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Resilient nations.*

United Nations Development Programme

Country: Sri Lanka

Project Document

Project Title:

Strengthening Enforcement of Law, Access to Justice and Social Integration (SELAJSI)– Focus on Strengthening Access to Justice

UNDAF Outcome(s):

3. Communities empowered and institutions strengthened to support local governance, access to justice, social integration, gender equality, and monitoring, promotion and protection of human rights in alignment with international treaties, and obligations and in alignment to the constitution in Sri Lanka.

Expected CP Outcome(s):

3. Communities empowered and institutions strengthened to support local governance, access to justice, social integration, gender equality, and monitoring, promotion and protection of human rights in alignment with international treaties, and obligations and in alignment to the constitution in Sri Lanka.

Expected Output(s):

3.1: Coordination, co-operation and systems between justice, police and prisons enhanced in three "area models" for an effective, efficient and equitable legal system and administration of justice

3.2: Improved access to justice for vulnerable and marginalized populations through systematized legal aid service provision and dispute resolution mechanisms accessible to all

3.4: Institutional capacities strengthened for improved administration of justice, strategic planning and policy development for a longer-term sector wide approach to justice, police and prisons

Implementing Partner:

Ministry of Justice and Labour Relations

Responsible Parties:

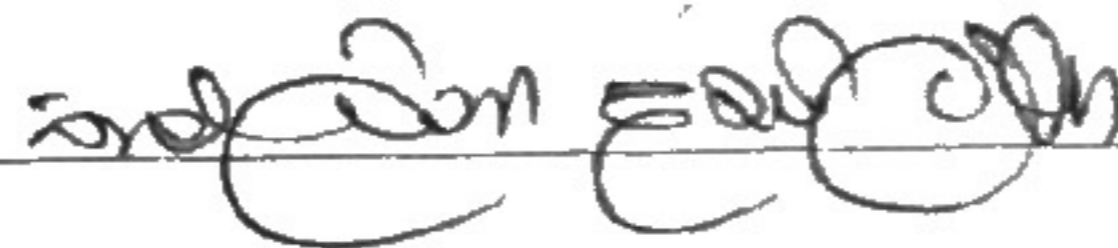
Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance; Women's Affairs; Education; Registrar General's Department; Department of Registration of Person's; Legal Aid Commission; United Nations Volunteers [Following consultation between the Implementing Partner and UNDP, additional Responsible Parties may be added as and when needed.]

Brief Description

The overriding objective of the Strengthening Enforcement of Law, Access to Justice and Social Integration (SELAJSI) Programme is to strengthen access to justice and the enforcement of law while simultaneously supporting the foundations for longer-term social integration and development. Contributing towards this Programme, this particular Project will focus on strengthening the coordination and systems between justice sector actors in select area models, improve access to justice through systematized legal aid service provision and dispute resolution mechanisms and strengthen institutional capacities for improved administration of justice, strategic planning and policy development in the justice sector.

Programme Period:	2013-2017	2015 AWP budget:	USD 354,553
Key Result Area (Strategic Plan):	SP Outcome 3	Total resources required	USD 5,165,000
Atlas Project ID:	00080127	Total allocated resources:	USD 1,009,065
Atlas Output ID:	00089933	• Regular	
Programme Start date:	01/08/2013	TRAC	USD 313,125
Project Start date :	01/03/2014	• Other:	
Programme and Project End Date :	31/12/2017	BPPS - INL	USD 510,555
Programme Appraisal Committee Meeting Date:	26 July 2013	(Former BCPR)	
Management Arrangements	NIM	BPPS	USD 100,000
		HSTF	USD 85,385
		Unfunded budget:	USD 4,155,935
		In-kind Contributions:	
		Government Staff for the Project Implementation Unit	

Agreed by Ministry of Justice and Labour Relations:



W. Kamalini F. De Silva
Secretary,
Ministry of Justice,
Suppor Courts Complex,
Hultsdorp,
Colombo 12.

Agreed by UNDP:



Mr. Joern Soerensen
Country Director
United Nations Development Programme – Sri Lanka



