

I. ANNUAL WORK PLAN 2015

Project ID: 00081893 Project Title: Electoral Cycle Support to the National Election Commission of Pakistan

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q 1	Q 2	Q 3	Q 4		Funding Source	Budget Description	Amount (USD)
<p>PROJECT OUTPUT 1</p> <p>ECP's internal governance standards, operational performance and public outreach are improved.</p> <p>Indicators:</p> <p>1.1 ECP continues to be receptive to technical advice offered by UNDP experts</p> <p>1.2 The ECP is developing its internal capacity to conduct trainings with minimal external assistance</p> <p>1.3 The extent to which the ECP introduces reforms to strengthen electoral administration and management processes.</p> <p>1.4 Trust in the ECP amongst all stakeholders is developed through sustained engagement</p> <p>1.5 The ECP carries out infrastructure improvements at provincial and district offices</p>	<p>1.1 Activity Result</p> <p>Provide wise counsel and technical advice to the ECP's Senior Management</p> <p>Share international experience and best practice through formal meetings and informal contact with ECP officials at the provincial and national level on a daily basis.</p>								
	<p>1.2 Develop the technical and professional skills of ECP staff</p> <p>Develop the capacity and institutionalization of the Federal Election Academy (FEA) through developing an annual training plan, a curriculum and training database, a pool of Master Trainers, developing SOPs, and advising the ECP to fully staff the institution.</p>	UNDP				UNDP	TRAC	- Rent FEA (73100)	66,000
							- Training, Workshops and Confer (75700)	4,650	
							- Travel (71600)	40,780	
							- Printing and Publications (74200)	2,500	
							- Training, Workshops and Confer (75700)	6,750	
							- International Consultants (71200)	28,300	
							- Travel (71600)	4,250	

<p>Baseline:</p> <p>1.1 No trainings for senior management conducted</p> <p>1.2 50 ECP staff trained through a customised BRIDGE Module and 184 trained on office technology in 2014</p> <p>1.3 In 2014 the ECP introduced 1 reform measure designed to improve electoral administration (notification software for the LG elections in Balochistan)</p> <p>1.4 ECP currently has no communications plan or established mechanisms for stakeholder engagement.</p> <p>1.5 Provincial and district offices require significant infrastructure development.</p>				<p>- Printing and Publications (74200)</p> <p>- Travel (71600)</p>	<p>1,500</p> <p>24,735</p>
<p>Increase the training capacity of trainers inside the ECP through the Conduct of a BRIDGE Facilitator Training Program (TtF)</p>		UNDP	<p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p>	<p>- Training, Workshops and Confer (75700)</p> <p>- Travel (71600)</p> <p>- Printing and Publications (74200)</p> <p>- Travel (71600)</p>	<p>15,000</p> <p>28,670</p> <p>5,000</p> <p>66,445</p>
<p>Improve the leadership and management skills of senior officers through conduct of leadership and management trainings for senior management</p>		UNDP	<p>TBD</p>	<p>- Training, Workshops and Confer (75700)</p>	<p>58,300</p>
<p>Develop specific curriculum and undertake training and capacity building activities in line with operational needs for mid-level officers in areas such as technology</p>		UNDP	<p>TBD</p> <p>TBD</p> <p>TBD</p>	<p>- Training, Workshops and Confer (75700)</p> <p>- Travel (71600)</p> <p>- Printing and Publications (74200)</p>	<p>4,800</p> <p>55,520</p> <p>2,000</p>
<p>Support effective training of temporary staff in local government elections through the training of master trainers in cascade training of polling officials.</p>		UNDP	<p>TBD</p> <p>TBD</p>	<p>- Training, Workshops and Confer (75700)</p> <p>- Printing and Publications (74200)</p>	<p>11,250</p> <p>197,640</p>
<p>Sub-Total for Activity 1.1</p>					<p>624,090</p>
<p>1.3 Activity Result The ECP's Administration and Management of Electoral Processes</p>		UNDP			

