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Resilient nations.*

Malawi Electoral Cycle Support (MECS) Project
2016 Annual Workplan

CP Outcome/UNDAF Key Priority 4: National institutions effectively support transparency, accountability, participatory democracy and human rights.

UNDAF Outcome 4.1: National institutions foster democratic governance and human rights to promote transparency, accountability, participation and access to justice for all especially women and children by 2016.

UNDAF AP Output 4.1.4: National Electoral processes and capacities in Malawi Electoral Commission, Civil Society and different arms of Government strengthened to ensure peaceful, free and credible National and by elections.

CP Output: Governance SWAP, national investment & capacity development plan; Strategic & capacity development plans for Parliament, Ombudsman, MHRC, and MEC.

Project Specific Outcome: MEC is able sustainably deliver free, fair, and credible election processes that reflect the will of the people in Malawi.

Project Output (s)

1. Electoral policy and regulatory environment is harmonized and stabilized
2. Technical and institutional capacity on MEC strengthened
3. Organization and management of elections enhanced
4. Effective and efficient management, partnership formation and monitoring and evaluation of the project

Implementing Partner: United Nations Development Programme

Other Partners: Malawi Electoral Commission, Malawi Law Commission, and Ministry of Gender, Children, Disability, and Social Welfare

Brief Description

The UNDP Malawi Electoral Cycle Support (MECS) project contributed to the preparation and conduct of the 2014 Presidential, Parliamentary, and Local Government elections, and supports in-between the polls activities ahead of the next elections in May 2019, undertaking medium-term institutional and capacity development with a view to positioning the institution to be able to conduct future elections with minimal external technical assistance.

The Project also supports Malawi's current efforts toward electoral reform and aims to ensure that Development Partners (DPs) financial and technical support is harmonized and efficient in supporting Malawi's election cycle through a basket fund that complements national resources. Within the scope of the Electoral Cycle, the Project also supports a variety of key stakeholders that are involved in or influence the electoral process.

The Project is administered through governance arrangements that include a Steering Committee chaired by the Minister of Finance and co-chaired by the United Nations Resident Coordinator, and a Technical Committee that draws relevant technical level representatives from across Government, the MEC, Development Partners and other key stakeholders.

Programme Period: 2013-2016
Key Result Area (Strategic Plan) Democratic Governance
Project ID: 00071929
Project Outputs: 00085180
00086778
00086779
00086780
Start date: 01-01-2013
End Date: 31-12-2016
Implementation Modality: DIM

Total resources required: \$ 3,076,734.00
Total allocated resources: \$ 3,076,734.00
Donors: Irish Aid
Government of Malawi
Norway
DFID
European Union
UNDP
GMS: (7%) \$ 201,281.50

