



UNDP Southern Sudan

2011 Annual Work Plan

Project name	Amount
Access to Justice (ATJ)	US\$ 5,548,101

<p>H.E David Deng Athorbei Minister of Finance and Economic Planning Government of Southern Sudan</p>	<p>Mr. Joe Feeney Head of Office UNDP Southern Sudan Programme</p>
<p>Signature: <i>[Signature]</i></p>	<p>Signature: <i>[Signature]</i></p>
<p>Date: 25-01-11</p>	<p>Date:</p>



United Nations Development Programme
Southern Sudan
Annual Work Plan For 2011

Project Title: Access to Justice and Fostering a Culture of Human Rights Awareness Project

UNDAF Outcome: By end 2012, improved democratic governance at all levels based on human rights standards, with particular attention to women, children, displaced populations, and other vulnerable groups towards achieving sustainable peace and development.

Expected CP Outcome: Rights upheld and protected through accountable, accessible and equitable Rule of Law institutions.

Expected CP Output: Capacities strengthened of Rule of Law institutions

Implementing Partner: UNDP

Responsible Party: UNDP in support of the Ministry of Legal Affairs and Constitutional Development (MOLACD) and Southern Sudan Human Rights Commission (SSHRC)

Brief Description

The Access to Justice Project is intended to contribute to UNDP Country Programme Outcome on support to strengthening institutional capacity of Rule of Law Institutions, and promoting rule of law in Southern Sudan, as well as the United Nations Development Assistance Framework (UNDAF). The project aims to address the GOSS priority on implementation of the CPA and peaceful resolution of conflicts in Southern Sudan through the creation of an enabling environment for the promotion and protection of human rights and the rule of law after decades of conflict and insecurity. For 2010, the project will address the following outputs;

- Communities and individuals better able to understand, access, and use local systems of justice administration.
- Customary law mechanisms strengthened

The project, planned for implementation in 2006 – 2008 was extended into 2009 to allow for redesign of the project document for implementation in 2009 – 2012. The expected results in this Annual Work plan are intended to consolidate the result of ensuring that communities and individuals better able to understand, access, and use local systems of justice administration.

Programme Period:	2009 - 2012	2011 budget:	US\$ 5,548,101
Key Result Area (Strategic Plan):	Democratic Governance	Total resources required:	US\$ 5,548,101
Atlas Award ID:	00043537	Total allocated resources:	US\$3,874,167.49
Start date:	Jan. 2011	Regular	US\$
End Date	Dec. 2011	Other:	
PAC Meeting Date		o DFAIT	US\$ 124,167.49
Management Arrangements	DIM	o DFID	US\$
		o Dutch	US\$750,000.00
		o CIDA	US\$
		o BCPR	US\$ 3,000,000

Agreed by the Ministry of Finance and Economic Planning:

Agreed by Ministry of Legal Affairs and Constitutional Development:

Agreed by UNDP:

ACCESS TO JUSTICE: ANNUAL WORK PLAN

Year: 2010

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
Output 1 Communities and individuals better able to understand, access, and use local systems of justice administration. Baseline — 14,000 community members reached through awareness programmes — 7,000 utilizing related legal services — Limited capacity of CSOs to provide RoL support — 9 Field offices established and functional — Limited understanding of access to justice and human rights by communities members. Targets Additional 6000 people reached using awareness raising on access to justice and human rights: — 1 Additional rule of law office established — 10 human rights trainings held by CBOs — 5 Rule of Law and Human rights TOTs conducted — 5 JCC provided with material and technical support Indicators — Number of human rights, rule of law trainings held for stakeholders — Number of community and rights awareness programmes held — Number of TOTs conducted — Number of people trained on TOT Expected Outcome — Rights upheld and protected through accountable, accessible and equitable Rule of Law institutions	1. Capacity Development and training of CBOs on Human Rights and Access to Justice 1.1 Conduct access to justice and human rights trainings using the already developed training package 1.2 Support CBOs to finalise human rights training through the ACT small grants mechanism	X	X			UNDP in support of sub-grantee CBOs	SP / RCPI	UNVs Contractual services- individuals Travel Training workshops and conferences Equipment & furniture Supplies Grants Facilities and Administration (7%)	800,000 10,000 10,000 40,000 15,000 15,000 150,000 72,800
Activity 1 Sub Total									1,112,800
Baseline — Limited capacity of CSOs to provide legal assistance including legal reform advocacy — Interim BAR Association in place	2.1 Support establishment of a functional and operational BAR Association	x	X			UNDP in support of the Interim South Sudan BAR Association and MOLA	DFAIT/SP	Workshops and trainings	35,000

