



**Annual Work Plan 2017**

**Project Title:** Strengthening Electoral and Legislative Processes (SELP)

**Country Programme Output:**

*(Those linked to the project and extracted from the CPAP)*

**Outcome 4.1:** The capacity of institutions to be more democratic and accountable is strengthened, including, inter alia, the engagement of civil society organizations, media and academia;

**Output 1:** Increased Public Trust in Electoral Processes  
**Output 2:** The Parliamentary System strengthened through more Effective, Inclusive and Responsive Legislatures

**Project Outputs:**

*(Those that will result from the project and are taken from the Project Strategy)*

**Output 3:** Strengthened Processes, Mechanisms and Institutions for Promoting a more Inclusive Democratic Culture

**Implementing Partner:**

UNDP

**Responsible Parties:**

Election Commission of Pakistan, Senate of Pakistan and the Khyber Pakhtunkhwa and Balochistan Provincial Assemblies, UNDP

**Project Brief Description**

UNDP's Strengthening Electoral and Legislative Processes (SELP) project provides technical assistance to support the institutional development of the Election Commission of Pakistan, the Senate and the KP and Balochistan Provincial Assemblies. The core focus of programme activities is developing the professional skills of Secretariat staff and enhancing the key functions of each institution.

Programme Period: 2013-2019 Atlas Award ID: 0062980 Atlas Project ID: 00081893 Start date: January 2012 End Date: December 2019 PAC Meeting Date: 03 November 2011 Project Board Meeting Date: 8 <sup>th</sup> December 2016	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">2017 AWP budget:</td> <td style="text-align: right;">\$ 6,177,372</td> </tr> <tr> <td>Total allocated resources:</td> <td></td> </tr> <tr> <td>• UNDP</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>• Other:</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>• US Aid</td> <td style="text-align: right;">\$ 3,879,400</td> </tr> <tr> <td>• FCO</td> <td style="text-align: right;">\$ 2,297,972</td> </tr> <tr> <td style="text-align: center;">○</td> <td style="text-align: right; border-top: 1px solid black;">\$ 6,177,372</td> </tr> <tr> <td>Unfunded budget (UF):</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>In-kind Contributions</td> <td style="text-align: right;">Nil</td> </tr> </table>	2017 AWP budget:	\$ 6,177,372	Total allocated resources:		• UNDP	\$ -	• Other:	\$ -	• US Aid	\$ 3,879,400	• FCO	\$ 2,297,972	○	\$ 6,177,372	Unfunded budget (UF):	\$ -	In-kind Contributions	Nil
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In-kind Contributions	Nil																		

Agreed by UNDP (CD / DCD-P):

D. Munday 15/12/16

United Nations Development Programme

I. ANNUAL WORK PLAN 2017

Project ID: 00081893 Project Title: Strengthening Electoral and Legislative Processes (SELP)

EXPECTED OUTPUTS  <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES					RESPONSIBLE PARTY			PLANNED BUDGET	
	Activity Result 1.1.1 Develop the institutional capacity of the ECP	Action 1.1.1 a Conduct BRIDGE Facilitator Training Program (TF) to develop the internal training capacity of the ECP	Action 1.1.1 b Develop the technical and professional skills of ECP officials at the District level (Grades 17 & 18)	Action 1.1.1 c Develop the ECP's Communications and Outreach Capacity	Action 1.1.1 d Develop the capacity of the ECP's Gender Unit and Gender and Disability Working Group	Activity Result 1.2.1 The ECP's Administration and Management of Electoral Processes is Enhanced	Action 1.2.1 a Facilitate ECP management in the implementation of a permanent polling scheme compatible with effective results management and GIS	Funding Source	Budget Description	Amount (USD)
<p><b>PROJECT OUTPUT 1</b></p> <p><b>Increased Public Trust in Electoral Processes.</b></p> <p><b>Indicators:</b></p> <p><b>1.1 Extent to which the ECP's institutional capacity is enhanced</b></p> <p><b>1.2 Extent to which the ECP delivers improved electoral administration.</b></p> <p><b>1.3 Extent to which the ECP engages constructively with stakeholders, especially women</b></p> <p><b>Scale:</b></p> <p>1. Not adequately:</p> <p>2. Very partially:</p> <p>3. Partially:</p> <p>4. Largely:</p> <p>5. Fully</p>										
							US Aid	- Training, Workshops and Confer (75700)	51,250	
							US Aid	- Int Consultant (71200)	30,000	
							US Aid	- Training, Workshops and Confer (75700)	75,000	
							US Aid	Training, Workshops and Confer (75700)	31,000	
							US Aid	Training, Workshops and Confer (75700)	23,334	
							US Aid	- Training, Workshops and Confer (75700)	100,000	
							US Aid	- Equipment (74200)	70,000	

