UNITED NATIONS DEVELOPMENT PROGRAMME

Programme of Assistance to the Palestinian People

PROJECT DOCUMENT

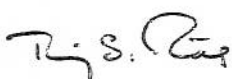|		
Number:	PAL/01/J16/A/53/31	
Title:	Construction of the Ministry of Interiors Central Information Technology Center	
Duration:	12 months	
Project site:	Gaza Strip	
ACC/UNDP sector & subsector:	0200 General Development Issues 0240 Public Administration & Management	
Local Implementing Institution:	Palestinian Authority Ministry of Interior	
Executing Agency:	UNDP/PAPP	
Estimated starting Date:	November 2001	

UNDP cost sharing

UNDP

Trust Funds: Government of Japan

US$ 500,000

Project:

$462,963

UNDP AOS (8%): $37,037

The Construction of the Ministry of Interior Central Information Technology Center is the focus of this project. The Palestinian Population Registry will be safeguarded and maintained in this facility, which will be connected to 17 Civilian Affairs Offices throughout the West Bank and Gaza Strip, as well as other line Ministries. Once the Project is completed and the political situation changes, all Border Crossings will also be connected to the Center. It is anticipated that 5250 workday opportunities will created through the construction of this facility.

On behalf of	Signature	Date	Name/Title
United Nations Development Programme	T.j S. Ru	12 New, 2001	Timothy S. Rothermel Special Representative

UN official exchange rate at the date of signature of project document:	US$ 4.28 = NIS

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A. INTRODUCTION

Capacity building is a priority development area for the Palestinian people, with a need to institutionalize transparent, accountable and democratic norms, practices, rules and structures. PA ministries and institutions are still in need of enormous support, even more so now that the ongoing state of emergency existing in the Palestinian Occupied Territory as a result of the radical deterioration in the political environment threatens to erode the very substantial development accomplishments achieved to date. Building on prior efforts supported by the Government of Japan as well as UNDP/PAPP, this project aims at continuing to build the institutional capacity of the Palestinian Authorities Ministry of Interior, specifically its Central Information Technology Center (Computer Directorate). The project will comprise of the following components:

1) Constructing a Modern Information Technology Center which will house the Palestinian Population Registry, that will be connected to the 17 Civil Affairs offices throughout the West Bank & Gaza Strip as well as other line Ministries who need access to the Population Registry;
2) Purchase of three vehicles to be used by the Ministry of Interiors Computer Technicians as mobile maintenance units;
3) Purchase of Equipment for the Technology Training Room, Administrative Training Room, and General Meeting Room;
4) Purchase of Information Technology Equipment (i.e Computers, Laserjet & Scanjet Printers).

As the Palestinian Authority is now facing the challenge of battling the detrimental effects the current political environment is having on the economy and civil society, it is more important than ever to keep in mind the ultimate goal of development efforts on behalf of the Palestinian people: a self-sustaining, independent Palestinian state. The Palestinian Authority will eventually have to assume the full range of public administration responsibilities of a future state. In order to meet this challenge, the Palestinian Authority must even more than ever ensure that the "nuts and bolts" are in place in order to fully develop and enhance its policy formulation mechanisms and its technical capacity. The cross-sectoral approach of the UNDP's Governance and Public Administration Program aims to assist the Palestinian Authority in meeting this challenge, by improving governance, managerial and administrative capacities, and relations with civil society.

B. CONTEXT

1. Historical Background

In September 1993, the Palestinian Liberation Organization (PLO) and the Government of Israel signed "the Declaration of Principles on Interim Self-Governing Arrangements"(DOP) which envisioned an initial transfer of authority over the Gaza Strip and Jericho to Palestinian control to be followed by the transfer of authority over the remainder of the West Bank. In keeping with the DOP, the Palestinian Authority was established in May 1994, assuming self-governing responsibilities in Gaza and Jericho. Following the signing of the Interim Agreement on the West Bank and Gaza Strip (the "Oslo II Accord") on 28 September 1995, Palestinian self-rule was extended to six major population centers on the West Bank, with a phased-in extension of authority planned for other areas. In March 1998, the Israeli Defense

Forces partially withdrew from Hebron and related administrative authority was transferred to the Palestinian Authority.

The gradual transfer of administrative and self-rule responsibilities has resulted in a lack of uniformity and homogeneity among Palestinian Authority institutions. These institutions were created in a context in which many community-based organizations and institutions already had been established to perform vital functions in society. Compounding the situation further, the existing legal framework in the Gaza Strip and the West Bank comprises laws and regulations stemming from different legal traditions, including Ottoman Law, British Mandate laws, Egyptian Law, Jordanian Law, Customary Law and Israeli Civil Administration regulations.

