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**{{ Add your own Project Picture as Background}}**

**United Nations Development Programme**

**Sierra Leone**

**Support to Parliament Project**

**Annual Progress Report**

**2018**

Acronyms

CPA: Commonwealth Parliamentary Association

CSO: Civil Society Organization

DePAC: Department of Parliament Assistance Coordination

EU: European Union

MP: Member of Parliament

PBO: Parliament Budget Office

PoSL: Parliament of Sierra Leone

PSC: Parliamentary Service Commission

UNDP: United Nations Development Programme

WFD: Westminster Foundation for Democracy

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# Project Status Information

|  |  |
| --- | --- |
| **Project title** | Support to Parliament Project |
| **Project ID** | 00110059 |
| **Project start Date / end Date** | January 2018- December 2018 |
| **Implementing Modality** | DIM |
| **Implementing Partner(s)** | Parliament of Sierra Leone |
| **Cluster name** | Inclusive and Democratic Governance |
| **Donors** | - |

|  |  |
| --- | --- |
| **Project Objective** |  |
| **UNDP RPD outcome / UNDP Strategic Plan RRF outcome** | Regional growth is inclusive, sustainable, with reduced economic inequalities, and characterised by structural transformation; Regional institutions sustain peace and build resilience to crises and shocks.  Accelerate structural transformations for sustainable development: Build resilience to shocks and crisis. |

|  |  |  |
| --- | --- | --- |
| **Annual Budget**  **(US$)** | **Expenses as of : Dec 2018**  **(US$)** | **expenses**  **(% of annual budget)** |
| USD 246,000 | USD 246,000 | 100% |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Budget**  **(US$)** | **Total Project expenses**  **(US$)** | **Project Balance**  **(US$)** | **Total expenses**  **(% of total budget)** |
|  |  |  |  |

# Executive Summary

*This section will comprise a summary of:*

* ***Context***

The current Parliament, unlike the last Parliament, has more than two political parties represented in the Chamber which presents interesting opportunities to maneuver on policy issues and oversight. As per the Population Census 2015, an additional 20 constituencies were created taking the total of elected Parliamentary seats to 132 in the Fifth Parliament. With the re-districting and creation of two additional districts there are now 14 PCMPs taking the total strength of the new Parliament to 146. During the last Parliament, with UNDP support, a Parliamentary Service with 9 departments, the permanent institutional memory of the Parliament was put in place.

In 2018, therefore, with a new Parliament in place, which is more diverse and representative, a newly constituted PSC and with key support staff in place, UNDP and other development partners have a clear opportunity in Sierra Leone to promote principles of separation of powers in governance by supporting Parliament in law making, representation and holding the government of the day accountable.

* ***Progress against outputs and outcomes:***

Technical advisory support was provided to the Office of the Clerk which has helped the new Parliament leadership to focus on improving the institutional capacity of Parliament and identify the strategic areas. An Induction programme was conducted in partnership with WFD for the new set of Parliamentarians which was greatly appreciated. A peer learning visit was undertaken to the Parliament of Kenya to benchmark the PSC and the Parliament Budget Office. A report with recommendations for reform including amending the Parliamentary Service Act, 2007 and the Standing Orders is being contemplated by the leadership.

UNDP has supported the establishment of the Parliamentary Budget Office (PBO), a key office to improve the oversight role of Parliament by monitoring the government budget and expenditure. Equipment in terms of laptops, financial software and other requirements of a new office were provided. The unit has presented the first ever budget brief for use of MPs prior to the debate in Parliament on the National Budget 2019. The Unit has also prepared the District Development Profile as its first step towards supporting oversight work. A beginning has surely been made.

Legislative and chamber related business is critical in ensuring the necessary space for MPs to raise matters in the Chamber and to do their representational tasks. UNDP supported the setting up of the Department and in line with the requirement of a functioning Parliament pushing for a parliamentary calendar has been a priority. With technical inputs a tentative calendar has been designed for 2018. Now the leadership is looking at coming up with an annual calendar for 2019 which will improve the planning of the business of the House.

