

## Project

# “Strengthening the Provision and Exchange of Legislative Information within Agencies of the National Assembly of Vietnam”

National Assembly  
Institute for Legislative Studies

## PART A: GENERAL INFORMATION ABOUT THE PROJECT

1. **Project title and code:** Legislative Information and Institutional Strengthening for the National Assembly
2. **Sectoral code<sup>1</sup>:** *to be updated*
3. **Name of the UN Agency supporting the project:** United Nations Development Programme
4. **Name of the Line Agency - National Partner:** National Assembly of Vietnam
5. **Name of the Agency proposing the project:** Institute for Legislative Studies
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6. **National Implementing Partner:** Institute for Legislative Studies
7. **Estimated Project duration<sup>2</sup>:** 3 years from 2013 to 2015
8. **Project location:** Hanoi
9. **Total project budget:** 1,692,000 USD
  - 9.1 Total grant ODA: 1,500,000 USD
    - a. Total ODA amount already committed: 700,000 USD
    - b. Total ODA amount to be mobilized: 800,000 USD
  - 9.2 Counterpart funding: 4,032,000,000 VND (192,000 USD)
    - a. In-cash: 3,591,000,000 VND (171,000 USD)
    - b. In-kind: 441,000,000 VND (21,000 USD)

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<sup>1</sup>This is the national code for the sector in line with the List of Viet Nam’s National Economic Sectors issued by the Prime Minister, together with Decision 10/2007/QĐ-TTg dated 23 January 2007.

<sup>2</sup>Estimated number of years or months needed to implement the project as of the date on which the project is approved by the competent authority.

## **PART B: DETAILED PROJECT OUTLINE**

### **I. Project context and justification**

#### **1. Analysis and assessment of the context**

According to the constitution, the National Assembly (NA) is the highest state institution in Viet Nam. It has the mandate to pass legislation and amend the constitution, to oversee the activities of the government, and to decide over fundamental issues. Over the past years, the NA has continuously developed its organisation and operations, especially in improving legislation-making and oversight. The NA has become a more active forum to discuss the expectations and interests of citizens. Through increased efficiency and effectiveness, the NA enhanced the people's confidence toward the NA and its deputies.

The 11<sup>th</sup> Congress of the Communist Party of Viet Nam in early 2011 agreed on a new development strategy for the country for 2011-2016 and towards 2020. In this strategy the Party continues to emphasise the improvement of the legal system, the development of a rule-of-law state, reforms of the judicial agencies, and further strengthening the efficiency and effectiveness of the NA. The Communist Party's Central Committee also decided to consider an amendment and supplement to the 1992 Constitution in response to the nation's new context.

On 5 May 2011, elections to the 13<sup>th</sup> National Assembly and People's Councils at all levels took place for the 2011-2016 term. In realising the Party's guidelines and policies, the NA passed a resolution on the amendment and supplement of the 1992 Constitution, together with the establishment of a Constitution Drafting Committee. At its first session, the 13<sup>th</sup> National Assembly approved the Law- and Ordinance-making Programme for the whole term, which focuses on the amendment and supplement of the constitution, the revision of organic laws and the further improvement of the legal system on the market economy.

At the 39<sup>th</sup> Session of the 12<sup>th</sup> NA Standing Committee, members agreed on conducting a comprehensive and detailed analysis of the supporting system of the assembly and the organisation of the Office of the NA, in order to provide recommendations for reform. Subsequently, a Steering Committee and Editorial Board have been formed to conduct research and to formulate a master plan on the continued renovation and improvement of the quality and efficiency of the operation of the 13<sup>th</sup> NA and its deputies.

Consolidated research findings and recommendations have been delivered to the Steering Committee and discussed in the third session of the 13<sup>th</sup> National Assembly, with a "NA Resolution on the proposal to reform and enhance the quality and effectiveness of NA activities" being passed during this session. This resolution includes further reforms and innovations of the NA in legislation-making, oversight, decisions on important issues, the organisation of sessions and meetings, voter-outreach, and support services. As a result, full-time deputies of committees will hold more meeting sessions between NA plenaries; the organisation of hearings by the committees - including the Standing Committee - has been clarified; and more frequent votes of confidence have been agreed for all state positions assigned or approved by the NA.

In connection with the organisational reform proposals, a professionalization of the NA support services has been discussed, including the creation of a permanent session secretariat, staffed by professional staff, the drafting of a set of parliamentary rules (standing

orders), and expanded research support to committees, as well as supporting staff for individual deputies.

