



United Nations Development Programme
Country: LEBANON
Project Document Substantive Revision 00077103

Project Title: Technical Support to the Lebanese Parliament

UNDAF Outcome(s): 1.2 Effective and accountable governance of state institutions and public administrations is improved

Expected CP Outcome(s): Accountability of State institutions, and inclusive participation strengthened.

Expected Outputs: Transparency and accountability in public institutions, and efficiency in administration of justice and parliamentary affairs improved

Implementing partner: United Nations Development Programme

Responsible Parties: Lebanese Parliament Lebanese Parliament

Brief Description

This project targets the Lebanese Parliament, one of the main pillars representing the country's long history of multi-party democracy, and the institution in which Lebanon's legislative power is vested.

1. To Strengthen the legislative functions of Parliamentary committees and parliamentary staff.
2. To enhance inclusive participation in public policy and in the legislative process.
3. To assist the implementation of the National Human Rights Action Plan (NHRAP) and to mainstream Human Rights in Parliamentary work.

The project will support the Parliament for a period of 3 years.

Programme Period:	2014-2016
Atlas Award ID:	00061026
Project ID:	00077103
Start date:	1/ January/2014
End Date:	31/December/2016
PAC Meeting Date:	17/December/2013
Management Arrangement:	Support to NIM

Total Budget:	\$796,063
2014 Budget:	\$ 258,860
Parliament:	\$ 360,000
UNDP:	\$ 150,000
Project Old Balance estimated at: UNDP:	\$32,960
To be mobilized:	\$ 253,103
Net for activities:	\$ 743,290
Total ISS:	\$14,866
Total GMS:	\$37,907

Agreed by Parliament: H.E. Nabih Berris
 President
Signature: _____ **Date:** _____

Agreed by UNDP: Luca Renda
 UNDP Country Director
Signature: _____ **Date:** 15-1-14

List of Abbreviations

LP	Lebanese Parliament
MP	Members of Parliament
HRPC	Human Rights Parliamentary Committee
LPIP	Lebanese Parliament Internship Program
NHRAP	National Human Rights Action Plan
CSO	Civil Society Organizations
NGO	Non-Governmental Organizations
UNDP	United Nations Development Programme

I. SITUATION ANALYSIS

This project targets the Lebanese Parliament, one of the main pillars representing the country's long history of multi-party democracy, and the institution in which Lebanon's legislative power is vested.

The Lebanese Government is accountable to the Parliament, as the system resembles a parliamentary democracy with parliamentary control. Many factors have led to the weakening role of Parliament in Lebanon. This weak role is evident in the lack of legislative initiatives, and a very limited parliamentary oversight role over the executive authority.

Parliament retains three main functions: legislative, oversight and representation, however, given the concept of separation of powers these roles are not necessarily decisive. All legislations (including the passage of the national budget) require the approval of the Parliament. In parallel, the Parliament also retains oversight functions over government, including over the budgetary process.

The United Nations Development Programme (UNDP) launched in 1999 a technical assistance project at the Parliament, and since then, the project has been responding to the needs of the Parliament and Parliamentarians. The project has been modified at several instances (lastly in 2007) in order to respond to the changing needs but also to keep abreast with requirements as a result of the political situation in the country. The UNDP project has been supported by Global Programme on Parliamentary Support (GPPS) and was evaluated by GPPS in 2007. Excellent working relationship is already established with both the Parliamentary committees and the Parliamentary administration. To date the following main achievements can be reported among others:

- Capacity Development for parliamentarians, parliamentary committees, and human resources.
- Preparation of a National Human Rights Action Plan in close cooperation with the Human Rights Parliamentary Committee and UN OHCHR.
- Publishing and distributing several studies and periodic publications.
- Conducting research and workshops organized in support of relevant draft laws.
- Organizing regional development hearings including with MPs, Municipal leaders and Public agencies.
- Providing training and supporting the administration in languages, logistics and IT skills.

Most importantly, the project has been conducting regular consultations and evaluations closely following-up with Parliamentarians to measure the progress of the project, depict progress, and identify and assess the needs, including this last round of consultation done recently in preparation for this project proposal. The three identified priorities are:

1. To Strengthen the legislative functions of Parliamentary committees and parliamentary staff.
2. To enhance inclusive participation in public policy and in the legislative process.
3. To assist the implementation of the National Human Rights Action Plan (NHRAP) and to mainstream Human Rights in Parliamentary work.