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
<ul style="list-style-type: none"> — Limited number of CSOs to advocate, mediate and provide support on access to justice and rule of law issues. Targets — BAR Association established. — 3 JCC supported to provide legal assistance through material and technical support — 5 JCCs operational Indicators — BAR Association Bill/Act enacted — Number of JCCs supported — Number of workshops undertaken/ held — Number of material provided to JCCs Expected Outcome — Rights upheld and protected through accountable, accessible and equitable Rule of Law Institutions 	2.2 Capacity development support to the female lawyers association through small grants						Grants	10,000	
	2.3 Provide technical assistance to JCCs and other legal providers on provision of client oriented support services & institutional strengthening	X	X	X	X	UNDP in support of the JCCs	Equipment & furniture	10,000	
	2.4 Support the CBOs to establish functional JCCs at the state level through a small grants modality	X	X	X	X	UNDP in support of the CBOs	Supplies	5,000	
							Facilities and Administration (7%)	4,200	
Activity 2 Sub Total									64,200
3: Support to rule of law forum and coordination mechanisms									
<ul style="list-style-type: none"> Baseline — Limited capacity of Rule of Law institutions to develop and implement a coordinated strategy on the implementation of RoL and access to justice programmes at state level Targets — 60 Forums organized in partnership with rule of law institutions, CSO and traditional authorities attending — Rule of Law Forum established and maintained in Yambio — 1800 Rule of law actors reached through the forums. — 4 GoSS level rule of law forums held Indicators — Number of forums organized — Number of people sensitized through forum — Number of forum recommendations addressed/channelled to GoSS for action Expected Outcome — Rights upheld and protected through accountable, accessible and equitable Rule 	3.1 Provide quarterly GoSS level rule of law advocacy forums	X	X	X	X	UNDP in support of the MOLACD	Travel	50,000	
	3.2 Facilitate Monthly RoL Forums in 9 field locations	X	X	X	X	UNDP in support of the with State Ministries of Local Gov and Law Enforcement	Supplies	20,000	
							Training workshops and conferences	70,000	
							Audiovisual and print production cost	10,000	
							Miscellaneous expenses	5,000	
							Facilities and Administration (7%)	10,850	

EXPECTED OUTPUTS	PLANNED ACTIVITIES				TIMEFRAME				RESPONSIBLE PART		PLANNED BUDGET	
	Activity 3 Sub Total	Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount				
of Law institutions	Activity 3 Sub Total											165,850
Baseline — Limited decentralised SSHRC operations — Inadequate human resource capacity to perform human rights monitoring Targets — 10 Human Rights state offices supported — 20 Human Rights monitors trained on excel/computer applications — Basic equipment and supplies provided to the Commission — Human rights monitoring database developed — International Human Rights Day marked	4. Support to the Southern Sudan Human Rights Commission (SSHRC)											
	4.1 Provide support for the decentralization of SSHRC	X	X			UNDP in support of the SSHRC	DFID/SP/RCF	Contractual services – indiv.	10,000			
	4.2 Support the maintenance of the Human Rights monitoring data base.	X	X			UNDP in support of the SSHRC		IUNV (Capacity Dev't) Travel	75,000 10,000			
	4.3 Support to SSHRC on Rights advocacy and outreach training	X	X	X	X	UNDP in support of the SSHRC		Equipment and furniture Supplies	30,000 20,000			
	4.4 Support to the SSHRC to facilitate the International Human Rights Day celebrations				X	UNDP in support of the SSHRC		Training workshops and conferences Audi visual and print production cost	30,000 5,000			
	4.5 Support the SSHRC to develop institutional policies	X	X	X	X	UNDP in support of the SSHRC		Contractual services companies	100,000			
	4.6 Support the SSHRC to develop and maintain their new premises/s premises.	X	X	X	X	UNDP in support of the SSHRC		Equipment and furniture(Vehicle)	70,000			
	4.7 Purchase of 1 vehicles to support activities at the SSHRC	X				UNDP in support of the SSHRC		Miscellaneous expenses Facilities and Administration (7%)	5,000 24,850			
	Activity 4 Sub Total											379,850
Output 2: Customary law mechanisms strengthened Baseline — Limited capacity of traditional authorities to provide local justice administration — Existence of state councils of traditional	1: Support to the development of Traditional Authorities and Customary Courts System											
	1.1 Support the trainings of traditional authorities using the already developed manual	X	X	X	X	UNDP in support of the Local Government Board and State Ministries of Local Government and Law Enforcement	DFAIT	Contractual services indivi.	7,000			
	1.2 Support to customary court systems to function effectively	X	X	X	X	UNDP in support of the Local Government Board and State Ministries of Local Government and Law Enforcement		Travel	20,000			

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description
<p>authorities</p> <ul style="list-style-type: none"> Limited coordination and partnership between and among various customary law groups The vast majority of the population currently utilize services of customary law mechanisms that have not yet been harmonised in compliance with the statutory and constitutional legal framework and human rights standards <p>Targets</p> <ul style="list-style-type: none"> 20 trainings for local leaders/traditional authorities on human rights for each field location Human rights, gender, children, vulnerable groups 2 Pilot TOT for Traditional Authorities conducted Training manual developed for traditional authorities <p>Indicators</p> <ul style="list-style-type: none"> Number of manuals for traditional authorities developed Number of TOTs for traditional authorities conducted/supported <p>Expected Outcome</p> <ul style="list-style-type: none"> Rights upheld and protected through accountable, accessible and equitable Rule of Law institutions 	<p>1.3 Disseminate all laws relating to traditional authorities and customary court systems</p>	X	X	X	X	UNDP in support of the Local Government Board and State Ministries of Local Government and Law Enforcement	Supplies Workshops and conferences Facilities and Administration (7%)	20,000 30,000 5,390
Activity 1 Sub Total								
82,390								
Output 3:								
Stabilization of Jonglei State strengthened through targeted rule of law activities in Akobo and Pibor counties								
Baseline – (justice)								
<p>—UNMIS is in the process of setting up Referendum Support Bases in Pibor and Akobo</p> <p>—Preliminary assessment of ROL institutions in Bor (May/June 2009), incl. gaps and challenges</p> <p>—No infrastructure for ROL institutions-Akobo & Pibor (suitable site yet to be identified)</p>								
1. Support establishment and expansion of rule of law institutions in Akobo and Pibor counties								
1.1 Conduct further assessment of ROL institutions in Akobo, Pibor and Bor, taking into consideration particular needs of women & children, the infrastructural needs of rule of law institutions in Bor and the identification of suitable land for infrastructure development for ROL Institutions	X	X				UNDP and UNMIS in conjunction with County Commissioners and the Governor, State and county Rule of Law institution & the Ministry of Peace and CPA Implementation.	Contractual services- indiv. Travel	120,000.00 50,000.00
1.2 Design, construct & equip two facilities, with water and toilets, one each in Akobo and Pibor to accommodate the rule of law institutions	X	X				UNDP and UNMIS in conjunction with State and county rule of law institutions	Contractual Services-Com Equipment & furniture	1,400,000.00 150,000.00

