

Government of the Syrian Arab Republic

Speaker of the Parliament

&

The United Nations Development Programme

**Strengthening the Institutional Capacity of the People's
Assembly of Syria, Phase II**

SYR/07/014

Brief Description

This project aims at enhancing the institutional capacity of the parliament leading and corresponding to sustainable social, economic and human development priorities in Syria. The project will apply an integrative approach leveraging information technology, policy research, optimizing the traditional library, activating the e-library and developing the capacity of the secretariat staff, elected members and standing committees.

The project will also foster dialogue and communication between the Parliament and Syrian citizens, voters and local community groups through an improved Help Desk system.

COVER PAGE

Country: Syrian Arab Republic

UNDAF Outcome(s)/Indicator(s):

UNDAF Outcome 2: Efficiency and accountability of governance structures at central and local levels strengthened by Government, civil society and the private sector towards sustainable development

Indicator: Degree of inclusion of information issued from database and facilities developed (DevInfo, ICMIS, and Parliament research unit) in policy/legislation making

Expected Outcomes/Indicators (CP outcomes linked to the SRF/MYFF goal and service line)

B. 1 Policy and decision-making supported by quality information and analyses

MYFF Goal 2. Fostering democratic governance

Service Line: Parliamentary development

Expected Output(s)/Indicator(s):

B.1.1. Access to information for decision-making strengthened including capacity building of public institutions to use ICT

Indicator: - Professional researchers advice available to Parliamentary committees.

Implementing partner:

People's Assembly

Responsible Parties:

People's Assembly

Programme Period: **2007 - 2011**
 Programme Component: **Democratic Governance**
 Project Title: **Strengthening the Institutional Capacity of the People's Assembly of Syria, Phase II**
 Project ID: **SYR/07/014**
 Project Duration: **two years (1/9/2007 – 31/8/2009)**
 Management Arrangement: **NEX**

Total Budget **US\$ 200,000**

Allocated resources

- Government _____
- UNDP TRAC **US\$ 200,000**
- Other:
 - Donor _____
- In kind contributions _____

Agreed by: **H.E. Dr. Mahmoud Al-Abrach**
Speaker of the Parliament
On behalf of the Implementing Partner

9-8-2007
Date:

Agreed by: **H.E. Dr. Tayssir Al-Raddawi**
Head of the State Planning Commission
On behalf of the Syrian Government

9-8-2007
Date:

Agreed by: **Mr. Ali Al-Za'tari**
Resident Representative – UNDP

9-8-2007
Date:

The UN exchange rate prevailing at the signature date of the project is US\$ 1 = SP 49.90

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1. Situation Analysis and Background:

On May 7th 2007, it was announced the 9th Legislative Round with 250 parliament members on board representing various layers of the Syrian society and political parties. 170 members were newly elected including 31 women members. The Speaker of the Parliament was re-elected and presented his auth before the parliament to take over his third run. In this occasion, the Syrian President gave a comprehensive speech before the new parliament members providing them with his expectations vis-à-vis the government reform agenda and the 10th Five Year Plan.

Building on previous efforts and lessons learned emerged throughout the implementation of the UNDP project "Strengthening the Institutional Capacity of the People's Assembly in Syria", on which Parliament officials and members revealed keen interest to benefit from its outcomes that aimed at modernizing the tools and mechanisms which were implemented in the various Secretariat departments, the Parliament administration has again expressed the interest to pursue cooperation in Parliamentary development with the aim to strengthen the governance role of the Parliament. The primary goal of the project's first phase was to assist and enhance the legislative role of the parliament. The last Tripartite Project Review has also pointed out the new areas of interest and priorities where the Parliament administration has stressed on and to be entailed in the new project document. There was a considerable interest to develop the legislative process through developing the human resources in the parliament and activating the e-library. Moreover, the People's Assembly administration has also stressed on the necessity to work on enhancing the communication strategy between the People's Assembly and the citizen as well as strengthening the People's Assembly monitoring role.

Through subsequent missions were carried out by UNDP parliamentary experts during the period 2002-2006, where a strong motivation emerged in People's Assembly to implement a rather comprehensive capacity building program encompassing institutional strengthening as well as enhancing People's Assembly's various legislative functions. Subsequent missions also followed in October 2003 and June 2004 as part of the project's first phase to ensure that the program continues to address current policy challenges and priorities that the people's Assembly faces.