With the Palestinian elections of January 1996, a new institutional arrangement was created whereby an 88-member Palestinian Legislative Council (PLC) was elected and an Executive Authority was established. The Head of the Executive Authority, a member of the PLC, was also elected. PLC members were elected under a district system, with the number of representatives per district roughly proportional to the population level.

After more than three years of protracted negotiations between the Israeli Government and the Palestinian Authority over the implementation of the Oslo Agreement, increasing pressure from the international community for further progress led to negotiations at the Wye River Plantation. The Wye River Memorandum, signed 23 October 1998, contains agreements on further steps to facilitate the implementation of the Interim Agreement and other related agreements so that the Israeli and Palestinian sides can more effectively carry out their respective obligations. The Israeli and Palestinian sides reaffirmed their commitment to enhancing their relationship and agreed on the need to promote economic development in the occupied Palestinian territory.

On September 4, 1999, Israel and the PLO signed the "Sharm El –Sheikh Memorandum on Implementation Timeline of Outstanding Commitments of Agreements and the Resumption of Permanent Status Negotiations". In the Memorandum, both sides committed themselves to full and mutual implementation of the Interim Agreement, all other agreements concluded between them since September 1993 and all outstanding commitments emanating from those prior agreements. Most importantly, the two sides agreed to resume the permanent status negotiations in an accelerated manner, and to make a determined effort to achieve their mutual goal of reaching a Permanent Status Agreement.

Despite regular setbacks, much progress had been made up until 28 September 2000, when confrontations between the Israeli Defense Forces and Palestinians over the visit of Ariel Sharon, now Prime Minister of Israel, to the Al Aqsa Mosque Compound became violent. That initial confrontation triggered a rapid and drastic deterioration in peace negotiations, and the outbreak of what is now commonly called the "Al Aqsa Intifada." As the violence continues on a daily basis, hundreds of people have been killed, thousands injured, and the economic and social consequences have been dire.

Normal economic activity has been severely disrupted by the imposition of closures and other restrictions on the movement of goods and people to, from and within the Palestinian Occupied Territory. As a result, it is estimated that the unemployment rate has soared to about 38%. Poverty rates have risen by over 50%, with an estimated 32% of Palestinians living below the poverty line, according to World Bank estimates. The loss of income to

Palestinian workers is estimated at USD 3.5 million per day, according to a recent study prepared by the United Nations Special Coordinator in the Palestinian Areas (UNSCO). Ongoing violent confrontations have pushed health care institutions beyond their capabilities to care for the thousands of injured and permanently disabled. The same confrontations and implementation of military security measures cause continuous damage to Palestinian infrastructure, buildings and agricultural property. In addition, health care and civil society institutions must find ways to address the long-term emotional and psychological damage to Palestinian civilians.

UNDP and the rest of the donor community have been quick to respond to crisis with programmes of emergency employment generation, medical assistance and other types of crisis interventions. In such an environment, there is danger that donors, in their efforts to respond to such enormous losses, lose sight of the long term-goal of achieving a sustainable, independent Palestinian State by shifting all development assistance to emergency relief efforts. The Palestinian people are now facing an institutional crisis that will have economic and social consequences for years to come. While the crisis is of political origins, and resolvable only through political interventions, continued solidarity and support for capacity building programmes from the international community is urgently needed to counterbalance the erosion of the development achievements accomplished since the signing of the Declaration of Principles in September 1993. A coherent Palestinian Authority institutional and regulatory framework, strong public administration, good governance and strong relations with the private sector in all spheres of government in the Palestinian territories are still the most important goals for the future of the Palestinian people.

2. Description of Subsector

The management of public administration in the West Bank and Gaza grew out of the Israeli Civil Administration, which the Palestinian Authority inherited in 1994, taking with it all Palestinian civil servants and a system of procedures and rules. Since its establishment, the PA has expanded and upgraded the structure, capabilities, and tasks of the various departments. The Palestinian Authority is still in a transitional state. Institution building, particularly in the area of public administration, is an evolutionary process. The task of building emerging institutional structures and administrative bodies to the point where they resemble state institutions, is ongoing. The Ministry of Interiors Central Information Technology Center plays a critical role in public administration. The specific role of the Information Technology Center is described below in Section E.

UNDP defines governance as the exercise of political, economic and administrative authority to manage a country's affairs at all levels of society. It comprises the mechanisms, processes and institutions through which citizens articulate their interests, mediate their differences and exercise their legal rights and obligations. Supporting participatory, transparent and accountable governing institutions requires engaging the private sector, civil society and the government to ensure that political, social and economic priorities are based on a broad consensus in society. Without good governance, development efforts are at the least undermined, and at the worst, doomed to fail.