Agreed by (Malawi Electoral Commission): Justice Maxon Mbendera, SC

Signature:  _____

Date: 17/6/2016

Agreed by (UNDP): Mia Seppo

Signature:  _____

Date: 17/6/16

Expected output and indicators, including annual targets	Planned Activities	Time-Frame				Amount (US\$)	
		Q1	Q2	Q3	Q4		
<p>Output 1: Electoral policy and regulatory environment is harmonised and stabilised.</p> <p>Indicator 1: MEC is able to draft and propose electoral regulations. Baseline: No MEC regulations. Target: MEC drafts and proposes at least two regulations</p> <p>Indicator 2: Electoral reform amendments submitted to the Ministry of Justice for proposal to Cabinet. Baseline: No electoral reform amendments submitted. Target: Electoral reform amendments are submitted to Ministry of Justice by Law Commission.</p>	Output 1.						
	Activity Result 1.1: Constitutional and legislative electoral reforms are submitted to the Government of Malawi.						
	Provide financial support to the Malawi Law Commission						
	1.1.1	• Transfer of funds in tranches via Letter of Agreement	X		X		350,000
		• Monitoring of progress and expenditures	X	X	X	X	0
						Sub-Total	350,000
	Provide technical assistance to the Malawi Law Commission secretariat						
	1.1.2	• National Electoral Research Officer deployed to support the Law Commission	X	X	X	X	72500
		• Technical advice provided by UNDP MECS project team	X	X	X	X	0
		• Local travel	X	X	X	X	5000
						Sub-Total	77500
	Consultations between the Special Law Commission (SLC) and international experts are conducted						
	1.1.3	• Recruit and deploy three eminent international electoral experts to engage in consultations with the SLC on international obligations and best practice			X		38250
						Sub-Total	38250
Advocacy and awareness							
1.1.4	• National service provider contracted to provide advocacy and awareness on election reforms				X	60,000	
					Sub-Total	60,000	
Activity Result 1.2: Technical expertise is provided to the Ministry of Justice							
Provide expert legal drafter to MoJ							
1.2.1	• Recruit and deploy consultant to expand capacity of MoJ to review electoral reform proposals				X	35000	
	• Local Travel				X	1000	
					Activity Sub-Total	36,000	

Activity Result 1.3: MEC develops internal legal capacity						
Assist the MEC to establish a legal directorate to provide legal services						
1.3.1	• Procurement of legal and research materials	X	X			2500
	• Technical support to develop Terms of Reference for Legal Director	X	X			0
	• Assist in the costs of advertisement for the post of Legal Director	X	X			500
	• Provide mentoring and assistance in legal opinions, analysis and advice	X	X	X	X	0
Activity Sub-Total		Activity Sub-Total			3000	
Activity Result 1.4: MEC develops and drafts regulations						
Technical assistance to MEC to develop and draft regulations						
1.4.1	• Technical assistance to develop a regulation formulation and development process	X	X			0
	• Technical assistance to develop a regulation on MPLCs and convene meetings		X	X	X	10000
	• Technical assistance to develop a regulation on accreditation of CSOs for CVE and		X	X	X	10000
Activity Sub-Total		Activity Sub-Total			20000	
Output Sub-Total		Output Sub-Total			584,750	

Output 2: Technical and Institutional capacity of MEC strengthened		Output 2. Activity Result 2.1: Monitoring of implementation of the MEC's Strategic Plan for 2012-2017 is provided				
Strategic Plan is reviewed						
2.1.1	<ul style="list-style-type: none"> Two meetings of BoC and Secretariat are convened to review Strategic Plan progress 			X		20000
		Activity Sub-Total				20000
Activity Result 2.2: Technical capacity of MEC is strengthened		MEC staff capacity is built and professional skills developed				
<ul style="list-style-type: none"> 20 MEC staff are deployed on the Electoral Management Body Placement Programme to be exposed to, and learn from, other countries electoral systems and processes within their functional area 						
2.2.1	<ul style="list-style-type: none"> Up to 6 MEC Secretariat staff attend targeted trainings in professional areas of development, as approved by TC MEC warehouse staff undertakes 2 week MIM certification course in logistics and supply chain management MEC staff undertake Gender Sensitive Budgeting training workshop. 	X	X	X	X	200000
						90000
				X		30,000
			X			7,500
		Sub-Total				327,500
MEC Commissioners are given professional training in Election Administration						
2.2.1	<ul style="list-style-type: none"> Company is contracted to deliver 3-day training course to new Commissioners in Malawi MEC Commissioners and senior MEC staff attend 			X		50000
				X		12000
		Sub-Total				62000
		Activity Sub-Total				389,500

Indicator 3. Custom accounting system installed. Baseline: IFMIS. Target: ACCPAC adopted and functional.