Stakeholders	Assist the ECP to develop a comprehensive strategic communications plan (to include messaging strategies for key audiences and a media strategy and a crisis communications plan)	UNDP	TBD	- Training, Workshops and Confer (75700)	7,500
	Conduct training workshops for ECP senior management on media engagement.				
	Convene consultative meetings with electoral stakeholders to discuss various aspects of electoral processes and reforms	UNDP	TBD	- Training, Workshops and Confer (75700)	33,600
			TBD	- Travel (71600)	18,200
	For Local Government Elections: design, print and disseminate information, education and communication (IEC) material to voters through ECP field staff and others.	UNDP	TBD	- Printing and Publications (74200)	100,000
	Sub-Total for Activity 1.3				159,300
	1.5 Activity Result Provide technical assistance to improve the ECP's infrastructure				
	Undertake a nation-wide assessment of the ECP's office buildings and infrastructure.	UNDP	TBD	- Local Consultants (71300)	6,300
	Support the ECP to develop a plan for the location, building, and refurbishment of ECP office infrastructure.	UNDP	TBD	- Construction (72100)	84,000
	Prepare a standard design of the ECP office buildings.	UNDP	TBD	- Local Consultants (71300)	15,000
Sub-Total for Activity 1.4				105,300	
SUB-TOTAL FOR OUTPUT 1				1,224,880	
PROJECT OUTPUT 2 Multiple stakeholders are engaged in dialogue and					
2.1 (a) Activity Result Work with key electoral stakeholders to strengthen the role of women in electoral and political processes					

<p>agree on key electoral reforms.</p> <p>Indicators:</p> <p>2.1.a. No of aspiring women candidates who received trainings on campaign techniques</p> <p>2.1a & b. The emergence of a multi-stakeholder consensus on the substance of the electoral reform agenda</p> <p>Baseline:</p> <p>2.1a. No trainings have been conducted for aspiring women candidates</p> <p>2.1a&b. Limited understanding and awareness among legislators on electoral reforms and the impact they will have</p> <p>Targets:</p> <p>2.1a. Train 150 aspiring women candidates</p> <p>2.1a&b Hold at least 8 seminars/roundtables on electoral reforms (4 at the national and 4 at the provincial level)</p>	<p>Produce and disseminate analytical policy papers on key aspects of strengthening the role of women in electoral and political processes</p> <p>Convene dialogue and policy seminars for multiple stakeholders on legislative reforms to strengthen the role of women in electoral and political processes</p> <p>Design and implement a capacity strengthening program for aspiring women candidates to increase their confidence and skills to carry out effective campaigns in select focus constituencies.</p>	<p>UNDP</p>	<p>TBD</p>	<p>- Local Consultants (71300)</p> <p>- Printing and Publications (74200)</p> <p>- Training, Workshops and Confer (75700)</p> <p>- Travel (71600)</p> <p>- Printing and Publications (74200)</p> <p>- MCGs (72600)</p>	<p>18,000</p> <p>5,000</p> <p>52,000</p> <p>13,000</p> <p>1,250</p> <p>200,000</p>
Sub-Total for Activity 2.1					
2.1 (b) Activity Result					
Policy dialogues and advocacy activities conducted with multiple stakeholders					
<p>Conduct orientation sessions for MNAs and MPAs on new electoral reforms and their implementation</p>	<p>UNDP</p>	<p>TBD</p>	<p>- Training, Workshops and Confer (75700)</p> <p>- Travel (71600)</p>	<p>300</p> <p>179</p>	
<p>Host a conference to discuss the implementation of electoral reforms.</p>	<p>UNDP</p>	<p>TBD</p>	<p>- Training, Workshops and Confer (75700)</p> <p>- Travel (71600)</p> <p>- Printing and Publications (74200)</p>	<p>8,400</p> <p>2,000</p> <p>2,000</p>	