3. Host Country Strategy

The Palestinian Authority has articulated its support for the development of public institutions: "Emphasis will be placed on finalizing the organizational structures of various ministries and public institutions and defining the responsibility of each department in addition to setting clear job descriptions for all public civil servants. The Civil Service Law, approved by the Palestinian Legislative Council, will be fully enforced, as well as other administrative and financial regulations." (Palestinian Development Plan 1999-2003)

More specifically, the Core Group on Public Administration has set the following development targets:

1. A professional public administration: A civil service which emphasizes technical competence focused on public service delivery. A civil service staffing structure based on meritocracy. An efficient and cost effective civil service providing value for money. A civil service focused directly on meeting public service needs.
2. An accountable public administration: A financially responsible and transparent manager of funds.
3. An accessible public administration: A civil service that is open to the Palestinian people who it serves.
4. A planned public administration: A civil service controlled in size, capacity and capability, able to meet needs over time.
5. A structured public administration: A civil service organized with clarity of purpose into implementing ministries, central institutions and other public organizations.
6. A unified public administration: A civil service with harmonized procedures, and convergent practices and functions, across both West Bank and Gaza.
7. An economically viable and Palestinian public administration: A civil service of integrity, financially sustainable, and Palestinian in character and form.

Overall, the Palestinian Authority "aims to lay the ground for good governance based on democracy, accountability, transparency and human rights, so as to build a Palestinian modern civil society run by efficient institutions based on the rule of law."

4. Prior and Ongoing Assistance

The Governance and Public Sector Unit at UNDP/PAPP was established in 1995, with a focus on providing technical and capital assistance to the fledgling Palestinian Authority. Basic infrastructure requirements, such as equipment, vehicles and the rehabilitation facilities were needed by every ministry, a unique situation to which UNDP/PAPP, with the support of the Government of Japan, was able to respond and provide assistance. In late 1996, the UNDP/PAPP launched its Governance and Public Administration Support Programme, which focused on the major components that lie at the heart of the Palestinian Authority's ongoing efforts to improve managerial and administrative capacities, as well as on non-governmental organizations which are involved in the promotion of good governance and development of partnerships between the public and private sectors. The Programme was formulated in close association with concerned Palestinian counterpart institutions. The ongoing activities of the Programme were financed through a Japanese grant as well as through UNDP's own resources.

5. Institutional Framework for Subsector

The Ministry of Interiors Central Information Technology Center is the target of this proposal.

C. PROJECT JUSTIFICATION

1. Problem to be Addressed: the Present Situation

In the short space of time since its inception, the Palestinian Authority has made remarkable gains in meeting the needs of Palestinians in the West Bank and Gaza Strip, including the promulgation of regulatory frameworks for economic and administrative activities. The Palestinian Authority is managing to continue do so despite functioning as an "autonomous" governing body, lacking defined borders, geographical contiguity, control over natural resources and the flow of persons and goods and despite the currently still raging Al Aqsa Intfada,

Governing institutions in the West Bank and Gaza are still in a formative stage. Self-government is not only new, but has been limited on its breadth in the context of the Oslo process. Not only, however, is the Palestinian Authority in a transitional state, but civil society organizations are learning to negotiate policy formulation where formerly there was no state bodies save for an occupying administration.

Palestinian Authority institutions, though, are in need of broad support to respond to both the impact on public services resulting from one of the highest birth rates in the world, and the demands incumbent upon institutions developing in the context of "state-building." Needs range from providing technical assistance to line ministries to making financial oversight more transparent and accountable, developing greater efficiency in the delivery of public services and supporting the separation of and respect for the executive, judiciary and legislature.

The Palestinian Authority must confront many challenges in making further progress in developing a truly transparent and accountable system of public administration management. Low compensation levels in the Palestinian Authority have made it difficult to attract and keep qualified professional staff. On a larger level, ministries have overlapping areas of responsibility and greater support is needed for developing and approving organizational charts and job descriptions. Overall, on an institutional level, public administration continues to be plagued by conflicting development policies, unclear responsibilities amongst institutions, priority setting by "personalities" rather than institutions, a failure to utilize middle managers, the need for merit-based hiring, and unclear organizational structures. Problems of cross-institutional communication flow are compounded by the now almost impossibility of moving between West Bank and Gaza.

