

29 December 2008

Dear Mr. Gyawali,

**Subject: Support to Participatory Constitution Building in Nepal**

I am pleased to attach, for your information and record, a copy of the approved Substantive Budget Revision 3 for the above project.

With best regards,

Yours sincerely,



Anne-Isabelle Degryse-Blateau  
Country Director

Mr. Krishna Gyawali  
Joint Secretary  
Foreign Aid Coordination Division  
Ministry of Finance  
Singha Durbar  
Kathmandu

Cc: Mr. Madhav P. Ghimire, Secretary, Ministry of Peace & Reconstruction  
Mr. Manohar Bhattarai, Acting Secretary General, Parliamentary/CA secretariat  
Mr. Yasumitsu Doken, Regional Programme Specialist, BCPR/UNDP  
New York

# Support to Participatory Constitution Building in Nepal

December 17, 2008

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3. Project Document
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## Annual Work Plan (2009)

Country: Nepal

**UNDAF Outcome(s):** Constituent Assembly and Elections: Equitable citizen access to legislative procedures and inclusive, meaningful participation in constitution building and election process

**Expected CP Outcome(s):** Increased access to participation in constitution building and free and fair electoral processes

**Expected CP Output(s):** Capacities of Constituent Assembly (CA) delegates and technical advisors developed to produce a new constitution (subject to the CA request) and parliamentary secretariat and committees system and procedures strengthened to support the CA

**Implementing partner:** UNDP

**Other Partners:** Denmark, BCPR, Norway

### Narrative

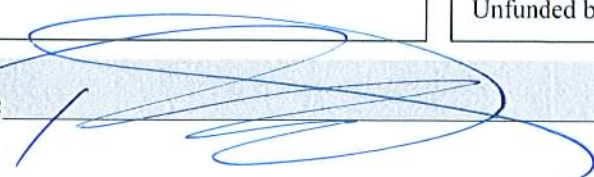
Through their Constituent Assembly, the people of Nepal have now set May 2010 as the target date for the proclamation of a new constitution. This Project aims to support the people of Nepal in building through an inclusive process a constitution that meets their needs.

The Project's first track will support the members of the CA, the Secretariat, technical advisors, and support staff, ensuring that they have the infrastructure, information, advice, training, outreach capacity and other tools they need to work effectively. The second track will facilitate dialogue between the CA and the public so that the concerns of all stakeholders can be understood and constructively considered. Within the ambit of the second track, a resource centre will be established to function as a democratic dialogue space. The resource centre will include facilities for expert advice, training, facilitated meetings and public information. The third track will involve public outreach through television, radio and community mobilisation activities focused on increasing public knowledge of the constitutional process and input into the work of the Constituent Assembly. In this regard, the Project will give particular emphasis to supporting submissions from excluded groups.. In the case of the second and third tracks, they will be evaluated by measuring their impact on the constitution making process.

Throughout, the Project will emphasize local ownership of its activities so that resources are demand driven and available on time. The Project will provide donors with the information they need to avoid overlap, duplication and confusion, and will identify gaps that might be filled with donor support. It will implement effective monitoring and evaluation and provide donors with regular reports on its progress.

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Agreed by (UNDP):



19/12/2008

## Support to Participatory Constitution Building in Nepal

### Comparative sheet for project document revision-1

S.N	April 30, 2008	Changes in Revision-I, 2008	April Budget	Revised Budget
<b>CPAP Outcome</b>	Increased access to and participation in constitution building and free and fair electoral processes.	No Change		
<b>CPAP Output</b>	(1) Capacities of Constituent Assembly (CA) delegates and technical advisors developed to produce a new constitution (subject to the CA's request), and Constitutional Assembly Secretariat and committee systems and procedures strengthened to support the CA; (2) Selected civil society organizations supported to facilitate participation of excluded groups in the development of the new constitution	No Change		
<b>Activities</b>	<p><b>1.1 Support the establishment of the CA</b></p> <ul style="list-style-type: none"> <li>▪ Development of the capacity of the CA/Parliamentary Secretariat and committees</li> <li>▪ Organize orientation workshops for CA delegates</li> <li>▪ Publish &amp; disseminate reference material on key constitution building issues (briefing papers, reports.)</li> </ul>	<p>1.1 Support the Constituent Assembly.</p> <p>1. The activity is further categorised into three part-                      1) Support to CA secretariat;                      2) Support to CA committees;                      3) Support to CA members</p> <p>Additional changes under the activity are:                      2. Establishment of satellite Library in BICC</p>	<b>S1,368,606</b>	<b>S4,758,436</b>

<p>3. Provide experts as required by the committees</p>	<p>This activity has been deleted in the revision, and the analysis and publication part has been captured under activity one</p>	<p><b>S116,000</b></p>	<p>This activity is captured under activity one</p>
<p><b>1.2 Analysis of submissions to the Interim Constitution Drafting Committee</b></p> <ul style="list-style-type: none"> <li>o Procure services of a consultancy firm</li> <li>o Catalogue, analyze synthesize submissions</li> <li>o Produce report</li> <li>o Translate into 6 major languages</li> <li>o Publish and distribute 10,000 copies</li> </ul>	<p>This activity has been deleted in the revision, and the analysis and publication part has been captured under activity one</p>	<p><b>S116,000</b></p>	<p>This activity is captured under activity one</p>
<p><b>1.3 Establish a Constitution Building Resource Centre</b></p> <ul style="list-style-type: none"> <li>▪ Establish a Constitution Building Resource Centre at the project office premise, including a library facility and a meeting facility</li> <li>▪ Procure library resources</li> <li>▪ Produce a promotional brochure and other materials and disseminate</li> </ul>	<p>Additional sub activities included under this activity are:</p> <ol style="list-style-type: none"> <li>1. Provide expert advise to the CSO members, CA members and other stakeholders on constitution building process</li> <li>2. Offer training programmes for CA members</li> <li>3. Offer a dialogue space where CA members can interact with themselves and with other stakeholders</li> <li>4. Provide information to the stakeholders through books, periodicals, publications in 8 major local languages and</li> </ol>	<p><b>S52000</b></p>	<p><b>S4,385,408</b></p>

	internet stations 5. Coordination and partnership with donors 6. CA and Civil society interaction through a CSO grant programme		
<p><b>1.4 Produce a series of national thematic conferences and reports</b></p> <ul style="list-style-type: none"> <li>▪ 2008 conferences on "water resources in a federal state"; "Disability Issues"; "Corruption"</li> <li>▪ Develop a conference plan in consultation with stakeholders to cover various themes (e.g. children's rights, indigenous peoples, Madhesis, prisoners' rights, environmental issues, migrants' rights, etc.)</li> </ul>	This activity has been captured under the Resource centre	<p><b>S332,500</b></p>	This activity is captured under resource centre
<p><b>2.1 Development of a Civil Society Support Strategy for participation of CSOs representing women, and other excluded groups</b></p> <ul style="list-style-type: none"> <li>▪ Provide technical guidance on constitution building issues</li> <li>▪ Establish a multi-donor fund for NGO projects to promote public participation</li> <li>▪ Assist CSOs to prepare submissions to the CA</li> </ul> <p>Conduct workshops and seminars on constitutional issues for the selected groups</p>	No change except the wording establishment of small grant instead of multiyear donor fund for NGO	<p><b>S426,842</b></p>	<p><b>S3,637,740</b></p>
<p><b>2.2 Implementation of a Communication and Outreach Strategy</b></p>	No change	<p><b>S461300</b></p>	<p><b>S354,753</b></p>

<ul style="list-style-type: none"> <li>▪ Ensure documentation and publicizing of project activities</li> <li>▪ Maintain and update a website on support to constitution building</li> <li>▪ Monitoring developments in the CA and supporting the "CA Watch".</li> <li>▪ Establish a dissemination network</li> <li>▪ Develop a media strategy</li> </ul>			
<p><b>2.3 Production of Radio Programmes on Constitution Building Process</b></p> <ul style="list-style-type: none"> <li>▪ Produce public discussion programmes on key peace- &amp; constitution-building issues bringing key political leaders together with representatives from disadvantaged communities and the broader public</li> <li>▪ Produce drama programme to address social equality and inclusion aspects of constitution-building process</li> <li>▪ Co-produce local versions of discussion and drama programmes with community radio stations in various languages to target marginalized groups</li> </ul>	No change	S2,918,700	S2,126,287
<p><b>2.4 Strategic Partnership with Community Radio</b></p> <ul style="list-style-type: none"> <li>▪ Partner with national counterpart representing local radio</li> <li>▪ Conduct assessment of national counterpart &amp; selected network of local stations</li> <li>▪ Implement capacity development strategy to improve professional capacity of community</li> </ul>	No change	S1,660,500	1,336,354



<p>radio network to cover constitutional issues</p> <p><b>2.5 Support to Constitution Building Network of 30,000 Community Group</b></p> <ul style="list-style-type: none"> <li>▪ Develop a dissemination plan in collaboration with UNDP projects and UNICEF/DACA</li> <li>▪ Train 1,000 social mobilizers as Listening &amp; Discussion Group Facilitators</li> <li>▪ Produce and distribute monthly educational programme on constitution building issues in multiple languages on cassette for thousands of community groups</li> </ul>	<p>No change</p>	<p><b>\$1,539,500</b></p>	<p><b>\$1,316,882</b></p>
<p><b>2.6 Programme Support Cost</b></p> <ul style="list-style-type: none"> <li>▪ National Project Manager</li> <li>▪ Project Support Staff (Admin. &amp; Finance Associate, Secretary, Driver, and Messenger)</li> <li>▪ PBRU PO &amp; PA</li> <li>▪ Vehicle</li> <li>▪ Vehicle maintenance</li> <li>▪ Office rental</li> <li>▪ Equipments</li> <li>▪ Miscellaneous</li> <li>▪ Travel</li> <li>▪ Supplies</li> <li>▪ Security, M&amp;I: &amp; Communications</li> </ul> <p><b>Total</b></p>	<p>Major changes are: International Project Manager is in the place of National Project Manager and M and E officer is an additional personnel.</p>	<p><b>\$1,097,752</b></p>	<p><b>858,126</b></p>
		<p><b>\$9,973,700</b></p>	<p><b>\$18,773,986</b></p>



# UN Development Programme

Nepal - Kathmandu

Award ID: 00049635

Award Title: Support to Participatory Constitution Building in Nepal

Donor	Donor Code	Fund	Budget in USD				Amount
			2008	2009 (AWP)	2009 unfunded	2010 unfunded	
UNDP TRAC	00012	04000	970,306	2,362,377	-	-	3,332,683
UNDP/BCPR	00012	04160	195,000	105,000	-	-	300,000
UNDP/BCPR	00012	04110	36,424	-	-	-	36,424
Norway	187	30000	-	704,000	-	-	704,000
Denmark	95	30000	-	2,600,000	-	-	2,600,000
DFID	00551	30000	94,939	-	-	-	94,939
Unfunded							
Total Budget			1,296,669	5,771,377	6,311,678	5,394,262	11,705,940
Total Budget as per last revision							18,773,986
Net increase							1,875,717
Award total							16,898,269
Unfunded							18,773,986
							11,705,940

Start Date: May 2008

Operational Completion Date: December 2010

Financial Completion Date: December 2011

Implementing Partner: UNDP

Revision Type: Substantive Budget Revision - 4

**Brief Description:** The Substantive revision -4 is prepared to reflect the decision of the Project Executive Board meeting i) to revise the project document ; 2) to rephase the carryover \$579,048 from 2008; 3) to reflect the additional TRAC allocation \$783,329 from TRAC funds approved by the CD in the letter dated 28 November 2008; 2) to reflect the additional TRAC allocation for 2009; 4) to reflect the Denmark and Norway fund \$3,304,000

Agreed by:

Date

19/12/2008

UNDP



# Support to Participatory Constitution Building in Nepal

30 April 2008

(Revised  
4 December 2008)

**United Nations Development Programme**  
**Revision 1**  
**Country: NEPAL**  
**Project Document**

**Project Title:** Support to Participatory Constitution Building in Nepal

**UNDAF Outcome(s) :** National institutions, processes and initiatives strengthened to consolidate peace

**Expected CP Outcome(s):** Increased access to and participation in constitution building and free and fair electoral processes.

**Expected Output(s):** (1) Capacities of Constituent Assembly (CA) delegates and technical advisors developed to produce a new constitution (subject to the CA's request), and Constitutional Assembly Secretariat and committee systems and procedures strengthened to support the CA; (2) Selected civil society organizations supported to facilitate participation of excluded groups in the development of the new constitution.

**Implementing Partner:** UNDP

**Responsible Parties:** UNDP

Through their Constituent Assembly, the people of Nepal have now set May 2010 as the target date for the proclamation of a new constitution. This Project aims to support the people of Nepal in building through an inclusive process a constitution that meets their needs.

The Project's first track will support the members of the CA, the Secretariat, technical advisors, and support staff, ensuring that they have the infrastructure, information, advice, training, outreach capacity and other tools they need to work effectively. The second track will facilitate dialogue between the CA and the public so that the concerns of all stakeholders can be understood and constructively considered. Within the ambit of the second track, a resource centre will be established to function as a democratic dialogue space. The resource centre will include facilities for expert advice, training, facilitated meetings and public information. The third track will involve public outreach through television, radio and community mobilisation activities focused on increasing public knowledge of the constitutional process and input into the work of the Constituent Assembly. In this regard, the Project will give particular emphasis to supporting submissions from excluded groups.. In the case of the second and third tracks, they will be evaluated by measuring their impact on the constitution making process.

Throughout, the Project will emphasize local ownership of its activities so that resources are demand driven and available on time. The Project will provide donors with the information they need to avoid overlap, duplication and confusion, and will identify gaps that might be filled with donor support. It will implement effective monitoring and evaluation and provide donors with regular reports on its progress.

Programme Period:	May 2008 – December 2010
Key Result Area (Strategic Plan):	Democratic Governance – Fostering inclusive participation
Atlas Award ID:	00049635
Start date:	1 May 2008
End Date	31 December 2010
PAC Meeting Date	25 April 2008
Management Arrangements	DIM

Budget 2008:	\$ 1,296,669
Budget 2009:	\$ 12,083,055
Budget 2010:	\$ 5,394,262
Total resources required:	\$18,773,986
Total allocated resources:	\$ 7,068,046
<b>UNDP</b>	
Track	\$ 3,332,683
BCPR	\$336,424
Other:	
○ DFID	\$94,939
○ Denmark	2,600,000
○ Norway	704,000
○ Government	
Unfunded budget:	\$ 11,705,940

Approval: 

19/12/2007

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## I. Introduction

This Project Document is a substantial revision of the UNDP Project Document dated 30 April 2008: Support to Participatory Constitution Building in Nepal.

We have substantially revised the earlier document in order to:

- Update the Project Document in light of important developments since April 30
- Sharpen the strategic focus of the Project Document
- Revise the budget
- Strengthen the Monitoring and Evaluation Framework

## II. Situational Analysis

On 21 November 2006, a Comprehensive Peace Accord (CPA) between the Seven Party Alliance (SPA) Government and the CPN (M) officially ended 10 years of armed conflict in Nepal.

The peace process was founded on a commitment by the political parties to conduct an inclusive election to nominate representatives to draw up a new constitution for Nepal. On January 15, 2007, an interim constitution was promulgated. It provided for the election of 601 members to a Constituent Assembly mandated to formulate a new constitution for Nepal and to act during its life (2 years with a possible 6-month extension) as Nepal's Legislature/Parliament.

Elections to the Constituent Assembly were held on April 10, 2008. Sixty percent of the electorate voted. A record number of women, Dalits and people from indigenous community were elected making this the most socially inclusive legislative body Nepal has had. However, the process has also brought in many CA members with little or no prior political party or legislative experience. On November 14, 2008 the CA approved its Rules of Procedure for constitution making. On November 17, it approved a working schedule that paves the way for its substantive work to begin. The CA plans to finish its work in May, 2010

Nepal now faces three major challenges in making its new constitution:

- Providing for the effective functioning of the Constituent Assembly;
- Insuring an inclusive constitution building process;
- Producing a constitution that addresses Nepal's fundamental political, social and economic needs.

### *Effective Functioning of the Constituent Assembly*

The CA is a very large body, with 601 members, most of whom have no prior experience in politics. A substantial number of CA members are not educated and some are not literate.

As far as individual members are concerned, almost a third are women and there are many more representatives from marginalised groups in the CA than in previous legislative bodies. They feel the responsibility to advance their communities' issues. The youth who were at the forefront of the Jana Andholan want to be included in the constitution building process. This project has supported workshops at which CA members have been asked about their needs as they see them. While there is an expressed need for more information and advice about constitutions, there is also a strongly expressed need for skills training to make members more effective – training in representation, in negotiation, in networking and in computer skills have all been identified.

The Rules of Procedure provide for 10 thematic committees to study substantive issues and 3 administrative committees to organize the process. There will likely be a very demanding process of public consultation in which members and committees will engage in public information sharing and will seek public input. This input will need to be sought, obtained, analysed and incorporated into CA deliberations.

The CA Secretariat was originally created to support a much smaller legislature. While it is now charged with supporting the CA, it does not have all of the physical infrastructure and the human capacity to do so – refurbishment, vehicles, communications, document management and public outreach are all on the list of expressed needs. The Secretariat has been very clear in its view that it does not see a need for foreign experts in the official drafting process, but is open to a role now for both national and international experts in the wider public dialogue that must take place.

It has been noted by the CA Secretariat that while many in the international community are ready, willing and able to provide assistance, some donor coordination seems called for.

### *An Inclusive Constitution Building Process*

The 1990 Constitution failed to effectively integrate 'marginalized communities' into the political and economic system. This is widely believed to have contributed to the

disillusionment and frustration that fuelled the conflict. Many believe that if Nepal is to secure a lasting peace, participation in decision-making and representation must be broadened and made inclusive.

Traditionally, Nepalese society has been deeply divided along caste and ethnic lines. Members of lower castes and people from ethnic groups (Janajatis), Madhesis and religious minorities, as well as women from all categories, have less education, less access to information and less opportunity to participate in decision-making. A range of surveys conducted recently have concluded that people from these disadvantaged groups remain confused by or largely ignorant of the constitution-building process. If constitution building is to contribute to peace building, it will need to engage people from all sections of society.

Helping people to add their voices to the constitutional process will not be easy. Communication and transport infrastructure in many parts of the country are seriously underdeveloped, more than half the population is illiterate and 87 % of people live in scattered rural villages.

#### *A Constitution That Addresses Nepal's Fundamental Political, Social and Economic Needs*

The 1990 constitution assured multi-party democracy but in effect it did not usher in an era of cooperative politics, political stability, economic development or social inclusion. Government was over-centralised and Kathmandu-focused. Rapid changes in government due to party splits and crossovers created many governance challenges. Existing local government initiatives were rolled back and despite the promises of increased political rights and development, women, dalits, the marginalised community and the impoverished masses remained trapped in semi-feudal social and economic relations. The power of the monarchy re-surfaced when the king took over political power in 2005 and was the catalyst for broad protest.

People across party lines demanded fundamental change and wanted to be at the table defining that change through a popularly elected constituent assembly. The broad demands were for a framework that could end the conflict, bring the Maoists into mainstream politics, and empower all citizens equally by addressing the political, economic and social exclusion of dalits, women, madeshis, janjatis, religious minorities and small communities. The call was for a democratic, federal republic to address citizenship issues, the prevailing structures of inequality and create new and inclusive institutions and processes for participation and representation.



### III. Strategy

This section

1. sets out the UNDP's development assistance framework for this project
2. the strategy implemented by UNDP over the past 18 months
3. a revised strategy based on the outcome and outputs identified by the Government with UNDP in the Country Programme Action Plan 2008 – 2010

#### **1. Development Assistance Framework**

##### ***United Nations Development Assistance Framework for Nepal 2008 - 2010***

This project addresses needs for support identified in the 2008 – 2010 Country Programme Action Plan and the United Nations Development Assistance Framework for Nepal. It contributes directly to the first of four interlinked UNDAF outcomes which emerged as priorities for the UN's support to Nepal:

- A) National institutions, processes and initiatives to consolidate peace are strengthened.

##### ***Country Programme Action Plan 2008-2010***

The Country Programme Action Plan which was developed with and signed by the Government of Nepal includes one specific outcome and two outputs requiring UNDP to provide support to the constituent assembly and civil society groups to produce a new constitution.

**CPAP Outcome:** Increased access to and participation in constitution building and free and fair electoral processes.

**CPAP Output 1:** *Capacities of Constituent Assembly (CA) delegates and technical advisors developed to produce a new constitution and Parliamentary Secretariat and committee systems and procedures strengthened to support the CA.*

**CPAP Output 2:** *Selected civil society organizations supported to facilitate political empowerment of excluded groups and their participation in the development of the new constitution.*

#### **2. The Current Strategy**

##### ***Support to Constitution Building Preparatory Assistance (CASU)***

After the restoration of power to the political parties in 2006, the constituent assembly election was expected to take place in June 2007. However, at this early

stage, it was not clear to anyone precisely what assistance would be required or requested or exactly when. What was clear was that stakeholders were expressing a need for greater information about constitutions and constitution building.

It was in this context that in November 2006, at the request of political party leaders, civil society representatives and government officials and with the advice and assistance of donors, UNDP Nepal initiated the Constitution Building Support Preparatory Assistance in November 2006. A small 'Constitution Advisory Support Unit' (CASU) was established. Its strategic focus was to enhance knowledge and encourage dialogue. It aimed:

- First, to provide technical advice, mainly to political parties, the government, and a range of civil society actors on the design of the constitution making process, the procedures of the CA and on options for constitutional reforms. Comparative experiences of countries most relevant to the Nepal context were highlighted and resource persons with relevant experience were made available at a series of regional and national conferences.
- Second, to assist in disseminating knowledge of the constitution making process and the issues which would need to be addressed by the Constituent Assembly, and in particular assist groups and communities from marginalized communities, to advise on their role in the process.