<p>3.1.a&b 11 million women are currently not registered to vote</p>						55,000
<p>3.1.b. 25 UNVs have successfully completed their training</p>	<p>Work with electoral stakeholders to design and implement a comprehensive CVE campaign targeting women, especially in districts with traditionally low levels of voter turnout.</p>		UNDP	TBD	- Training, Workshops and Confer (75700)	60,000
<p>3.1.b. 4 CSOs have been successfully trained in 2014</p>	<p>Assist the ECP to develop and broadcast a Documentary on Civic and Voter Education</p>		UNDP	TBD	- Printing and Publications (74200)	-
<p>Targets:</p>						
<p>3.1.a. At least 40% of the activities in the ECP's CVE Plan are implemented during the year.</p>	<p>Train teachers on civic and voter education (CVE) in collaboration with the Ministry of Education (MOE).</p>		UNDP	TBD	- Svc Co / MCG (72100/72600)	370,120
<p>3.1.a&b CVE activities are conducted in the 32 districts where voter turnout among women was lowest in the 2013 general elections</p>	<p>Develop and disseminate IEC materials on CVE</p>		UNDP	TBD	- Training, Workshops and Confer (75700)	85,000
<p>3.1.b. 25 UNVs are deployed to conduct CVE activities in rural schools and communities</p>				TBD	- Printing and Publications (74200)	40,000
<p>3.1.b. 4 CSOs will implement pilot projects on CVE at the grassroots level</p>	<p>Hire CVE consultant to develop the technical expertise of local staff.</p>		UNDP	TBD	- Local Consultants (71300)	54,000
						718,145
	<p>3.1 (b) Activity Result Develop the capacity of Civil Society Organizations and Universities to Conduct Civic Education</p>					
	<p>Support CVE activities among marginalized communities by hiring, training and deployment of UNVs from universities.</p>		UNDP	Aus Aid	- Training, Workshops and Confer (75700)	8,000
				Aus Aid	- UN Volunteers (71500)	46,083
				TBD	- UN Volunteers (71500)	46,083
				TBD	- Travel (71600)	10,600

PROJECT OUTPUT 4 Project Management Unit established and operational	Support civil society-led civic education activities and develop the capacity of civil society organisations to implement effective civic education programming through the Micro Capital Grants	UNDP	TBD	- MCG (72600)	200,000
				-	310,767
	SUB-TOTAL FOR OUTPUT 3				1,028,911
PROJECT OUTPUT 4 Project Management Unit established and operational	4.1 Activity Result Effective project reporting and operations, fiduciary control and accountability. Engage Project Management Unit staff. Cost of Project Management Unit operations.				
		UNDP	TRAC	- Int Staff Cost (61300)	210,000
			Aus Aid	- Int Staff Cost (61300)	180,000
			TRAC	- Local Staff Cost (71400)	100,728
			Aus Aid	- Local Staff Cost (71400)	222,252
			TBD	- Local Staff Cost (71400)	93,264
		UNDP	TBD	- Travel (71600)	14,400
			TBD	- Learning Cost (63400)	2,500
			TRAC	- Salary (77200)- CO staff cost charged to project	48,000
			TRAC	- 63500(Security)	25,000
		TBD	- Rental &	84,000	

									Maintenance- Premises (73100)			
									- Computer Equipment (72400)	TBD		25,000
									- Office Supplies (72500)	Aus Aid		9,600
									- Vehicle Maintenance Service (72300)	Aus Aid		9,600
									- Vehicle Fuel (72300)	Aus Aid		9,600
									- Building Maintenance (72400)	Aus Aid		32,400
									- Comm&AV (72400)	Aus Aid		4,200
							UNDP		- Contractual Services- Companies (72100)	TBD		50,000
												1,120,544
												3,767,864
												376,786
												4,144,650

Conduct monitoring and evaluation of activities and final project evaluation.

SUB-TOTAL FOR OUTPUT 4
TOTAL FOR OUTPUTS 1-5
Combined GMS and ISS @10%
GRAND TOTAL

Output	TRAC / Cost Sharing Amount (USD)	To be determined Amount (USD)	Total Amount (USD)
1	106,800	1,118,080	1,224,880
2	-	393,529	393,529
3	54,083	974,828	1,028,911
4	853,880	226,664	1,120,544
Total	1,014,763	2,753,101	3,767,864

GMS & ISS	56,476	320,310	376,786
Grand Total	1,071,239	3,073,411	4,144,650

II. MONITORING PLAN 2015

(Include all monitoring and evaluation activities/events)

Project ID: 00081893 Project Title: Electoral Cycle Support to the National Election Commission of Pakistan

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 CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data	Any risks or assumptions concerning data collection
CPAP Outcome: The capacity of institutions to be more democratic and accountable is strengthened, including, inter alia, the engagement of civil society organizations, media and academia.								
Project Output 1: ECP's internal governance standards, operational performance and public outreach are improved.	ECP continues to be more receptive to technical advice offered by UNDP experts	No trainings for senior management conducted	3 training workshops conducted for senior ECP staff	Notes from meetings with senior officials Evaluation of the training at the end of workshops by using daily feedback technique and pre and post test	Following training event Quarterly	Chief Technical Adviser M&E Officer	NA NA	NA