The Ministry of Interiors Central Information Technology Center has been a **model institution** of the Palestinian Authority. After Oslo, the Israeli Civil Administration handed over a large portion of the Palestinian Population Registry to the Ministry of Interior. From scratch, and using local talent, the Central Information Technology Center has been able to develop the tools necessary to speed the flow of information and minimize errors between the

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The Ministry of Interiors Central Information Technology Center has been a **model institution** of the Palestinian Authority. After Oslo, the Israeli Civil Administration handed over a large portion of the Palestinian Population Registry to the Ministry of Interior. From scratch, and using local talent, the Central Information Technology Center has been able to develop the tools necessary to speed the flow of information and minimize errors between the

different Governorates in the West Bank and Gaza Strip. In addition, the Central Information Technology Center developed standard software that was installed on equipment purchased by UNDP/PAPP and the Government of Japan and hooked up through a lease line system throughout all Civilian Affairs Offices in the Gaza Strip and West Bank. Finally, with the initial assistance of UNDP/PAPP, and support of the Government of Japan, the daily operations of 17 civilian affairs offices were reorganized and restructured so as to better serve the three million inhabitants of the West Bank & Gaza Strip. The project has been met with much pleasure and satisfaction by the inhabitants that it benefited throughout the West Bank & Gaza Strip.

2. Expected End of Project Situation

As a result of this project, the Central Information Technology Center will have a permanent home with the necessary space needed for the purpose of maintaining, monitoring, and updating the Palestinian Population Registry. In addition, the center will be utilized for conducting various training programmes for the staff of the Ministry of Interiors Civilian Affairs offices Finally, the center will be able to provide more speedy & reliable installation & maintenance services to all the civilian affairs offices (and in the future border crossings) through the creation of technical mobile units that will cover the entire Gaza Strip, as well as the the Northern and Southern West Bank. The expected outcomes of each specific component of the project are described below in Section D.

3. Target Beneficiaries

The target beneficiaries are the management and staff of the Ministry of Interior Central Information Technology Center, the 17 Civilian Affairs Offices, other line Ministries, as well as the entire Palestinian public whose population registry files are carefully maintained.

4. Project Strategy and Institutional Arrangements

The Ministry of the Interior is known as the Peoples Ministry because it touches the lives of all the inhabitants of the West Bank & Gaza Strip. This and because of the urgent need to insure the proper maintenance of the Palestinian Population Registry, makes it a logical choice for support.

As for the Implementation Strategy, UNDP will serve as the executing agency while in close consultation with the Ministry of Interiors Central Information Technology Center.

The Ministry of Interior will provide the land as well as all permits and licenses required for the construction purposes.

The development of a Terms of Reference will be conducted with the Ministry of Interior for the Design stage of the project.

Construction will be carried out under contract with one or more building contractors selected under UNDP's normal competitive bidding procedures.

UNDP/PAPP's Environment & Infrastructure Unit will be responsible for the overall management and monitoring of the project (which will be closely coordinated with the Gaza Office) so as to ensure that the project operates within financial constraints and in accordance

with the policies established by UNDP and donor requirements.

UNDP/PAPP's Staff Engineers will supervise the works and provide the other services listed in Section D, Project Activities Below.

The Ministry of Interior will be responsible for the operation and maintenance of the facility after construction works have been completed.

5. Reasons for Assistance from UNDP/PAPP

There is unanimous agreement that in order for the Palestinian Authority to meet the enormous needs of the population of West Bank and Gaza, and maintain the confidence of the public, the population registry needs to be maintained in a safe and secure environment.

UNDP/PAPP has been actively supporting the institution building needs of the Palestinian Authority in general, and ministries and institutions working in public administration specifically. UNDP/PAPP maintains good working relations with all its partners in these sectors. The project builds on both UNDP's relations with the Palestinian Authority and the strides taken in developing the institutional capacity of the Central Information Technology Center under prior support.

UNDP/PAPP has also been able to meet the needs in this sector, which have been overlooked by other donors.

6. Counterpart Support Strategy

The counterparts will play an integral role in project planning and implementation.

D. IMMEDIATE OBJECTIVE:

The project aims to strengthen good governance in the Palestinian Authority and create an enabling environment for sustainable human development. It will support efforts to establish and strengthen governance institutions, mechanisms, response, and participatory processes all of which are standards to good governance.

Objectives:	Outputs:	Activities:
1.	1.1 Detailed engineering designs, working Drawings, etc. prepared on the basis of the preliminary drawings and Terms of Reference	1.1-1 Tenders for the design work prepared by UNDP; bids solicited and reviewed; design consultant selected and contract negotiated.
	1.2 Tender documents for the construction work prepared and issued, including bills of quantities, etc	1.2-1 Prepare and issue documents (UNDP); select bids and screen them, select contractor(s); prepare and negotiate contracts.
	1.3 Construction works implemented	1.3-1 Site preparation, procurement of construction equipment and materials, construction of the building by the selected contractor(s).
2.	2.1 Purchase of 3 Maintenance Vehicles	2.1-1 Prepare specification requirements, select bids and evaluate them for selection, prepare Purchase order.
	2.2 Purchase Furniture and equipment	2.2-1 Prepare specification Requirements, select bids and evaluate them for selection, prepare purchase order.
3.	3.1 Progress reports prepared at appropriate intervals during the above process and submitted to the donor.	3.1-1 Prepare and submit reports.