#### ***Support to Participatory Constitution Building in Nepal (SPCBN)***

In April 2008, at the same time as the CA elections were held, this current project was implemented to extend the CASU work. A central focus of its strategy was the development of the "Constitution Building Resource Center", mandated to engage international and national experts to provide technical advice to stakeholders.

From April, the CA has focused on developing its Rules of Procedure. During this time, the Project continued to focus on technical assistance and enhancing public awareness. Through a related UNDP project, the National Association of Community Radio Broadcasters (ACORAB) and the BBC World Trust were supported in developing nation-wide awareness through television and community radio. Dialogues were held with CA members from marginalised indigenous communities including Madeshi Dalits, Muslims, Tharus, Magars, Rai, Limbu etc. to give them a broad overview of the constitutional making process and issues and to identify their needs for capacity building and support.

### **3. Revised Strategic Priorities – November 2008**

The period from April 2008 to the proclamation on November 17 of the CA's Rules of Procedure has allowed national actors and their international partners to bring into sharper focus some of the strategic priorities that should guide their partnership in constitution building. The purpose of this substantial revision is identify those priorities and, where necessary to reshape project activities.

While these priorities have been identified or were implicit in the project, it is worth identifying them more sharply in this revision. It is worth noting that the Constituent Assembly is a single-purpose body with a specified time limit on its life. *Assistance needs to be 'on time' and 'as requested'*.

The Project's revised strategic priorities are as follows:

1. **Local Ownership:** Optimize local ownership of each activity so that the provision of project resources is 'demand driven' and not 'supply driven' and is available when needed.
2. **The Constituent Assembly:** Support the CA, its members, its committees and its Secretariat with "on time" and 'as requested' provision of the infrastructure and other resources they need to do their job effectively.
3. **The Resource Center:** Develop the 'resource center' as a democratic dialogue space that supports constructive interaction among and between CA members and the public.
4. **The Public:** Support the most effective possible engagement of the public in the constitution building process, increasing their knowledge of the process and their capacity to make submissions.
5. **Implementation:** Maintain focus on the challenges of effective implementation of the constitution.
6. **Donors:** Provide donors with the information and advice they need to avoid overlap, duplication and confusion and to identify gaps which must be filled to provide additional support for the process beyond what is envisaged through this project.

#### IV. Project Activities

- Output 1 *Capacities of Constituent Assembly (CA) delegates and technical advisors developed to produce a new constitution and Parliamentary Secretariat and committee systems and procedures strengthened to support the CA*
- Project Activity 1.1 Support the Constituent Assembly  
Support CA Secretariat  
Support CA Committees  
Support CA Members
- Project Activity 1.2 Support the establishment of the resource center  
Expert advice  
Training  
Dialogue  
Information  
Thematic conferences  
Coordination
- Output 2 *Selected civil society organizations supported to facilitate empowerment of excluded groups and their participation in the development of the new constitution*
- Project Activity 2.1 Develop and Implement a Civil Society Support Strategy through a small grants program
- Project Activity 2.2 Provide expert assistance to CSOs
- Project Activity 2.3 Implement a communication and outreach strategy
- Project Activity 2.4 Strengthen community radio and its capacity to promote engagement in the Constitution Building process
- Project Activity 2.5 Promote radio and television programmes in the constitution building process

**Project Activity 1: Support the Constituent Assembly***1.1.1 Support the CA Secretariat*

The CA Secretariat has the primary responsibility for logistical support to the CA. It has already requested international assistance in the areas of refurbishment (it is housed in a convention hall), communications, transportation, travel to and from constituencies, library, document management, staff training, communications, website and others. Much of the work will need to be done directly at the CA premises. Some could be supplemented or facilitated by the resource center (for example, the Secretariat has limited or no space for training and could make use of the resource center).

In the area of experts, the Project will be asked to provide CA committees with national expert assistance. The Project will support such requests, and experts could be dedicated to committees or made available for specific assignments on request. In each case, the selection and assignment of experts should be done in collaboration with the CA to make sure that members get the advice they seek, on time.

*1.1.2 Support the CA Committees*

Some assistance for Committees, such as refurbishment, will likely be standard for all Committees, requested through the Secretariat

However, the CA may decide to ask that some support for Committees be managed by the Committees themselves. This could be the case for experts, training or community outreach.

*The Project aims to provide each Committee with a basket of resources* that can be drawn upon on an as-needed basis, in accordance with priorities set by the CA and the available resources. This could be developed through a Committee support steering group and one or more MOUs.

*1.1.3 Support CA Members*

The Project will continue to organize orientation workshops and seminars for members, with special emphasis on members from disadvantaged groups.

The workshops and seminars, to be designed on the basis of an ongoing needs assessment with focus groups, could include induction programmes, orientation on rules of procedure, and targeted sessions for thematic committees.

Workshops will be directed to different categories of delegates – to encourage the development of caucuses of delegates from across lines of party, gender, caste and ethnicity. The project will pay special attention to the capacity development of female CA members and members from the dalit and marginalized communities.

As many donors and implementers are working in this area, the project will provide coordination services to donors to minimize overlap, duplication and confusion. Coordination services will be provided primarily through the resource center and will include

- Ongoing needs assessments
- Periodic mapping of donor activity
- Developing donor sub-groups focusing on various areas of support (a number of these are already underway)
- Information sharing through the resource center

### **Project Activity 1.2: Support the establishment of the resource center**

The resource center will be a key tool for the international community's support of the CA members, the Secretariat and the committees. It will also support members of civil society in readying themselves to take part in constitution building. Located on the New Baneshwor road near the CA, it will be readily accessible both for members of the CA and civil society.

In broad terms, the resource center will function as a space for democratic dialogue for all those with a stake in constitution making in Nepal. It will be a place for the learning, teaching and dialogue that is essential to building an inclusive constitution.

To the extent possible, it will work in Nepali and 6 other national languages, plus English. It will provide service to neo-literate or illiterate users and will make use of audio/visual facilities to enhance accessibility.

Its governance structure will ensure national ownership and the appropriateness of its services, including

- Overall direction by a Steering Group with membership to include CA and civil society representatives
- Operational management by a national manager
- A users' group

To enhance its connection with the CA, the resource center will run a small satellite office at the assembly hall. Through closed circuit television, CA proceedings will be available in the resource center.

#### 1.2.1 Expert Advice

Through a roster of national and international experts the resource center will provide stakeholders with advice on the constitution building process. Some experts could be dedicated to CA committees and called upon by CA committees for special issues, others will be on call or available for special assignment at the resource center. Roster will work for the resource center itself, others for partner agencies who are assisting the resource center. International experts will be engaged as required and the resource center will also conduct training of trainers sessions, linking national experts with international experts to strengthen their skills and their knowledge of comparative constitutional processes.

#### 1.2.2 Training

The resource center will offer training to CA members, experts, government officials, civil society representatives, political party cadres, and other stakeholders.

The resource center will provide space for trainings organized by implementing partners who can coordinate and schedule their trainings through the resource center.

By tracking the training, – identifying who needs training, in what and who has been trained - the resource center will assist in strengthening ongoing needs assessments

#### 1.2.3 Dialogue

The resource center will provide space where CA members can interact among themselves and with civil society with a view to conducting non-partisan, fact-based conciliatory democratic dialogue.

The centre will also have meeting facilities to be used for small-scale consultations and seminars with stakeholders.

#### 1.2.4 Information

The resource center will produce, translate and publish public information on the constitution and constitution building process, and facilitate learning by all stakeholders and members of the public.

The resource center will have a library with resources on relevant topics and computers networked to a body of electronic reference material, publications and electronic documentation on constitution building in Nepal and other countries. The

library is intended for use both by CA delegates and other stakeholders, and also by members of the general public who are interested in learning more about the process.

#### 1.2.5 Thematic Conferences

The resource center will organize conferences and workshops on key themes as they emerge. They will emphasize excluded groups and issues such as disability, children's rights in a new constitution, indigenous peoples, Madhesis, prisoner's rights, water issues in a federal structure, state and religion, aspects of federalism such as health and education policy in a federal state and so on. Where possible, events will be held in the resource center.

#### 1.2.6 Coordination

In order to optimize the use of resources, the resource center will design and implement its programming in cooperation with the CA, donors and NGOs. For example, the CA is currently planning to hold local hearings in 2009. It seems at this time that the CA will want to organize these hearings itself, but the resource center could lend assistance if requested. In the case of donors, many donor activities could be delivered in cooperation with the resource center, using its space, library, training facilities and information about the gaps in donor programming.

The resource center will deliver a coordination facility capable of supporting stakeholders in minimizing overlap and duplication and in identifying gaps to be filled.

### ***Output 2: Selected Civil society organizations supported to facilitate participation of excluded groups in the development of the new constitution.***

There are now more civil society organisations involved in constitution building than there were 18 months ago when UNDP-CASU was established. Many NGOs have shifted their focus from environment or peace or development into the constitution. Many hope that they will be able to influence the content of the constitution and to directly contribute to building a more inclusive society. This project will assist a selected number of these NGOs and civil society organizations, particularly those working with excluded groups, in linking up to the constitution building processes. The overall objective is to strengthen the capacity of civil society organizations to make submissions to the CA.



### **Project activity 2.1 Develop and implement a Civil Society Support strategy through a grant programme**

NGOs and CSOs will continue to be vital partners in the effort to support an inclusive constitution. Their involvement will be important both in broad public outreach and in enabling stakeholders to make submissions to the CA.

Many NGOs and CSOs gained constitutional experience since the election of the CA. Donors and INGOs will continue to work with these experienced groups to promote civil society engagement in the constitution.

Other NGOs and the groups they seek to represent have less experience and are not capable of complex proposals. The Project will support selected CSOs representing women, youth, dalits, madhesis and janajatis from remote areas who are either unable to produce their own project proposals and strategies or are overlooked by other donor initiatives. It will provide assistance to these groups to enable them to connect effectively them with their CA members.

The selection of the CSOs will be made through a mix of strategies: a call for proposals which will be evaluated by the project team as well as the proactive search of active partners of UNDP such as UNICEF networks in peace and community building, federations of marginalized communities and NGO federations who have an active presence in the regions and districts who they will be charged with selecting and working with CSOs at the constituency level. The project will also target communities and issues that are not covered by the larger NGO networks by adopting a constituency based approach. The aim is to reach every constituency, as well as work in all 75 district and 5 developmental regions

### **Project Activity 2.2 Expert Assistance to CSOs**

Provide CSOs with expert guidance on constitution building issues: During the preparatory phase, CASU supported a range of CSOs with technical input, resource persons and assistance in organizing events. This will continue with support to selected CSOs over the next two years.

- Establishing a fund and providing technical expertise for:
  - o less-experienced CSOs based in constituencies to help them develop projects to promote the participation of marginalized groups. A dedicated fund and technical assistance for less-experienced CSOs will help them engage in the wider civil society debates, bring their issues to their CA members and will ensure that promotion of participation is inclusive and evenly-balanced across ethnic, caste, religious and geographical groups;

- NGOs based at the district level as well as the regions to ensure that marginalised groups in their regions / districts are recipients of funds and can engage in the process
- Technical assistance to the preparation of CSO and NGO submissions to the CA, organizing training on how to prepare a submission and how to ensure these submissions are received in the most effective manner, being brought to the attention of the CA in the form of manifestoes, memorandums, submissions and other formats that the CA may prescribe.

### **Project Activity 2.3: Implementation of a Communication and Outreach Strategy**

The CA is working with donors to develop its own outreach strategy. It already has a website and has included in its schedule public hearings to take place in 2009.

The CA effort will be supplemented by Project activities that will promote public participation in the constitution building process. The Project's efforts will focus on documenting the dialogue between the CA and the public, with special emphasis on the issues and underrepresented Nepalis and a broader range of languages.

Activities will include:

- The Constitution Building Website: The Support to Constitution Building website ([www.undp.org.np/constitutionbuilding](http://www.undp.org.np/constitutionbuilding)) which was originally established during the CASU phase will continue to be updated. The website will add to the information on constitution building available to the CA, the media, civil society, the international community and donors. The website will assist the public to follow events in the CA. (see below Activity 2.3).
- Reporting on Developments in the Constituent Assembly: The Project will to report on matters discussed at the CA in common language to make them more accessible to the general public. It will monitor developments in the CA and support a "CA Watch".
- Documentation and discussion of Project activities with civil society and social mobilisers through TV and radio programmes, video and photographs. These will be used in a number of ways: to illustrate and showcase the project's work through the website, possibly photo exhibits of constitution building activities and engagement, production of short videos (four videos per year) that summarise the proposals of those marginalised groups reached through the CSO strategy. These documentaries would be broadcast on national TV and special viewings will target the CA itself.

- Outreach initiatives using popular media: for example, street drama performances and cartoons will be used to pass on constitution building information that will travel throughout the country.
- Media engagement: Based on a regularly updated strategic assessment of the national media environment, national, regional and district/community media will be engaged to reach the wider population with updates and critical information about the Project and its outputs.
- Engagement with the international media on constitutional issues by UNDP's leadership will also be important to ensure understanding and lasting support to the process. The strategy therefore includes the provision of regular strategic advice to UNDP's senior management on engagement with Nepalese and international media.

#### **Project Activity 2.4: Strengthen Community Radio in its Capacity to Promote Engagement in the Constitutional Process**

During the preparatory phase, UNDP provided training and other capacity development support to a range of radio broadcasters throughout Nepal. This effort has encompassed training delivered directly to commercial and community broadcasters, as well as training through radio associations such as the Association of Community Radio Broadcasters in Nepal (ACORAB). The training and capacity building has included group workshops, theoretical and practical training, production attachments and equipment support.

In the first quarter of 2008, as part of the formulation of the new project, UNDP has partnered with the ACORAB as its national counterpart for support to the community radio sector. Community radio is a powerful sector for empowerment of marginalized and excluded communities. Networks of community radio stations can serve as effective and efficient forums for exchange of programming, creation of local and national news, and information programmes. Studies have found that community radio stations that serve the entire community or clusters of communities, and do not exclude any members from participation, are the most effective form of public information and education on critical civic education topics<sup>1</sup>. Where ownership and control of the station is by the local community and governed through a board or committee that is representative of the community and responsive to its needs, it has been found that donor support for equipment, technological support, and training can help ensure empowerment far beyond the value of the donor assistance in related sectors. Moreover, professional associations

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<sup>1</sup> Center for International Media Assistance, and National Endowment for Democracy (2007) *Community Radio: Its Impact and Challenges to Its Development*

like ACORAB can play a vital role in establishing professional codes of ethics, identifying capacity development needs and coordinating training programmes.

A key challenge for training and capacity building activities is to identify which stations to work with. It is also important to strike a balance between training that addresses the priorities of individual stations, with the need to offer every station equal opportunities –otherwise the project runs the risk that some stations feel that others are being given preferential treatment. Another challenge is to support the development of a more sustainable community radio sector: community radio which has grown in Nepal over the past 3 years from 19 stations to over 119 stations and the number is still increasing.

Building on the experience gained during the Preparatory Assistance, and the opportunity to partner with ACORAB the new project will support the development and implementation of a strategic partnership with community radio as the key media vehicle for public information and engagement on constitution building issues.

- The strategy will identify a national counterpart to help coordinate UNDP's work with local and community radio stations to empower local communities to participate in the peace- and constitution-building process, and will include a range of capacity development outputs, activities and inputs to support this national counterpart.
- The strategy will also set out a range of options for providing support to local and community radios, and propose criteria for the selection of participating stations (in particular stations representing and targeting marginalized groups), and arrangements to formalize this partnership. Support to partner stations will include training and capacity building as well as allocation of equipment.
- Training will be outcome oriented and emphasis will be placed on hands-on training by supporting stations efforts to produce programmes about locally-relevant issues related the development of a new constitution.

#### **Project Activity 2.5: Production of Radio and Television Programmes on the Constitution Building Process**

The project will build on the work of the '*Participation in Peace*' Preparatory Assistance, to expand the production of radio programmes that educate, entertain and engage excluded groups in the peace-and constitution-building process. Radio programmes will be produced with content that is tailored to the specific local and regional circumstances of particular groups, and mechanisms will be developed to capture the concerns and aspirations of local people and channel them back to the

centre – to the constituent assembly – where the new constitution is being developed.

The project will continue to produce radio discussion programmes to encourage greater accountability among political leaders by fostering dialogue between politicians, their constituents and the general public, examining the policies and actions of government and providing impartial, accessible information on key constitutional issues. It will also provide a platform for disadvantaged and marginalized groups to express their views and to participate in political discourse. These programmes will also be aired on television, which will provide an important opportunity to expose opinion leaders, gate keepers and urban audiences to the views and contributions of disadvantaged groups. This would represent an important step towards normalizing the participation of disadvantaged groups in mainstream political discourse. The project will work closely with local radio stations to tailor the content of programmes to cater to local issues and concerns related to the constitution building process, and producing spin-off versions of the programme in a range of locations according to the geographical focus of the social mobilization and programme dissemination strategy.

Proposed activities under the new project include:

- Continued production of the live audience interview programme with key political figures, on both radio and television. This will allow the programme to grow on its audience, perfect the format and to maximize its impact. Television will provide an important opportunity for the programme to attract a new demographic audience and to expose opinion leaders, gate keepers and urban audiences to the views and contributions of disadvantaged groups. This would represent an important step towards normalizing the participation of disadvantaged groups in mainstream political discourse. Raising issues in this manner will provide an opportunity to raise the consciousness of society to the perils of discrimination and marginalisation and also to keep alive the policy debates and discussions that underlie the constitution building process.
- There is also enormous potential to collaborate more closely with local radio stations and to tailor the content to cater to local issues and concerns. The project will work with local and community radio stations to produce spin-off versions of the discussion programme in a range of locations according to the geographical focus of the social mobilization and programme dissemination strategy (see below). In some stations, this might involve working together with local and community radio staff to produce special episodes of programmes that they are already producing. Depending on the topic, such programmes would feature either high-profile national or prominent local guests, who would take questions around local issues.

- Production of radio programmes in the docu-drama format will continue to be produced in Nepali. This new format captures the critical issues in an acceptable manner that promotes more open debate of sensitive subjects that cannot be tackled head-on in public discussion programmes. Storylines will be adapted to reflect political and social developments as well as local issues and concerns. Because serial dramas require regular, sustained listening to a much greater degree than current affairs programmes, to achieve long-term impact, the programme will be planned for at least two years. Another challenge is to reach out to ethnic/linguistic groups that have little understanding of Nepali and use the docu-drama format to penetrate excluded groups whose exposure to debate on sensitive social and political issues remains limited.
- In addition, a new version of the drama will be launched in the Maithili language, which – at 12% – is the largest minority language in Nepal. One of the main settings in the current drama is the Maithili speaking region of Janakpur, and much of the recording takes place there. As a result, many of the Preparatory Assistance actors and contributors are native Maithili speakers and normally only speak and perform in that language. Many of them have made an exception to that principal by speaking in Nepali for the current docu-drama programme. Hence it would be relatively straight forward to launch a spin-off version of the drama in Maithili, drawing in part on the same cast.
- In order to reach out to other, smaller language groups both in the Terai and among Janajati groups, short mini-dramas will be produced in other languages. These mini-dramas will contain between 24 and 36 episodes and will be produced in partnership with local radio stations. The project will spend several months training and working with a radio station to produce the dramas in a particular language, before moving on to another station in another language. In this way, 3 to 4 different dramas could be produced each year in a different language, from Awadhi to Tamang. As a result of this intensive training and collaboration, host radio stations will gain experience in making dramas and this will provide an important basis for sustaining production (perhaps through direct donor funding) even after project involvement ends.
- Support community radio to broadcast news bulletins and live coverage of the CA, interviews with CA member and civil society activists.

**Project Activity 2.6: Support to a constitution building network of 30,000 community groups**

The overall goal of this activity is to increase the number and quality of submissions to the CA from a broad section of the community. During the preparatory phase, a small number of UNDP supported community organizations were engaged,

particularly from the Decentralized Local Governance Support Programme (DLGSP) and UNICEF's DACAW Village Facilitators. The new project will also train Social Mobilizers and Village Facilitators to organize and facilitate community based discussions around key constitution- and peace building issues and processes which will also be covered in the radio programmes. Efforts will be made to ensure that the facilitators engaged in the project will also represent the diverse social groups and that the social mobilizers too will be drawn proportionally from across the social spectrum, representing the diverse caste and ethnic communities and also represent women and youth. Community Groups will be given cassette players and public information and education cassettes and recordings of the radio discussion and drama programmes.

- The project will develop a NGO identification plan to ensure that marginalized groups are being targeted and a dissemination plan in collaboration with UNDP local governance projects and UNICEF DACAW project, which identifies priority target groups and geographical areas, and design a social mobilization training and support strategy to implement this plan, continuing to train social mobilizers to facilitate community group discussions, rolling out the training to target excluded groups in rural districts across Nepal.
- The project will work with marginalized communities in every constituency by providing small grants to CSOs to work with community leaders, youth clubs, radio clubs etc to inform them of the constitutional process, connect them with their CA members to make submissions to impact the process. The project will also work at the district level clustering community leaders from several constituencies to discuss critical themes and group interests and to assist them to identify and articulate these issues as constitutional submissions. The project will variously engage with the federations of marginalized groups (disabled, Dalits, Janjatis, women etc) and NGO federations to ensure that it has wide outreach and deeper penetration.
- A monthly educational programme will be produced on cassette, designed specifically for the needs of rural and marginalized communities and for the context in which they will be listened to. Each monthly programme will address a single issue of relevance to the peace building and constitutional process in Nepal, and will be accompanied by a discussion guide. The purpose of the programmes will be to make complex issues comprehensible and accessible, using everyday language and relating issues directly to people's daily lives.
- The programmes will be produced in a variety of languages, recorded on cassette and distributed through the network of trained Social Mobilizers. The format of the programmes would be specifically designed to prompt and guide group discussion. They would include both an explanatory segment of informative

content and an illustrative segment delivered in a range of formats, depending on the subject matter (e.g. short drama skits, interviews, or testimony). Content for these programmes will be both centrally produced and commissioned from local radio stations.