<b>Baseline:</b> 1.1 2 1.2 2 1.3 2  <b>Targets:</b> 1.1 3 1.2 3 1.3 3	<b>Action 1.2.1 b</b> Assist the ECP to institutionalise computerised results management through implementation in bye-elections and other sub-national elections	UNDP	US Aid	- Training, Workshops and Confer (75700) - Local Consultant (71300)	15,000
	<b>Action 1.2.1 c</b> Train 70,000 presiding officers		US Aid	- Training, Workshops and Confer (75700)	1,006,609
	<b>Activity Result 1.3.1</b> <b>Increasing Women and Youth participation in Electoral Processes</b>				471,247
	<b>1.3.1 a</b> Conduct trainings for Aspiring Women Candidates	UNDP	US Aid	- MCGA (72600)	350,000
			FCO	- MCGA (72600)	155,794
	<b>1.3.1 b</b> Design and implement a communications strategy to diminish the number of unregistered women voters (~11m)	UNDP	US Aid	- Other Media Cost (74200)	250,000
			FCO	- Other Media Cost (74200)	88,556
	<b>1.3.1 c</b> Establish District Voter Education Committees in each district to promote voter education among women, youth, minorities and persons with disabilities.	UNDP	US Aid	- MCGA (72600)	300,000
			FCO	- MCGA (72600)	124,635
					<b>3,152,425</b>
<b>PROJECT OUTPUT 2</b>  <b>The Parliamentary System strengthened through more Effective, Inclusive and Responsive Legislatures</b>  <b>Indicators:</b> <b>2.1 Extent to which legislative institutions actively engage with the SDGs/development processes</b>	<b>Activity Result 2.1.1</b> <b>Develop the technical capacity of SDG Taskforces</b>			-	
	<b>Action 2.1.1 a</b> Legislative gap analysis in each Prov for each SDG	UNDP	FCO	- Local Consultants (71300)	124,635
	<b>Action 2.1.1 b</b> Develop the capacity of SDG Task forces	UNDP	FCO	- Training, Workshops and Confer (75700)	22,907
	<b>Action 2.1.1 c</b> Orientation session on SDG for legislators	UNDP	FCO	- Training, Workshops and Confer (75700)	14,464

<p><b>2.2 Extent to which the technical skills of legislators and Secretariat staff are enhanced.</b></p> <p>Scale:</p> <ol style="list-style-type: none"> <li>1. Not adequately</li> <li>2. Very partially</li> <li>3. Partially</li> <li>4. Largely</li> <li>5. Fully</li> </ol> <p><b>Baseline:</b></p> <p>2.1 2</p> <p>2.2 2</p> <p><b>Targets:</b></p> <p>2.1 3</p> <p>2.2 3</p>	<p><b>Activity Result 2.2.1</b> Create Platforms to Improve Citizen Engagement with Legislatures</p>																							
	<p><i>Action 2.2.1 a</i> Launch two radio shows (KP and Balochistan) titled 'Parliament Hour'</p>		UNDP	FCO	- Other Media Cost (74200)																	18,475		
	<p><i>Action 2.2.1 b</i> Thematic Dialogues for legislators and parliamentarians</p>		UNDP	FCO	- Training, Workshops and Confer (75700)																		7,365	
	<p><i>Action 2.2. c</i> Pilot parliamentary roadshows in KP and Balochistan</p>		UNDP	FCO	- Contract (72100)																		31,223	
	<p><b>Activity Result 2.2.2</b> Strengthening Legislative Bodies</p>																							
	<p><i>Action 2.2.2 a</i> Committee Development (public accounts, human rights, rule of law, women's affairs, planning and development) programme for Chairs, Secretaries and Members</p>		UNDP	FCO	- Training, Workshops and Confer (75700)																		48,729	
	<p><i>Action 2.2.2 b</i> Developing the capacity of the WPCs</p>		UNDP	FCO	- Training, Workshops and Confer (75700)																		91,385	
	<p><b>Activity Result 2.2.3</b> Improving the Research and Technical Capacity of Secretariats</p>																							
	<p><i>Action 2.2.3 a</i> Developing the subject knowledge of staff working for target Committees</p>		UNDP	FCO	- Training, Workshops and Confer (75700)																		72,980	
	<p><i>Action 2.2.3 b</i> Develop the capacity of Research wings</p>		UNDP	FCO	- Training, Workshops and Confer (75700)																		25,696	
	<p><b>Activity Result 2.2.4</b> Strengthen the Institutional Performance of the Senate</p>																							
	<p><i>Action 2.2.4 a</i> Specialist policy advice on the Committee on Finance regarding the interpretation of international trade agreements</p>		UNDP	FCO	- Training, Workshops and Confer (75700)																		21,960	
<p><i>Action 2.2.4 b</i> Developing the legislative research capacity of the Legislative Wing</p>		UNDP	FCO	- Training, Workshops and Confer (75700)																		14,378		
<p><i>Action 2.2.4 c</i> Create mechanisms to strengthen Senate engagement with Provincial Governments</p>		UNDP	FCO	- Training, Workshops and Confer (75700)																		16,558		