* ***Key challenges and risks***

The general elections of 2018 brought in a diverse Parliament with 4 political parties and nearly 85% new MPs without any prior experience in parliamentary work. Political dynamics in the country while having pushed parliament business centerstage has also brought in its wake of challenges about decision making and putting into practice the mandate given by the people for inclusive governance. This has brought to light the limitations in terms of capacity of MPs and Staff. An in-depth Orientation programme covering different areas and conducting subsequent workshops based on demand was considered. This was found to be appropriate as the new Parliament had some new priorities which required attention.

There is a new EU project with Parliament and there were concerns that it could lead to duplication. UNDP established the Parliament Assistance Coordination Office which has the mandate to work with partners to ensure value for money and avoid duplication. All the players working through that office. Also, Strategic plan is the guiding document for any support to Parliament which makes it possible for the coordination of support by development partners.

* ***Key recommendations (for decision-making purposes)*** *(Relating to programme implementation and financial matters)*

Parliament being a highly politicized environment it is good to have a consensus on the way forward from the Office of the Clerk though the activity is in the approved workplan. Negotiating dates for MP participation is quite a complex thing as MPs are often pre-occupied with committee work or other constituency related work.

# Indicators Based Performance Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Indicators | Baseline | Target | Achieved Target (current Status) | Reasons for Variance | Source of Verification |
| Project Results: | | | | | |
| Output 1 : Role and functions of the new Parliamentary Service Commission streamlined | | | | | |
| MPs enabled to elect the Speaker and Deputy Speaker as per the rules; new MPs initiate discussions and other legislative business as per the rules. | New Parliament with more than 80% new MPs and a new leadership in place after the elections; New Parliamentary Service Commission | One day orientation conducted prior to the Oath taking of MPs; Specific workshops conducted on legislative work, Parliamentary Budget Office, SDGs, ICT, etc.; New PSC undertakes peer learning visits to two South Parliaments; | One day Orientation conducted prior to the oath taking;  A few members of the PSC and key staff undertake peer learning visit to Parliament of Kenya. | New Parliament with new priorities; Funding gap. | Photographs, reports. |
| Output 2 : Increased capacity of Parliament to monitor government budget and expenditure | | | | | |
| Budget briefs available for use by MPs | 4th parliament had no capacity to analyse budget; PBO as an office of Parliament approved and made functional; | Budget 2018 analysed in terms of development activities | Budget 2019 analysed and brief prepared for circulation to MPs; District development profile prepared for Sierra Leone | NA | Documentary proof |
| Output 3 : Streamlined legislative process in Parliament which is transparent, open and gender sensitive | | | | | |
| A Parliamentary Calendar prepared and approved by Parliament Leadership. | No approved workplan/Legislative Calendar by PSC for Legislative Department & Legislative Committee | Clear timetable for Parliament sitting and thereby more clarity on legislative business in advance | A draft prepared and shared with Parliament Leadership. A commitment to develop the 2019 calendar and share with all MPs | Political dynamics and therefore lack of time for planning purposes | - |

# Results

**Section 1: Overall results achieved against the outcome**

The new Parliament set up in a backdrop of a highly politicized environment. In terms of the outcome of strengthening the capacity of democratic institutions to enable good governance, UNDP invested in technical advisory support in organizing the Induction programme of new MPs alongside another partner, Westminster Foundation for Democracy (WFD). Induction programme was conducted successfully. The current Parliament seems more engaged and parliamentarians are participating in dialogue and discussion more energetically and for more time. The House now regularly sits up to 3 to 4 pm and on special discussions even up to 10 pm at night.

To strengthen the oversight work of Parliament, the newly established PBO prepared the District Development Profile and the first ever budget brief for use of MPs prior to the debate in Parliament on the National Budget 2019. A beginning has been made.

Promoting goal 5 of the SDGs key to good governance. In line with a Workshop on Women, Peace and Security Agenda was held successfully in which women Caucus members along with some of the male MPs cutting across party lines participated. It helped in highlighting the issues surrounding the subject and brought it centerstage. Other stakeholders such as the police, correctional centre, CSOs, journalists, etc. participated along with the MPs to deliberate on the subject and to equip themselves for the work towards the National Action Plan on WPS.