The vision and concept relating to the role of People's Assembly to social development remains a policy area that needs to be reinforced throughout the activities of the program. This observation prevailed from the discussions regarding the role of the team of researchers in strengthening the role of committees in producing social and economic policies that more adequately address national priorities and public interests.

Enhancing good governance principles and practices underlines UNDP's support to the ultimate goals and objectives of this program. Thus, readily available research on draft bills and legislation under discussion or debate in People's Assembly, and direct access to the wealth of information found in academic institutions, policy and research centres and community organizations are key to enhancing the role of the Assembly in the

legislation process and assisting Members to make better and more informed decisions and public policy choices. Further, fostering and encouraging policy dialogue between People's Assembly and citizens, voters and local community groups and organizations will positively impact the performance of People's Assembly. Finally, strengthening the structures and mechanisms available to People's Assembly, will enhance relations with the wider society and establish stronger ties with voters, citizens in particular in remote rural areas.

The first phase of the project enhanced the research capacity and information services in parliament, after access to research, data, policy papers and studies were limited and inadequately available to both committees and the public. The project also strengthened the access to accurate data and reliable sources of information by introducing information technology into parliament's processes, as well as legislative process and information services.

The second phase of the project will focus on two main outputs:

1. Strengthening the legislative process through developing capacities of the People's Assembly cadre and activating its e-library and database system.
2. Enhancing the interaction mechanisms and communication between the People's Assembly and the Syrian citizen.

2. UNDP Strategy:

Building on previous experiences of the previous project, support to parliamentary process was agreed upon with the State Planning Commission and the People's Assembly as one of the key activities for UNDP in Syria articulated in the recently signed UN Assistance Development Framework (UNDAF 2007-2011). UNDAF clearly specifies "strengthening the efficiency and accountability of governance structures" as a primary area of focus and "accountability of executive bodies reinforced, towards the public and in relation to committed UN Conventions and treaties".

UNDP has already provided assistance to strengthen the parliament institutional role, as well as the capacity and effectiveness of parliaments throughout the previous projects. For the most part, UNDP assistance has been channeled towards activities that strengthen parliamentary operations, and develop the capacity of parliamentarians and the secretariat staff so that they can perform their functions more effectively.

Moreover, and besides the widely recognized comparative advantage of UNDP as a trusted and impartial partner of Governments UNDP also brings strengths and technical expertise particularly relevant to strengthening legislatures.

The project will adopt a strategy to address sustainable human development themes from the following principal angles:

- Enhancing good governance practices such as transparency, accountability and public participation, through strengthening legislative processes.
- Capacity development to parliament staff with advanced skills and knowledge in information technology, policy research, development and analysis and exposure to new techniques in the legislative development field.

3. Partnership Strategy:

The main aspects of this strategy can be summarized as follows:

- 1- Based on a participatory decentralized approach, the Project will be managed by a National Project Director contracted with UNDP Country Office.
- 2- The Project will try to ensure optimal use of local capacities and institutions.
- 3- The Project will build an authentic database to be used by legislative terms and become a model for other reform-oriented regional and Arab parliaments.
- 4- Local consultancy will be sought as far as possible together with benefiting from international and UN expertise in this field.
- 5- Sound management will be guaranteed through providing periodical progress reports reflecting commitment to project objectives and timeframes. There will also be a project/staff evaluations based on specific indicators to show the project strengths and weaknesses.
- 6- The project will work closely with the State Planning Commission and People's Assembly to mobilize resources to meet the requirements of the second phase which coincides with a new parliamentary round.

The project will have a two-level management: one at the Government level and the other at the project level, in addition to the project board among SPC, People's Assembly and UNDP.

Timeframe:

The project will be implemented over a period of two years starting in September 2007 until August 2009.

