

**STRENGTHENING PARLIAMENT
Annual Work Plan – 2011**

Country:
Malawi

UNDAF Outcome(s): Good governance, gender equality and a rights-based approach to development enhanced by 2011

Expected CP Outcome(s): CP Outcome 4: an informed public actively, claiming good governance and human rights by 2011

Expected CP Output(s): CP Output 4.3: Strengthened capacity of Parliament for oversight and legislation

Lead Implementing Partner: The Malawi Parliament

Other Implementing Partners: -

Brief Description

The Malawi Parliament is established under Chapter VI of the Republican Constitution. It consists of 193 Members elected every five years representing constituencies as established by the Malawi Electoral Commission. The Parliament is charged with three main functions namely oversight, representation and legislation. In 2010 the National Assembly developed a Strategic Plan for the period 2010 to 2015 that is designed to enhance the institutional capacity of Parliament to deliver its core functions. The Strategic Plan is aligned with the key sectoral strategies and policies which are detailed in the Malawi Growth and Development Strategy (MGDS) which emphasizes on good governance for sustainable socio economic development. Through the Strategic Plan, the Malawi National Assembly will reach out to the people of Malawi and engage all stakeholders including CSOs to improve its public image and access to parliamentary information.

The UNDP supported project intends to strengthen Parliament capacity for oversight and legislation as reflected in the UNDAF for Malawi Outcome 5: Good governance, gender equality and a rights-based approach to development enhanced by 2011 and UNDP CPAP Outcome 4: an informed public actively, claiming good governance and human rights by 2011. UNDP support for 2011 will advance forward looking strategies of Parliament in the areas of gender, representation and oversight among others. Technical support will also be provided towards development of a Programme Support Document for a framework to assist Parliament mobilize resources for its Strategic Plan.

The Project will be implemented by the National Assembly. The Implementing Partner is responsible for the implementation of all activities in this AWP, monitor and provide monthly financial reports and quarterly progress reports to UNDP. Following the implementation of Harmonized Approach to Cash Transfer (HACT) modalities, advances will be disbursed directly to the Implementing Partner on a quarterly basis upon receipt of a satisfactory progress report.

Programme Period: 2008-2011

Programme Component: Fostering Democratic Governance

Intervention Title: Strengthen Capacity of Parliament

Budget Code: Award ID: 00049362
Project ID: 00060133

Duration: One year (2011)

Estimated annualized Budget: 200,000.00USD

Allocated resources: 200,000.00USD

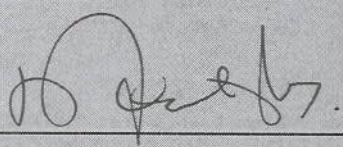
Government: 200,000.00USD

Regular: 200,000.00USD

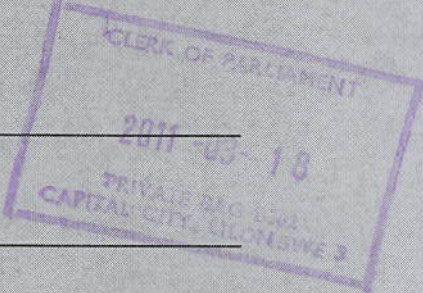
Other:

Unfunded Budget: 0

Agreed by Lead Implementing Partner:

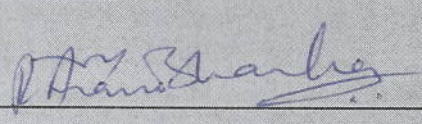
National Assembly: 

Date: 18/3/11



Lilongwe, Malawi

Approved by UNDG Agency:

UNDP: 

Date: 8/3/11



Lilongwe Malawi

STRENGTHENING PARLIAMENT

Annual Work Plan - 2011

| EXPECTED CP OUTPUTS | KEY ACTIVITIES <i>List all activities including M&E to be undertaken during the year towards stated CP outputs</i> | TIMEFRAME | | | | RESPONSIBLE PARTY | PLANNED BUDGET | | |
|---|---|--|---|---|-------------------|-------------------|-------------------|--------------------|---------------|
| | | E | | | | | Source of Funds | Budget Description | Amount (US\$) |
| | | 1 | 2 | 3 | 4 | | | | |
| Output: Strengthened capacity of Parliament for oversight and legislation Indicator: Parliamentary planning processes enhanced through strategic planning processing adoption Baseline: outdated | KEY ACTIVITY 1: Increase the institutional capacity of the Parliament to provide assistance to MPs in their duties and tasks | | | | | | | | |
| | 1.1 | Conduct on-going professional /parliamentary development programmes for MPs i) Training for all Parliamentary Committees and the Women's Caucus on budgeting and budget analysis, pro-poor budgeting and gender budgeting | X | X | X | National Assembly | UNDP | 72100 Contractual | 2000 |
| | 1.2 | Increase the use of ICT in Parliament for both staff and MPs. i) Training on ICT use for MPs and staff | X | | X | National Assembly | UNDP | 72100 Contractual | 3000 |
| 1.3 | Develop manual on responsibilities, roles & functions of Parliamentary Service Commission and Management | X | | | National Assembly | UNDP | 72100 Contractual | 5000 | |
| | | | | | | | 71600 Travel | 2000 | |
| | | | | | | | 72500 Supplies | 1000 | |
| | | | | | | | 71600 Travel | 1000 | |
| | | | | | | | 72500 Supplies | 1000 | |

