



/MS/AD/221
Technical assistance to the Lebanese Palestinian
Dialogue committee
Project No: 00053571

22 September 2010

Excellency,

Reference to the "Technical Assistance for the Lebanese Palestinian Dialogue Committee - project ID: 00053571", and in line with the new vision of the current LPDC President, Maya Majzoub, UNDP revised the current project document. Further, the new project document is designed to support the Government in realizing its policy on the Lebanese Palestinian relations level and achieving concrete results that would serve both Lebanese and Palestinian interests.

In the project document and the budget we have included and budgeted for the post of Security Officer. If the government is still going to assign someone from the army to act as a Security Advisor for LPDC, we will revise the budget accordingly, after the project document signature.

Please find enclosed for your approval and signature two original copies of the revised project document and the letter of Agreement (LOA). Kindly retain one copy of the signed project document and LOA for your records and return the other to the UNDP office.

Please accept, Excellency, the assurances of my highest consideration.

Marta Ruedas
Resident Representative

H.E Mr. Saad Hariri
Prime Minister
Council of Ministers
Grand Serail
Beirut Lebanon

MS



United Nations Development Programme

Country: Lebanon

Project Document

Project Title: Support to the Lebanese Palestinian Dialogue Committee – Phase II

UNDAF Outcome(s): By 2014, good governance reforms, with specific focus on national dialogue and inclusive participation, and government effectiveness and accountability, are institutionalized at different levels

Expected CP Outcome(s): Living conditions and trust in Palestinian and Lebanese surrounding communities improved

Expected Output(s): Capacity of the Lebanese Palestinian Dialogue Committee (LPDC) and other national institutions strengthened to address the Palestinian Refugees issue and to promote dialogue and understanding

Implementing Partner: Prime Minister's Office/ Lebanese Palestinian Dialogue Committee (LPDC)

Responsible Parties: UNDP and LPDC

Brief Description

The Lebanese Working Group on Palestinian Refugees, which became later known as the Lebanese-Palestinian Dialogue Committee (LPDC), was created in November 2005 by the Council of Ministers, in response to the goal set by the Government of Lebanon (GoL) to improve the living conditions of Palestinian refugees in Lebanon.

This project seeks to strengthen the capacity of the LPDC to develop and implement a comprehensive policy on the Palestinian refugee issues, with a view to improving the living conditions of Palestinian refugees in Lebanon. Project outputs include:

- a) Administrative and technical support provided to the LPDC inter-ministerial committee to implement its mandate;
- b) LPDC acts as the focal point for national and international partners, on issues regarding Palestinian refugees in camps and surrounding communities, including the reconstruction of Nahr el Bared camp.
- c) Policy and substantive advice provided to the inter-ministerial committee and the Government of Lebanon on Palestinian Refugees civil rights.
- d) Policy and substantive advice provided to the inter-ministerial committee and the Government of Lebanon on security issues related to Palestinian refugees.

Programme Period:	2010 – 2014	Total resources required	1,498,513.50
Key Result Area (Strategic Plan):	Strengthening post-crisis governance functions	Total allocated resources:	770,000
Atlas Award ID:	00053571	• Other:	
Start date:	01/10/2010	○ IDRC	430,000
End Date	31/12/2012	○ MDGF (through the Joint UN Conflict Prevention and Peace Building Programme)	265,000
PAC Meeting Date	24/08/2010	○ UNDP TRAC	75,000
Management Arrangements	NIM	Unfunded budget:	728,513.5

Agreed by (Prime Minister's Office):

Agreed by UNDP:

I. SITUATION ANALYSIS

According to UNRWA, the total number of registered Palestinian refugees in Lebanon is 422,188, residing in 12 camps constituting around 10% of the Lebanese population. Palestinian refugees living in camps and gatherings in Lebanon are frequently reported to face the worse living conditions among Palestinian refugees in the host countries of the Middle East. According to UNRWA, all 12 official refugee camps in Lebanon suffer from improper infrastructure, overcrowding, poverty and unemployment. UNRWA reports that Lebanon has the highest percentage of Palestinian refugees who are living in poverty and who are registered with the Agency's "special hardship" programme.

The Palestinian camps consistently register social and economic indicators below national and regional averages. For example, according to the 2005 FAFO report, less than 20% of Palestinian students complete the secondary educational cycle, against 31% in Syria and 36% in Jordan¹. Mean per capita income among Palestinians is at \$2.88 per day, well below the established poverty line for Lebanon². Palestinian refugees, many of which have resided in the country for more than 60 years, are regarded as foreigners and excluded from the enjoyment of most civil and socio-economic rights, including the right to work. Palestinian refugees usually work in the few jobs that do not require work permits, principally in construction and manual labour. Others are left to work in the informal sector and are subjected to discrimination and exploitation. Only in 2005 did the Government of Lebanon issue a decree authorizing access of Palestinian refugees to eighty professional categories of jobs previously withheld from them. In August 2010, the Lebanese Parliament revoked a ban that had barred them from tens of professions for years, although they will still not be permitted to work in professions reserved for Lebanese citizens, as is the case with other foreigners. Refugees also have restricted access to public education, adequate housing, and health services and are legally banned from forming associations.

In recent years, however, the official Lebanese policy towards Palestinian refugees has undergone change to improve the living conditions of Palestinian refugees, while continuing to stress the right of return of the Palestinian refugees. The government of Prime Minister Fouad Siniora was the first to take a new approach toward Palestinian refugees, starting with the appointment of a dedicated inter-ministerial committee in 2005. The Lebanese Working Group on Palestinian Refugees, which became later known as the Lebanese-Palestinian Dialogue Committee (LPDC), was created in November 2005 by the Council of Ministers, in response to the goal set by the Government of Lebanon (GoL) to improve the living conditions of Palestinian refugees in Lebanon. As per the official decree (89/2005), the LPDC committee's broad mandate includes:

- a) Improving the living conditions of Palestinians residing in and outside refugee camps in Lebanon, in collaboration with UNRWA;
- b) Initiating a dialogue to manage the issue of arms inside the camps;
- c) Putting an end to the possession of illegal arms outside the camps;
- d) Studying opportunities for establishing diplomatic relations and representation between Lebanon and Palestine.