		The ECP carries out infrastructure improvement at the provincial and district level	District offices needs infrastructure improvement	Nationwide assessment of the ECP office buildings and infrastructure	Physical observations Assessment report	Quarterly	Capacity Development Specialist M&E Officer	NA	NA
Project Output 2: Multiple stakeholders are engaged in dialogue and agree on key electoral reforms.		No of aspiring women candidates who received trainings on Campaign techniques	0%	150 aspiring women candidates trained at least 20% women candidates used the campaign techniques provided in the training	Pre and post Test evaluations	Quarterly	Elections Officer, M&E Officer	NA	NA
		The emergence of multi stakeholders consensus on the substance of the Elections reforms agenda	Limited understanding and awareness among legislators on electoral reforms and the impact they will have	at least 8 seminars/roundtables on electoral reforms (4 at the national level and at least 4 at the provincial level)	Focus group discussions with a sample random of people who participated in the seminars Final Comprehensive report on the recommendations.	Quarterly mid-term assessment Final evaluation	Elections Officer M&E Officer	NA	NA
Project Output 3: Enhanced literacy among citizens, especially youth, women and minorities		ECP engages in continuous CVE activities	CVE Plan for 2015 has been approved by the ECP	At least 40% of the activities in the ECP's CVE Plan are implemented through the year. 100 DEC's trained on CVE	Review meetings with the ECP to monitor the activities being implemented according to the CVE Plan Focus group discussions with the DEC's Pre and post- test evaluations	Quarterly Mid-term assessment Ongoing monitoring of the activities	CVE Officer M&E Officer Training Specialist	NA	NA
		Increase in the number of women and youth registered to vote	11 million women are currently not registered	% increase in the number of registered women voters (no baselines due to absence of official data)	ECP Reports on the registration of women voters	Quarterly	CVE Officer Training Specialist	NA	NA
	No. of citizens (male, female, youth and minorities) reached	25 UNVs have been successfully completed the	600 teachers trained on CVE	Baselines developed for CSO pilot project	Monthly, quarterly, final	M&E Officer CVE Officer Training	NA	NA	NA

	through CVE activities.	training in 2014 4 CSOs have been successfully trained on CVE in 2014	25 UNVs hired and deployed 10 Master Trainers from CSOs conduct CVE trainings At least an additional 500,000 citizens to be reached in 2015 (including at least 100,000 men, 190,000 women, 100,000 male youth, 100,000 female youth and 10,000 minorities) by end of 2014	Pre-arranged site visits to observe the CVE activities in schools and communities-Field visit report to be developed/monitoring report focus group discussions with teachers, UNVs and target communities	evaluation On-going monitoring during the programme duration	Specialist M&E Officer	
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III. RECRUITMENT PLAN 2015

(Include all the recruitments envisaged by the project in AWP 2014 - including national and international staff positions that are vacant or newly created)
Project ID: 00081893 Project Title: Electoral Cycle Support to the National Election Commission of Pakistan

#	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.	Provincial Coordinator (Punjab) ¹	National	SB4-1	23,184	UNDP	SC	CTA	Islamabad	1/04/2015	1/04/2016
2.	Provincial Coordinator (Sindh)	National	SB4-1	23,184	UNDP	SC	CTA	Islamabad	1/04/2015	1/04/2016
3.	Provincial Coordinator (KP)	National	SB4-1	23,184	UNDP	SC	CTA	Islamabad	1/04/2015	1/04/2016
4.	Provincial Coordinator (Baloch)	National	SB4-1	23,184	UNDP	SC	CTA	Islamabad	1/04/2015	1/04/2016
5.	Research Officer	National	SB4-2	29,544	UNDP	SC	CTA	Islamabad	1/04/2015	1/04/2016
6.	Admin Associate	National	SB 3-1	17,352	UNDP	SC	CTA	Islamabad	1/04/2015	1/04/2016

¹ For the purposes of cost-efficiency and improved coordination, the provincial coordinators will work for both the parliament and elections projects

IV. PROCUREMENT PLAN 2015

(Include all local and international procurements valued at or above \$ 2,500 envisaged in AWP 2015 – including goods, assets, services and works)
Project ID: 00081893 Project Title: Electoral Cycle Support to the National Election Commission of Pakistan

