p>	<p>1.5 Identify and recruit local consultants to assist research staff in developing subject briefing materials for the Committees on their respective areas of responsibility</p>	<ul style="list-style-type: none"> LHP&GS Designated director/s 	<ul style="list-style-type: none"> Consultancy/advisory fees Travel Administrative costs Cost of workshops for selected committee and research staff Trainers fees IT equipment Travel (local)
<p>1.5 Identify and recruit local consultants to assist research staff in developing subject briefing materials for the Committees on their respective areas of responsibility</p>	<p>1.5 Identify and recruit local consultants to assist research staff in developing subject briefing materials for the Committees on their respective areas of responsibility</p>	<ul style="list-style-type: none"> Parliament General Secretariat UNDP (for recruitment and procurement) 	<ul style="list-style-type: none"> Consultancy/advisory fees Travel Administrative costs Cost of workshops IT equipment Travel (local)

	1.6 Identify and recruit consultant to develop a manual / handbook / toolkit for Committee chairs, Committee members and Committee support staff on how Committees operate and how they can fulfill their oversight functions and how they can include gender analysis in their functions	<ul style="list-style-type: none"> Parliament General Secretariat UNDP (for recruitment and procurement) 	<ul style="list-style-type: none"> Consultancy/advisory fees Travel Administrative costs Cost of producing manuals/handbooks/toolkits IT equipment Travel (local)
Total Output 1			\$259,867

EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBILITY	INPUTS
<p>Output 2: Orientation programme for newly elected MPs developed</p> <p>Baseline: A relatively short and limited orientation programme for elected Members of Parliament, the orientation programme does not continue for a longer time</p> <p><u>Target:</u></p> <p>Better Oriented men and women MPs to understand the procedures within the parliament.</p> <p>Indicators: (1) orientation programme plan is finalized; (2) international consultants to develop manuals/handbooks are recruited; (3) Consultants to develop DVD/CD Rom are recruited; (4) Manual/handbook is finalized; (5) DVD/CD Rom is finalized</p>	<p>2.1 Plan an in-depth orientation programme for newly elected MPs</p> <p>2.2 Identify and recruit International consultants to develop focused and practical orientation manuals/handbooks on the following subjects:</p> <ul style="list-style-type: none"> • The legislative, oversight and representative functions of the Parliament and the responsibilities of MPs; • How to navigate the internal structures of the House of Representatives; • Being a female MP in Jordan. <p>2.3 Identify and recruit a Local / Regional / International Consultant to develop material for DVD / CD Rom to accompany the above handbooks</p>	<ul style="list-style-type: none"> • Designated Director/s • GS • UNDP (for the recruitment) <ul style="list-style-type: none"> • Designated director/s • LHP&GS • UNDP (for the recruitment process) 	<ul style="list-style-type: none"> • Cost of meetings (3 meetings) • Translation costs • Administrative costs • Travel (local) • IT equipment • Miscellaneous • Stationery <ul style="list-style-type: none"> • Consultancy/advisory fees • Travel • Translation costs • Administrative costs • IT equipment • Travel (local) • Access to databases • Meeting costs (6 meetings) <ul style="list-style-type: none"> • Consultancy/advisory fees • Travel • Translation costs • Administrative costs • Translation cost • IT equipment • Travel (local) • Administrative cost • Meeting costs (3)

	2.4 Video production company to produce the orientation DVD	<ul style="list-style-type: none"> • GS • Designated Director/s • UNDP (for procurement of company) 	<ul style="list-style-type: none"> • Production company fees • Administrative costs • IT-equipment
Total Output 2			\$126,783

EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBILITY	INPUTS
<p>Output 3: Orientation programme for newly elected MPs implemented</p> <p><u>Baseline:</u> Lack of institutionalized orientation programme for elected MPs. Absence of a specific orientation for women MPs.</p> <p><u>Target:</u> (1) Orientation programme is implemented within the first 6 months from the first ordinary session; (2) the orientation programme is institutionalized within the General Secretariat</p> <p><u>Indicators:</u> (1) Programme for the in-depth week of orientation is finalized; (2) Orientation sessions are delivered; (3) Manuals and DVD/CD Roms are distributed to MPs; (4) 6 briefing sessions over the first 6 months after elections are delivered</p>	<p>3.1 Initial in-depth week of orientation for all MPs including daily briefing sessions</p> <p>3.2 Manuals and DVDs distributed to MPs</p> <p>3.3 Rolling programme of briefing sessions – total of 6 sessions in the initial 6 months following the initial in-depth orientation</p>	<ul style="list-style-type: none"> • GS • Designated director/s • GS • Designated director/s • GS • Designated director/s 	<ul style="list-style-type: none"> • Consultancy/advisory fees • Travel • Translation costs • Administrative costs • IT equipment • Cost of producing DVDs • Administrative costs • Consultancy/advisory fees • Travel • Translation costs • Administrative costs • IT equipment • Stationery
Total Output 3			\$141,940

EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBILITY	INPUTS
<p>Output 4: Capacity building programme for 2-3 Parliamentary Committees implemented</p> <p><u>Baseline:</u> Lack of sufficient capacities in committees to undertake their oversight function</p> <p><u>Target:</u> (1) the capacities of the 2-3 committees identified are developed; (2) the 2-3 committees identified are well equipped to undertake their oversight function (3) the 2-3 committees undertake 3 field visits each and report on their findings.</p> <p><u>Indicators:</u> (1) workshops to introduce committee manuals delivered; (2) workshops/briefing sessions on priority subjects for the 2-3 committees delivered; (3) committee workshops/briefing sessions with ministries delivered; (4) committee workshops/briefing sessions with CSOs - and especially women groups are delivered; (5) study tour for committee chairs and staff</p>	<p>4.1 Initial orientation workshops for the 2 -3 Committees on how Committees operate effectively and on the manuals produced</p> <p>4.2 Conduct workshops / briefing sessions led by the Parliament Researchers and Consultants for the Committees on the subject briefs developed in 4.2</p> <p>4.3 Conduct workshops / briefing sessions for the Committees with the relevant Government Ministries</p> <p>4.4 Conduct workshops / briefing sessions for the Committees with CSOs – and especially women groups- in the relevant sectors</p>	<ul style="list-style-type: none"> • GS • Designated director/s • UNDP (for recruitment) <ul style="list-style-type: none"> • GS • Designated director/s <ul style="list-style-type: none"> • GS • Designated director/s 	<ul style="list-style-type: none"> • Consultancy/advisory fees • Travel • Translation costs • Administrative costs IT equipment <ul style="list-style-type: none"> • Consultancy/advisory fees • Travel • Translation costs • Administrative costs • IT equipment • Stationary <ul style="list-style-type: none"> • Cost of workshops/ briefing sessions • Project assistant • Administrative costs • Stationary • travel • media coverage <ul style="list-style-type: none"> • Consultancy/advisory fees • Travel • Translation costs • Administrative costs • Stationary • media coverage

<p>conducted; (6) 3 field visits for each of the 2 selected committee conducted; (7) manual for committee staff on committee reports finalized; ; (8) committee work plans and timetable with a clear gender component developed</p>	<p>4.5 Provide technical assistance to develop detailed Committee work plans with a clear gender component including investigation topics and work plan timetables</p>	<ul style="list-style-type: none"> • GS • Designated director/s • UNDP (for recruitment) 	<ul style="list-style-type: none"> • Consultancy/advisory fees • Travel • Translation costs • Administrative costs • Stationary • IT equipment
<p>5.6 Undertake a study tour for Committee chairs and key committee support staff to a regional legislature to study best practice in utilising Committees to provide effective oversight</p>	<p>5.6 Undertake a study tour for Committee chairs and key committee support staff to a regional legislature to study best practice in utilising Committees to provide effective oversight</p>	<ul style="list-style-type: none"> • GS • Designated director/s 	<ul style="list-style-type: none"> • Cost of study tour • Stationary • Administrative cost • Travel
<p>5.7 Undertake local field visits during the course of Committee investigations (3 X 3 days per Committee)</p>	<p>5.7 Undertake local field visits during the course of Committee investigations (3 X 3 days per Committee)</p>	<ul style="list-style-type: none"> • GS • Designated director/s 	<ul style="list-style-type: none"> • Cost of field visits • Travel • Media coverage • Administrative cost
<p>5.8 Develop a manual for Committee staff on how to write Committee reports and provide technical assistance to Committee staff and Committee Chairs when writing Committee reports</p>	<p>5.8 Develop a manual for Committee staff on how to write Committee reports and provide technical assistance to Committee staff and Committee Chairs when writing Committee reports</p>	<ul style="list-style-type: none"> • GS • Designated director/s 	<ul style="list-style-type: none"> • Consultancy/advisory fees • Travel • Translation costs • Administrative costs • Cost of meeting
<p>Total Output 4</p>			<p>\$287,235</p>

EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBILITY	INPUTS
<p>Output 5: Work flow of procedures reviewed and developed (if requested by LHP)</p>			<p>TBD by a board meeting</p>
<p>Total Output 5</p>			
EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBILITY	INPUTS
<p>Output 6: Project evaluation conducted</p> <p>Baseline: no clear indication of future support to the House of Representatives</p> <p>Target: (1) Project activities against outputs are evaluated; (2) Future steps for support are identified</p> <p>Indicators: (1) TOR with a clear gender component for international consultant to evaluate the project are finalized; (2) International consultant to evaluate project is recruited; (3) Project evaluation process is finalized</p>	<p>7.1 Recruit international consultant to evaluate the project</p>	<ul style="list-style-type: none"> • UNDP 	<ul style="list-style-type: none"> • Consultancy/advisory fees • Travel • Translation costs • Administrative costs • Translation costs • Stationary • IT equipment
<p>Total output 7</p>			<p>\$30, 548</p>
<p>Total project</p>			<p>\$832,793</p>