E. INPUTS:

1. By the Palestinian Authority

The PA Ministry of Interior will provide:

a)   All necessary licenses and permits.
b)   Any other logistical or administrative support that may be required to facilitate the work.
c)   The Land Necessary for the Construction of the Facility

2. By the Government of Japan

a)   The Government of Japan, as the Donor, will provide funding in the amount of US$ 500,000 to cover construction costs of the works. This total amount is subject to a flat 8% Administrative and Operational cost of US $37,037.

3. By UNDP

UNDP through its Engineering Unit will provide:

a)   The support services described in Section D, Project Activities above.

UNDP through its Environment & Infrastructure Unit will provide:

a)   Management of all aspects of the project, including reporting, coordination, negotiations, site visits, etc.
b)   Assistance in the procurement of equipment and furniture if required.
c)   Financial management and accountability for the funds provided by the Donor.

F. Risks

While there may be risks that are not forseen due to the current turmoil that may likely delay the actual construction of the Central Information Technology center, UNDP will plan ahead to insure those risks are reduced.

G: BUDGET

	Item	Cost (USD)
1.	Design Works for Information Technology Directorate	$25,000
2.	Construction of the Information Technology Directorate	$350,000
3.	Site Engineer	$15,000
4.	Three Maintenance Vehicles	$35,000
5.	Furniture	$15,000
6.	Information Technology Equipment	$20,000
7.	Miscellaneous	$2,963
	Subtotal	$462,963
8.	UNDP/PAPP support costs (8%)	$37,037
	Total	**$500,000**

H. Project Reporting, Review and Evaluation

Reporting

UNDP will: -   Prepare biannually financial and operational progress reports to be submitted to the Donor.
-   Prepare any additional report, as requested by the Donor.
-   Prepare a comprehensive terminal report not later than two months after project completion.

Review and Evaluation

The project will be subject to joint review by representatives of the Ministry of Interior, and UNDP at least once every 3 months, the first such meeting to be held within the first 3 months of the start of the implementation.

United Nations Development Programme

PAL/01/J16 - Ministry of Interior - Computer Directorate

Budget " A"

Main Source of Funds: 53 - UNDP/PAPP Trust Funds
Executing Agency: UNOPS - UNDP Office for Project Services

SBLN	Description	Implementing		Total	2001	2002	2003	2004
010.	**PERSONNEL**							
017.	*National Consultants*							
017.01	Site Engineer	UNOPS	Net Amount	15,000	6,000	9,000		
			AOS	1,200	480	720		
			Total	16,200	6,480	9,720		
017.99	*Line Total*		Net Amount	15,000	6,000	9,000		
			AOS	1,200	480	720		
			Total	16,200	6,480	9,720		
019.	*PROJECT PERSONNEL TOTAL*		Net Amount	15,000	6,000	9,000		
			AOS	1,200	480	720		
			Total	16,200	6,480	9,720		
020.	**CONTRACTS**							
021.	*Contract A*							
021.01	Design Works	UNOPS	Net Amount	25,000	25,000			
			AOS	2,000	2,000			
			Total	27,000	27,000			
021.02	Construction Works	UNOPS	Net Amount	350,000	100,000	250,000		
			AOS	28,000	8,000	20,000		
			Total	378,000	108,000	270,000		
021.99	*Line Total*		Net Amount	375,000	125,000	250,000		
			AOS	30,000	10,000	20,000		
			Total	405,000	135,000	270,000		
029.	*SUBCONTRACTS TOTAL*		Net Amount	375,000	125,000	250,000		
			AOS	30,000	10,000	20,000		
			Total	405,000	135,000	270,000		
040.	*EQUIPMENT*							

United Nations Development Programme

PAL/01/J16 - Ministry of Interior - Computer Directorate

Budget " A "

Main Source of Funds: 53 - UNDP/PAPP Trust Funds
Executing Agency: UNOPS - UNDP Office for Project Services