	<b>Action 2.2.4 d</b> Support the Senate to develop and implement a parliamentary education programme				UNDP	FCO	- Training, Workshops and Confer (75700)	20,000
	<b>SUB-TOTAL FOR OUTPUT 2</b>							<b>530,755</b>
<b>PROJECT OUTPUT 3</b> <b>Strengthened Processes, Mechanisms and Institutions for Promoting a more Inclusive Democratic Culture</b>	<b>Activity Result 3.1.1</b> <b>Promote civic education among women and youth in target districts</b>							
	<b>3.1.1 a</b> Train and deploy UNVs to target districts to conduct community based civic education				UNDP	FCO	UNV (71500)	128,000
	<b>3.1.1 b</b> Develop the capacity of CBOs to conduct civic education				UNDP	FCO	Contract (72100)	60,000
	<b>3.1.1 c</b> Youth hakathon to develop apps to promote civic literacy				UNDP	FCO	Contract (72100)	21,075
	<b>3.2 Extent to which the technical skills of legislators and Secretariat staff are enhanced.</b>							
<b>Baseline:</b> 3.1 - 0 3.2 - 0								
<b>Targets:</b> 3.1 - 100 3.2- 0								
	<b>SUB-TOTAL FOR OUTPUT 3</b>							<b>209,075</b>
<b>SUB TOTAL OF OUTPUT 1-3</b>								
<b>Project Management</b>	<b>Activity Result</b> <b>Project Management structure in place</b>							
	<b>Technical Assistance</b>					US Aid	- Local Staff (71400)	368,674
						FCO	- Local Staff (71400)	209,346
						US Aid	- Int Staff (61300)	400,563
						FCO	- Int Staff (61300)	87,300
						US Aid	- DPC (64300)	198,000
						FCO	- DPC (64300)	68,700
	<b>Sub-Total for Technical Assistance</b>							<b>1,332,583</b>
	<b>Operation Cost</b>				UNDP	US Aid	- Local Staff (71400)	146,147
						FCO		81,904

									- Local Staff (71400)			
					UNDP				- Rent & Building services (73100)			131,880
									- Rent & Building Services (73100)			81,840
									- DSA (71600)			2,000
									- Supplies (72500)			7,000
									- Supplies (72500)			4,200
									- R & M (73400)			9,400
									- R & M (73400)			4,800
									- Fuel (72300)			9,400
									- Fuel (72300)			4,800
									- Communication (72400)			6,780
									- Communication (72400)			4,800
									- GMS (75100)			287,363
									- GMS (75100)			170,220
<b>GMS (8%)</b>												
<b>Sub-Total for Operation Cost</b>												<b>952,534</b>
<b>SUB-TOTAL FOR PM</b>												<b>2,285,117</b>
<b>GRAND TOTAL</b>												<b>6,177,372</b>

Output	FCO Amount (USD)	US Aid Amount (USD)	Total Amount (USD)
1	840,232	2,312,193	3,152,425
2	530,755	-	530,755
3	209,075	-	209,075
PMU	717,910	1,567,207	2,285,117
<b>Grand Total</b>	<b>2,297,972</b>	<b>3,879,400</b>	<b>6,177,372</b>