Output 2: Orientation programme for newly elected MPs developed	
Activity Result 2.1 (Atlas Activity ID)	Orientation programme for newly elected parliamentarians developed
Purpose	To help the newly elected members grasp the processes of the Lower House.
Description	<p>Activities:</p> <ul style="list-style-type: none"> - Recruit project assistant - develop focused and practical orientation manuals/handbooks on the following subjects: <ul style="list-style-type: none"> • The legislative, oversight and representative functions of the Parliament and the responsibilities of MPs; • How to navigate the internal structures of the House of Representatives; • Being a female MP in Jordan - develop material for DVD / CD Rom to accompany the above handbooks
Starting Date August 1, 2010	Ending date: March 2011

Quality Criteria	How/with what indicators the quality of the activity result will be measured?		
Quality Method	Means of verification. What method will be used to determine if quality criteria has been met?		
Date of Assessment	When will the assessment of quality be performed?		
	Drafts of the handbooks approved by stakeholders	Minutes of meeting	End of year 1
	Handbooks, CD ROMs, and DVDs are addressing men and women MPs	Verification by experts	Annually
	High level of support to the recruitment process by implementing partner	Records of committee meetings	End of Quarter 1, year 1
	Project assistant contract signed and began managing day to day works of the project	Recruitment minutes signed Contract signed	End of Quarter 1 year 1
	Project assistance receives satisfactory performance appraisal	Performance review of PM	Annually
	Equipment identified and purchased	List of equipment Procurement documentation of equipment	End of Year 1, 2, 3

Output 3: Orientation programme for newly elected MPs implemented

Activity Result 4.1	(Atlas Activity ID)	Activity Result 4.1
An initial orientation week is conducted for the newly elected MPs	August 1, 2010 – March 30, 2011	To help the newly elected MPs to absorb the processes within the parliament
<p>Purpose</p> <ul style="list-style-type: none"> - Hold orientation sessions and ensure full engagement for the week - Distribute the DVDs and CDs and ensure that MPs are aware on how to use them - Conduct follow up orientation 		
<p>Description</p>		
<p>Quality Criteria</p> <p>How/with what indicators the quality of the activity result will be measured?</p>	<p>Quality Method</p> <p>Means of verification. What method will be used to determine if quality criteria has been met?</p>	<p>70% of women MPs attend the orientation week</p>
<p>Date of Assessment</p> <p>When will the assessment of quality be performed?</p>	<p>Orientation week participant list</p>	<p>100% of orientation delivered is gender sensitive</p>
<p>End of Year 1 and 2</p>	<p>Verification through feedback (evaluation forms)</p>	<p>End of Year 1 and 2</p>

Output 4: Capacity building programme for 2-3 Parliamentary Committees implemented		Activity Result 5.1	(Atlas Activity ID)	Purpose	Description
The oversight function of 2-3 committees are improved		2011 – December 31, Starting Date: June 1, 2012		To improve oversight capabilities of parliament to hold the executive accountable and therefore foster democratic practices in Jordan	<ul style="list-style-type: none"> - Conduct workshops / briefing sessions led by the Parliament Researchers and Consultants for the 2-3 Committees on the subject briefs developed earlier - Conduct workshops / briefing sessions for the Committees with the relevant Government Ministries - Conduct workshops / briefing sessions for the 2-3 Committees with CSOs in the relevant sectors - Provide technical assistance to develop detailed Committee work plans including investigation topics and work plan timetables - Undertake a study tour for Committee chairs and key committee support staff to a regional legislature to study best practice in utilizing 2-3 Committees to provide effective oversight - Undertake Field visits during the course of Committee investigations (3 X 3 days per Committee - Develop a manual for Committee staff on how to write Committee reports and provide technical assistance to Committee staff and Committee Chairs when writing Committee reports
Activity Result 5.1					
Quality Criteria	How/with what indicators the quality of the activity result will be measured?	Means of verification. What method will be used to determine if quality criteria has been met?	Date of Assessment	When will the assessment of quality be performed?	Quality Method
Workshops held	Attendants' list	Evaluation report	Quarterly		
Field visits conducted	Field visits reports and recommendations	Quarterly			
Study visit conducted	Trip report with follow up actions	Quarterly			
Study visits to include women MPs	Study tour participant's list	End of mission			
Briefing sessions delivered	Evaluation report	Quarterly			
Performance of committee staff in writing committee reports improved	Interview of committee members and the SC	Quarterly			

Output 5: Work flow of procedures reviewed and developed (if requested by LHP)		
Activity Result 6.1	TBD	(Atlas Activity ID)
Purpose	TBD	
Description	TBD	
Quality Criteria	How/with what indicators the quality of the activity result will be measured?	
Quality Method	Means of verification. What method will be used to determine if quality criteria has been met?	
Date of Assessment	When will the assessment of quality be performed?	

