



United Nations Development Programme - Libya

Project Document



Project Title: Developing and Strengthening Capacities of the GNC Parliamentary Administration.

UNDP Program Outcome: Outcome # 1 " The active participation of citizens in the democratic transition of their nation is facilitated ".

Expected outputs:

1. Detailed capacity-development initiative with focused training plans developed and implemented.
2. Integrated Information systems established.
3. Mechanisms for Communication and Outreach with CSOs, media and universities developed.
4. Parliamentary functions and tasks improved.

Implementing Entity: DIM UNDP

Responsible Parties: The General National Council (GNC)

Brief Description

Libya has established its first elected assembly after the first parliamentary elections held on 7 July 2012. For the first time elected members and assembly's staff are dealing with the parliamentary work (The National General Assembly GNC). UNDP through this project seeks to strengthen sustainable human development by supporting technical and professional skills of the General-Secretariat of GNC (Diwan) to improve democracy process in Libya. The development of Diwan's institutional and human development is vital to support the quality performance of the elected members and considered as a pre-requisite to institute the practice of democratic governance and henceforth provide the adequate platform for a proper and sustainable democratic transition in the New Libya. Parliamentary Administration constitutes the institutional memory of the GNC and it is a necessary condition in ensuring sustainable progress of its work over time for different parliaments that would come. Therefore, the project aims to build and support capacities of staff of Diwan's staff to provide the necessary means and conditions for elected members to discharge their duties in representing citizens and performing their legislative, oversight, and diplomatic mandates in a manner that earns of the acceptance of the people and fosters trust between citizens and their representatives. Areas of support include: wide range of training in parliamentary administration, improving organizational structures of Diwan, strengthening procedures (SOPs) to ensure effective oversight, e-Library and automation processes including designing e-Parliament platform, establishing mechanisms for regular interaction with the media, along with CSOs and academia with GNC by improving productivity of Diwan. Specific programmes will be devoted to women empowerment at GNC in terms of enhancing their capacities and encouraging networks and exchange of experiences.

UNDP Country Programme Period: 2012-2014

Atlas Award ID:

Start date: Nov 2013

End Date: Nov 2016

Approval Date: Nov 2013

Management Arrangements: UNDP DIM

Total Project Budget : \$ 2,530,000.00

Available resources

from SIDA: \$ 1,000,000.00

GMS (7%): \$ 177,100.00

Unfunded Budget: \$ 1,530,000.00


Dr. Salah M. Almahzom

Second Deputy of GNC President


Mr. Georg Charpentier

UNDP Resident Representative

Tripoli, 28th November 2013



I. Introduction

On July 7, 2012, Libyans voted in the country's first parliamentary elections in over forty years, selecting 200 members for the General National Congress (GNC) to replace the National Transitional Council (NTC) following the overthrow of Qaddafi's regime. The transfer of authority from the NTC to the GNC on August 8, 2012, marked an historic moment and a significant step forward for Libya in its democratic transition. As per the mandate of the GNC, it is a transitional legislative body in charge of reviewing and adopting important legislation until the next round of general.

The Secretariat of the GNC (Diwan) is making good efforts in providing the required support to the GNC members while facing challenges in making such efforts effective in legislative, research, media coverage, IT, and committee and MPs support services. Consequently, the staff of Diwan should possess the skills, means and capacities that correspond to the level of their responsibilities and should be given the means that allows them to carry out those responsibilities. Support is thus needed to enhance the Diwan's structure and capacity and improve intitutional relations between the various services and departments.

The overall objective of this 3 year project is therefore to build and support capacities and skills as well as tools to the Diwan to support MPs in their key and important functions in legislative, budgeting, oversight and diplomatic representation.

II. Strategy

The GNC Presidency is fully committed to strengthen the capacity of the parliamentary administration to provide high quality support services to Members. Moreover, they are well aware that Libya is at a critical juncture in its political transition, with citizens looking for tangible results from the GNC members, strengthening the capacity of the Secretariat is considered a top priority.

To sustain the efforts of Diwan's institutional efforts, clear organizational structure, staff TORs and management lines need to be designed to promote sustainability efforts of the Secretariat. The development of the advanced administration capacity of the GNC administration is a pre-requisite to institute the practice of democratic governance and henceforth provide the adequate platform for a proper and sustainable democratic transition in the new Libya.