## II. MONITORING PLAN 2017- STRENGTHENING ELECTORAL AND LEGISLATIVE PROCESSES (SELP)

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan					Risks and Assumptions
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)		
Obtained from the project Results	Obtained from the CPAP and project Results Frameworks)	At the project	At the project	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff responsible collecting and reporting	Estimate cost of collecting and reporting data	Any risks or assumptions concerning data collection	
<b>CPAP Outcome:</b> The capacity of institutions to be more democratic and accountable is strengthened, including, inter alia, the engagement of civil society organizations, media and academia.									
<b>Project Output 1: Increased Public Trust in Electoral Processes.</b>	<b>1.1 Extent to which the ECP's institutional capacity is enhanced</b>	2	3	Notes from meetings with senior officials/ official correspondence  Evaluation of the trainings by collecting feedback and analyzing pre and post training assessments	Quarterly  Quarterly	CTA Programme Leads  M&E Officer	NA  NA	NA	
	<b>1.2 Extent to which the ECP delivers improved electoral administration.</b>	2	3	Deliverables of trainings  Evaluation of the trainings using feedback technique and analyzing pre and post training assessments	Quarterly  Quarterly	Training Specialist  M&E Officer	NA  NA	NA	
						Software Developer			



						test				
			2	3	1.3 Extent to which ECPs HQ engages constructively with stakeholders, especially women	Outputs of software application of GIS Minutes from meetings Interviews with ECP staff on the implementation of new innovative solutions	Bi-annually	Capacity Development Specialist M&E Officer	NA	NA
Project Output 2: The Parliamentary System strengthened through more Effective, Inclusive and Responsive Legislatures			2	3	2.1 Extent to which legislative institutions actively engage with the SDGs/development processes	Minutes from meetings Official notification and/or decisions Deliverables of the events	Quarterly	Training CTA Elections & Parliament Officer	NA	NA
			2	3	2.2 Extent to which the technical skills of legislators and Secretariat staff are enhanced.	Deliverables of trainings Evaluation of the trainings using feedback technique and analyzing pre and post training assessments test	Quarterly	M&E Officer Elections & Parliament Officer	NA	NA
Project Output 3: Strengthened Processes, Mechanisms and Institutions for Promoting a more Inclusive Democratic Culture			(0)	100	3.1 Number of civic literacy initiatives conducted in target districts	On-going monitoring visits. Reports from field/ implementing partners.	Monthly/Quarterly	CVE Officer CVE YPO M&E Officer	NA	NA
					3.2 Extent to which technical skills of legislators & Secretariat staff are enhanced					

### III. RECRUITMENT PLAN 2017

*(Include all the recruitments envisaged by the project in AWP 2016 - including national and international staff positions that are vacant or newly created)*  
**Project ID: 00081893 Project Title: Strengthening Electoral and Legislative Processes (SELP)**

#	Post Title	National/ International	Level of Post	Proforma Cost per year (US\$)	Responsible party (UNDP/EAD/ IP/PMU etc)	Contract Modality (TA/FTA/SC/ NIMU/Govt)	Reporting to/ Supervisor	Duty Station	Contract Start Date	Contract End Date
1	Parliament Programme Specialist	National	SB 5-2	42,000	UNDP	SC	CTA	Islamabad	1 April 2017	1 April 2018
2	Civil Society Development Specialist	National	SB 5-1	30,000	UNDP	SC	CTA	Islamabad	1 April 2017	1 April 2018
3	Elections Officer	National	SB 4/2	24,000	UNDP	SC	CTA	Islamabad	1 April 2017	1 April 2018
4	SDG Legislative Liaison Officer	National	SB 4/3	28,000	UNDP	SC	CTA	Islamabad	1 April 2017	1 April 2018

#### IV. PROCUREMENT PLAN-2017

Sr #	Budget Segment	Procurement Category/Description	Type (good, service, works)	Estimated Budget (\$)	Responsible party (UNDP/EAD/IP/PMU etc)	Invitation Type (EFP, RFA, ITB, etc)	Announcement Target Date	Evaluation Target Date	Committee Review (CAP, RACP, etc)	Committee Review Target Date	Contract Start Date	Contract End Date	Responsible project staff
	Conduct of BRIDGE Facilitator Training Program (TtF)	Training, workshops and conferences	Services	51,250	UNDP	RFQ	1-Mar-17	21-Mar-17	CAP	26-Mar-17	1-Apr-17	31-Dec-17	Procurement Officer
		Individual Consultant-International	Services	30,000	UNDP	IC-Notice	1-Mar-17	21-Mar-17	-	-	1-Apr-17	31-Dec-17	Procurement Officer
	Develop the technical and professional skills of ECP officials at the District level	Training, workshops and conferences	Services	75,000	UNDP	RFQ	10-Jan-17	1-Feb-17	CAP	7-Feb-17	15-Feb-17	31-Dec-17	Procurement Officer
		Develop the ECP's communications and Outreach Capacity	Training, workshops and conferences	Services	31,000	UNDP	RFQ	10-Jan-17	1-Feb-17	-	-	15-Feb-17	31-Dec-17
	Develop the capacity of the ECP's Gender Unit and Disability Working Group	Training, workshops and conferences	Services	23,334	UNDP	RFQ	10-Jan-17	1-Feb-17	-	-	15-Feb-17	31-Dec-17	Procurement Officer
		Facilitate ECP management in implementation	Training, workshops and conferences	Services	100,000	UNDP	RFQ	1-Mar-17	21-Mar-17	CAP	26-Mar-17	1-Apr-17	31-Dec-17