I. ANNUAL WORK PLAN

Year: 2015-2016

EXPECTED OUTPUTS	ATLAS AWP Key Activities	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Donor	Budget Description	2015 Budget (USD)	2016 Budget (USD)
<p>Output 1</p> <p>Coordination, co-operation and systems between justice, police and prisons enhanced in three “area models” for an effective, efficient and equitable legal system and administration of justice</p> <p>Baseline:</p> <ul style="list-style-type: none"> No Caseflow Management Committee existing Prisons database available at Welikada prison, but not operational No CaseFlow Management system available No system to identify 	Activity result 1.1: Reduced criminal justice delays through improved case management and pre-trial procedural mechanisms between police, prosecution and courts									
	1.1 .1 Criminal Justice Case Flow Management (CFM) Committees established in two area models - Batticaloa and Anuradhapura; Administrative and procedural delays identified within each penal chain institution within the area model; Practical suggestions and recommendations for addressing the delays identified; Reports from each Committee shared with the National Sub-Committee on Case Flow Management for review and necessary action		X	X	X		BPPS (Former BCPR) - INL	Training & Workshops	2,000.00	
			X	X	X		BPPS (Former BCPR) - INL	Professional Services (Management and Reporting Services)	1,150.00	
	1.1.2 Establish a National Sub Committee on Case Flow Management (CFM) - Support the development of a planning and monitoring mechanism for the reduction of backlog of cases based on agreed definition of what constitutes “backlog of cases” - Develop Best Practice Guidelines for effective case management at national level for testing in pilot area models - Advise and guide institutional assessments on the identification of priority cases, issues, and challenges - Support the area model CFM Committees	X	X	X	X		BPPS (Former BCPR) - INL	Training & Workshops	450.00	
		X	X	X	X		BPPS (Former BCPR) - INL	Professional Services (Management and Reporting Services)	3,250.00	
	1.1.3 Establishment of Bench and Bar Committees in the area models (10 Committees) reporting to the central Committee in Colombo			X	X		BPPS (Former BCPR) - INL	Training & Workshops		500.00
				X	X		BPPS (Former BCPR) - INL	Professional Services (Management and Reporting Services)		1,000.00

	children to Child Homes, ensuring the maximum safeguards.									
Activity result 1.2: Model sector approaches between police, courts and prisons operationalized in three area models for improved effectiveness in the whole penal chain										
	1.2.1 Conduct a local (area model) capacity needs assessment within the penal chain institutions (Analysis to capture women's equality and participation in the justice sector Institutions included - Police, Courts, Attorney General's Department, Government Analyst, Judicial Medical Officer, Prisons Note: This activity is carried out in conjunction with 1.1.5 (Baseline Assessment on the Bottlenecks within the Justice Sector)		X							
Activity result 1.3: State capacities strengthened for implementation of the trilingual policy and road map for trilingual society in all areas related to justice and police service delivery										
	1.3.1 - Support implementation of the Inter Ministerial Committee Road Map for the effective implementation of the Language Policy in the justice sector in 1 area model (Link with MNLSI) and involve the MoJ Translation Unit. Consultant to review existing sector road map of MNLSI and develop sector wide road map				X	Ministry of Justice	BPPS (Former BCPR) - INL	Local Consultants	3,000.00	
	1.3.2 Support youth and volunteer involvement in implementing the languages policy in the justice sector - Co-opt university students, Youth Groups. Train volunteers and place them at justice institutions including LAC/Mediation Boards (Work with UNV, Universities, Youth Groups, National Youth forum, MNLSI cardre) (Link with MNLSI)			X	X		BPPS (Former BCPR) - INL	Training & Workshops		500.00
	Output 1 Sub Total								47,150.00	41,250.00
Output 2:	Activity Result 2.1: National legal aid policy revised and implemented									
Improved access to	2.1.1 Establishment of coordination mechanism of legal aid service providers (National Committee) to provide a	X	X	X		Ministry of Justice	BPPS (Former BCPR) - INL	Local Consultants	5,100.00	

justice for vulnerable and marginalized populations through systematized legal aid service provision and dispute resolution mechanisms accessible to all Baseline: <ul style="list-style-type: none"> No coordination mechanism for legal aid providers available No centralized coordination unit for legal aid at Dept. of Prisons (2013) No existing records on pre-trial detainees (2013), TBD in 2014 No data available on vulnerable persons benefitting from legal aid 	coordinated engagement to the formulation and implementation of national policy and strategy on legal aid. Support review and amendments to the legal aid law through this Committee chaired by MoJ		X	X	X		BPPS (Former BCPR) - INL	Training & Workshops	1,500.00		
				X	X		BPPS (Former BCPR) - INL	Contractual Services (Companies)	4,300.00		
	2.1.2 Support the implementation of prioritized recommendations from the "The Legal Aid Sector in Sri Lanka: Searching for Sustainable Solutions – A Mapping of Legal Aid Services in Sri Lanka – Policy Brief"(2009), (National Committee to identify implementation strategy-road map)					X	BPPS (Former BCPR) - INL	Local Consultants		2,000.00	
							BPPS (Former BCPR) - INL	Miscellaneous			
	2.1.3 Support the capacity development of LAC informed by prioritized recommendations of the capacity assessment of LAC (2010) for improved quality legal aid service delivery, including revision of "eligibility scheme", and establishment of "duty lawyer scheme" in police stations.- Initial discussions commenced and formulation of a plan of action			X	X		BPPS (Former BCPR) - INL	Training & Workshops			
				X	X		BPPS (Former BCPR) - INL	Professional Services (Management and Reporting Services)		7,000.00	
	2.1.4 develop training module for LAC lawyers and law students curricula on Legal Aid (Law schools to organize yearly seminar on legal aid and pro bono work in collaboration with LAC & MOJ/ UNDP) Support increased awareness and commitment of law students to pro bono work and legal aid for indigent litigants as well as public interest litigation through strengthening relevant curricula (theory and practice)	X	X	X			BPPS (Former BCPR) - INL	Local Consultants	5,000.00		
				X	X		BPPS (Former BCPR) - INL	Training & Workshops		1,000.00	
	(Faculty, College, Open University, RI etc. – include case work, role play etc.)										
	2.1.5 National Committee to formulate Plan of Action for Duty lawyer at police stations	X	X	X	X		BPPS (Former BCPR) - INL	Local Consultants		400.00	
Output Indicators:	Activity Result 2.2: Increased coordinated legal aid service delivery for vulnerable and marginalized populations, including through the establishment of referral mechanisms at sub-national level										
<ul style="list-style-type: none"> Coordination mechanism for legal aid providers 	2.2.1 Support the Bar Association in increasing the involvement of its members in pro bono work and legal aid for indigent litigants as well as public interest litigation.				X	Ministry of Justice	BPPS (Former BCPR) - INL	Training & Workshops			
							BPPS (Former BCPR) - INL	Training & Workshops (Annual Conference)			