## V Results and Resources Framework

**Intended Outcome as stated in the Country Programme Results and Resource Framework:** Increased access to and participation in constitution building and free and fair electoral processes.

**Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:**

Indicator: Number of submissions received/processed by the Constituent Assembly

Baseline: N/A – Constitution drafting not commenced

Target: 20, 000 submissions

**Applicable Key Result Area (from 2008-11 Strategic Plan):** Democratic Governance – Fostering inclusive participation

**Partnership Strategy:** The project will work in close collaboration and coordination with national and international bodies to provide technical advice and capacity development support for the CA delegates and other key actors. For the component focusing on public engagement in the constitution making process, partnerships are being forged with community outreach networks to support the social mobilization aspect of the activities. Community radio has been also identified as the key media vehicle for public information and engagement. The project will develop a partnership strategy to support civil society organizations representing traditionally excluded groups.

**Project title and ID (ATLAS Award ID):** Support to Participatory Constitution Building in Nepal

INTENDED OUTPUT	OUTPUT TARGETS FOR 2008-2010	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
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<p><b>Output 1. Capacities of Constituent Assembly</b>          (CA) delegates and technical advisors developed to produce a new constitution (subject to the CA's request), and Constituent Assembly Secretariat and CA committee systems and procedures strengthened to support the CA.</p>	<p><b>Targets (2008)</b>          – Orientation for CA delegates on functioning, procedures and organization of CA provided          – Needs of CA identified;          Capacity development strategy for the CA Secretariat and committees developed</p>	<p><b>1.1 Support the Constituent Assembly Support to the CA Secretariat</b></p> <ul style="list-style-type: none"> <li>▪ Development of the capacity of the CA/Parliamentary Secretariat</li> <li>▪ Provide infrastructure support including equipment, furniture and vehicles</li> <li>▪ Establish a satellite library at CA secretariat</li> </ul> <p><b>Support to the CA Committees</b></p> <ul style="list-style-type: none"> <li>▪ Organize orientation workshops for CA delegates</li> <li>▪ Publish &amp; disseminate reference material on key constitution building issues (briefing papers, reports,)</li> <li>▪ Provide experts as required</li> </ul> <p><b>Support to the CA members</b></p> <ul style="list-style-type: none"> <li>▪ Organize exposure visits</li> <li>▪ Support public consultation</li> <li>▪ Publish &amp; disseminate reference material on key constitution building issues (briefing papers, reports,)</li> </ul>	<p>UNDP</p>	<p><b>\$4,758,436</b>          Refurbishment : \$174,000          Equipment and furniture: \$1,703,552          Computer networking: \$10,000          Materials and goods: \$50,000          Vehicle: \$714,000          Vehicle rental: \$70,000          Travel: \$ 352,657          Exposure visits: \$335,580          Miscellaneous: \$53,732          Audio visual and print prod.cost: \$71,222          Supplies :\$2386          Expert support :\$ 788,951          Project staff salary: \$ 407,356          Documentation: \$ 75,000</p>
<p><b>Indicators:</b>          # of committee rooms re-furnished          % of CA delegates (disaggregated by sex, caste/ethnicity) trained on constitutional issues.          (Baseline: N/A, CA committees not yet formed)          # of technical trainings provided on key constitution building issues.          (Baseline: 0)</p>	<p><b>Targets (2009)</b>          – Technical consultations on specific provisions of the draft Constitution involving CA delegates and experts facilitated          – Support provided to priority elements of the capacity development strategy for the CA Secretariat, and CA committees and to establish a Constitution Building resource center</p> <p><b>Targets (2010)</b>          – Support provided to the development of a strategy for the</p>			
<p>.. # of selected CA Secretariat and committee staff trained on key constitution</p>				

<p>issues. (Baseline: 0)</p> <p>... # of committee consultations with technical experts and interest groups organized by the constitutional assembly committees. (Baseline: 0)</p>	<p>implementation of the new Constitution</p>	<p><b>1.2 Support the Establishment of the resource center</b></p> <p>Establish a Constitution Building resource center near CA premises, establish project within it, ensure it has Library, training, and meeting facilities</p> <p><b>Expert Advice</b></p> <ul style="list-style-type: none"> <li>▪ Provide expert advice to CA members, civil society on constitutional issues</li> </ul> <p><b>Trainings</b></p> <ul style="list-style-type: none"> <li>▪ Training for CA members and Civil Society Organization on thematic issues</li> <li>▪ Organize Language and computer training CA delegates and CA secretariat staffs</li> </ul> <p><b>Information</b></p> <ul style="list-style-type: none"> <li>▪ Procure library resources</li> <li>▪ Produce a promotional brochure and other materials and disseminate</li> <li>▪ Procurement of services for developing multimedia/audiovisual programme</li> <li>▪ Establishment of small grant programme</li> </ul> <p><b>Dialogue</b></p> <ul style="list-style-type: none"> <li>▪ Weekly programmes on key constitutional issues</li> </ul> <p><b>Thematic Conferences</b></p> <ul style="list-style-type: none"> <li>▪ In consultation with stakeholders develop workshop and conference schedule to cover various themes (e.g. children's rights, indigenous peoples, Madhesis, prisoners' rights, environmental issues, migrants' rights religions and the state, aspects of federalism –health and education policies under federalism etc.)</li> </ul>	<p><b>\$4,385,408</b></p> <p>Office rental: \$475,000  Refurbishment : \$100,000  Equipment &amp; furniture: \$121,879  IT, security and cleaning service : \$62,000  Contractual service company for multimedia and promotional activity : \$75,000  Materials and goods : \$130,402  Communication: \$80,000  Project staff salary : \$726,509  Contractual service company for Language and computer training: \$275,000  Miscellaneous: \$176,694  Supplies : \$31,036  Travel: \$122,485  Audio visual &amp; print production: \$191,312  Expert roster: \$518,089  CSO Partnership : \$1,300,000</p>
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<p><b>Output 2.</b> Selected civil society organizations supported to facilitate political empowerment of excluded groups &amp; their participation in the development of the new constitution.</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li># of submissions to the CA by UNDP-supported CSOs. (Baseline: N/A, CA work not yet commenced)</li> <li>% of submissions to the CA by UNDP-supported CSOs which are incorporated in the new constitution (Baseline: N/A, CA work not yet commenced)</li> </ul>	<p><b>Targets (2008)</b></p> <ul style="list-style-type: none"> <li>Strategy for participation of CSOs representing women and other excluded groups developed</li> <li>Capacities of women, Madhesi, Dalit, and Janajati delegates developed on lobbying skills and key substantive issues for the new constitution</li> </ul> <p><b>Targets (2009)</b></p> <ul style="list-style-type: none"> <li>Workshops on constitutional issues held to support selected CSOs to substantively engage women, Dalit, Madhesi, and Janajatis in the constitution building process</li> <li>Capacities of women, Madhesi,</li> </ul>	<ul style="list-style-type: none"> <li>2008 conferences on "water resources in a federal state"; "Disability Issues"; "Corruption"</li> </ul> <p><b>2.1 Develop and Implement a Civil Society Support Strategy through a grants program</b></p> <ul style="list-style-type: none"> <li>Establish a small grant programme</li> <li>Assist CSOs to prepare submissions to the CA</li> <li>Develop selection criteria to ensure most marginalized CSOs at the constituency level, district and regions are targeted</li> <li>Provide expert assistance to CSOs</li> <li>Provide technical guidance on constitution building issues</li> <li>Conduct &amp; support workshops and seminars on constitutional issues for the selected groups</li> </ul> <p><b>2.2 Implement a Communication and Outreach Strategy</b></p> <ul style="list-style-type: none"> <li>Ensure documentation and publicizing of constitutional activities</li> <li>Maintain and update a website on support to constitution building</li> <li>Monitoring developments in the CA and supporting the "CA Watch".</li> <li>Establish a dissemination network</li> <li>Develop a media strategy</li> </ul>	<p>UNDP</p>	<p><b>\$3,637,740</b></p> <p>Project Staff and consultants : \$432,250  Travel: \$48,000  Miscellaneous: \$45,620  Supplies: \$3000  Grant : \$3,100,000  Contractual service for CSO support: \$8,870</p>
			<p>UNDP</p>	<p><b>\$354,753</b></p> <p>Project staff salary : \$297,264  Expert support: \$39,989  Audio visual &amp; print production: \$17,500</p>

<p>Dalit, and Janajati delegates developed on lobbying skills and key substantive issues for the new constitution</p> <p><b>Targets (2010)</b></p> <ul style="list-style-type: none"> <li>– Strategy for public consultation on the draft constitution developed and implementation supported</li> </ul>	<p><b>2.3 Strengthen community radio and its capacity to promote engagement in the constitution building process</b></p> <ul style="list-style-type: none"> <li>▪ Conduct assessment of national counterpart &amp; selected network of local stations</li> <li>▪ Partner with national counterpart representing local radio</li> <li>▪ Implement capacity development strategy to improve professional capacity of community radio network to cover constitutional issues</li> </ul>	<p>UNDP</p>	<p><b>\$1,336,354</b> Contractual service- companies: \$1,326,303 Project staff salary: \$9,723 Miscellaneous : \$328</p>
	<p><b>2.4 Promote radio and television programmes in the constitution building process</b></p> <ul style="list-style-type: none"> <li>▪ Produce public discussion programmes on key peace- &amp; constitution-building issues bringing key political leaders together with representatives from disadvantaged communities and the broader public</li> <li>▪ Produce drama programme to address social equality and inclusion aspects of constitution-building process</li> <li>▪ Co-produce local versions of discussion and drama programmes with community radio stations in various languages to target marginalized groups</li> </ul>	<p>UNDP</p>	<p><b>\$2,126,287</b> Contractual service- companies: \$2,126,287</p>
	<p><b>2.5 Support to Constitution Building Network of 30,000 Community Group</b></p> <ul style="list-style-type: none"> <li>▪ Develop a dissemination plan in collaboration with UNDP projects and UNICEF/DACA</li> <li>▪ Train 1,000 social mobilizers as Listening &amp; Discussion Group Facilitators to develop submissions to the CA</li> <li>▪ Produce and distribute monthly educational programme on constitution building issues in multiple</li> </ul>	<p>UNDP</p>	<p><b>\$1,316,882</b> Contractual service- companies: \$1,250,000 Project staff and consultants: \$66,882</p>

	languages on cassette for thousands of community groups		
	<b>2.6 Programme Support Cost</b> <ul style="list-style-type: none"> <li>▪ International Project Manager</li> <li>▪ M and E Officer</li> <li>▪ Project Support Staff (Admin. &amp; Finance Associate, Administrative assistant, Drivers, and Messenger)</li> <li>▪ Vehicles</li> <li>▪ Vehicle maintenance</li> <li>▪ Office rental</li> <li>▪ Equipment and furniture</li> <li>▪ Miscellaneous</li> <li>▪ Travel</li> <li>▪ Supplies</li> <li>▪ Communications</li> <li>▪ M and E</li> </ul>	UNDP	<b>\$858,126</b> consultants: \$2235 Staff salary : \$495,310 Transportation equipment: \$60,000 Rental & maintenance of transportation equipment: \$7,742 Rental – Premises: \$89,735 (2008 and 2009) Equipments & furniture: \$42,034 Miscellaneous: \$28,769 Travel: \$63,653 Supplies: \$12,715 Communications: \$10,000 Audiovisual and print. Production cost : \$25,038 Communication and audiovisual equipment : \$539 Refurbishment: \$1720
	<b>TOTAL</b>		<b>\$18,773,986</b>

## VI Annual Work Plan

(See Annex 4)

## VII Management Arrangements

The UNDP Country Office will directly implement the project in close collaboration with all stakeholders involved in the constitution and peace building process in Nepal.

As per the Results Management Guide, a Project Board will be established by December 12, 2008 to be responsible for strategic guidance for the project when required by the International Project Manager, including recommendations for UNDP approval of project revision. In order to ensure UNDP's ultimate accountability, where there is no consensus, final decision making rests with UNDP in accordance with its applicable regulations, rules, policies and procedures. Project reviews by this group are made at designated decision points during the running of the project, or as necessary when raised by the International Project Manager for decision when tolerances have been exceeded.

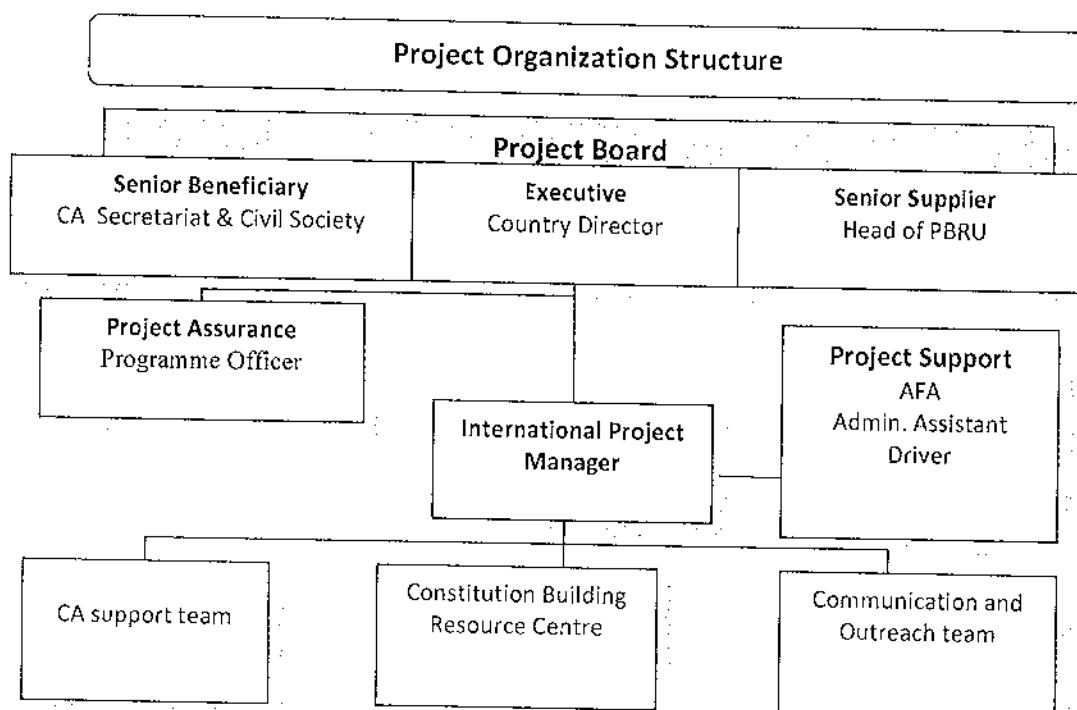
The Project Board provides for three roles:

- Executive representing the project ownership and chair of the group -Country Director of UNDP
- Supplier guidance regarding technical feasibility and resource mobilisation of the project- Head of Peace Building and Recovery Unit of UNDP
- Beneficiaries to ensure the realization of project benefits from the perspective of project beneficiaries- CA Secretariat and civil society representatives.

The project assurance function is provided by the Programme Officer in the Peace Building and Recovery Unit, who 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.

The team will be complemented by national and international experts who will be engaged in short-term assignments for the delivery of specific outputs.

The Project Board in diagrammatic form is presented below:



Under the strategic guidance of the Project Board, an International Project Manager will be responsible for the operational management of the project. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The Project Board will be convened to review the context, problems arising, and to agree on remedial action.

### ***Internal Coordination***

The Peacebuilding and Recovery Unit will implement the project in close collaboration with other UNDP units, actively coordinating the development and implementation in key areas as they emerge during the course of the constitution building process.

### ***Partnerships***

The project counterpart will be the CA Secretariat.

The project will focus on the capacity development activities for the CA delegates, technical advisors, and other key actors and these will be conducted in close collaboration and coordination with a range of other agencies including the International IDEA, the Asia Foundation, the Nepal Bar Association, Canadian Bar Association, and the Kathmandu School of Law, among others.



Through the resource center, the project will ensure close cooperation with I/NGOs and civil society organizations in supporting the constitution making process. As for providing support for civil society organizations representing traditionally excluded groups such as women, Dalits, Janajatis, Madhesis, the disabled and others, the project will create mechanisms for their representation, inputs and in providing on-going support. These mechanisms will include representation on the project board, the steering committee of the resource center and on user groups.

For Output 2 which focuses on public engagement in the constitution making process, partnerships have been forged with UNICEF DACAW project as well as UNDP local governance project to support the social mobilization aspect of the activities. In addition, community radio has been identified as the key media vehicle for public information and engagement on constitution building issues during the PA phase, while a national counterpart will be identified through developing a media partnership strategy in this project.

UNDP currently convenes a fortnightly donor coordination meeting on support to the constitution building process. For the purposes of this project, a progress report will be presented to the donors at the end of each quarter and a meeting of the Project Board will normally be held once per year. If project implementation deviates significantly from forecasts, quarterly or ad hoc meetings of the Project Board will be held to review the situation.

## **VIII Monitoring Framework and Evaluation**

The project will be monitored against the annexed M&E framework, which builds on the CPAP M&E Framework. Progress against each of the indicators should be reviewed on a regular basis. In addition, 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 annexed M&E Framework.
- 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 Quarterly Progress Reports (QPR) 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 UNDP Country Office 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.

#### End of the Project Period

- **Project Evaluation.** A final project evaluation will be conducted in the last quarter of 2010 or – in the event that the project is extended – of the final year. Given the central role that UNDP is requested to play in this historic process of making a new constitution of Nepal, conducting an independent and objective evaluation of this project and sharing its lessons learned will be essential.

## **IX 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 Standard Basic Assistance Agreement 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/Docs/sc/committees/1267/1267ListEng.htm>.

This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

# ANNEXES

**ANNEX 1: Risks Analysis Revised as of 04 Dec 08**

The following are potential risks associated with the implementation of the project (2008):

#	Description as of December 2008	Category	Impact & Probability	Countermeasures / Mngt response	Owner	Author	Date Identified	Last Update	Status
1	CA reduces its commitment to work with UNDP	Strategic Political Operational	Delivery reduced Loss of donor support I = 4 P = 2	Maintain close liaison with CA Develop local ownership where appropriate Provide local experts Maintain political neutrality	Int. PM	Int. PM	Dec-08		
2	Slippage occurs in the time lines provided under the CA work plan	Organizational Political Strategic	Slower delivery Disrupted work plans I = 3 P = 4	Maintain close liaison with CA Secretariat Develop flexible workplan Adjust workplan frequently as CA schedule changes Utilize flexible hiring and procurement arrangements	Int. PM	Int. PM	Dec-08		No change

3	Decisions on constitutional provisions change as the positions of the parties and inter-party dynamics develop	Environmental Operational Organizational Political Strategic	Altered work schedule I = 2 P = 4	Maintain UNDP role as a neutral advisor Utilize a flexible 'issues and options' approach rather than taking or recommending fixed positions Avoid the fact or appearance of partisan political involvement	Int. PM Int. PM	Dec-08	
4	Violence erupts in Terrai & other areas making CSO consultations difficult	Political Environmental	Impacts on project operations and movement I = 4	Implement field components through local NGOs with continuing access Maintain liaison with	Int PM Int PM	Dec-08	

5	Resource Center is underutilized	Political Environmental Organizational Operational	P4 Impacts on the project's initiation and improper resources and knowledge management I = 4 P = 1	UNDP field offices Maintain close liaison with leaders in CA and civil society Ensure that services are responsive to current needs Develop and implement communications strategy to provide information of Resource Centre and the services it provides Implement in a convenient location near the CA	Int PM	Int PM	Dec-08	
6	International donors do not provide required resources	Environmental Financial Operational Organizational Political Regulatory Security Strategic Other	Adjustment of project strategy and activities may be necessary. I = 4 P = 2	Maintain close liaison with donors to ensure responsiveness to their views Implement ongoing mobilization during critical phases Adjust activities to available resources Seek Nepal Peace Trust Fund support	Int PM	Int PM	Apr-08	Dec-8
								Approximately \$6 M already mobilized

ANNEX 2: Project M&E Framework

Outcomes, Outputs and Activity results	Indicators/ Quality Criteria	Baseline(s)	Targets	Sources/ Means of Verification	Timing
<b>National Priority or Goal: Peace Building</b>					
<b>UNDAF Priority No. 1: Consolidating Peace: National institutions, processes and initiatives strengthened to consolidate peacc</b>					
CPAP Outcome 1. Increased access to and participation in constitution building and free and fair electoral processes.	Number of written and oral submissions received by the Constituent Assembly	Approximately 850 submissions were received during the drafting of the Interim Constitution. No submissions have been made to the current Constituent Assembly	20,000	CA Secretariat	2010
CPAP Output 1. Capacities of Constituent Assembly (CA) delegates and technical advisors developed to produce a new constitution (subject to the CA's request), and CA Secretariat strengthened to support the CA	# of committees functioning	Constituent Assembly committees not yet formed - n/a	14	CA Secretariat	Annual
	% of CA delegates (disaggregated by sex, caste/ethnicity) trained on constitutional issues	Constituent Assembly committees not yet formed - n/a	80% of delegates for the general orientation, and 70% for technical training on specific issues	Project Progress Reports	Annual
	# of technical trainings provided on key constitution building issues	Constituent Assembly committees not yet formed - n/a	10 trainings	Project Progress Reports	Annual
	# of selected CA Secretariat and committee staff trained on key constitutional issues.	% of CA delegates receiving general orientation	300 staff trained	Project Progress Reports	Annual
# of committees with technical experts assigned	Constituent Assembly committees not yet formed - n/a	10	Project Progress Reports	Annual	
<b>Project Activities</b>					
<b>1.1.1 Support to the CA Secretariat</b>					
Provide logistical support to the CA and provide CA committees with national experts assistance	# of committee rooms refurbished	0	14	Certificate of completion	2009
	# of vehicles acquired	0	35	Delivery receipts	2009
	# of staff trained	0	100	Project record	2010
	Satellite library established	No library	TBD	-	-
	CA publications	0	100	CA Secretariat	-
	# of submissions managed	0	20000	CA Secretariat	2010
# of constituencies visited	0	740	CA Secretariat	2010	
<b>1.1.2 Support to the CA committees</b>					
Committee budgets assigned	0	TBD	MAU	MAU	Annual
	# of experts assigned	0	30	MAU	MAU