The Ministerial Statement of December 2009, following the Parliamentary elections of June 2009, marked the renewed commitment of the Government to this file, stating that "the Lebanese Government will carry on with its efforts to deal with the human and social issues of the Palestinians residing in Lebanon."

The LPDC is currently chaired by Maya Majzoub, under the office of the Prime Minister. Its technical committee includes representatives of the Ministries of Justice, Foreign Affairs, National Defense, Social Affairs, Labour, Public Health and Interior as well as a Senior Advisor to the Prime Minister.

II. STRATEGY

This project builds upon the United Nations Development Assistance Framework 2010-2014 (Outcome 1: by 2014, governance reforms and practices, with focus on national dialogue and inclusive participation, and government

¹ FAFO: "Falling Behind: A Brief on the Living Conditions of Palestinians in Lebanon," 2005

² UK Government, Survey of Palestinian camps, 2009.

effectiveness and accountability, are institutionalized at all levels). It is also in line with UNDP's Country Programme Document (CPD) and Country Programme Action Plan (CPAP), which identifies improving living conditions and trust among Palestinian and Lebanese surrounding communities.

It also builds upon UNDP's continued support to the Lebanese Palestinian Dialogue Committee (LPDC) since October 2006, which helped establish the technical team currently serving as the secretariat for the Committee, with funding from IDRC/Canada and Italy.

In particular, this project will seek to respond to the priorities of the LPDC, as outlined by the new President of the Committee, in June 2010, at a launch event at the Grand Serail³. These include:

- a) Activating the LPDC and its member ministries;
- b) Strengthening and building the capacities of ministries and institutions directly engaged with Palestinian issues;
- c) Strengthening the partnership with UNRWA;
- d) Reconstruction of Nahr al-Bared Camp;
- e) Promoting the basic and fundamental rights of Palestinian refugees.

The objective of this project therefore remains to strengthen the capacity of the LPDC to develop and implement a comprehensive policy on the Palestinian refugee issues, with a view to improving the living conditions of Palestinian refugees in Lebanon. To realise this objective, the project will consist of the following outputs:

- a) Administrative and technical support provided to the LPDC inter-ministerial committee to implement its mandate;
- b) LPDC acts as the focal point for national and international partners, on issues regarding Palestinian refugees in camps and surrounding communities, including the reconstruction of Nahr el Bared camp.
- c) Policy and substantive advice provided to the inter-ministerial committee and the Government of Lebanon on Palestinian Refugees civil rights.
- d) Policy and substantive advice provided to the inter-ministerial committee and the Government of Lebanon on security issues related to Palestinian refugees.

In this sense, key elements of the support to the LPDC President and Inter-Ministerial Committee will include:

- a) Strengthening the provision of technical and policy advice to the Government of Lebanon and the LPDC, in the form of the establishment of a Secretariat, with a clearer focus on legal reforms concerning the civil rights of Palestinian refugees and security/access issues;
- b) Strengthening the function of focal point of the LPDC within the Government of Lebanon for the Palestinian file, in order to work as an intermediary with Ministries to facilitate processes and resolve conflicts, as well as to act as a fire-fighter on issues being communicated by a wide range of stakeholders;
- c) Ensuring technical follow-up on matters related to the Camp Improvement Initiative and the reconstruction of Nahr el Bared, in coordination with governmental counterparts, and with UNRWA;
- d) Building a knowledge base on the situation of Palestinian refugees in Lebanon, in order to build up evidence-based approaches to policy making, and to effectively support policy changes;
- e) Strengthening the communications aspect of the work of the LPDC, to develop and implement a multi-actor and multi-level awareness-raising and outreach strategy.
- f) Strengthening the presence of the LPDC not only in the context of the North to support the reconstruction of Nahr el Bared, but also in relation to the other Palestinian camps in Lebanon, in order to gain a broader understanding of emerging issues.