Activity Result 2.3: Institutional capacity of MEC is strengthened										
Develop and publish a MEC Corporate Governance manual										
2.3.1	• Recruit international and national consultants							X		25000
	• Develop and draft Corporate Governance Manual in consultation with relevant stakeholders								X	5000
	• Publish and distribute								X	2500
										Sub-Total
Develop MEC HIV Policy										
2.3.2	• Meetings of UN Expert Reference Group and MEC							X		5000
	• Travel							X		8000
	• Communication and publication							X		500
									Sub-Total	13500
Develop MEC Gender Policy										
2.3.3	• Meetings of UN Expert Reference Group and MEC							X		5000
	• Travel							X		8000
	• Communication and publication									500
									Sub-Total	13500
ACCPAC Software is Licensed and Installed and Staff Trained										
2.3.4	• Service Provider is contracted to licence and install Sage ACCPAC ERP						X	X		45000
	• Contract service provider to deliver ACCPAC software training						X	X		20,000
	• Travel							X		2,000
										Sub-Total
Legal Support Unit										
2.3.5	• UNDP Legal Support Unit is managed, staffed and operating with international and national legal advisers						X	X	X	284500
	• MEC has legal support and representation						X	X	X	0
	• Travel						X	X	X	20000
										Sub-Total
Geographic Information System (GIS) Equipped and Polling Sites Mapped										
2.3.6	• Procure hardware (handheld GPS and servers), software and licences							X		30000
	• Meetings with Surveyor General and other stakeholders							X	X	5000
	• Field work							X	X	10000
									Sub-Total	45000
									Activity Sub-Total	476,000
									Output Sub-Total	885500

Activity Result 3.7: Review of MPLC Structure and Approach										
Review of MPLC structure and approach is conducted and recommendations made										
3.7.1	• Consultant recruited and prepares assessment							X		25000
	• Cost-benefit analysis of MPLC structure and approach conducted (meetings and travel)							X	X	5000
Activity Result 3.8: Materials and Equipment is procured										
MEC Fleet Vehicles support operational requirements										
3.8.1	• 30+ seater bus is procured	X								65000
	• Three 10 tonne lorries are procured						X	X	X	330000
	• Three sedans are procured as pool vehicles						X	X		45000
MEC ICT infrastructure is updated										
3.8.2	• Seven servers are procured with licences MS OS software to upgrade datacenter						X	X		80000
	• Four heavy duty printers are procured for voters' list printing and other mass printing tasks						X	X		80000
	• Toners are procured for Heavy Duty printers						X	X		5000
	• Four medium-heavy duty printers are procured for four departments						X	X		28000
	• Toners are procured for departmental printers						X	X		5000
	• Toners are procured for MFP office printers						X	X		56000
• Hardware and 1 year subscription for WAN (HQ and 3 REOs) procured						X	X	X		25000
• Redundancy Outernet system is procured and installed and 1 year subscription fees paid						X	X	X		10000
Sub-Total										
Sub-Total										
Activity Sub-Total										
Output Sub-Total										
289000										
729000										
920000										

Output 4: Effective and efficient management, partnership formation and monitoring and evaluation of the project.

Indicator 1. Regular TC and SC meetings are held.
 Baseline: Monthly and Quarterly. Target: Meetings held on schedule.

Output 4.		Activity Result 4.1: Project is effectively and efficiently managed and strong stakeholder ownership gained	
4.1.1	MECS Project is managed and audited		
	• Salary costs for project staff		302000
	• Maintenance of project vehicles	X	25000
	• Travel for project management	X	40000
	• MECS project management meetings	X	10000
	• UN/UNDP HQ substantive review and attendance at National Conference		31200
	• Office equipment and furniture	X	2000
	• Communications (internet, courier and phone costs)	X	10000
	• Supplies (Stationery, office supplies, publications, print media etc)	X	5000
	• Miscellaneous expenses	X	5000
	• Professional services (Audit cost)		20000
	• Project monitoring and evaluation	X	35000
		Activity Sub-Total	485200
		Output Sub-Total	485200
		Output Total	2,875,450
		GMS (7%)	201281.5
		AWP Total	3,076,732