The limitations of the support services pose serious challenges on the work of deputies and committees. To perform their key functions better, the NA Office and the organs of the Standing Committee including its Institute for Legislative Studies (ILS) will require increased capacity for analysis and oversight of policies and laws, enhanced knowledge of international practices, norms and conventions, and a sound data and information infrastructure and management

In addition, sound legislation-making and policy formulation requires substantive support, data, information and research. At the NA, according to current regulations, the ILS is assigned to provide scientific information in support to the organs and deputies of the NA. The ILS was established in 2008 as an organisation belonging to the NA Standing Committee (NASC Resolution No. 614/2008/UBTVQH12). The institute has two main functions: first, to conduct research on organisation and operation of the NA; second to provide scientific information in support to the functions of the organs and deputies of the NA.

In this context, the current legal framework calls on the ILS to conduct fundamental researches that contribute to the renovation of the organisation and operations of the NA; as well as applied researches on matters related to constitution and law-making activities, on issues of national interest to be decided by the NA, in support for supreme supervision activities of organs and deputies of the NA; and generally to support the exercise of powers and tasks by NA organs and deputies.

The ILS has the vision to become the preeminent institution to provide information to the NA. The institute defines its main mandate through quality research to provide information to the NA sessions and meetings of the NA Standing Committee. The need for data, research and policy analysis at all levels of the NA continues to rise, and the ILS and committees like to see more policy analysis and research being conducted. More resources and more researchers are likely to be provided to the institute in the coming years.

In 2010, the ILS was assigned by the NA leaders to conduct an initial review of the Politburo Resolution No. 48/NQ-TW dated 24 May 2005 on the Strategy of Viet Nam's legal system development and improvement in 2010 and orientations to 2020. This initial review was approved by the Politburo of the Socialist Republic of Viet Nam. Subsequently, since 2011, the institute has been supporting the constitution amendment process. It has prepared a draft assessment report of the 1992 Constitution and acted as a focal point in supporting the authorised agency in the drafting of the review report on the implementation of the 1992 Constitution.

After the first draft of the amended constitution to be submitted to the NA on October 2012, the institute is assigned to be the focal agency to compile the public feedback on the draft. For the continuation of the work on the amendment process, technical expertise and knowledge on international best practice are needed. The ILS voiced interest to be supported in public consultations of constitution amendment drafts. After the amendment, the ILS will provide expertise and evidence-based research to the revision of a number of organic laws and report to the NA Standing Committee and the National Assembly.

The ILS is cooperating closely with a number of NA committees, like for instance the Committee on Law and the Committee on Judiciary Affairs. The Committee on Law is one of the key committees contributing to the development of the Law- and Ordinance-making

Programme, the constitutionality and uniformity of the legal system and further institutional development of the NA, including the Law on the Organisation of the NA.

The Committee for Judiciary Affairs is dealing with judicial oversight issues and the Vietnamese court system. It verifies and oversees the implementation of laws and ordinances on penal matters, criminal procedures, enforcement of judgments, and the judicial assistance or organisation of judicial agencies. It also helps the NA to review the reports by the President of the Supreme People's Court and the Procurator General of the Supreme People's Procuracy, as well as the government's reports on anti-corruption.

As a young agency, the ILS is facing a number of challenges in terms of access to information, management of research, facilities and human resources. At present, the ILS does not subscribe to regional or international research databases or networks or service where international legislation on a particular theme can be easily accessed. The process at the moment is one of manually gathering all available paper and electronic documents. ILS researchers do have access to various national databases, but the institute is still in the process of building its own e-database. Therefore searching and compilation of data and information is a cumbersome process that decreases the productivity of researchers. In addition, in producing research products the ILS has only limited resources available and therefore depends heavily on external expertise.

The expanding work of the NA increases pressure for better quality and quantity of research work which claim further professionalization of the staff. It has been difficult to attract talented researchers and collaborators due to a highly limited and competitive market. The current staff requires additional relevant training to meet the demands of legislative research. In the area of ICT and data management the institute has currently three staff whose roles and responsibilities require further clarification as to how to support the envisioned ICT infrastructure and systems.