IV. MANAGEMENT ARRANGEMENTS FOR THE PROJECT

The project will be nationally executed (NEX) in accordance with the established UNDP procedures for the duration of three years. The Ministry of Planning and International Cooperation in its role as Government Coordinating Authority will be responsible for the supervision of the Executing Agency's performance, assessment of progress, technical quality and achievement of objectives. While the day to day responsibility for the project lies with the executing agency, the Government Coordinating Authority retains ultimate responsibility on behalf of the Government.

A. Responsible Parties

The Lower House of Parliament and the General Secretariat (LHP&GS) (Implementing Partner) will be responsible for the production of outputs of the project, realizing the goals of the project, and ensure the best utilization of resources. LHP&GS will be accountable to the government coordinating authority (MOPIC) and to UNDP for the production of outputs, the achievement of project objectives and the use of programmes' resources. LHP&GS, together with United Nations Development Programme (UNDP) will be responsible for the recruitment and contracting of all staff to be hired for this programme including the technical advisors/consultants through competitive recruitment processes.

United Nations Development Programme (UNDP): UNDP will assist the LHP&GS to build partnerships, coordinate between the various parties involved, obtain knowledge from global sources and experiences, and raise funds. UNDP will also be the budget holder under the National Execution modality and will provide training to concerned individuals, if needed, on the execution modality. UNDP will also provide overall policy and technical advice to the programme. Furthermore UNDP will provide training on all the management functions that are expected to be carried by the directors of the LHP who are designated by the Secretary General to carry out the outputs of the project.

Ministry of Planning and International Cooperation (MOPIC): will oversee the overall performance of the implementing agency.

B. Daily Management of Finance, Procurement, and Recruitment, and Project Assurance of this Project

Finance: By special request from the Secretary General, UNDP will be the overall budget holder under the National Execution (NEX) modality and this includes controlling the expenditures and ensuring adequate financial management of the resources provided for the project, undertaking all necessary financial arrangements, processes, request for authorizations, and payments in a view to ensure financial accountability.

Based on the above, the project will adopt the method of direct payment. Payments shall be made directly to vendors and consultants based on duly signed FACE forms submitted to UNDP.

Procurement: The purchase of non-expendable equipment and services will be done by UNDP and it is agreed that an Implementation Support Service (ISS) fee will be charged to the project according to the nature of services offered as requested by the LHP&GS.⁴ These fees will be charged based on the latest update of the UNDP Universal Price List Attached.

Recruitment: The recruitment of the project assistant, and various consultants and advisors and other senior short or long-term consultants shall be done by United Nations Development Programme (UNDP) together with LHP&GS according to UNDP standard recruitment rules and procedures. The Secretary General, or whoever he may assign from among LHP directors, together with UNDP, will follow UNDP recruitment procedures for the recruitment of advisors, consultants, experts and others, and those recruited shall be awarded a UNDP contract. The recruitment process shall ensure, at all times, that the process is in fact competitive and transparent.

Project Assurance: The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The assigned UNDP

⁴ According to UNDP Rules and Regulations ISS are provided mostly by Country Offices (COs) in the implementation of Regular and Other Resource-funded programs and projects (i.e. costs directly related to the delivery of programs), and include: (1) Payments, disbursements and other financial transactions; (2) Recruitment of staff, project personnel, and consultants; (3) Procurement of services and equipment, and disposal/sale of equipment; (3) Organization of training activities, conferences, and workshops, including fellowships (4) Travel authorizations, visa requests, ticketing, and travel arrangements (5) Shipments, custom clearance, vehicle registration, and accreditation

Programme Officer holds the Project Assurance role for the UNDP Board member. UNDP may also assign a consultant to carry out this function.

C . Daily Management of Project Outputs

The day-to-day management, decision-making, planning, identifying advisory inputs for the various outputs of the project shall be done by the director(s) designated by the Secretary General to do so. The reporting and preparing and submitting progress reports to UNDP and LHP&GS shall be coordinated by the project assistant in close consultation with the designated directors.