Sr #	Budget Segment	Description	Type (Goods, Services or Works)	Estimated Budget (\$)	Responsible Party (UNDP/EAD/IP/PMU etc)	Invitation Typ (RFQ, RFP, 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
1	Develop the capacity and institutionalization of the Federal Election Academy (FEA) through developing an annual training plan, a curriculum and training database, a pool of Master Trainers.	Rent of FEA Building Workshop (Venue, Refreshment and Stationery) and development of training plan & curriculum.	Services	66,000	PMU	Extension of RFQ	15.03.2015	21.03.2015	CAP	25.03.2015	01.04.2015	31.02.2015	Procurement Officer
2	developing SOPs and advising the ECP to fully staff the institution.	Printing	Services	4,650	PMU	Micro procurement	01.01.2015	15.01.2015			21.01.2015	28.02.2015	Procurement Officer
3	Increase the training capacity of trainers inside the ECP through the Conduct of a BRIDGE Facilitator Training Program (TrF)	Workshop (Venue, Refreshment and Stationery), Printing and stationary	Services	2,500	PMU	Micro procurement	01.01.2015	15.01.2015			21.01.2015	28.02.2015	Procurement Officer
4	Improve the ECP use of the global standard BRIDGE curriculum through the development and implementation of customized "core modules" for mid-career electoral officers with ECP BRIDGE facilitators.	Workshop (Venue, Refreshment and Stationery), Printing and stationary	Services	8,250	PMU	Micro procurement	15.01.2015	21.01.2015			01.02.2015	28.02.2015	Procurement Officer
5		International BRIDGE Facilitators-Fee	Services	22,000	PMU	Individual Contract	01.04.2015	07.04.2015			15.04.2015	30.08.2015	Procurement Officer
6		Bridge Facilitator Fee - Local	Services	7,200	PMU	Individual Contract	01.02.2015	10.02.2015			15.02.2015	30.05.2015	Procurement Officer
7		Workshop (Refreshment and Stationery) & Printing and stationary	Services	3,300	PMU	Micro procurement	15.01.2015	21.01.2015			01.02.2015	28.02.2015	Procurement Officer