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PART .	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount	
<ul style="list-style-type: none"> —Weak security at Akobo and Pibor prisons —Limited coordination and collaboration among the justice sector institutions —Limited monitoring and oversight over performance —Lack of qualified & trained personnel to administer justice. —Limited awareness of laws and rights —Confusion in application of laws by the dual justice system <p>Baseline (SSR)</p> <ul style="list-style-type: none"> — Border posts strengthened by UNDP CSAC project — Lack of effective established communication between border posts, county commissioners and police stations. — Police border posts in Akobo and Pibor established with support from Pact — Training provided by UNDP and UNMIS in community policing, investigations, and human rights in Akobo —Bicycles given to police officers — Assessment of ROL institutions gaps and challenges —Low level of knowledge among men, women, boys and girls on how to access 	1.3	Construct perimeter fencing for Akobo and Pibor prisons (subject to assessment and consultation with the prison authorities)					UNDP and UNMIS in conjunction with State and county rule of law institutions	Supplies	50,000.00	
	1.4	Support the meetings of nationally-led Rule of Law Forum in Akobo, Pibor and Bor and ensure effective linkages with national MoLACD-chaired Rule of Forum in Juba	X	X	X	X	UNDP, UNICEF, UNMIS, the Ministry of Peace and CPA Implementation & Civil Society in conjunction with State and county rule of law institutions.	Training workshops and conferences	70,000.00	
	1.5	Monitoring and analysis of the justice and correction institutions (including periodic reporting)	X	X	X	X	UNDP, UNICEF and UNMIS in conjunction with State and county rule of law institutions	Miscellaneous expenses	50,678.00	
	1.6	Mentoring prison staff								
	1.7	Capacity development of justice and prison staff through formal training courses	X	X	X	X	UNDP and UNMIS in conjunction with State and county rule of law institutions			
	1.8	Conduct trainings for rule of law actors and communities as per their needs	X	X	X	X	UNDP and UNMIS in conjunction with State rule of law institutions			
	Activity 1 Sub Total									1,890,678.00
	2. Confidence Building through increased access to information									
2.1.	Establish and support with activities Men and Women Dialogue Groups including youth to address State level conflicts and identify local solutions	X	X	X	X	UNDP, UNMIS, South Sudan Peace Commission, State Security Commission, Human Rights Commission in conjunction with State rule of law institutions	UNVs		270,000.00	
								Travel	50,000.00	

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
<ul style="list-style-type: none"> justice —Low level of public confidence in RoL institutions and existing conflict resolution channels. —Limited awareness of existing laws and rights —Limited capacity of NGOs to provided RoL support —Scope to use UNMIS radio for RoL messages 	2.2. Provide 2 Radio Transmitters, and 2 small generators on the grounds of each building complex to be constructed in Pibor & Akobo for wider outreach for RoL related radio programmes	X	X	X	X	UNDP and UNMIS in conjunction with State rule of law institutions and office of Governor.		Training workshops and conferences Equipment & furniture Supplies Miscellaneous expenses Rental & Maintenance Contribution Reimbursement	160,000.00 410,000.00 50,000.00 19,322 90,000.00 30,000.00 30,000.00
<ul style="list-style-type: none"> —2 assessments done in Akobo and Pibor —1 assessment finalised in Bor —2 perimeter fences constructed for Pibor and Akobo prisons —2 facilities constructed and equipped in Pibor and Akobo —Monthly forums conducted —Weekly monitoring of courts conducted —3 Trainings conducted for RoL institutions —3 Trainings for RoL actors (cbo's, cso's) conducted —2 radio transmitters installed —2 generators provided and installed 									
Expected Outcome <ul style="list-style-type: none"> — Rights upheld and protected through accountable, accessible and equitable Rule of Law institutions —Akobo and Pibor counties in Jonglei State stabilized and strengthened 									
Total of sub Activity 2									1,109,322
Total Output 3:									US\$3,000,000
4. Project management activities properly carried out									
4.1	Conduct annual reviews of previous year results				X	UNDP	DUTCH DFAIT SIDA	Contractual Service Individuals (Project Assistance and Drivers)	300,000
4.2	Prepare and conduct monthly and quarterly reviews against annual work plan	X	X	X	X	UNDP			

