**UNDP South Sudan**

**2014 Annual Work Plan**

|  |  |
| --- | --- |
| **Project Name** | **Amount** |
| **Support to Democracy and Participation** | **$4,239,246.63** |

|  |  |
| --- | --- |
| **Hon. Aggrey Tisa Sabuni**  Minister,  Ministry of Finance and Economic Planning  Government of the Republic of South Sudan | **Mr. Balázs Horváth**  Country Director  UNDP South Sudan Programme |
| **Signature:** | **Signature:** |
| **Date:** | **Date:** |

**United Nations Development Programme**

**South Sudan**

**Annual Work Plan 2014**

|  |  |
| --- | --- |
| **Project Title** | Support to Democracy and Participation |
| **UNDAF Outcome (s)** | Core governance and civil service functions are established and operational |
|  |  |
| **Expected CP Output(s)** | Accountability and oversight enforced through parliamentary review, annual tabling of audits, establishment of corruption prosecutorial function, and civil society engagement in key legislative processes. |
| **Implementing Partner** | UNDP, SUDD Institute |
| **Responsible Parties** | UNDP in Support of Office of the President, National Constitutional Review Commission (NCRC), National Elections Commission (NEC), and Legislature |

|  |
| --- |
| **Brief Description**  The purpose of UNDP’s Democracy and Participation project is to engender institutionalized platforms for increasing the alignment of the development interests of citizens and the political and economic priorities of the State. To this end, UNDP’s Democracy and Participation programme in 2014 will mainly focus on support to the National Constitutional Review and Elections Processes. The two key political proceses are presented as two separate components in this AWP.  UNDP will engage with the ***Constitutional Review Process*** with a view to supporting the credibility and legitimacy of the new “social contract” through a transparent, inclusive, participatory constitution making process. UNDP in collaboration with UNMISS will provide technical and logistical support to the National Constitutional Review Commission (NCRC) to undertake its review of the constitution and implement its work plan. Support will also be provided to CSOs and Media for the promotion of civic education programmes. The project will also provide logistical support to the convening of the National Constitutional Conference.  The purpose of the ***United Nations Integrated Team for Elections (UNITE) Project***is to support the democratic process in South Sudan through the holding of elections in 2015, which are recognized as transparent and credible elections by national and international observers; and to promote the participation of voters and other civil society stakeholders in all the democracy strengthening events. Assistance will be provided to the National Elections Commission (NEC) and the State High Committees (SHC); the Political Parties Council (PPC); and stakeholders in the democratic process such as, media, CSOs, women, youth and special need groups.  UNDP will also continue to support the national-to-state dialogue process through the 2014 Governors’ and Commissioners’ Forums which have now been established as key platforms to address decentralization issues.  The expected outputs of the project are:   * + - * Policy dialogue between national and sub-national Governments strengthened       * The revision and adoption of people-driven Constitution supported and facilitated       * The capacity of National Elections Commission (NEC) strengthened to better prepare, plan, mange, monitor and evaluate 2015 elections and beyond. |

2014 AWP Budget: **$4,239,246.63**

Total Resources Required: **$4,239,246.63**

Total Allocated Resources: **$3,251,874.50**

Regular: UNDP: **$ 6,000.00**

* Other:
  + Japan **$ 300,000.00**
  + Denmark **$ 91o,581.00**
  + Norway **$1,626,685.00**
  + BCPR  **$ 480.608.50**

Funding gap: **$ 987,372.13**

Project Period: 2013-2016

Programme Component: Democratic Governance and Stabilization

Atlas Award: 00072625

Start date 01 Jan, 2014

End date: 31 Dec.2014

PAC Meetings date: 12 December 2013

Management Arrangement: DIM

Agreed by: Ministry of Finance and Economic Planning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed by UNDP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Annual Work Plan**