n of a permanent polling scheme compatible with effective results management and GIS	Purchase of Equipment	Goods	70,000	UNDP	REQ	1-Mar-17	21-Mar-17	CAP	26-Mar-17	1-Apr-17	31-Dec-17	Procurement Officer
Assist the ECP to institutionalise computerised results management through implementation in bye-elections and other sub-national elections	Training, workshops and conferences	Services	15,000	UNDP	RFQ	1-Mar-17	21-Mar-17	-	-	1-Apr-17	31-Dec-17	Procurement Officer
Individual Consultant-National			10,000	UNDP	IC-Notice	1-Mar-17	21-Mar-17	-	-	1-Apr-17	31-Dec-17	Procurement Officer
Train Presiding officers-Punjab Province	Training, workshops and conferences	Services	443,356	UNDP	ITB	1-Mar-17	28-Mar-17	RACP	5-Apr-17	10-Apr-17	31-Dec-17	Procurement Officer
Train Presiding officers-Sindh Province	Training, workshops and conferences	Services	443,356	UNDP	ITB	1-Mar-17	28-Mar-17	RACP	5-Apr-17	10-Apr-17	31-Dec-17	Procurement Officer
Train Presiding officers-Balochistan Province	Training, workshops and conferences	Services	295,571	UNDP	ITB	1-Mar-17	28-Mar-17	RACP	5-Apr-17	10-Apr-17	31-Dec-17	Procurement Officer
Train Presiding officers-Punjab Province	Training, workshops and conferences	Services	295,571	UNDP	ITB	1-Mar-17	28-Mar-17	RACP	5-Apr-17	10-Apr-17	31-Dec-17	Procurement Officer
Design and implement a communications strategy to diminish the	Professional Services	Services	250,000	UNDP	ITB	10-Jan-17	10-Feb-17	RACP	15-Feb-17	20-Feb-17	31-Dec-17	Procurement Officer
	Professional Services	Services	88,556	UNDP	RFP	10-Jan-17	10-Feb-17	RACP	15-Feb-17	20-Feb-17	31-Dec-17	Procurement Officer

number of unregistered women voters																			
Legislative gap analysis in each Prov for each SDG	Individual Consultant-National	Services	124,635	UNDP	IC-Notice	10-Jan-17	10-Feb-17	10-Feb-17	RACP	15-Feb-17	20-Feb-17	30-Sep-17	30-Sep-17	30-Sep-17	30-Sep-17	30-Sep-17	30-Sep-17	Procurement Officer	
Develop the capacity of SDG Task forces	Training, workshops and conferences	Services	22,907	UNDP	RFQ	10-Jan-17	1-Feb-17	1-Feb-17	-	-	15-Feb-17	30-Sep-17	30-Sep-17	30-Sep-17	30-Sep-17	30-Sep-17	30-Sep-17	Procurement Officer	
Orientation session on SDG for legislators	Training, workshops and conferences	Services	14,464	UNDP	RFQ	10-Jan-17	1-Feb-17	1-Feb-17	-	-	15-Feb-17	30-Sep-17	30-Sep-17	30-Sep-17	30-Sep-17	30-Sep-17	30-Sep-17	Procurement Officer	
Launch two radio shows (KP and Balochistan) titled Parliament Hours	Professional Services	Services	18,475	UNDP	RFP	10-Jan-17	1-Feb-17	1-Feb-17	-	-	15-Feb-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	Procurement Officer	
Thematic Dialogues for legislators and parliamentarians	Training, workshops and conferences	Services	7,365	UNDP	RFQ	10-Jan-17	1-Feb-17	1-Feb-17	-	-	15-Feb-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	Procurement Officer	
Pilot parliamentary roadshows in KP and Balochistan	Professional Services	Services	31,223	UNDP	RFP	10-Jan-17	1-Feb-17	1-Feb-17	-	-	15-Feb-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	Procurement Officer	
Committee Development (public accounts, human rights, rule of law, women's affairs, planning and development)	Training, workshops and conferences	Services	48,729	UNDP	RFQ	10-Jan-17	1-Feb-17	1-Feb-17	-	-	15-Feb-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	31-Dec-17	Procurement Officer	