In the area of research management, the ILS is not yet sufficiently making use of systems to manage its internal processes, manage work products, electronic and hardcopy resources, in terms of indexing, classifying and cataloguing. In addition there is a sub-optimal access to resources. The ILS does not regularly participate in regional and international parliamentary research and documentation networks or forums for exchange of experiences, comparative practices and best practices related to the use of ICT in parliaments. Therefore, valuable learning opportunities are lost regarding what the best solutions are for carrying out research, documentation and information dissemination work.

Since its creation, the ILS has been temporarily housed in the premises of the Ministry of Defence. Working conditions for researchers are sub-standard and equipment used is outdated and offers limited functionality to support the work of the institute. In addition, MP Delegations working in their provincial offices are practically cut off from the ILS Intranet site and thus cannot access much needed data and research information. Although the institute's ICT infrastructure, e-database, and library are currently being built, it will take time until a working ICT system is established and fully functioning, becoming a valuable source of information for researchers and NA deputies alike.

In summary, the coming years are critical for the development of the constitutional and legal framework in Viet Nam, as well as for the development of an efficient and effective legislative information system at the NA. To fulfil its mandate and address all challenges, the ILS needs support in order to further build its capacity and to strengthening the NA information system. Assistance will provide for access to the most advanced research and most updated

information and knowledge of the policy issues related to the constitution amendment and revision of key political laws. Assistance will also help to address the institute's challenges in terms of access to information, management of research, facilities and human resources.

### **Summary of key rationale and justification**

- Over the past years, the NA has steadily developed its organisation and operations, especially regarding legislation-making and oversight.
- The 13<sup>th</sup> NA passed a resolution on the amendment and supplement of the 1992 Constitution in the coming years, with revisions of important laws to follow.
- Reform to enhance the quality and effectiveness of NA activities has been agreed in a NA Resolution, including support services (2012 NA Resolution on the proposal to reform and embrace the quality and effectiveness of NA activities).
- An urgent need to address capacity challenges regarding analysis of laws and policies, enhanced knowledge of international norms and practices, and sound data and information, to support legislation-making and policy formulation.

## **2. Related programmes and projects**

Parliamentary development is one of the key areas under the democratic governance portfolio of UNDP. In Vietnam, UNDP began its engagement with the NA in the mid-1990s. Currently, UNDP supports the third phase of a programme with the Office of the NA to strengthen capacities of the NA and People's Councils. This project will end in December 2012. In August 2009, it launched the second phase of a project with the Committee on Finance and Budgetary Affairs (CFBA). This project will end in December 2012, with the likely extension of the cooperation with the committee in a new follow-up project. UNDP has also supported various committees in policy analysis and legislation drafting in connection to poverty reduction and environmental issues, among others.

In 2011, UNDP began supporting the ILS through its project on "Enhancing Legislative Research and Information-Communication Technology Capacities of the National Assembly Institute for Legislative Studies" for the 2011-2012 period. The project has two components: 1) Support for policy-oriented legislative research; and 2) Support for enhanced Information and Communication Technology of the ILS. Key achievements were made in the following areas:

- Research on key policy issues and assessment of the 1992 Constitution, including a study on the operations and activities of the 12<sup>th</sup> term of the NA; research, recommendations and a workshop on the legal framework for NA deputies; a workshop series with senior international experts on the constitution amendment process, including review methods of amendments, checks and control mechanisms of state power, and constitution protection mechanisms; a forum on the "Finality of judgments: the Chinese experience with the parliamentary supervision of individual court cases".
- Communication, including technical and financial support to establish and publish the bi-monthly ILS Legislative Bulletin, featuring ILS work updates, developments in the NA and activities of international cooperation.
- Public opinion surveys, including on the 1992 Constitution; and on the pilot abolishment of People's Councils at district and communal levels.

- ICT support, including a comprehensive survey and mapping of strategic solutions for the ILS ICT Development Programme; development of the ILS website; an e-library and e-database for NA deputies and researchers to access legislative documents; training support to provincial offices of MP Delegations about how to access and utilise legislative information of the ILS and ONA.

Since its establishment, the ILS has expanded its cooperation with the international development community. In addition to engaging with UNDP, the ILS is organising workshops and events on a number of policy issues in cooperation with FES, JICA, RLS, UNICEF, The World Bank, among others. ILS has collaboration with USAID, through the Legislative Research Program (LRP), which is a contractor-implemented, small support programme. Main objectives are: 1) to improve the quality and relevance of the information, research, and analytical services and products produced by the ILS; 2) to build the skills, capacity, and expertise of the staff; and 3) to improve the organisation, administration, and management of the ILS. This project ends in March 2013.