Each designated director shall ensure that, together with their directorate staff, will produce the results specified in the project document to the required standard of quality and within the specified constraints of time and cost. - The designated directors will define with his/her staff an action plan for the outputs listed in this project document and incorporate these outputs into their overall directorate annual/quarterly action plan. The directors will, together with a consultant, carry out an assessment of any knowledge and skills gaps in his/her directorate to effectively implement the outputs. Based on the findings he/she will assist the consultant to develop a programme to respond to the knowledge and skills gaps. Accordingly, the director(s) are expected to develop a yearly/ quarterly plan of advisory support required. The designated directors are expected to – manage closely the contracts of the consultants recruited to assist the LHP in delivering the outputs. The directors are expected to have regular meetings with UNDP governance team to timely identify any support required from UNDP to meet targets within the specified deadlines. The designated directors are accountable to the SG for all the outputs of this project and should consult the SG as instructed by the SG.

The Project Assistant will provide assistance to the designated directors to ensure effective management of project planning and implementation, assist the designated directors in oversight and monitoring of project implementation, and provide administrative support to project implementation

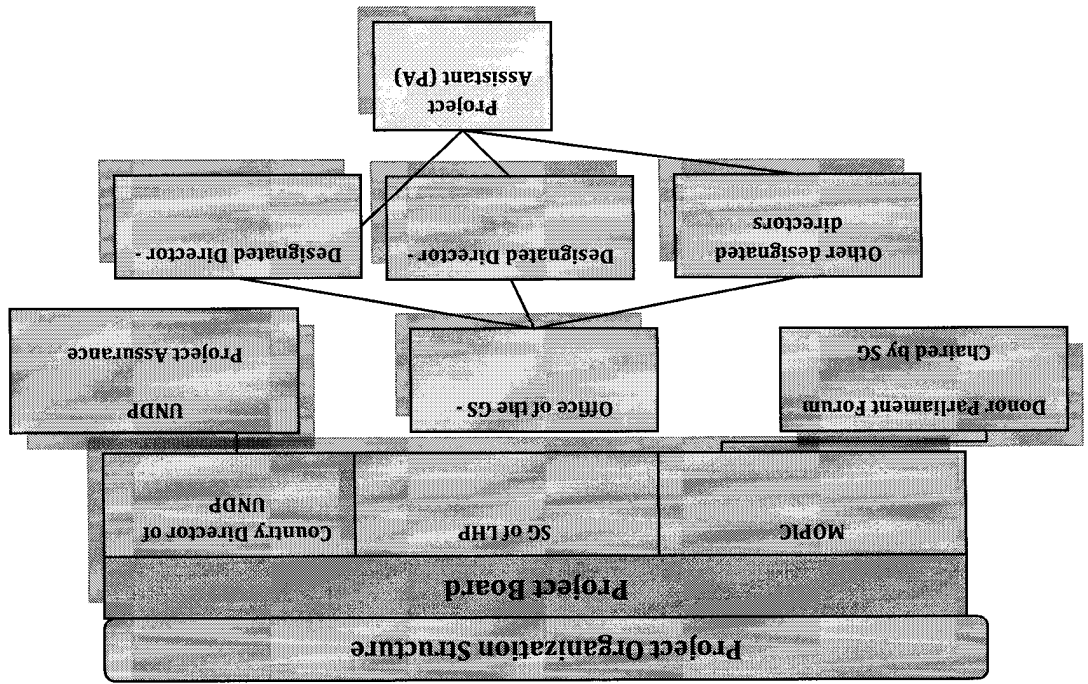
The Project Board

A Project Board (PB) shall be established to oversee the implementation of the project. The PB will be chaired by the SG, and will include another representative of LHP&GS, a representative from the Ministry of Planning and International Cooperation (MOPIC), and the country director of UNDP, or whomever she designates. The project assistant shall serve as the secretariat of the board. It may be decided at a later stage to include other donors with financial contributions in the PB.

The PB is responsible for making management decisions concerning the project including approval of annual work plans, budgets and any revisions to the plans and budgets. The PB shall convene bi-annually during the running of a project, or as necessary when issues are raised by the parties. Project tolerances (i.e. constraints in terms of time and budget) will be agreed upon by the Board during the first PB meeting. Decisions are made by majority of the members. Majority decisions have to meet two criteria combined: (a) LHP is agreeable to such decisions; (b) UNDP rules and procedures are met.

Donor/Parliament forum:

A donor parliament forum shall meet quarterly to encourage coordination and harmonization. This forum shall be chaired by the Secretary General or his nominated substitute.



V. MONITORING AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will at a minimum be monitored through the following:

- A. *Within the annual cycle*
- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the quality management table below. The quality management table shall be reviewed and updated by the project assistant, and based on input from relevant designated directors and approved at the second board meeting after signing the project document.
 - An issue log shall be activated in Atlas and regularly updated by the project assistant, and based on input from relevant designated directors, to facilitate tracking and resolution of potential problems or requests for change.
 - Based on the initial risk analysis submitted by the project assistant based on input from relevant designated directors within two months from the start of his/her work (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation. This project log will be assessed and approved at the second project board (PB) meeting at the latest.
 - Based on the above information recorded in Atlas, project progress reports (PR) shall be prepared and submitted by the project assistant based on input of relevant designated directors to the members of the PB through project assurance, using the standard report format available in the executive snapshot.
 - A project lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the lessons-learned report at the end of the project. The lessons learned log shall be prepared by the project assistant in close consultation and coordination with the designated directors and approved by the PB in its PB meeting.
 - A monitoring schedule plan shall be activated in Atlas and updated to track key management actions/events.