<ul style="list-style-type: none"> established Systems for needs-based legal aid service delivery is prisons established % reduction in pre-trial detainees who are in prisons for more than 2 years in target prisons # of vulnerable persons provided with legal aid # of land cases handled by dispute resolution mechanisms 	A) Utilize the Database of Junior lawyers willing to take up legal aid (Junior Bar)						BPPS (Former BCPR) - INL	Information Technology Equipment			
	2.2.2 Standardized awareness raising of the public develop/and air Docudrama (through Community vigilance groups, Police, LAC, NCPA events, GoSL awareness events. All awareness activities to be linked to other project components). c. Schools (Parent teacher day – cases re. children)		X	X	X			BPPS (Former BCPR) - INL	Contractual Services (Companies)	5,000.00	700.00
	2.2.3 Awareness raising for public officials in the area model (administrative officers) (criminal procedure, pre-trial detention, human rights in the administration of justice, women and children's rights, and economic rights and access to natural resources) a. local administrative officials b. Court Staff			X	X			BPPS (Former BCPR) - INL	Training & Workshops		
	Activity result 2.3: System for needs-based legal aid service delivery in prisons established										
	2.3.1 Explore the possibility of introducing a 'duty lawyer' at prisons on a weekly basis supplemented by an awareness programme for inmates on what to expect of the service (technical support provided by MoJ to be linked to the Prisons component) - brochure and conduct legal aid awareness programme in Prisons	X	X	X	X	Ministry of Justice	BPPS (Former BCPR) - INL	Professional Services (Management and Reporting Services)	10,000.00	1,600.00	
			X				BPPS (Former BCPR) - INL	Training & Workshops	1,500.00	1,600.00	
	2.3.1 A legal aid strategy developed at the Department of Prisons to provide free legal aid for the pre-trial detainees. The strategy will ensure equal selection of detainees for legal aid, maximum utilization of the support provided by the legal aid providers and an institutional focal point/ unit established at the Department of Prisons through policy changes. DRAFT DEVELOPED IN 2014.	X	X			Ministry of Justice (Rehabilitation and Prison Reforms)	UNDP (TRAC I)	Miscellaneous			
	2.3.2 Support the effective role out of legal aid support for the pre-trial detainees in a selected prisons, based on the above mentioned legal aid strategy. The effectiveness of the legal aid strategy is to be evaluated and required changes are made. The initial discussions on institutionalizing the strategy in the Department of Prisons is initialized.	X	X	X	X						

	2.3.1. The Prisons Officials (Rehabilitation Officers) who shall be the focal points to coordinate and look into the availability of Legal Counsel support for the detainees provided with training on how such selections can be made and categorization of such Detainees in all Prisons and to liaise with other relevant Institutions (i.e. Police, Government Analyst Department, Attorney Generals Department)									
	2.3.2. Develop informational material (i.e. brochures, banners etc.) in the Sinhala and Tamil languages, and make these available in the Prisons to sensitize the Prisoner and their family members on the availability of legal aid support and how such support can be obtained in the Prisons and from other legal aid providers.									
	2.3.3. Carryout an assessment/ evaluation on the effectiveness of the legal aid support provided for the detainees and identify areas for development. Develop visibility material (i.e. a documentary) featuring the success stories on legal aid support provided to detainees.									
	2.3.4. Undertake a study on the bail conditions and identify the reasons for the inability to furnish bail and a Committee to be appointed to identify strategies to streamline the bail conditions.									
	2.3.5. Three duty Lawyers shall be appointed in three Prisons in the area models to support the inmates to obtain bail and to support the Legal Aid Referral Unit at the DOP.									
	2.3.5. An annual/periodic progress review undertaken by the Officers of the Ministry of Rehabilitation and Prison Reforms, Attorney Generals Department, Department of Prisons and other relevant stakeholders to assess the progress in the provision of legal aid at prisons, identify the issues and find solutions to address same.									
Activity result 2.4: Capacities of legal aid service providers and local administration officials strengthened to provide legal information on land issues and address land disputes in areas where there are complex land issues and/or special land mediation boards have been established										