| | | | | | | | | | | | |
|--|-----|--|---|---|---|---|--|-------------------|------|---|----------------------|
| plan | 1.4 | Training for Parliamentary Service Commission and Management on Corporate governance issues | | | | X | | National Assembly | | 72100 Contractual 71600 Travel 72500 Supplies | 3000 1000 1000 |
| Target: Strategic Plan for the period 2010 to 2015 developed in 2010 | 1.5 | Conduct Internship/Young Professional Programme | X | X | X | | | National Assembly | UNDP | 71400 Contractual 71600 Travel | 18000 2000 |
| | 1.6 | Training, Workshops i) Training in Monitoring and Evaluation for Policy and Planning Division Staff | | X | X | | | National Assembly | UNDP | 72100 Contractual 71600 Travel | 2000 3000 |
| | 1.7 | Conduct Workshops on Conflict Resolution | | | X | | | National Assembly | UNDP | 72100 Contractual 71600 Travel 72500 Supplies | 5000 8000 2000 |
| SUB-TOTAL | | | | | | | | | | | 60,000 |
| KEY ACTIVITY 2: Finalisation of outstanding documents (Standing Orders, Code of Conduct) | | | | | | | | | | | |
| Indicator: Parliamentary processes improved through revision of Standing Orders | 2.1 | Workshop for Legal Affairs Committee to discuss draft Standing Orders | | | X | | | National Assembly | UNDP | 71600 Travel 72500 Supplies | 4000 1000 |
| Baseline: last revision | 2.2 | Sensitisation/briefing(s) for MPs and Staff on new Standing Orders content | | X | | | | National Assembly | UNDP | 71600 Travel 72500 Supplies | 4000 1000 |

| | | | | | | | | |
|---|------------------|---|---|---|-------------------|------|---|----------------------|
| 1990 | 2.3 | Conduct sensitisation workshop on the Code of Conduct for Members of Parliament | X | X | National Assembly | UNDP | 71600 Travel 72500 Supplies | 4000 1000 |
| SUB-TOTAL | | | | | | | | |
| 15,000 | | | | | | | | |
| KEY ACTIVITY 3: Gender Mainstreaming in Parliament | | | | | | | | |
| Target: Parliament adopts the Gender Policy Baseline: no gender policy in place Indicator: Adoption of the Gender Policy | 3.1 | Develop Gender Policy for National Assembly | X | | National Assembly | UNDP | 72100 Contractual 71600 Travel 72500 Supplies | 5000 2000 1000 |
| | 3.2 | Sensitisation for MPs and staff on the new Gender Policy. | | X | National Assembly | UNDP | 72100 Contractual 71600 Travel 72500 Supplies | 4000 2000 1000 |
| | SUB-TOTAL | | | | | | | |
| 15,000 | | | | | | | | |
| KEY ACTIVITY 4: Improve the Capacity of Parliament to provide effective oversight of the Government | | | | | | | | |
| Indicator: Number of parliamentary committee reports prepared and tabled in Parliament within one year | 4.1 | Conduct a seminar for House Leadership (Presiding Officers & Business Committee) on legislative process | | X | National Assembly | UNDP | 72100 Contractual 72500 Supplies | 3000 2000 |
| | 4.2 | Conduct a training for Clerks and Senior Staff on the legislative processes | | X | National Assembly | UNDP | 72100 Contractual 72500 Supplies | 2000 1000 |

| | | | | | | | | | | |
|---|-----|---|---|--|--|---|-------------------|------|---|----------------------|
| Baseline: 4 (2008) | 4.3 | Training Committee Clerks and Committee Members on the oversight remit of Committees | | | | X | National Assembly | UNDP | 72100 Contractual 72500 Supplies | 5000 2000 |
| Target: 28 (2011) | | | | | | | | | | |
| SUB-TOTAL | | | | | | | | | | |
| 15,000 | | | | | | | | | | |
| KEY ACTIVITY 5: Strengthen the Leadership and Representative roles of MPs. | | | | | | | | | | |
| Indicator: improved interaction between Members and their constituencies and CSOs | | | | | | | | | | |
| Target: Manual/Handbook for MPs on representation in place | 5.1 | Production of a manual/Handbook for MPs on representation | X | | | X | National Assembly | UNDP | 72100 Contractual | 7000 |
| Baseline: none | 5.2 | Training for MPs on representation | | | | X | National Assembly | UNDP | 72100 Contractual 71600 Travel 72500 Supplies | 5000 3000 2000 |
| SUB-TOTAL | | | | | | | | | | |
| 17,000 | | | | | | | | | | |
| KEY ACTIVITY 6 : Increase the capacity of the Women's Caucus | | | | | | | | | | |
| Target: Women's Caucus is a focal point in the Parliament for relevant policy development | | | | | | | | | | |
| Indicator: Women's | 6.1 | Capacity Building for Female MPs. i) Seminar/workshops for female MPs on ; Role of the Women Caucus, best use of media etc | | | | X | National Assembly | UNDP | 72100 Contractual 71600 Travel 72500 Supplies | 2000 2000 1000 |