The proposed project is planned to come into operation in early 2013. In order to strengthen the provision of legislative information available at the NA and to its deputies, it will continue to provide expertise and develop capacity in research. It will be working closely and as complementary with other assistance providers to maximise effectiveness of aid resources and impact of interventions. Additionally, in harmony with the Hanoi Core Statement on Aid Effectiveness there is agreement that capacity development within the NA must be results-oriented, emphasising on objectively measurable outcomes and verifiable capacity increase during the life of the project.

### **3. Relevant lessons drawn from the previous Country Programme of the UN Agency supporting the proposed project**

A number of lessons have been drawn from the previous UNDP Country Programme in general and from the implementation of the assistance project to the ILS in particular:

- At the programme level, there needs to be a focus on high-quality provision of expertise on subjects included in the NA legislation programme to support the NA in addressing legislation and oversight needs associated with the development of the country and global challenges. There needs to be a shift towards high-quality capacity development at national and sub-national levels, and bolstering the role of the UN in convening stakeholders and expanding partnerships.
- At the project level, the project development process should be participatory. It should include key beneficiaries related to the focus areas and issues, activities, outputs, and outcomes. This is particularly relevant for the development of sub-components involving additional partners to ensure the benefit for all partners. In order for future engagement with partners to work and projects to be fully owned, the commitment of the leaders of the partner agencies has to be sought. When designing the projects, the discussions with potential partners should take into account the various needs of partners, the NA internal dynamics, as well as technical capacity issues of the third party.
- Co-operation areas should be selected based on the needs of the institution and actors. The legislation agenda provides an indication of the policy areas, as well as the resolutions of the NA and NA Standing Committee on the reform of the organisation and processes within the NA. Additional partners should be selected based on their commitment, thematic ownership, and good relationship with the main beneficiary

including, identification of needs and agenda for change, willingness to cooperate across committees on common issues, good leadership, and proper management of funds.

- Clearly defined outcomes and objectives are crucial for a successful future cooperation. The assistance design should have the ability to respond to immediate needs in legislation-making, comparative analysis, and the mobilisation expertise. Clarity is also necessary about how the contribution will support the NA and the work of deputies.
- Parliamentary development projects benefit from the availability of technical assistance. However, the role of technical assistance has to be considered in detail when designing the project. Technical assistance has to be manageable. It plays an important role in assuring project quality and standards. The current projects have shown the value of such assistance when made available, but technical assistance will only be fully effective if the project management can ensure that project activities are planned to take advantage of it, and some of the technical needs of the project require technical assistance.
- Ideally, Project Management Units (PMU) should contain some technical expertise, and this should be considered. PMUs have an important role in managing the project activities, maintaining quality, and accessing information crucial for the design of activities. However, the capacity constraints are often serious, and the value of the project investments could be insufficiently internalised and followed up. Options for increasing the project value have to be discussed during project design, including determining just how much external technical assistance or consultant expertise can be managed.

#### **4. Major issues that will be addressed by the proposed project**

The following issues have been identified and will be addressed by the project:

- Insufficient substantive support, data, information and research that is important to produce sound legislation-making, oversight, and informed decision making.
- Insufficient knowledge about developments and recent trends on the regional and global level, especially with regard to best practice and international standards.
- Limited capacity of researchers, expert staff and deputies in terms of knowledge and skills required to effectively address and process newly emerging policy issues.
- Weak coordination among knowledge providers, support services and agencies on providing data and information to NA committees and deputies on policy and legislation issues.
- Weak/inefficient cooperation between NA committees and the providers of information, data and research results crucial for committees and their members to conduct their legislation and oversight work in a timely and informed manner.

The project will address the above issues through focusing its components and activities to support the work of the ILS, the Committee on Law and the Committee on Judiciary Affairs. In particular, the project will support the constitution amendment process, where both the ILS and Committee on Law have major roles to play. In the coming years, the subsequent revision of key laws will also be addressed by the project. Here, with the Committee on Law as the key actor, the project will support the revision of the Law on the Organisation of the National

Assembly, which will address the functions and authorities of the legislature, the Law on Oversight Activities of the National Assembly which will come up for periodic revision in 2013, and the Law on the Promulgation of Legal Normative Documents.