	2.4.1. Support the preparation of a land mediation handbook for stakeholders a). Translate the land mediation handbook into Sinhala and Tamil b). Print the land mediation handbook	X	X	X		Ministry of Justice	BPPS (former BCPR)	Audio Visual Production (Translation and Print)	20,000.00	
	2.4.2. a. Support the operation of 4 special mediation boards (SMBs) for land disputes in 4 Divisional Secretariat Divisions across the North and the East: a). Identification of mediators b). Travel reimbursement based on government rates for mediators c). Communication cost for implementing the program d). Travel for Ministry of Justice official to support the mediation on site e). Stationery expenses for SMB based on government rates	X	X	X	X		BPPS (former BCPR)	Professional Services (Management and Reporting Services)	30,000.00	8,500.00
	2.4.2.b. Support the roll-out of SMBs in other areas identified by the Government based on priority on lessons learnt from the pilot a. Identification of mediators; b. Travel reimbursement based on government rates for mediators c. Communication cost for implementing the program d. Travel for Ministry of Justice official to support the mediation on site e. Stationery expenses for SMB based on government rates	X	X	X	X		BPPS (former BCPR)	Professional Services (Management and Reporting Services)		35,000.00
	Output 2 Sub Total								82,400.00	57,800.00
Output 4	Activity Result 4.1: Capacities of justice sector institutions strengthened for research, data collection and analysis, and comparative policy-making for improved evidence based planning for the justice sector									
Institutional capacities strengthened for improved administration of justice, strategic planning and policy development for a longer-term sector wide	4.1.1 Establishment/Strengthen a research unit in the MoJ (data collection and analysis to be linked with Police, NCPA, Prisons (Link to case flow management database) - Link to institutional research units. Training of MoJ research staff and police, prisons, NCPA on data collection & analysis (potential collaboration with UNICEF/Save the children) Findings to be shared with national steering committee on a bi-annual basis Establish/strengthen cyber surveillance			X	X	Ministry of Justice	BPPS (Former BCPR) - INL	Training & Workshops	2,000.00	
			X	X	BPPS (Former BCPR) - INL		Professional Services (Management and Reporting Services)	5,000.00		
			X	X	BPPS (Former BCPR) - INL		Equipment & Furniture	4,000.00		
			X	X	BPPS (Former BCPR) - INL		Travel & DSA	1,900.00		

approach to justice, police and prisons	operations to identify internet based crime (MoD, MoJ, Police) - intelligence gathering. Strengthen the NCPA cyber surveillance unit on sexual offenders			X	X		BPPS (Former BCPR) - INL	Stationery & other Office supplies	2,000.00	
	Baseline: 4.1.2 Support the Police/NCPA Police with training on criminal profiling			X	X		BPPS (Former BCPR) - INL	Training & Workshops	15,000.00	
<ul style="list-style-type: none"> No Law reform committees in existence No research and Policy Unit available at the MoJ No sector-wide Road Map available No sector wide National Steering Committee 	Activity Result 4.2: Improved institutional capacities for efficiency and effectiveness of the justice sector at national level, including strategic planning and cross-sectoral management skills for the formulation and implementation of policies, laws and plans									
	4.2.1 Strengthen the MoJ (CoA) Translation Unit to undertake interventions relating to the Language within the Justice sector						BPPS (Former BCPR) - INL	Professional Services (Management and Reporting Services)		
	4.2.2 Support the consolidation and translation (where relevant) of 5 key pieces of legislation in Sinhala, Tamil and English languages: Evidence Ordinance, Penal Code, Judicature Act, Criminal Procedure Code and Civil Procedure Code Includes: Printing costs for Penal Code, Criminal Procedure Code, and Evidence Ordinance Consolidation (and checking) local consultants services for Evidence Ordinance Typing and proof reading services	X	X	X	X		BPPS (Former BCPR) - INL	Local Consultants	10,000.00	
		X	X	X	X		BPPS (Former BCPR) - INL	Training & Workshops	1,500.00	
			X	X	X		BPPS (Former BCPR) - INL	Contractual Services (Companies)	15,000.00	
	4.2.3 Support the Bar Association in creating awareness, especially amongst young lawyers, of the latest international and regional developments in criminal justice and public law (Constitutional and Administrative)			X	X		BPPS (Former BCPR) - INL	Training & Workshops	2,000.00	
	4.2.4 - Support the creation in the AGD of a special mechanism to examine cases of persons being held in detention (for long periods without charges) on a case by case basis and recommend a course of action in regard to disposal of each case (LLRCNAP 9.57) Course of action (plan) to be developed and monitored electronically			X	X	Ministry of Justice	BPPS (Former BCPR) - INL	Local Consultants		2,000.00
				X	X	Ministry of Justice	BPPS (Former BCPR) - INL	Training & Workshops		2,000.00