Therefore, there is a need to develop the capacity of Parliamentarians, parliamentary committees, and parliament administration in order to provide them with adequate and qualified support to enhance the legislative, oversight and representation and participation functions of the parliament.

There is a need to create a clear systematic mechanism to enhance the participation of CSOs, youth and women in public policy legislation. Thus, this project will support CSOs, Youth and women

participation and interaction with the parliament and parliamentary committees and will improve and increase Information Technology and public access to information in the parliament. The existing students Internship programme will be expanded and the number of students participating in the programme will be increased.

II. STRATEGY

The suggested project "Technical Support to the Lebanese Parliament", targets the Lebanese Parliament as a whole. The project will be implemented in the framework of the Democratic Governance key result of supporting national partners to implement democratic governance practices grounded in Human Rights in terms of conflict prevention and recovery, gender equality and anti-corruption, with a focus on civil peace building and national reconciliation

The project mainly aims at strengthening the structures of legislative, oversight and representation capacities of the Lebanese Parliament, while closely working with Parliamentarians, Parliamentary Committees and Parliamentary staff to promote Human Rights, Gender Equality and Women Empowerment, Inclusive Participation national dialogue and conflict prevention

The overall objective "**Strengthening the Legislative, Oversight and Representative roles of the Lebanese Parliament**" will be carried out through the following set of specific outputs, which were identified upon agreement with the Lebanese Parliament's administration (national counterpart):

1. To Strengthen the legislative functions of Parliamentary committees and parliamentary staff.
2. To enhance inclusive participation in public policy and in the legislative process.
3. To assist the implementation of the National Human Rights Action Plan (NHRAP) and to mainstream Human Rights in Parliamentary work.

Under each output, activities will focus around the above mentioned identified priority areas, while meeting the ultimate objective of strengthening the structures and legislative, oversight and representation capacities of the Lebanese Parliament.

Project description

The project will be building up on the strategic partnership already established with the Lebanese Parliament for over 13 years, and will consolidate its excellent working relationship with the MPs in general, parliamentary committees, and parliamentary administration especially with the Secretary General and the Director of External relations.

In addition, the project will utilize its vast network with civil society organizations allowing for greater participation of CSOs and increased dialogue between parliamentary committees and CSOs. UNDP will also use its presence in most ministries and public institutions, as well as its presence in the various regions to effectively link them with the parliament through periodic sessions of review of progress and dialogue.

The main project components are the following:

Project Outcome: Strengthening the Legislative, Oversight and Representative roles of the Lebanese Parliament

This outcome will be achieved through the implementation of the following three outputs and their relevant activities:

Output 1: The legislative functions of Parliamentary committees and parliamentary staff strengthened.

The objective of strengthening the legislative functional capacity of the Parliament is based on the fact that National policies developed outside of Parliament and there is a need to provide research support and assistance to the parliamentary committees.

This output will include the following activities:

Activity 1.1.1:

Legal research, studies, and articles on parliamentary development published in the official Parliament journal and disseminated.

Activity 1.1.2

E-Library database to support the legislative functions of MPs and their support staff established.

Achievement of the foregoing objective will be measured through the following indicators:

- Number of research studies provided to Parliament and parliamentary committees increased.
- Number of experts, studies and themes in the E-Library database increased.

The project will be assisting in:

- Publishing and disseminating at least 3 research and studies annually
- Establishing and updating periodically the E-Library database on experts and studies, classifying them according to thematic experience.

Output 2: Support to enhance inclusive participation in public policy and in the legislative process provided

The objective of this output is based on Lack of participation of the public, especially youth and women, in service delivery in different sectors, and Women being underrepresented at Parliament and in political leadership at large, with a Lack of understanding of the special measures to represent women such as the quota system, and finally the weak government accountability towards Parliament.

This output will include the following activities:

- 1.2.1:** Parliamentary Internship Programme for university students expanded and improved
- 1.2.2:** Training sessions for CSOs on women quota with the participation of relevant committees organized
- 1.2.3:** Public hearing session on regional development issues organized.

1.2.4: 3 events organized to enhance public participation in policy making at Parliament and celebrating International Democracy Day

Achievement of the foregoing objective will be measures through the following indicators:

- Students Internship programme expanded, and public participation, especially youth and women interaction in parliamentary affairs increased
- Number of supporters and promoters of women quota increased
- Government accountability and oversight functions of Parliament strengthened.