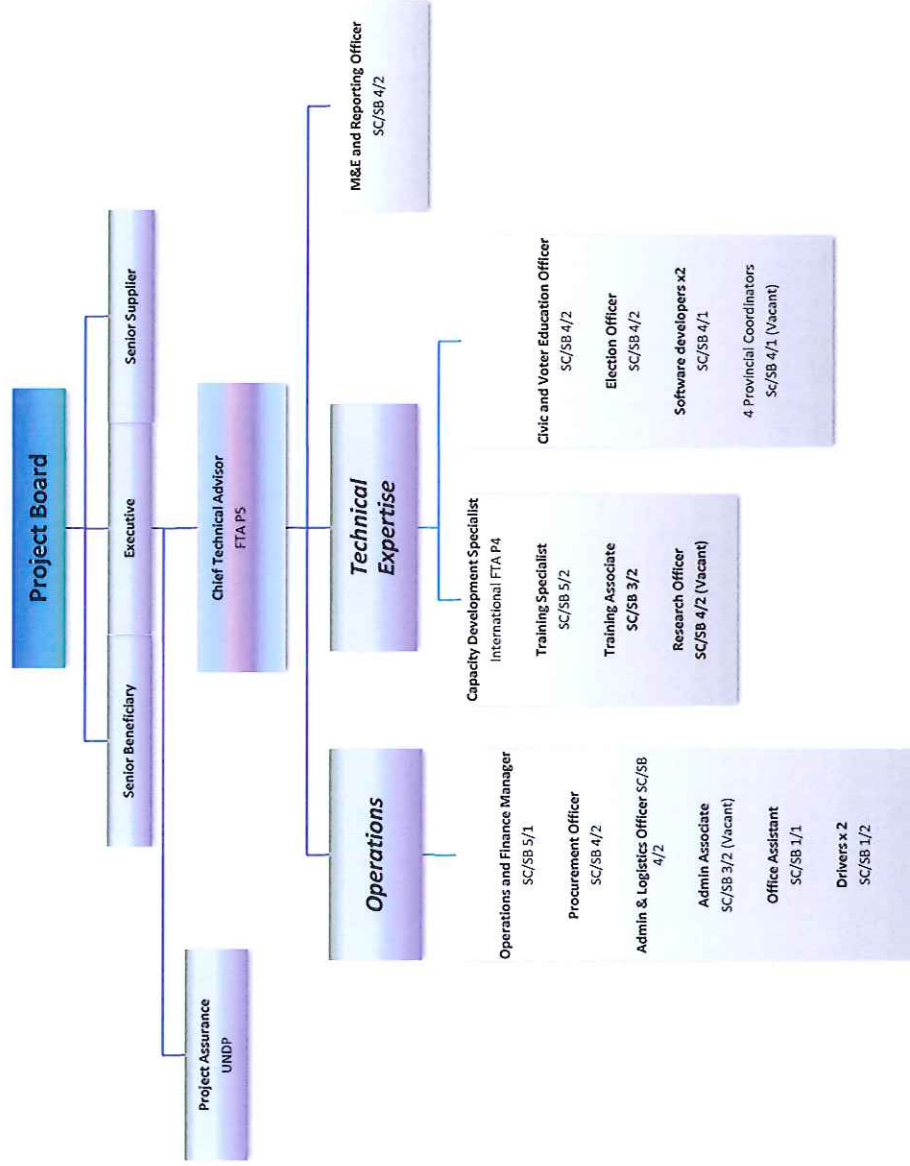
8	Improve the ECP use of the global standard BRIDGE curriculum through the development and implementation of customized "core modules" for mid-career electoral officers with ECP BRIDGE facilitators.	Services	6,000	PMU	Micro procurement	28.02.2015	07.03.2015			15.03.2015	15.04.2015	Procurement Officer
9	Improve the leadership and management skills of senior officers through conduct of leadership and management training for senior management.	Services	52,800	PMU	Direct Contracting with organization	01.04.2015	15.04.2015	CAP	21.04.2015	20.04.2015	30.05.2015	Procurement Officer
10	Develop specific curriculum and undertake training and capacity building activities in line with operational needs for mid-level officers in areas such as technology.	Services	6,800	PMU	RFQ	01.04.2015	15.04.2015			20.04.2015	15.05.2015	Procurement Officer
11	Support effective training of temporary staff in local	Services	181,400	PMU	ITB / LTA	15.01.2015	07.02.2015	CAP	10.02.2015	15.02.2015	30.03.2015	Procurement Officer
12	government election through the training of master trainers in cascade training of polling officials.	Services	11,250	PMU	Individual Contract	15.01.2015	07.02.2015			15.02.2015	30.03.2015	Procurement Officer
13		Services	16,200	PMU	RFQ / LTA	15.01.2015	07.02.2015			15.02.2015	30.03.2015	Procurement Officer
14	Improve the ECP management of the polling scheme through the implementation of a pilot project for a permanent polling scheme compatible with effective results management and GIS.	Goods	90,000	PMU	RFQ	01.03.2015	15.03.2015	CAP	15.03.2015	20.03.2015	07.04.2015	Procurement Officer
15		Services	8,640	PMU	RFQ	01.03.2015	15.03.2015			20.03.2015	07.04.2015	Procurement Officer
16	Establish a working group on results management to build ECP ownership and ensure effective results management in future national	Services	24,150	PMU	RFQ	01.02.2015	15.02.2015			20.02.2015	15.03.2015	Procurement Officer

24	Prepare a plan for improving infrastructure of the ECP's offices	Works	84,000	PMU		ITB	15.04.2015	07.05.2015	CAP	15.05.2015	20.05.2015	31.12.2015	Procurement Officer
25	Produce and disseminate analytical policy papers on key aspects of strengthening the role of women in electoral and political processes	Services	18,000	PMU		Individual Contract	15.03.2015	30.03.2015			05.04.2015	30.06.2015	Procurement Officer
26		Services	5,000	PMU		RFQ/LTA	10.03.2015	20.03.2015			25.03.2015	15.04.2015	Procurement Officer
27	Convene dialogue and policy seminars for multiple stakeholders on legislative reforms to strengthen the role of women in electoral and political processes	Services	45,000	PMU		RFQ	15.01.2015	20.01.2015			01.02.2015	30.10.2015	Procurement Officer
28		Services	5,000	PMU		Micro procurement	15.01.2015	20.01.2015			01.02.2015	30.10.2015	Procurement Officer
29	Host a conference to discuss the implementation of electoral reforms.	Services	10,400	PMU		RFQ	01.07.2015	15.07.2015			01.08.2015	15.08.2015	Procurement Officer
30	Generate public engagement, awareness and understanding of electoral reforms (and international best practice and standards) through strategic media engagement and coordinating efforts among civil society organizations.	Services	84,000	PMU		ITB	01.05.2015	20.05.2015	CAP	25.05.2015	01.06.2015	30.09.2015	Procurement Officer
31		Services	6,000	PMU		ITB	01.05.2015	20.05.2015			01.06.2015	30.09.2015	Procurement Officer
32	Train ECP Master Trainers on CVE.	Services	4,600	PMU		Micro procurement	01.05.2015	20.05.2015			25.05.2016	15.06.2015	Procurement Officer
33	Train DEC and District Committees on civic and voter education	Services	64,000	PMU		RFQ	01.02.2015	20.02.2015	CAP	22.02.2015	25.02.2015	30.04.2015	Procurement Officer
34		Services	5,000	PMU		Micro procurement	01.02.2015	20.02.2015			25.02.2015	30.04.2015	Procurement Officer