³ <http://www.lpdc.gov.lb/Sections/sNewsDetails.aspx?id=1413&displang=en-us>

III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework: Living conditions and trust in Palestinian and Lebanese surrounding communities improved			
Outcome Indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:			
Indicator 1.1: Responses from national and international actors to the Palestinian Refugees Issue effectively coordinated by GoI. at all levels			
Baseline 1.1: No national strategy on the rights of Palestinian refugees			
Target 1.1: National policy agreed and implemented			
Applicable Key Result Area (from 2008-11 Strategic Plan): Strengthening post-crisis governance functions			
Partnership Strategy: UNDP will manage the project, ensuring effective coordination and a broad participation of stakeholders at the local and national level. LPDC will be responsible for raising policy issues for approval to the Lebanese Government, in addition to providing the general public with information through public events and media coverage. Collaborating partners include all concerned Lebanese ministries and public agencies, UN Agencies specifically UNRWA, Lebanese, Palestinian, and international NGOs, and Donors.			
Project title and ID (ATLAS Award ID): Support to Lebanese Palestinian Dialogue Committee			
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
<p>Output :</p> <p>1. Administrative and technical support provided to the LPDC inter-ministerial committee to implement its mandate</p> <p>Baseline: LPDC inter-ministerial committee not functional</p> <p>Indicators:</p> <ul style="list-style-type: none"> - # of minutes of meetings of the inter-ministerial committee; - # of policy papers on Palestinian Refugees developed for discussion by the inter-ministerial committee; - At least 7 newsletters published and disseminated; - # of joint initiatives implemented by the LPDC and selected ministries <p>Output :</p> <p>2. LPDC acts as the focal point for national and international partners on issues regarding Palestinian refugees in camps and surrounding communities, including the reconstruction of Nahr el Bared camp.</p> <p>Baseline: No focal point for Palestinian Refugees in place</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Amount of funds raised for the Camp Improvement Initiative; - # of issues solved in relation to NBC reconstruction in partnership with NRC and UNRWA; - # of field visits to camps and surrounding 	<p>Targets 2010 LPDC inter-ministerial committee receives adequate support from the technical support team.</p> <p>Targets 2011 Policy analysis provided on selected items of the Palestinian file to LPDC inter-ministerial committee to support decision-making.</p> <p>Targets 2012 Policy and planning capacity of the selected ministries in relation to Palestinian refugees in Lebanon strengthened.</p>	<p>1. Support the preparation of the committee meetings (e.g. agenda, minutes, background documentation, etc);</p> <p>2. Follow-up on the implementation of the committee decisions with relevant stakeholders;</p> <p>3. Commission studies, as requested by the committee, to support the development of policy options;</p> <p>4. Liaise with the members of the committee and other stakeholders to discuss emerging issues/requests;</p> <p>5. Assist the committee in communicating on its work and strategy;</p> <p>6. Provide technical assistance to selected members of the inter-ministerial committee to advance specific aspects of the Palestinian Refugee file.</p>	<p>UNDP</p>
		<p>1. Establish and maintain a knowledge base on the situation in the 12 Palestinian camps (economic, health, education, infrastructure, etc);</p> <p>2. Liaise with UNRWA and NGOs to support the implementation of the Camp Improvement Initiative;</p> <p>3. Support the mobilization of resources for the Camp Improvement Initiative;</p> <p>4. Conduct regular field visits to camps and surrounding municipalities to identify emerging needs and possible mitigation measures ;</p> <p>5. Coordinate with UNRWA, selected municipalities and relevant ministries to address technical issues faced by the camps and surrounding communities;</p> <p>6. Coordinate with RRC on the technical aspects of NBC reconstruction and assist in resolving issues.</p> <p>7. Support and facilitate the establishment of dialogue mechanisms involving municipalities, Popular</p>	<p>UNDP</p>
			<p>INPUTS</p> <p>Chief Technical Advisor (CTA) 25% 30,375.00 Consultancies 68,000.00 Project Manager 86,400.00 Administrative Assistant 59,400.00 Communication Officer 50% 43,200.00 UNV IT Assistant 39150.00 Travel 25,000.00 Communication & Website 12,000.00 Office Supplies 12,000.00 IT equipment 5,000.00 Printing & Publications 25,000.00 Other Operational Cost 9,000.00</p>
			<p>Chief Technical Advisor (CTA) 25% 30,375.00 Field Officer (2 posts) 151,200.00 Camp Improvement Officer 86,400.00 UNV Research Assistant 30% 11,745 Driver 32,400.00 Workshops and meetings 23,000.00 Communication 12,000.00 Car maintenance and insurance 4,000.00 Other operational Cost & Transportation 7,000.00</p>

<p>communities; - # of issues solved between the camps and surrounding communities, in relation to infrastructure and access to services.</p> <p>Output : 3. Policy and substantive advice provided to the inter-ministerial committee and the Government of Lebanon on Palestinian Refugees civil rights</p> <p>Baseline: Government ministerial statement on enhancing Palestinian Refugees civil rights</p> <p>Indicators: - # of policy debates with different stakeholders on Palestinian civil rights - Attitudes & practices of the public and the media towards Palestinian refugees in Lebanon</p>	<p>areas.</p> <p>Targets 2010 Better understanding of Palestinian Refugees civil rights facilitates consensus building among national stakeholders.</p> <p>Targets 2011 Some legal frameworks for the improvement of Palestinian Refugees civil rights in place</p> <p>Targets 2012 Technical assistance provided to the implementation of some of the legal frameworks.</p>	<p>Committees, NGOs, and other local groups.</p> <p>1. Establish and maintain a knowledge base on the civil rights of Palestinian refugees in Lebanon (i.e. right to work; to own property and to form association, etc). 2. Commission additional studies to support policy dialogue (e.g. impact analysis); 3. Produce regular analysis and recommendations for the inter-ministerial committee on the Palestinian Refugees civil rights; 4. Engage Parliamentarians, political parties, ministries and NGOs to support policy dialogue; 5. Design and implement a communication and outreach strategy on civil rights of Palestinian Refugees; 6. Provide technical advice to relevant ministries on the implementation of laws, as and when required.</p>	<p>UNDP</p> <p>Chief Technical Advisor (CTA) 25% 30,375.00 Consultancies 70,000.00 Communication Officer 50% 43,200.00 Legal Officer 86,400.00 Meetings and workshops 23,000.00 UNV Research Assistant 40% 11,745.00 Contract Media Campaign 175,000.00 Stationary 7,000.00 IT equipment 4,000.00 Communication material 13,000 Printing & Publications 9,000 Transportation 9,000</p>
<p>Output : 4. Policy and substantive advice provided to the committee and the government of Lebanon on security issues in relation to Palestinian Refugees</p> <p>Baseline: Lack of LPDC inter-ministerial sub-committee on security</p> <p>Indicators: - # of issues resolved in relation to access and return to NBC - Review of access and security arrangements in all camps completed - # of dialogue sessions conducted on camp governance</p>	<p>Targets 2010 Analysis provided to the LPDC inter-ministerial sub-committee on security on access and return to NBC</p> <p>Targets 2011 Access and security arrangements in all camps reviewed</p> <p>Targets 2012 Policy options formulated and generated on camp improvement</p>	<p>1. Support the inter-ministerial sub-committee of the LPDC to address issues pertaining to access and return at NBC; 2. Produce regular analysis and recommendations for the inter-ministerial committee on the security related issues ; 3. Support the inter-ministerial sub-committee to review access and security arrangements in all camps in Lebanon; 4. Support policy dialogue on camp governance for all Palestinian Refugee camps; 5. Liaise with international partners engaged in security related projects.</p>	<p>UNDP</p> <p>CTA 25% 30,375.00 Security Officer 86,400.00 UNV Research Assistant 30% 11,745 Meetings and workshops 20,000.00 IT equipment 4,000.00 Other Operational Cost & Transportation 5,500</p>

