



Government of Liberia



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**SUPPORT TO CONSTITUTIONAL REFORM PROJECT**  
**2015 Annual Work Plan**

<b>UNDAF OUTCOMES:</b>	Strengthening Key Governance Institutions: By 2017 Liberia has governance institutions equipped with inclusive systems to perform effectively
<b>EXPECTED CP OUTCOME:</b>	National reconciliation and social cohesion fostered within an enabling constitutional and legal environment supported by a strengthened and accountable justice and security institutions at national and local level
<b>UNDAF ACTION PLAN OUTPUT</b>	By 2015, review of current Constitution and legal framework undertaken and new human rights compliance proposals drafted
<b>EXPECTED PROGRAMME OUTPUTS:</b>	<ol style="list-style-type: none"><li>1. Increased capacity of the CRC to provide leadership to the Constitution review process;</li><li>2. Review of the Constitution undertaken;</li><li>3. Enhanced public participation in the constitutional review process;</li><li>4. Increased political parties and civil society participation in the constitutional review process;</li><li>5. National consensus built on the proposals; and</li><li>6. Appropriate planning made for the legislative and referendum phases of the review</li></ol>
<b>EXECUTING ENTITY:</b>	Ministry of Finance & Development Planning (MFDP)
<b>IMPLEMENTING AGENCY:</b>	Constitutional Review Committee (CRC);
<b>PARTNERS</b>	Law Reform Commission, Governance Commission, UNMIL, National Elections Commission

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Agreed by (Government): Ministry of Finance and Development Planning: Signature: *Jankala* Date: *9/23/15*

Agreed by (Implementing Entity): Constitutional Review Committee: Signature: *Alvin M. San* Date:

Agreed by (UNDP): Signature: *Choe* Date: *17-9-15*

10/5

YEAR: 2015 AWP for Support to Constitutional Review Project (CRP)

**Related CP outcome:** Related CP outcome: National reconciliation and social cohesion fostered within an enabling constitutional and legal environment supported by a strengthened accountable justice and security institutions at national and local level

**CP Output:**

EXPECTED OUTPUTS <i>A baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			Amount
		Q1	Q2	Q3	Q4		Funding Source	Cash Transfer Modality	Budget Description	
<b>Output 1: Capacity of CRC Built</b>										
<i>Baseline:</i>										
<ul style="list-style-type: none"> <li>CRC established 30<sup>th</sup> Aug 2012 with limited mandate</li> <li>CRC has a rented office.</li> <li>5 full time CRC committed members</li> <li>43 support staff</li> <li>No basic experience on constitutional building</li> </ul>										
<i>Indicators:</i>										
<ul style="list-style-type: none"> <li># of staff recruited</li> <li># of CRC staff participating in regional/international conferences (gender disaggregated)</li> </ul>										
<i>Targets:</i>										
<ul style="list-style-type: none"> <li>CRC staff Participate to actively perform positive roles in review process;</li> </ul>										
<b>Output 2:</b>										
Activity Result 1.1: Institutional Capacity of the CRC enhanced										
<b>Action 1.1.1:</b>										
Salary support for Gender Desk Officer, National Project Officer, Media Officer & Vulnerable Groups Desk Officer										
			X	X	CRC & UNDP	PBF	DP	71400- Contractual services Individual	39,000.00	
<b>Action 1.1.2</b>										
Provide support for fuel and running cost & insurance for 4 vehicles.										
		X	X	UNDP & CRC	PBF	DCT	72200- Equipment & furniture	9,000.00		
<b>Total Output 1:</b>										
										48,000.00
Activity Result 2.1: Review of the constitution conducted and national constitutional conference held										