35		Printing & its distribution cost	Services		PMU	Micro procurement	01.02.2015	20.02.2015			25.02.2015	30.04.2015	Procurement Officer	
36	Develop and disseminate IEC materials on CVE	Seminars (Refreshment and Stationery)	Services	4,500	PMU	RFQ	01.04.2015	20.04.2015	CAP	25.04.2015	01.05.2015	30.09.2015	Procurement Officer	
37		Distribution Cost	Services	5,000	PMU	LTA	01.04.2015	20.04.2015			01.05.2015	30.09.2015	Procurement Officer	
38		Printing (Invitations, Banners, IEC material etc.)	Services	40,000	PMU	RFQ/LTA	01.04.2015	20.04.2015			01.05.2015	30.09.2015	Procurement Officer	
39		Hire CVE consultant	Services	54,000	PMU	Individual Contract	15.01.2015	30.01.2015	CAP		02.02.2015	05.02.2015	30.05.2015	Procurement Officer
40	Support CVE activities among marginalized communities by hiring, training and deployment of UNVs from universities.	Events (Refreshment and Stationery, Coordinator, Report Writing and Media Coverage)	Services	8,000	PMU	RFQ	01.03.2015	07.03.2015			15.03.2015	30.06.2015	Procurement Officer	
41		Cost of Project Management Unit operations.	Services	25,000	PMU	RFQ	1.04.2015	20.04.2015			01.05.2015	30.05.2015	30.05.2015	Procurement Officer
42	Conduct monitoring and evaluation of activities and final project evaluation.	Office Supplies	Services	9,600	PMU	RFQ	1.04.2015	20.04.2015			01.05.2015	30.05.2015	30.05.2015	Procurement Officer
43		Contract for Professional Services	Services	50,000	PMU	RFP	15.03.2015	07.04.2015	CAP		15.04.2015	20.04.2015	30.10.2015	Procurement Officer
Total Amount (US \$):				1,301,890										

V. MANAGEMENT ARRANGEMENTS

The project is directly implemented (DIM) by UNDP Pakistan, in consultation with its partners. The UNDP Pakistan Governance Team through a Project Management Unit headed by a Chief Technical Adviser, oversees implementation, and coordinates the project activities. This team, in close collaboration with the Election Commission, is responsible for day-to-day management and decision-making for the project, as well as ensuring 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. Short-term international experts will be fielded as needed as part of project teams (see Figure below for this structure).



The Project Review Board has the overall authority for the project and responsibility for its initiation, direction, review and eventual closure. The Project Review Board is the highest authority of the project. It comprises the following members:

- ▶ Project Executive: UNDP Country Director or his Deputy and the Secretary, Election Commission of Pakistan, as co-chairs
- ▶ Senior Supplier: Representatives of the Economic Affairs Division and development partners contributing to the project
- ▶ Senior Beneficiary: Representatives of Election Commission and other beneficiaries as deemed relevant²

The Project Review Board is the body responsible for making management decisions on a consensus basis for the project. Project reviews by the Project Review Board will be made at regular intervals or as necessary when raised by UNDP. Project Assurance will also be the responsibility of each Project Board member.

² Other beneficiaries such as political parties, civil society organizations or the media may be invited to attend PRB meetings or the project may wish to convene planning meetings with them separately.

