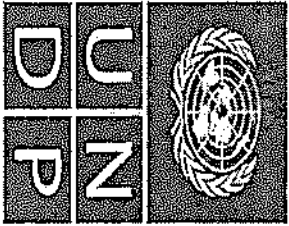


THE GOVERNMENT OF THE UNITED REPUBLIC OF TANZANIA  
PARLIAMENT OF TANZANIA

UNDP/NA LEGISLATIVE SUPPORT PROJECT 2017 – 2021  
Work Plan  
January – June 2017



Empowered lives.  
Resilient nations.



*W. Bwalya*

*C. M. M.*

# JANUARY -JUNE WORK PLAN 2017

Project Title: Legislative Support Project (LSP) II

Project Number: 00099425

Implementing Partner: National Assembly of Tanzania

Start Date: 01 January 2017 End Date: 30 June 2017

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Jan- March	April- June	Responsible party	Funding Source	Budget Description	Amount In USD
Output 1. Increase the capacity of National Assembly to effectively scrutinise legislation and its implementation and to monitor government performance in a participatory manner	1.1 Parliamentary committees skilled to conduct and deliver efficiently the review of Bills based on public feedback and expert opinion  1.1.1 2 committees and relevant staff selected, capacitated and supported to conduct an evidence-based detailed review of 1 Bill each with recommendations for improvement. Relevant knowledge product/ guideline developed and tested <sup>1</sup> .	6 000	12000	Committee department legal service	UNDP	Assessment Knowledge Product (guidelines)/National experts 2 Meetings cost (management group and introductory meeting for	18 000

- A) Management group prepare recommendation on selection of the beneficiary committees and relevant Bills according to the criteria's specified in the project document
- B) Experts involved to prepare guidelines on how to review and prepare recommendations on selected bills
- C) Meeting of Committee members to receive hands on capacitation and development of recommendations

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						beneficiary committees)	30000
	1.1.2 Legal Department receives support in tune with the preapproved Procurement plan	X	30 000	IT department and UNDP procurement unit		(laptops, printers)	
	<b>1.2 Selected number of committees capacitated and able to monitor government based on public feedback and expert opinion</b>						
	1.2.1	7000	7000	Legal service Committee department	UNDP	*National experts *2 Knowledge products *Peer review process (2 meetings cost)	14000
	<ul style="list-style-type: none"> <li>Public hearing guidelines for MPs and NA staff revised, adapted and modernised.</li> <li>Public Hearing guidelines specifying mechanisms for public Legislative Participation developed</li> <li>Two knowledge products presented to the experts and pilot committees members for peer review</li> </ul>						
	1.2.2 CSD and think tanks roster concept revised, modernised and updated.	5000	X	Committee department, Research and library department	UNDP	National experts Round table cost	5000

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1.2.3 Research department and Library supported with relevant procurement <sup>2</sup>	1.2.3.1. Development of recommendations on Automation of the Bunge Library to start using an Integrated Library Management System (ILMS)	X	5000	Research and library department	UNDP	Research and library expert Consultation cost	5000	
		1.2.3.2 Initial Procurement of literature per preapproved list <sup>3</sup>	X	5000	Research and library department	UNDP	Cost of literature	5000
		1.2.3.3 Procurement of equipment to improve the research and library service as well as to modernise Business Centre (supported LSP)	X	10000	Research and library department	UNDP	PCs, printers, scanner	10000

<sup>2</sup> Development of recommendations on Automation of the Bunge Library to start using an Integrated Library Management System (ILMS) to increase quality of performance and start the process of digitization of Parliamentary archival materials, making them accessible online for MPs, secretariat and other stakeholders to access library materials in form of Acts of Parliament, Bill Supplements, Newspaper clips, Hansard, Committee reports, Government Gazette, Policies, Plans etc. through the internet.