Staff strength and capacity is low in the Parliament of Sierra Leone. To bring in fresh people from the University and to help the youth gain first-hand experience of working in Parliament, UNDP supported the Internship programme of Parliament, an initiative of the new Clerk of Parliament.

The project promoted South-South Cooperation by supporting the peer learning visit of a few Members of the PSC and a few Staff to the Parliament of Kenya. Recommendations for improving the working and management of the Parliament has been proposed.

Technical advisory service, a key component of the UNDP has helped the new leadership to focus on improving the institutional capacity of the Parliament and in donor relations. Parliament is now planning a retreat for the staff to discuss vital issues regarding policies and procedures for the parliamentary service.

**Section 2: results achieved against Outputs**

**Output1:**

Narrative section: Technical advisory service, a key component of the UNDP has helped the new leadership to focus on improving the institutional capacity of the Parliament and in donor relations.

Induction programme conducted successfully in partnership with Westminster Foundation for Democracy (WFD).

Peer learning visit to the Parliament of Kenya a critical activity for the new leadership of Parliament was undertaken successfully. Based on the visit, a report with recommendations for the Parliamentary Service Commission (PSC) and the Parliamentary service framework has been prepared for discussion and adoption by the PSC.

**Activity Result 1.1:** A new Parliament with nearly 85% first time MPs came as a result of the general elections. A new Parliament leadership has taken charge of Parliament and the Clerk of Parliament is a former Member of Parliament. The circumstances required immediate dedicated technical support to the office to streamline the tasks ahead. These included a focus on the parliament service and its various departments and the 132 staff members. For the first time there was no staff turnover because of the change in leadership which is seen in many circles at Parliament as a decisive positive development. In other dispensations this is a given; however, in Sierra Leone, with its history of fragility in governance and lack of focus in democratic governance and thereby in Parliament, the concept of permanent parliamentary service was not in place. UNDP with its dedicated support in the last term of Parliament has ensured it and the continued support to the new team has embedded it as part of the institutional framework. By no means a small achievement it has reduced the level of insecurity and helping the staff to focus on improving their work.

**Activity Result 1.2:** UNDP partnered with WFD to design and execute an Induction Programme for the new MPs which was found to be extremely useful. This has helped in equipping the new MPs with basic information on the rules and procedures in the Chamber and other details regarding departments in Parliament. While a follow up with special focus on different subjects was expected to be conducted, due to the busy schedule of Parliament because of various political developments, these sessions on SDGs, PBO and other UN agencies could be conducted. These will need to be taken into 2019.

The peer learning visit to the Parliament of Kenya was undertaken successfully. It was found to be extremely useful for the office of the Clerk and others to plan and schedule the reform agenda for the Parliament of Sierra Leone. A report giving recommendations has been prepared for adoption and action.

**Activity Result 1.3:** Department of Parliament Assistance Coordination, an office created by UNDP for partner coordination work was made a regular department in view of its usefulness and significance in the reform of Parliament. DePAC Director was supported to visit the Parliament of Kenya and learn from their experience in engaging with partners. DePAC has successfully coordinated the participation of MPs and staff in all the major parliamentary conferences including IPU held in Geneva in October and CPA in early December. In the course of the year, the department has been given new tasks to ensure that development partners engage within the parameters of the strategic plan of Parliament.

**Output 2:**

Narrative section: UNDP has pushed for and established the Parliamentary Budget Office (PBO) as a key office to provide fact-based information based on the national budget for the oversight work of MPs and the parliamentary Committees. Since it was a new unit even furniture had to be provided for the office along with laptops, printers, financial software and training on PBOs for carrying out analytical work. Specialized training was provided to the lone economist in the unit.

As a first task, the Unit has prepared a District Development profile covering various aspects of citizen welfare, such hospitals, health clinics, schools, teachers, roads, crops, etc. for use of MPs. The unit prepared the first ever budget brief for use of MPs prior to the debate in Parliament on the National Budget 2019. A beginning has been made.

**Activity Result 2.1:** The unit prepared the first ever budget brief for use of MPs prior to the debate in Parliament on the National Budget 2019 in November 2018. As a new government came on board the priorities for the budget changed and the analysis for the National budget for 2018 was no longer required.