OFFLINE RISK LOG

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

Project Title: Electoral Cycle Support to the Election Commission of Pakistan		Award ID: 00062980		Date: 02 November 2013					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Enter a brief description of the risk (In Atlas, use the Description field. Note: This field cannot be modified after first data entry)	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, use the Management Response box)	When was the status of the risk last checked (In Atlas, use the Management Response box)	e.g. dead, reducing, increasing, no change (In Atlas, use the Management Response box)
1	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	10 Dec 2014	No change
2	Political protest against the government may cause suspension in project activities	10 Dec 2014	Political	P= 3 I= 5	Project will take appropriate step to complete the activities.	Elections Officer, Training Specialist	Chief Technical Advisor	10 Dec 2014	Increasing
3	Failure to address the suggestions and recommendations from the electoral reforms seminars process may result in adverse criticism of the ECP.	10 Dec 2014	Political	P= 2 I= 3	UNDP senior staff will press upon the ECP the urgent need to ensure robust implementation of electoral reforms sanctioned by parliament	Elections Officer	Chief Technical Advisor	10 Dec 2014	No change
3	Early Local bodies elections occur at short notice	10 Dec 2014	Political	P= 4 I= 3	The probability of early local election is high and if early elections are called, activities needs to be scaled up	Elections Officer	Chief Technical Advisor	10 Dec 2014	No change

4	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.	UNDSS	Training Specialist	10 Dec 2014	Increasing.
5	Security Environment	10 Dec 2014	Security and safety	P=3 I=4	Prior to each work activity outside Islamabad security conditions are assessed.	UNDSS	Chief Technical Advisor	10 Dec 2014	Increasing.
6	Delays in Approval at the ECP	10 Dec 2014	Regulatory	P=5 I=4	For outputs 2 & 3 we have developing dual tracks so that specific activities can be conducted which do not require direct approval from the ECP.	Training Specialist/EI Action Officer,	Chief Technical Advisor	10 Dec 2014	Increasing.
Pre Election Risk Log – These are now closed									
7	Early elections are called	01 Jan 2012	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.	Project Manager	Chief Technical Advisor	20 Feb 2013	Dead.
8	When elections are held they are violent and undermine the credibility of the ECP	01 Jan 2012	Political	P=2 I=2	Project activities will seek to strengthen the electoral processes against electoral violence. Included are activities on training of security forces in their electoral responsibilities, as well as confidence building and public outreach activities with political parties, CSOs, media and other electoral stakeholders.	Project Manager	Chief Technical Advisor	20 Feb 2013	Dead.
9	Some areas of Pakistan have UNDSS security restrictions, and implementation of some	01 Jan 2012	Security and Safety	P = 2 I = 2	The security risk for international staff is there but those restricted areas activities can be managed	UNDSS	Project Manager	20 Feb 2013	Dead.

	project activities, e.g. stakeholders/public consultation might be delayed.					by the national staff of the project.				
10	Unanticipated needs arise for material assistance during project implementation	01 Jan 2012	Operational	P=3 I=4		If the unanticipated need arise for material assistance, the Project could, with approval of the Project Review board, be met from the resources in the Basket Fund	Project Manager	Chief Technical Advisor	20 Feb 2013	Dead.
11	New, unanticipated Technical assistance needs arise during the implementation of the project.	01 Jan 2012	Operational Strategic	P=3 I=2		Any unanticipated needs that arise in the area of IT and software assistance could be handled sufficiently by the technical expertise of project management	Chief Technical Advisor	Chief Technical Advisor	20 Feb 2013	Dead.
12	International experts cannot be recruited	01 Jan 2012	Operational Organizational	P=3 I=3		Initially the support in this area was to be provided by regional election advisors for Asia Pacific Regional centre but the international experts are hired to support the project on a reference to the UNDP H/Q.	Chief Technical Advisor	Chief Technical Advisor	20 Feb 2013	Dead.
11	Prime Minister disqualification issue can affect the implementation of project activities	01 Jan 2012	Political and Regulatory	P=2 I=2		Previously there was high risk in this regard which has been reduced with the decision of Speaker	Chief Technical Advisor	Chief Technical Advisor	20 Feb 2013	Dead.
12	Project activities can affect during coming summer season due to flooding	25 May 2012	Environmental	P=3 I=3		The project activities can be continued excluding the areas affected by this risk.	Project Manager	Chief Technical Advisor	20 Feb 2013	Dead.
13	ECP proposed amendments in different election laws can affect the project	25 May 2012	Regulatory	P=3 I=2		Project Management Unit will be able to make adjustment in the training material/modules	Training Specialist/Legal Specialist	Training Specialist/Legal Specialist	20 Feb 2013	Dead.