The project will be assisting in:

- Expanding the Parliamentary Internship programme and increasing the number of enrolled interns to accept 10 more graduates annually
- Organizing at least 2 training sessions for CSOs on women quota with the participation of relevant committees annually.
- Organizing 2 public hearings sessions on regional development annually.
- Organizing a workshop to celebrate the International Day of Democracy to promote public participation and policy making at Parliament annually.

Output 1.3: Support to adopt and implement the National Human Rights Action Plan (NHRAP) and to mainstream Human Rights in Parliamentary work provided

The objective of this output is based on the need to implement and follow-up on the National Human Rights Action Plan that was adopted by parliament on December 2012, and to mainstream Human Rights in Parliamentary work. The project aims to draft laws based on the National Human Rights Action Plan recommendations, raise awareness on the National Human Rights Implementation Plan (NHRIP) and assist in the implementation.

This output will include the following activities:

- 1.3.1 Consultation Process/Seminars conducted with Lebanese working groups (Ministerial level, MPs and CSOs) for the development of the NHRIP.
- 1.3.2 NHRIP drafted, reviewed and finalized.
- 1.3.3 Media awareness and advocacy campaign on the NHRIP organized.
- 1.3.4: 3 events organized to launch the NHRIP, and to celebrate the Human Rights day.
- 1.3.5 Four draft laws developed and submitted to the Human Rights parliamentary committees

These activities revolve around the development of the National Human Rights Implementation Plan. A communication and media strategy will be developed to launch the Plan and a legal framework on current Human Rights will be mapped, assessed and reviewed. Finally, the project will support the Parliamentary Committees in drafting human rights laws as per the recommendations of the Human Rights Action Plan and will be following up on the passage of draft laws related to Human Rights.

Achievement of the foregoing objective will be measures through the following indicators:

- National Ownership of the NHRIP established and strengthened.
- Capacities and knowledge of CSOs on NHRIP enhanced
- Promotion of civil, economic and social rights as positive democracy indicators ensured
- Human Rights in parliamentary legislation mainstreamed

The project will be assisting in:

- Identifying and Commissioning a legal expert for the development of the National Human Rights Implementation Plan (NHRIP)
- Organizing several working group meetings to participate in the development of the NHRIP
- Publishing and disseminating the NHRIP to all stakeholders
- Organizing an event on the International Human Rights Day to launch the NHRIP
- Identifying and developing an outreach strategy including audio-visual advertisement and billboards, and advocacy campaign, to promote and advocate for Human Rights
- Facilitating for the adoption of the NHRAP by Parliament
- Developing and submitting at least 4 draft laws to the Human Rights Parliamentary Committee

Section III - Results and Resources Framework 2014-2016

Intended Outcome as stated in the Country Programme Results and Resource Framework: Accountability of state institutions, and inclusive participation, strengthened

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:

Indicator: Public perception of accountability, integrity and participation improved

Baseline: Draft laws and plans for admin, electoral law and justice reforms in place.

Target: Access to justice, electoral law reform and national action plan for human rights produced and implemented

Project title and ID: Technical Support to the Lebanese Parliament

Intended Outputs	OUTPUT TARGETS (YEARS)	Responsible Partners	Indicative Activities	Inputs Costs estimated over a two-year period
Outcome 1: Strengthening the Legislative, Oversight and Representative roles of the Lebanese Parliament				
<p>Output 1: The legislative functions of Parliamentary committees and parliamentary staff strengthened.</p> <p>Baseline:</p> <ul style="list-style-type: none"> National policies developed outside of Parliament Need to develop further the research capacity of parliamentary committees to address critical reform issues <p>Performance Indicators:</p> <ul style="list-style-type: none"> Number of research studies provided to Parliament and parliamentary committees increased Number of experts, studies and thematic areas in the E-Library 	<p>Targets 2014</p> <p>1-Publishing and disseminating at least 3 research papers and studies</p> <p>2-Establishing an E-Library database on experts and studies and classifying them according to thematic areas</p> <p>Targets 2015-2016</p> <p>1-Publishing and disseminating at least 6 research and studies</p> <p>2-Updating the e-Library with a database on experts and studies</p>	UNDP-Parliament	<p>1.1.1: Legal research, studies, and articles on parliamentary development published in the official Parliament journal and disseminated.</p> <p>1.1.2 E-Library database to support the legislative functions of MPs and their support staff established.</p>	<p>Salaries:</p> <p>Required salaries for 3 years: (192,200 * 3)= 576,600 USD</p> <p>1- Project Manager . 87,500 USD /yr.</p> <p>2- Project Coordinator 37,000 USD /yr.</p> <p>3- Junior Project Coordinator 30,700 USD/yr.</p> <p>4- Admin and Finance Assistant 37,000 USD 9/yr.</p> <p>Total Output 1.1 : USD 576,600</p> <p>Workshops & Miscellaneous, Communication and audio visual</p>