IV. ANNUAL WORK PLAN

Year: 2010

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Amount
<p>And baseline, associated indicators and annual targets to the LPDC inter-ministerial committee to implement its mandate.</p> <p>Baseline LPDC inter-ministerial committee not functional</p> <p>Indicators 1) # of policy papers on Palestinian Refugees drafted and discussed 2) # of minutes of meetings of the inter-ministerial committee 3) At least 7 newsletters published and disseminated 4) # of joint initiatives implemented by both LPDC and selected ministries</p> <p>Target 2010 LPDC inter-ministerial Committee receives adequate support from the technical secretariat</p>	<p>List activity results and associated actions</p> <ol style="list-style-type: none"> Support the preparation and organization of bi-monthly meetings of the inter-ministerial committee decisions with relevant stakeholders Support the implementation of the committee as requested by the committee, to support the work of the inter-ministerial committee Publish one newsletters on the work of the LPDC inter-ministerial committee Publish and launch an annual report Develop detailed work plan with selected Ministries outlining areas of support and collaboration 							
					UNDP	IDRC	71300- CTA Salary (25%)	3,375.00
						IDRC	71300- Consultancies	8,000.00
						UNDP	71400- Project Manager Salary	9,600.00
						IDRC	71400- Administrative & Finance Assistant Salary	6,600.00
						IDRC	71400- Communication Advisor (50%)	4,800.00
						UNDP	71500- UNV IT Assistant	4,350.00
						IDRC	71600- Travel	5,000.00
						IDRC	72400- Comms & Audio Visual Equipment	2,000.00
						IDRC	72500- Stationary & Office Supplies	2,000.00
						IDRC	72800 - Information Technology Equipmt	2,000.00
						IDRC	74200 - Audio Visual&Print Prod	5,000.00
						IDRC	74500- Other Operational Cost & Transportation	3,000.00
						IDRC	75100- UNDP GMS	2,924.25
Total Output 1								58,649.25
<p>Output 2. LPDC acts as the focal point for national and international partners on issues regarding Palestinian refugees in camps and surrounding communities, including the reconstruction of the Nahr el Bared camp.</p> <p>Baseline: No focal point for Palestinian Refugees in place</p> <p>Indicators 1) Amount of funds raised for the Camp Improvement Initiative 2) # of field visits to camps and surrounding communities 3) # of issues resolved in relation to NBC reconstruction 4) # of issues resolved between the camps and surrounding communities in relation to infrastructure and access to basic services.</p> <p>Targets 2010 A knowledge base on the situation in the 12 Palestinian camps is established and informs decision-making</p>	<ol style="list-style-type: none"> Collect, synthesize and organize knowledge on the situation of Palestinian camps, as available from a variety of sources, including from the Government Participate in monthly UNRWA meetings on NBC reconstruction; Liaise with UNRWA and NGOs to support the implementation of Camp Improvement Initiative Participate in resource mobilisation with all donors, regarding the NBC reconstruction and the Camp Improvement Initiative Organize at least 5 visits to the camps and surrounding communities, involving donors (when relevant) and develop local agendas for follow-up action Coordinate with RRC on the technical aspects of NBC reconstruction and assist in resolving issues 				UNDP	IDRC	71300- CTA Salary (25%)	3,375.00
						MDGF	71400- Field Officer Salary	8,400.00
						MDGF	71400- Field Officer Salary	8,400.00
						MDGF	71400- Camp Improvement Officer	9,600.00
						IDRC	71500- UNV Research Assistant (30%)	1,305.00
						UNDP	71400- Driver	3,600.00
						MDGF	72100- meetings and workshops	3,000.00
						MDGF	72400- Comms & Audio Visual Equipment	2,000.00
						MDGF	73400 - Car maintenance and insurance	1,000.00
						MDGF	74500- Other Operational Cost & Transportation	1,000.00

Year: 2011

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME					RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4	Funding Source		Budget Description	Amount
		UNDP							
<p>And baseline, associated indicators and annual targets</p> <p>Output 1. Administrative and technical support provided to the LPDC inter-ministerial committee to implement its mandate</p> <p>Baseline: LPDC inter-ministerial committee not functional</p> <p>Indicators: 1) # of policy papers on Palestinian Refugees drafted and discussed 2) # of committee minutes of meetings 3) At least 7 newsletters published and disseminated 4) # of joint initiatives implemented by both LPDC and selected ministries</p> <p>Targets 2011 Policy analysis provided on selected items of the Palestinian file to LPDC inter-ministerial committee to support decision-making.</p>	<p>List activity results and associated actions</p> <p>1. Support the preparation and organisation of at least 6 meetings of the inter-ministerial committee; 2. Support the implementation of the committee decisions with relevant stakeholders; 3. Commission at least four studies and policy papers, as requested by the committee, to support the work of the inter-ministerial committee; 4. Publish three newsletters on the work of the LPDC inter-ministerial committee; 5. Publish and launch an annual report; 6. Provide technical assistance to selected members of the LPDC committee to advance specific aspect of the Palestinian Refugee file</p>	X	X	X	X	UNDP	IDRC	71300- CTA Salary (25%)	13,500.00
		X	X	X	X		IDRC	71300- Consultancies	30,000.00
		X	X	X	X		UNDP	71400- Project Manager Salary	38,400.00
		X	X	X	X		IDRC	71400- Administrative & Finance Assistant Salary	26,400.00
		X	X	X	X		IDRC	71400- Communication Advisor (50%)	19,200.00
		X	X	X	X		UNDP	71450- UNV IT Assistant	17,400.00
		X	X	X	X		IDRC	71600- Travel	10,000.00
		X	X	X	X		IDRC	72400- Comms & Audio Visual Equipment	5,000.00
		X	X	X	X		IDRC	72500- Stationary & Office Supplies	5,000.00
		X	X	X	X		IDRC	72800 - Information Technology Equipmt	1,500.00
		X	X	X	X		IDRC	74200 - Audio Visual&Print Prod	10,000.00
		X	X	X	X		IDRC	74500- Other Operational Cost	3,000.00
		X	X	X	X		IDRC	75100- UNDP GMS	8,652.00
Total Output 1									188,052.00
<p>Output 2. LPDC acts as the focal point for national and international partners on issues regarding Palestinian refugees in camps and surrounding communities, and NBC reconstruction</p> <p>Baseline: No focal point for Palestinian Refugees in place</p> <p>Indicators 1) Amount of funds raised for the Camp Improvement Initiative; 2) # of issues solved in relation to NBC reconstruction in partnership with NRC and UNRWA; 3) # of field visits to camps and surrounding communities; 4) # of issues solved between the camps and surrounding communities, in relation to infrastructure and access to services.</p> <p>Targets 2011 Effective coordination mechanisms established under the leadership of LPDC, within the government and with other national and international actors</p>	<p>1. Maintain and update a knowledge base on the situation in all camps (economic, health, education, etc); 2. Participate in monthly UNRWA meetings on NBC reconstruction; 3. Liaise with UNRWA and NGOs to support the implementation of Camp Improvement Initiative; 3. Participate in resource mobilization with all donors, regarding the NBC reconstruction and the Camp Improvement Initiative; 4. Organize at least 30 visits to the camps and surrounding communities, involving donors (when relevant); 5. Follow-up with relevant Ministries and UNRWA to address issues raised locally; 6. Coordinate with RRC on the technical aspects of NBC reconstruction and assist in resolving issues. 7. Support and facilitate the establishment of dialogue mechanisms involving municipalities, Popular Committees, NGOs, and other local groups.</p>	X	X	X	X	UNDP	IDRC	71300- CTA Salary (25%)	13,500.00
		X	X	X	X		MDGF	71400- Field Officer Salary	33,600.00
		X	X	X	X		MDGF	71400- Field Officer Salary	33,600.00
		X	X	X	X		MDGF	71400- Camp Improvement Officer	38,400.00
		X	X	X	X		IDRC	71500- UNV Research Assistant (30%)	5,220.00
		X	X	X	X		MDGF	71400- Driver	14,400.00
		X	X	X	X		MDGF	72100- meetings and workshops	10,000.00
		X	X	X	X		MDGF	72400- Comms & Audio Visual Equipment	5,000.00
		X	X	X	X		MDGF	73400 - Car maintenance and insurance	1,500.00
		X	X	X	X		MDGF	74500- Other Operational Cost & Transportation	3,000.00
		X	X	X	X		IDRC	75100- UNDP GMS	1,310.40
		X	X	X	X		MDGF	75100- UNDP GMS	9,765.00