- UNDP has the right to conduct spot checks and audits to ensure the project documentation is in order. The frequency of the spot checks and audits vary according to progress of the project.
- The project may be audited at least once in its lifetime, in accordance with NEX/NIM regulations.
- A communication and monitoring plan will be developed at the outset of the project.
- Any other reporting requested by the donors of this project.
- A midterm assessment may take place during the second year of the project in order to assess progress. The project board may decide to carry out an external independent evaluation at the end of the project.
- B. Annually**
 - *Annual Review Report.* An annual review report shall be prepared by the designated directors and the project assistant and shared with the PB. As a minimum requirement, the annual review report shall consist of the Atlas standard format for the PFR covering the whole year with updated information for each above element of the PFR as well as a summary of results achieved against pre-defined annual targets at the output level.
 - *Annual Project Review.* Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the annual work plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the PB and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

VI. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP in June 2008 which is incorporated by reference constitutes together a Project Document as referred to in the Standard Basic Assistance Agreement SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the (SBAA), the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried.

b) Assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

VII. EXIT STRATEGY

The project is expected to end on 31 December 2012, (according to the UNDP fund agreement). Without prejudice to the right of UNDP to terminate a project according to UNDP rules and procedures, at the end of the project period, or at the end of activities (whichever earlier), the PB shall convene to decide whether the project will end or a new phase of support should be considered.

- If the project is to end according to the project document, then a handover process will be initiated. The handover processes shall include all necessary steps towards the closing of the project both operationally and financially. These steps include, but are not limited to: (a) documentation of all deliverables and inventory of assets to the degree that allows UNDP to consider the project operationally closed; (b) handover of documents and archiving in addition to transfer of assets, and provide documentation that allows UNDP to consider the project financially closed; and (c) A final report on the end of the project shall be delivered; and (d) a terminal meeting shall be held whether final report shall be discussed and approved. The terminal meeting shall be documented by signed minutes of meeting. In all cases, the IP shall keep all financial and technical documentation in hard and soft copy for five solar years after the end date agreed by the Project Board.
- In case the PB decided to extend the project, at no extra cost, at its ordinary or extraordinary meeting, an official addendum as well as a work plan for the extension period shall be attached to the project document. However if the PB considers a second phase of support to be necessary then a new mechanism will be agreed by the partners at that time.

VIII. BUDGET

The project will be implemented over 36 months with a total budget of US\$ 846,373 (*approx*) UNDP is in a good position to manage the range of technical assistance needed to achieve the above mentioned outcomes as well as making a financial contribution to the project. However, the larger part of the funding will be sought from development partners in order for the project to achieve intended outputs in the planned time framework. UNDP will provide a financial contribution of US \$400,000 from TRAC (UNDP-Jordan core budget for the development programme) over a period of 3 years.

IX. ANNEXES

Annex 1: Risk Analysis

Annex 2: TOR for Project Board

Annex 3: TOR for Donor Coordination Committee or Donor Parliament Forum

Annex 4: TOR for Project Assistant

Annex 5: Universal Price List

ANNEX 1: RISK ANALYSIS

Project Title: Capacity Development Project for the Members and Staff of the Lower House of Parliament

Award ID:

Date:

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
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2	Early dissolution of Parliament	March 2010	Political	<p>early dissolution of parliament by a royal decree impacts the delivery rate and sustainability of project outputs.</p> <p><i>Probability on a scale from 1 (low) to 5 (high)</i></p> <p>P = 3</p> <p><i>Impact on a scale from 1 (low) to 5 (high)</i></p> <p>I = 5</p>	<p>Institutionalize project initiatives within the General Secretariat in order to ensure sustainability.</p>	General Secretariat	UNDP Governance Analyst	May 2010	
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
3	Lack of political support for the project from the Government	March 2010	Political	<p>A lack of engagement by the Executive with the legislature in terms of attending committee meetings, providing information to the legislature when requested and so forth could adversely affect the project.</p> <p><i>Probability on a scale from 1 (low) to 5 (high)</i></p> <p>P = 2</p> <p><i>Impact on a scale from 1 (low) to 5 (high)</i></p> <p>I = 4</p>	Focus on roundtable meetings between the legislative and executive to ensure proper communication.	General Secretariat	UNDP Governance Analyst	May 2010	