**year: 2014**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPECTED OUTPUTS** | **PLANNED ACTIVITIES** | **TIMEFRAME** | | | | | | **RESPONSIBLE PARTY** | | **PLANNED BUDGET** | | | |
| **Q1** | **Q2** | | **Q3** | | **Q4** | **Funding source** | **Budget description** | | **Amount (US$)** |
| **Output 1: Policy dialogue between national and sub-national Governments strengthened**  **Baseline:**   * The Office of the President has organized the Third Governors’ Forum (2013) * The Local Government Board (LGB) has organized ten Commissioners’ Forums in 2012   **Indicators:**   * # of Governors’ Forum organized * # Commissioners’ Forums organized   **Targets:**   * 1 Governors’ Forum and 10 Commissioners’ Forums organized   **Related UNDAF Outcome:** Core governance and civil service functions are established and operational |  | | | | | | | | | | | | |
| **Activity Result 1.3: Space for policy dialogue between the national and sub-national Governments created and responsive governance enhanced** | | | | | | | | | | | | |
| * + - Support the organization of Governors’ Forums |  | |  |  | x | | | UNDP in support the OoP and LGB | TBD | 71300 Local Consultant  71600 Travel  72100 Contractual services-Co  72500 Supplies  74200 Audio Visual & Print Prod Costs  75500 Training & Workshop | 25,000.00  85,000.00  100,000.00  60,000.00  30,000.00  150,000.00  6,000.00  3,401.00 | |
| * + - Support the organization of Commissioners’ Forums |  | |  | x |  | | |
| Sub-total Activity Result 1.1 | | | | | | | | | |  | 459,401.00 | |
| Total Activity Result 1.1 | | | | | | | | | |  | 459,401.00 | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Output 2: The revision and adoption of people-driven Constitution supported and facilitated**  **Baseline:**   * None availability of civic education grant mechanism * Limited CSOs/Media civic education programmes * No South –South exchange visit conducted. * No training of political parties and their members. * Existence of fragmented political parties and CSOs and limited engagement in the political process * No public debates conducted by CSOs/media   **Indicators:**   * # of CSOs/Media applied for and accessed grants * # of Civic Education outreach programmes organized by CSOs/Media and other implementing partners * # of South-South exchanges on political parties development organized * # of political parties leaders and members trained * # of political parties dialogue/debate forums organized * # public debated organized by CSO/media   **Targets:**   * 10 CSOs/Media accessing grants for civic education on consultation on the constitution and peace process * 30 outreach civic education programmes organized by CSOs/Media and other grantees * 1 South-South exchanges on political parties development organized * 50 of political parties leaders and members trained * 2 of political parties dialogue/debate forums organized * 3 public debated organized by CSO/media   **UNDAF Outcome: Core governance and civil service functions are established and operational** | **Activity Result 2.1: Capacity of NCRC strengthened to effectively prepare for, manage and deliver inclusive and credible Constitution** | | | | | | | | | |
| * Support NCRC to conduct public hearings and consultations with stakeholders including women and youth at state and county levels (as per NCRC’s Action Plan) |  | **x** | **X** | **x** | **UNDP and NCRC** | **Japan** | 72800 Info Technology Equip.  71600 Travel  75700 Training, Workshops & Conference  74200 Audio Vis & Print Costs | | 10,000.00  65,000.00  75,000.00  62,685.88 |
| **Norway** | 72800 Info Technology Equip.  71600 Travel  75700 Training, Workshops & Conference  74200 Audio Vis & Print Costs | | 0.00  75,000.00  300,000.00  75,000.00 |
| * Support the preparation, printing and distribution of civic education and public consultation materials |  | **x** | **X** | **x** |
| * Support printing and distribution of Transitional Constitution of Republic of South Sudan (TCRSS) Constitution |  |  |  | **x** |
| * Support NCRC Media Strategy |  | **x** | **X** | **x** |
| **Sub-total Activity Result 2.1** | | | | | | |  | | **662,685.88** |
| **GMS (7%)** | | | | | | | **75100 –Facility and Administration** | | **46,388.01** |
| **Total Activity Result 2.1** | | | | | | |  | | **709,073.89** |
| **Activity Result 2.2 Constitutional Review Civic Education programmes supported through civil society organizations and media** | | | | | | | | | |
| * Support Radio and TV programmes to raise awareness of constitutional review process and content of constitution through educational messaging (e.g. public service announcements, talk shows, interviews, jingles, drama, and coverage of press conferences) |  | **x** | **X** | **x** | **UNDP, NCRC, Sudd Institute** | **Norway** | **71600 Travel**  **72500 Supplies**  **72600 Grants**  **74200 Audio Vis & Print Costs**  **75700 Training, Workshops** | | **50,000.00**  **25,000.00**  **0.00**  **50,000.00**  **65,000.00** |
| **Denmark** | **71600 Travel**  **72500 Supplies**  **72600 Grants**  **74200 Audio Vis & Print Costs**  **75700 Training, Workshops** | | **25,000.00**  **19,750.00**  **550,000.00**  **20,000.00**  **35,000.00** |
| * Support print and media campaign (e.g. posters, stickers, banners, billboards, t-shirts, caps, bags, wristbands, etc.); placement of advertisements and information in major newspapers |  | **x** | **X** | **x** |
| * Support CSOs to conduct trainings, seminars, and community consultations; workshops held across the country to solicit the views of people at the grassroots level |  | **x** | **X** | **x** |
| * Support the training of trainers for civil society and media personnel on the content of the constitution and how to best reach their communities[[1]](#footnote-1) | **x** | **x** | **X** | **x** |
| **Sub-total Activity Result 2.2** | | | | | | |  | | **839,750.00** |
| **GMS (7%)** | | | | | | | **75100 –Facility and Administration** | | **58,782.50** |
| **Total Activity Result 2.2** | | | | | | |  | | **898,532.50** |
| **Activity Result 2.3 Deepening Democracy to assist consolidation of a political settlement within the framework of constitutionalism (BCPR)** | | | | | | | | |  |
| **Increased legitimacy and inclusiveness of constitutional review process** | | | | | | | | |  |
| Provide immediate constitutional expertise on power-sharing, decentralization and state building | **x** | **x** | **X** | **x** | **UNDP, NCRC, Sudd Institute** | BCPR | 71300 Local Consultant 71600 Travel 72500 Supplies | | 20,000.00 4,000 .00 800.00 |
| Support to civil society initiatives and assist establishment of civil society platform on constitutional reform through small/medium grants mechanism | **x** | **x** | **X** | **x** | **UNDP, NCRC, Sudd Institute** | BCPR | 71600 Grant | | 85,000.00 |
| Support NCRC in rollout of constitutional consultation campaign, including process expertise, funding media / outreach capacities, consultation activities, etc. | **x** | **x** | **X** | **x** | **UNDP, NCRC, Sudd Institute** | BCPR | 75700 Workshops  72500 Supplies | | 3,000.00 500.00 |
| Strengthening of traditional authorities as a medium for building peace & reconciliation | **x** | **x** | **X** | **x** | **UNDP, NCRC, Sudd Institute** | BCPR | 75700 Workshop | | 16,657.50 |
| **Increased spaces for political debate within political parties and civil society/ communities** | | | | | | | | |  |
| Support South-South exchanges on political party development | **x** | **x** | **X** | **x** | **UNDP, NCRC, Sudd Institute** | BCPR | 75700 Workshop 71600 Travel | | 14,000.00 3,000.00 |
| Support political parties’ development through capacity development for internal governance and engage their constituency and interact with key stakeholders | **x** | **x** | **X** | **x** | **UNDP, NCRC, Sudd Institute** | BCPR | 72500 Supplies  72600 Grant | | 500.00 28,500.00 |
| Support capacity-building of political parties in gender awareness, leadership, conflict management, negotiation and mediation skills | **x** | **x** | **X** | **x** | **UNDP, NCRC, Sudd Institute** | BCPR | 72600 Grant | | 10,000.00 |
| **Informed and inclusive participation of citizens in upcoming political events and in everyday governance through civic education.** | | | | | | | | |  |
| Strengthening media at national and local levels to make information available to the poor | **x** | **x** | **X** | **x** | **UNDP, NCRC, AMDISS** | BCPR | 72600 Grant | | 30,000.00 |
| Advocacy through the media (including local media development) on civic education and constitution-making | **x** | **x** | **X** | **x** | **UNDP, NCRC, AMDISS** | BCPR | 74100 Profess Serv 71600 Travel 72500 Supplies | | 12,000.00 3,000.00 |
| Support rollout of civic education outreach programme | **x** | **x** | **X** | **x** | **UNDP, NCRC, AMDISS** | BCPR | 72600 Grant | | 20,000.00 |
| Promoting communication for empowerment through creating space for public debate, dialogue and action | **x** | **x** | **X** | **x** | **UNDP, NCRC, AMDISS** | BCPR | 72600 Grant | | 15,000.00 |
| Support, advocate and strengthening the legal and regulatory environment for freedom of information | **x** | **x** | **X** | **x** | **UNDP, NCRC, AMDISS** | BCPR | 75700 Workshop 71600 Travel 72500 Supplies | | 10,000.00 2,500.00 500.00 |
| **Project Management, Operations and M&E** | | | | | | | | |  |
| Support to quality result management (PPSU)[[2]](#footnote-2) | **x** | **x** | **x** | **x** | UNDP | BCPR | 61300 Salary & Post AdjCst-IP 71600 Travel 72500 Supplies  75700 Workshop | | 137,686.00  16,564.00  5,000.00 25,000.00 |
| Project Board Meeting | **x** | **x** | **x** | **x** | UNDP | BCPR | 75700 Workshop 71600 Travel 72800 InfoTech Equip 72200 Equipment | | 8,000.00 2,000.00 2,500.00 1,500.00 |
| Field monitoring visits and reporting | **x** | **x** | **x** | **x** | UNDP | BCPR |
| **Total Activity Result 2.3** | | | | | | |  | | 477,207.50 |
| Activity Result 2.4: International Support to Constitutional Review Basket Fund (ISCR) project effectively managed | | | | | | | | | |
| Project Portfolio Manager (P4) (65% of proforma) | X | x | x | x | UNDP and UNMISS in Support of NCRC | Japan | 61300 Salary & Post AdjCst-IP  61300 Salary & Post AdjCst-IP  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71200 International Consultant  71600 Travel  72500 Supplies  75700 Training, Workshops  73100 Rental & Maintenance (3%)  74300 Contribution Costs (1%)  73500 Reimbursement Costs (1%) | | 28,671.02  3,132.35  2,157.97  2,157.97  2,157.97  1,467.86  932.40  552.85  6,300.00  2,547.63  2,500.00  1,758.81  8,010.68  2,670.23  2,670.23 |