4.2.4. Support the Department Of Prisons to continue the trainings required for the staff allocated for the administration of the Database in 2015 and support data migration from the existing manual system to the electronic system.									
4.2.5. Conduct training programmes based on the new curriculums and manuals for Prison Officers. In addition to the trainings mentioned in the curriculum, trainings on international and domestic laws related to prison administration, fire arms and shooting, prisoners rehabilitation and correction, human resources management, self-defence and institutional security management, department rules and regulations, personality and career development, psychology and sociological aspects of prisoners, vocational training for Vocational instructors and communication.									
4.2.6. Support the Department of Community Based Corrections to document the success stories of the offenders who have undergone corrections. Design a guide book/ video on the Community Based Correction Mechanism which can be used by the Judges in making a community correction order.									
4.2.7. Design training curriculum and manuals for the training of Community Correction Officers and Work Supervisors and conduct trainings for selected officers as a pilot initiative.									
4.2.8 Support the design and establishment of the Policy, Research and Outreach Unit at the Department of Community Based Corrections.									
4.2.9. Support the Community Based Corrections Department to adopt a Community Based Correction Policy/ regulations to ensure the offenders undergo a well planned community correctional process.	X	X	X			UNDP (TRAC I)	Local Consultants	2,750.00	
Activity 4.3: Enhanced strategic vision and leadership for prioritization and sequencing of a justice sector road map through the establishment of national coordination mechanisms and an increasing sector wide approach to the enforcement of law and administration of justice (justice, police and prisons)									

4.3.1 Support the establishment and functioning of National Steering Committee on Justice and provide technical assistance as necessary to promote a sector wide approach to enforcement of law and administration of justice (to be established in the last Q of 2014) Includes: Research support for the thematic Sub Committees Committee (national and sub committees) meetings	X	X	X	X	Ministry of Justice	BPPS (Former BCPR) - INL	Training & Workshops	2,300.00		
			X	X		BPPS (Former BCPR) - INL	Professional Services (Management and Reporting Services)	2,500.00		
	4.3.2 Establish a national sector-wide Committee to develop a Sentencing Policy for Sri Lanka (reduce pre-trial detention, prison crowding, backlog, human rights etc.).Consultant to work in collaboration with the National sector wide Committee		X	X	X	Ministry of Justice	BPPS (Former BCPR) - INL	Local Consultants	5,000.00	
	4.3.3 Technical Committee established to also formulate a language plan for the Justice Sector (function under the aegis of the Inter-ministerial forum for Justice)				X	Ministry of Justice				
Activity result 4.4: Management and operations support provided through the project implementation unit										
4.4.1 Placement of human resources for the PIU					Ministry of Justice	UNDP (TRAC I)	Professional Services (Management and Reporting Services)			
	X	X	X	X		BPPS (Former BCPR) - INL	Professional Services (Management and Reporting Services)	9,200.00	6,900.00	
4.4.3 Supply of stationary and other office supplies required for the operations of the Project Implementation Unit	X	X	X	X		UNDP (TRAC I)	Supplies (Stationary & other Office Supplies)	1,000.00		
	X	X	X	X		BPPS (Former BCPR) - INL	Communications & Audio Visual Charges (Telephone & Internet)	1,000.00		
	X	X	X	X						
4.4.4 Monitoring the implementation of project activities						BPPS (Former BCPR) - INL	Travel & DSA	2,300.00		
Activity result 4.5: Technical advisory support provided for the implementation of the SELAJSI programme										
4.5.1 Placement of a Chief Technical Coordinator in support of the overall implementation of the SELAJSI Programme.	X	X	X	X	UNDP (TRAC I)	Contractual Individual Services	7,910.00			
	X	X	X	X	UNDP (TRAC I)	Contractual Individual Services	7,910.00			

		X	X	X	X	UNDP	BPPS (former BCPR)	Contractual Individual Services	2,500.00		
4.5.2 Placement of two Technical Coordinators at the Ministry of Justice to provide technical support for implementation of the project.		X	X	X	X		UNDP (TRAC I)	Contractual Individual Services	18,920.00		
		X	X	X	X		BPPS (Former BCPR) - INL	Contractual Individual Services	6,103.00	4,000.00	
		X	X	X	X		UNDP (TRAC I)	Contractual Individual Services	24,920.00		
		X	X	X	X		UNDP (TRAC I)	Communications & Audio Visual Charges (Mobile phone & Internet)	230.00		
		X	X	X	X		UNDP (TRAC I)	Communications & Audio Visual Charges (Mobile phone & Internet)	330.00		
							BPPS (Former BCPR) - INL	Communications & Audio Visual Charges (Mobile phone & Internet)		300.00	
							BPPS (former BCPR)	Transport & DSA	1,000.00	1,000.00	
4.5.3 Monitoring and quality assurance of project activities		X	X	X	X		UNDP (TRAC I)	Transport & DSA	1,000.00		
		X	X	X	X		UNDP (TRAC I)	Transport & DSA	1,500.00		
		X	X	X	X		BPPS (Former BCPR) - INL	Travel & DSA	2,070.00	1,000.00	
							BPPS	Miscellaneous	500.00		
							UNDP (TRAC I)	Contribution - M&E, Communications and Security (1.5%)	590.00		
							UNDP (TRAC I)	Contribution - M&E, Communications and Security (1.5%)	590.00		
							BPPS (former BCPR)	Contribution - M&E, Communications and Security (1.5%)	960.00	540.00	
							BPPS (Former BCPR) - INL	Contribution - M&E, Communications and Security (1.5%)	3,170.00	977.00	
							BPPS (Former BCPR) - INL	Facilities and Administration -GMS (7%)			
Output 4 Sub Total									225,003.00	18,717.00	
GRAND TOTAL									354,553.00	117,767.00	

II. MANAGEMENT ARRANGEMENTS

2014

In 2014, the *Strengthening Enforcement of Law, Access to Justice and Social Integration in Sri Lanka* Programme was nationally implemented (NIM) by the Ministries of National Languages and Social Integration (MNLSI); Justice (MoJ); Rehabilitation and Prison Reforms (MRPR); and Ministry of Child Development and Women's Affairs (MCDWA) respectively, as detailed in the four Ministry-specific project documents and corresponding annual work plans for 2014 signed by each of the implementing partners (IPs) and UNDP.