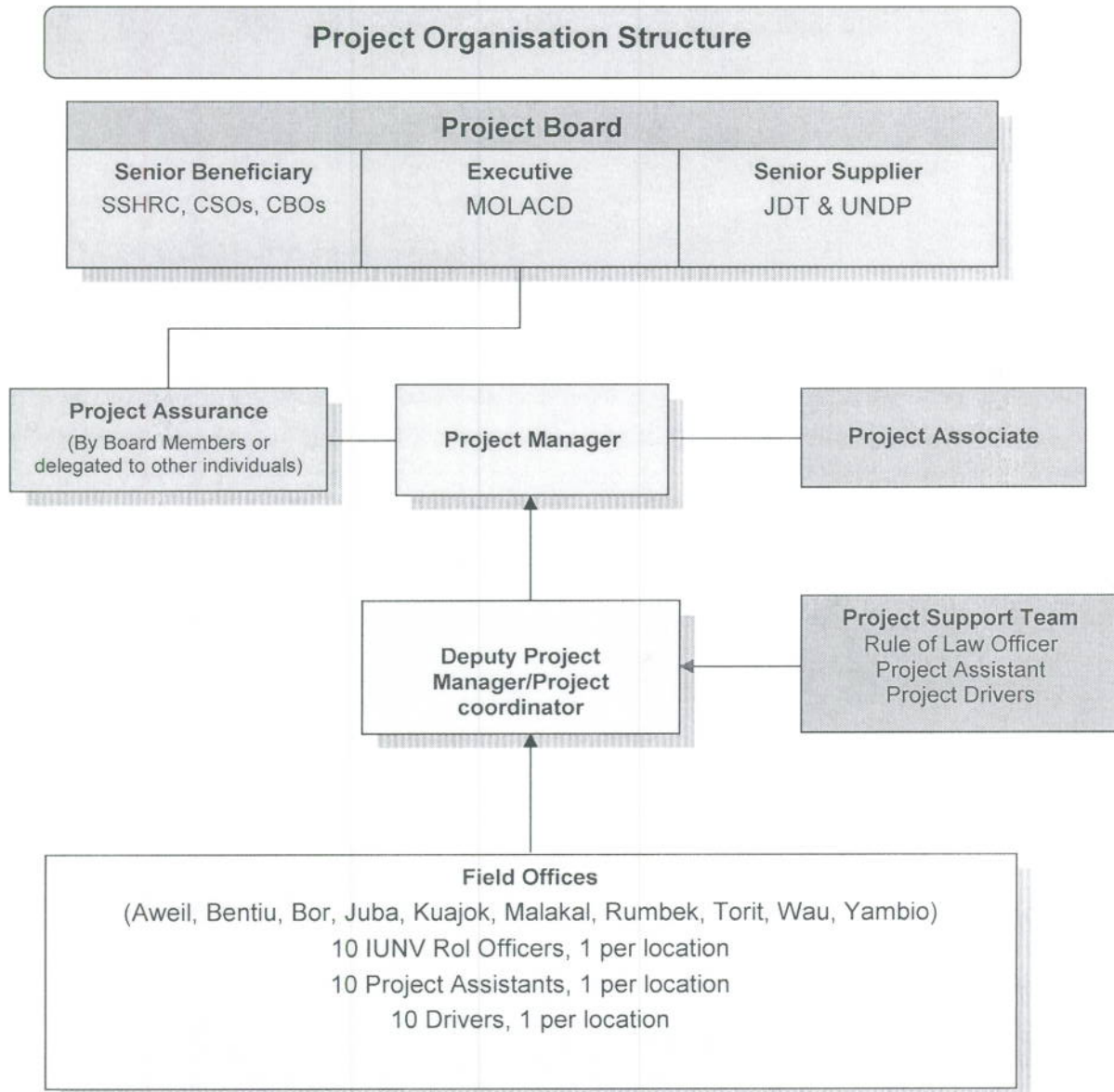
EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PART	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
financial reports produced — 2 Annual reviews conducted — Day to day monitoring of the project activities — 1 additional field office established (Yambio) Indicators — Number of monthly narrative reports produced — Number of annual reviews conducted — Number of additional field offices established Expected Outcome — Rights upheld and protected through accountable, accessible and equitable Rule of Law institutions	4.3 Conduct field monitoring trips	X	X	X	X	UNDP	Travel	20,000	
	4.4 Implement project team training/competency enhancement plan	X	X	X	X	UNDP	Equipment and furniture Supplies (Project Computers)	20,000 10,000	
	4.5 Conduct a project retreat		X			UNDP	Rental and maintenance of transport equipment	40,000	
	4.6 Implement Risk and security management issues	X	X	X	X	UNDP	Equipment and furniture (Field car)	70,000	
	4.7 Implement Rapid Capacity Placement in the states	X	X	X	X	UNDP	Miscellaneous	10,000	
	4.8 Purchase 20 new laptop computers for field project staff and the management team in Juba	X					Rental & maintenance (Common Services Premises) 3%	68,252.7	
	4.9 Purchase 1 new vehicle to support field activities	X					Contribution (Office Common Security) 1%	22,750.9	
							Reimbursement costs (to UNDP for support service) 1%	22,750.9	
							Facilities and Administration (7%)	159,256.3	
Activity 4 Sub Total								743,011	
TOTAL (Including GMS 7%)								5,548,101	

I. MANAGEMENT ARRANGEMENTS

The project will be managed by UNDP under UNDP's Direct Implementation (DIM) modality in close collaboration with the Ministry of Legal Affairs and Constitutional Development (MoLACD) and the Southern Sudan Human Rights Commission (SSHRC). A Project Board will be established, chaired by the MoLACD, which will typically meet on a quarterly basis.