Outcomes, Outputs and Activity results	Indicators/ Quality Criteria	Baseline(s)	Targets	Source(s)/ Means of Verification	Timing
1.1.3 Support to the CA members to be supported by RC activities					
Organize orientation workshops and seminars for the CA members with special emphasis on members from disadvantaged group	# of Orientation trainings # of technical trainings # of briefing papers, in English, Nepali and other national languages on key constitution building topics produced and distributed for CA members # of CA member visits to constituencies to receive submissions	0 0 0 0	20 14 5 per year 240	Project records Project records Project records Minutes	2009 2009 Annual
2.2. Support the establishment of the resource centre					
Establish a democratic dialogue space for all those with stake in constitution making in Nepal	Stakeholders Steering Group established Premises secured Premises renovated # of staff assigned Launch held # of users/visitors per month # of library books, papers and other resources made available at the Centre	Not established Not secured Not renovated 0 N/A 0 0	Established Premises leased commencing January 1, 2009 Completed in 2 phases - by January 7 (Floor 1) and February 28 (floor 2) 17 2009 January 100 per month 500 per year	Meeting Minutes Lease Project records Project records Project records Project records	2009 2009 2009 Monthly Annual
1.2.1. Expert Advice					
Provide stakeholders with advice on constitution building process through a roster of experts	# of experts on roster # of consultations % of advice seekers giving positive evaluation of service	0 0 0	10 100/ month 80%	Project records Project records Project records	Monthly Monthly Monthly
2.2.2. Training					
Offer training to CA members, experts, government officials, civil society representatives and other stake holders.	# of training programmes for CA members # of CA members from excluded groups who attended workshops organized/ supported by the project # of trainings held for members of civil society % of participants giving positive evaluations	0 0 0 0	20 200 20 80%	Project records Project records Project records Project records	Annual Annual Annual Monthly

Outcomes, Outputs and Activity results	Indicators/ Quality Criteria	Baseline(s)	Targets	Source(s)/ Means of Verification	Timing
1.2.3 Dialogue					
Provide fuel based and democratic dialogue space for interaction among CA members and civil society organisations and general public	# of visitors in the resource centre # of scheduled meetings in the resource centre	0 0	300 10	Project records Project records	Monthly Monthly
1.2.4 Information					
Produce, translate and publish public information on the constitution and constitution building process, and facilitate learning by all stakeholders.	# of books and periodicals # of internet stations # of clients served % of positive client evaluations # of other reports and publications produced in English and Nepali and disseminated	0 0 0 0 5 as of the end of PA phase (April 2008)	500 11 10 30% 5 per year	Project records Project records Project records Project records Project records	Annual Annual Daily Monthly Annual
1.2.5 Thematic conferences					
Organise conferences and workshops on key themes as they emerge	# of conferences	0	20	Project records	2010
1.2.6 Coordination					
	# of coordination meeting	0	25	Project records	2009
CGAP Output 2 - Selected civil society organisations supported to facilitate empowerment of excluded groups and their participation in the development of the new constitution	# of submissions to the CA by UNDP supported CSOs A CSO participation strategy document prepared and shared with key stakeholders # of NGO projects receiving support to promote public participation	Constituent Assembly not yet formed - n/a No strategy exists 0	70000 submissions Strategy developed and shared by August 2008 50	Project Progress Reports Project records Project records	2010 2008 Annual
2.1. Develop and implement a Civil Society Support strategy through a grants programme					
2.2. Expert assistance to CSOs	Strategy developed # of meetings between CSO and experts # of site visitors per month # of e-newsletters on CA activities released	Not developed 0 500 0	2009 January 240 1000 24 (fortnightly)	Strategy note delivered Project records Project records Project records	2009 Annual Annual Annual
2.3 Implement a community outreach strategy					
Promote public participation in the constitution building process by documenting dialogue between CA and the public, with special emphasis on the issues and underrepresented Nepalis and a broader range of languages	A capacity development strategy developed for local radio stations # of local radio stations benefiting from the capacity development activities # of public discussion programmes on key peace and constitution building issues broadcasted	No strategy exists 94 as of April 2008 47 episodes during the PA phase	Strategy developed by December 2006 30 in 2008, 50 in 2009, 50 in 2010 48 per year (1 per week)	Project records Project records Project records	2008 Annual Annual

Outcomes, Outputs and Activity results	Indicators/ Quality Criteria	Baseline(s)	Targets	Source(s)/ Means of Verification	Timing
	# of drama programme to address social equality and inclusion aspects of constitution building process broadcasted	72 episodes during the PA phase	96 per year ( 2 per week)	Project records	Annual
	# of radio programmes co-produced with community radio stations broadcasted	0	tbd	Project records	Annual
	# of social mobilizers trained as Listening & Discussion Group Facilitators	0	1000	Project records	Annual
	# of discussion sessions organized by CSOs	0	tbd	Project records	Annual
<b>2.4 Strengthen community radio and its capacity to promote engagement in the constitution building process</b> Deliver training directly to commercial and community broadcasters	# of trainings delivered to commercial and community broadcasters	0	70	Project records	Annual
	# of counterparts identified to coordinate UNDP's work with local and community stations	0	tbd	Project records	Annual
	# of stations identified to work with	0	tbd	Project records	Annual
<b>2.5 Produce radio and television programs in the constitution building process</b> Produce radio and TV programmes to educate, entertain and engage excluded groups in the peace and constitution building process	# of radio programs produced with contents that is tailored to the local and regional circumstances of the particular group	tbd	tbd	Project records	Annual
	# of live audience interview programs with key political figures and civil society activists	0	74 episodes per year	Project records	Annual
	# of mini dramas produced in different languages	0	74 episodes per year	Project records	Annual
<b>2.6 Constitution Building Network of 30,000 community groups supported</b> Increase the number and quality of submissions to the CA from a broad section of the community	# of NGOs identified to work in collaboration with UNDP	0	tbd	Project records	Annual
	# of prints provided to local CSOs	0	tbd	Project records	Annual
	# of social mobilization training organized	0	tbd	Project records	Annual
	# of submissions received	0	tbd	Project records	Annual

## **ANNEX 3: Terms of References of the Core Project Personnel**

**Post Title:** International Project Manager

**Duty Station:** Kathmandu

**Duration:** January 2009 – December 2009.

ALD contract will be issued annually, with possibilities of extension.

### **Duties and responsibilities:**

Under the direct supervision of Head of the Peace Building and Recovery Unit the incumbent is responsible for providing overall direction and guidance for implementation of this project. The specific duties include the following:

- Oversee the implementation of the project activities, by providing technical inputs and identifying appropriate strategies and activities to achieve the results agreed in the CPAP.
- Ensure active participation of all stakeholders and regular consultation with concerned experts and institutions working in the area of constitution building support throughout the implementation phase.
- Identify relevant and qualified experts to respond to the specific needs which arise in the process of constitution making and supervise their timely recruitment.
- Undertake appropriate revisions to the project as and when required by the changing context or new needs assessed identified, in accordance with standard procedures, including appropriate consultations with relevant partners.
- Work closely with relevant Government counterparts as well as international partners in the design and implementation of technical capacity development activities for the CA members and other key actors.
- Assist in the establishment of structures, systems, and procedures to enable successful participatory process of making a new constitution.
- Facilitate meetings and discussions and provide technical advice to enhance knowledge and understanding of key issues related to constitution making among stakeholders.
- Develop technical papers and policy notes as required
- Liaise regularly with the major stakeholders to ensure coordinated and harmonized approach to assisting the Government of Nepal in its constitution building.
- Lead UNDP's resource mobilization efforts in the area of constitution making support.
- Collaborate with the Participation in Peace and Constitution Building project to identify key messages about the process for dissemination to the public, and develop material for their communication and public information activities
- Work closely with the Electoral Support component of the UNDP programme, identifying issues for collaboration and provide support accordingly
- Work with the Transitional Governance Unit to identify synergies and overlapping issues on related projects in governance and judicial support, and ensure coherent support from UNDP

- Advise UNDP Nepal on linking the constitution building project to other transitional governance initiatives underway in Nepal
- Ensure that project reporting – both internal and external – is done on a timely manner by following CO and project reporting requirements and established procedures.
- Provide inputs for weekly activity reports and monthly reports to BCPR on project implementation
- Draft thematic briefing papers to keep stakeholders informed of developments in the constitution building process
- Identify and codify best practices in supporting the participatory constitution making process from the conflict transformation perspective.

### **Qualifications Requirement**

- Advanced degree in law, political science, or related social science
- 15 years of experience are required in the field of constitution making and related legal work, at least 10 years of which involved supporting constitution making in post-conflict countries. Past experience in working with the UN, and UNDP in particular, would be an advantage
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, as well as resource mobilization skills
- Excellent knowledge of constitutional issues and processes. Knowledge of the political and economic situation and prior work experience in post conflict is highly desirable
- Effective communication skills and ability to establish good working relationships with national and local authorities, and international interlocutors
- Demonstrated excellent command of spoken and written English

**Post Title: Senior Advisor**

**Duty Station:** Kathmandu

**Duration:** January 2009 – December 2009.

ALD contract will be issued annually, with possibilities of extension.

### **Duties and responsibilities:**

Under the direct supervision of the International Project Manager the incumbent is responsible for providing overall direction and guidance for implementation of this new project. The specific duties include the following:

- Oversee the design, implementation and evaluation of resource centre knowledge programming including training, thematic workshops, lectures and other initiatives to be developed.

- Conduct regular consultation with concerned experts and institutions working in the area of constitution building support throughout the implementation phase.
- Ensure active participation of all stakeholders in the project.
- Identify relevant and qualified experts to respond to the specific needs which arise in the process of constitution making and supervise their timely recruitment.
- Work closely with relevant Government counterparts as well as international partners in the design and implementation of technical capacity development activities for the CA members and other key actors.
- Advise on the establishment of structures, systems, and procedures to enable successful participatory process of making a new constitution.
- Facilitate meetings, trainings and discussions at the Resource Center and provide technical advice to enhance knowledge and understanding of key issues related to constitution making among stakeholders.
- Develop technical papers and policy notes as required
- Liaise regularly with the major stakeholders to ensure coordinated and harmonized approach to assisting the Government of Nepal in its constitution building.
- Collaborate with the Participation in Peace and Constitution Building project to identify key messages about the process for dissemination to the public, and develop material for their communication and public information activities
- Work closely with the Electoral Support component of the UNDP programme, identifying issues for collaboration and provide support accordingly
- Work with the Transitional Governance Unit to identify synergies and overlapping issues on related projects in governance and judicial support, and ensure coherent support from UNDP
- Advise UNDP Nepal on linking the constitution building project to other transitional governance initiatives underway in Nepal
- Draft thematic briefing papers to keep stakeholders informed of developments in the constitution building process
- Identify and codify best practices in supporting the participatory constitution making process from the conflict transformation perspective.

#### **Qualifications Requirement**

- Advanced degree in law, political science, or related social science
- 15 years of experience are required in the field of constitution making and related legal work, at least 10 years of which involved supporting constitution making in post-conflict countries. Past experience in working with the UN, and UNDP in particular, would be an advantage
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, as well as resource mobilization skills
- Excellent knowledge of constitutional issues and processes. Knowledge of the political and economic situation and prior work experience in post conflict is highly desirable

- Effective communication skills and ability to establish good working relationships with national and local authorities, and international interlocutors
- Demonstrated excellent command of spoken and written English

**Post Title:** Gender Social Inclusion Advisor (International)

**Duty Station:** Kathmandu with some travel to the field.

**Duration:** May 2008 - December 2010.

ALD contract will be issued annually, with possibilities of extension.

### **Duties and Responsibilities**

Under the direct supervision of the International Project Manager, the incumbent is responsible for:

- Develop a comprehensive Civil Society Support Strategy for participation of CSOs representing women and other groups
- Develop a capacity building strategy for selected partner organizations aimed at enhancing their capacity to lobby and advocate for their concerns with the members of the Constituent Assembly
- Ensure satisfactory participation of different stakeholders with reference to inter alia, geography, religion, caste, gender, disability and language, with assistance from the National Gender and Social Inclusion Specialist.
- Provide technical advice in addressing gender and social inclusion issues in the constitution making process.
- Oversee design and implementation of the 'small grant scheme' for CSOs, with assistance from the National Gender and Social Inclusion Specialist.
- Provide strategic advice and guidance for ensuring that gender and social inclusion issues are addressed properly in the project activities and approaches, including communication and outreach activities, HR aspects of activity implementation, etc.
- Undertaking other related tasks as instructed by the supervisor.

### **Qualifications and Experience**

- A master's degree in law or social sciences.
- At least five years of work experience in areas related to governance, capacity building and working with civil society organizations
- Past experience in working on gender and social inclusion issues in the context of constitution building is required, preferably in an advisory capacity.
- Good understanding of and familiarity with issues related to constitution making in Nepal.
- Good organizational and management skills.
- Excellent communication skills and good command in spoken and written English.
- A good command in Nepali is preferred.

- Past experiences of report writing, workshop organization, research, and doing similar work in UNDP or any international agency would be a great advantage.
- Basic computer skills, particularly word-processing in English is required.
- Ability to work in a multi-cultural team environment.

**Post Title:** Communications and Outreach Advisor (International)

**Duty Station:** Kathmandu with some travel to the field.

**Duration:** May 2008 - December 2010.

ALD contract will be issued annually, with possibilities of extension.

### **Duties and Responsibilities**

Under the direct supervision of the International Project Manager, the incumbent is responsible for:

- Designing a communications and public outreach strategy for the project, with a strong emphasis on targeting the excluded groups.
- Implementing the communications and public outreach strategy.
- Providing strategic guidance to the other members of the Public Outreach Unit.
- Managing and coordinating all the knowledge sharing aspects of the project, including publications, website, CDs, and other products, as well as workshops, conferences and seminars, in consultation with the other experts.
- Ensuring that the proper media coverage of the UNDP work in the area of support to constitution building.
- Regularly liaising with local media partners and other relevant actors.
- Producing regularly progress reports on the public outreach activities.
- Supervising the subcontracted international firm/NGO undertaking radio programme production, broadcasting, and media capacity development.
- Providing technical advice to the CA-established mechanism to conduct civic education on CA and the constitution building process.
- Providing the CA with technical advice on their public information strategy.
- Undertaking other related tasks as instructed by the supervisor.

### **Qualifications and Experience**

- Advanced university degree in professional communication, or public relations management.
- A minimum of 3 to 5 years of relevant experience in working on development communication projects.
- Proven experience in designing and managing successful civic education and /or public outreach strategies.
- Experience at the international level, preferably in a post-conflict context.



- Excellent communication skills and good command in spoken and written English.
- Good understanding of and familiarity with issues related to constitution making in Nepal.
- Basic computer skills, particularly word-processing in English and Nepali, are required.
- Ability to work in a multi-cultural team environment, and to perform under pressure.

**Post Title:** Researcher

**Duty Station:** Kathmandu with some travel to the field.

**Duration:** May 2008 - December 2010.

Service contract will be issued annually, with possibilities of extension.

### **Duties and Responsibilities**

Under the overall guidance of the Senior Constitution Building Advisor and the direct supervision of the International Project Manager, the incumbent is responsible for:

- Conducting research on various topics relevant to the project activities as per the instruction by the supervisors.
- Preparing background papers for conferences, workshops, and seminars.
- Contributing to compiling resource materials relevant for conferences, workshops, and seminars.
- Contributing to identifying and compiling materials to be uploaded on the Support to Constitution Building website on the UNDP Nepal web.
- Collecting published resource materials from various sources on a daily basis, including from the news media and civil society groups, and systematically documenting them.
- Undertaking other related tasks as instructed by the supervisor.

### **Qualifications and Experience**

- Minimum a Master's degree, preferably in law or any other related social sciences.
- At least three years of working experience in areas related to research, report writing, and relevant areas of work.
- Excellent writing skills in both English and Nepali.
- Good understanding of and familiarity with issues related to constitution making in Nepal.
- Past experiences of report writing, research, and doing similar work in UNDP or any international agency would be a great advantage.
- Basic computer skills, particularly word-processing in English and Nepali, are required.
- Ability to work and deliver outputs under pressure.
- Good communication skills and ability to work in a multi-cultural team environment.

**Post Title:** Gender Social Inclusion Specialist

**Duty Station:** Kathmandu with some travel to the field.

**Duration:** May 2008 - December 2010.

SC contract will be issued annually, with possibilities of extension.

### **Duties and Responsibilities**

Under the direct supervision of the Gender and Social Inclusion Advisor and under the overall guidance of the International Project Manager, the incumbent is responsible for:

- Conduct baseline research on I/NGO projects and plans related to constitution making, and based on such baseline, identify gaps and develop a strategy for participation in constitution making among civil society organizations representing women, Janajati, Dalits, Madhesis, the disabled and other excluded groups
- Assist in developing a capacity building strategy for selected partner organizations aimed at enhancing their capacity to lobby and advocate for their concerns with the members of the Constituent Assembly
- Assist the International Gender and Social Inclusion Advisor in ensuring satisfactory participation of different stakeholders with reference to inter alia, geography, religion, caste, gender, disability and language, from the national perspective.
- Develop criteria and guidelines for project proposal development in view of a 'small grant scheme' to support civil society organizations implement activities relevant to the CA and constitution making
- Critically review proposals submitted and advice the programme on proposals that meet a strict selection criteria for funding
- Provide inputs with reference to social inclusion in planning and preparing quarterly and annual work plans and assist in the overall project cycle management.
- Provide advice particularly on the project's communications and outreach activities from the social inclusion perspective.
- Write and submit weekly and monthly reports in a timely manner.
- Undertaking other related tasks as instructed by the supervisor.

### **Qualifications and Experience**

- A master's degree in law or social sciences.
- At least three years of work experience in areas related to governance, capacity building and working with civil society organizations
- Good understanding of and familiarity with issues related to constitution making in Nepal.
- Demonstrated experience in proposal writing and fund raising
- Good organizational and management skills.
- Excellent communication skills and good command in spoken and written English
- Past experiences of report writing, workshop organization, research, and doing similar work in UNDP or any international agency would be a great advantage.
- Basic computer skills, particularly word-processing in English is required.
- Ability to work in a multi-cultural team environment.

**Post Title:** Media Liaison Officer

**Duty Station:** Kathmandu with some travel to the field.

**Duration:** May 2008 - December 2010.

Service contract will be issued annually, with possibilities of extension.

### **Duties and Responsibilities**

Under the overall guidance of the International Project Manager and the direct supervision of the International Communication and Outreach Advisor, the incumbent is responsible for:

- Conduct regular strategic assessment of national media environment, and facilitate engagement with national, regional and community media to reach the wider population to achieve the project's objectives.
- Provide strategic advice to UNDP and the project, if required, on engagement with international media.
- Identify key contacts and opportunities for strategic partnerships with local and international media to facilitate communication and outreach efforts and maintain working relationships with the same.
- Gather, track, and analyze from diverse sources information on topics and issues relevant to the project.
- Draft various types of information communications products, especially targeted media, press releases, media packets and reports, brochures, briefings, etc.
- Prepare initial drafts of articles for inclusion in UNDP newsletters, website, and other communications materials.
- Organize or participate in the organization of conferences, seminar, press briefings, interviews, etc.
- Respond to a variety of inquiries and information requests internally and externally.
- Undertaking other related tasks as instructed by the supervisor.

### **Qualifications and Experience**

- A minimum Bachelor's degree in communications, journalism, public relations or other related field, or equivalent.
- At least three years of working experience at the national or international level in journalism, communications, public relations, or related fields.
- Past experience in doing similar work in UNDP or any international agency would be a great advantage.
- Excellent writing skills in both English and Nepali.

- Good understanding of and familiarity with issues related to constitution making in Nepal.
- Basic computer skills, particularly word-processing in English and Nepali, are required.
- Ability to work and deliver outputs under pressure.
- Good communication skills and ability to work in a multi-cultural team environment.

**Post Title:** Publications Officer

**Duty Station:** Kathmandu with some travel to the field.

**Duration:** May 2008 - December 2010.

Service contract will be issued annually, with possibilities of extension.

### **Duties and Responsibilities**

Under the overall guidance of the International Project Manager and the direct supervision of the International Communications and Outreach Advisor, the incumbent is responsible for:

- Oversee and provide inputs from the communications perspective for preparation of reports and other publications, so that the product is tailored to the needs of the different audience groups and at the same time meets the editorial standard and quality of UNDP.
- Ensure timely translation of various publications and other products in appropriate languages.
- Facilitate the entire production process of a wide range of publications, including editing, design and layout, and printing.
- Design and implement the dissemination strategy for the project's publications and other communications products, to ensure maximum impact and outreach.
- Upgrade, maintain and publicize the website on UNDP Support to Constitution Building.
- Ensure proper documentation of project activities with a range of stakeholders, including civil society and social mobilizers, through video and photographs to be used in the project's communication and outreach products.
- Undertaking other related tasks as instructed by the supervisor.

### **Qualifications and Experience**

- A minimum Bachelor's degree in communications, journalism, public relations or other related field, or equivalent.
- At least three years of working experience at the national or international level in journalism, communications, public relations, or related fields.
- Past experience in doing similar work in UNDP or any international agency would be a great advantage.
- Excellent writing skills in both English and Nepali.
- Good understanding of and familiarity with issues related to constitution making in Nepal.