Further, the major issues will also be addressed through project support to a second set of key legislation strengthening the cooperation of the ILS with the Committee on Judiciary Affairs. Here, the project will support the work on the Law on the Organisation of the People's Courts covering the Supreme Court and the country's courts, the Law on the Organisation of People's Procuracy, the Law on Criminal Procedure, and the revision of the Law on Anti-corruption. Project support will respond to the need for comparative knowledge and information to enrich the capacities of the project partners in delivering comprehensive research and legislative information as the necessary input to the legislation-making processes.

Capacity needs of ILS researchers, NA deputies and committee support staff will be addressed during workshops and seminars on key policy issues and the discussion of options on how to address and process newly emerging policy needs. The above project activities are open to knowledge providers, support services and agencies that are providing data and information to NA committees and deputies. Thereby, the cooperation between NA committees and the providers of information, data and research results will be enhanced.

The following table provides a summary of the legislation expected to be researched and deliberated by the project beneficiaries in the coming years:

- Law on the Organisation of the National Assembly (adopted in 2001, amended in 2007).
- Law on Oversight Activities of the National Assembly (adopted in 2003, to be reviewed in 2013).
- Law on the Organisation of People's Committees and People's Councils
- Law on the Organisation of the Government
- Law on the Promulgation of Legal Normative Documents (adopted in 2008).
- Law on the Organisation of the People's Courts.
- Law on the Organisation of the People's Procuracy.
- Law on Criminal Investigation Entities.
- Criminal Procedures Code.
- Law on Anti-corruption (adopted in 2005, amended in 2007, reviewed in 2012).

## **5. Target groups that will benefit from the proposed project**

The direct beneficiaries of the project are ILS, Committee on Law and Committee on Judiciary Affairs, their members and department staff. NA deputies, committee staff and researchers will be exposed to the most updated knowledge and expertise available at the global, regional, and national level. Target groups and participants of project activities will improve their analytical capacities and policy research skills. The beneficiaries include:

- The Institute for Legislative Studies, its leadership, researchers and support staff.
- The National Assembly, the NA Standing Committee, and its specialized units, like the Commission on Deputies' Affairs.
- National Assembly committees, their members and department staff.



- Office of the National Assembly agencies including the Departments and specialized Divisions.
- Research institutes and academia.

Indirect beneficiaries are the Vietnamese people who will benefit from improved laws and policies, impacting on their daily lives.

## **II. Rationale for the selection of the supporting UN Agency**

### **1. Relevance of the project contents and objectives to the mandate and programme priorities of the supporting UN Agency.**

The Project is designed to be relevant to “One plan for the period 2012-2016” of the One UN initiative in Vietnam. According to the result framework of One Plan 2012-2016, UN organizations will support Vietnam Government in three focus areas: i) Inclusive, equitable and sustainable growth; ii) Access to quality essential services and social protection; iii) Governance and participation. This One plan is developed in attachment with the Vietnam Socio-economic Development Strategy for the period 2011-2020 and Socio-economic development plan 2011-2016.

The project will directly contribute to Output 3.1.1 and 3.1.2, Outcome 3.1, UN Focus Area 3 in One Plan. Specifically:

**Outcome 3.1:** “By 2016, elected bodies are better able to formulate laws and oversee the performance of state agencies and represent the aspirations of the Vietnamese people, especially women, ethnic minorities and other vulnerable and disadvantaged groups”.

**Output 3.1.1:** “Elected bodies benefit from enhanced knowledge generation and knowledge management to access high quality research and data to guide their legislative duties”.

**Output 3.1.2:** “Elected officials and bodies have improved capacities to interact and consult with citizens, especially vulnerable and disadvantaged groups”.

### **2. Reasons for the selection and comparative advantages of the supporting UN Agency, in terms of technology, managerial experience, policy advice, etc. in the sector**

UNDP successfully supported the ILS through the Project “Enhancing Legislative Research and Information Communication Technology (ICT) Capacities of the National Assembly Institute for Legislative Studies” in 2011-2012. UNDP has extensive experience in mobilising experts knowledgeable in parliamentary development, legislation- and constitution-making and parliamentary support services, all very useful for the ILSto enhance the Institute’s overall legislative research and ICT capacities.

In addition, UNDP has been engaging with the National Assembly since the mid-1990s. Throughout the two decades, UNDP has been recognised for its impartiality, neutrality and reliability which resulted in a successful cooperation based on close trusted partnership with the National Assembly.