<p>database increased.</p> <p>Targets:</p> <ul style="list-style-type: none"> • At least 9 parliamentary research and studies published • E-Library database established and expanded every year. 				<p>equipment, audio, information technology Equipment, Office supplies: USD 1,690</p> <p>Total output 1 : USD 578,290</p>
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Intended Outputs	OUTPUT TARGETS (YEARS)	Responsible Partners	Indicative Activities	Inputs Costs estimated over a three-year period
<p>Output 1.2: Support to enhance inclusive participation in public policy and in the legislative process provided</p> <p>Baseline:</p> <ul style="list-style-type: none"> • Lack of participation of public, especially youth and women, in service delivery in different sectors, and passive attitude towards political processes • Women underrepresented at Parliament and political leadership, and Lack of understanding of the women special procedures like the quota system • Weak government accountability towards Parliament <p>Performance Indicators:</p> <ul style="list-style-type: none"> • Students Internship 	<p>Targets 2014</p> <p>1-Expanding the Parliamentary Internship programme and increasing the number of enrolled interns to accept 10 more graduates</p> <p>2-Organizing at least 2 training sessions for CSOs on women quota with the participation of relevant committees.</p> <p>3-Organizing 2 public hearings sessions on regional development</p> <p>4-Organizing a workshop to celebrate the International Day of Democracy to promote public participation and policy making at Parliament.</p> <p>Targets 2015-2016</p>	<p>UNDP-Parliament</p>	<p>1.2.1: Parliamentary Internship Programme for university students expanded and improved</p> <p>1.2.2: Training sessions for CSOs on women quota with the participation of relevant parliamentary committees organized</p> <p>1.2.3: Public hearing session on regional development issues organized.</p> <p>1.2.4: 3 events organized to enhance public participation in policy making at Parliament and celebrating International Democracy Day</p>	<p>Total Activities: Workshops & Miscellaneous: UNDP Project Cost Sharing/LEAP</p>