| Finance Specialist (P3) (25% proforma) | X | X | X | X |
| Project Officer (Grant Administrator) ( SB4/5) ( 65% of proforam) | X | x | x | x |
| Project Officer ( CVE) ( SB4/5) (65% of proforma) | X | x | x | x |
| Project Officer (CVE) (SB4/5) (65% of proforma) | X | x | x | x |
| Project Support Officer (SB4/2) (65% of proforma) | X | x | x | x |
| Project Assistant (SB3/2) (65% of proforma) | X | x | x | x |
| Driver (SB3/1) (65% of proforma) |  | x | x | x |
| International Consultant ( 90 days x $500/day ) |  |  |  |  | Norway | 61300 Salary & Post AdjCst-IP  61300 Salary & Post AdjCst-IP  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71200 International Consultant  71600 Travel  72500 Supplies  75700 Training, Workshops  73100 Rental & Maintenance (3%)  74300 Contribution Costs (1%)  73500 Reimbursement Costs (1%) | | 90,108.92  9,844.53  6,782.18  6,782.18  6,782.18  4,613.26  2,930.40  1,737.53  19,800.00  25,000.00  15,464.81  19,000.00  25,465.38  8,488.46  8,488.46 |
| Organize Quarterly Project Board meetings, Conduct field Monitoring visits and Prepare and submit narrative and financial reports | x |  |  |  |
|  | x | x | x | Denmark | 61300 Salary & Post AdjCst-IP  61300 Salary & Post AdjCst-IP  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71200 International Consultant  71600 Travel  72500 Supplies  75700 Training, Workshops  73100 Rental & Maintenance (3%)  74300 Contribution Costs (1%)  73500 Reimbursement Costs (1%) | | 86,013.06  9,397.06  6,473.90  6,473.90  6,473.90  4,403.57  2,797.20  1,658.55  18,900.00  3,500.00  5,168.33  6,289.17  24,218.96  8,072.99  8,072.99 |
|  | x | x | x |
|  |  |  |  |
| Sub-total Activity Result 2.4 | | | | | | |  | | 516,889.79 |
| **GMS (7%)** | | | | | | | 75100 –Facility and Administration | | 36,182.29 |
| Total Activity Result 2.3 | | | | | | |  | | 553,071.51 |
| Sub-total Output 2 | | | | | | |  | | **2,637,885.40** |
| **Output 3: The capacity of National Elections Commission (NEC) strengthened to better prepare, plan, mange, monitor and evaluate 2015 elections and beyond[[3]](#footnote-3)**  **Baseline:**   * NEC has conducted limited consultation with stakeholders * NEC has not started engaging with media * NEC produced its Code of Conduct. Other policy documents yet to be prepared * No NEC State High Committee (SHC) members * Full-fledged Elections Basket Fund project document not available * National and state level Election assets not known   **Indicators**   * # of NEC consultations with stakeholders * # of NEC media adverts to inform and update public about NEC * # of policy and planning documents produced * NEC State High Committee (SHC) members recruited and deployed * Full-fledged Elections Basket Fund project document developed * Infrastructure audit completed (at national and state levels)   **Target**   * 3 NEC national and state level consultations with stakeholders conducted 5 NEC media adverts to inform and update public about NEC aired * 5 of NEC media adverts to inform and update public about NEC * 3 NEC key policy and planning documents (Gender and Inclusive Participation Policy, Elections budget National Elections Security Plan) developed and approved * 50 NEC State High Committee (SHC) members recruited and deployed * Elections Basket Fund management and coordination structures in place * 1 NEC infrastructure Audit completed   **Related UNDAF Outcome:** Core governance and civil service functions are established and operational | **Activity Result 3.1 NEC capacity improved to engage in outreach activities and stakeholder consultations to prepare for the 2015 elections** | | | | | | | | | |
| * NEC consultative meetings and information with key electoral stakeholders (government, political parties, civil society, media and donor community) in order to generate consensus on key policy issues facing the 2015 elections | X | x |  |  | UNDP/UNMISS | DFID | 71600 Travel  71200 International Consultant  75700 Training, Workshops & Confer  72500 Supplies | 20,178.72  32,400.00  54,000.00  3,581.28 | |
| Norway | 71600 Travel  71200 International Consultant  75700 Training, Workshops & Confer  72500 Supplies | 35,873.28  57,600.00  96,000.00  6,366.72 | |
| * Support NEC to promote a media- and non-media-based public awareness campaign about its mandate and key electoral policy issues | X | x |  |  | UNDP/UNMISS | DFID | 71600 Travel  72400 Communication & Audio Visual Equip  72500 Supplies | 18,000.00  3,600.00  1,015.20 | |
| Norway | 71600 Travel  72400 Communication & Audio Visual Equip  72500 Supplies | 32,000.00  6,400.00  1,804.80 | |
| * Bridge funding support for the rental of NEC Headquarters (if required) | X | x |  |  | UNDP/UNMISS | DFID | 73100 Rental & Maintenance-Premises | 16,200.00 | |
| Norway | 73100 Rental & Maintenance-Premises | 28,800.00 | |
| **Sub-total Activity Result 3.1** | | | | | | |  | 413,820.00 | |
| **GMS (7%)** | | | | | | | 75100 –Facility and Administration | 28,967.40 | |
| **Total Activity 3.1** | | | | | | |  | 442,787.40 | |
| **Activity Result 3.2: NEC capacity improved to prepare key policy documents, a concept of operations, operational plan, and elections budget for 2015** | | | | | | | | | |
| * Provide technical and advisory support (e.g. recruitment of UN Chief Electoral Advisor) to NEC to develop key policy and planning documents * Gender and Inclusive Participation Policy * Concept of Operations and plan * Elections budget * In collaboration with the Ministry of Interior, development of a National Elections Security Plan | X | x |  |  | UNDP/UNMISS | DFID | 71200 International Consultant  71600 Travel  75700 Training, Workshops & Confer | 16,200.00  3,600.00  453.60 | |
| Norway | 71200 International Consultant  71600 Travel  75700 Training, Workshops & Confer | 28,800.00  6,400.00  806.40 | |
| **Sub-total Activity Result 3.2** | | | | | | |  | 56,260.00 | |
| **GMS (7%)** | | | | | | | 75100 –Facility and Administration | 3,938.20 | |
| **Total Activity 3.2** | | | | | | |  | 60,198.20 | |
| **Activity Result 3.3: NEC capacity improved to undertake transparent and inclusive recruitment of State High Committees and its administrative staff at all levels** | | | | | | | | | |
| * Provide technical, policy and material support to the NEC on personnel recruitment (at national and state levels), including advertisements when require | X | x |  |  | UNDP/UNMISS | DFID | 71200 International Consultant  71600 Travel  75700 Training, Workshops & Confer | 16,200.00  43,200.00  1,670.40 | |
| Norway | 71200 International Consultant  71600 Travel  75700 Training, Workshops & Confer | 28,800.00  76,800.00  2,969.60 | |
| * Provide material and technical support to NEC and SHCs for the training and orientation of new personnel | X | x |  |  |  | DFID | 71600 Travel  75700 Training, Workshops & Confer | 1,814.40  17,064.00 | |
| Norway | 71600 Travel  75700 Training, Workshops & Confer | 3,225.60  30,336.00 | |
| **Sub-total Activity Result 3.3** | | | | | | |  | 222,080.00 | |
| **GMS (7%)** | | | | | | | 75100 –Facility and Administration | 15,545.60 | |
| **Total Activity 3.3** | | | | | | |  | 237,625.60 | |
| **Activity Result 3.4: UNITE project formulation, including resource mobilization and setting up project management structures, and UN liaison with donors and national stakeholders in preparation for the 2015 elections** | | | | | | | | | |
| * Support UNITE project formulation, resource mobilization, and liaison with donors and national stakeholders | X | x |  |  | UNDP/UNMISS | DFID | 71600 Travel  75700 Training, Workshops & Confer | 4,766.40  4,233.60 | |
| Norway | 71600 Travel  75700 Training, Workshops & Confer | 8,473.60  7,526.40 | |
| * Conduct elections infrastructure and assets audit | X | x |  |  |  | DFID | 71300 Local Consultant  71600 Travel  72500 Supplies | 5,400.00  3,240.00  360.00 | |
| Norway | 71300 Local Consultant  71600 Travel  72500 Supplies | 9,600.00  5,760.00  640.00 | |
| * Support a national engagement forum of donors, government, CSO, UN to reflect on lessons learned from the 2010 elections and 2011 referendum | X | x |  |  |  | DFID | 71600 Travel  75700 Training, Workshops & Confer | 10,202.40  2,397.60 | |
| Norway | 71600 Travel  75700 Training, Workshops & Confer | 18,137.60  4,262.40 | |
| **Sub-total Activity Result 3.4** | | | | | | |  | 85,000.00 | |
| **GMS (7%)** | | | | | | | 75100 –Facility and Administration | 5,950.00 | |
| **Total Activity 3.4** | | | | | | |  | 90,950.00 | |
| **Activity Result 3.5: Project Management Properly carried out** | | | | | | | | | |
| Project Protifolio Manager (P4) (65% of proforma)) | x | x | x | x | UNDP | DFID | 61300 Salary & Post AdjCst-IP  61300 Salary & Post AdjCst-IP  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71200 International Consultant  71600 Travel  72500 Supplies  75700 Training, Workshops  73100 Rental & Maintenance (3%)  74300 Contribution Costs (1%)  73500 Reimbursement Costs (1%) | 39,698.33  4,337.10  2,987.95  2,987.95  2,987.95  2,032.41  1,291.02  765.48  16,200.00  1,000.00  1,000.00  1,943.54  10,710.28  3,570.09  3,570.09 | |
| Finance Specialist (P3) (25% proforma) | x | x | x | x |
| Project Officer (Grant Administrator) (SB4/5) ( 65% of proforam) |  |  |  |  |
| Project Officer ( CVE) ( SB4/5) (65% of proforma) |  |  |  |  | Norway | 61300 Salary & Post AdjCst-IP  61300 Salary & Post AdjCst-IP  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71400 Contractual Services Indiv  71200 International Consultant  71600 Travel  72500 Supplies  75700 Training, Workshops  73100 Rental & Maintenance (3%)  74300 Contribution Costs (1%)  73500 Reimbursement Costs (1%) | 70,574.82  7,710.40  5,311.92  5,311.92  5,311.92  3,613.18  2,295.14  1,360.86  28,800.00  11,000.00  9,124.75  3,995.16  19,553.77  6,517.92  6,517.92 | |
| Project Officer (CVE) (SB4/5) (65% of proforma) | x | x | x | x |
| Project Support Officer (SB4/2) (65% of proforma) |  |  |  |  |
| Project Assistant (SB3/2) (65% of proforma) | x | x | x | x |
| Driver (SB3/1) (65% of proforma) |  |  |  |  |
| International Consultant ( 90 days x $500/day ) | x | x | x | x |
| Organize Quarterly Project Board meetings, Conduct field Monitoring visits and Prepare and submit narrative and financial reports |  |  |  |  |
| **Sub-total Activity Result 3.5** | | | | | | |  | **290,092.55** | |
| **GMS (7%)** | | | | | | | 75100 –Facility and Administration | 20,306.48 | |
| **Total Activity Result 3.5** | | | | | | |  | 310,399.03 | |
| **Total Output 3** | | | | | | |  | 1,141,960.23 | |
|  | **Grand Total (Outputs 1, 2 and 3)** | | | | | | |  | **4,239,246.63** | |