Further, the new Project opens opportunities for cooperation with other UN agencies on issues relevant for the realisation of the Law- and Ordinance-making Programme, like for example, the interests and rights of children (i.e. Law on the Protection, Care and Education of

Children, Penal Code, Penal Procedure Code, and Law on Court Organisation); population related issues (i.e. Population Law, Residence Law, Law on the Elderly, and the Law on Prevention and Control of Domestic Violence); and the review of gender issues in draft laws. Cooperating UN agencies include UNICEF, UNFPA, and UN WOMEN.

### **3. Conditions as required by the supporting UN Agency's policy guidelines and the Vietnamese side's capacity to meet them**

No other terms or conditions will be required by UNDP for the support it provides to the proposed project, except for the fact that the project will be managed and implemented in accordance with UNDP's NIM guidelines and the locally adopted Harmonized Programme and Project Management Guidelines (HPPMG) and the current UN/EU Cost Norms Guidelines.

## **III. Objectives and major indicators of the proposed project**

### **1. Long-term objective and main success indicators**

The long-term objective of the project is aligned with and contributes to outcome 3.1, UN Focus Area 3 in the One Plan:

- “By 2016, elected bodies are better able to formulate laws and oversee the performance of state agencies and represent the aspirations of the Vietnamese people, especially women, ethnic minorities and other vulnerable and disadvantaged groups.”

#### **Indicators:**

The Project will directly contribute to the realisation of Output 3.1.1 and 3.1.2, Outcome 3.1, UN Focus Area 3 in the One Plan:

- Output 3.1.1: “Elected bodies benefit from enhanced knowledge generation and knowledge management to access high quality research and data to guide their legislative duties”.
- Output 3.1.2: “Elected officials and bodies have improved capacities to interact and consult with citizens, especially vulnerable and disadvantaged groups”.

### **2. Immediate objectives and main success indicators**

Immediate Objective 1:

- By 2015, the NA Institute for Legislative Studies has enhanced capacities to provide more detailed legislative information, data, and substantive policy options to the NA, its committees and deputies, based on broader consultations with experts, researchers, and partners.

#### **Indicators:**

- By the end of the project, 5 detailed and peer-reviewed researches have been produced and disseminated on issues related to key draft laws and national policies.
- By the end of the project, at least 5 detailed reports are available from committees reviewing existing and commenting on new draft legislation.

- By the end of the project, at least 6 editions annually of the ILS Bulletin have been produced and distributed.
- By the end of the project, bi-annual forums have been organised about NA sessions and new legislation with NA deputies and the international community.

Immediate Objective 2:

- By 2015, the cooperation and exchange of legislative information among the ILS and NA committees on Law and Judiciary Affairs, particularly regarding organic laws and the operations of legislative bodies, has been enhanced.

**Indicators:**

- By the end of the project, based on cooperation with the ILS, at least 4 detailed reports are available by the Committee on Law, reviewing existing and commenting on new draft legislation, particularly organic laws and the operations of legislative bodies.
- By the end of the project, based on cooperation with the ILS, at least 4 detailed reports are available by the Committee on Judiciary Affairs, reviewing existing and commenting on new draft legislation, particularly organic laws and the operations of legislative bodies.

#### **IV. Main expected results by components or major groups of activities and estimated budget allocations**

The project has two key components:

**Component 1:** SUPPORT TO STRENGTHEN THE PROVISION OF LEGISLATIVE INFORMATION AND SUBSTANTIVE INPUT AVAILABLE TO THE NATIONAL ASSEMBLY, ITS COMMITTEES AND DEPUTIES

As discussed in Section I, in addition to its routine functions, the National Assembly is currently conducting an important amendment of the Constitution of Viet Nam, which will be followed by the revision of key legislation. Therefore, this component will provide support to timely and high quality inputs to both the realisation of the Law-and Ordinance-making Programme and the amendment drafting process with subsequent development of key laws.

As a continuation of the previous project, the new support will be implemented considering three directions: 1) by closely considering the 2012-2016 Law- and Ordinance-making Programme and Annual Programmes, as well as requests from the NA leadership and other stakeholders to the ILS; 2) by supporting the ILS to respond to the requests from NA committees and deputies with regard to information provision and applicable research; and 3) by supporting the ILS to support NA deputies to develop and submit legislation initiatives and turn them into draft laws.

Activities may include:

- Public consultations on the draft amendment of the 1992 Constitution, on draft laws, ordinances and resolutions by utilising the ILS website, regional seminars, workshops with experts, and social surveys.