<sup>3</sup> Approved list is attached

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	<p><b>1.2</b> MPs skilled and secretariat capacitated to support efficiently the Initiation of Private members' bill <sup>4</sup> Comprehensive tool kit on process, rules, procedures and roles produced<sup>5</sup></p> <p>Process:</p> <ul style="list-style-type: none"> <li>National experts together with the Task force and leadership of Constitution and Legal Affairs committee come together to discuss the content and when ready to validate</li> <li>Tool kit presented and tested on pilot committee</li> </ul>	7000	30000	NA Legal service	UNDP	National experts Consultation cost Testing/Training cost	37000
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<sup>4</sup> Only 14% of MPs have capacity to initiate Private members bill and motion (LSP Baseline Survey, 2016)

<sup>5</sup> This tool kit will provide basic information on process, rules, procedures and roles in an easy-to-read format. It will serve as a primer on parliamentary fundamentals. Special chapter will elaborate initiation of Private members' bill. It will help MPs quickly comprehend the basics of parliamentary procedure and build a foundation for further exposure in essential legislative skill

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	the National Assembly) <sup>6</sup>			Committee department		Knowledge Product development Consultation/Validation meeting cost	
	1.5 Joint consultations of beneficiary	5000	25000	Committee	UNDP	Consultation cost	

<sup>6</sup> Relevant knowledge product will specify:

- Purpose
- Process of handling motions
- Proposing motions
- Previous notice
- Classification of motions. (main, subsidiary, privileged, incidental etc),
- Rules on use,
- Strategic use of motions,
- Tactics developed etc.

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	committee with Civil society organizations that participate in legislative proceedings or engage in advocacy with national legislature and committees <sup>78</sup>			department		National experts Conference/ roundtable cost CSO members travel	30000
	1.6 Multiple fora for citizens' engagement <sup>9</sup> In parliamentary affairs <sup>10</sup>	X	25000	Information and civic education unit Budget Department	UNDP	Training cost for accredited journalists National experts	25000
	MONITORING	5000	5000	NA	UNDP	M&E Consultations Project administration and management cost	10000

<sup>7</sup> Capacity of Parliament to network with key stakeholders during law making process was 13.4%<sup>7</sup> (LSP Baseline Survey, 2016)

<sup>8</sup> HIV and AIDS Affairs Committee was named as the possible partner and drug control issues were named by the Committee department

<sup>9</sup> Information, Education and Communication unit together with CSO (Bunge Journalists association) initiates familiarization program on parliamentary affairs and oversight function prior to the budget session for the accredited journalists with a view of giving them relevant skills and full awareness to be able to cover Budget session proceedings in professional, comprehensive way and ensure citizens' awareness to be able to do follow up and contentfully engaged with their MPs.

<sup>10</sup> Assessment from a wide range of CSOs and media as shown below indicate that the few public hearings conducted were not given adequate time; and inputs from stakeholders were not seriously taken into account in the final legislative process. Besides, under the Parliamentary standing orders the government is allowed to request the extra-ordinary approval of bills through presenting bills under certificate of urgency. In such cases the review and enactment of the draft bills is conducted through an expedited law making process thereby limiting both the ability of Parliament and other stakeholders to scrutinize bills

*W. S. M.*



Output 2: More effective parliamentary scrutiny of government budget and expenditure, including monitoring of the SDGs	2.1 Presentation of best practices on strengthening of oversight committees' role on budget cycle, budget analyses							
	2.1.1 Training on the technics of scrutinizing Government revenue and expenditures for Budget committee, PAC, LAAC, PIC and budget department.	30000	X	Budget Department	UNDP	National experts Training and learning cost	30000	
	2.1.3 Capacitate MPs to review National Debt (Budget committee, PAC and Budget department) <sup>11</sup>		30000	Budget department	UNDP	National experts Training and learning cost	30000	
	2.1.4 Involve budget stakeholders during the preparation of Government Budget <sup>12</sup>	X	35000	Budget department	UNDP	National experts Training and learning cost	35000	

<sup>11</sup> 2 days training course for MPs and Budget department capacitating them to read Debt management report on how government managed the debt in the previous fiscal year, and a debt management strategy describing how it proposes to manage the debt in the coming fiscal year.

<sup>12</sup> Tanzania Private Sector Foundation was recommended by the NA as a potential partner to achieve wider involvement and contentful participation as Tanzania Private Sector Foundation advocates change in public policy in order to promote a better financial and business environment.