3. Results and Resources Framework II (IP) (2007-2009/ 2 years)

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework: B. 1 Policy and decision-making supported by quality information and analyses</p>
<p>Intended Outputs as stated in the Country Programme Results and Resource Framework: B.1.1. Access to information for decision-making strengthened including capacity building of public institutions to use ICT Indicator: - Professional researchers advice available to Parliamentary committees.</p>
<p>MYFF Goal 2. Fostering democratic governance Service Line: Parliamentary development</p>
<p>Partnership Strategy : The main aspects of this strategy can be summarized as follows:</p> <ul style="list-style-type: none"> 7- Based on a participatory decentralized approach, the Project will be managed by a National Project Director contracted with UNDP Country Office. 8- The Project will try to ensure optimal use of local capacities and institutions. 9- The Project will build an authentic database to be used by legislative terms and become a model for other reform-oriented regional and Arab parliaments. 10- Local consultancy will be sought as far as possible together with benefiting from international and UN expertise in this field. 11- Sound management will be guaranteed through providing periodical progress reports reflecting commitment to project objectives and timeframes. There will also be a project/staff evaluations based on specific indicators to show the project strengths and weaknesses. 12- The project will work closely with the State Planning Commission and People's Assembly to mobilize resources to meet the requirements of the second phase which coincides with a new parliamentary round. 13- The project will have a two-level management: one at the government level and the other at the project level, in addition to the project board among SPC, People's Assembly and UNDP.
<p>Project title and ID (ATLAS Award ID): SYR/07/014 - Strengthening the Institutional Capacity of the People's Assembly of Syria, Phase II</p>

Intended Outputs	Output Targets for (years)	Indicative Activities	Responsible parties	Inputs
<p>Output1:</p> <p>The legislative process strengthened through developing the human resources in the parliament and activating the e-library</p>	<p>1.1 Supporting the Parliament committees</p> <p>Indicators:</p> <ul style="list-style-type: none"> - # of studies and researches provided to committees - 4 researches appointed to support 3 committees 	<p>1.1.1 Capacity of the research unit team enhanced and new research teams assigned for two committees.</p> <p>1.1.2 Provide the committees with all the required information, researches and studies related to draft laws.</p>	<p>Syrian Parliament</p>	<p>Contractual services (NPD) (2,200 * 24 = 52,800 \$)</p> <p>Contractual services (Admin & Finance Assis) (700 * 24 = 16,800 \$)</p> <p>Equipment (IT & office) & Stationary 1,000 \$</p> <p>Rental & Maintenance of Other Equip expenses 1000 \$</p> <p>2 researchers for 2 committees. (one year) (700 * 12 * 2 = 16,800 \$)</p>
	<p>1.2 Capacity of MPs and the secretariat staff enhanced.</p> <p>Indicator:</p>	<p>1.1.3 Provide MPs with data analysis support on legislative processes.</p> <p>1.2.1 Study tours to MPs and Secretariat Staff</p> <p>1.2.2 Workshops and seminars on themes to support the legislative strategy</p> <p>1.2.3 Capacity of staff at the legislation department enhanced on formulating legislations, information management and committees' support.</p>	<p>Syrian Parliament</p> <p>Syrian Parliament</p> <p>Syrian Parliament</p>	<p>2 researchers on data analysis and support (12 months) (700 * 12 = 16,800 \$)</p> <p>Filing, archiving requirements including stationary. 3,000 \$</p> <p>One study tour 20,000 \$</p> <p>Workshops expenses and researchers fees (4 workshops) 18,000 \$</p> <p>Training expenses 6,000 \$</p>

	<p>1.3 Developing the Parliament library</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Bibliography system is in place for the old library - Old books are protected. - E-library linked to the web site of PA & to Arab and foreign libraries including Al-Assad Library. - All legislations and minutes of PA sessions are archived in the e-library 	<p>1.3.1 Maintain the traditional library and make it accessible for MPs</p> <p>1.3.2 Introduction of a developed bibliography system to save historical documents</p> <p>1.3.3 Complete the d-base started in phase I and make it accessible for MPs (and later for the public)</p>	<p>Syrian Parliament</p> <p>Syrian Parliament</p> <p>Syrian Parliament</p>	<p>Archiving tools. 2,000 \$</p> <p>One archiving consultant (librarian) 2,800 \$</p> <p>IT consultant, 1000 \$</p>
<p>Output 2: Interaction mechanisms and communication between the People's Assembly and the Syrian citizen enhanced.</p>	<p>2.1 Complaint Desk at the parliament strengthened.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - A production of Q & A d-base. - Electronic system for the complaint desk in place and 3 parliament staff trained to operate it. <p>2.2 Parliamentary culture promoted among citizens and awareness to the actual role of the parliament as a tool for political participation</p>	<p>Total Output 1</p> <p>2.1.1 Develop a system/database to receive complaints submitted to parliament and government feedback.</p> <p>2.1.2 Relevant IT training to the Complaints Desk staff.</p> <p>2.2.1 developing media programs to highlight the PA/MPs performance</p>	<p>Syrian Parliament</p> <p>Syrian Parliament</p> <p>Syrian Parliament</p>	<p>158,000 \$</p> <p>Project Team IT specialist 24,000 \$ (2 years)</p> <p>National Trainer : 3,000 \$ Training facilities 2,000 \$</p> <p>Project team with the assistance of the Press bureau at the parliament National Consultant 2,000 \$</p>