programme for Chairs, Secretaries and Members	Training, workshops and conferences	Services	91,385	UNDP	RFQ	10-Jan-17	1-Feb-17	-	7-Feb-17	15-Feb-17	31-Dec-17	Procurement Officer
Developing the capacity of the WPCs	Training, workshops and conferences	Services	72,980	UNDP	RFQ	10-Jan-17	1-Feb-17	-	7-Feb-17	15-Feb-17	31-Dec-17	Procurement Officer
Developing the subject knowledge of staff working for target Committees	Training, workshops and conferences	Services	25,696	UNDP	RFQ	10-Jan-17	1-Feb-17	-	-	15-Feb-17	31-Dec-17	Procurement Officer
Develop the capacity of Research wings	Training, workshops and conferences	Services	21,960	UNDP	RFQ	10-Jan-17	1-Feb-17	-	-	15-Feb-17	30-Sep-17	Procurement Officer
Specialist policy advice on the Committee on Finance regarding the interpretation of international trade agreements	Training, workshops and conferences	Services	14,378	UNDP	RFQ	10-Jan-17	1-Feb-17	-	-	15-Feb-17	30-Sep-17	Procurement Officer
Developing the legislative research capacity of the Legislative Wing	Training, workshops and conferences	Services	16,558	UNDP	RFQ	10-Jan-17	1-Feb-17	-	-	15-Feb-17	30-Sep-17	Procurement Officer
Create mechanisms to strengthen Senate engagement with Provincial Governments	Training, workshops and conferences	Services										

Support the Senate to develop and implement a parliamentary education programme	Training, workshops and conferences	Services	20,000	UNDP	RFQ	10-Jan-17	1-Feb-17	-	-	15-Feb-17	30-Sep-17	Procurement Officer
Develop the capacity of CBOs to conduct civic education	Professional Services	Services	60,000	UNDP	RFP	10-Jan-17	10-Feb-17	CAP	15-Feb-17	20-Feb-17	30-Jun-17	Procurement Officer
Youth hakathon to develop apps to promote civic literacy	Professional Services	Services	21,075	UNDP	RFP	10-Jan-17	1-Feb-17	-	-	15-Feb-17	30-Jun-17	Procurement Officer
			2,833,824									

### V. MANAGEMENT ARRANGEMENTS

The programme is being executed through the Direct Implementation Modality (DIM) by UNDP CO in close coordination with Ministry of Planning Development and Reforms. The management arrangements of the programme are structured to enable autonomous implementation of programme outputs, with coordinated reporting. UNDP is responsible for all project contracting, procurement and recruitment, to support Government in implementing this programme of work.

A Project Board (PB) will be set up to provide overall direction and strategic guidance to the programme. The PB will be responsible for making by consensus, management decisions for the programme and holding periodic reviews. The PB will be co-chaired by UNDP and Ministry of Planning Development and Reforms. The other members will include EAD, donors, Provincial Representatives, Pakistan Bureau of Statistics etc.

The Project Board (PB) meeting will be convened at least twice a year, at the beginning of each year to approve the annual work plan and review progress of the preceding year and a mid-year for current year progress review. Any additional meetings of the PB could be convened, if required.

**Programme Management Unit:** The PMU will have three core functions:

1. Implementation of outputs and approved in the project Annual Work plan (AWP)
2. Management and implementation of each of the project output. It will be responsible for results based management and reporting of the Programme. It will provide a clearing house mechanism for information, communication, monitoring and evaluation, and policy and action research. The PMU will coordinate with the implementing partners and consolidate the Annual Work Plan, budget and subsequent reporting and submit to the PRB for approval.
3. The PMU will serve as the secretariat to the PB and as such the convenor of the relevant stakeholders consultations.

The Programme Management Unit (PMU) is headed by a National Project Manager who is will be coordinating closely with the technical team including senior advisors (Governance Reforms, RBM) and senior officials in government including Member (Governance) MOPDR.