	2.2 Build capacity of Budget Department to strategic involvement with the committees and support budget process in timely manner <sup>13</sup> .	X	20000	NA Budget department	UNDP	Learning cost Travel cost	20000
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<sup>13</sup> ESAMI was selected upon NA recommendation as it has the capacity and experience to deliver practical, high quality tailored programme with consideration of customers' specific needs. The tailored training course will help the department to get a significant potential to assist members of parliament (MPs) in understanding the budget process, the broad fiscal challenges facing government, and expenditure control and budgetary trade-offs that affect present and future spending. The training also will help Budget offices to respond in a timely manner to requests by a subset of the parliament to inquiries about the budget implications of any piece of legislation. The objective is to provide MPs with analysis that is independent from the executive so that legislators can exercise their oversight powers conferred by the constitution and/or relevant statutes.

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2.2.1 Retooling of budget department according to procurement plan	X	40000	UNDP/IT department and procurement Unit	Procurement (laptops, 2 printers and a heavy-duty printer)	40000
2.3 Relevant committees <sup>14</sup> supported to monitor the implementation of the SDGs <sup>15</sup>	X	40000	Committee department	UNDP training and National and International experts	40000

<sup>14</sup> Agriculture, Livestock and Water Committee

- Energy and Minerals Committee
- Industries, Trade and Environment Committee
- Social Development and Services Committee
- Lands, Natural Resources and Tourism Committee

<sup>15</sup> The course consists from two parts 1. Parliament's Role in implementing the SDGs. 2. Parliaments and the Sustainable Development Goals: A self-assessment toolkit.

During the first part a standard course and handbook developed by UNDP and the Global Organization of Parliamentarians Against Corruption (GOPAC) will be presented to inform parliamentarians about the SDGs, promote examples of how parliamentarians can fulfil their roles in implementing the SDGs; and provide parliamentarians with a tool they can use to assess their current capacity for engagement in the achievement of the SDGs. The Self-assessment toolkit presented at the training (designed jointly by the Inter-Parliamentary Union (IPU) and UNDP) will enable parliamentarians to identify good practices, gaps, opportunities and lessons learned. That will equip parliamentarians to effectively institutionalize the new agenda and mainstream the various goals into the legislative process.

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	2.3.1 Field visits to assess implementation of Development project (Infrastructure Development Committee)	X	40000	Committee department	UNDP	Meeting cost Travel cost	40000	
	<b>2.4 Budget Committee engage citizens and independent experts in budget review</b>							
	2.4.1 Conduct review of Government budget with learning institutions Finance/Economists/ Accounts scholars <sup>16</sup>	X	35000	Budget department	UNDP	National independent Experts	35000	
	2.4.2 Coordinate preparation and distribution of budget publications to the citizen <sup>17</sup>	X	25000	Budget department	UNDP	Knowledge product /Public consultations Publication costs	25000	
	<ul style="list-style-type: none"> <li>Identify task force to work on the briefer/summary of the budget</li> </ul>							

<sup>16</sup> Experts representing independent institutions and recognized think tanks will support Budget Committee during with further analyses of the budget and potential affect the economy and budget 2017/2018 interact as well provide economic and/or budget analysis to understand better the drivers of Budget 2017/2018 revenues or expenditures upon committee request.

<sup>17</sup> Budget overview briefers will be presented and distributed to media, distributed through the library and during NA citizens interactions as well during trade fair 7/7/2017 and farmers day fair 8/8/2017

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	<ul style="list-style-type: none"> <li>Hiring of external expertise to work with Budget department to prepare overview and the briefer to summaries 2017/2018 budget as well as the changes done.</li> </ul>								
	<b>2.5 National Assembly monitors government expenditures</b> <b>Capacity building for all MPs starting from budget committee, LAAC, PAC, PIC<sup>18</sup></b>	X	50000	NA	Budget department	UNDP	Learning and meeting cost	50000	
	<b>2.5.1 Procurement of studies on budget analysis and budget information<sup>19</sup></b> (Hiring of external expertise to help with budget analysis studies/ reviews and researches).	X	25000		Budget department	UNDP	procurement	25000	
	<b>2.5.2 Retooling of Committee department</b>	X	25000				Procurement of Laptops, printers and ICT equipment for Budget Department	25000	
	<b>2.6 Support establishment of research protocols (inclusive outsourcing management, access to external</b>	10000	10000		Research and	UNDP	Manual development	20000	