	<p>raised.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Public visits to parliaments. - Better political participation. 	<p>2.2.2 Meetings between MPs and citizens organized among governorates</p> <p>2.2.3 Awareness educational campaigns to encourage schools, associations and organizations to visit the parliament and to get acquainted with its work mechanisms</p>	<p>Syrian Parliament</p> <p>Syrian Parliament</p>	<p>Project Team</p> <p>Hospitality 4,000 \$</p> <p>Audio Visual & Print Prod Costs 3,000 \$</p> <p>Project team</p> <p>Audio Visual & Print Prod Costs 1,500 \$</p> <p>Miscellaneous 500 \$</p>
	<p>2.3 IT role enhanced</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Production of automated work flow. - More reliable and confidential voting system in place. - Live online broadcasting of the Parliament's sessions 			<p>Project team</p> <p>National Consultant: 1,500 \$</p> <p>Miscellaneous expenses 500 \$</p>
Total Output 2				
Total				
				42,000.00 \$
				200,000 \$

5. Management Arrangement

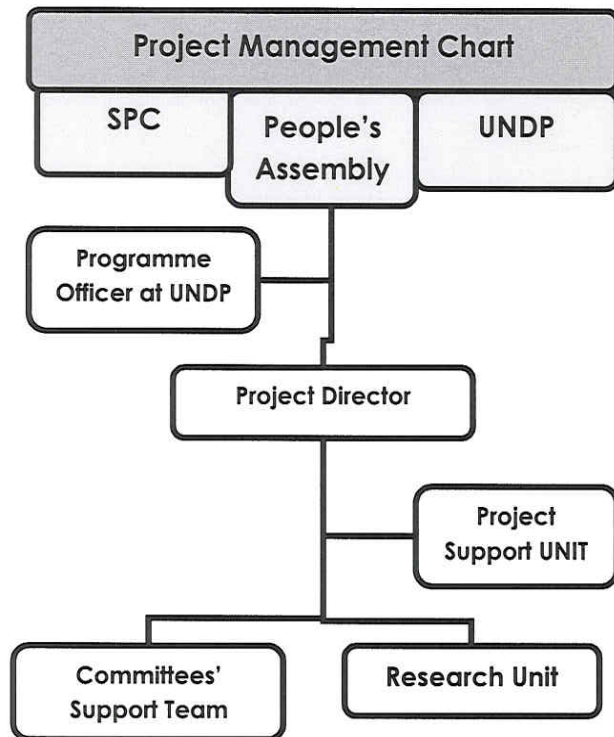
The project will be nationally executed by the People's Assembly (PA referred to as the implementing partner). The People's Assembly will be responsible for the overall implementation of the project and for ensuring that the day-to-day activities are implemented in accordance with the work plan. It will also be responsible for supervising project staff and consultants in coordination with UNDP, ensuring that the proper equipment is in place and the coordination of events.

A Project Board (PB) will be established to monitor the project's progress towards results. This group would be responsible for making executive management decisions for the project when guidance is required by the National Project Director (NPD), including approval of project revisions. The PB will consist of senior representatives from the PA, SPC, and UNDP. Its members should meet at least twice during the implementation of the project (upon launch of the project and at the end). See the char of PB below.

A National Project Director (NPD) will be recruited by in accordance with UNDP's rules and regulations (TORs are attached in Annex). The NPD will be accountable for the implementation of all the activities of the project, coordination among the different stakeholders, ensuring adherence to and application of acceptable financial management systems and monitoring and evaluating the project's overall progress. S/He will be accountable to the Project Board, and any changes in the milestones and outputs of the project will be discussed with and agreed upon by the Board. The NPD will be supported by an Administrative/Finance Assistant who will also be recruited in accordance with UNDP's rules and procedures (TORs are attached in Annex of this document).

Planning and management of implementation will be governed through approved annual work plans, with schedules defined either monthly or quarterly. The annual work plan, once approved by the Project Board (or UNDP and PA), will be the instrument of authorization to the NPD to implement.