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
4	Resistance of MPs to project activities	March 2010	Political	Lack of "buy-in" to project activities targeting MPs from MPs themselves would negatively affect involvement of these activities and thus achieving their targets. <i>Probability on a scale from 1 (low) to 5 (high)</i> P: 2 <i>Impact on a scale from 1 (low) to 5 (high)</i> I: 5	In this project document, UNDP has established a coordination committee that shall ensure that there is in fact communication among donors already working at Parliament. This committee anticipates other interested donors.	General Secretariat	General Secretariat	May 2010	

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
5	Impact of previous dissolution	March 2010	Regulatory	<p>As the previous Parliament was dissolved in November 2009, it is likely that by the time the next Parliament convenes, Jordan will have operated for over one year with no legislature in place. Therefore, the new Parliament will need to scrutinise all temporary laws that have been implemented during this period. With well over 100 temporary laws in place by March 2010, this backlog of legislation will significantly add to the workload of the next Parliament and could impact upon project activities.</p> <p><i>Probability on a scale from 1 (low) to 5 (high)</i></p> <p>P: 3</p> <p><i>Impact on a scale from 1 (low) to 5 (high)</i></p> <p>I: 3</p>	<p>The timing of project activities should be thoroughly planned to ensure the best possible participation rate.</p>	General Secretariat	UNDP Governance Analyst	May 2010	

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
6	Donor duplication	March 2010	Strategic	A number of International Donors have been working with the Parliament in Jordan. Duplication of activities, and donor or 'workshop fatigue' remains a significant risk that negatively affects the level of interest and participation in project activities. <i>Probability on a scale from 1 (low) to 5 (high)</i> P: 3 <i>Impact on a scale from 1 (low) to 5 (high)</i> I: 3	A Donor Coordination Committee will be established as part of the project structure to ensure coordination and lack of duplication.	General Secretariat	UNDP Governance Analyst	May 2010	
7	Delay in implementation of the outputs on orientation	July 2010	Operational political	Further delays to signing the project document may delay the implementation of two of the major outputs of the project	Continue stressing on the importance of this issue to MOPIC. In case that UNDP foresees that such delay will necessarily result in the impossibility to implement such outputs, a project board shall convene to decide on whether to reduce the budget	Governance analyst	Governance analyst	July 2010	

8	Delay in results	July 2010	Operational	While UNDP is supportive of the direction towards more ownership, and while LHP and GS indicated their commitment to own this project by assigning directorates to manage the outputs of this project, UNDP foresees and acknowledges that delays may be anticipated along the way.	of the project. Further assistance by the project assistant shall be anticipated. Further training to the designated directors is already anticipated	Governance Analyst	Governance Analyst	July 2010	

Composition

1. Secretary General of the House of Representatives
2. Representative from MoPIC
3. Representative from UNDP
4. A representative of funders
5. Project Assistant/ acting as the PB secretariat

Frequency of Meetings

- The first PB Meeting shall be held within 3 months from signing of the project document to decide on the following: to finalize the annual work plan, risk log, and monitoring and evaluation of the project, and approve a budget revision, if necessary.
- In all cases, the PB shall hold at least two meetings annually.

Overall responsibilities: The Project Board is the group responsible for making by consensus management decisions for a project when guidance is required by the Project, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance to standards⁶ that shall ensure best value to money, fairness, integrity transparency and effective international competition. Project reviews by this group are made at designated decision points during the running of a project, or as necessary when raised by the Project

⁵ Source: Guidelines on UNDP Implementation of UNDAF Annual Review Process

⁶ UNDP Financial Rules and Regulations: Chapter E, Regulation 16.05: a) The administration by executing entities or, under the harmonized operational modalities, implementing partners, of resources obtained from or through UNDP shall be carried out under their respective financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. b) Where the financial governance of an executing entity or, under the harmonized operational modalities, implementing partner, does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition that of UNDP shall apply.

assistant or designated directors. The Project Assistant consults the board for decisions when project tolerances (normally in terms of time and budget) have been exceeded.

Based on the approved annual work plan (AWP), the Project Board may review and approve project quarterly plans when required and authorizes any major deviation from these agreed quarterly plans. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the project and external bodies. In addition, it approves the appointment and responsibilities of the Designated Director and any delegation of its Project Assurance responsibilities.