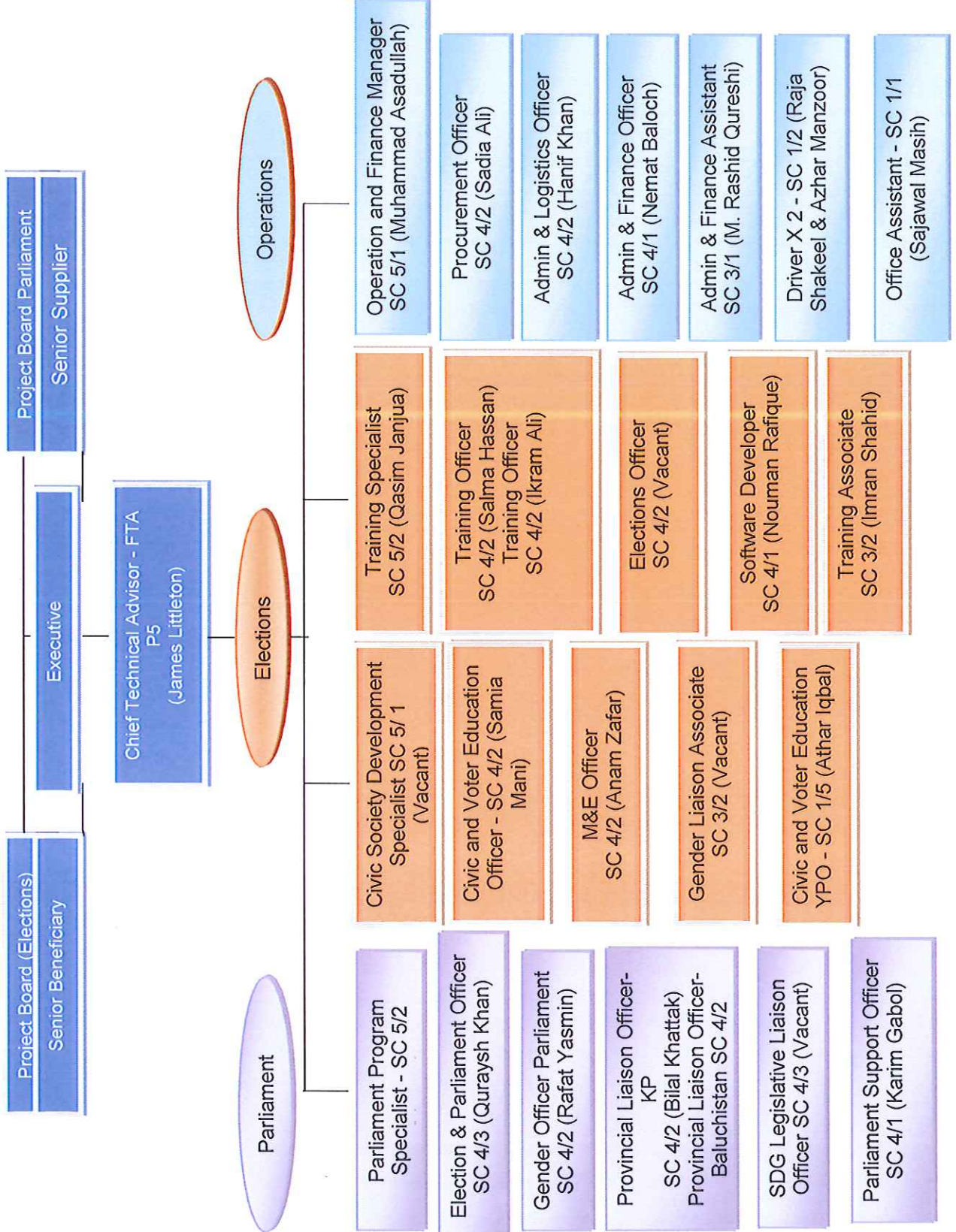
In addition, the Project Manager is responsible for day-to-day management, monitoring and review of project activities; coordination with implementing partners and different stakeholders. The PM is supported by 2 advisers, Research Associate, Communications Officer, Finance Officer, Procurement Officer, Admin and Finance Associate, and the recruitment of the whole team is at various stages.

**Project Assurance:** Project Assurance is the responsibility of UNDP Pakistan. The task of assurance, includes following up on management actions, keeping track of progress benchmarks, visiting project sites to contact beneficiaries, interpreting progress and technical reports, processing budget revisions, and making arrangements for evaluation and audit



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### VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year. *As necessary, add the target dates monitoring visits, spot checks, evaluations and other missions by donors or other stakeholders.*