2015

The subjects covered by the 4 Implementing Partners under the SELAJSI Programme prior to appointment of the 2015 National Government and Ministries (following the Presidential Elections held on 8th January 2015), have been absorbed by-and-large under the portfolios of 3 new Ministries. These are as follows:

1. Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance (MPubAd): oversees the formulation of policies, programmes and projects in regard to the subjects of public administration, Provincial Councils, local government, democratic governance, national languages and social integration.
2. Ministry of Justice and Labour Relations (MOJ): oversees the formulation of policies, plans and programmes in respect of the administration of justice and labour relations, *including the prisons reforms component*.
3. Ministry of Women's Affairs (MWA): oversees the formulation of policies, programmes and projects in regard to women's affairs, including gender justice and the prevention of sexual and gender based violence.

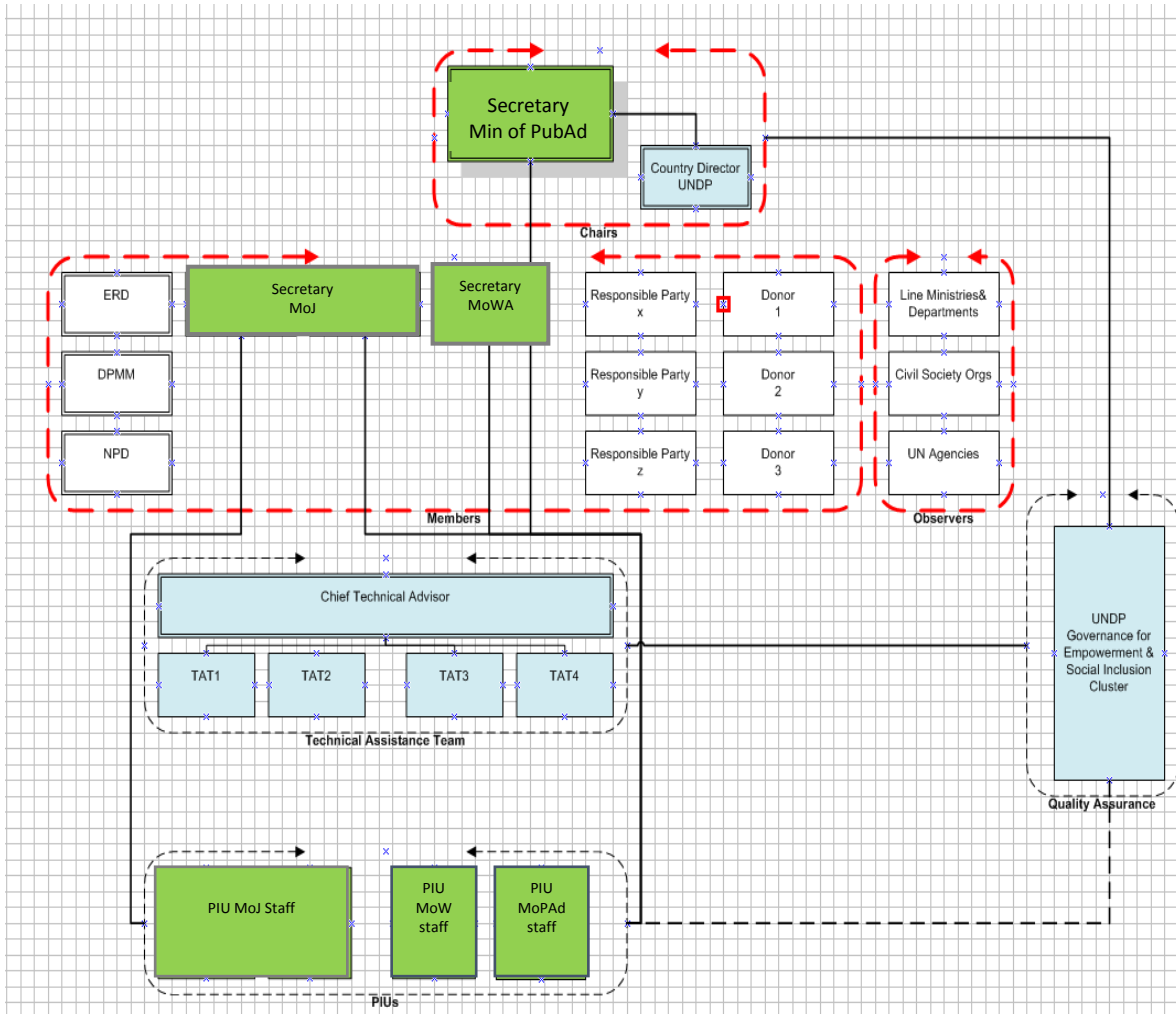
Accordingly, the IP for this Project, which in 2015 brings together both the Access to Justice and Prisons Reforms components, will be the Ministry of Justice and Labour Relations which will be responsible and accountable for the implementation of the enclosed work plan.