**Activity Result 2.2:** In order to start organizing the data for the Constituencies, the district Development profile was prepared. This was considered relevant especially in the context of the re-districting done prior to the elections. The task on constituency development profile will be included in the workplan for 2019.

**Output 3: Streamlined legislative process in Parliament which is transparent, open and gender sensitive**

Narrative section: Legislative Department was created by UNDP and technically supported to carry out its different tasks. However, there is still need for clarity in its role in ensuring that MPs have the space to raise matters in the Chamber because of the centralized nature of management of business of the House. A document detailing the current work and vision of the Department has been prepared for the Office of the Clerk. The Department also services the Legislative Committee and therefore has the first hand information on amendments of bills. In the law making process followed in Parliament, the subject specific Committees rarely get an opportunity to engage. Now this has been raised with the leadership and a consensus on engaging the subject specific Committee is emerging.

Formation of the Women caucus has always been a difficult task in the Parliament of Sierra Leone. However, in this Parliament since most of the women MPs are new, with some degree of dialogue with the different groups the women caucus was set up within a few weeks of the constitution of the new Parliament.

A workshop on Women, Peace and Security was conducted in which all the relevant stakeholders participated. An outcome statement detailing the concerns of the Women Caucus and their way forward was adopted.

**Activity Result 3.1:** Legislative Department has prepared its vision, mission and policy for presentation to the Parliament Leadership. A tentative Parliament Calendar has been prepared and agreed by the Parliament Leadership. It has been agreed that a Parliament Calendar detailing the main activities, such as the Presidential address, Motion of Thanks on the President’s Address, presentation of the National budget, sub-appropriation process, etc. will be prepared and shared.

**Activity Result 3.2:** Women caucus was formed with a clear consensus particularly on the leadership positions. Women Caucus members were encouraged to list out their priorities and the gender agenda is high on their agenda. In the workshop on Women, Peace and Security, Members discussed the need for increased representation of women in Parliament. In order to take the gender agenda to their constituencies Women MPs have agreed to visit each of the women Members’ constituency as a group cutting across party lines.

RISKS AND ISSUES

**Project Risk and Issue Log**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Description and Date Identified** | **Type** | **Probability and Impact** | **Countermeasures / Management response** | **Status** |
| Risks | | | | | |
|  | **Description :** Elections will bring in a new Parliament with more than 80% new MPs. Political dynamics in the country shows a divided mandate.  **Date Identified :** 20th January 2018 | Environmental  Financial  Operational  Organizational  Political  Regulatory  Strategic  Other  *( select from list)*  *Political* | Describe the potential effect on the project if this risk were to occur  **Probability** (very likely=5, Likely=4, Moderate=3, unlikely=2, very unlikely=1)  **Impact on results** (critical=5, severe=4, moderate=3, minor=2, negligible=1)  *Very likely- 5* | What actions have been taken/will be taken to counter this risk  *Well planned Induction programme and subsequent trainings depending on requirement* | e.g. dead, reducing, increasing, no change  *No change* |
|  | **Description:** New Parliament with new challenges; may have different priorities and therefore not be able to deliver the activities as per the timelines.  **Date Identified:** 20th January 2018 | Strategic | Likely 4 | Provide advisory support on strategic issue identified | reducing |
|  | **Description:** Limited resources, only TRAC  **Date identified:**  April 2018 | Financial | Likely 4 | Engage donor partners | No change |
|  | **Description:** Parliament getting support from other partners which could result in duplication  **Date Identified:** January 2018 | Other | Likely 2 | UNDP established the Parliament Assistance Coordination Office which has the mandate to work with partners to ensure value for money and avoid duplication. All the partners working through that office. | No change |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Issues | | | | | |
|  | **Description :** The new Parliament has nearly 85% new MPs. Party politics and competition has led to additional problems, election related court cases, etc. which is affecting the work  **Date Identified :** May 2018 | Request for Change  Problem  Other  *(select from list)* | Describe the potential effect on the project  **Probability** (very likely=5, Likely=4, Moderate=3, unlikely=2, very unlikely=1)  **Impact on results** (critical=5, severe=4, moderate=3, minor=2, negligible=1)  *Very likely 5* | What actions have been taken/will be taken to address this issue  Identify areas where MPs lack skills and carry out targeted trainings. | e.g. pending, solved  Pending |
|  | **Description:** Limited resources  **Date Identified:** July 2018 |  | Likely 4 | Engaging with donors to discuss project idea of the changed context of Parliament and the need for support | Pending |
|  | **Description:** Change in priorities of the new Parliament Leadership |  | Moderate 3 | Directing the change towards reform of the parliament | On-going |
|  |  |  |  |  |  |

# Partnerships

At Parliament activities are undertaken through the DePAC which allows for effective coordination and avoidance of duplication.