- Basic computer skills, particularly word-processing in English and Nepali, are required.
- Ability to work and deliver outputs under pressure.
- Good communication skills and ability to work in a multi-cultural team environment.

**Post Title:** Translator (2)

**Duty Station:** Kathmandu with some travel to the field.

**Duration:** May 2008 - December 2010.

Service contract will be issued annually, with possibilities of extension.

#### **Duties and Responsibilities**

Under the direct supervision of the International Project Manager, the incumbent is responsible for:

- Translating conference reports, research papers, articles, features, news reports, draft legislation and other relevant documents which are essential for the project work between English and Nepali.
- Coordinating the overall translation work whenever part-time translators are engaged and supporting the Project Manager in supervising them.
- Ensuring the quality of translation work and language in terms of simplicity and accuracy of meaning.
- Translating and editing the recorded and transcribed proceedings of major conferences and workshops.
- Preparing briefing notes of meetings, seminars and workshops, and documenting them, as and when required.
- Conducting simultaneous interpretation of presentations and discussions between English and Nepali, if necessary.
- Undertaking other related tasks as instructed by the supervisor.

#### **Qualifications and Experience**

- At least a Bachelor's degree in either English or Nepali language with a minimum of five years experiences of working in areas related to translation or preparing reports in Nepali language.
- Excellent command in written English and Nepali, with full accuracy of translation from English to Nepali.
- Good communication skills in both English and Nepali.
- Experiences of translating resource materials of UN agencies, especially legal and constitutional documents, will be a great advantage.
- Basic computer skills, particularly word-processing in English and Nepali, are required.
- Ability to work in a multi-cultural team environment.

**Post Title:** Interpreter

**Duty Station:** Kathmandu with some travel to the field.

**Duration:** May 2008 - December 2010.

Service contract will be issued annually, with possibilities of extension.

### **Duties and Responsibilities**

Under the direct supervision of the International Project Manager, the incumbent is responsible for:

- Undertaking simultaneous interpretation of presentations and discussions between English and Nepali at meetings, workshops, and conferences.
- Assist in translating conference reports, research papers, articles, features, news reports, draft legislation and other relevant documents which are essential for the project work between English and Nepali.
- Coordinating the overall interpretation work whenever part-time interpreters are engaged.
- Ensuring the quality of interpretation and language in terms of simplicity and accuracy of meaning.
- Translating and editing the recorded and transcribed proceedings of major conferences and workshops, as and when required.
- Undertaking other related tasks as instructed by the supervisor.

### **Qualifications and Experience**

- At least a Bachelor's degree in either English or Nepali language with a minimum of five years experiences of working in areas related to interpretation, translation or preparing reports in English and Nepali languages.
- Excellent command in spoken English and Nepali, with full accuracy of interpretation from English to Nepali.
- Good writing skills in both English and Nepali.
- Experiences of conducting simultaneous interpretation for UN agencies, especially related to legal and constitutional issues, will be a great advantage.
- Basic computer skills, particularly word-processing in English and Nepali, are required.
- Ability to work in a multi-cultural team environment.

**Post Title:** Conference/workshop coordinator

**Duty Station:** Kathmandu with some travel to the field.

**Duration:** May 2008 - December 2010.

Service contract will be issued annually, with possibilities of extension.

### **Duties and Responsibilities**

Under the direct supervision of the International Project Manager, the incumbent is responsible for:

- Developing and updating periodically annual and quarterly work plans for conducting conferences, workshops, and seminars.
- Coordinating the overall organization and conducting of conferences, workshops, and seminars in consultation with the other experts.

- Assist in identifying appropriate resource persons, maintaining and updating a roster of consultants and resource persons, and facilitating their participation and contribution.
- Overseeing preparation of all resource materials.
- Ensuring proper evaluation of each workshop/conference will be conducted by developing a standard feedback form to be distributed among participants.
- Ensuring that main issues discussed during the event will be properly recorded and documented, by taking notes and/or by recording the sessions.
- Producing proceedings by working with the translators and other members of the project team.
- Editing the recorded and transcribed proceedings of major conferences and workshops.
- Collecting published resource materials from various sources on a daily basis, including from the news media and civil society groups, and systematically documenting them.
- Carrying out preliminary research and helping produce relevant materials as advised by the supervisor.
- Undertaking other related tasks as instructed by the supervisor.

#### **Qualifications and Experience**

- Minimum a Bachelor's degree, preferably in law or any other related social sciences.
- At least three years of working experience in areas related to workshop organization, report writing, research, and relevant areas of work.
- Good organizational and management skills.
- Excellent communication skills and good command in spoken and written English and Nepali.
- Good understanding of and familiarity with issues related to constitution making in Nepal.
- Past experiences of report writing, workshop organization, research, and doing similar work in UNDP or any international agency would be a great advantage.
- Basic computer skills, particularly word-processing in English and Nepali, are required.
- Ability to work in a multi-cultural team environment.

**Post Title:** Administrative and Finance Assistant (AFA)

**Duty Station:** Kathmandu with some travel to the field.

**Duration:** May 2008 - December 2010.

Service contract will be issued annually, with possibilities of extension.

#### **Duties and Responsibilities**

Under the direct supervision of the International Project Manager, the incumbent is responsible for:

- 1 Maintaining records on financial accounts, personnel, procurement and inventory;



- 2 Assisting in administrative work and provide logistic support for smooth implementation of programme;
- 3 Assisting arranging Project Executive Board, Procurement and Recruitment Committee meetings and preparing minute of these meetings;
- 4 Assisting in arranging and providing logistic support for the conduct of workshop and seminars;
- 5 Conducting frequent field visits for the purpose of monitoring
- 6 Assisting in annual audit exercise
- 7 Assisting and recording of project vehicles and equipments;
- 8 Handle petty cash and reimbursement of petty cash bills
- 9 Perform any other duty assigned by programme management.

### **Qualifications and Experience**

- a) Bachelors Degree in management with hands-on experience with UN or similar development programme or reputed private organization for at least 2 years.
- b) Should possess a good financial accounting and reporting as well as exposure in administration of programme.
- c) Must have excellent skills in computers (Windows, Word, Excel, Power Point); should able to operate financial packages independently.
- d) Must have good command of English and Nepali language both written and spoken and knowledge of auditing is essential.

**Post Title: Monitoring and Evaluation Officer**

**Duty Station:** Kathmandu with some travel to the field.

**Duration:** May 2008 - December 2010.

Service contract will be issued annually, with possibilities of extension.

### **Duties and Responsibilities**

Under the direct supervision of the International Project Manager, the incumbent is responsible for:

- Develop and implement an effective M&E mechanism at various levels of the project activities.
- Based on the M&E framework in the project document, develop and refine indicators for the effective implementation of the programme.
- Ensure relevant data and information is regularly collected and updated to monitor the progress of the project implementation, by closely working with other team members.
- Facilitate regular field monitoring visits to project activity areas and conduct qualitative and quantitative assessment of the implementation status.
- Analyze the data and information and prepare monthly progress reports on major activities and submit to NPM and others as per the need of the project.

- Support NPM in producing monthly, quarterly, annual reports, and other relevant reports as per the need of the programme.
- Take the leading role in organizing and facilitating the final project evaluation.
- Undertaking other related tasks as instructed by the supervisor.

#### **Qualifications and Experience**

- A minimum Bachelor's degree in communications, journalism, public relations or other related field, or equivalent.
- At least three years of working experience at the national or international level in journalism, communications, public relations, or related fields.
- Past experience in doing similar work in UNDP or any international agency would be a great advantage.
- Excellent writing skills in both English and Nepali.
- Good understanding of and familiarity with issues related to constitution making in Nepal.
- Basic computer skills, particularly word-processing in English and Nepali, are required.
- Ability to work and deliver outputs under pressure.
- Good communication skills and ability to work in a multi-cultural team environment.

**Post Title:** National Resource Center Manager

**Duty Station:** Kathmandu

**Duration:** January 2009 – December 2009.

Service contract will be issued annually, with possibilities of extension.

**Duties and responsibilities:**

Under the direct supervision of the International Project Manager, and a Steering Committee composed of representatives of the CA and civil society, the incumbent is responsible for overall management of Constitution Building Resource center. The specific duties include the following:

- **General management:** In close coordination with national and international partners, oversee the development, management and monitoring of all Resource center activities and achievement of results.
- **Client satisfaction:** Ensure that the Resource center programmes meet the expectation of the clients and implement appropriate measures for improvements based on regular monitoring of the client satisfaction and needs.
- **Programme management:** Ensure that the activities of the Resource center encourage and support constitutional dialogue.
- **Preparation of annual and quarterly work plans and progress reports including donor reports for the Resource center.**
- **Organization of periodic meetings of the Resource center Steering Committee, and some other coordination forum if required.**
- **Financial management:** Manage the Resource center's budget and expenditures in accordance with UNDP financial rules.
- **Strategic partnerships and resource mobilization:** Build and strengthen local and international partnerships and develop a coherent and pro-active resource mobilization and communication/advocacy strategies for the Resource center.
- **Human resource and procurement management:** With the support of the project and Operations Division, recruit and supervise Resource center staff and consultants (local and international), assess staff performance, supports capacity building of national partners and promotes team work. Ensure timely procurement of goods and services by regularly updating annual procurement plan, and supervise the subcontractors to ensure the delivery of quality work.
- **Gender and social inclusion:** Apply principles of gender and social inclusion as the cross-cutting issue in every aspect of the Resource center implementation and management.
- **Translation services:** Ensure that translation is available to all CA members and civil society representatives, as required, for critical documents and information.
- **Support to the project management:** Provide support for the International Project Manager of the Support to Participatory Constitution Building in Nepal project in day to day project management.
- **Other tasks:** Carry out other related tasks, as instructed by the supervisor.

### **Qualifications Requirement**

- At least a Master's degree in Management, Social science, Library Science, or a related field.
- A minimum of 7 years of relevant work experience with progressive responsibilities in client services or in dealing with the public, in programme or project management and coordination, experience in working with a recognized national or international organization – private or public
- Experience in managing public information services is an advantage.
- Ability to build strong relationships with clients, focus on impact and result for the client and respond positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Excellent inter-personal skills and ability to work in a multi-cultural team.
- Demonstrate openness to change and ability to manage complexities, ability to lead strategic planning, change processes, results-based management and reporting.
- Proven networking, team-building, organizational and communication skills, strong oral and written communication skills in Nepali and English (including negotiation and presentation and computer skills).

**Post Title:** Librarian (1)

**Duty Station:** Kathmandu

**Duration:** January 2009 – December 2009

Service contract will be issued annually, with possibilities of extension.

### **Duties and Responsibilities**

Under the direct supervision of the National Manager of the Resource Center, the incumbent is responsible for developing and managing a library and information system aiming to support the constitution building process in Nepal. The specific duties include the following.

#### Library system

- Developing the library policy, statute and rules
- Developing, managing and supervising procedures to maintain the library, including the databases, filing/cataloguing system and data security
- Developing, managing and supervising knowledge and acquisition processes
- Proactively identifying and collecting new library resources, and properly classifying, filing/cataloguing, and disseminating them.

#### E-catalogue system

- Designing and maintaining the library's e-catalogue system
- Continually improving and updating the catalogue's overall design, functionality and contents in close collaboration with the available IT Service

- Establishing and maintaining efficient links and liaisons with other libraries and catalogue systems in Nepal

#### Library operations

- Advising and supervising assistant librarians
- Providing assistance and service to users and responding to requests for information and reading needs
- Modifying the library content as required: Tracking, collecting and filing of relevant and state-of-the-art data/documents/books from national and international organisations, publishers, etc.
- Contributing to research on various topics as per the requests from RC clients.
- Proactively engage in building client relationships and gathering users' feedback on the library operations.

#### **Qualifications and Experience**

- A Master's degree or equivalent in library, or other relevant discipline
- At least three years of working experience as a librarian or in a relevant field.
- Proven expertise and familiarity with the technical aspects of library setting and development in Nepal
- Proven expertise and familiarity with the formulation of policies and strategies for establishing and developing a library and information centre
- Past experience in developing and/or maintaining e-catalogue systems and familiarity with the relevant principles and technologies
- Excellent English and Nepali skills (written and spoken)
- Ability to work and deliver outputs under pressure
- Excellent skills in building and maintaining good relationships with clients
- Good communication and presentation skills and ability to work in a multi-cultural team environment
- Good understanding of and familiarity with issues related to peace process and constitution making in Nepal would be an advantage

**Post Title:** Assistant Librarian (2)

**Duty Station:** Kathmandu

**Duration:** January 2009 – December 2009.

Service contract will be issued annually, with possibilities of extension.

#### **Duties and Responsibilities**

Under the overall guidance of the National Manager of the Resource center and the direct supervision of the Senior Librarian, the incumbents are responsible for assisting to develop and manage a public library and information system aiming to support the constitution building

process in Nepal. The incumbent will be required to work on shifts in order to provide services throughout the Resource center's business hours. The specific duties include the following.

#### Library system

- Assisting the Librarian to manage procedures to maintain the library, including the databases, filing/cataloguing system and data security
- Assisting the Librarian to manage knowledge and acquisition processes: Tracking, gathering, classifying, filing/cataloguing, disseminating etc. of new accruals
- Assisting the Librarian to update the overall design, functionality and contents of the library's website and e-catalogue in close collaboration with the available IT Service

#### Library operations

- Providing assistance and service to users and responding to requests for information and reading needs
- Providing guided information tours to the users
- Providing daily support to the librarian in maintaining the library and managing its content
- Assisting the Librarian and other Resource center staff in conducting research on various topics as per requests from clients.

#### **Qualifications and Experience**

- A Bachelor's degree or equivalent in library , or other relevant discipline
- At least three years of working experience in a library or in a relevant field.
- Good computer and information technology skills (i.e. web sites, e-catalogue)
- Excellent communications skills in Nepali, and good command in English (written and spoken)
- Excellent skills in building and maintaining good relationships with clients
- Ability to work in a multi-cultural team environment
- Familiarity with issues related to peace process and constitution making in Nepal would be an advantage

**Post Title:** Receptionist (2)

**Duty Station:** Kathmandu

**Duration:** January 2009 – December 2009

Service contract will be issued annually, with possibilities of extension.

#### **Duties and Responsibilities**

Under the direct supervision of the Sr. Administrative Assistant, the incumbent is responsible for the following tasks. The incumbent will be required to work on shifts in order to provide services throughout the Resource center's business hours.

- Meet and greet all visitors to the Resource center, and provide necessary assistance for visitors by providing directions and accurate information related to RC. Ensure delivery of high standard services to guests.
- Monitor all visitors to the Resource center.
- Answer all incoming calls promptly and politely
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing preparing bills related to office work.
- Maintain the general filing system and file all correspondence
- Assist in the planning and preparation of meetings, conferences and conference telephone call
- Management and planning of the front desk coverage
- Collect and update of RC staff information on a monthly basis, ensuring all data and information is correct and accurate.
- Provide office support services in order to ensure efficiency and effectiveness within the RC
- Assist in other duties as needed and directed

**Minimum Qualification and Experience Required:**

- Intermediate degree with three years of related experience. Experience in UN or other bilateral organization will be an added advantage.
- Ability to perform a variety of standard tasks related to front desk service, telephone communications service and updating of staff information
- General computer proficiency with good command in Microsoft Office
- Good communication skills in Nepali and English
- Excellent interpersonal skills and ability to work in a multi-cultural team environment

**Post Title:** Premises Management Associate

**Duty Station:** Kathmandu

**Duration:** January 2009 – December 2009

Service contract will be issued annually, with possibilities of extension.

**Duties and Responsibilities**

Under the direct supervision of the National Manager of the Resource Center, the incumbent is responsible for supervising and coordinating all tasks related to the office space management of the Resource center. The specific duties include the following.

- Oversee the entire premises of the Resource center and ensure its best physical conditions.

- Oversee the work of internal and external cleaners, plumbers, electricians in view of keeping the office neat and clean at all times and reports to the National Manager of the Resource center on daily basis.
- Ensure appropriate security arrangement of the office premises 24 hours.
- Supervise messengers.
- Maintain a small inventory of the cleaning and electric supplies and arrange replacement as and when necessary.
- Arrange for minor maintenance and repair of the building, partitions, hinges, knobs, door locks, and desk locks, etc. in close coordination with Admin and Finance Officer.
- Assign duties to messengers for the clearance of the mailboxes, and pigeon-holes.
- Keep updated expenditure record relevant to the management of the premises including office rent, phone, electricity, water consumption and submit the bills to the Admin and Finance Officer for processing the payment.
- Liaise with service providers including air-conditioner maintenance contractor, PABX contractor to keep the office equipment in good running conditions at all times.
- Draft essential memos and letters related to the job.
- Act as a focal point to contact the building owners for lease related matters.
- Assist to arrange, relocate, and/or to move the office furniture and equipment of the project as per the need of the staff.
- Undertake any other tasks as directed by the supervisor

**Minimum Qualification and Experience Required:**

- Bachelor's degree in Business Administration, or any other relevant discipline.
- At least 5 years of experience in administrative, financial and logistic tasks.
- Past experience in doing similar work in UNDP or any international agency would be a great advantage
- Good planning and coordination skills to undertake a wide variety of activities at any given time.
- Ability to carry out multiple tasks in an efficient and economic manner, often under pressure.
- Familiarity with building management activities.
- Good communications skills in Nepali and English.
- Good computer skills, especially knowledge of Microsoft Word, Excel, and PowerPoint.
- Ability to work in a multi-cultural team environment

**Post Title:** Transport Associate

**Duty Station:** Kathmandu

**Duration:** January 2009 – December 2009

Service contract will be issued annually, with possibilities of extension.



### **Duties and Responsibilities**

Under the direct supervision of the International Manager of the Resource center, the incumbent is responsible for the following.

- Manage all aspects of shuttle service provided by the Resource center, including planning, operation and coordination
- Supervise drivers and maintain duty rosters of drivers
- Oversee the provision and maintenance of the vehicle fleet
- Maintain a daily log of vehicle use
- Ensure that proper inventory of all components of vehicles are maintained and checked frequently.
- Full compliance of UN/UNDP rules and regulations, policies and strategies on travel management and ensure that RC vehicles are used in accordance with UN Rules and Regulations and that vehicle usage data is correctly recorded
- Implementation of transport policy approved by the management
- Propose improvements in the existing transport system
- Be responsible to implement the pick & drop schedule of CA members from prescribed points
- Undertake any other tasks as directed by the supervisor

### **Minimum Qualification and Experience Required:**

- Bachelor's degree in any discipline.
- Minimum 5 years of relevant experience in the areas of transportation operation and management
- Past experience in doing similar work in UNDP or any international agency would be an advantage
- Specialized training in transportation management is desirable
- Demonstrated ability to manage diverse transport operations
- Ability to review alternative options and select most effective and cost efficient mode of transport
- Basic computer skills, good communication skills and ability to work in a multi-cultural team environment

**Annual Work plan  
Year 2009**

**Award ID 49635**

**Award title Support to Participatory Constitution Building in Nepal**

**Duration January to December**

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIME FRAME				RESPONSIB L/E PARTY	PLANNED BUDGET					
		Q1	Q2	Q3	Q4		Funding Source	Account code	Budget Description	No of Unit	Unit cost	Amount
<b>Output target</b> 1. Support provided to priority elements of the capacity development strategy for the Parliamentary Secretaries and Committees	List activity results and associated actions Activity Result 1.1 Support the Constituent Assembly  Action 1.1.1 Support CA Secretariat for the establishment of library, documentation and expert advice.	X	X	X	X	UNDP	187	72400	Computer networking	1	10,000	10,000
		187	71300	Expert support ( National)	30		2850	85,500				
		187	71200	Expert support ( International)	10		5000	50,000				
		187	74200	Documentation ( Audiovisual and printing production)	25		2000	50,000				
		4160	71100	Project staff salary ( ALD)	6		14671	88,026				
		187	71600	Constituency visits	75		815	61,144				
		187	72300	Materials and Goods ( Books)	3500		14,28	50,000				
		187	72100	Contractual service company for refurbishment	16		937	15,000				
		187	72800	Information Technology equipments for CA committees and CA secretariat	200		500	100,000				
		187	72200	Furniture	400		75	30,000				
4000	73400	Rental and maintenance of other office equipments ( Vehicle rental)	2	32000	64,000							





5. Capacity of women, Madhesi, dalit and Janajati delegates developed on lobbying skills and key substantive issues for the new constitution	Action 2.1.3 Conduct and support 20 workshop and seminars for selected groups				71100 Project staff salary (ALD)	The budget has been built in CPRN project, which will be reverse to this project
	187	74500	Miscellaneous expenses	8	5000	40,000
187	72500	Supplies	8	200	1,600	
187	71300	Recourse persons ( Local)	16	1000	16,000	
						87,600
				UNDP		
		Activity Result 2.2 Implementation of a communication and outreach strategy				
		Action 2.2.1 Maintain and update a website on support to constitution building			74200	Audiosual and printing production cost
		Action 2.2.2 Ensure documentation and publicizing the project activities			1	5000
		Action 2.2.3 Develop and implement a media strategy			71400	Project staff salary ( Service contract)
					12	2658
					71100	Project staff salary (ALD)
						11500
						80,500
						17,396
		Activity Result 2.3 Strengthen Community Radio in its Capacity to promote engagement in the Constitution process				
		Action 2.4.1 Partner with national counterpart representing local radio			72100	Contractual service company
						321,174
		Action 2.4.2 Conduct assessment of national counterpart & selected network of local stations				
		Action 2.4.3 Implement capacity development strategy to ensure sustainable community radio network				
		Activity Result 2.4 Promote radio and television programmes in the constitution building process			72100	Contractual service company
						500,000