The National Project Director will produce monthly monitoring reports on progress of activities including timeliness of delivery. S/he will also produce quarterly progress reports and one Annual/Terminal Report at the end of the project.



6. Monitoring and evaluation

The project management will present regular reports on the project progress based on agreed on criteria (commitment to the project objectives, following the project time frame...etc) to evaluate the project progress or setbacks. This can be done through an advanced electronic system to be downloaded on the project or the Parliament web sites and become accessible by all concerned stakeholders, beneficiaries or clients to monitor the project activities. This would also facilitate the participation of national and international consultants. UNDP and the PA would regularly monitor the project progress through out the reports presented by the project manager (annual reports, quarterly report, by annual plans that reflect the in-progress activities, annual budget revisions and final project evaluation to identify the project troubles).

During the project, the Project Board will meet at least twice throughout the project implementation. The project is subject to auditing at least once in its lifetime, in accordance with NEX rules and procedures.

7. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of the S.A.R. and the United Nations Development Programme, signed by the parties on 12 March 1981. The host-country implementing unit shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government cooperating agency described in that document.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he is assured that the other signatories of the project document have no objections to the proposed changes:

- Revisions in, or additions of, any of the annexes of the project document.
- Revisions which do not involve significant changes in immediate objectives, outputs or activities of the project, but are necessitated by rearrangement of inputs already agreed to, or by cost increases due to inflation; and mandatory annual revisions, which re-phase the delivery of agreed project inputs or expert or other costs due to inflation or take into account expenditure flexibility.

8. Annual Work Plan (Budget Sheet enclosed).

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities including M&E to be undertaken during the year towards stated CP outputs	RESPONSIBLE PARTY	PLANNED BUDGET		
			Source of Funds	Budget Description	Amount
The legislative process strengthened through developing the human resources in the parliament and activating the e-library	Supporting the Parliament committees	parliament	UNDP	71400 - Contractual Services Individual (NPD)	52,800
		parliament	UNDP	71500 - Contractual Services Individual (Admin & finance Assis)	16,800
		parliament	UNDP	73400 - Rental & Maint of Other Equip	1,000
		parliament	UNDP	72800 - Information Technology Equipment	500
		parliament	UNDP	71500 - Contractual Services Individual (legal researchers)	16,800
		parliament	UNDP	72200 - Furniture & Equipment (office Equipment)	500
		parliament	UNDP	71500 - Contractual Services Individual (legal researchers)	16,800
		parliament	UNDP	72800 - Information Technology Equipment	1,000
		parliament	UNDP	72500 - Supplies (stationary)	2,000
		parliament	UNDP	71600 - Travel	20,000
		parliament	UNDP	71300 - Local Consultant (Trainer)	2,000
		parliament	UNDP	74200 - Audio Visual & Print Prod Costs	12,000
		parliament	UNDP	72700 - Hospitality	10,000
		parliament	UNDP	71300 - Local Consultant (archivist)	2,800
parliament	UNDP	71300 - Local Consultant (IT)	1,000		
parliament	UNDP	72200 - Furniture & Equipment (Archiving tools)	2,000		
SUB-TOTAL					158,000
Communication between parliament and society enhanced	Complaint Desk at the parliament strengthened.	parliament	UNDP	71400 - Contractual Services Individual (IT Specialist)	24,000
		parliament	UNDP	71300 - Local Consultant (Trainer)	3,000
		parliament	UNDP	74200 - Audio Visual & Print Prod Costs	1,000
		parliament	UNDP	72700 - Hospitality	1,000

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities including M&E to be undertaken during the year towards stated CP outputs	RESPONSIBLE PARTY	PLANNED BUDGET		
			Source of Funds	Budget Description	Amount
	Parliamentary culture promoted among citizens and awareness to the actual role of the parliament as a tool for political participation raised.	parliament	UNDP	71300 - Local Consultant	2,000
		parliament	UNDP	74500 - Miscellaneous Expenses	500
		parliament	UNDP	74200 - Audio Visual & Print Prod Costs	4,500
		parliament	UNDP	72700 - Hospitality	4000
	IT role enhanced	parliament	UNDP	71300 - Local Consultant	1,500
		parliament	UNDP	74500 - Miscellaneous Expenses	500
			SUB-TOTAL		
				Total	42,000
TOTAL				Total	200,000