While this Project contributes to achieving the overall outcome of the SELAJSI Programme's results framework, the IP for this Project will be responsible and accountable for implementing the following outputs under the overall SELAJSI programme's results framework:

Ministry of Justice and Labour Reforms:

- **Output 1:** Coordination, co-operation and systems between justice, police and prisons enhanced in three "area models" for an effective, efficient and equitable legal system and administration of justice
- **Output 2:** Improved access to justice for vulnerable and marginalized populations through systematized legal aid service provision and dispute resolution mechanisms accessible to all
- **Output 4:** Institutional capacities strengthened for improved administration of justice, strategic planning and policy development for a longer-term sector wide approach to justice, police and prisons

Programme Board and nationally implemented structure:



- MPubAd Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance
- MOJ Ministry of Justice and Labour Relations
- MWA Ministry of Women's Affairs
- ERD External Resources Department, Ministry of Policy Planning and Economic Affairs
- DPMM Department of Project Management and Monitoring, Ministry of Finance
- NPD National Planning Department, Ministry of Policy Planning and Economic Affairs
- PIUs Project Implementation Units
- TAT Technical Assistance Team
- UNDP United Nations Development Programme

The Programme (comprising of 4 projects in the year 2014 and of 3 projects in 2015) is governed by a Programme Board chaired by the MPubAd and co-chaired by UNDP. The Board will consist of the MOJ and MWA, representatives from the relevant Departments of the Government Coordinating Agency (External Resources Department, National Planning Department and Department of Project Management and Monitoring), key responsible parties (Judicial Services Commission, Department of Police, etc.), donors and other members approved by the LPAC. The Programme Board may also invite key partners/stakeholders as "Observers" for meetings as and

when necessary. These may include *inter alia* line ministries and departments, civil society organizations and United Nations agencies.

The Programme Board is the highest-level programme management and oversight body. It will provide policy guidance, review progress against target results, and ensure coordination and collaboration among the 3 projects and with other national initiatives and development projects. The Programme Board will meet at least bi-annually and will receive reports from the 3 projects through the respective Project Implementation Units (PIUs). The main responsibilities of the Programme Board are to:

- Identify synergies and complementarities and strengthen coordination and collaboration between the 3 individual projects contributing to the overall Programme.
- Review reports from the Project Implementation Units and provide strategic guidance and policy direction.
- Review and endorse annual work plans (including budgets) from the respective PIUs.
- Provide oversight and review progress against target results.
- Review assessments, evaluations and recommendations in respect of the 3 projects and provide strategic guidance, as required.
- Recommend new or revised policy directions in the planning and implementation of the 3 projects in light of new national planning documents.
- Provide guidance when tolerance levels (on time and budget) have been exceeded by the PIUs.
- Support coordination and effective working relationships, as required, with other government and non-government bodies with which the 3 projects must interact to achieve results.

In addition, it is the role of the Programme Board to:

- Assume overall responsibility for the successful implementation of the 3 projects, and be accountable to the Government and UNDP for the proper and effective use of project resources.
- Ensure that prior obligations and prerequisites of the Government in respect of the 3 projects are met.
- Identify and obtain any support, relevant agency clearances and advice required for the management, planning and control of the 3 projects.

Apart from the Programme Board meetings, the Chair of the Programme Board will convene regular progress review and coordination meetings with the other Implementing Partner Ministries as well as the Responsible Parties with whom the Implementing Partners enter into agreements for delivering specific outputs.

The UNDP's Governance for Empowerment and Social Inclusion Cluster will carry out the quality assurance role on behalf of the Programme Board. The Programme Assurance role supports the Programme Board by carrying out objective and independent programme oversight and monitoring functions. This role ensures appropriate programme management milestones are managed and completed. The UNDP Cluster Lead/Programme Officer typically holds the Programme Assurance role.

In addition, the Programme Board will be supported by a Technical Assistance Team (TAT), composed of long- and short-term experts on the areas covered by the programme (for example, criminal justice, case management systems, legal aid, prisons reform, land mediation, SGBV, social integration and reconciliation, institutional capacity development and policy-making). The TAT's role is two-fold: it will provide (1) policy advisory services to the Programme Board, as well as (2) guidance and technical assistance to the 3 PIUs. The TAT, together with the PIUs, will focus on capacity development of relevant government entities, as well as identifying and supporting measures that promote closer cooperation, coordination and systems as well as their institutionalization amongst the justice and social integration actors. The TAT will also support the strengthening of partnerships between government entities and civil society organizations as well as improved planning and policy-making for the justice and social integration sectors. The key

functions of the TAT will also include supporting the various Committees (Technical and High Level Forums) to identify and commission relevant studies/assessments and interventions (where possible as joint initiatives with other potential partners); to improve A2J and social integration outcomes; to function as a high-level advocacy engine to enable translation of identified bottlenecks in the administration of justice and social integration process into an agenda for reform; and to facilitate the move towards a more holistic approach for budgeting and planning across the justice and social integration sectors. The TAT will report to the Programme Board.