The UNDP Result Based Management approach will be adopted in managing the project with MoLACD as the Executing Entity, and this being an access to justice intervention with MoLACD and the SSHRC as the Government Cooperating Agencies. The graphic representation of the project management arrangement is as follow;

Project Organizational Structure



Detailed Terms of Reference for the various project roles, in the figure above and explained below, are presented in Annex 5.

Project Executive Board Role: The Project Executive Board, working on a consensus basis, will provide overall guidance on the project management and ensure the quality of project outputs, and contribution of the project outputs to the relevant UNDP Country Office outcome. The Board will be composed of, at least, three standing members:

- Executive Role - Advocate General, MOLACD;
- Beneficiary Role - MOLACD, SSHRC and 1 representatives of the Civil Society Interest groups; and
- Supplier role - a representative of the Joint Donor Team (JDT).

Members of Project Executive Board have assurance responsibilities in addition to specific project management decision-making responsibilities. In this respect, the Executive Role has the overall project assurance responsibilities and the Senior Beneficiary Role has project results assurance responsibilities.

Project Assurance Role: The Project Assurance Role supports the Project Executive Board and UNDP Programme Management by carrying out objective and independent project oversight, and monitoring function. The Head of Governance/ Rule of Law Unit will provide leadership in the performance of the functions in the Project Assurance Role.

Project Team: The Project Team will comprise of the members of the Project Manager Role, project staff in the Project Support Role, and project-recruited members in the respective Project Teams.

a. Project Manager Role: The role will be performed by an International Project Manager under the direct supervision of the Governance/ Rule of Law Team leader. The Project Manager will supervise, and provide technical backstopping to the Project Teams for effective, efficient and adequate project implementation; provides leadership in the monitoring and reporting on the project, undertakes strategic advocacy and partnership building with stakeholders on project implementation, and holds the responsibility for accountability to UNDP, the Project Board and other stakeholders on project resources and results.

b. Project Support Role: The role will be performed by three project staff members (Deputy Project Manager, National Rule of Law Officer, Project Assistant, and 2 Project Drivers) who will be located in the project and support the Project Manager in the performance of his duties. Governance/ Rule of Law Unit Programme staff will be providing service-on-request to the project.

c. Project Teams: The project team will comprise;
International Rule of Law Officers, 1 each per field office
Project Assistants, 1 each per field office
Project Drivers, 1 each per field office

MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

OUTPUT 1: Communities and individuals better able to understand, access, and use local systems of justice administration		
Activity Result 1 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> Access to Justice	Start Date: 1 Jan 2011 End Date: 31 st December 2011
Purpose	To enhance capacities of individuals to understand and be able to access local systems of justice administration.	
Description	Planned actions to produce the activity result. <ol style="list-style-type: none"> 1. Training of CBOs on Human Rights and Access to Justice 2. Capacity Development for Law reform initiatives for CSOs 3. Support to rule of law forum and coordination mechanisms 4. Support to the Southern Sudan Human Rights Commission (SSHRC) 5. Capacity development for legal assistance centers 6. Capacity development of rule of law institutions 7. Support to the development of Traditional Authorities and Customary Courts System 8. Joint Justice initiative in Jonglei state 9. Project management activities properly carried out 	
Quality Criteria	Quality Method	Date of Assessment
1 Training of CBOs on Human Rights and Access to Justice		
1.1 Conduct access to justice and human rights trainings using the already developed training package	<ul style="list-style-type: none"> • Counterpart participation in training manual design and preparation. • Training manual developed 	Project delivery phase
1.2 Support CBOs to train on human rights through the small grants mechanism	<ul style="list-style-type: none"> • Grants management systems developed. • Trainings conducted 	Project delivery phase
2. Capacity Development for Law reform initiatives for JCCs and CSOs		
a. Support establishment of a functional and operational BAR Association and womens lawyers association	<ul style="list-style-type: none"> • Policy frameworks discussed with relevant institutions. 	Project delivery phase
2.2 Provide technical assistance to CSOs on provision of client oriented psychosocial support and legal services	<ul style="list-style-type: none"> • Support to the JCCs. 	Project delivery phase
2.3 Support the CSOs to provide legal services through small grants	<ul style="list-style-type: none"> • CSOs supported 	Project delivery phase
3. Support to rule of law forum and coordination mechanisms		
3.1 Review and operationalize standard operating procedures for the rule of law forums	<ul style="list-style-type: none"> • Procedures reviewed and developed 	Project delivery phase
3.1 Support rule of law institutions at state level to build institutional linkages and active partnerships	<ul style="list-style-type: none"> • Institutional linkages developed 	Project delivery phase
3.3 Provide assistance to Rule of law institutions to advocate at GoSS/State and local level on rule of law issues	<ul style="list-style-type: none"> • Advocacy forums conducted. 	Project delivery phase
3.4 Establishment of Rule of Law Forum in three new project locations	<ul style="list-style-type: none"> • Forums established and conducted. 	Project delivery phase
3.5 Facilitate Monthly ROL Forum in	<ul style="list-style-type: none"> • Forums conducted. 	Project delivery phase