Review of Constitution and Preparation of Amendments undertaken	Action 2.1.1	Hold 1 session on the development of Civic Education Strategy leading up to 2016 Referendum		X	X	CRC/GC/LR C/NEC/CSOs	UNDP	DP	75700-workshops, conferences & trainings	15,000.00	
<b>Baseline:</b> <ul style="list-style-type: none"> <li>The 1986 constitution is available;</li> <li>Poly documents available</li> <li>Report on the Views from the 73 electoral districts, thematic sessions &amp; diaspora</li> <li>Ten Proposed amendments to the 1986 constitution; Zero draft on proposed/reviewed 1986 constitution;</li> </ul> <b>Indicators:</b> <ul style="list-style-type: none"> <li>National conference report</li> <li>Copy of the draft; amendment;</li> <li>Copy of civic education manual Six technical meetings held for stakeholders</li> </ul> <b>Targets:</b> <ul style="list-style-type: none"> <li>Civic education manual on the referendum developed; Organize 6 technical meetings held with stakeholders on referendum</li> </ul>	Activity Total 2.1:		15,000.00								
Activity Result 2.2: Prepare draft amendments and explanatory notes and submit to the President											
<b>Action 2.2.1</b> Print & disseminate draft amendments, Explanatory notes & CRC Final Report		X	X	CRC & UNDP	PBF	DP	72200-Contractual services Companies	30,150.00			
<b>Action 2.2.2</b> Hold 1 meeting and 1 public hearings on draft		X	X			DP	75700-workshops,				

- seven outreach meetings held with key stakeholders 2014
- five diaspora meetings held with Liberians in 2014
- 85 public consultations held with key stakeholders

**Indicators:**

- proposed amendments and IEC materials distributed
- public civic educations held with stakeholders
- public hearings held
- proposed amendment
- talk-shows held on the proposed amendments

**Targets:**

- Three public civic education held nationwide
- 100,000 copies of proposed amendments printed and distributed to citizens (gender disaggregated)
- Host three talk-shows on the proposed amendments

<p><b>Action 3.1.1:</b> Support launch of civic education program on draft amendment</p>			X	X	GC/LRC/CR C	PBF	DP	75700-workshops, conferences & trainings	29,000.00
<p><b>Action 3.1.2</b> Support to the Institute for Research and Democratic Development (IREDD)</p>			X	X	UNDP & CRC UNMIL	USAID	DCT	72600 Grants	37,500.00

Activity Total 3.1:										66,500.00	
Activity Result 3.2 CRC website functional and mass media outreach enhanced.											
<b>Action 3.2.3</b>											
Support Engagement with the Media for press coverage, media outreach on approved amendments, internet service & software etc.											
			X	X	GC/LRC/CRC /UNMIL PIO (especially UNMIL Radio)	USAID	DP	71200-Contractual Companies	48,750.00		
Activity Total 3.2:											48,750.00
Total Output 3:											115,250.00
Activity Result 4.1: Capacity of the LRC and the GC to contribute to constitution review process strengthened											
<b>Action 4.1.1</b>											
Support engagement with LRC & GC											
	X	X			UNDP & CRC	UNDP	DP	747500-Workshops, training & conferences	90,184.25		
Activity Total 4.1:											90,184.25
Total Output 4:											90,184.25
<b>Output 4: Capacity of the Law Reform Com, Governance Com /Traditional Council, youth and women agencies to support constitutional review strengthened</b>											
<b>Baseline:</b> <ul style="list-style-type: none"> <li>Initial meetings held with LRC, GC &amp; the Council of Chiefs and Elders</li> <li>Four LRC technical staff seconded to CRC</li> <li>One GC technical staff seconded to CRC</li> <li>Four high-level expert roundtable meetings conducted by GC</li> </ul>											
<b>Indicator 1:</b> <ul style="list-style-type: none"> <li># of roundtable meetings held by GC</li> <li># of technical meetings</li> </ul>											

- attended by LRC and GC staff at CRC
- # of technical draft documents produced by LRC and GC staff

**Target:**

- Hold at least 3 meeting/thematic sessions with stakeholders
- Second two technical staff

**Output 5**  
Legislative and referendum phases of the review process properly planned

**Baseline:**

- 2 meetings held with the National Legislature 2014
- one meeting with Women Legislative Caucus