1. **MANAGEMENT ARRANGEMENTS[[4]](#footnote-4)**
   1. **Management Arrangements for the Support to Constitutional Review Process**

The project will be managed by UNDP under UNDP’s Direct Implementation (DIM) modality, in close collaboration with the designated counterparts, as a Basket Fund (pooled fund) arrangement. UNDP will enter into individual bi-lateral agreements with donors and partners. An overarching memorandum of understanding (MoU) will be signed between the Government of the Republic of South Sudan, UNDP and donors for the management of the fund. The management structure described in the chart below is a structure specifically designed to manage the project to its conclusion. It consists of roles and responsibilities that bring together the various interests and skills involved in, and required by, the project.

**Project Organization Structure**

**Project Board**

**Project Assurance**

Team Leader and Programme Specialist

**Project Portfolio Manager**

**SENIOR BENEFICIARIES:**

NCRC, CSOs and Media

**EXECUTIVE:** NCRC, UNMISS

**SENIOR SUPPLIER:**

UNDP, UNMISS, Sudd, and Donors

**Project Support**

UNDP Country Office

* Operations
* Finance Specialist Section
* Project Assistant
* Driver

**Implementing Agent**

CSOs (Sudd Institute)

**Project Management Team**

Project Officer (Grant Administrator), Project Officer CVE (2) Project Support Officer

**The Project Board**

**A Project Board** will be established, and chaired by UNMISS, which will also provide Secretariat services, and the NCRC or designated government representative. The Project Board will be established under the umbrella of the Principals Consultative Forum and its Technical Consultative Forum for coordination of international support to the constitutional review process.[[5]](#footnote-5) Members of the board will be limited to twelve, and comprise donors contributing to the basket fund and representation from civil society and media. Observers to the Board may be invited at the Board’s discretion and may be called upon to provide technical clarity on implementation of the project activities on which they are collaborating with UNDP and the Project Team. UNMISS Political Affairs Division, through the focal point for constitutional review, will provide additional Secretariat services. The Board will meet on a monthly basis, or more frequently as required.

**United Nations Development Programme (UNDP)**

UNDP through its Democratic Governance and Stabilisation Unit will serve as a senior supplier to the Project Board for project quality assurance through the undertaking of oversight and independent assessments of the project activities, results, reporting and internal and external audit. UNDP recruits and places a Project Manager who will manage the implementation of the project supported by Project staff in coordination with UNMISS and the NCRC. In all project implementation decision-making, the inputs and guidance of the Senior Beneficiaries –, NCRC, , CSOs and media will be sought and applied as guidance to ensure that expectations are met in terms of quality of the project results. In this respect the principals and technical committees of the project, for the national constitutional review, will play lead role in ensuring implementation of the Project Board decisions, and in monitoring and evaluation of the project activities and results.

The Project Manager will be supported by project staff in the delivery of project outputs. The project team will make quarterly counterpart/field visits to interact with the project beneficiaries in order to monitor the quality and delivery of project outputs. If requested by the NCRC, Technical Advisors in the areas of Constitution-making and communications will be recruited and placed in NCRC. Whenever necessary, the project coordinates with UNDP and UNMISS field teams for the implementation of activity related to this project.

The Programme Specialist will closely coordinate with UNDP in ensuring that management systems (finance, procurement, human resources, M&E, etc.) are implemented efficiently and effectively and will act as liaison with UNDP, counterparts, implementing agencies and donors. The Programme Specialist will also be responsible to the Project Board for the financial performance and development results as indicated in the Result and Resources Framework (RRF). UNDP will also play the oversight and quality assurance role, monitoring and evaluating the project as objectively and independently as possible.

**Donors**

Besides providing the funding needed for activity implementation, the donors will provide general oversight through counterpart visits. Donor representatives will also be invited to accompany project staff on field visits where possible.

**Collaborative arrangements with related projects**

The project scope relates to the work being done by UNDP Support to Democracy and Participation, Support to Public Administration, and Support to Access to Justice and Rule of Law Programmes. Similarly, the Project will collaborate with UNMISS programmes such as Rule of Law, Political Affairs and Civil Affairs. Reports will be shared with the management of these programmes/projects to ensure that they are kept up-to-date with the progress and challenges in these areas. The project management of related projects will also be invited as observers to the project, as well as undertake joint field trips to the states where possible to ensure coordination and synergy in project implementation.