Action 2.3.1 Produce a 24 episode public discussion programmes on key peace- & constitution building issues															
Action 2.3.2 Produce drama programme of 24 episodes to address social equality and inclusion aspects of constitution-building process															
Action 2.3.3 Co-produce local versions of discussion and 24 episodes' drama programmes with community radio stations in various languages															
<b>Sub total:</b>													500,000		
<b>Activity Result 2.5 Support to a constitution building network of 30,000 community groups</b>							4000	72100	Contractual service company						321,175
Action 2.5.1 Develop a dissemination plan in collaboration with UNDP projects and UNICEF DACAW															
Action 2.5.2 Train 1000 social mobilizers as Listening & Discussion Group Facilitators															
Action 2.5.3 Produce, translate and distribute monthly educational programme on constitution building issues on cassette															
<b>Sub total:</b>															321,175
<b>Activity 2.6 Programme Support Cost</b>															
Action 2.6.1 Project Manager							4000	71100	Project staff salary (ALD)		6	15886			95,316
Action 2.6.2 M and E Officer							187	71100	Project staff salary (ALD)		3	15886			45,900
Action 2.6.3 Project Support Staff (Admin. & Finance Associate, Administrative assistant, Driver, and Messenger)							4000	71400	Project staff salary (Service contract)		12	968			11,616
Action 2.6.4 Vehicle and maintenance							4000	71400	Contractual service - Individual (Service contract)		6	5000			30,000
Action 2.6.5 Office rental							4000	73400	Rental and Main of other equipments		6	600			3,600
Action 2.6.6 Equipment and furniture							4000	73100	Rental - Premises		3	2500			7,500
Action 2.6.7 Miscellaneous							4000	72200	Equipments and furniture		5	500			2,500
Action 2.6.8 Office supplies							4000	74500	Miscellaneous expenses		6	200			1,200
							4000	72500	Supplies		500	10			5,000

Action 2.6.9 Travel										
Action 2.6.9 Facilitation and Administration cost										
Action 2.6.9 Monitoring and Evaluation, Security, Communication										
<b>Sub total</b>										
<b>Grand Total</b>										

4000	711	6	2385	14,313
3000	75000	1	182000	182,000
187	75000	1	49280	49,280
4000	74500	15	4651	226,237
				<b>674,462</b>
				<b>5,771,375</b>

Prepared by:  
International Project Manager

*[Signature]*  
17/12/2008

Endorsed by:  
Unit Head

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17/12/2008

Approved by:  
Executive

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19/12/2008

ANNUAL TARGET, ACTIVITY RESULT & RELEVANT ACTIONS	DETAILED SUB ACTIVITIES FOR THE QUARTER			RESPONSIBLE PARTY	QUARTERLY BUDGET				
	M1	M2	M3		Sources of Fund	Budget Description	Unit cost	No. of units	Approved Budget for 1st quarter
<p>1) Capacity of Constituent Assembly (CA) delegates and technical advisors developed to produce a new constitution (subject to the CA's request), Parliament Secretariat and committee systems strengthened to support the CA.</p> <p>2) Selected civil society organizations supported to facilitate participation of excluded groups in the development of the new constitution</p>									
Annual Target: 1) Support provided to priority elements of the capacity development strategy for the Parliament Secretariat and Committees;									
1.1 Activity Result: Support the Constituent Assembly	Action 1.1.1: Support CA Secretariat for the establishment of library, documentation and expert advice								
	1.1.1.1	Need assessment of CA secretariat			10,000	Computer retooling			10,000
	1.1.1.2	Prepare a list for procurement of experts and books, development of TOCs for the experts			2,500	Expert support (travel)	10		25,500
	1.1.1.3	VA for experts roles, short listing, and prepare meeting minutes, and approval of expert roster			5,000	Expert support (translational)	5		15,000
	1.1.1.4	Issue SGA contract as and when needed			2,000	Documentation (audiovisual and printing production cost)	5		10,000
	1.1.1.5	Request memo and create requisition for procurement of books, procure books			14,871	Project staff salary (A-D)	5		44,013
	1.1.1.6				75	Contingency visit	915		41,013
	1.1.1.7				14,78	Maintenance and Coord. (Stock)	3500		49,860
	1.1.1.8				537	Contractual services company for refreshment	16		14,992
1.2 Activity Result: Support CA Secretariat by refurbishing 14 committee rooms and acquiring 35 vehicles	Action 1.2.1: Support CA Secretariat by refurbishing 14 committee rooms and acquiring 35 vehicles								
	1.2.1.1	Prepare the list of equipment and furniture			500	Information Technology equipments	200		100,000
	1.2.1.2	Submit a request memo and e-aquisition for procurements, follow up on procurement of equipment and furniture			75	Furniture	400		30,000
	1.2.1.3	Prepare a TOR and request memo for refurbishment			32,000	Rental and maintenance of other office equipments (Vehicle rental)	1		32,000
	1.2.1.4	Sub contract for refurbishment			19,000	Procurement of vehicles (35 Mahindra)	30		540,000
	1.2.1.5	Handover of vehicles, equipments and furniture set up in CA secretariat			500	Miscellaneous expenses (Meetings)	15		7,500
	1.2.1.6	Finalize the meeting schedule and conduct meetings with the CA members			6,288	Project staff salary (Service contract)	3		18,894
	1.2.1.7	Identify their needs and provide technical advice to the CA members							
	1.2.1.8	Coordination with resource center for addressing CA members' needs							
Sub total: 944,892									
2) Constitution Building, Resource Centre established									
3) Technical consultation on specific provision of the draft Constitution involving CA delegates and expert facilitated									
1.2 Activity Result: Support the establishment of resource centre	Action 1.2.1: Establish RC near CA premises (library, training and meeting facilities)								
	1.2.1.1	Lease agreement with landlord			17,845	Office Rental	3		6 month rental will be paid by USAID
	1.2.1.2	Short listing of new VAs for staff			3,500	Communication (Internet and telephonic)	5		10,500
	1.2.1.3	Conduct interviews and selection of RC staffs			200	Furniture	250		50,000
	1.2.1.4	Prepare TOR and sub contracting of a designer for office set up, internet and communication system set up			1,000	Information technology	50		50,000
	1.2.1.5	Preparation of book list, furniture and equipment list							











ANNUAL TARGET, ACTIVITY RESULT & RELEVANT ACTIONS	DETAILED SUB ACTIVITIES FOR THE QUARTER	TIME			RESPONSIBLE PARTY	QUARTERLY BUDGET				
		M1	M2	M3		Sources of Fund	Budget Description	Unit cost	No. of units	Approved Budget for 1st quarter
Annual Target: 1) Support provided to priority elements of the capacity development strategy for the Parliament Secretariat and Committees;										
Extension of sub contract										
Activity Result 2.5 Support to the Constitution Building network of 30,000 community groups									88,004	
Action 2.5.1: Develop a dissemination plan in collaboration with UNDP projects and UNICEF/DACAAM.	2.5.1.1 Regular follow up, monitoring and reporting of programme					4000	Contractual service - company			
Action 2.5.2: Train 250 social mobilizers as listening & Discussion group facilitators.	2.5.2.1 Regular follow up, monitoring and reporting of programme									
Action 2.5.3: Produce, translate and distribute monthly educational programme on constitution building issues on cassette	2.5.3.1 Regular follow up, monitoring and reporting of programme									
<b>Sub total</b>									<b>88,004</b>	
Activity Result 2.6 Programme support costs										
	2.6.1 Prepare list, prepare quotation memo, requisition for purchasing of furniture and equipment					4000	Project staff salary ( ALD)	15,886	1	15,886
	2.6.2 Extension of staffs contract and renewal of premises contract					187	Project staff salary ( ALD)	15,886	2	31,772
	2.6.3 Field monitoring of programme					4000	Service contract	5,968	3	17,904
	2.6.4 Prepare quarterly report					4000	Rental and maintenance of other office equipments ( vehicle rental)	600	3	1,800
						7000	Rental-premises	2,500	3	7,500
						4000	Equipment and furniture	500	5	2,500
						4000	Miscellaneous expenses	200	6	1,200
						4000	Supplies	10	100	1,000
						4000	Travel	2,385	5	11,925
						4000	Audiovisual and printing production cost	100	20	2,000
<b>Sub total</b>										<b>99,487</b>
<b>Grand total</b>										<b>2,385,481</b>


Prepared by

Project Manager  
  
 17/12/11 E.1

Endorsed by

Head of PMU  


Approved by

Executive  
  
 18/12/2008

**Annual Work plan  
Year 2009 ( Proposed Budget)**

**Support to Participatory Constitution Building in Nepal  
January to December**

**Award title**  
**Duration**

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET						
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	No of Unit	Unit cost	Amount		
Output target	List activity results and associated actions												
1. Support provided to priority elements of the capacity development strategy for the Parliamentary Secretaries and Committees	Activity Result 1.1 Support the Constituent Assembly												
	Action 1.1.1 Support CA Secretariat for the establishment of library, documentation and expert advice.					UNDP							
							Computer networking			1	10,000		10,000
							Expert support			147	2850		420,000
							Documentation			20	2500		50,000
							Project staff salary			6	13750		88,026
							Materials and Goods ( Books)			10	5000		50,000
							Travel ( Exposure visit)			90	3728		335,580
							Constituency visits			75	2542		190,625
							Refurbishment cost for 16 Committees			16	7500		120,000
							Equipment for CA committees and CA secretariat			570	2582		1,472,000
							Furniture			4320	37		158,904
							Rental and maintenance of other office equipments ( Vehicle rental)			2	35000		70,000
							Procurement of vehicles ( 30 Mahendra and 5 Cars)			35	19285		675000
							Procurement of vehicles ( for shuttle service 2 VAN)			2	19500		39,000
							Miscellaneous expenses (Meetings)			48	313		15,000
							Technical Advice (Project staff salary)			12	5500		69,600
	Action 1.1.2 Support CA Committees by refurbishing 14 committee rooms and acquiring 35 vehicles												
	Action 1.1.3 Support CA members by providing 20 orientation trainings and 14 technical trainings												





Action 2.2.2 Ensure documentation on... utilising the project activities	staff salary	12	886	10,632
	Audiovisual and printing production cost	4	1250	5,000
Action 2.2.3 Develop and implement media strategy	Project staff salary	12	11500	138,000
<b>Sub total</b>				<b>158,632</b>
Action 2.3 Strengthen Community Radio in its Capacity to promote engagement in the Constitution process	Contractual service company	1	750000	750,000
Action 2.3.1 Partner with national counterpart representing local radio				
Action 2.3.2 Conduct assessment of national counterpart & selected network of local stations				
Action 2.3.3 Implement capacity development strategy to ensure sustainable community radio network				
<b>Sub total</b>				<b>750,000</b>
Action 2.4 Promote radio and television programmes in the constitution building process	Contractual service company	1	1,250,000	1,250,000
Action 2.4.1 Produce a 24 episode public discussion programmes on key peace- & constitution-building issues				
Action 2.4.2 Produce drama programme of 24 episodes to address social equality and inclusion aspects of constitution-building process				
Action 2.4.3 Co-produce local versions of discussion and 24 episodes' drama programmes with community radio stations in various languages				
<b>Sub total</b>				<b>1,250,000</b>
Action 2.5 Support to a constitution building network of 30,000 community groups	Expert support	45	750	33,750
	Contractual service company	1	750,000	750,000
Action 2.5.1 Develop a dissemination plan in collaboration with UNDP projects and UNICEF DACAW				

UNDP





Annual Work plan  
Year 2010

<b>Award title</b>	<b>Support to Participatory Constitution Building in Nepal</b>
<b>Duration</b>	<b>January to December</b>

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET				
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	No of Unit	Unit cost	Amount
<p><i>Output target</i></p> <p>1. Support provided to priority elements of the capacity development strategy for the Parliamentary Secretaries and Committees</p>	<p><i>Key activities results and associated actions</i></p> <p>Activity Result 1.1 Support the Constituent Assembly</p>					UNJP					
	<p>Action 1.1.1 Support CA Secretariat for the establishment of library, documentation and expert advice.</p>						Expert support	74	2850	210,000	
							Project staff salary	0	14671	88,026	
							Documentations	10	250	25,000	
							Constituency Visit	75	2000	150,000	
							Furniture	20	500	10,000	
							Expert support	11	2850	30,000	
							Miscellaneous expenses (Meetings)	24	500	12,000	
							Technical Advises (Project staff salary)	12	5800	69,600	
											<b>594,626</b>
<p>2. Constitution Building Resource Centre established</p>	<p>Activity Result 1.2 Support the establishment of Resource Centre</p>										
						Office rental (6 Month)	12	26389	316,668		
						Staff salary (National)	12	17200	206,400		
						Communication ( Internet and telephones)	12	2500	30,000		
						Furniture	30	160	5,000		
						Information technology equipments	20	500	10,000		
						Supplies	300	20	6,000		
						Security service	12	1250	15,000		
						Cleaning service	12	500	6,000		
						IT service	12	833	10,000		
<p>Action 1.2.2 Provide expert advice to stakeholders on constitution building process through 800 consultations annually.</p>						Expert support	1500	50	75,000		

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET											
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	No. of Unit	Unit Cost	Amount							
Output target	List activity results and associated actions					UNDP												
	Action 1.2.3 Offer 10 training programmes for CA members with 100 CA members coming from excluded groups										Contractual service with company for Language and Computer training)	2	35000					75,000
											Miscellaneous expenses	8	2000					16,000
											Resource person	8	2500					20,000
											Staff salary (National)	12	3664					42,528
											Travel	240	100					24,000
											Supplies	8	300					2,400
	Action 1.2.4 Offer a dialogue space where CA members can interact with themselves and other stakeholders.										Miscellaneous expenses	40	200					8,000
	Action 1.2.5 Provide information to the stakeholders by upgrading the library materials and publications										Procurement of books	10	4000					40,000
											Audiovisual and printing production cost	8	5000					40,000
	Action 1.2.6 Organize 7 thematic conferences and workshops on key themes										Translation service	8	4000					32,000
											Miscellaneous expenses	5	7000					35,000
											Resource person	10	2500					25,000
											Travel	180	120					18,000
											Supplies	5	500					2,500
	Action 1.2.7 Coordination and Partnership with donors										Project staff salary	8	14671					117,368
	Action 1.2.8 CA and Civil Society interaction programme in 30 constituencies										Miscellaneous expenses	24	125					3,000
	Sub total										Partnership	240	1250					300,000
																		1,461,622
3. Capacity of women, Madhesi, dalit and Janajati delegates developed on lobbying skills and key substantive issues for the new constitution	Activity Result 2.1 Development and Implement a Civil Society Support Strategy																	
	Action 2.1.1 Develop selection criteria for CSO selection										Project staff salary	3	11500					38,000
	Action 2.1.2 Expert assistance to CSOs to prepare 5,000 submission to the CA										Expert support	45	750					33,750
	Action 2.1.3 Conduct and support 10 workshops and seminars for selected groups										Miscellaneous expenses	6	2500					15,000
											Travel	180	100					18,000
	Action 2.1.4 Establishment of small grant programme										Resource persons	12	2500					30,000
											Project staff salary	8	11500					100,000
	Sub total										Partnership							1,100,000
																		1,334,750

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIME FRAME				RESPONSIB I.E. PARTY	PLANNED BUDGET				
		Q1	Q2	Q3	Q4		Fundings Source	Budget Description	No. of Unit	Unit cost	Amount
		<i>List activity results and associated activities</i>									
	Activity 2.2 Implementation of a communication and outreach strategy										
	Action 2.2.1 Maintain and update a website on support to constitution building										
	Action 2.2.2 Ensure documentation and publishing the project activities						Audiovisual and printing production cost	1	5000	5000	
	Action 2.2.3 Develop and implement media strategy						Project staff salary	12	888	10632	
	<b>Sub total</b>						Audiovisual and printing production cost	5	500	2500	
	Action 2.3 Strengthen Community Radio in its Capacity to promote engagement in the Constitution process						Project staff salary	12	11500	138,000	
	Action 2.3.1 Partner with national counterpart representing local radio									156,132	
	Action 2.3.2 Conduct assessment of national counterpart & selected network of local stations						Contractual service company			500,000	
	Action 2.3.3 Implement capacity development strategy to ensure sustainable community radio network										
	<b>Sub total</b>									500,000	
	Action 2.4 Promote radio and television programmes in the constitution building process										
	Action 2.4.1 Produce a 15 episode public discussion programmes on key peace- & constitution-building issues						Contractual service company	1	500,000	500,000	
	Action 2.4.2 Produce drama programme of 15 episodes to address social equality and inclusion aspects of constitution-building process										
	Action 2.4.3 Co-produce local versions of discussion and 15 original drama programmes with community radio stations in various languages										
	<b>Sub total</b>									500,000	

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIME FRAME				RESPONSIB I.E. PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	No of Unit	Unit cost
Output target	<i>Last activity results and associated actions</i> Action 2.5 Support to a constitution building network of 30,000 community groups						Export	30	750	22,500
							Staff salary ( Service contract)	12	886	10,632
	Action 2.5.1 Develop a dissemination plan in collaboration with UNDP projects and UNICEF DACAW					UNDP	Contractual service company	1	500,000	500,000
	Action 2.5.2 Train 300 social mobilizers as Listening & Discussion Group Facilitators									
	Action 2.5.3 Produce, translate and distribute monthly educational programme on constitution building issues on cassette									
	<b>Sub total</b>									<b>533,132</b>
	Activity 2.6 Programme Support Cost									
	Action 2.6.1 Project Manager						Staff salary	12	16980	196,680
	Action 2.6.2 M and E Officer						Service contract	12	968	11,620
	Action 2.6.3 Project Support Staff ( Admin. & Finance Associate, Administrative assistant, Driver, and Messenger)						Contractual service - Individual ( Service contract)	12	2500	30,000
	Action 2.6.4 Vehicle and maintenance						Rental and Main of other equipments	6	300	1800
	Action 2.6.5 Office rental						Rental - Premises	12	2500	30,000
	Action 2.6.6 Equipment and furniture						Equipments and furniture	6	500	3,000
	Action 2.6.7 Miscellaneous						Miscellaneous expenses	12	500	6,000
	Action 2.6.8 Monitoring and Evaluation						Travel	10	2500	25,000
	Action 2.6.9 Communication						Communication	12	417	5,000
	Action 2.6.10 Office supplies						Supplies	200	25	5,000
	Action 2.6.11 Audio visual printing prod. Cost						Audio visual printing prod. Cost	500	20	10,000
	<b>Sub total</b>									<b>324,100</b>
	<b>Grand Total</b>									<b>5,394,262</b>

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17/12/11

*19/12/2008*

Annual Work plan  
-r 2010

Support to Participatory Constitution Building in Nepal

January to December

AWARD TITLE	DURATION	PLANNED ACTIVITIES	TIME FRAME				RESPONSIB I.E. PARTY	PLANNED BUDGET					
			Q1	Q2	Q3	Q4		Funding Source	Budget Description	No of Unit	Unit cost	Amount	
Output target 1. Support provided to priority elements of the capacity development strategy for the Parliamentary Secretaries and Committees		Activity Result 1.1 Support the Constituent Assembly					UNJP						
		Action 1.1.1 Support CA Secretariat for the establishment of library, documentation and expert advice.						Expert support	74	2850	210,000		
								Project staff salary	6	14871	88,026		
								Documentations	10	750	7,500		
								Consultancy Visit	75	7000	525,000		
								Furniture	20	500	10,000		
								Expert support	11	2650	29,150		
								Miscellaneous expenses (Meetings)	24	500	12,000		
								Technical Advises (Project staff salary)	12	5800	69,600		
								<b>Sub total</b>				<b>854,626</b>	
2. Constitution Building Resource Centre established		Activity Result 1.2 Support the establishment of Resource Centre											
							Office rental (6 Months)	12	20388	244,656			
							Staff salary (National)	12	17200	206,400			
							Communication (Internet and telephones)	12	2500	30,000			
							Furniture	30	166	4,980			
							Information technology equipments	20	500	10,000			
							Supplies	300	20	6,000			
							Security services	12	1250	15,000			
							Cleaning service	12	500	6,000			
							IT service	12	833	10,000			
					Expert support	1500	50	75,000					

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIME FRAME				RESPONSIB I.E PARTY	PLANNED BUDGET				
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	No of Unit	Unit cost	Amount
Output target	Low activity results and associated activities					UNDP		Contractual service with company for Language and Computer training	2	35000	70,000
	Action 1.2.3 Offer 10 training programmes for CA members with 100 CA members coming from excluded groups							Miscellaneous expenses	2	2000	16,000
								Resource person	8	2500	20,000
								Staff salary (National)	12	3544	42,528
								Travel	240	100	24,000
								Supplies	6	300	2,400
	Action 1.2.4 Offer a dialogue space where CA members can interact with themselves and other stakeholders.							Miscellaneous expenses	40	200	8,000
	Action 1.2.5 Provide information to the stakeholders by upgrading the library materials and publications							Procurement of books	10	4000	40,000
								Audiovisual and printing production cost	8	5000	40,000
								Translation service	8	4000	32,000
	Action 1.2.6 Organize 7 thematic conferences and workshops on key themes							Miscellaneous expenses	5	7000	35,000
								Resource person	10	2500	25,000
								Travel	150	120	18,000
								Supplies	5	500	2,500
	Action 1.2.7 Coordination and Partnership with donors							Project staff salary	6	14671	88026
								Miscellaneous expenses	24	125	3000
	Action 1.2.8 CA and Civil Society interaction programme in 50 constituencies							Partnership	240	1250	300,000
	Sub total										1,451,522
3. Capacity of women Madhesi, Dalit and Janajati delegates developed on lobbying skills and key substantive issues for the new constitution	Activity Result 2.1 Development and Implement a Civil Society Support Strategy										
	Action 2.1.1 Develop selection criteria for CSO selection							Project staff salary	3	11500	38,000
	Action 2.1.2 Expert assistance to CSOs to prepare 5,000 submission to the CA							Expert support	45	750	33,750
								Miscellaneous expenses	6	2500	15,000
	Action 2.1.3 Conduct and support 10 workshops and seminars for selected groups							Travel	180	100	18,000
								Resource persons	12	2500	30,000
	Action 2.1.4 Establishment of small grant programme							Project staff salary	9	11500	100,000
	Sub total							Partnership			1,100,000
											1,334,750