Specific overall responsibilities:

- Review and approve the first year plan.
- Approve the changes made to the ToRs, for project assistant .
- Agree on changes, if any, to the responsibilities of members of the project team;
- Delegate any Project Assurance function as appropriate;
- Review and appraise detailed Project Plan and AWP, including Atlas reports covering activity definition, quality criteria, issue log, updated risk log and the monitoring and communication plan. This shall be approved at the second ordinary PB meeting in 2010.
- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues ;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Agree on project's tolerances in the Annual Work Plan, and quarterly plans when required;
- Review the Project Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Review Combined Delivery Reports (CDR) prior to certification by the Implementing Partner;
- Appraise the Project Annual Review Report and make recommendations for the next AWP
- Review and approve end project report, make recommendations for follow-on actions;
- Provide ad-hoc direction and advice for exceptional situations when project's tolerances are exceeded;
- Assess and decide on project changes through revisions;
- Assure that all Project deliverables have been produced satisfactorily;

- Review and approve the Final Project Review Report, including Lessons-Learned;
- Make recommendations for follow-on actions;
- Notify operational completion of the project to the Outcome Board (if exists).

ANNEX3: TOR FOR DONOR COORDINATION COMMITTEE

Composition

- Will be assigned by the Project board in its first PB meeting
- The Coordination Committee shall be chaired by parliament General Secretariat. In addition to UNDP and the GS, it will include members of other donors; USAID, EC, and other donors as they develop.
- The committee will have quarterly monthly meetings

Overall responsibilities:

- The committees' main responsibility is to ensure full donor coordination and ensure that there shall be no contradiction or overlap among different development projects supporting parliament.
- Maximize the efficiency of the joint efforts.

TERMS OF REFERENCE
SC – Project Assistant

1. Background

In April 2010, UNDP-Jordan formulated a two-year project of support to the Jordanian Parliament. The main objective of this project is to support the elected Members of Parliament in undertaking their legislative, representative and oversight functions by providing them with necessary technical expertise and resources. This new project is developed within the context of current national priorities and in line with UNDP-Jordan's 2008-2012 Country Programme. The project is anticipated to start in July 2010.

2. Objectives of the Assignment

Under the guidance of the Project Board, the Project Assistant will provide assistance to all project operations. He/She report to the designated directors and UNDP governance team.

3. Key Results Expected and Measurable Outputs

The outputs expected from the Project Assistant (PA) are:

% of Time	Key Results Expected/Major Functional Activities	Measurable Outputs of the Work Assignment
	Provide support to project implementation to ensure effective management of project planning and implementation; focusing on the following tasks: <input type="checkbox"/> Support the preparation and update of project plan, Annual Work Plan (AWP) and procurement plan;	• Project planning and

4. Reporting Structure

<p>implementation processes are well supported</p>	<p> <input type="checkbox"/> Provide support to mobilization of inputs required to achieve project outputs; including logistical support to organization of workshops and conferences; production of manuals and knowledge products; and recruitment of resources required; <input type="checkbox"/> Assist in the coordination and facilitation of the day-by-day project operations to ensure the effective implementation of the project; </p>	
<p> • Support to project monitoring and oversight is in place </p>	<p> Support the oversight and monitoring of project implementation, with focus on the following tasks: </p> <ul style="list-style-type: none"> <input type="checkbox"/> Assisting in undertaking all necessary financial arrangements, processes, requests for authorization, and payments in a view to ensure financial accountability; <input type="checkbox"/> Preparing financial quarterly reports; <input type="checkbox"/> Supporting preparation of narrative quarterly and annual reports; and project final review report; <input type="checkbox"/> Assisting in controlling expenditures and ensuring adequate management of project resources 	
<p> <input type="checkbox"/> Administrative support to ensure efficient project implementation is in place </p>	<p> Provide administrative support to project implementation, including: </p> <ul style="list-style-type: none"> <input type="checkbox"/> Providing logistical support to national and international consultants recruited by the project; <input type="checkbox"/> Maintaining records of project resources including project hard copy and electronic files and non-expendable assets; <input type="checkbox"/> Drafting correspondence to national and international partners and stakeholders; <input type="checkbox"/> Providing interpretation in meetings and written translation as needed; <input type="checkbox"/> Supporting logistical preparations for Project Board meetings; <input type="checkbox"/> Supporting project closure process. 	
	<p> Ensure holding the values of UNDP which includes: </p> <ul style="list-style-type: none"> <input type="checkbox"/> UNDP's Gender strategy <input type="checkbox"/> Values enlisted in the UN charter 	

The Project Assistant will work under the guidance of the project board and report directly to -the designated directors and will work closely with the UNDP Governance Unit.

5. Performance Indicators for Evaluation of Results

- Achievement of outputs specified in section 3.

6. Minimum Qualifications and Experience

Education:	College Diploma in Finance, Accounting, Public Management, or other related disciplines.
Experience:	3 years working experience in the field of public administration and development, including a minimum of 2 years experience in international development projects. Knowledge of UNDP rules and procedures is an asset.
Language requirements:	Fluency in written and spoken English and Arabic
Computer skills	High command of Microsoft Office applications; particularly Word, Excel and Power Point
Nationality	Jordanian

7. Skills and Competencies

- Excellent verbal and communication skills
- Excellent organizational skills
- Demonstrates initiative and ability and interest in personal and professional growth