**Audit Arrangement**

Project accounts will follow standard UNDP Procedures. For funds that will be transferred to implementing partners through Letters of Agreements (LOA), auditing will follow the normal procedures required of those IP organizations.

**2.2 Management Arrangements for the Support to Elections**

The project will be managed by UNDP under UNDP’s Direct Implementation (DIM) modality, in close collaboration with the designated counterparts, as a Basket Fund (pooled fund) arrangement. UNDP will enter into individual bi-lateral agreements with donors and partners. An overarching memorandum of understanding (MoU) will be signed between the Government of the Republic of South Sudan, UNDP and donors for the management of the fund. The management structure described in the chart below is a structure specifically designed to manage the project to its conclusion. It consists of roles and responsibilities that bring together the various interests and skills involved in, and required by, the project.

**Project Organization Structure**

**Project Board**

**Project Assurance**

Team Leader and Programme Specialist

**Project Portfolio Manager**

**SENIOR BENEFICIARIES:**

NEC, CSOs and Media

**EXECUTIVE:**

NEC and UNMISS

**SENIOR SUPPLIER:**

UNDP, UNMISS, and Donors

**Project Support**

UNDP Country Office

* Operations
* Finance Specialist Section
* Project Assistant
* Driver

**Project Management Team**

Project Officer (Grant Administrator), Project Officer CVE) (2) Project Support Officer

**PIP Project Management**

The PIP will be a partnership between the GRSS, Donors and the UN prior to the establishment of the Basket Fund, in early Spring 2014. There will be consultations and information sharing before and during project implementation phase in order to ensure effective programmatic coordination and clear delineation of areas of support and responsibilities between the project and other actors. The project will be implemented in close collaboration with the national beneficiaries and stakeholders, especially the NEC as the primary counterpart.

The UNDP South Sudan Country Office through its Governance Focal Point will manage the PIP. An UNMISS recruited Chief Electoral Advisor, who will be co-located in the NEC with their endorsement, will serve as the chief technical advisor to the PIP and will work closely with the project team. PIP implementation will also be supported by existing technical advisors and specialists within UNMISS and UNDP including within the Ministry of Interior regarding the elections security plan, within Ministry of Justice regarding the enabling legislation.

**Governance and Coordination[[6]](#footnote-6)**

It is anticipated that all electoral support initiatives will be planned, resourced, coordinated and implemented under an Electoral Basket Fund (EBF). The key governance and coordination structures of the Fund are as follows:

Subject to the NAM recommendations, and the approval of the GRSS, an Elections Basket Fund Steering Committee (EBFSC) (or Project Board) has the overall authority for policy and decision-making on the planning and approval of electoral support provided under the Fund. This includes the setup and initiation of the Fund as a DIM Project, as well as its strategic direction, review and eventual closure. The EBFSC will be co-chaired by the NEC and UNMISS. While all contributing donors will be members of the EBFSC, other partners or stakeholders supporting the electoral process will have an observer status. It is proposed that that the EBFSCmeets every six weeks**.**

In the initiation phase, a Project Initiation Steering Committee (PISC) will be established. The terms of reference and scope of this Steering Committee will be limited to the decision-making on the planning and approval of electoral support provided under the project initiation phase. It is proposed the Project Initiation Steering Committee (PISC) meet on a bi-weekly basis and/or as required.

Subject to the NAM recommendations, and the approval of the GRSS an Elections Technical Working Group **(TWG)** will be established and it will be responsible for coordination, planning and review of electoral support, and providing technical advice and recommendations to inform policy and decision-making by the BFSC. TWG will be composed of representatives from the NEC, UNMISS, UNDP and donors and agencies providing technical assistance to the electoral process. The TWG will be co-chaired by NEC and UNMISS Chief Electoral Advisor and/or UNDP Principal Senior Electoral Advisor. It is proposed that the TWG meets at least fortnightly. More frequent meetings will be convened if deemed appropriate by the co-chairs of the TWG.

In the initiation phase, a technical working group may be established and terms of reference defined at the initiation of the Steering Committee. The terms of reference and scope of this TWG will be limited to providing technical advice and recommendations of electoral support provided under the project initiation phase.

Subject to the NAM recommendations, and the approval of the GRSS, the United Nations Integrated Team for Elections (UNITE) Project Management Unit (PMU) will be established within the NEC. The PMU will administer, manage and monitor the implementation of electoral support in line with the decision of the BFSC. The PMU will be responsible for the day-to-day running of the project and will serve as Secretariat to the BFSC. The PMU will submit quarterly narrative and financial reports to the BFSC. All transactions by the PMU will be overseen and quality assured by a dedicated programme team under UNDP’s Democratic Governance and Stabilization Unit.

In the initiation phase, a key deliverable of the project is to establish the UNITE Electoral Support Team. The terms of reference for key personnel will be based on the recommendations of the NAM report.

**Funding Mechanism**

An **Elections Basket Fund[[7]](#footnote-7)** arrangement is a mechanism for pooling, planning and programming resources to efficiently and effectively deliver electoral support, while ensuring policy coherence and programmatic alignment, harmonization and coordination between the National Elections Commission (NEC) and its development partners. UNDP would serve as the Responsible Party for managing the execution of the Fund, in line with its rules and regulations on Direct Implementation (DIM), under the overall authority and guidance of the a **Basket Fund Steering Committee (BFSC)** that serves as the Project Board. The DIM modality provides flexibility on the implementation and monitoring of electoral support initiatives through a variety of strategic partnerships, including Government, NGOs, CBOs, UN agencies and the Private Sector. It further provides a common forum for policy dialogue on elections between the NEC, development partners and other relevant stakeholders.

**Donors**

Besides providing the funding needed for activity implementation, the donors will provide general oversight through counterpart visits. Donor representatives will also be invited to accompany project staff on field visits where possible.

**Collaborative arrangements with related projects**

The project scope relates to the work being done by UNDP Support to Public Administration, Support to Access to Justice and Rule of Law and Community Security and Arms Control (CSAC) Programmes. Similarly, the Project will collaborate with UNMISS divisions such as Rule of Law, Political Affairs and Civil Affairs. Reports will be shared with the management of these programmes/divisions to ensure that they are kept up-to-date with the progress and challenges in these areas. The project management of related projects will also be invited as observers to the project, as well as undertake joint field trips to the states where possible to ensure coordination and synergy in project implementation.

**Audit Arrangement**

Project accounts will follow standard UNDP Procedures. For funds that will be transferred to implementing partners through Letters of Agreements (LOA), auditing will follow the normal procedures required of those IP organizations.

1. **MONITORING FRAMEWORK AND EVALUATION**

In accordance with the Programme Policies and Procedures outlined in the UNDP user guide, the project will be monitored through the following:

**Within Annual Cycle**

* On a quarterly basis, quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management Table.
* An Issue Log shall be activated in Atlas, maintained by the Finance Assistant and reviewed by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
* UNDP will conduct a risk analysis, after which 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, Project Progress Report (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 Learnt Log shall be activated and regularly updated to ensure on-going learning and adoption 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 a 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 elements of QPR as well us a summary of results achieved against pre-defined annual target 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. The review will be driven by the Project Board and involve other stake holders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

In addition:

* Under the substantive Electoral Basket Fund Arrangement, each implementing partner will submit quarterly, bi-annual and annual progress reports to UNDP for review and approval through the Technical Working Group. UNDP’s PMU will prepare and submit monitoring, progress and financial reports to the PIP Basket Fund Steering Committee (BFSC) through the Technical Working Group and reports are prepared in accordance with UNDP guidelines, policies and procedures.
* In the initiation phase, monthly programme updates, and two quarterly reports are proposed. At the end of the initiation phase project, a joint final results-based execution report will be produced by UNDP and UNMISS and submitted to donors. A workshop and/or roundtable session will be organized at the end of the project to evaluate its success and reflect on lessons learned.