<p>programme expanded,</p> <ul style="list-style-type: none"> Public participation, especially youth and women interacted with parliament increased Number of MPs supporters and promoters of women quota increased Government accountability and the oversight function of the Parliament strengthened <p>Targets:</p> <ul style="list-style-type: none"> Parliamentary Internship programme expanded and number of enrolled interns increased to accepting a minimum of 30 graduates At least 6 training sessions for CSOs organized on women quota with the participation of relevant parliamentary committees. At least 6 public hearings on regional development organized in the parliament 3 workshops organized on the occasion of International Democracy Day 	<p>1-Expanding the Parliamentary Internship programme and increasing the number of enrolled interns to accept 20 more graduates</p> <p>2-Organizing at least 4 training sessions for CSOs on women quota with the participation of relevant committees.</p> <p>3-Organizing 4 public hearings sessions on regional development</p> <p>4-Organizing 2 workshops to celebrate the International Day of Democracy and promote public participation in policy making at Parliament.</p>	
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<p>Intended Outputs</p>	<p>OUTPUT TARGETS (YEARS)</p>	<p>Indicative Activities</p>	<p>Inputs Costs estimated over a three-year period</p>
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<p>Output 1.3: Support to adopt and implement the National Human Rights Action Plan (NHRAP) and to mainstream Human Rights in Parliamentary work provided</p> <p>Baseline:</p> <ul style="list-style-type: none"> • Need to follow-up on the NHRAP implementation • Need to mainstream Human Rights in Parliamentary work <p>Performance Indicators:</p> <ul style="list-style-type: none"> • National Ownership of the NHRIP established and strengthened. • Capacities and knowledge of CSOs on NHRIP enhanced • Promotion of civil, economic and social rights as positive democracy indicators ensured • Human Rights in parliamentary legislation mainstreamed <p>Targets:</p> <ul style="list-style-type: none"> • Consultation process conducted with the Lebanese Civil Society • Technical support and instruments provided to Civil Society Organizations and media outlets to advocate for the NHRAP. • Technical support provided to 	<p>Targets 2014</p> <ol style="list-style-type: none"> 1- Identifying and Commissioning a legal expert for the development of the National Human Rights Implementation Plan (NHRIP) 2-Organizing several working group meetings to participate in the development of the NHRIP 3-Organizing an event on the International Human Rights Day to launch the first draft of the NHRIP <p>Targets 2015</p> <ol style="list-style-type: none"> 1-Organizing several working group meetings to participate in finalizing the NHRIP 2-Publishing and disseminating the NHRIP to all stakeholders 3-Identifying and developing an outreach strategy including audiovisual advertisement and billboards, and advocacy campaign, to promote and advocate for Human Rights 4-Organizing an event on the International Human Rights Day to launch the final NHRIP 	<p>UNDP/ Parliament & OHCHR</p>	<p>1.3.1 Consultation Process/Seminars conducted with Lebanese working groups (Ministerial level, MPs and CSOs) for the development of the NHRIP.</p> <p>1.3.2 NHRIP drafted, reviewed and finalized.</p> <p>1.3.3 Media awareness and advocacy campaign on the NHRIP organized.</p> <p>1.3.4: 3 events organized to launch the NHRIP, and to celebrate the Human Rights day.</p> <p>1.3.5 Four draft laws developed and submitted to the Human Rights parliamentary committees</p>	<p>Total Activities</p> <p>Consultants: USD 60,000.00 Workshops, Production Cost & Miscellaneous: USD 10,000.00 Communication, Audio Visual Equipment and Media Campaign: USD 80,000.00 Legal experts: USD 15,000 (To be mobilized)</p> <p>Total Output 1.3: USD 165,000 (Resources to be mobilized in collaboration with OHCHR)</p>
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<p>relevant national counterparts and stakeholders for the adoption and implementation of the NHRIP.</p> <ul style="list-style-type: none"> • Draft Laws developed and submitted to the HR parliamentary committee 	<p>Targets 2016</p> <p>1-The adoption of the NHRAP by Parliament</p> <p>2-Developing and submitting at least 4 draft laws to the Human Rights Parliamentary Committee</p> <p>3-Organizing a conference to celebrate the International Human Rights Day to raise awareness on Human Rights at Parliament and promote public participation and policy making in this regard.</p>		
Total Outputs			743,290 USD
Total ISS			14,866 USD
Total GMS			37,907 USD
TOTAL Project Budget			796,063 USD

SECTION IV-ANNUAL WORK PLAN BUDGET SHEET

Year: 2014

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Budget Description	Amount
<p>Output 1.1: The legislative functions of Parliamentary committees and parliamentary staff strengthened.</p> <p>Baseline:</p> <ul style="list-style-type: none"> National policies developed outside of Parliament Need to develop further the research capacity of parliamentary committees to address critical reform issues <p>Performance Indicators:</p> <ul style="list-style-type: none"> Number of research studies provided to Parliament and parliamentary committees increased Number of experts, studies and thematic areas in the E-Library database increased. <p>Targets:</p> <ul style="list-style-type: none"> At least 9 parliamentary research and studies published E-Library database established and expanded every year. 	<p>1.1.1: Legal research, studies, and articles on parliamentary development published in the official Parliament journal and disseminated.</p> <p>1.1.2 E-Library database to support the legislative functions of MPs and their support staff established.</p>	X	X	X	X	Parliament & UNDP	Multiple	71480 – Contractual Services – Individuals	192,200
						Parliament & UNDP	Multiple	75700 – Training, Workshops and Confer	1,000
Total Output 1.1:									193,200 USD

Output 1.3: Support to adopt and implement the National Human Rights Action Plan (NHRAP) and to mainstream Human Rights in Parliamentary work provided	1.3.1 Consultation Process/Seminars conducted with Lebanese working groups (Ministerial level, MPs and CSOs) for the development of the NHRIP.	X	X	X	X	Parliament & UNDP	Multiple	71300- Local Consultants	25,000
	1.3.2 NHRIP drafted, reviewed and			X	X	X	Parliament & UNDP	Multiple	74200- Audio Visual & Print Prod Costs