<sup>18</sup> All MPs will be reached by this activity; however, it will start with budget committee and then the training will be spilled over to other committees

<sup>19</sup> ESRF, Policy Forum, SIKIKA, University of Dar es Salaam, REPOA were named among potential partners for target analysis

*Mwani* *Law*

	<p>expertise, independent studies)  <b>And manual on legislative research</b>          To help meaningful involvement with parliamentary research services as well as involvement with external government and independent resources for information and analysis as well as legislative procedural services, independent research entities          be able to balancing general, customized, proactive and on-demand analysis as well as ensure confidentiality and transparency</p>			library department		Technical advice National experts Consultation cost	
	<p><b>2.7 Support development and institutionalization of oversight best practice tools and guidelines</b>  <b>Field visit guidelines<sup>20</sup></b></p> <ul style="list-style-type: none"> <li>Hiring of independent consultant to review LSP 1 tool on field oversight visits and do lessons learn exercise</li> <li>Present the tool to the clerk and hold validation meeting for the tool</li> <li>Pilot tool with committees</li> </ul>	X	25000	Budget department	UNDP	Technical advice Consultation cost Learning cost	25000
	MONITORING	5000	5000	NA	UNDP	Consultations and administrative cost	10000

<sup>20</sup> Develop a manual/ guideline that will lead the oversight function of the National Assembly together with oversight tools

*Ben*

*Sam*

<b>Output 3:</b> Enhance the capacity of the NA to engage citizens and represent their interests in the work of the parliament	<b>3.1 Establish best practices pilot program for constituency offices</b> Assessment and recommendation developed for further steps <sup>21</sup>	5000	25000	Administration department/ Estate department	UNDP	National expert Consultation cost Assessment cost Travel cost	30000
	<b>3.3 Support Parliamentary Party Groups</b> to strengthen knowledge base for multiparty dialog platforms on issues related to fight against Corruption, environment and climate change, human rights, young parliamentarians' role etc. <sup>22</sup>	5000	55000	Committee department	UNDP	Public consultations Meetings cost National Experts	60000
	<b>3.4 Support Implementation of NA</b> Communication Strategy on part of transparency and outreach.	10000	10000	Information, Education and Communication unit	UNDP	Publication Consultations: Procurement	20000

<sup>21</sup> Conduct thorough assessment of status of constituencies' offices

<sup>22</sup> The efforts will be geared towards TAPAFE, APNAC, TWPG and TYPG. The caucuses will be linked with relevant committees to ensure proper advocating and follow up

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Output 4: The NA is more effectively engaged in strategic leadership, transparency and external engagement	3.4.1. Retooling of units related to public information and outreach department	X	20000	UNDP IT and procurement units		Cost of equipment	20000
	3.5 Support implementation and establishment of efficient ICT system <sup>23</sup>	5000	10000	NA	UNDP	Procurement of equipment (servers, heavy duty printers)	105 000
	MONITORING	5000	5000	NA	UNDP	Consultations	10000
	4.2 Establish and maintain NA-civil society dialogue process (support to relevant NA structures)	7000	7000	Information, Education and Communication unit	UNDP	Workshop/meeting cost CSO travel cost Consultations	14000
4.3 NA leadership supported in relationship with Government of Tanzania <sup>24</sup>	X	20000	Table office	UNDP	Consultations	Participation cost	20000
4.5 Support to NA legislation tracking system (Hansard)	5000	20000	Hansard	UNDP	Technical Advice	Training	25000
4.6 Support HR department	5000	5000	Administration	UNDP	National Expert		10000

<sup>23</sup> Consult NA ICT plan to decide and priorities, NA and UNDP procurement team to come out with recommendations to finalise the procurement plan

<sup>24</sup> Because of the need to coordinate the legislature related issues government in parliament is supported by a network of officers across ministries who assist in the effective functioning and operations of parliament/government relations. The successful cooperation of parliament and government depends a lot on these Liaison Officers/ senior public servants employed to support the government on legislative functions in effective manner through the provision of advice on Parliamentary procedures and processes, coordination of the ministries and legislature cooperation, government submissions and briefing notes to ensure quality, relevance and appropriateness and that such documents have been developed in accordance with special procedure.

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