**Quality Management for Project Activity Results**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OUTPUT 1: Policy dialogue between national and sub-national Governments strengthened** | | | | |
| **Activity Result 1.1**  **(Atlas Activity ID)** | Capacity of NCRC strengthened to effectively prepare for, manage and deliver inclusive and credible Constitution | | | Start Date: January 1, 2014  End Date: December 31, 2014 |
| **Purpose** | To facilitate intergovernmental dialogue between national and sub-national governments | | | |
| **Description** | **Planned actions to produce the activity result:**   * + - Support the organization of Governors’ Forums     - Support the organization of Commissioners’ Forums | | | |
| **Quality Criteria**  *how/with what indicators the quality of the activity result will be measured?* | | **Quality Method**  *Means of verification. What method will be used to determine if quality criteria has been met?* | **Date of Assessment**  *When will the assessment of quality be performed?* | |
| * # of Governors’ Forum organized * # Commissioners’ Forums organized | | Governors’ and Commissioners’ Forum Reports | End of Forum | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Output 2: The National Constitutional Review process effectively supported** | | | | |
| **Activity Result 2.1**  **(Atlas Activity ID)** | Capacity of NCRC strengthened to effectively prepare for, manage and deliver inclusive and credible Constitution | | | Start Date: January 1, 2014  End Date: December 31, 2013 |
| **Purpose** | To strengthen the capacity of NCRC | | | |
| **Description** | **Planned actions to produce the activity result:**   * Support NCRC to conduct public hearings and consultations with stakeholders including women and youth at state and county levels (as per NCRC’s Action Plan) * Support the preparation, printing and distribution of civic education and public consultation materials * Support printing and distribution of Transitional Constitution of Republic of South Sudan (TCRSS) Constitution * Support NCRC Media Strategy | | | |
| **Quality Criteria** | | **Quality Method**  *Means of verification. What method will be used to determine if quality criteria has been met?* | **Date of Assessment**  *When will the assessment of quality be performed?* | |
| * Extent to which the NCRC and state coordination offices are functioning * # of CSOs/Media applied and accessed grants * # of outreach Civic Education programmes organized by CSOs/Media and other implementing partners * Development and timely presentation of the draft constitution | | NCRC consultation and workshop reports | Quarterly | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Output 2: The National Constitutional Review process effectively supported** | | | | |
| **Activity Result 2.2**  **(Atlas Activity ID)** | Constitutional Review Civic Education programmes supported through civil society organizations and media | | | Start Date: January 1, 2014  End Date: December 31, 2013 |
| **Purpose** | Support Civic Education programmes of CSOS and Media | | | |
| **Description** | **Planned actions to produce the activity result:**   * Support Radio and TV programmes to raise awareness of constitutional review process and content of constitution through educational messaging (e.g. public service announcements, talk shows, interviews, jingles, drama, and coverage of press conferences) * Support print and media campaign (e.g. posters, stickers, banners, billboards, t-shirts, caps, bags, wristbands, etc.); placement of advertisements and information in major newspapers * Support CSOs to conduct trainings, seminars, and community consultations; workshops held across the country to solicit the views of people at the grassroots level * Support the training of trainers for civil society and media personnel on the content of the constitution and how to best reach their communities | | | |
| **Quality Criteria** | | **Quality Method**  *Means of verification. What method will be used to determine if quality criteria has been met?* | **Date of Assessment**  *When will the assessment of quality be performed?* | |
| * Extent to which the NCRC and state coordination offices are functioning * # of CSOs/Media applied and accessed grants * # of outreach Civic Education programmes organized by CSOs/Media and other implementing partners * Development and timely presentation of the draft constitution | | CSOs and Media Civic Education workshops/meetings reports, | Quarterly | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Output 3: The South Sudan 2015 Elections processes effectively supported** | | | | |
| **Activity Result 3.1**  **(Atlas Activity ID)** | **NEC capacity improved to engage in outreach activities and stakeholder consultations to prepare for the 2015 elections** | | | Start Date: January 1, 2014  End Date: December 31, 2013 |
| **Purpose** | Strengthen the capacity of NEC | | | |
| **Description** | **Planned actions to produce the activity result:**   * NEC consultative meetings and information with key electoral stakeholders (government, political parties, civil society, media and donor community) in order to generate consensus on key policy issues facing the 2015 elections * Support NEC to promote a media- and non-media-based public awareness campaign about its mandate and key electoral policy issues * Bridge funding support for the rental of NEC Headquarters | | | |
| **Quality Criteria** | | **Quality Method**  *Means of verification. What method will be used to determine if quality criteria has been met?* | **Date of Assessment**  *When will the assessment of quality be performed?* | |
| * # of NEC consultations with stakeholders * # of NEC media adverts to inform and update public about NEC * # of policy and planning documents produced * NEC staff at state and local levels recruited and deployed/placed * Full-fledged Elections Basket Fund project document developed * # of engagement forums organized * Infrastructure audit completed (at national and state levels) | | NEC consultation and workshop reports, | Quarterly | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Output 3: The South Sudan 2015 Elections processes effectively supported** | | | | |
| **Activity Result 3.2:**  **(Atlas Activity ID)** | **NEC capacity improved to prepare key policy documents, a concept of operations, operational plan, and elections budget for 2015** | | | Start Date: January 1, 2014  End Date: December 31, 2013 |
| **Purpose** | Support NEC to prepare key policy documents | | | |
| **Description** | **Planned actions to produce the activity result:**   * Provide technical and advisory support (e.g. recruitment of UN Chief Electoral Advisor) to NEC to develop key policy and planning documents * Gender and Inclusive Participation Policy * Concept of Operations and plan * Elections budget * In collaboration with the Ministry of Interior, development of a National Elections Security Plan | | | |
| **Quality Criteria** | | **Quality Method**  *Means of verification. What method will be used to determine if quality criteria has been met?* | **Date of Assessment**  *When will the assessment of quality be performed?* | |
| * Extent to which the NCRC and state coordination offices are functioning * # of CSOs/Media applied and accessed grants * # of outreach Civic Education programmes organized by CSOs/Media and other implementing partners * Development and timely presentation of the draft constitution | | Publish key policy document | Bi-Annual | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Output 3: The South Sudan 2015 Elections processes effectively supported** | | | | |
| **Activity Result 3.3:**  **(Atlas Activity ID)** | **NEC capacity improved to undertake transparent and inclusive recruitment of State High Committees and its administrative staff at all levels** | | | Start Date: January 1, 2014  End Date: December 31, 2013 |
| **Purpose** | Support NEC to recruit and place SHC and other personnel | | | |
| **Description** | **Planned actions to produce the activity result:**   * Provide technical, policy and material support to the NEC on personnel recruitment (at national and state levels), including advertisements when require * Provide material and technical support to NEC and SHCs for the training and orientation of new personnel | | | |
| **Quality Criteria** | | **Quality Method**  *Means of verification. What method will be used to determine if quality criteria has been met?* | **Date of Assessment**  *When will the assessment of quality be performed?* | |
| * Extent to which the NCRC and state coordination offices are functioning * # of CSOs/Media applied and accessed grants * # of outreach Civic Education programmes organized by CSOs/Media and other implementing partners * Development and timely presentation of the draft constitution | | NEC recruitment reports | Bi-Annual | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Output 3: The South Sudan 2015 Elections processes effectively supported** | | | | |
| **Activity Result 3.4:**  **(Atlas Activity ID)** | **UNITE project formulation, including resource mobilization and setting up project management structures, and UN liaison with donors and national stakeholders in preparation for the 2015 elections** | | | Start Date: January 1, 2014  End Date: December 31, 2013 |
| **Purpose** | To support the development and finalization of the full-fledged Election Basket Fund document | | | |
| **Description** | **Planned actions to produce the activity result:**   * Support UNITE project formulation, resource mobilization, and liaison with donors and national stakeholders * Conduct elections infrastructure and assets audit * Support a national engagement forum of donors, government, CSO, UN to reflect on lessons learned from the 2010 elections and 2011 referendum | | | |
| **Quality Criteria** | | **Quality Method**  *Means of verification. What method will be used to determine if quality criteria has been met?* | **Date of Assessment**  *When will the assessment of quality be performed?* | |
| * Extent to which the NCRC and state coordination offices are functioning * # of CSOs/Media applied and accessed grants * # of outreach Civic Education programmes organized by CSOs/Media and other implementing partners * Development and timely presentation of the draft constitution | | Election Basket fund document, Infrastructure audit report, NEC consultation workshop reports | Bi-Annual | |