**Indicator 1:** # of consultative meetings held with National Legislature

# of consultative meetings held with different stakeholders

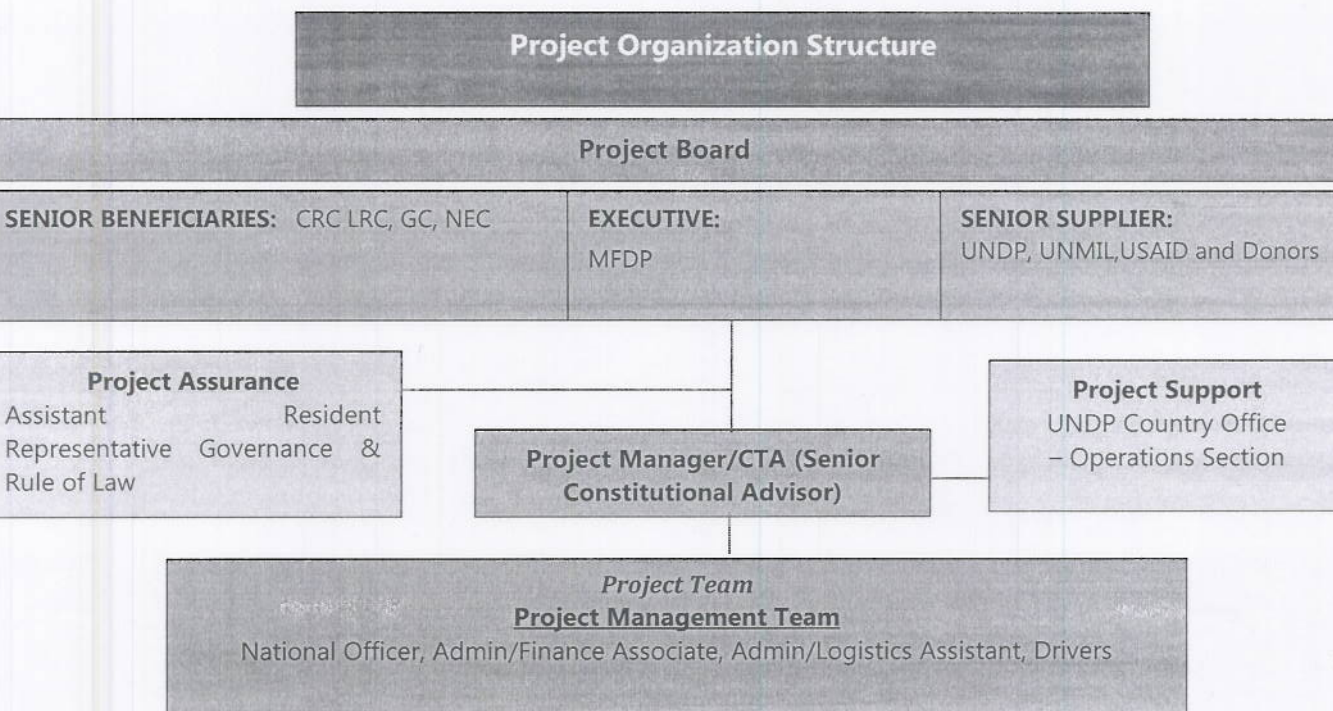
**Target:**

- One retreat with the members of the House of Representatives
- One retreat with the Senate
- Plan for the national referendum developed

Activity Result 5.1: Plan for the legislative and referendum phases

# 1 MANAGEMENT ARRANGEMENTS

The project will be implemented under the national implementation modality. The Constitutional Review Committee will assume direct responsibility for the implementation under the Chair of the Commission. The Secretariat of the CRC will manage and coordinate the activities under this programme. The management structure described in the chart below is a structure specifically designed to manage the project to its conclusion, and it consists of roles and responsibilities that bring together the various interests and skills involved in, and required by, the project. The roles and responsibilities are described in annex 2.



**Figure 1: Project Management Structure**

## The Project Board

A **Project Board** will be established and chaired by the Ministry of Planning and Economic Affairs or designated government representative. The Project Board will be established under the umbrella of the Principals of the Constitutional Working Group (CWG) of the UN.<sup>1</sup> Members of the board will be limited, and comprise a representative of donors contributing to the project fund and representation from CRC, LRC, GC, and civil society/political parties. Observers to the Board may be invited at the Board’s discretion and may be called upon to provide technical clarity on implementation of the project activities on which they are collaborating with UNDP and the Project Team. The UNDP Project Management Unit (PMU) will provide Secretariat services to the board. The Board will meet on a quarterly basis, or more frequently as required.