Total Output 2		UNDP										169,295.40		
Output 3. Policy and substantive advice provided to the committee and the government of Lebanon on Palestinian Refugees civil rights Baseline: Government ministerial statement on enhancing Palestinian Refugees civil rights Indicators 1) # of policy debates with different stakeholders 2) Attitudes & practices of the public and the media towards Palestinian refugees in Lebanon Targets 2011 Some legal frameworks for the improvement of Palestinian Refugees civil rights in place	1. Maintain and update a knowledge base on all Palestinian Refugees civil rights; 2. Produce regular analysis and recommendations for the inter-ministerial committee and the Government of Lebanon on the Palestinian Refugees civil rights; 3. Develop an agenda to support policy dialogue and commission additional studies; 4. Implement a communications and outreach strategy in relation to the granting of civil rights to Palestinian refugees; 5. Support and provide technical advice to relevant ministries on the implementation procedures of laws as and when required.	X	X	X	X	X	X	X	X	X	X	13,500.00		
		IDRC	71300- CTA Salary (25%)											
		IDRC	71300- Consultancies	X	X	X	X	X	X	X	X	X	30,000.00	
		IDRC	71400- Communication Advisor (50%)	X	X	X	X	X	X	X	X	X	19,200.00	
		MDGF	71400- Legal Advisor	X	X	X	X	X	X	X	X	X	38,400.00	
		IDRC	71500- UNV Research Assistant (40%)	X	X	X	X	X	X	X	X	X	6,960.00	
		IDRC	72100- Contract Media Campaign	X	X	X	X	X	X	X	X	X	65,000.00	
		MDGF	72100- Contract Media Campaign	X	X	X	X	X	X	X	X	X	19,000.00	
		IDRC	72100- meetings and workshops	X	X	X	X	X	X	X	X	X	10,000.00	
		IDRC	72500- Stationary & Office Supplies	X	X	X	X	X	X	X	X	X	2,500.00	
		IDRC	72800 - Information Technology Equipmt	X	X	X	X	X	X	X	X	X	1,000.00	
		IDRC	74200 - Audio Visual&Print Prod	X	X	X	X	X	X	X	X	X	5,000.00	
		IDRC	74500- Other Operational Cost & Transportation	X	X	X	X	X	X	X	X	X	3,000.00	
		MDGF	75100- UNDP GMS	X	X	X	X	X	X	X	X	X	4,018.00	
		IDRC	75100- UNDP GMS	X	X	X	X	X	X	X	X	X	10,931.20	
Total Output 3		UNDP										228,509.20		
Output 4. Policy and substantive advice provided to the committee and the government of Lebanon on security issues in relation to Palestinian Refugees Baseline Lack of LPDC inter-ministerial sub-committee on security Indicators 1) # of issues resolved in relation to access and return to NBC 2) Review on access and security arrangements in all camps completed 3) # of dialogue sessions conducted on camp governance Targets 2011 Access and security arrangements in all camps reviewed	1. Maintain and update a knowledge base on the security and governance aspects of the Palestinian camps; 2. Continue to support the inter-ministerial sub-committee of the LPDC to address issues pertaining to access and return at NBC; 3. Provide technical assistance to the sub-committee and the Government of Lebanon in the definition and implementation of its policy regarding the return to NBC; 4. Support the inter-ministerial sub-committee to review access and security arrangements in all camps in Lebanon 5. Commission policy study on camp governance for all Palestinian camps.	X	X	X	X	X	X	X	X	X	X	13,500.00		
		IDRC	71300- CTA Salary (25%)											
			71400- Security Advisor	X	X	X	X	X	X	X	X	X	38,400.00	
		IDRC	71500- UNV Research Assistant (30%)	X	X	X	X	X	X	X	X	X	5,220.00	
		MDGF	72100- meetings and workshops	X	X	X	X	X	X	X	X	X	7,000.00	
		MDGF	72800 - Information Technology Equipmt	X	X	X	X	X	X	X	X	X	1,000.00	
		MDGF	74500- Other Operational Cost & Transportation	X	X	X	X	X	X	X	X	X	2,500.00	
		IDRC	75100- UNDP GMS	X	X	X	X	X	X	X	X	X	1,310.40	
			75100- UNDP GMS	X	X	X	X	X	X	X	X	X	2,688.00	
		MDGF	75100- UNDP GMS	X	X	X	X	X	X	X	X	X	735.00	
		Total Output 4		UNDP										72,353.40
		TOTAL												658,210.00