**IV. LEGAL CONTEXT**

The 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 Standard Basic Assistance Agreement (SBAA) and all CPAP provisions apply to this document.

Consistent with the Article III of the SBAA, the responsibility for the safety and security of the implementing partners and its personnel and property, and of UNDP’s property in the implementing partners’ custody, rests with the implementing partner.

The implementing partner shall:

* 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
* Assume all risks and liabilities related to implementing partner’s security, and the full implementation of 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](http://www.un.org/Docs/sc/committees/1267/1267ListEng.html). This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

**Annex 1:****OFFLINE RISK LOG**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Description** | **Risk Likelihood/Impact** | **IC Response/Mitigation** |
| 1. Delays in the formal legal preparatory work to enable parties to participate in elections | * Parties are required to register with the **Political Parties Council** – which is yet to be fully operational. * Parties themselves have insufficient information on the requirements and necessary action to be taken. * Unregistered parties cannot participate. | Medium/Medium | * The International Community can aid in providing expertise and capacity development to the PPC; * Engage with political parties in creating support for the PPC and information about the requirements of registering. |
| 1. Delays in National Census as basis for information on districts | * A national census is a constitutional requirement for elections to enable delineation and determination of voting districts. * The National Census planning process in the very early stages and limited indicative financial resources with limited implementation windows. * A constitutional amendment would be necessary to hold elections without a national census. | High/Medium | * Also seek timely and acceptable result of the census that can be used for determining the size and delineation of the districts. * Identify alternatives to conducting elections without a new census (e.g. extensive voter registration process). |
| 1. Delays in the institutional set up of the elections, in particular the Political Parties Council and NEC | * The National Elections Commission has yet to establish State High Committees and funding is still pending from GRSS * The PPC has been established but members are yet to be sworn in * This delays planning for the conduct of elections including the registration of political parties | Medium/Medium | * The International Community to engage with the GRSS, National Assembly and Parties to expedite the selection and approval of the NEC membership * The International Community should provide technical advice and support to the NEC as soon as practicable; * Request the GRSS and NEC to extend an invitation to the IC for elections support as soon as possible and commence discussions with GRSS on the scope and conditions of support. |
| 1. Delays in release of the financial contributions | * The NEC and National Census planning has been hampered, in part, from delays in release of funds. | Medium/Medium | * Work together with the GRSS so set up an appropriate budget estimate for the elections as part of the expert advice; * Ensure the setting up of an elections basket fund and pre-election fund. * Engage in high-level discussions regarding the scope and conditions of financial support commencing at the New Deal Compact. * Encourage GRSS participation in Steering Committee for arrangement of funds, which would include clear timelines for the release of funds. |
| 1. Insecurity in certain areas of South Sudan | Recurrent tribal clashes/confrontation in some states may significantly delay and slows down project implementation activities of the National Election Commission. | Medium to High/Medium | * Support the GRSS to develop an Elections Security Plan * Support to the SNPSS as instrument of stability prior, during and after elections; * Should the situation remain unchanged, plan for far reaching logistical support through the United Nations for the elections; * Work with the GRSS and parties on a proactive information campaign on elections; * Plan for sufficient international and national long and short term observers on the ground for pre- and post-electoral elections monitoring in the substantive programme document. |
| 1. Funds are not used for the intended purposes; are not properly recorded and accounted for; and do not achieve the value-for-money objectives of the programmes they finance. | * The National Elections Commission currently does not have strong Public Financial Management System (PFM) for recording adequately and transparently the budgetary transactions. * Accountability mechanisms (the institutional arrangements) through which NEC can report on the use of public funds are also weak. | Low/Low | * The project is implemented by UNDP through the Direct Implementation (DIM). Strictly apply UNDP’s procurement policies and procedures, human resource management system, and financial rules and regulations, including monthly and quarterly monitoring of expenditures. * As part of the broader Electoral Capacity Building Initiative, UNDP will strengthen NEC’s PFM system to mitigate fiduciary risk in the medium and long term. |

**ANNEX 2: Staffing Table**

1. **Constitution Review Process ( Covers 65% of staff cost)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sn | **Name of Position** | **International/National** | **Number of Months** | **Proforma Cost (USD)** | **Budget in AWP** | |
| **Output** | **Activity Result** |
|  | **Output 1: Capacity of accountability and oversight institutions strengthened and policy dialogue between national and sub-national Governments improved** | | | | | |
|  | Project Portfolio Manager (P4) (65%) | International | 12 | 315,066.14 | **Output 2** | Activity Result 2.3 |
|  | Programme Specialist (P3) (65%) | International | 12 | 275,371.60 | **Output 2** | Activity Result 2.3 |
|  | Finance Specialist (P3) (25% of 65%) | International | 6 | 275,371.60 | **Output 2** | Activity Result 2.3 |
|  | Project Officer (Grant Administrator) (SB4/5) (65%) | National | 6 | 47,427.84 | **Output 2** | Activity Result 2.3 |
|  | Project Officer (CVE) (SB4/5) (65%) | National | 6 | 47,427.84 | **Output 2** | Activity Result 2.3 |
|  | Project Officer (CVE) (SB4/5) (65%) | National | 6 | 47,427.84 | **Output 2** | Activity Result 2.3 |
|  | Project Support Officer (SB4/2) (65%) | National | 6 | 32,260.55 | **Output 2** | Activity Result 2.3 |
|  | Project Assistant (SB3/2) (65%) | National | 6 | 20,492.30 | **Output 2** | Activity Result 2.3 |
|  | Driver (SB3/1) (65%) | National | 6 | 12,150.53 | **Output 2** | Activity Result 2.3 |

1. **Support to Election (Covers 35% of staff cost)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sn | Name of Position | International/National | Number of Months | Proforma Cost | Budget in AWP | |
| Output | Activity Result |
|  | **Output 1: Capacity of accountability and oversight institutions strengthened and policy dialogue between national and sub-national Governments improved** | | | | | |
|  | Project Portfolio Manager (P4) (35%) | International | 12 | 315,066.14 | **Output 3** | Activity Result 3.5 |
|  | Programme Specialist (P3) (35%) | International | 12 | 275,371.60 | **Output 3** | Activity Result 3.5 |
|  | Finance Specialist (P3) (25% of 35%) ) | International | 6 | 275,371.60 | **Output 3** | Activity Result 3.5 |
|  | Project Officer (Grant Administrator) (SB4/5) (35%) | National | 6 | 47,427.84 | **Output 3** | Activity Result 3.5 |
|  | Project Officer (CVE) (SB4/5) (35%) | National | 6 | 47,427.84 | **Output 3** | Activity Result 3.5 |
|  | Project Officer (CVE) (SB4/5) (35%) | National | 6 | 47,427.84 | **Output 3** | Activity Result 3.5 |
|  | Project Support Officer (SB4/2) (35%) | National | 6 | 32,260.55 | **Output 3** | Activity Result 3.5 |
|  | Project Assistant (SB3/2) (35%) | National | 6 | 20,492.30 | **Output 3** | Activity Result 3.5 |
|  | Driver (SB3/1) (35%) | National | 6 | 12,150.53 | **Output 3** | Activity Result 3.5 |