SBLN	Description	Implementing		Total	2001	2002	2003	2004
045.	**Equipment**							
045.01	Maintenance Vehicles	UNOPS	Net Amount	35,000	35,000			
			AOS	2,800	2,800			
			Total	37,800	37,800			
045.02	Furniture & Equipment	UNOPS	Net Amount	35,000		35,000		
			AOS	2,800		2,800		
			Total	37,800		37,800		
045.99	*Line Total*		Net Amount	70,000	35,000	35,000		
			AOS	5,600	2,800	2,800		
			Total	75,600	37,800	37,800		
049.	**EQUIPMENT TOTAL**		Net Amount	70,000	35,000	35,000		
			AOS	5,600	2,800	2,800		
			Total	75,600	37,800	37,800		
050.	**MISCELLANEOUS**							
053.	**Sundries**							
053.01	Miscellaneous	UNOPS	Net Amount	2,963	2,963			
			AOS	237	237			
			Total	3,200	3,200			
053.99	*Line Total*		Net Amount	2,963	2,963			
			AOS	237	237			
			Total	3,200	3,200			
059.	**MISCELLANEOUS TOTAL**		Net Amount	2,963	2,963			
			AOS	237	237			
			Total	3,200	3,200			
099.	**BUDGET TOTAL**		Net Amount	462,963	168,963	294,000	0	0
			AOS	37,037	13,517	23,520	0	0
			Total	500,000	182,480	317,520	0	0

United Nations Development Programme

PAL/01/J16 - Ministry of Interior - Computer Directorate

Budget " A "

Main Source of Funds: 53 - UNDP/PAPP Trust Funds

Executing Agency: UNOPS - UNDP Office for Project Services

SBLN	Donor	Funding	Total	2001	2002	2003	2004
999.	*NET CONTRIBUTION*	Net Contrib.	462,963	168,963	294,000	0	0
		AOS	37,037	13,517	23,520	0	0
		Total	500,000	182,480	317,520	0	0

different Governorates in the West Bank and Gaza Strip. In addition, the Central Information Technology Center developed standard software that was installed on equipment purchased by UNDP/PAPP and the Government of Japan and hooked up through a lease line system throughout all Civilian Affairs Offices in the Gaza Strip and West Bank. Finally, with the initial assistance of UNDP/PAPP, and support of the Government of Japan, the daily operations of 17 civilian affairs offices were reorganized and restructured so as to better serve the three million inhabitants of the West Bank & Gaza Strip. The project has been met with much pleasure and satisfaction by the inhabitants that it benefited throughout the West Bank & Gaza Strip.

2. Expected End of Project Situation

As a result of this project, the Central Information Technology Center will have a permanent home with the necessary space needed for the purpose of maintaining, monitoring, and updating the Palestinian Population Registry. In addition, the center will be utilized for conducting various training programmes for the staff of the Ministry of Interiors Civilian Affairs offices Finally, the center will be able to provide more speedy & reliable installation & maintenance services to all the civilian affairs offices (and in the future border crossings) through the creation of technical mobile units that will cover the entire Gaza Strip, as well as the the Northern and Southern West Bank. The expected outcomes of each specific component of the project are described below in Section D.

3. Target Beneficiaries

The target beneficiaries are the management and staff of the Ministry of Interior Central Information Technology Center, the 17 Civilian Affairs Offices, other line Ministries, as well as the entire Palestinian public whose population registry files are carefully maintained.

4. Project Strategy and Institutional Arrangements

The Ministry of the Interior is known as the Peoples Ministry because it touches the lives of all the inhabitants of the West Bank & Gaza Strip. This and because of the urgent need to insure the proper maintenance of the Palestinian Population Registry, makes it a logical choice for support.

As for the Implementation Strategy, UNDP will serve as the executing agency while in close consultation with the Ministry of Interiors Central Information Technology Center.

The Ministry of Interior will provide the land as well as all permits and licenses required for the construction purposes.

The development of a Terms of Reference will be conducted with the Ministry of Interior for the Design stage of the project.

Construction will be carried out under contract with one or more building contractors selected under UNDP's normal competitive bidding procedures.

UNDP/PAPP's Environment & Infrastructure Unit will be responsible for the overall management and monitoring of the project (which will be closely coordinated with the Gaza Office) so as to ensure that the project operates within financial constraints and in accordance

with the policies established by UNDP and donor requirements.

UNDP/PAPP's Staff Engineers will supervise the works and provide the other services listed in Section D, Project Activities Below.

The Ministry of Interior will be responsible for the operation and maintenance of the facility after construction works have been completed.

5. Reasons for Assistance from UNDP/PAPP

There is unanimous agreement that in order for the Palestinian Authority to meet the enormous needs of the population of West Bank and Gaza, and maintain the confidence of the public, the population registry needs to be maintained in a safe and secure environment.

UNDP/PAPP has been actively supporting the institution building needs of the Palestinian Authority in general, and ministries and institutions working in public administration specifically. UNDP/PAPP maintains good working relations with all its partners in these sectors. The project builds on both UNDP's relations with the Palestinian Authority and the strides taken in developing the institutional capacity of the Central Information Technology Center under prior support.