For conducting the Induction programme UNDP partnered with WFD and conducted the programme.

On Women, Peace and Security Agenda workshop for the members of the Women Caucus and other MPs, New York office funded the activity through their project linking the Parliament with 3 other Parliaments across the globe.

**Innovative Initiatives**

Preparing the development profiles for district and for constituencies is an innovative initiative to incorporate the selected indicators and targets of SDGs into the work of Parliament. This will help the Parliament to monitor the progress towards national SDG indicators and targets as given in the national framework.

# Challenges Lessons learned and Recommendations

A change in the parliament leadership can result in changing the priorities as agreed earlier. While this can be sometimes challenging it can also throw up opportunities for pushing for reform. New leadership, generally speaking will be keen to push for change and show the difference from the earlier dispensation. This can be turned into an opportunity for taking the reform agenda forward. In this context, the need for clear policies for Parliament has been highlighted and there is a buy-in from the office of the Clerk for the necessary change.

This attitudinal shift can be translated into programming and reflected as activities. The fact that 85% MPs are new, may also be seen positively and ideal for highlighting the need for change in the work culture and putting in place new practices in line with international best practices.

*List the lessons learned (positive or negative) and recommendations. Describe how you have used or will used it in programming.*

# Financial report 2018[[1]](#footnote-1)

**Table 1: Overview of available resources for the project duration**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Donor** | **contribution** | **Expenses** | | | **Total expenses** | **Balance** |
| **Year 2014** | **Year 2015** | **Year 2016** |
| UNDP |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |

**Table 2: financial summary (Based on Project Transaction details)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project Output** | **Planned Activities**  **(Activity Results)** | **Budget** | **Total expenses** | **Commitments** | **Balance** | **% utilization** |
| Atlas Activity 1: |  |  |  |  |  |  |
| Atlas Activity 2: |  |  |  |  |  |  |
| Atlas Activity 3: |  |  |  |  |  |  |
| Atlas Activity 4: |  |  |  |  |  |  |
| **Total** | |  |  |  |  |  |

**Table 3: financial utilization by donor (Based on Project Transaction details)**

This table is optional

**DONOR 1 DONOR 1 DONOR 1**

|  |  |  |
| --- | --- | --- |
| **Project Output** | **Planned Activities**  **(Activity Results)** | **Expenditure** |
| Atlas Activity 1: |  |  |
| Atlas Activity 2: |  |  |
| Atlas Activity 3: |  |  |
| Atlas Activity 4: |  |  |
| **Total** | |  |

**DONOR 2 DONOR 2 DONOR 2**

|  |  |  |
| --- | --- | --- |
| **Project Output** | **Planned Activities**  **(Activity Results)** | **Expenditure** |
| Atlas Activity 1: |  |  |
| Atlas Activity 2: |  |  |
| Atlas Activity 3: |  |  |
| Atlas Activity 4: |  |  |
| **Total** | |  |

# Monitoring and Evaluation

**Activities conducted during the year**

*List all M&E activities conducted during the year, including board meeting, field visiting, review meetings….*

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Specify to which output it’s linked to | M&E Activity carried out | Budget spent on this activity |
|  |  |  |  |
|  |  |  |  |
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# Annexes

Section 1: Planned activities for next year

Section 2: Combined Delivery Report

Section 3: Monitoring and Evaluation Plan for next year.

Annex 2: Links toSuccess stories, Press release, any other

1. All financial information is an estimate reflecting the current financial situation. An adjusted financial report will be submitted after the closure of the financial year (March 2018). [↑](#footnote-ref-1)