- Baseline studies and surveys, policy reviews, analysis and assessments of key draft laws, and information to NA committees and deputies for reference, comparison and assessment.
- Support for NA committees and deputies to develop legislation initiatives to be submitted to the NA and its Standing Committee.
- Seminars on critical and emerging issues under the NA Legislation Programme for NA committees, NA deputies and support staff, with special attention on knowledge-building and skills trainings for part-time NA deputies.
- Forums to exchange information about NA sessions and new legislation bringing together parliamentarians, experts, and the international community.
- Surveys, studies, and assessments on the implementation of guidelines, policies and laws promulgated by the National Assembly.
- Knowledge building and skills trainings for staff of the NA, NA committees, supporting staff for provincial delegations of NA deputies and the ILS with regard to legislation-making, policy analysis and research skills.
- Continuous upgrading and improvement of the ILS web-portal. Maintain and further develop the ILS traditional and electronic library, as well as the ILS bulletin and magazine.
- Support to NA deputies, ILS staff and ONA staff to participate in international forums and conferences in their fields of work.
- Support to NA committees to build their websites, in order to track legislation and to strengthen the relationship with voters and the transparency of NA agencies.

**Component 2:** SUPPORT FOR BETTER COOPERATION OF THE ILS WITH NATIONAL ASSEMBLY COMMITTEES AND INSTITUTIONAL STRENGTHENING PROCESSES

As discussed in Section I, while delivering its functions, the ILS is cooperating closely with a number of NA committees. By improving the coordination of their work, the ILS and committees will achieve better outcomes. Besides conducting activities through the ILS as main partner, the new support will specifically address cooperation and capacity building with the Committee on Law and the Committee on Judiciary Affairs.

The support to the Committee on Law is based on the excellent relationship between the ILS committee and this committee. Besides support to draft laws under the Law- and Ordinance-making Programme, particular issues of support comprise the institutional development of the NA, including the Law on the Organisation of the National Assembly. In addition, the assistance will focus on the clarification of authorities of the legislature, including the Law on Oversight Activities of the National Assembly and the Law on the Promulgation of Legal Normative Documents. It could be further expanded focusing on the government structure and administrative reform, including the laws on the organisation of the government and local government.

The support to the coordination of the work of the ILS and the Committee on Judiciary Affairs is directed at organisation of the legal system, including the Law on the Organisation of the People's Courts and the Law on the Organisation of the People's Procuracy. Researches and workshops on the eminent issues concerning these laws will inform the work and decisions of the partner agencies. In addition, the assistance will support the work on judicial oversight

issues and the implementation of laws and ordinances, including the Law on Criminal Procedures and the Law on Anti-corruption.

Activities may include:

- Bilateral and multilateral conferences and briefings by the committees to share information, exchange work plans and enhance work coordination to realise the legislation making programme.
- Research on the issues of draft laws, the investigation, survey and review of existing legislation relevant to the mandate of the Committee on Law and Committee for Judicial Affairs.
- Seminars and workshops by the Committee on Law and Committee for Judicial Affairs on issues related to institutional strengthening of the NA and the judiciary.
- Capacity building of committee members and staff to better utilise the services offered by national and international research centres and institutes, including the ILS.
- Technical expertise to deputies and committee staff to develop ways of improving the cooperation and exchange between the ILS and committees.

The estimated budget allocation is as follows:

No.	Component	UNDP	Government of Viet Nam
1	Legislative information and research on key legislation and constitution issues	780,000	
2	Cooperation and capacity building initiatives with committees	360,000	
3	Project Management	360,000	192,000
	<i>Joint Parliamentary Technical Advisor</i>	205,000	
	<i>Project staff</i>	115,000	78,000
	<i>Office space</i>		43,000
	<i>Office equipment</i>	10,000	9,000
	<i>Others</i>	30,000	62,000
	<b>Total</b>	<b>1,692,000</b>	

Annual Budget Allocation:

Year	Total Budget (USD)	Reserved (USD)	To be mobilised (USD)
2013	400,000	400,000	0

2014	600,000	250,000	350,000
2015	692,000	242,000	450,000
<b>Total</b>	<b>1,692,000</b> <i>(including 192,000 of counterpart budget)</i>	<b>892,000</b>	<b>800,000</b>

Please see Annex 4 Results and Resources Framework for more detailed information on activities results, actions and their indicative budget allocations.