UNDP/PAPP has also been able to meet the needs in this sector, which have been overlooked by other donors.

6. Counterpart Support Strategy

The counterparts will play an integral role in project planning and implementation. Having already worked closely with UNDP/PAPP on the restructuring and reorganizing of the Civilian Affairs Offices into connected separate units, UNDP/PAPP believes the Ministry of Interior has the capable personnel to manage and operate the new facility. All costs for the operation of the facility will be covered from the present budget allocated by the Ministry of Finance. Instead of the funds being allocated for paying rent, the funds could be utilized for research and development in the new facility.

D. IMMEDIATE OBJECTIVE:

The project aims to strengthen good governance in the Palestinian Authority and create an enabling environment for sustainable human development. It will support efforts to establish and strengthen governance institutions, mechanisms, response, and participatory processes all of which are standards to good governance.

Objectives:	Outputs:	Activities:
1.	1.1 Detailed engineering designs, working Drawings, etc. prepared on the basis of the preliminary drawings and Terms of Reference	1.1-1 Tenders for the design work prepared by UNDP; bids solicited and reviewed; design consultant selected and contract negotiated.
	1.2 Tender documents for the construction work prepared and issued, including bills of quantities, etc	1.2-1 Prepare and issue documents (UNDP); select bids and screen them, select contractor(s); prepare and negotiate contracts.
	1.3 Construction works implemented	1.3-1 Site preparation, procurement of construction equipment and materials, construction of the building by the selected contractor(s).
2.	2.1 Purchase of 3 Maintenance Vehicles	2.1-1 Prepare specification requirements, select bids and evaluate them for selection, prepare Purchase order.
	2.2 Purchase Furniture and equipment	2.2-1 Prepare specification Requirements, select bids and evaluate them for selection, prepare purchase order.
3.	3.1 Progress reports prepared at appropriate intervals during the above process and submitted to the donor.	3.1-1 Prepare and submit reports.

E. INPUTS:

1. By the Palestinian Authority

The PA Ministry of Interior will provide:

a)   All necessary licenses and permits.
b)   Any other logistical or administrative support that may be required to facilitate the work.
c)   The Land Necessary for the Construction of the Facility

2. By the Government of Japan

a)   The Government of Japan, as the Donor, will provide funding in the amount of US$ 500,000 to cover construction costs of the works. This total amount is subject to a flat 8% Administrative and Operational cost of US $37,037.

3. By UNDP

UNDP through its Engineering Unit will provide:

a)   The support services described in Section D, Project Activities above.

UNDP through its Environment & Infrastructure Unit will provide:

a)   Management of all aspects of the project, including reporting, coordination, negotiations, site visits, etc.
b)   Assistance in the procurement of equipment and furniture if required.
c)   Financial management and accountability for the funds provided by the Donor.

F. Risks

While there may be risks that are not forseen due to the current turmoil that may likely delay the actual construction of the Central Information Technology center, UNDP will plan ahead to insure those risks are reduced.

G: BUDGET

	Item	Cost (USD)
1.	Design Works for Information Technology Directorate	$25,000
2.	Construction of the Information Technology Directorate	$350,000
3.	Site Engineer	$15,000
4.	Three Maintenance Vehicles	$35,000
5.	Furniture	$15,000
6.	Information Technology Equipment	$20,000
7.	Miscellaneous	$2,963
	Subtotal	$462,963
8.	UNDP/PAPP support costs (8%)	$37,037
	Total	**$500,000**

H. Project Reporting, Review and Evaluation

Reporting

UNDP will:
- Prepare biannually financial and operational progress reports to be submitted to the Donor.
- Prepare any additional report, as requested by the Donor.
- Prepare a comprehensive terminal report not later than two months after project completion.

Review and Evaluation

The project will be subject to joint review by representatives of the Ministry of Interior, and UNDP at least once every 3 months, the first such meeting to be held within the first 3 months of the start of the implementation.