<p>Baseline:</p> <ul style="list-style-type: none"> • Need to follow-up on the NHRAP implementation • Need to mainstream Human Rights in Parliamentary work <p>Performance Indicators:</p> <ul style="list-style-type: none"> • National Ownership of the NHRIP established and strengthened. • Capacities and knowledge of CSOs on NHRIP enhanced • Promotion of civil, economic and social rights as positive democracy indicators ensured • Human Rights in parliamentary legislation mainstreamed <p>Targets:</p> <ul style="list-style-type: none"> • Consultation process conducted with the Lebanese Civil Society • Technical support and instruments provided to Civil Society Organizations and media outlets to advocate for the NHRAP. • Technical support provided to relevant national counterparts and stakeholders for the adoption and implementation of the NHRIP. • Draft Laws developed and submitted to the HR parliamentary committee 	<p>finalized.</p> <p>1.3.3 Media awareness and advocacy campaign on the NHRIP organized.</p> <p>1.3.4: Three events organized to launch the NHRIP, and to celebrate the Human Rights day.</p> <p>1.3.5 Four draft laws developed and submitted to the Human Rights parliamentary committees</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>Parliament & UNDP</p>	<p>Multiple</p>	<p>75700 Training, Workshops and Confer</p>	<p>3,500</p>
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TOTAL Output 1.3				48,500 USD
Total Outputs				241,700 USD
Total ISS for year 2014				4,834 USD
Total GMS for year 2014				12,326 USD
Total Budget for year 2014				258,860 USD

PART V. MANAGEMENT ARRANGEMENTS

The Lebanese Parliament is designated as the National Implementing Agency for this project. The Implementing Agency will be responsible for managing the project and will provide overall support to enable it to achieve its intended outputs and results. The Implementing Agency will thus be accountable to UNDP for all resources allocated by the latter, whether their source is UNDP or from government cost sharing. This accountability calls for concrete capacities in the administrative, technical and financial spheres.

The UNDP National Implementation Modality (NIM) will prevail, with the support of the UNDP Country Office. In addition to regular technical backstopping and monitoring activities regularly provided, the UNDP Country Office shall provide the Implementing Agency with support services for the execution of the programme. This will ensure that technical and substantive expertise is available to the Programme for coordination, recruitment, and procurement and contracting. (See Annex 1: Standard Letter of Agreement between UNDP and the Lebanese Parliament for the Provision of Support Services).

Services shall be provided in accordance with UNDP procedures, rules and regulations. The Government, through its designated implementation agency, shall retain overall responsibility for the execution of the project and shall be responsible for and bound by any contracts signed by the UNDP Resident Representative, on behalf of the Implementation Agency and upon its request, for the procurement of goods and services and /or recruitment of personnel for the programme. Costs incurred by UNDP Country Office for providing the above described support services will be partly recovered from the Programme budget.

A Project Board will be established to provide technical support, share relevant information, and review progress. The Project Board will comprise: (i) Executive: a representative of UNDP providing in particular technical guidance to the project and secretariat services; (ii) Senior Supplier: the Parliamentary administration; (iii) Senior Beneficiaries: Members of Parliament. Additional partners/stakeholders can be invited as Observers to share relevant information as and when required. The Project Board will meet at least twice a year and will review annual work plan and budget.

The overall responsibility of the project lies with the designated **National Project Coordinator**. However, **The Project Manager** is directly responsible for managing the project's operations on a day-to-day basis.

The National Focal Point is usually the National Coordinator (or a representative appointed by him/her).

The responsibilities of the NFP:

- Review and approve detailed annual/quarterly work plans (for final approval by Project Board) and relevant budgets and where appropriate recommend changes to better meet the project objectives in the national context, in light of monitoring and other reports;
- Approve RDP/SR that are not included in the annual/quarterly work plans;
- Participate in Project Board meetings;
- Review APR Report, and other progress and monitoring reports;
- Provide recommendations for the next year's project planning;
- Facilitate adoption of necessary decisions and initiation of appropriate actions by the Parliament for the effective follow-up and implementation of the project activities;
- Assist in the identification and allocation of national resources needed by the project to meet its objectives.