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET												
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	No of Unit	Unit cost	Amount								
Output target	<i>Last activity results and envisaged actions</i>																		
	Activity 2.2 Implementation of a communication and outreach strategy																		
	Action 2.2.1 Maintain and update a website on support to constitution building																		
	Action 2.2.2 Ensure documentation and publishing the project activities																		
	Action 2.2.3 Develop and implement media strategy																		
	<b>Sub total</b>																		
	Action 2.3 Strengthen Community Radio in its Capacity to promote engagement in the Constitution process																		
	Action 2.3.1 Partner with national counterpart representing local radio																		
	Action 2.3.2 Conduct assessment of national counterpart & selected network of local stations																		
	Action 2.3.3 Implement capacity development strategy to ensure sustainable community radio network																		
	<b>Sub total</b>																		
	<b>500,000</b>																		
	Action 2.4 Promote radio and television programmes in the constitution building process																		
	Action 2.4.1 Produce a 15 episode public discussion programmes on key peace- & constitution-building issues																		
	Action 2.4.2 Produce drama programme of 15 episodes to address social equality and inclusion aspects of constitution-building process																		
	Action 2.4.3 Co-produce local versions of discussion and 15 episodes' drama programmes with community radio stations in various languages																		
	<b>Sub total</b>																		
	<b>500,000</b>																		
	<b>500,000</b>																		



EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIME FRAME				RESPONSIB I.E. PARTY	PLANNED BUDGET						
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	No of Unit	Unit cost	Amount		
Output target	List activity results and associated actions												
	Action 2.5 Support to a constitution building network of 30,000 community groups					UNDIP			Export		30	750	22,500
									Staff salary ( Service contract)		12	886	10,632
	Action 2.5.1 Develop a dissemination plan in collaboration with UNDP projects and UNICEF DACAW								Contractual service company		1	500,000	500,000
	Action 2.5.2 Train 300 social mobilizers as Listening & Discussion Group Facilitators												
	Action 2.5.3 Produce, translate and distribute monthly educational programme on constitution building issues on cassette												
	<b>Sub total</b>												<b>533,132</b>
	Activity 2.6 Programme Support Cost												
	Action 2.6.1 Project Manager								Staff salary		12	16390	196,680
	Action 2.6.2 M and E Officer								Service contract		12	968	11,620
	Action 2.6.3 Project Support Staff ( Admin. & Finance Associate, Administrative assistant, Driver, and Messonger)								Contractual service - Individual ( Service contract)		12	2500	30,000
	Action 2.6.4 Vehicle and maintenance								Rental and Main of other equipments		6	300	1800
	Action 2.6.5 Office rental								Rental - Premises		12	2500	30,000
	Action 2.6.6 Equipment and furniture								Equipments and furnituro		6	500	3,000
	Action 2.6.7 Miscellaneous								Miscellaneous exporsis		12	500	6,000
	Action 2.6.8 Monitoring and Evaluation								Travel		10	2500	25,000
	Action 2.6.9 Communication								Communication		12	417	5,000
	Action 2.6.10 Office supplies								Supplies		200	25	5,000
	Action 2.6.11 Audio visual printing prod. Cost								Audio visual printing prod. Cost		500	20	10,000
	<b>Sub total</b>												<b>324,100</b>
	<b>Grand Total</b>												<b>5,394,262</b>

Prepared By:  
Larry Taman  
International Project Manager

Endorsed by:  
Sean Deely  
Head, PBRU



Approved By:  
Ayn-Isabelle Degrose Biateau  
Country Director

19/12/2022

**Annual Work plan  
Year 2008**

<b>Award title</b>	<b>Support to Participatory Constitution Building in Nepal</b>
<b>Duration</b>	<b>May -December 2008</b>

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET					
		Q2	Q3	Q4	Funding Source		Account code	Budget Description	No of Unit	Unit cost	Amount	
<p><i>associated indicators and annual targets</i></p> <p><b>Output 1</b> Capacities of Constituent Assembly (CA) delegates and technical advisors developed to produce a new constitution (subject to the CA's request), and Parliamentary Secretariat and committee systems and procedures strengthened to support the CA.</p> <p><b>Indicators:</b> 1) % of CA delegates( desegregated by sex, caste/ethnicity) trained on constitutional issues; 2) # of technical training provided on key constitutional building issues; 3) # of selected parliamentary secretariat and committees staff trained on key constitutional issues</p>	<p><i>List activity results and associated actions</i></p>				UNDP							
<p><b>Annual target 1 :</b> Orientation for CA delegates on functioning, procedures and organization of CA provided</p>	<p><b>Activity result 1.1</b> Establish a Constitution Building Resource Centre</p>					4000	71200	International consultant	12	6000	71596	
						4110	71100	ALD Employee costs	2	12657	25314	
						4000	71100	ALD Employee costs	2	15143	30287	
						4000	72800	Furniture	83	75	6,220	
	<p><b>Action 1.1.1</b> Establish a Constitution Building Resource Centre at the project office premise, including a library facility and a meeting facility</p>											

Annual target 2: Capacity development strategy for the parliamentary Secretariat and committee developed	Action 1.1.2 Procure library resources	4160	Furniture	72800	8	75	659
		4160	Internal consultant	71200	46	750	34,368
		4000	Materials and goods	72300	693	15	10402
	Action 1.1.3 Produce a promotional brochure and other materials and disseminate	4160	Audio Visual and print prod. cost	74200	7	200	1312
							180,156
	Activity Result 1.2 Support the establishment of the Constituent Assembly	4160	ALD Employee costs	71100	3	14,671	45,000
		4000	ALD Employee costs	71100	1.3	15,525	18,574
	Action 1.2.1 Conduct Assessment of capacity needs of constituent assembly/ CA secretariat	4000	International consultant	71200	24	824	20,000
		4000	Furniture	72200	1050	69	62,000
		4000	Contractual service for refurbishment	72105	14	714	4,000
	Action 1.2.2 Enhancing information, communication and documentation management to CA secretariat	4000	Miscellaneous expenses	74500	14	429	6,000
		4000	Information technology equipment	72800	1	648	648
		4000	International consultant	71200	28	824	23,000
	Action 1.2.3 Organization of orientation workshops for CA delegates	4000	Travel	71600	111	100	11120
		4160	Travel	71600	2	456	912
4000		Local consultant	71300	2	2187	4375	
4160		Local consultant	71300	1	308	308	
4000		Service contract	71400	3	3510	10,530	
4160		Miscellaneous expenses	74500	15	1000	15,149	
		4000	Miscellaneous expenses	74500	6	930	5,583
		4160	Non recurrent payroll -IP staffs	63300	1	18000	18,000

UNDP

	4160	72500	Supplies	209	10	2239
	4000	72500	Supplir	15	10	147
Action 1.2.4 Publishing and dissemination of reference material on key constitution building issues (briefing papers reports, and other resource materials)	4000	71200	International consultant	25	824	20469
	4000	71300	Local consultant	14	3500	50,000
	4160	74200	Audio Visual and print prod. cost	4	7506	30,026
	4000	74200	Audio Visual and print prod. cost	4	6212	24,849
<b>Subtotal</b>						<b>177,376</b>
Activity Result 1.3 Analysis of Submission to the Interim Constitution Drafting Committee						
Action 1.3.1 Catalogue, analyze synthesize submissions	4000	71300	Local Consultant	1	5000	5000
Action 1.3.2 Analysis of Political parties Manifestos	4000	71300	Local Consultant	1	5799	5799
	4000	74200	Audio Visual and print prod. cost	2	8173	16347
<b>Subtotal</b>						<b>27,146</b>
Activity Result 1.4 Organize a series of national thematic conference and produce reports						
Action 1.4.1 Conferences on "water resource in a federal state"; "Disability issue"; Corruption	4000	71200	International consultant	3	750	2,400
	4000	74500	Miscellaneous expenses	2	1347	2694
	4000	71300	Local Consultant	4	681	2726
	4000	71600	Travel	1	485	485
	4000	72500	Supplies	4	34	136
<b>Subtotal</b>						<b>6,400</b>
UNDP						

<p><b>Output 2:</b> Selected civil society organizations supported to facilitate participation of excluded groups in the development of the new constitution. Indicators: # of submissions to the CA by UNDP supported CSOs</p>	<p>Annual target 1: Strategy for participation of CSOs representing women and other excluded groups developed</p>										
		<p>Activity Result 2.1 Development of a Civil Society Support Strategy for participation of CSOs representing women, and other excluded group</p>									
		<p>Action 2.1.1 Prepare strategy for CSO participation</p>								<p>4000</p>	<p>71200 International consultant 5 5500 28,750</p>
		<p>Action 2.1.2 Conduct meeting, workshops and seminars on constitutional issues for the selected groups</p>								<p>4000</p>	<p>74500 Miscellaneous expenses 3 200 620</p>
		<p>Action 2.1.3 Support for Durban declaration</p>								<p>4000</p>	<p>72100 Contractual service company 1 8870 8870</p>
		<p>Sub-total</p>									

UNDP

Action 2.3.1. Produce public discussion programmes on key peace- & constitution-building issues																						
Action 2.3.2 Produce drama programme to address social equality and inclusion aspects of constitution-building process																						
Action 2.3.3 Co-produce local versions of discussion and drama programmes with community radio stations in various languages																						
<b>Subtotal</b>																						
Activity Result 2.4 Strategic Partnership with Community Radio Built																						
Action 2.4.1 Identify stations to work with and partner with national counterpart representing local radio																						
Action 2.4.2 Conduct assessment of national counterpart & selected network of local stations																						
Action 2.4.3 Implement capacity development strategy to ensure sustainable community radio network																						
<b>Subtotal</b>																						
Activity Result 2.6 Programme Support Cost																						
Action 2.6.1 ALD staffs ( PBRU PO and PA)																						
Action 2.6.2 Project Support Staff ( Admin. & Finance Associate, Administrative Assistant, Driver, and Messenger)																						
Action 2.6.3 Local consultant																						

Action 2.6.4 Procurement of Vehicle	4160	72200	Transportation equipment	1	30000	30000
Action 2.6.5 Vehicle and maintenance	4160	73400	Rental of equipment in other equipments	2	1022	2045
Action 2.6.6 Office rental	4000	73400	Rental and Main of other equipments	2	148	297
	4110	73100	Rental main - Premises	3	3703	11,110
	4000	73100	Rental main - Premises	6	3250	18,625
Action 2.6.7 Equipment and furniture	4160	72200	Equipments and furniture	31	500	15,494
Action 2.6.8 Computers and other equipments	4000	72200	Equipments and furniture	63	100	6,300
Action 2.6.9 Miscellaneous	4000	72800	Information technology equipments	24	500	12240
	4000	74500	Miscellaneous expenses	25	500	12441
	4000	74500	Insurance and security expenses	1	328	328
Action 2.6.10 Travel	4000	71600	Travel	4	2163	8,653
Action 2.6.11 Communication and Audiovisual equipment	4000	72400	Communication and audiovisual equipments	8	63	511
	4160	72400	Communication and audiovisual equipments	1	28	28
Action 2.6.12 Office supplies	4000	72500	Supplies	199	13	2596
	4160	72500	Supplies	17	7	119
Action 2.6.13 Refurbishment	4000	72100	Contractual service - company	1	1720	1720
Action 2.6.14 Reimbursement cost	30000	73500	Reimbursement cost	1	18636	18636
Action 2.6.15 Audio visual printing prod. Cost	4000	74200	Audio visual printing prod. Cost	15	336	5038
<b>Sub total</b>						<b>167126</b>
<b>Grand Total</b>						<b>1,296,669</b>

UNDP

**Prepared By:**  
Larry Taman  
International Project Manager

**Endorsed by:**  
Sean Deely  
Head, PBRU

**Approved by:**  
Ann-Isabelle Degryse Blateau  
Country Director

19/12/2008



## Annual Work Plan

Nepal - Kathmandu

Award Id: 00049635

Report Date: 16/12/2008

Award Title: Support to Participatory Constitution Building in Nepal

Year: 2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00060671	Capacity of CA delegates and t	1 Establish Cons. Build. R C			UNDP (Direct Execution)	04000	UNDP	71100	ALD Employee Costs	30,287.00
						04110	UNDP	71100	ALD Employee Costs	25,314.00
					UNDP (Direct Execution)	04000	UNDP	71200	International Consultants	71,596.00
					UNDP (Direct Execution)	04110	UNDP	71200	International Consultants	0.00
					UNDP (Direct Execution)	04160	UNDP	71200	International Consultants	34,568.00
					UNDP (Direct Execution)	04000	UNDP	71400	Contractual Services - Individ	0.00
					UNDP (Direct Execution)	04000	UNDP	72100	Contractual Services-Companies	0.00
					UNDP (Direct Execution)	04000	UNDP	72200	Equipment and Furniture	6,220.00
					UNDP (Direct Execution)	04160	UNDP	72200	Equipment and Furniture	659.00
					UNDP (Direct Execution)	04000	UNDP	72300	Materials & Goods	10,402.00
					UNDP (Direct Execution)	04110	UNDP	72300	Materials & Goods	0.00
					UNDP (Direct Execution)	04160	UNDP	72300	Materials & Goods	0.00
					UNDP (Direct Execution)	04000	UNDP	72500	Supplies	0.00
					UNDP (Direct Execution)	04000	UNDP	72800	Information Technology Equipm	0.00
					UNDP (Direct Execution)	04110	UNDP	72800	Information Technology Equipm	0.00
					UNDP (Direct Execution)	04160	UNDP	72800	Information Technology Equipm	0.00
					UNDP (Direct Execution)	04110	UNDP	74200	Audio Visual&Print Prod Costs	0.00
					UNDP (Direct Execution)	04160	UNDP	74200	Audio Visual&Print Prod Costs	1,312.00
					UNDP (Direct Execution)	04000	UNDP	74500	Miscellaneous Expenses	0.00
					UNDP (Direct Execution)	04160	UNDP	63300	Non-Recurent Payroll - IP Sst	18,000.00
					UNDP (Direct Execution)	04000	UNDP	71100	ALD Employee Costs	18,574.00
					UNDP (Direct Execution)	04160	UNDP	71100	ALD Employee Costs	45,000.00
					UNDP (Direct Execution)	04000	UNDP	71200	International Consultants	63,469.00
					UNDP (Direct Execution)	04110	UNDP	71200	International Consultants	0.00
					UNDP (Direct Execution)	04160	UNDP	71200	International Consultants	0.00
					UNDP (Direct Execution)	04000	UNDP	71300	Local Consultants	54,375.00
					UNDP (Direct Execution)	04110	UNDP	71300	Local Consultants	0.00
					UNDP (Direct Execution)	04160	UNDP	71300	Local Consultants	308.00
					UNDP (Direct Execution)	04000	UNDP	71400	Contractual Services - Individ	10,530.00
					UNDP (Direct Execution)	04000	UNDP	71600	Travel	11,120.00





## Annual Work Plan

Nepal - Kathmandu

Award Id: 00049635

Award Title: Support to Participatory Constitution Building in Nepal

Year: 2008

Report Date: 16/12/2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
		2 Support to Establish CA			UNDP (Direct Execution)	04110	UNDP	71600	Travel	0.00
					UNDP (Direct Execution)	04160	UNDP	71600	Travel	912.00
					UNDP (Direct Execution)	04000	UNDP	72100	Contractual Services-Companie	4,000.00
					UNDP (Direct Execution)	04000	UNDP	72200	Equipment and Furniture	62,000.00
					UNDP (Direct Execution)	04000	UNDP	72500	Supplies	147.00
					UNDP (Direct Execution)	04160	UNDP	72500	Supplies	2,239.00
					UNDP (Direct Execution)	04000	UNDP	72600	Grants	0.00
					UNDP (Direct Execution)	04000	UNDP	72800	Information Technology Equipm	648.00
					UNDP (Direct Execution)	04000	UNDP	73400	Rental & Maint of Other Equip	0.00
					UNDP (Direct Execution)	04000	UNDP	74200	Audio Visual&Print Prod Costs	24,849.00
					UNDP (Direct Execution)	04110	UNDP	74200	Audio Visual&Print Prod Costs	0.00
					UNDP (Direct Execution)	04160	UNDP	74200	Audio Visual&Print Prod Costs	30,026.00
					UNDP (Direct Execution)	04000	UNDP	74500	Miscellaneous Expenses	11,583.00
					UNDP (Direct Execution)	04160	UNDP	74500	Miscellaneous Expenses	15,149.00
		3 Analysis-Int. Const.Draft Co			UNDP (Direct Execution)	04000	UNDP	71200	International Consultants	0.00
					UNDP (Direct Execution)	04000	UNDP	71300	Local Consultants	10,799.00
					UNDP (Direct Execution)	04000	UNDP	71600	Travel	0.00
					UNDP (Direct Execution)	04000	UNDP	72100	Contractual Services-Companie	0.00
					UNDP (Direct Execution)	04000	UNDP	74200	Audio Visual&Print Prod Costs	16,347.00
		4 Organize Conf.&Prod.repo			UNDP (Direct Execution)	04000	UNDP	71200	International Consultants	2,400.00
					UNDP (Direct Execution)	04000	UNDP	71300	Local Consultants	2,725.00
					UNDP (Direct Execution)	04000	UNDP	71600	Travel	455.00
					UNDP (Direct Execution)	04000	UNDP	72500	Supplies	136.00
					UNDP (Direct Execution)	04000	UNDP	74500	Miscellaneous Expenses	2,694.00
<b>TOTAL</b>										
00061535	Civil Society orgs. supp. to p	1 Dev.Civil. Society-strategy			UNDP (Direct Execution)	04000	UNDP	71100	ALD Employee Costs	0.00
					UNDP (Direct Execution)	04000	UNDP	71200	International Consultants	28,750.00
					UNDP (Direct Execution)	04000	UNDP	71300	Local Consultants	0.00
					UNDP (Direct Execution)	04000	UNDP	71400	Contractual Services - Individ	0.00
					UNDP (Direct Execution)	04000	UNDP	71600	Travel	0.00



## Annual Work Plan

Nepal - Kathmandu

Award Id: 00049635

Award Title: Support to Participatory Constitution Building in Nepal

Year: 2008

Report Date: 16/12/2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
		1 Dev.Civil. Society-strategy			UNDP (Direct Execution)	04000	UNDP	72100	Contractual Services-Companie	8,870.00
						04000	UNDP	72500	Supplies	0.00
						04000	UNDP	74500	Miscellaneous Expenses	620.00
						04000	UNDP	71100	ALD Employee Costs	0.00
		2 Imple.Com&Outreach stra			UNDP (Direct Execution)	04000	UNDP	71200	International Consultants	32,700.00
						04000	UNDP	71300	Local Consultants	7,289.00
						04000	UNDP	71400	Contractual Services - Individ	0.00
						04000	UNDP	71600	Travel	0.00
		3 Radio Prog.on Const.build			UNDP (Direct Execution)	04000	UNDP	74200	Audio Visual&Print Prod Costs	0.00
						04000	UNDP	72100	Contractual Services-Companie	376,287.00
						30000	DFID	72100	Contractual Services-Companie	0.00
						04000	UNDP	63500	Insurance and Security Costs	328.00
4 Strat.Partnership-Comm.R			UNDP (Direct Execution)	04000	UNDP	71100	ALD Employee Costs	9,723.00		
				04000	UNDP	71300	Local Consultants	0.00		
				04000	UNDP	71600	Travel	0.00		
				04000	UNDP	72100	Contractual Services-Companie	0.00		
				30000	DFID	72100	Contractual Services-Companie	76,303.00		
				04000	UNDP	72200	Equipment and Furniture	0.00		
				04000	UNDP	74500	Miscellaneous Expenses	0.00		
				04000	UNDP	71300	Local Consultants	0.00		
5 Supp to Const bldg Netwo			UNDP (Direct Execution)	04000	UNDP	72100	Contractual Services-Companie	0.00		
				04000	UNDP	72100	Contractual Services-Companie	0.00		
				30000	SWI	72100	Contractual Services-Companie	0.00		
				04000	UNDP	74500	Miscellaneous Expenses	0.00		
				04000	UNDP	71100	ALD Employee Costs	9,723.00		
				04000	UNDP	71300	Local Consultants	2,235.00		
6 Programme Support Costs			UNDP (Direct Execution)	04000	UNDP	71400	Contractual Services - Individ	8,987.00		
				04000	UNDP	71600	Travel	8,653.00		
				04000	UNDP	72100	Contractual Services-Companie	1,720.00		
				04000	UNDP	72200	Equipment and Furniture	6,300.00		
				04110	UNDP	72200	Equipment and Furniture	0.00		
				04110	UNDP	72200	Equipment and Furniture	0.00		



## Annual Work Plan

Nepal - Kathmandu

Award Id: 00049635

Award Title: Support to Participatory Constitution Building in Nepal

Year: 2008

Report Date: 16/12/2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
		6 Programme Support Costs			UNDP (Direct Execution)	04160	UNDP	72200	Equipment and Furniture	45,494.00
					UNDP (Direct Execution)	04000	UNDP	72400	Communic & Audio Visual Equip	5,111.00
					UNDP (Direct Execution)	04160	UNDP	72400	Communic & Audio Visual Equip	28.00
					UNDP (Direct Execution)	04000	UNDP	72500	Supplies	2,596.00
					UNDP (Direct Execution)	04160	UNDP	72500	Supplies	119.00
					UNDP (Direct Execution)	04000	UNDP	72800	Information Technology Equipm	12,240.00
					UNDP (Direct Execution)	04160	UNDP	72800	Information Technology Equipm	0.00
					UNDP (Direct Execution)	04000	UNDP	73100	Rental & Maintenance-Premises	18,625.00
					UNDP (Direct Execution)	04110	UNDP	73100	Rental & Maintenance-Premises	11,110.00
					UNDP (Direct Execution)	04160	UNDP	73100	Rental & Maintenance-Premises	0.00
					UNDP (Direct Execution)	04000	UNDP	73300	Rental & Maint of Info Tech Eq	0.00
					UNDP (Direct Execution)	04160	UNDP	73300	Rental & Maint of Info Tech Eq	0.00
					UNDP (Direct Execution)	04000	UNDP	73400	Rental & Maint of Other Equip	297.00
					UNDP (Direct Execution)	04160	UNDP	73400	Rental & Maint of Other Equip	2,045.00
					UNDP (Direct Execution)	30000	DFID	73500	Reimbursement Costs	18,636.00
					UNDP (Direct Execution)	04000	UNDP	74200	Audio Visual&Print Prod Costs	5,038.00
					UNDP (Direct Execution)	04000	UNDP	74500	Miscellaneous Expenses	12,769.00
<b>TOTAL</b>										<b>707,396.00</b>
<b>GRAND TOTAL</b>										<b>1,296,669.00</b>