all project locations		
4. Support to the Southern Sudan Human Rights Commission (SSHRC)		
4.1 Provide support for the decentralization of SSHRC	<ul style="list-style-type: none"> Equipment and furniture delivered to the commission. 	Project delivery phase
4.2 Support the maintenance of Human Rights monitoring data base	<ul style="list-style-type: none"> Data base maintained for the commission 	Project delivery phase
4.3 Support to SSHRC on Rights advocacy and outreach training	<ul style="list-style-type: none"> Trainings conducted for human rights monitors 	Project delivery phase
4.4 Support to SSHRC to facilitate the international Human Right Day celebrations	<ul style="list-style-type: none"> Human Rights Day Celebrations Held 	Project delivery phase
4.5 Support the SSHRC to develop institutional policies	<ul style="list-style-type: none"> Policies developed 	Project delivery phase
4.6 Institutional capacity development support to the SSHRC	<ul style="list-style-type: none"> Human capacity developed 	Project delivery phase
OUTPUT 2:		
Customary law mechanisms strengthened		
1. Support to the development of Traditional Authorities and Customary Courts System		
1.1 Support the trainings of traditional authorities using the already developed manual	<ul style="list-style-type: none"> Trainings conducted 	Project delivery phase
1.2 Support to customary court systems to function effectively	<ul style="list-style-type: none"> Annuals developed 	Project delivery phase
1.3 Disseminate all laws relating to traditional authorities and customary court systems	<ul style="list-style-type: none"> TOT trainings conducted 	Project delivery phase
1.4 Mainstream human rights based approach, gender, children, vulnerable groups using psychosocial approach, HIV/AIDS issues into trainings	<ul style="list-style-type: none"> Human rights and gender based approaches mainstreamed 	Project delivery phase
OUTPUT 3:		
Joint Justice Project Stabilization of Jonglei State strengthened through targeted rule of law activities in Akobo and Pibor counties		
Activity Result 1: Support establishment and expansion of rule of law institutions in Akobo and Pibor counties		
1.1. Conduct further assessment of RoL institutions in Akobo, Pibor	Assessments for RoL institutions conducted	Project delivery phase
1.2. construct perimeter fencing for Akobo and Pibor prisons	Perimeter fence for Akobo and Pibor prisons conducted	Project delivery phase
1.3. Design, construct & equip two facilities, with water and toilets, one each in Akobo and Pibor	Water facilities constructed	Project delivery phase
1.4. organize Courts and prisons staff coordination forums for Chiefs, Commissioners, Judges and Prosecutors, Police and Prisons Services	Coordination forums organised	Project delivery phase
1.5. Monitoring and mentoring Courts and Prisons staff	Monitoring and Mentoring of courts and prison staff conducted	Project delivery phase

1.6. Capacity development training for staff		
1.7. Conduct trainings for rule of law actors and communities as per their needs	Trainings conducted for RoL Actors	Project delivery phase
Activity Result 2: Confidence Building through increased access to information		
2.1. Establish and support with activities Men and Women Dialogue Groups including youth to address State level conflicts and identify local solutions	Dialogue groups form	
2.2. Provide 2 Radio Transmitters, and 2 small generators on the grounds of each building complex to be constructed in Pibor & Akobo for wider outreach for ROL related radio programmes	Radio transmitters and generators provided	
2. Project management activities properly carried out		
2.1 Provide training for the Project Executive Board	• Trainings conducted.	Project delivery phase
2.2 Conduct annual reviews of previous years results	• Reviews conducted and reports prepared	Project delivery phase
2.3 Prepare and conduct quarterly reviews against annual work plan	• Reviews conducted and reports prepared.	Project delivery phase
2.4 Conduct field monitoring trips	• Field monitoring trips conducted.	Project delivery phase
2.5 Implement project team training/competency enhancement plan	• Trainings undertaken by team	Project delivery phase
2.6 Conduct a project retreat	• Retreat conducted	Project delivery phase
2.7 Implement Risk and security management issues	• Risk analysis documented	Project delivery phase

II. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

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

ANNEXES

Annex 1 Project Risks

FINANCIAL	<ol style="list-style-type: none">1. Inadequate funding. This will have a negative impact insofar as consolidation of the project success is concerned. To-date, a number of achievements have been recorded. To consolidate these achievements, more (rather than less) funds are required.
OPERATIONAL	<ol style="list-style-type: none">1. Slow delivery of goods and services from UNDP Procurement Unit affects project implementation and inevitably low delivery of outputs in the Annual Work Plans.2. Inadequate infrastructure, particularly in the states is like to hamper effective project implementation – at the grassroots. E.g. accessibility of many counties in Southern Sudan remains a great challenge.
ORGANIZATIONAL	<ol style="list-style-type: none">1. The busy/ demanding schedules of counterpart may result into slow implementation of project activities
POLITICAL	<ol style="list-style-type: none">1. Increased political activity in the lead up to the referendum next year that is distracting political leaders from participating effectively in project activities.
STRATEGIC	<ol style="list-style-type: none">1. A shift in priorities of GOSS (referendum) may result in slow down project implementation.
SECURITY	<ol style="list-style-type: none">1. Recurrent tribal clashes and cattle raiding in the some states will continue to interfere with project activity implementation