**ANNEX 3: Communication and Knowledge Management Plan**

* 1. **Support to Governors’ and Commissioners’ Forums**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sn** | **Communication Activities** | **Support needed from PPSCU** | **Responsibility** |
| **A** | **Support to Governors’ and Commissioners’ Forums in the production of key reports** | | |
| **1** | **Governors’ Forum Report** | **Yes** | **Project Manager** |
| **2** | **Commissioners’ Forum Reports** | **Yes** |  |
| B | **Support Governors’ and Commissioners’ Forums in promoting key events via media advisories, press releases, publicizing on the UNDP website, production of supporting documentation, etc.** | | |
| **1** | **Governors’ Forum press release** | **Yes** | **Project Manager** |
| **2** | **Commissioners’ Forum press release** | **Yes** | **Project Manager** |
| **C** | **Increase public awareness about the work, results and impact of UNDP’s Governors’ and Commissioners’ Forums programme through radio shows, scheduling interviews, and publicizing knowledge products.** | | |
| **1** | **Governors’ Forum radio interview** | **Yes** | **Project Manager** |
| **2** | **Commissioners’ Forum Reports radio interview** | **Yes** | **Project Manager** |
| **D** | **Promote UNDP South Sudan’s work on the Governors’ and Commissioners’ Forums Global by submitting stories to HQ, supporting the unit to post updates on Teamworks** | | |
|  | **Post updates of the Governors’ and Commissioners’ Forums on Teamworks** |  |  |
| **E** | **Incorporate Governors’ and Commissioners’ Forums projects, results and messaging into UNDP corporate communications and ensure projects are highlighted appropriately in the Newsletter, Annual Report, website, and other UNDP-wide publications**. | | |
|  | **Prepare highlights of the Governors’ and Commissioners’ Forums in UNDP Corporate communication** | **Yes** | **Project Manager** |
| **F** | **Knowledge Management** |  |  |
|  | Presenting new knowledge products in Programme Team Meetings with opportunities for discussion | **Yes** | **Project Manager** |
|  | Developing 1-page summaries for new knowledge products to share on intranet for all staff to view. | **Yes** | **Project Manager** |

**3.2 Support to Constitutional Review Process**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sn** | **Communication Activities** | **Support needed from PPSCU** | **Responsibility** |
| **A** | **Support to Support to Constitutional Review Process in the production of key reports** | | |
|  | It would be helpful if PPSCU could assist in reviewing key reports to donors to report on NCRC’s state visits and the implementation of grants for the constitutional review process. | **Yes** | **Project Manager** |
| B | **Support to Support to Constitutional Review Process in promoting key events via media advisories, press releases, publicizing on the UNDP website, production of supporting documentation, etc** | | |
|  | PPSCU could assist with drafting announcements for the grants mechanism for newspapers and the radio as well as posting on UNDP’s website. Securing airtime with Radio Miraya and other radio stations would be beneficial. | **Yes** | **Project Manager** |
| **C** | **Increase public awareness about the work, results and impact of UNDP’s Support to Constitutional Review Process programme through radio shows, scheduling interviews, and publicizing knowledge products.** | | |
|  | Organize radio show on the constitution review process | **Yes** | **Project Manager** |
| **D** | **Promote the work of UNDP South Sudan does on Support to Constitutional Review Process to UNDP Global by submitting stories to HQ, supporting the unit to post updates on Teamworks** | | |
|  | Given the current team size of the Democracy and Participation Programme, supporting Teamworks updates has not been possible. Support in this area would be most welcome. | **Yes** | **Project Manager** |
| E | **Incorporate Support to Constitutional Review Process projects, results and messaging into UNDP corporate communications and ensure projects are highlighted appropriately in the Newsletter, Annual Report, website, and other UNDP-wide publications.** | | |
|  | **Prepare highlights of the Constitution review process in UNDP Corporate communication** | **Yes** | **Project Manager** |
| **F** | **Knowledge Management** |  |  |
|  | Presenting new knowledge products in Programme Team Meetings with opportunities for discussion | **Yes** | **Project Manager** |
|  | Developing 1-page summaries for new knowledge products to share on intranet for all staff to view. | **Yes** | **Project Manager** |

**3.3 Supports to Election**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sn** | **Communication Activities** | **Support needed from PPSCU** | **Responsibility** |
| **A** | **Support to Support to Elections in the production of key reports** | | |
|  | It is anticipated that a monthly “update” bulletin will be produced. PPSCU could assist with design production. As an elections date nears, these bulletins will be more frequent. | **Yes** | **Project Manager** |
| B | **Support to Support to Elections in promoting key events via media advisories, press releases, publicizing on the UNDP website, production of supporting documentation, etc.** | | |
|  | Assistance would be welcome to advertise and document stakeholder engagements with the NEC. | **Yes** | **Project Manager** |
| **C** | **Increase public awareness about the work, results and impact of UNDP’s Support to Elections programme through radio shows, scheduling interviews, and publicizing knowledge products.** | | |
|  | Assistance to the NEC to secure interviews with Radio Miraya and other networks. | **Yes** | **Project Manager** |
| **D** | **Promote UNDP South Sudan’s work on Support to Elections to UNDP Global by submitting stories to HQ, supporting the unit to post updates on Teamworks** | | |
|  | Given the current team size of the Democracy and Participation Programme, supporting Teamworks updates has not been possible. Support in this area would be most welcome. | **Yes** | **Project Manager** |
| E | **Incorporate Support to Elections projects, results and messaging into UNDP corporate communications and ensure projects are highlighted appropriately in the Newsletter, Annual Report, website, and other UNDP-wide publications.** | | |
|  | **Prepare highlights of the Elections process in UNDP Corporate communication** | **Yes** | **Project Manager** |
| **F** | **Knowledge Management** |  |  |
|  | Presenting new knowledge products in Programme Team Meetings with opportunities for discussion | **Yes** | **Project Manager** |
|  | Developing 1-page summaries for new knowledge products to share on intranet for all staff to view. | **Yes** | **Project Manager** |

**ANNEX 4: Procurement Plan**

**This will be done separately**

1. *E.g. Provide grants for training on media regulations to improve reporting quality on constitutional review process in a fair, accurate, and balanced manner. This could include trainings for Communication Officers at CSOs and within the media.*  [↑](#footnote-ref-1)
2. . *This is allocated for PPSU’s quality result management activities* [↑](#footnote-ref-2)
3. *. The* ***outputs in the Prodoc are the Activity Results in the AWP*** [↑](#footnote-ref-3)
4. . For the Constitution Review Process, please refer Annex [↑](#footnote-ref-4)
5. *. Please see Annex 4 for Roles and Responsibilities*  [↑](#footnote-ref-5)
6. . (a) Other coordination and information sharing mechanisms can be established by the approval of the Basket Fund Steering Committee (BFSC). (b) ToRs on the BFSC, TWG and PMU to be reviewed at the first meeting of the TWG, and subsequent approval by the BFSC. [↑](#footnote-ref-6)
7. To be fully established based on NAM recommendations [↑](#footnote-ref-7)