Project Management: A Project Manager will be appointed by UNDP following a competitive and transparent recruitment process. The Project Manager will be responsible for day-to-day management and decision making for the project. S/he will also be responsible for planning, budgeting and managing project activities; facilitating support services from the UNDP country office; training and mentoring national staff; oversight, guidance and insuring technical quality of short-term consultants; to prepare and provide the mandatory reports on project progress and achievements, and financial management; and for early flagging of events and changes in the environment which can affect project implementation and delivery and for providing suggestions for problem solving. To support project implementation, Project staff will be recruited by UNDP and the Project Manager. A number of national and international consultants will also be recruited in order to deliver the trainings as needed and to provide advisory support on issues pertaining to legal aid, human resources, budgetary functions, and support to parliamentary committees. The project team consists of a full-time Project Manager, Project Coordinator, Project Assistant and an Administrative and Finance Assistant.

Project Office: The project will be located at the premises of the Lebanese Parliament

Sustainability: The project will be implemented with a view to achieving sustainable improved institutional capacity and permanent beneficial effects on the Lebanese Parliament

Audit:

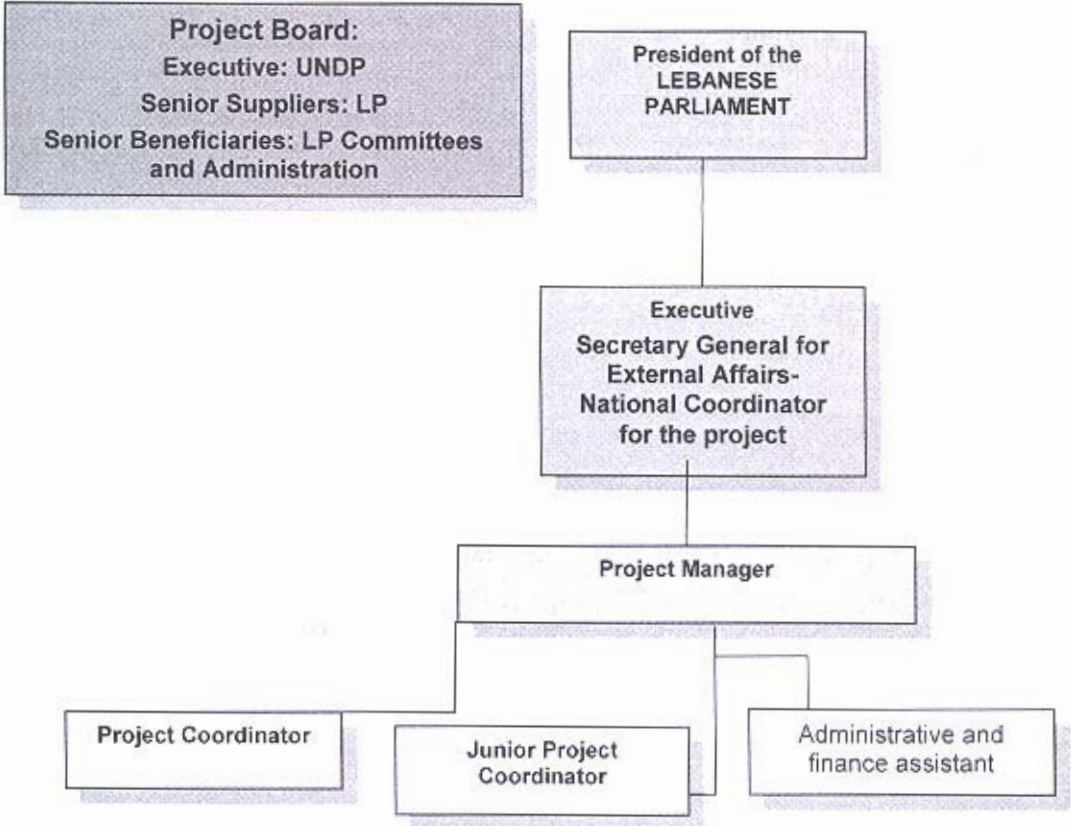
The audit of NIM projects is made through the regular external (UN Board of Auditors) or internal audits (audits managed by UNDP's Office of Audit and Investigations- OAI).

Visibility:

UNDP will ensure that the Parliament and respective donors to the project will receive the maximum visibility possible.

UNDP will be responsible for determining when its name and logo are to be displayed and prior written authorization must be granted by the UNDP Resident Representative on a case by case basis.

Project Organisation Structure



PART 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:

Day-to-day monitoring of implementation progress will be the responsibility of the Project Manager who will inform the UNDP-CO and LP of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

Periodic monitoring of implementation progress will be undertaken by UNDP through regular meetings with the project team, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities. Details of the monitoring requirements are as follows:

- i. 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.
 - An Issue Log shall be activated in Atlas 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 activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
 - Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board 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
 - A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events
- ii. Annually
 - Annual Review Report. An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR 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 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.