UNDP will engage other UN agencies and partners/donors within the broader framework of the integrated UN Mission in Libya to support the democratic transition and improving Libya's elected institutions. Coordination will be maintained with all partners to secure the unfunded amount of the project to reach the full objectives of the project in coordination with the Diwan.

An institutional analysis will be carried out during the early stage of the project implementation to identify and develop a detailed training needs assessment to build and develop capacities. The project will encourage increased participation in international parliamentary bodies, organizing regional and international conferences, and facilitate exchanges with other parliaments to expose to good practice. Integrating gender dimensions throughout the project activities to mainstream gender equality will be reinforced. Media, NGOs and academia will be engaged in interacting on parliamentary issues with the public.

Implementation of the project will take into consideration the following principles: (1) Facilitating human development and sustainable capacity development including South-South exchanges;(2) Responding flexibility, and rapidly to local conditions to support the Diwan and MPs and (3) Integrating gender equality throughout the project activities

As per the table showing below (RRF), this 3 year project has the following outputs:

- 1. Detailed capacity-development initiative with focused training plans developed and implemented.**
- 2. Integrated information systems and automate processes established.**
- 3. Mechanisms for Communication and Outreach with CSOs, media and universities developed.**
- 4. Parliamentary functions and tasks improved.**

III. Results and Resources Framework

Intended Outcome as stated in the Country Programme Results and Resource Framework:

Outcome # 1 "The active participation of citizens in the democratic transition of their nation is facilitated"

Partnership Strategy: Participation of UN agencies and international organizations within the framework of United National Integrated Mission in Libya and coordination with local partners in the field of parliamentary development including civil society, media and academia

Project title: Strengthening the Parliamentary Administration Capacities of GNC and ID (ATLAS Award ID):

INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output # 1: Detailed and focused training plans to build and strengthen capacities developed and implemented.</p> <p>Baseline:</p> <ul style="list-style-type: none"> - Staff of GNC Administration (Diwan) has limited experience in Parliamentary Administration. - Basic TNA of training needs and training plans. <p>Indicators:</p> <ul style="list-style-type: none"> - TNA and Training plan completed (being implemented). - Study-Tours and exchange visits to different parliaments 	<p>Year 1:</p> <ul style="list-style-type: none"> - Parliamentary Administration Needs Assessment and Functional Analysis - Comprehensive training needs assessment and analysis for parliamentary administration and implementation of training plan. <p>Year 2 & 3:</p> <ul style="list-style-type: none"> - Training for GNC secretariat (Diwan) staff continued. - Continuous training on law-making, budget processes, legislative drafting etc. - Preparation of standard operating procedures to support the work of committees and work of the administration 	<ul style="list-style-type: none"> ▪ Undertake institutional and functional analysis of GNC Secretariat. ▪ Conduct TNA for all staff and identify priority training needs ▪ Using TNA results, implement training activities in: administrative skills, parliamentary research, IT utilization, media outreach, secretarial skills, report writing, legislative and fiscal analysis, leadership, records management etc.) ▪ Organize seminars for GNC secretariat (Diwan) Staff on key issues including: oversight, human rights, promoting women's political participation, anti-corruption. ▪ Design and implement ToT and non-academic programmes on specialized subjects such as legislation drafting, financial and economic analysis, women empowerment, environment, conflict resolution and peace building etc. ▪ Organize exchange programmes and study tours with different parliaments. 	<p>GNC Secretariat</p> <p>UNDP</p>	<ul style="list-style-type: none"> • Project Manager (3 yrs) • International Experts in: <ul style="list-style-type: none"> ➢ Parliamentary Administration ➢ Institutional Analysis of GNC secretariat (Diwan) ➢ Training assessment & TOT • Different training activities <ul style="list-style-type: none"> ➢ Study-Tour and site visits ➢ Printing of guides and manuals <p>\$ 720,000.00</p>

INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output # 2: Integrated Information systems established and automation of administrative work</p> <p>Baseline:</p> <ul style="list-style-type: none"> - Limited information services available, - No automated processes for voice and note taking of sessions (transcript). - No data-base to host and archive documents - No e-Library. <p>Indicators:</p> <ul style="list-style-type: none"> - GNC secretariat (Diwan) departments have IT systems to conduct their work. - IT services available to GNC secretariat (Diwan) staff and MPs. 	<p>Year 1:</p> <ul style="list-style-type: none"> - IT assessment undertaken - IT services and networking undertaken - E-Library designed <p>Year 2&3:</p> <ul style="list-style-type: none"> - Formal transcript of proceedings of sessions produced on regular basis - Transcript proceedings of sessions such as Hansard system installed and verbatim available at website of GNC. - E-Library in place. - E-Parliament infrastructure designed. - Fully-integrated and automated systems available aligned with data-base. 	<ul style="list-style-type: none"> ▪ Undertake IT assessment of GNC Secretariat (Diwan) ▪ Based on IT assessment, install automated systems to include; e-library, archiving, storage and retrieval of documents. ▪ Complete Installation of data base and upload documents from the inception of GNC in 2012. Training provided to staff to ensure regular production of session verbatim journals of Parliament meetings etc. ▪ Review E-Parliament experiences and propose a proper infrastructure appropriate for GNC. 	<p>GNC Secretariat</p> <p>UNDP</p>	<ul style="list-style-type: none"> ➢ International Experts in: <ul style="list-style-type: none"> • IT infrastructure assessment • Networking and data-base • E-Library, documentation management and Hansard systems ➢ Purchase of IT soft and hardware ➢ Specialised training ➢ Study tours and site visits. <p>\$ 870,000.00</p>

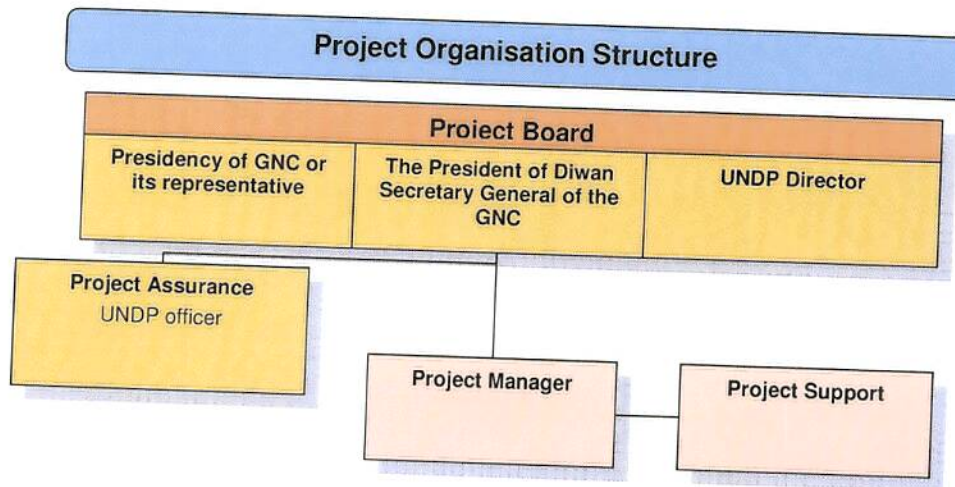
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output # 3: Mechanisms for Communication and Outreach with CSOs, media and universities developed.</p> <p>Baseline:</p> <ul style="list-style-type: none"> - Secretariat (Diwan) has limited capacity and experience in communication and coverage of parliamentary work. - Limited information available to the public on work of GNC - Skeletal website content - Limited CSO and academia engagement with GNC - No integrated plan for communication and coverage of parliamentary work . <p>Indicators:</p> <ul style="list-style-type: none"> - The web portal enriched and maintained with sessions' details, open space for interaction by the public. - 40 Journalists are trained on parliamentary coverage - At least 40 CSO representatives trained on legislative advocacy and engagement with committees - 10 papers prepared by academia on parliamentary work. Communications and Public Outreach plan produced established. 	<p>Year 1:</p> <ul style="list-style-type: none"> - Communications and Outreach Plan completed - Website improved - Public perception survey undertaken - CSO engagement survey undertaken - CSO legislative advocacy toolkit developed - CSO and media training undertaken <p>Year 2&3:</p> <ul style="list-style-type: none"> - Academia perception survey undertaken - Website maintained and modernized - CSO and media training undertaken - Media training for MPs undertaken 	<ul style="list-style-type: none"> ▪ Assess communication capacity of GNC secretariat (Diwan) ▪ Develop and implement communication plan for GNC. ▪ Train media and build the capacity of journalists on parliamentary work and coverage ▪ Encourage transfer of knowledge and experience among journalists <p>Organize meetings for CSOs, and academia on taking-part in session's hearings (public) and develop a manual developed on participatory mechanisms.</p> <ul style="list-style-type: none"> ▪ Engagement facilitated with CSOs and academics to support the law-making work of committees. ▪ Produce research and publications on legislative-executive relations based on the Libyan reality and history by academia. 	<p>GNC Secretariat</p> <p>UNDP</p>	<ul style="list-style-type: none"> • International Experts in: <ul style="list-style-type: none"> ➢ Communication Strategy. ➢ Parliamentary engagement for CSO, media and Academia ➢ Specialized training activities and seminars on parliamentary media • Production of Publication on Parliamentary experience. <ul style="list-style-type: none"> ➢ Production of Manuals for CSOs, media and academia. • Organization of study tours for media, CSO and academia to other parliaments <p>\$ 470,000.00</p>

INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output # 4: Parliamentary functions and tasks improved</p> <p>Baseline:</p> <ul style="list-style-type: none"> - Drafts of Organizational structure available but not finalized. - No SOPs for administration available. - No Strategic Plan for GNC secretariat (Diwan). - No strategic training programmes available for Diwan staff and MPs. <p>Indicators:</p> <ul style="list-style-type: none"> - Agreed upon Organogram in place and used as reference in documents. - SOPs and procedures used for parliamentary administration in all departments. - GNC secretariat (Diwan's) Strategic Plan adopted. - 6 Trainings for MPs and staff with focus on participation of women. - Study tours for exchange experience and knowledge for MPs and staff. 	<p>Year 1:</p> <ul style="list-style-type: none"> - Organizational Structure finalized and implemented. - SOPs developed and implemented. - Strategic Plan for Diwan with Action Plan developed - Gender Needs assessment and analysis in GNC completed <p>Year 2&3:</p> <ul style="list-style-type: none"> - Implementation of action plan of strategic plan of GNC secretariat (Diwan) including measurement of target achievement. - Continuation of training in Strategic Plan and measuring impact. - Study Tours for MPs and Diwan Staff. 	<ul style="list-style-type: none"> ▪ Conduct an organizational review of the GNC secretariat (Diwan) Organigram. ▪ Putting in place and adopting organizational structure for GNC secretariat (Diwan) and develop and re-design staff TORs accordingly ▪ Develop GNC secretariat (Diwan)'s strategy through training and interactive dialogue on content of strategy with action plan and implementation workplan. ▪ Based on the strategy, develop and redesign responsibilities for divisions and terms of reference for each employee ▪ Assess human resource policy within GNC and Develop HR policy and strategy for GNC. ▪ Implement specialized programmes to develop capacities of Women GNC Members and women GNC secretariat (Diwan) staff after consultation and consideration of their needs ▪ Organization of study tours ▪ Organization of discussion sessions and workshops for MPs and staff based on needs and consultations. 	<p>GNC Presidency</p> <p>GNC Secretariat</p> <p>UNDP</p>	<ul style="list-style-type: none"> • International Experts in: <ul style="list-style-type: none"> ➢ Organizational Analysis ➢ SOPs ➢ Gender ➢ Empowerment ➢ Strategic Planning • Study-Tour and visit for MPs and staff • Specialized training on Gender • Production of films and publications <p style="text-align: right;">\$ 470,000.00</p>

IV. Management Arrangements

To ensure the national ownership of the project, the GNC Presidency will ensure the supervision of the implementation of the project. UNDP will support the Diwan to ensure coordination of key actors and international organizations providing support to the GNC.

The UNDP project results will be reviewed through the Project Board:



Project Management Arrangements:

Establishing an effective project management structure is crucial for success. The UNDP Project Management structure consists of following:

Project Board: The Project Board approves the annual work plan (AWP). The Project Board may also review and approve project quarterly plans when required and authorizes any major deviation from these agreed quarterly plans. It is the authority that signs off the completion of each quarterly plan as well as authorizes the start of the next quarterly plan. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the projects and external bodies.

Project Assurance: The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. Project Assurance has to be independent of the Project Manager and is assumed by the UNDP country office program officer.

Project Manager: The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager is responsible for day-to-day management and decision-making for the project. Project Manager's 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.

V. Analysis 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:

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

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.

In case a project evaluation is required, please indicate the justification and proposed timing for the evaluation. A project evaluation is required only when mandated by partnership protocols such as GEF. However, a project evaluation may be required due to the complexity or innovative aspects of the project.

VI. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of Libya and UNDP, signed on 20 May 1976. Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency 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 executing agency'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 executing agency 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.