Timeline /Target Date	Activity	Primary Responsibility
28 October 2016	Prepare draft Annual Work Plan 2017 and budget	Project Manager
Oct 31-07 Nov. 2016	Review of AWP (quality assurance, results orientation and focus, alignment with CCPAP/UNDP priorities, relevance to project objectives, and resource availability)	ACD UNDP and Program Officer
08 – 15 November 2016	Final Review of AWP (quality assurance, results orientation and focus, alignment with CCPAP/UNDP priorities, relevance to project objectives, and resource availability)	SMU - DCD-P
16 November- 30 November 2016	Organize Project Steering Committee to: a) Review of project contribution to results and financial delivery 2016; b) Review and endorsement of AWP 2017	Project Director/ Project Manager
1 December 2016	Submit signed AWP and, where applicable in NIM projects, Letter of Service, to UNDP for final review and signature by UNDP	Project Director/ Project Manager
12 December 2016	All budgets uploaded in ATLAS and KK'd	
15 December 2016	Submit final Annual Progress Report 2016:	Programme Units
28 February 2017	Annual audit of the project	SMU-UNDP
30 April 2017 31 July 2017 31 October 2017	Quarterly Progress Reports, including: a) Report on project progress and financial delivery b) Update of Issue Log in Atlas (tracking and resolution of potential problems or requests for change) c) Update of Risk Log (Reviewing of external environment that may affect project implementation)	Project Manager

## VII. Legal Context

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the [Supplemental Provisions](#) to the Project attached hereto and forming an integral part hereof, as "the Project Document"

### **Alternative A [where the Implementing Partner is a government agency (NIM) or an NGO/IGO]**

Consistent with the above Supplemental Provisions, 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. To this end, 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 the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]<sup>1</sup>.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

### **Alternative B [where the Implementing Partner is UNDP (DIM), the UN, a fund/programme of the UN, or a UN agency]**

[UNDP] [Name of UN Agency] as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations safety and security management system.

[UNDP] [Name of UN Agency] agrees to undertake all reasonable efforts to ensure that none of the [project funds]<sup>2</sup> [UNDP funds received pursuant to the Project Document]<sup>3</sup> are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

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<sup>1</sup> Use bracketed text only when IP is an NGO/IGO

<sup>2</sup> To be used where UNDP is the Implementing Partner

<sup>3</sup> To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner.

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**ANNEXES**

Annex 1: Risk log matrix (An assessment of risks that may affect the project implementation and achievement of results)

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### OFFLINE RISK LOG

(see [Deliverable Description](#) for the Risk Log regarding its purpose and use)

Project Title: Strengthening Electoral and Legislative Processes (SELP)		Award ID: 00062980		Date: 23 November 2016					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the risk (in Atlas, use the Description field. <b>Note: This field cannot be modified after first data entry)</b>	When was the risk first identified (in Atlas, select date. Note: date cannot be modified after initial entry)	Environmental Financial Operational Organizational Political Regulatory Strategic Other Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information) (in Atlas, select from list)	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I = (in Atlas, use the Management Response box. Check "critical" if the impact and probability are high)	What actions have been taken/will be taken to counter this risk (in Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)	Who has been appointed to keep an eye on this risk (in Atlas, use the Management Response box)	Who submitted the risk (in Atlas, automatically recorded)	When was the status of the risk last checked (in Atlas, automatically recorded)	e.g., reducing, increasing, no change (in Atlas, use the Management Response box)
1	Early elections are called	01 Jul 2016	Political	P= 1 I= 2	The probability of early election is less and if early elections are called the ECP will be in a position to conduct them.	Elections Officer	Chief Technical Advisor	14 Nov 2016	No Change.
2	Country's political leadership may not be ready to introduce electoral reforms	10 Dec 2014	Political	P= 3 I= 3	A political engagement strategy will be developed to maintain pressure on political leaders to implement electoral reforms	Elections Officer	Chief Technical Advisor	14 Nov 2016	No change
3	Political protest against the government may cause suspension in	10 Dec 2014	Political	P= 3 I= 1	Project will take appropriate step to complete the activities.	Elections Officer,	Chief Technical Advisor	14 Nov 2016	Decreasing

4	project activities Some areas of Pakistan have UNDSS security restrictions, and implementation of some project activities, e.g. stakeholders/public consultation might be delayed.	10 Dec 2014	Security and Safety	P = 3 I = 3	The security risk for international staff is there but those restricted areas activities can be managed by the national staff of the project.	Training Specialist UNDSS	14 Nov 2016	Decreasing.
5	Security Environment	10 Dec 2014	Security and safety	P=3 I=3	Prior to each work activity outside Islamabad security conditions are assessed.	UNDSS	14 Nov 2016	Decreasing.
6	Delays in Approval at the ECP	10 Dec 2014	Regulatory	P=3 I=3	Developing relations with Senior official at ECP to fast track approval process.	Training Specialist/EI ection Officer,	14 Nov 2016	Decreasing.