A **Technical Working Group (TWG)** will be formed within the PB and can include the respective technical staff of the donors, UNDP and UNMIL plus the representatives of the CRC, other international partners supporting the CRC and other beneficiaries as relevant. The Project Board will be tasked with preparing issues for discussion and iron out in advance any outstanding controversial issues. The TWG will be chaired by the UNDP and will meet at least monthly and more frequently nearer to the drafting phase as needed.

A **Project Management Unit (PMU)** will be the dedicated unit that administers and manages project. The PMU will be responsible for the day-to-day running of the project and will serve as a Secretariat to the PB. In addition to the PMU and PB, the project would also seek a wider stakeholders’ forum, chaired by the CRC, which would bring together representatives of the donor community,

<sup>1</sup>. Please see below for Roles and Responsibilities of the board



national stakeholders and assistance providers to exchange information on a periodic basis. The selection of experts shall be done in collaboration and in agreement between UNDP Country Office, UNMIL and the CRC. The selection will be carried out in conformity with requirements of competitive review and diverse applicant tools following UNDP rules and regulations. UNDP agrees that clearance for the selection of experts shall be provided in an expeditious manner and the selection of the entire set of experts required may be completed at different stages in order to allow the immediate implementation of the project. The proposed project management structure is captured in **Figure 1** above.

### **United Nations Development Programme (UNDP)**

UNDP through its Inclusive Governance and Public Institutions Unit will serve as a senior supplier to the Project Board for project quality assurance through the undertaking of oversight and independent assessments of the project activities, results, reporting and internal and external audit. UNDP recruits and places a Senior Constitutional Advisor as a Project Manager/Chief Technical Advisor (CTA) who will manage the implementation of the project supported by Project staff in coordination with UNMIL and the CRC. In all project implementation decision-making, the inputs and guidance of the Senior Beneficiaries – CRC, LRC, GC, TCL, women and youth agencies, CSOs and Media will be sought and applied as guidance to ensure that expectations are met in terms of quality of the project results. In this respect the principals and technical sub-committees of the project, will play lead role in ensuring implementation of the Project Board decisions, and in monitoring and evaluation of the project activities and results.

The CTA will be supported by project staff in the delivery of project outputs. The project team will make quarterly field visits to interact with the project beneficiaries in order to monitor the quality and delivery of project outputs. If requested by the CRC, Technical Advisors in the areas of Constitution-making and communications will be recruited and placed in CRC. Whenever necessary the project coordinates with UNDP and UNMIL field teams for the implementation of activity related to this project.

The national officer will closely coordinate with CTA and CRC in ensuring that project technical work and activities are implemented efficiently and effectively and will assist in liaising with UNDP, counterparts, implementing agencies and donors. The national officer will also assist the CTA with the Project Board for the reports and development results. UNDP will also play the oversight and quality assurance role, monitoring and evaluating the project as objectively and independently as possible.

The administrative assistant will closely coordinate with UNDP in ensuring that management systems (finance, procurement, human resources, M&E, etc) are implemented efficiently and effectively and will act as liaison with UNDP, counterparts, implementing agencies and donors. The administrative assistant will also be responsible to the Project Board for the financial performance and development results as indicated in the Result and Resources Framework (RRF). UNDP will also play the oversight and quality assurance role, monitoring and evaluating the project as objectively and independently as possible.

### **Donors:**

Besides providing the funding needed for activity implementation, the donors will also provide general oversight through counterpart visits. Donor representative will also be invited to accompany project staff on field visits where possible.

### **Collaborative arrangements with related projects**

The project scope relates to the work being done by UNDP Support to Accountability, Support to Justice, Security, Reconciliation, Rule of Law, Inclusive Governance and Public Institutions Programmes. Similarly, the Project will collaborate with UNMIL programmes such as Rule of Law, Political Affairs, Human Rights, Gender, Public Information and Civil Affairs. Reports will be shared with the management of these programmes/projects to ensure that they are kept up-to-date with the progress and challenges in these areas. The project management of related projects will also be invited as observers to the project, as well as undertake joint field trips to the counties where possible to ensure coordination and synergy in project implementation.

### **Audit Arrangement**

Project accounts will follow standard UNDP Procedures. For funds that will be transferred to implementing partners through Letters of Agreements (LOA), auditing will follow the normal procedures required of those IP organizations.