Project Implementation Units (PIUs)

The 3 projects constituting the SELAJSI Programme will be implemented by the respective PIUs which will be headed by a **National Project Director** who will *ex officio* the Secretary to the Ministry of Public Administration, Provincial Councils, Local Government and Democratic Governance. The main responsibilities of each PIU are to:

- Effectively deliver their designated project outputs and/or activity results and/or specific activities and contribute to achievement of the overall results and outcome of the programme, with a special focus on resolving problems and bottlenecks.
- Ensure relevant approvals are given for project activities.
- Review and monitor the progress of annual work plans and budgets.
- Prepare quarterly work plans and quarterly expenditure estimates.
- Ensure financial management (including reporting) of the projects.
- Prepare procurement and human resource plans and confirm procedures and progress.
- Support compliance with regulations and rules.
- Provide results-based reports on progress against work plans to the Programme Board, Government, UNDP, donors, etc.
- Attend the Programme Board meetings and prepare presentations and other documentation for the Board, as required.
- Take relevant actions based on recommendations and issues referred by the Programme Board.
- Facilitate project and programme reviews and evaluations to support project and programme assurance for performance improvement, accountability and learning.
- Facilitate effective communication, coordination and systems between the partner institutions.
- Identify cross-institutional problems and solutions and recommend cost-effective mechanisms for problem solving and agreeing on the way forward.

The PIUs will be staffed by officers from the respective IPs. These officers must have at minimum proven capacities in the technical areas of the programme and project, results-based management, administration, finance, human resources, procurement and/or public information. The Technical Assistance Team will support the respective Project Implementation Units in carrying out the above-mentioned responsibilities.

The respective IPs and RPs will together establish the sub-national structures that are required for managing and implementing project interventions in designated “area models.”

III. 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 (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- 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.

Considering the substantive and operational complexity and unique features of the SELAJSI Programme, a mid-term and final evaluation will be conducted, in end 2015/early 2016 and end- 2017 respectively. As a Project which contributes to three of the Programme's six Outputs, this Project will be included as part of this Programme Evaluation.

Replicate the table for each activity result of the AWP to provide information on monitoring actions based on quality criteria. To be completed during the process “Defining a Project” if the information is available. This table shall be further refined during the process “Initiating a Project”.

OUTPUT 1:		
Activity Result 1 (Atlas Activity ID)		Start Date: End Date:
Purpose	<i>What is the purpose of the activity?</i>	
Description	<i>Planned actions to produce the activity result.</i>	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>

IV. 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/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document”.



**Annex 2: STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE
GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES**

Dear Mr. Kumarasiri,

- 1 Reference is made to consultations between officials of the Government of the Democratic Socialist Republic of Sri Lanka (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.
- 2 The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
- 3 The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
 - (a) Identification and/or recruitment of project and programme personnel;
 - (b) Identification and facilitation of training activities;
 - (c) Procurement of goods and services;
- 4 The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
- 5 The relevant provisions of the UNDP Standard Basic Assistance Agreement, 20 May 1990 (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

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6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

Signed on behalf of UNDP

Razina Bilgrami
Country Director, a.i

A. Kumarasiri
Director General
Department of External Resources
Ministry of Finance and Planning
The Secretariat
Colombo-01 - Sri Lanka.



For the Government

Mr. Ajantha Kumarasiri
Director General, Department of External Resources
On behalf of the Government of the Democratic Socialist Republic of Sri Lanka

23 May 2013

UNDP Sri Lanka
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Attachment

to the

**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE
PROVISION OF SUPPORT SERVICES**

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1 Reference is made to consultations between *Ministry of Justice & Labour Relations* the institution designated by the Government of Sri Lanka and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed programme or project *Strengthening Enforcement of Law, Access to Justice and Social Integration – Focus on Strengthening Access to Justice* (Project Number 80127 Output Number: 89933).

2 In accordance with the provisions of the letter of agreement signed on 23 May 2013 and the attached *project document*, the UNDP country office shall provide support services for the *Project* as described below

3 Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (USD)	Amount and method of reimbursement of UNDP (where appropriate)
1. Technical Support Services through placement of Chief Technical Coordinator and Technical Coordinator-Social Integration to serve in the Technical Assistance Team (Human Resources)	Throughout 2015	Estimated : USD 64,900	Charged to the Project

4 Description of functions and responsibilities of the parties involved:

-UNDP will undertake the recruitment process for the placement of Technical Support Services for this Project and provide the necessary equipment (i.e. laptop) and travel related support for the fulfillment of the Technical Support functions.

-The Ministry will undertake to provide the workspace, office based furniture, communications and equipment facilities required for the fulfillment of Technical Support for the Project.