Annex 4: Staff Cost

#	Name of Position	Location	International/ National	Status	Number of Months	Proforma Cost	Budgeted in AWP	
							Output	Activity Result
1	Project Manager (P4)	Juba	International	In Post	12	89,782	Customary law mechanisms strengthened	Project management activities properly carried out
2	Deputy Project Manager (IUNV)		IUNV	In Post	12	80,000		
3	National Rule of Law Officer (SC6)		National	In Post	12	109,689		
4	Project Associate (SC 5)		National	Vacant	12	71,419		
5	Project Assistant (SC 4)		National	In Post	12	53,257		
6	Project Assistant (SC 4)		National	In Post	12	25,506		
7	Driver (SC2) Driver (SC2)		National	In Post	12	25,506		
8	Rule of Law Officer (IUNV)	Aweil	National	In Post	12	80,000		
9	Project Assistant (SC 4)		National	Vacant	12	53,257		
10	Project Driver (SC 2)		National	Vacant	12	25,506		
11	Rule of Law Officer (IUNV)	Bentiu	International	Vacant	12	80,000		
12	Project Assistant (SC 4)		National	In Post	12	53,257		
13	Project Driver (SC 2)		National	Vacant	12	25,506		
14	Rule of Law Officer (IUNV)	Bor	International	Vacant	12	80,000		
15	Project Assistant (UNV)		National	In Post	12	53,257		
16	Project Driver (SC 2)		National	Vacant	12	25,506		
17	Rule of Law Officer (SC 6)	Juba	National	In Post	12	71,419		
18	Project Assistant (SC 4)		National	Vacant	12	53,257		
19	Project Driver (SC 2)		National	In Post	12	25,506		
20	Rule of Law Officer (IUNV)	Malakal	International	In Post	12	80,000		
21	Project Assistant (SC 4)		National	Vacant	12	53,257		
22	Project Driver (SC 2)		National	In Post	12	25,506		
23	Rule of Law Officer (IUNV)	Kwajok	National	In Post	12	80,000		
24	Project Assistant (SC 4)		National	Vacant	12	53,257		
25	Project Driver (SC 2)		National	Vacant	12	25,506		
26	Rule of Law Officer (IUNV)	Rumbek	International	Vacant	12	80,000		
27	Project Assistant (SC 4)		National	Vacant	12	53,257		
28	Project Driver (SC 2)		National	Vacant	12	25,506		

29	Rule of Law Officer (IUNV)	Wau	International	In Post	12	80,000	
30	Project Assistant (SC 4)		National	In Post	12	53,257	
31	Project Driver (SC 2)		National	In Post	12	25,506	
32	Rule of Law Officer (SC 6)	Torit	National	In Post	12	71,419	
33	Project Assistant (SC 4)		National	Vacant	12	53,257	
34	Project Driver (SC 2)		National	Vacant	12	25,506	
35	Rule of Law Officer (IUNV)	Yambio	International	Vacant	12	80,000	
36	Project Assistant (SC 4)		National	Vacant	12	53,257	
37	Project Driver (SC 2)		National	Vacant	12	25,506	
38	Rule of Law Officer (IUNV)	Akobo		Vacant	Vacant	80,000	
39	Rule of Law Officer (IUNV)	Pibor		Vacant	Vacant	80,000	
Total						2,185,627	

- Note UNV Rule of Law Officer Costs does not form part of project management staff costs - They are specialist (Capacity development staff)
- **Unfunded budget: US\$ 1,673,933.51**

Annex 5

Terms of Reference for Roles and Positions in the UNDP Governance/ Rule of Law- Access to Justice Project

I. Terms of Reference of the Project Executive Board Role: i. Roles of the Project Executive Board

The Project Executive Board to undertake the following functions:

- Provide overall guidance on the project management, and ensure the quality of project outputs.
- Oversee and steer Project strategy, agree on success indicators, and ensure periodic evaluation of the project's progress and impact.
- Approves project work plan, budget, and undertake periodic and annual review of the project.
- Set Project Tolerance in terms of budget and schedules restrictions, and approves Tolerance review (review of project status, issues and proposed project revision) if Project Tolerance is envisaged to be exceeded.
- Resolve any emerging conflicts or problems that could negatively impact on the project's implementation.
- Review Periodic Project Reports for determining contribution of project outputs to the relevant outcome of the UNDP Country Office
- Report to UNDP Programme Management, the Minister of MOLACD, donors and partners on the project including the traditional authorities, legal profession and the civil society groups.

ii. Specific functions of individual members of the Project Executive Board:

a. Executive:

- Organise and chairs the Project Executive Board meetings.
- Provide direct supervision to the Project Manager.
- Ensure that there is a coherent project organisation structure, and logical set of plans.
- Monitor and control the progress of the project at a strategic level, in particular review and project activities against plan, and results against targets continually.
- Ensure that project risks are being tracked and mitigated as effectively as possible.
- Ensure that proposed changes of scope, cost or timescales are checked on possible effects on the expected project output.
- Approve project reports, tolerance level, and authorise project expenditures.
- Brief UNDP Programme Management about project progress.
- Responsible for overall business assurance of the project that the project remains on target to deliver results that will achieve the expected project benefits and that the project will be completed within agreed tolerances for budget and schedule.

Business assurance responsibilities include keeping project in line with strategy; monitoring changes in project plan, and assessing impact of the changes on the project; monitoring of project financial allocations and disbursements; informing the project of any changes in UNDP programme that may affect the project; etc.

b. Beneficiary:

- Participate in the Project Executive Board meetings.
- Prioritise and contribute to decisions of the board regarding implementation of recommendations on proposed changes in the project.
- Provide specifications of stakeholder needs to be supported by the project, and for monitoring of project activities that will meet those needs.
- Responsible for liaison with the project team.
- Ensure that partner resources are made available where required, such as cost-sharing, etc, for project implementation.
- Undertake assurance responsibilities regarding: monitoring the setting and use of the project quality control procedure; risks, etc.
- Brief and advise represented stakeholders on all matters concerning the project.

c. Supplier:

- Participate in the Project Executive Board meetings.
- Contributes donors' opinions on decisions of the board regarding implementation of recommendations on proposed changes in the project.
- Ensure that progress toward project outputs and targets remain consistent with donors' perspectives.