Year: 2012

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME					RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4	Funding Source		Budget Description	Amount
<p><i>And baseline, associated indicators and annual targets</i></p> <p>Output 1. Administrative and technical support provided to the LPDC inter-ministerial committee to implement its mandate</p> <p>Baseline: LPDC inter-ministerial committee not functional</p> <p>Indicators:</p> <ol style="list-style-type: none"> # of policy papers on Palestinian Refugees drafted and discussed # of committee minutes of meetings At least 7 newsletters published and disseminated # of joint initiatives implemented by both LPDC and selected ministries <p>Targets 2012 Policy and planning capacity of the selected ministries in relation to Palestinian refugees in Lebanon strengthened.</p>	<p><i>List activity results and associated actions</i></p> <ol style="list-style-type: none"> Support the preparation and organisation of at least two meetings of the inter-ministerial committee; Support the implementation of the committee decisions with relevant stakeholders; Commission at least four studies and policy papers, as requested by the committee, to support the work of the inter-ministerial committee; Publish three newsletters on the work of the LPDC inter-ministerial committee; Publish and launch an annual report; Provide technical assistance to selected members of the LPDC committee to advance specific aspect of the Palestinian Refugee file 	X	X	X	X	Unfunded	71300- CTA Salary (25%)	13,500.00	
		X	X	X	X	Unfunded	71300- Consultancies	30,000.00	
		X	X	X	X	Unfunded	71400- Project Manager Salary	38,400.00	
		X	X	X	X	Unfunded	71400- Administrative & Finance Assistant Salary	26,400.00	
		X	X	X	X	Unfunded	71400- Communication Advisor (50%)	19,200.00	
		X	X	X	X	Unfunded	71450- UNV IT Assistant	17,400.00	
		X	X	X	X	Unfunded	71600- Travel	10,000.00	
		X	X	X	X	Unfunded	72400- Comms & Audio Visual Equipment	5,000.00	
		X	X	X	X	Unfunded	72500- Stationary & Office Supplies	5,000.00	
		X	X	X	X	Unfunded	72800 - Information Technology Equipment	1,500.00	
		X	X	X	X	Unfunded	74200 - Audio Visual&Print Prod	10,000.00	
		X	X	X	X	Unfunded	74500- Other Operational Cost	3,000.00	
		X	X	X	X	Unfunded	75100- UNDP GMS	11,856.00	
		X	X	X	X	Unfunded	75100- UNDP GMS	700.00	
Total Output 1		X	X	X	X			191,958.00	
<p>Output 2. LPDC acts as the focal point for national and international partners on issues regarding Palestinian refugees in camps and surrounding communities, and NBC reconstruction</p> <p>Baseline: No focal point for Palestinian Refugees in place</p> <p>Indicators</p> <ol style="list-style-type: none"> Amount of funds raised for the Camp Improvement Initiative; # of issues solved in relation to NBC reconstruction in partnership with NRC and UNRWA; # of field visits to camps and surrounding communities; # of issues solved between the camps and surrounding communities, in relation to infrastructure and access to services. <p>Targets Frameworks for collaboration between the municipalities, NGOs and the popular committees facilitated at the local level, in at least four targeted areas.</p>	<ol style="list-style-type: none"> Maintain and update a knowledge base on the situation in all camps (economic, health, education, etc); Participate in monthly UNRWA meetings on NBC reconstruction; Liaise with UNRWA and NGOs to support the implementation of Camp Improvement Initiative; Participate in resource mobilisation with all donors, regarding the NBC reconstruction and the Camp Improvement Initiative; Organize at least 30 visits to the camps and surrounding communities, and support the establishment of coordination mechanisms at the local level; Follow-up with relevant Ministries and UNRWA to address issues raised locally; Coordinate with RRC on the technical aspects of NBC reconstruction and assist in resolving issues; Support and facilitate the establishment of dialogue mechanisms involving municipalities, Popular Committees, NGOs, and other local groups. 	X	X	X	X	Unfunded	71300- CTA Salary (25%)	13,500.00	
		X	X	X	X	Unfunded	71400- Field Officer Salary	33,600.00	
		X	X	X	X	Unfunded	71400- Field Officer Salary	33,600.00	
		X	X	X	X	Unfunded	71400- Camp Improvement Officer	38,400.00	
		X	X	X	X	Unfunded	71500- UNV Research Assistant (30%)	5,220.00	
		X	X	X	X	Unfunded	71400- Driver	14,400.00	
		X	X	X	X	Unfunded	72100- meetings and workshops	10,000.00	
		X	X	X	X	Unfunded	72400- Comms & Audio Visual Equipment	5,000.00	
		X	X	X	X	Unfunded	73400 - Car maintenance and insurance	1,500.00	
		X	X	X	X	Unfunded	74500- Other Operational Cost & Transportation	3,000.00	

V. MANAGEMENT ARRANGEMENTS

The Implementing Partner is the Lebanese Palestinian Dialogue Committee (LPDC) that is responsible and accountable for managing the project, including the monitoring and evaluation of project interventions, achieving project outputs, and for the effective use of UNDP resources. The LPDC will enter into agreement with UNDP (the "Responsible Party") to assist in successfully delivering the project outputs. UNDP as the Responsible Party shall act on behalf of the LPDC on the basis of a Letter of Agreement signed between the LPDC and UNDP. Thus, the UNDP Country Office will provide the following services:

General Management Support:

- Project identification, formulation, and appraisal
- Determination of execution modality and local capacity assessment
- Briefing and de-briefing of project staff and consultants
- General oversight and monitoring, including participation in project reviews
- Receipt, allocation and reporting to the donor of financial resources
- Thematic and technical backstopping through Bureaus
- Systems, IT infrastructure, branding, knowledge transfer

Implementation Support Services

- Payments, disbursements and other financial transactions
- Recruitment of staff, project personnel, and consultants
- Procurement of services and equipment, including disposal
- Organization of training activities, conferences, and workshops, including fellowships
- Travel authorization, visa requests, ticketing, and travel arrangements
- Shipment, custom clearance, vehicle registration, and accreditation

All services shall be provided in accordance with UNDP procedures, rules and regulations.