United Nations Development Programme

PAL/01/J16 - Ministry of Interior - Computer Directorate

Budget " A"

Main Source of Funds: 53 - UNDP/PAPP Trust Funds
Executing Agency: UNOPS - UNDP Office for Project Services

SBLN	Description	Implementing	Funding		Total	2001	2002	2003	2004
010.	**PERSONNEL**								
017.	*National Consultants*								
017.01	Site Engineer	UNOPS	JPN	Net Amount	15,000	6,000	9,000		
				AOS	1,200	480	720		
				Total	16,200	6,480	9,720		
017.99	*Line Total*			Net Amount	15,000	6,000	9,000		
				AOS	1,200	480	720		
				Total	16,200	6,480	9,720		
019.	*PROJECT PERSONNEL TOTAL*			Net Amount	15,000	6,000	9,000		
				AOS	1,200	480	720		
				Total	16,200	6,480	9,720		
020.	*CONTRACTS*								
021.	*Contract A*								
021.01	Design Works	UNOPS	JPN	Net Amount	25,000	25,000			
				AOS	2,000	2,000			
				Total	27,000	27,000			
021.02	Construction Works	UNOPS	JPN	Net Amount	350,000	100,000	250,000		
				AOS	28,000	8,000	20,000		
				Total	378,000	108,000	270,000		
021.99	*Line Total*			Net Amount	375,000	125,000	250,000		
				AOS	30,000	10,000	20,000		
				Total	405,000	135,000	270,000		
029.	*SUBCONTRACTS TOTAL*			Net Amount	375,000	125,000	250,000		
				AOS	30,000	10,000	20,000		
				Total	405,000	135,000	270,000		
040.	*EQUIPMENT*								

United Nations Development Programme

PAL/01/J16 - Ministry of Interior - Computer Directorate

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				Total	37,800		37,800		
045.99	**Line Total**			Net Amount	70,000	35,000	35,000		
				AOS	5,600	2,800	2,800		
				Total	75,600	37,800	37,800		
049.	**EQUIPMENT TOTAL**			Net Amount	70,000	35,000	35,000		
				AOS	5,600	2,800	2,800		
				Total	75,600	37,800	37,800		
050.	**MISCELLANEOUS**								
053.	**Sundries**								
053.01	Miscellaneous	UNOPS	JPN	Net Amount	2,963	2,963			
				AOS	237	237			
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053.99	**Line Total**			Net Amount	2,963	2,963			
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059.	**MISCELLANEOUS TOTAL**			Net Amount	2,963	2,963			
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				Total	3,200	3,200			
099.	**BUDGET TOTAL**			Net Amount	462,963	168,963	294,000	0	0
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PAL/01/J16 - Ministry of Interior - Computer Directorate

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United Nations Development Programme
Programme of Assistance to the Palestinian People
Sustainable human development

PROJECT APPRAISAL COMMITTEE MINUTES

Project Title & Number: PAL/01/J16 – Construction of the Ministry of Interiors Central Information Technology Center.

Meeting Date: Thursday, the 24th of August 2001 at 10:00 AM

Participants: UNDP Mr. Willi Scholl (Chairperson)
Mr. Omar Daoudi
Mr. Musa El Khatib
Ms. Deirdre Connolly
Mr. Leonardo Hosh
Mr. Sufian Mshasha
Mr. Gerhard Pulfer
Mr. Mounier Kleibo
Mr. Nader Atta

Counterparts: **Not Present**

I. Presentation of Project: Origins, background, & General Justification:

The Governnment of Japan has contributed the amount of US $500,000 for the specific goal of the Construction of the Ministry of Interiors Central Information Technology Center.

The following are the objectives of this phase of the project:

(a) The construction of a fully functioning Central Technology Center that will connect Ministry of Interior regional offices as well as airport and border crossings.

(b) The purchase of a number of maintenance vehicles to provide technical support to regional offices.

(c) The purchase of the equipment and furniture

(d) In the course of implementing the above project, employment opportunities will have been created for as many unemployed workers as possible;

(e) The capacity of the Ministry of Interior would be further enhanced to undertake the crucial operation of the premises.

UNDP/PAPP will serve as the implementing/executing agency and will utilize the works of pre-qualified subcontractors identified through competitive bidding. The Ministy of Interior will serve as the project counterparts and will be involved closely in all stages of implementation.

II. Record of Discussion:

• PMO Nader Atta gave a brief introduction regarding the project background and objectives.

• Willi discussed the fact that the Government of Japan would like to see Passport producing equipment be purchased.

• Nader responded that there is a budget line for equipment and furniture. We will look into the costs of the passport equipment and if the costs fit within the budget then we may re-allocate the funds.

• There was concern over the Environment & Infrastructure unit handling the project because it is based in Gaza.

• Nader responded that a site engineer will be hired from Gaza to keep tabs on the project from technical point of view.

• Due to the Road Closures and Blockades the counterparts were unable to attend

United Nations Development Programme
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- In conclusion, the PAC approved the project subject to the points noted in the following section of recommendations.

III.   Recommendations:

Recommendation:	Designated Person to Follow Up:	Action Completed:
Passport Equipment Costs	Nader	Being Researched with Counterpart
Khaled Abdel Shafti's OK	Nader	Completed – OK for E & I Unit to Handle Project.
Coordination arrangements	Nader, Rashid	Continuous Basis