- Resolves donors' requirements and priority conflicts with respect to the project.
- Advise and support resource mobilisation from donors for the project.
- Undertake assurance responsibilities regarding: ensuring that donors' operating standards are achieved; advise on selection of project strategy; monitor risks from donors' perspective, etc.
- Support in briefing and advising of donors on all matters concerning the project.

II. Terms of Reference of the Project Assurance Role:

The Head of the Governance/ Rule of Law Unit, with support from Programme Analysts in the Governance/ Rule of Law Unit, will serve as Project Assurance for the Project. The role covers all interests including business (overall project strategy and outputs), Beneficiary, and Supplier roles.

The specific functions of the role will include:

- Cover meetings of the Project Executive Board.
- Support the Project Executive Board and the Country Office Programme Management in carrying out objective and independent project oversight and monitoring to ensure that appropriate project management milestones are managed and completed.
- Monitor and update, with the Project Manager, project risks and lessons learnt on the project, and ensure timely reporting on the matters the Project Executive Board.
- Support the Project Executive Board in preparing reports on contribution of the project outputs to the relevant UNDP Country Office outcome.
- Support the Executive on the overall project assurance function as well as support to the Senior User, and the Senior Supplier on their assurance functions.
- Responsible for updating the various project reports into Atlas.
- Prepare the terms of reference and supervise activities of the independent assessors for project periodic reviews in consultation with the Project Executive Board.
- Coordinate the project final revision and, operational and financial closure at the end of the project.

III. Terms of Reference of Project Manager

Type of Contract:	Fixed
Grade Level	L4
Organisational Unit:	UNDP Governance/ Rule of Law, Southern Sudan
Duty Station:	Juba
Duration:	12 months (renewable)
Posts:	1

DUTIES AND RESPONSIBILITIES

The Project Manager, under the direct supervision of the Team Leader, Governance/ Rule of Law Unit, Southern Sudan, will have overall responsibility for day-to-day management and decision making for the project, and to ensure strategic and effective delivery of the intended results. Specifically, the Project Manager will perform the following duties and responsibilities in the project:

- Leadership
 - Drive the Project Executive Board's targeted results
 - Provide substantive and managerial leadership of the Project team and coordination of all personnel engaged in related project activities.
 - Provide project level quality assurance
 - Collaborate with the Programme and Project teams to ensure that project results are attained.
- Project Management incl of M&E
 - Implement the work plan and supervise attainment of results
 - Substantially engage in the supervising and monitoring of all implementation activities, including all liaison activities on both the capacity building and infrastructure rehabilitation components.
 - Prepare annual work plans, expenditure forecasts, terms of reference and all other project related documents;
 - Engage in change advocacy at all levels. Provide analysis and preparation of timely reports - financial and progress reports - as required.

- Perform quality control functions for the project, including assessing impact and effectiveness, tracking outputs and results, and ensure timely and efficient delivery of project outputs through a client-satisfaction approach.
- Organize baseline information gathering activities and identify the project's medium and long term capacity building interventions.
- Administrative functions
 - Supervise and monitor the performance of project staff
 - Oversee all administrative and financial matters pertaining to the Project.
 - Supervise requisitions, purchase orders and payment requests.
 - Recruit and manage all project staff.
 - Maintain good working relations with all project stakeholders.
- Coordination and Partnership building
 - Effectively position the project at GOSS, State and within UNDP and UN to foster consistency in approach at all levels by scanning and assessing activities of non-UNDP players, GOSS and UNDP co-programming arrangements.
 - Lead partnership building with regional and local institutions, civil society, academic institutions and the legal profession.
 - Maintain and strengthen partnerships with key development partners supporting the Rule of Law Sector to support the Project Document.
 - Facilitate intra-programme dialogue, across development partners, across Rule of Law Institutions and JOSS levels
 - Participate in inter-agency working groups and initiatives to promote rule of law, protection and human security.
- Provide technical and administrative support to the coordination meetings

Institutional Strengthening Support

- Provide support and inputs to map internal processes; establish standard internal operating systems; procedures and work flows to support the organisation of the legal profession in Southern Sudan.
- Strengthen the Bar's internal management capacity to promote access to justice in Southern Sudan.

Technical Resource

- Access other innovations in post conflict rule of law civil society capacity development to the project
- Provide advice and mentoring on basic human rights, code of conduct and principles of the justice system to project stakeholders including civil society organizations, Rule of Law Institutions and system users as appropriate.
- Any other related duties, as assigned by the Team Leader of the Rule of Law Unit.

EXPERIENCE REQUIRED

- At least 7 years professional, relevant experience with 5 years management experience.
- Proven and extensive track record in rule of law project implementation, institutional including civil society capacity development and development programming;
- Extensive experience in post-conflict development and politically charged situations.
- Experience in managing multi-faceted programmes in an African context.
- Previous experience in working with high-level government counterparts and development partners.
- Past experience with UNDP or other UN Agencies or International Non-Government Organizations in similar positions would constitute an advantage.

KNOWLEDGE AND SKILLS REQUIRED

- Advanced university degree in law, social sciences or related disciplines with a basic degree in law.
- Knowledge of human and constitutional rights and rule of law issues, specifically within the Southern Sudanese context.
- Excellent English writing skills.
- Strong interpersonal and communication skills and ability to cope with a difficult environment
- Ability to work under pressure and to meet strict deadlines.
- Ability to work in a multi-cultural team.