## Annual Work Plan

Nepal - Kathmandu

Award Id: 00049635

Award Title: Support to Participatory Constitution Building in Nepal

Year: 2009

Report Date: 16/12/2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00060671	Capacity of CA delegates and t	2 Support to Establish CA			UNDP (Direct Execution)	04160	UNDP	71100	ALD Employee Costs	105,000.00
<b>TOTAL</b>										<b>105,000.00</b>
<b>GRAND TOTAL</b>										<b>105,000.00</b>


# HUMAN RESOURCES PLAN FOR 2009

Project name: Support to Participatory Constitution Building in Nepal

Functional Title	Category (National Professional; International Consultant; National Consultant; or Support Staff)	Reference to Activity ID	Duration Position Required (e.g. 12 months; 2 years)	No of Position(s)	Budget	Date Final TOR will be submitted to UNDP HR Unit	Expected Entry on Duty Date	Remarks
Grant Management coordinator (SB 5-Q1)	National Professional	2	2 years	1	25855	End of December 08	End of March	
Civil Society Outreach Grant Manager	National Professional	2	2 years	1	25855	End of December 08	End of March	
Centre for Constitutional Dialogue Team Leader (ALD)	International ALD	2	1 years	1	119892	3 <sup>rd</sup> week of December 08	End of March	
National Manager of the Resource Centre ( SB5 Q2)	National Professional	2	2 years	1	31456	18 November 08	End of February	VA published on 3 Dec 08
Librarian (SB4 Q 1-2)	National Professional	2	2 years	1	21189	30 November 08	End of February	VA published on 3 Dec 08
Assistant Librarians (SB3 Q2- 3)	National Professional	2	2 years	2	32338	30 November 08	End of February	VA published on 3 Dec 08
Transport Associate (SB3 Q2- 3)	National Professional	2	2 years	1	16521	30 November 08	End of February	VA published on 3 Dec 08
Premises Management Associate (SB3 Q2)	National Professional	2	2 years	1	12479	30 November 08	End of February	VA published on 3 Dec 08
Receptionist (SB3 Q1)	Support Staff	2	2 years	2	17576	30 November 08	End of February	VA published on 3 Dec 08
Shuttle Drivers (SB1Q1)	Support Staff	2	2 years	4	13182	1 December 08	End of February	Roster
IT Officer(SB4 Q1)	National Professional	2	2 years	1	16521	1 December 08	End of February	VA published on 6 Dec 08
Sr. Administrative Assistant (SB3 Q3)	National Professional	2	2 years	2	33042	1 December 08	End of February	VA published on 6 Dec 08
Finance Officer (SB3 Q4)	National Professional	2	2 years	1	19860	1 December 08	End of February	VA published on 6 Dec 08
HR assistant( SSA)	Short term contract	6	3 Months ( minimum)	1	1434	3 <sup>rd</sup> week of December	1 January	VA published on 6 Dec 08

Prepared by:   
International Project Manager

Endorsed by:   
Human Resource Section


Approved by:   
Executive  
15/12/2008

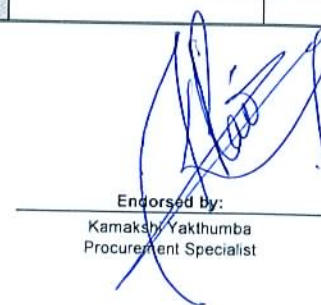
Support to Participatory C

Activity		S.N. (Work Plan)	Description of goods, services or works	Budget US\$ (2009)	Budget US\$ (2010)	Total Budget US\$	Remark	Work detail	8-De		
Activity 1.1	Support the Constituent Assembly		Support CA secretariat								
		1.1.1	Books	22,500		22,500	Additional budget will be allocated, once the additional resource will be mobilized from CSA	Preparation of book list Document preparation and requisition RFQ Award contract Good delivery			
			Support CA Committee								
		1.1.2	Refurbishment of 16 committees rooms( Curtain-16 rooms, painting-16 rooms and A/C- 30 rooms)	10,000		10,000	Additional budget will be allocated, once the additional resource will be mobilized from CSA	Preparation of request RFO Award contract Work completed			
		1.1.2	Equipment ( Desktop -18, Laptop -1, Printers-3, Photocopier-3, Fax-2)for CA Committees	30,000		30,000	Additional budget will be allocated, once the additional resource will be mobilized from CSA	Document preparation and requisition RFQ CAP form, document preparation etc CAP submission Award contract Delivery			
		1.1.2	Furniture ( Chairs-1120 and table-200)	20,000		20,000	Additional budget will be allocated, once the additional resource will be mobilized from CSA	Document preparation and requisition RFQ Award contract Delivery			
		1.1.2	Vehicle rental (30)	32,000		32,000	Additional budget will be allocated, once the additional resource will be mobilized from CSA	Document preparation and requisition CAP form, document preparation etc CAP submission Award contract Delivery			
		1.1.2	Procurement of Vehicles (30)	438,802		438,802	Additional budget will be allocated, once the additional resource will be mobilized from CSA	Document preparation and requisition ITB CAP form, document preparation etc CAP submission ACP Approval Award contract Delivery			
			<b>Sub Total</b>		<b>553,302</b>		<b>653,302</b>				
		Activity 1.2	Support the establishment of Resource Centre		Establishment of resource centre near CA premises						
				2.1.1	Lease	158,334		158,334		ACP submission ACP approval ASD/approval Lease	
				2.1.1	Procurement of service for EPASX system and internet connectivity	5,000		5,000		Document preparation and RFQ Award contract	

Activity	S.N. (Work Plan)	Description of goods, services or works	Budget US\$ (2009)	Budget US\$ (2010)	Total Budget US\$	Remark	Work detail	8-D
			50,000				Completion of work	
	2.1.1	Furniture ( Table, chairs, book shelves)			50,000		Document preparation and requisition RFQ (Ad) CAP submission Award contract Delivery	
	2.1.1	Information technology equipments (Computers, photocopier, UPS)	50,000		50,000		Document preparation and requisition RFQ CAP submission Award contract Delivery	
	2.1.1	Procurement of service for Refurbishment	70,000		70,000		Document preparation and requisition RFQ CAP submission Award contract Work completed	
	2.1.1	Procurement of service for Launching of RC	25,000		25,000		Document preparation and requisition RFQ Award contract Work completed	
	2.1.1	Security service	15,000		15,000		Document preparation and requisition Award contract to existing umbrella contract of UNDP	
	2.1.1	Cleaning service	6,000		6,000		Document preparation and requisition Award contract to existing umbrella contract of UNDP	
	2.1.1	IT service	9,996		9,996		Document preparation and requisition Award contract to existing umbrella contract of UNDP	
	2.1.1	Cafeteria service	0				Document preparation and requisition RFQ Award contract	
		<b>Expert advice</b>						
	2.1.2	Expert support ( Roster of experts- National and International)	161,974		161,974		Document preparation Bid posting in website/Ad issue Application deadline Short listing Selection Award contracts	
		<b>Training, workshops and meetings</b>						
	2.1.3	Contractual service with company for (language and Computer training)	150,000		150,000		Document preparation and requisition RFP/ITB CAP form, document preparation etc CAP submission ACP Approval Award contract	
	2.1.3	Resource persons ( Local consultant)	25,000		25,000		Document preparation Award contract	
		<b>Dialogue</b>						
	2.1.4	Contractual service company for: developing multimedia / audiovisual programme	50,000		50,000		Document preparation and requisition RFQ CAP form, document preparation etc CAP submission Award contract Delivery	
	2.1.5	Procurement of books	80,000		80,000		Preparation of book list Document preparation and requisition RFQ Award contract Good received	

Activity		S.N. (Work Plan)	Description of goods, services or works	Budget US\$ (2009)	Budget US\$ (2010)	Total Budget US\$	Remark	Work detail	8-D
		2.1.5	Translators roster ( Local consultants)	37,604		37,604		Document preparation Bid posting in website/Ad issue Application deadline Short listing Selection Work completed	
			Thematic conference						
		2.1.6	Resource person ( Local)	10,532		10,532		Document preparation Award contract ( as and when needed)	
		2.1.6	Resource person ( International)	14,285		14,285		Document preparation Award contract ( as and when needed)	
			<b>Sub Total</b>	<b>918,725</b>		<b>918,725</b>			
Activity 2.1	Develop and implement a CSO support strategy		Expert assistance to CSOs to prepare submission to the CA						
		2.1.1	Extension of contract of consultant	18,750		18,750		Memo for contract extension Issue contract	
			<b>Sub Total</b>	<b>18,750</b>		<b>18,750</b>			
Activity 2.3	Strengthening community Radio in its Capacity to promote engagement in the Constitution process	2.3	Sub contract with BBC						
Activity 2.4	Promote Radio and television programme in the constitution building process	2.4	Sub contract with BBC						
Activity 2.5	Support to the Constitution Building network of 30,000 community groups	2.5	Sub contract with BBC						
			<b>Programme support</b>						
Activity 2.6	Programme support	2.6	Procurement of a vehicle	30,000		30,000		Document preparation and requisition RFQ CAP form, document preparation CAP submission Award contract Delivery	
		2.6.6	Procurement of Equipment and furniture	2,500		2,500		Document preparation and requisition RFQ Award contract Delivery	
			<b>Sub Total</b>	<b>32,500</b>		<b>32,500</b>			
<b>Grand Total</b>				<b>1,523,277</b>		<b>1,523,277</b>			

  
**Prepared by:**  
 Larry Tarhan  
 International Project Manager

  
**Endorsed by:**  
 Kamakshi Yakthumba  
 Procurement Specialist



**Support to Participatory Constitution Building in Nepal (SPCBN)**  
**Award ID: 00049635**

Minutes of the Project Board Meeting

*Present*

Executive: Anne-Isabelle Degryse-Blateau, Country Director, UNDP  
Sr. Beneficiary: Manohar Bhattarai, Acting Secretary General,  
Parliamentary/CA Secretariat  
Sr. Supplier: Sean Deely, Head, Peace Building and Recovery Unit, UNDP  
Project Assurance: Kalpana Sarkar, Programme Officer, UNDP  
Project Manager: Larry Taman, International Project Manager, SPCBN  
Project Support: Alankar Khanal, Management and Coordination Specialist  
Minako Manome, Programme Officer

*Date:* 12 December 2008

*Agenda Items:*

- Introduction
- Review and endorse
  - Annual Progress Report for 2008 (Annex II)
  - Annual Work Plan for 2009 (Annex III)
  - First Quarter Work Plan 2009 (Annex IV)
  - Human Resource Plan for 2009 (Annex V A & B)
  - Procurement Plan for 2009 (Annex VI A & B)
  - Risk Log (Annex VII)
- Discussion and Conclusion

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The Project Board Meeting was held under the Chair of Ms. Anne-Isabelle Degryse-Blateau, Country Director, UNDP. She opened the meeting by welcoming all participants. The presentation on the Annual Progress Report for 2008 was made by Mr. Larry Taman, Project Manager and is attached as Annex I.

*Decisions*

1. The meeting noted and endorsed that the project was officially initiated on 1 May 2008 and that the following progress was made by the project in assisting the Government in the area of Constitution Building as well as support to the Constituent Assembly.

The achievements against the CPAP target are following:

- General Orientation provided to 105 CA delegates ,
  - Draft CSO strategy developed and 5 workshops conducted for CSO representative from excluded groups; 156 representative from Dalit, Madhesi, Janajati and Muslim participated in the workshop
  - Support provided to 5 Dalit regional conferences and one national conference; a Dalit Charter was designed, agreed and published.
  - A needs assessment was completed for the priority needs of the CA Secretariat and Committees, including 30 rental vehicles and initiation of procurement for furniture and refurbishment for committee roos.
  - Three workshop reports in English and Nepali, 5000 copies of bilingual Interim constitution with 4<sup>th</sup> amendment, Federalism primer translated in Nepali and 6000 copies published., 6000 copies of Bilingual Interim constitution with 6<sup>th</sup> amendment, two briefing papers on dalit issues, four thematic booklets in 8 languages will be published by the end of December, 2008. The publications were distributed to 11,000 recipient including 601 CA members and members of civil society. As a result knowledge and awareness levels increase among the CSO members and CA delegates.
  - A Support to Constitution Building Process in Nepal project website was launched; it attracted 2684 visits within 7 months, resulting in increased awareness on constitutional issues.
  - A Communication and Outreach strategy delivered through BBC World Service Trust, resulting in increased public awareness
2. The Annual Work Plan for 2009 and the First Quarter Work Plan for 2009 were extensively reviewed by the Board and approved.
  3. The Board also reviewed and approved the Human Resources and Procurement Plans for 2009. In addition, in view of the large volume of procurement to be carried out by the Project, the Board decided to cover the cost of one Procurement Assistant and one Human Resource Assistant who will be deployed in UNDP Procurement Unit and dedicated to the project.
  4. The Board agreed to name the resource centre the "Centre for Constitutional Dialogue" ("CCD")
  5. The Board agreed to create through the CCD a roster of national experts. This may be followed by the creation of international experts at a later date in response to needs expressed by the CA and others. . Mr. Bhattarai will inform other Board members of the CA's views on this issue at the next board meeting. In the meantime, the UNDP will collect the CVs international experts through its internal process to create a pool of international experts who can be called on if necessary.

The Chair thanked the Project for its commendable work and the Board members for their participation.

Signed:

  
 Anne-Isabelle Degryse-Blateau  
 Executive  
 Country Director/UNDP

**Support to Participatory  
Constitution Building in Nepal  
(SPCBN)**

**Project Executive Board Meeting**

**12 December 2008**

**Kathmandu**

# 2008 APR Highlights

## Project Outcome Overview \_1

<b>CPAP Outcome 1.1: Increased access to and participation in constitution building and free and fair electoral processes</b>	
<b>Output 1.1.1: Capacities of CA delegates and technical advisors, developed to produce a new constitution, and Parliamentary Secretariat and committee systems and procedures strengthened to support the CA.</b>	
<b>Annual Target 2008</b>	<b>Achieved</b>
Orientation for CA delegates on functioning procedures and organization of CA provided	General orientation provided to 105 CA delegates
Strategy for supporting women, Madhesi, Dalit, and Janajhati delegates to contribute to the constitution drafting exercise developed	Draft CSO capacity development strategy developed and ready for consultation. The capacity of women, Madhesi, Janajati and Dalits has been strengthened through meetings, workshops and technical advice
Capacity development strategy for the Parliamentary Secretariat and committees developed.	A Capacity development strategy developed and need assessment completed for capacity development. Vehicles and furniture support provided for CA committees

# 2008 APR Highlights

## Project Outcome Overview \_2

<p><b>CPAP Outcome 1.1: Increased access to and participation in constitution building and free and fair electoral processes</b></p>	
<p><b>Output 1.1.2: Selected civil society organizations supported to facilitate participation of excluded groups in the development of the new constitution.</b></p>	
<p><b>Annual Target 2008</b></p> <p>Strategy for participation of CSOs representing women and other excluded groups developed</p>	<p><b>Achieved</b></p> <p>A draft CSO capacity development strategy has been developed and is ready to go out for consultation .</p>

# 2008 APR Highlights

Planned vs. achieved overview\_1

	Planned	Achieved
<b>Budget</b>	USD 1,296,669	USD 1,238,766
<b>Result highlight</b>		
•Publications	<p>5 reports and publication produced in English and Nepali as of PA phase end.</p> <p>Publication of briefing papers and other constitution building materials</p>	<p>3 reports and publication produced in English and Nepali as of PA phase end and distributed to the CA delegates, Civil societies, donors and individuals.</p> <p>Two briefing papers; dalit and cartoonist eye, four themes in constitutional issues in 8 major local Languages, 6000 copies of bilingual Interim constitution with 5<sup>th</sup> amendment will be published by the end of December 2008.</p>
	10,000 of recipients of the reference material	<p>There are 1,000 recipient of the publications including CA members, CA secretariat, civil societies, Libraries, Donors, INGOs and individuals.</p> <p>A constitution building website has been launched and updated regularly 2684 people visited the site within 7 months</p>
12/17/2008		

# 2008 APR Highlights

## Planned vs. achieved overview\_2

• Orientation for CA	Orientation workshops for CA members organized	5 orientation workshops held for CA members
• Resource Centre	Resource Centre including a library and meeting facility established	Lease agreement was made; procurement & recruitment for RC commenced; preparation for the launch is in progress and planning to Launch in mid January 2009.
• Support to the CA Secretariat	Training and other capacity development activities organized	30 vehicles, furniture and equipment for 14 CA committees will be procured in early 2009; expert roster in development
• Support to the Civil Society organizations	Development of CSO strategy, Conduct meeting and workshops for selected CSO members	A CSO strategy developed and 5 orientation workshops conducted for the CSO members from excluded groups, Financial support provided to a National level Disability workshop.
• Communication and Outreach	Implement a communication and outreach strategy	A communication and outreach strategy delivered through BBC World Trust <sup>5</sup>

## Major Challenges

Challenges	Overcome
<b>Under SCBPA</b>	
<p>The CA was not elected until April '08. This limited the ability of the Project to engage the CA members with civil society and their constituents.</p>	<p>Formal, informal meetings, 5 thematic National conferences, 5 regional and one national conferences for Dalits has been conducted with the political parties, civil societies and other stakeholders to prepare the ground for CA election and constitution making process</p> <p>Frequent consultations held with the parliamentary/CA secretariat, political parties, and civil societies to coordinate for the formulation of the successor project.</p>
<b>Under SPCBN</b>	
<p>CA Rules of Procedure and work plan were agreed in November 08.</p>	<p>Frequent consultation held with CA secretariat.</p>



## Project Outputs 2009-10 (Highlights) – Q1 2009 Work Plan Attached

Output 2009	Baseline	Strategic Plan	2010
<b>CPAP Outcome 1.1: Increased access to and participation in constitution building and free and fair electoral processes</b>			
<b>Output 1.1.1: Capacities of CA delegates and technical advisors, developed to produce a new constitution, and Parliamentary Secretariat and committee systems and procedures strengthened to support the CA.</b>			
<i>Direct Support to Secretariat, Committees and Members</i>			
<b>Total Proposed Budget: \$3,763,735</b>			<b>2010: \$594,626</b>
<b>Allocation: \$1,273,246</b>			
<b>Unfunded: \$2,490,489</b>			
Secretariat equipped	Extensive requirements	Procurement underway	Analysis of submissions
Secretariat staff trained	Limited	10 trainings	10 trainings
Satellite library	None	Establish	Continuing
Constituency visits	0	240	Continuing
Orientation training	Limited	20	None

## Project Outputs 2009-10 (Highlights)

Output 2009	Baseline	Strategic Plan	2010
<i>Support to the establishment of a Resource Centre</i>			
<b>Total Proposed Budget: \$2,745,288</b>		<b>2010: \$1,451,522</b>	
<b>Allocation: \$2,504,974</b>			
<b>Unfunded: \$240,314</b>			
Resource Centre	None	Opening in January	Continuing
National expert advice	Limited	40 national experts on roster	Continuing
Information	None	500 titles	Continuing
Conferences	0	20	Continuing

## Project Outputs 2009-10 (Highlights)

Output 2009	Baseline	Strategic Plan	2010
<b>CPAP Outcome 1.1: Increased access to and participation in constitution building and free and fair electoral processes</b>			
<b>Output 1.1.2: Selected civil society organizations supported to facilitate participation of excluded groups in the development of the new constitution.</b>			
CSO submissions to CA	0	20000	None
CSO expert consultations	0	240	Continuing
Resource centre visitors	0	1000 per month	Continuing
Outreach - local radio strategy	None	January	None

## Project Outputs 2009-10 (Highlights)

Output 2009	Baseline	Strategic Plan	2010
<b>CPAP Outcome 1.1: Increased access to and participation in constitution building and free and fair electoral processes</b>			
<b>Output 1.1.2: Selected civil society organizations supported to facilitate participation of excluded groups in the development of the new constitution.</b>			
<b>Civil Society Support</b>			
<b>Total Proposed Budget: \$ 2,264,750</b>			<b>2010: \$ 1,334,756</b>
<b>Allocation: \$ 87,600</b>			
<b>Unfunded: \$ 2,177,150</b>			
Local stations supported	30	50	50
Discussion programmes	47	48	48
Drama programmes	72	96	96
Social mobilizers	0	1000	Continuing
Community network	0	30000	Continuing

# Risks To Be Managed

- CA commitment to working with UNDP
  - Political neutrality, local ownership, local experts, close liaison with beneficiaries, demand driven services
- Slippage in time lines
  - Flexible workplan, flexible HR and procurement plans
- Changing political positions on constitutional issues requiring new analysis/support
  - Act as a neutral advisor, use an 'issues and options' approach
- Underutilization of the resource centre
  - Local ownership, demand driven services, communications, convenient location
- Donors limit contributions
  - Close liaison with donors, adjust activities to available resources, seek GoN support through the Nepal Peace Trust Fund
- Instability limits consultations
  - Work through local CSOs