Project management responsibilities will be distributed according to the following roles: Project Board, Project Assurance, Project Manager/Chief Technical Advisor, and Administrative Support Services.

The Project Board will perform the following responsibilities:

- Ensure that adequate mechanisms are in place to guarantee the transparency and accountability as well as the efficiency of project operations.
- Participate in all stages of project process (design and formulation, appraisal, implementation, evaluation, etc.);
- Build consensus around the project's strategies and planned results, including the links between its outputs and the intended outcomes;
- Provide advice when substantive changes are needed in the project's planned outputs, strategies or implementation arrangements;
- Oversee progress, participate in field visits to project sites, consult with beneficiaries, and ensure that potential opportunities and risks, including lessons learned from experience, are taken into account by the project management;
- Assess performance and approve project work-plan and budget revisions;
- Provide guidance to the project manager (see para project manager below).

The Project Board shall include representatives of the Prime Minister's Office, LPDC, project donors and UNDP. The Project Board should meet regularly, at least every three months and whenever required. The proceedings of meetings are recorded. The project manager should act as secretariat of the Project Board with the responsibility to call for meetings, distribute information and follow up on their recommendations.

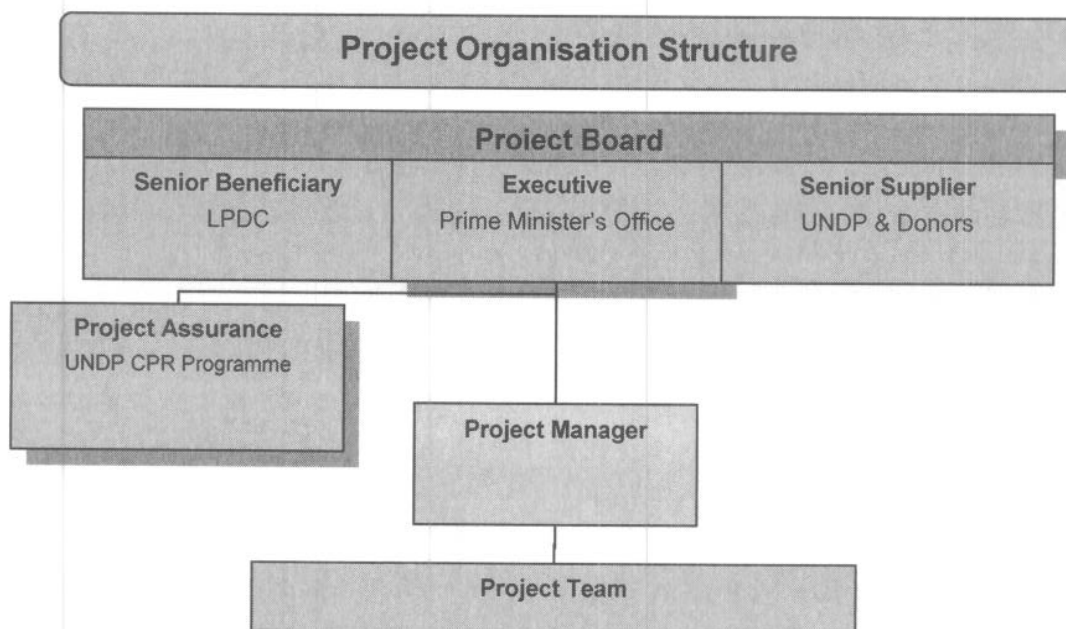
The Project Manager is responsible for day-to-day management and decision-making for the project in close collaboration with the LPDC. Project Manager prime responsibility is to ensure that the project produces the results (outputs) specified in the project document-, to the required standard of quality and within the specified constraints of time and cost.

The Project assurance role shall be carried out by the UNDP Crisis Prevention and Recovery Programme, and will focus on the following elements: following up on management actions, keeping track of progress benchmarks, visiting project sites to contact beneficiaries and contractors, interpreting progress and technical reports, processing budget revisions, and making arrangements for evaluation and audit.

The Project Support shall provide project administration, management and technical support, to ensure successful implementation of the project as per the below:

- Field Officer (2 posts)
- Camp Improvement Officer
- Legal Officer
- Communication Officer
- Security Officer
- Driver
- Administration and Finance Assistant
- Research Assistant (national UNV)
- IT Assistant (national UNV)

The government will provide the project with the office space in the Grand Serail.



In accordance with the decisions and directives of UNDP's Executive Board reflected in its policy on cost recovery, donor contributions shall be subject to cost recovery by UNDP:

- Cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services.
- UNDP direct costs incurred for Implementation Support Services (ISS)

VI. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following tools and methodologies.

Within the annual cycle:

- An Issue Log shall be prepared and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted, a risk log shall be regularly updated by reviewing the external environment that may affect the project implementation.
- A Project Progress Report (PPR) shall be submitted by the Project Manager to the Project Board.
- A project Lesson-learned log shall be prepared 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
- A Monitoring Schedule Plan shall be prepared, and updated to track key management actions/events

Annually:

- An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board. As a minimum requirement, the Annual Review Report shall consist of implementing progress, challenges, lessons learned, as well as a summary of results achieved against pre-defined annual targets at the output level.
- 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 Project Board 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.

Quality Management for Project Activity Results

Activity Result 1 (Atlas Activity ID)	Administrative and technical support provided to the LPDC inter-ministerial committee to implement its mandate	Start Date: Oct 2010 End Date: Dec 2012
Purpose	Policy and planning capacity of the LPDC and selected ministries in relation to Palestinian refugees in Lebanon strengthened	
Description	<ol style="list-style-type: none"> 1. Support the preparation of the committee meetings (e.g. agenda, minutes, background documentation, etc); 2. Follow-up on the implementation of the committee decisions with relevant stakeholders; 3. Commission studies, as requested by the committee, to support the development of policy options; 4. Liaise with the members of the committee and other stakeholders to discuss emerging issues/requests; 5. Assist the committee in communicating on its work and strategy; 6. Provide technical assistance to selected members of the inter-ministerial committee to advance specific aspects of the Palestinian Refugee file. 	