At the end of each year, a Tripartite Review will take place between officials of UNDP and the Lebanese Parliament to assess the achievements of the project and discuss a new action plan as well as renew the cooperation agreement between both parties.

Quality Management for Project Activity Results

OUTCOME 1: Strengthening the legislative, oversight, and representative roles of the Lebanese Parliament		
Activity Result 1	Legislative Functions	Start Date: Jan 1, 2014 End Date: Dec 31, 2016
Purpose	To support the parliamentary committees and parliamentary staff in exercising their legislative role	
Description	Provide technical support to Parliament to address policy issues through various means, including research, and knowledge creation and sharing	
Quality Criteria	Quality Method	Date of Assessment
Research conducted	Number of issues addressed Number of experts commissioned Number of background studies/policy reform papers developed and distribution number and target groups	Quarterly and annually
e-Library developed	Number of issues addressed Updates frequency Hints/Access to e-Library	Quarterly and annually
Activity Result 2	Inclusive Participation	Start Date: Jan 1, 2014 End Date: Dec 31, 2016
Purpose	The activity aims at enhancing public participation in the political process and decision-making, with a special focus on women and youth. The purpose is to also enhance the understanding of government accountability to Parliament.	
Description	The project will encourage representation in Parliament and political parties by closely be working with all involved stakeholders in order to allow the institutionalization of women and youth representation in multi-party groups as well as strengthening avenues for dialogue by enhancing the skills of women and youth. The activity will also focus on strengthening accountability mechanisms through the Parliament.	
Quality Criteria	Quality Method	Date of Assessment
Periodic regional meetings	Number of meetings held, number of attendees, agenda of meetings and areas covered, sectors represented and proceedings of meetings	Quarterly and annually
Implementation of the Lebanese Parliamentary Internship Programme (LPIP)	Number of requests by MPs Number of interns provided and match with MPs needs Internship reports	Quarterly and annually
Trainings	Number of training activities provided Number of trainees	Quarterly and annually

	Training areas covered and pre and post capacity assessment	
Activity Result 3	Human Rights	Start Date: Jan 1, 2014 End Date: Dec 31, 2016
Purpose	Supporting the Lebanese to mainstream Human Rights in Parliamentary work	
Description	The project will support the Human Rights parliamentary committee in adopting and implementing the National Human Rights Action Plan, will hold consultation meetings to gather support for implementation, will raise awareness on the action plan and will provide technical support to Parliament to review the legal apparatus to ensure compatibility with the action plan.	
Quality Criteria	Quality Method	Date of Assessment
Awareness created around the action plan	Number of recipients and reaction/feedback to the action plan Media campaign: Number of outlets used, number of presentations (spots, billboard, articles, press, etc...) and reaction/feedback to the campaign	Quarterly and annually
Consultation/support meetings conducted	Number of consultation/support meetings held, number of participants, and proceedings of meetings.	Quarterly and annually
Legal reform	Number of propositional law drafted	Quarterly and annually

PART 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 [or other appropriate governing agreement] and all CPAP provisions apply to this document.

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

The implementing partner shall:

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

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

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/Docs/sc/committees/1267_1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

**ANNEX 1:
RISK ANALYSIS**

For further sustainability of the project, its related risk factors have also been looked at and countermeasures have been identified as per the following:

Description	Type	Impact/Probability (1= low, 5= high)	Countermeasure
Lack of responsiveness and coordination from stakeholders	Administrative	This may cause a delay in implementation of some activities (including the training sessions) <i>P = 3</i> <i>I = 4</i>	Lead a consultation process and ensure that activities are demand driven and respond to a necessity. Conduct regular informative sessions with stakeholders in order to create ownership and ensure buy-in
Political instability and security situation in the country	Political/Security	Political or security changes can hinder access to site and delay in receiving legal issues <i>P = 2</i> <i>I = 5</i>	Close coordination with UN DSS
Lack of funds mobilized at the beginning of the project	Financial	This would substantially delay the initiation of the project and the implementation of activities as planned <i>P = 4</i> <i>I = 5</i>	Follow-up by UNDP with the Parliament's Administration for cost-sharing as well as with the donor community.