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|---|---|--|---|-------------------|------|---|----------------------|
| Caucus members develop skills to integrate gender in their functions | 6.2 | Improve communication with the citizens of Malawi i) Hold forum(s) to raise awareness on women issues and network with CSOs, relevant Ministries, Media, Male MPs, Parliament Leadership etc | X | National Assembly | UNDP | 72100 Contractual 71600 Travel 72500 Supplies | 2000 2000 1000 |
| | 6.3 | Improve the technical efficiency of women Parliamentarians i) Workshop on how to identify and integrate women's issues (e.g. gender mainstreaming in oversight & legislative functions, gender budgeting etc) | X | National Assembly | UNDP | 72100 Contractual 71600 Travel 72500 Supplies | 1000 2000 1000 |
| | SUB-TOTAL | | | | | | |
| Target : Improved public understanding of Parliament's role and functions Indicator: - No of constituency outreach activities - improved awareness | KEY ACTIVITY 7 : Increase the outreach work of Parliament in order to bring Parliament to people | | | | | | |
| | 7.1 | Undertake outreach Activities i) Open air sensitisation meetings ii) Programme of constituency based activities highlighting the role of Parliament | X | National Assembly | UNDP | 72100 Contractual 71600 Travel 72500 Supplies | 2000 2000 1000 |
| | 7.2 | Develop Information, Education and Communication (IEC) Materials | X | National Assembly | UNDP | 72100 Contractual 74200 Audio visual | 1000 5000 |

| | | | | | | | |
|--|-----|---|---|-------------------|------|---|-----------------------|
| of the work of Parliament among citizens Baseline: 0 | 7.3 | Promote interface with Civil Society Organisations and the Media i) Training sessions for CSOs and media outlining the work of Parliament ii) Holding Parliament Media Forum | X | National Assembly | UNDP | 72100 Contractual 71600 Travel 72500 Supplies | 1000 1000 1000 |
| SUB-TOTAL | | | | | | | |
| 14,000 | | | | | | | |
| KEY ACTIVITY 8 : Implementation of Resource Mobilisation Strategy | | | | | | | |
| Target: Draft PSD for pooled funding mechanism developed | 8.1 | Scoping Mission for development of Programme Support Document (PSD) <ul style="list-style-type: none">• Adverts• Consultations• Production of concept note• Draft PSD | X | National Assembly | UNDP | 72100 Contractual 71600 Travel 72500 Supplies | 15000 3000 2000 |
| Baseline: no common reporting, accountability & work plan for various DCPs. | | | | | | | |
| Indicator: -draft PSD formulated | | | | | | | |
| SUB-TOTAL | | | | | | | |
| 20000 | | | | | | | |
| KEY ACTIVITY 9 : Effective Programme Management | | | | | | | |
| Indicator: Number of | 9.1 | Coordination/Communication and advocacy | X | National Assembly | UNDP | 71600 Travel | 1000 |

| | | | | | | | | | |
|---|------------------|--|---|---|---|-------------------|------|--|-----------------------|
| reviews and training sessions held Annual Target: 8 (IP Review meetings 2, 6 training sessions) | 9.2 | Project management & technical team meetings | X | X | X | National Assembly | UNDP | 72200 Equ & Furn 72500 Supplies 74500 Miscellan. | 15000 5000 2500 |
| | 9.3 | IP Reviews and Training sessions | | X | X | National Assembly | UNDP | 71600 Travel | 5000 |
| | 9.4 | Audit | | | X | National Assembly | UNDP | 72100 Contractual | 500 |
| | 9.5 | Monitoring | | X | X | National Assembly | UNDP | 71600 Travel | 500 |
| | 9.6 | Evaluation | | | | National Assembly | UNDP | 72100 Contractual | 500 |
| | SUB-TOTAL | | | | | | | | |
| GRAND TOTAL | | | | | | | | | 200,000 |

PROCUREMENT PLAN FOR STRENGTHENING PARLIAMENT PROJECT

| No. | Date | Request submitted by | Description of goods, services or works (type of supply) | Unit of measure | Quantity required | Estimated price in USD | Estimated Total Price in USD | Available Budget in USD | Method of procurement Gvt/UNDP | Implementing partner focal point | Start of Activity (date) | Completion of activity (Date) | Responsible Officer UNDP |
|-----|----------------------------|----------------------|--|--------------------|-------------------|------------------------|------------------------------|-------------------------|--------------------------------|----------------------------------|-----------------------------|-------------------------------|--------------------------|
| 1. | 24 th Feb, 2011 | Parliament | Vehicle | Number of Vehicles | 1 | | | 10,000 | UNDP | National Assembly | 1 st March, 2011 | 30 th June, 2010 | Clemence Alfazema |
| 2 | 24 th Feb, 2011 | Parliament | Consultants | # of consultants | 2 | | | 15,000 | UNDP | National Assembly | 1 st April, 2011 | August, 2011 | Clemence Alfazema |