Quality Criteria	Quality Method	Date of Assessment
# of minutes of meetings of the inter-ministerial committee;	Minutes of meetings	ON-GOING
# of policy papers on Palestinian Refugees developed for discussion by the inter-ministerial committee;	Progress reports LPDC Annual report	End of each year of implementation period
At least 7 newsletters published and disseminated;	Newsletters LPDC Annual report	End of each year of implementation period
# of joint initiatives implemented by the LPDC and selected ministries	Progress reports LPDC Annual report	End of each year of implementation period

Activity Result 2 (Atlas Activity ID)	LPDC acts as the focal point for national and international partners on issues regarding Palestinian refugees in camps and surrounding communities, including the reconstruction of Nahr el Bared camp	Start Date: Oct 2010 End Date: Dec 2012
Purpose	A focal point for Palestinian Refugees in place	
Description	<ol style="list-style-type: none"> 1. Establish and maintain a knowledge base on the situation in the 12 Palestinian camps (economic, health, education, infrastructure; etc); 2. Liaise with UNRWA and NGOs to support the implementation of the Camp Improvement Initiative; 3. Support the mobilization of resources for the Camp Improvement Initiative; 4. Conduct regular field visits to camps and surrounding municipalities to identify emerging needs and possible mitigation measures ; 5. Coordinate with UNRWA, selected municipalities and relevant ministries to address technical issues faced by the camps and surrounding communities; 6. Coordinate with RRC on the technical aspects of NBC reconstruction and assist in resolving issues. 	
Quality Criteria	Quality Method	Date of Assessment
Amount of funds raised for the Camp Improvement Initiative	UNRWA reports – LPDC Reports	End of each year of implementation period
# of issues solved in relation to NBC reconstruction in partnership with NRC and UNRWA	NBC Progress reports LPDC Annual report	On going
# of field visits to camps and surrounding communities	LPDC Annual report Press releases	On going
# of issues solved between the camps and surrounding communities, in relation to infrastructure and access to services	UNRWA Progress reports LPDC Annual report	On going

Activity Result 3 (Atlas Activity ID)	Policy and substantive advice provided to the inter-ministerial committee and the Government of Lebanon on Palestinian Refugees civil rights	Start Date: Oct 2010 End Date: Dec 2012
Purpose	Palestinian Refugees Civil rights enhanced	
Description	<ol style="list-style-type: none"> 1. Establish and maintain a knowledge base on the civil rights of Palestinian refugees in Lebanon (i.e. right to work; to own property and to form association, etc). 2. Commission additional studies to support policy dialogue (e.g. impact analysis); 3. Produce regular analysis and recommendations for the inter-ministerial committee on the Palestinian Refugees civil rights ; 4. Engage Parliamentarians, political parties, ministries and NGOs to support policy dialogue; 5. Design and implement a communication and outreach strategy on civil rights of Palestinian Refugees; 6. Provide technical advice to relevant ministries on the implementation of laws, as and when required. 	

Quality Criteria	Quality Method	Date of Assessment
# of policy debates with different stakeholders	UNRWA reports – LPDC Reports - Press	On going
Attitudes & practices of the public and the media towards Palestinian refugees in Lebanon	Media reports LPDC Annual report	End of each year of implementation period

Activity Result 4 (Atlas Activity ID)	Policy and substantive advice provided to the committee and the government of Lebanon on security issues in relation to Palestinian Refugees	Start Date: Oct 2010 End Date: Dec 2012
Purpose	Security measures around Palestinian Refugee Camps improved	
Description	<ol style="list-style-type: none"> 1. Support the inter-ministerial sub-committee of the LPDC to address issues pertaining to access and return at NBC; 2. Produce regular analysis and recommendations for the inter-ministerial committee on the security related issues ; 3. Support the inter-ministerial sub-committee to review access and security arrangements in all camps in Lebanon; 4. Support policy dialogue on camp governance for all Palestinian Refugee camps; 5. Liaise with international partners engaged in security related projects. 	
Quality Criteria	Quality Method	Date of Assessment
# of issues resolved in relation to access and return to NBC	UNRWA reports – LPDC Reports - NBC Progress reports	On going
Review on access and security arrangements in all camps completed	LPDC Annual report	End of 2011
# of dialogue sessions conducted on camp governance	LPDC Annual report Press releases	End of each year of implementation period

VII. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

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

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

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

RISK LOG

Project Title: Support to Lebanese Dialogue Committee	Award ID:	Date:
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Lack of sufficient funding to implement all activities under the proposed project.	Project planning stage	Financial	The impact on the project would be that the project would not be able to deliver some of the activities that are required for the project outputs to be achieved affecting the sustainability of the project. Probability = 2 Impact = 5	Proactive resource mobilization strategy -Strong communications and outreach with donors and community. -Active/robust advocacy initiated by the UNDP Resident Representative	UNDP	Programme Manager/Officer		
2	LPDC and line ministries have insufficient capacity to deliver the project's activities	Project initiation stage	Strategic	The impact of this on the project will be high, as the LPDC and other line ministries will be implementing the new strategy of LPDC and this entails adequate capacities.	The project will ensure that policy and planning capacity of the selected ministries in relation to Palestinian refugees in Lebanon is strengthened. In addition, the project will provide short term technical consultants when needed	UNDP	Programme Manager/Officer		
3	Change in Lebanese Cabinet composition	Project initiation stage	Political	Impacts on leadership within LPDC and on delivery of its mandate Probability = 3 Impact = 5	Close monitoring of evolving political situation, iterative planning, ongoing policy dialogue between UNDP and Lebanese ministries and maintaining focus on policy role of LPDC		Programme Manager/Officer		
4	Political environment of Lebanon deteriorates due to instability/ conflict in Lebanon	Project initiation stage	Political	Hostilities in Lebanon would jeopardise the delivery of the project. Probability = 2 Impact = 5	Close monitoring of the situation, conflict assessment and iterative planning		Programme Manager/Officer		