## V. Funding arrangements:

1. ODA budget:
  - 1.1 ODA budget: 1,500,000 USD, including:
    - Committed: 700,000 USD
    - To be mobilised: 800,000 USD
  - 1.2 Modalities to mobilize ODA funding: total grant ODA will be allocated from budget for non-business administrative unit with 100% ODA total fund
2. Counterpart funding:
  - 2.1 Counterpart funding 192,000 USD, including:
    - In-kind: 21,000 USD
    - In-cash: 171,000 USD
  - 2.2 Modalities to mobilize counterpart funding: 100% from central budget

## VI. Management and implementation arrangements for the proposed project

### 1. Organizational structure:

This Project will be implemented through the National Implementation Modality (NIM) with the Institute for Legislative Studies as the National Implementing Partner (NIP) and Committee on Law and Committee on Judicial Affairs as the Co-Implementing Partners (CIPs.) The reasons are: (i) ILS has been tasked by the National Assembly to conduct researches on issues related to the functioning of the NA and, to provide scientific information in support to the functions of the organs and Deputies of the NA; and (ii) ILS has successfully implemented the Project *Enhancing Legislative Research and Information Communication Technology (ICT) Capacities of the National Assembly Institute for Legislative Studies* under this modality during the past two years and proved itself having adequate project management capacity and experience.

See Annex 2 for the Project Organisational Structure diagram (2 CIPs are also inserted in the diagram)

### 2. Management and implementation arrangements:

a) The Project will be overall and strategically directed by a Project Steering Committee (PSC), comprising the National Project Director, one senior representative of UNDP, one leader of the Committee on Judiciary Affairs, and one leader of the Committee on Law. The PSC will meet at least twice a year to review progress and take decisions as required to facilitate the implementation of the project. Most importantly, the PSC will approve the annual work plans prepared by the project and take decisions on mid-year changes in project activities or financial allocations, if any.

b) The Project Management Unit (PMU) will be established and operate in accordance with the Ministry of Planning and Investment's Circular No. 03/2007.TT-BKH dated 12 July 2007 on Roles, Responsibilities and Organisational Structure of ODA project/programme Management Units and the Harmonized Programme and Project Management Guideline (HPPMG). It will include the following members. The full list of job description for all positions is included in Annex 3

- The National Project Director (NPD) will be the ILS President. The NPD is ultimately accountable to ILS and UNDP for: i) the proper use of all funding resources of the Project; ii) quality and efficiency of project results; iii) timely implementation of approved activities; iv) efficient use of resources, including international experts and; v) properly coordinating the participation of related partners of the Project, specifically of domestic partners.
- The Deputy National Project Director (DNPD) will assist the NPD in his/her tasks. If authorized by the NPD and in his/her absence, the Deputy NPD may, on behalf of the NPD, endorse several project activities. However, the NPD remains the single person responsible for decisions made by his designate.
- The Joint Senior Technical Adviser (JSTA) and the UNDP Policy Advisor for the Rule of Law and Access to Justice will assist on project's substantive strategic issues. The Joint STA is a shared position with the Project on Budget Oversight and Representation with the Committee for Finance and Budgetary Affairs. The Joint STA will work 50% of his/her time for each project. The Joint STA is the UNDPresident expertwith a thorough understanding of the organization and operation of legislatures and an in-depth knowledge of planning and realizing parliamentary strengthening projects. He/she also assists to mobilise short-term experts on substantial issues of the project. In addition, UNDP's Policy Advisor forthe Rule of Law and Access to Justice will be available to advise the project on strategic legal system reform issues.
- The Project Manager (PM) works under the direct supervision of the National Project Director, the PM is responsible for the operational management of the project. He/she assumes the day-to-day operational management of the project in line with the DPO as well as HPPMG. He/she will to work full-time.
- The Project Accountant is in charge of the project's financial management and accounting aspects.
- The Project Assistant cum Interpreter (PA) will provide assistance to the implementation of the project. This position will also be in charge of undertaking translation and interpretation of Project's daily communications and simple tasks and identifying translation/interpretation professionalcompanies/individualsfor services outsource.

**3. Working relationships between the parties concerned (e.g. the line agency, NIP and CIP(s), PMU, UNCO, sub-contractors and other participating parties in project management and implementation**

As stated in the above section, ILS will be the NIP for the project. Other Vietnamese parties that are involved in project management and implementation will follow relevant provisions of Government Decree 131/CP as well as of the HPPMG.

The ILS will collaborate with the Committee on Judiciary Affairs and Committee on Law, other research institutes and various national and international partners. As NIP, ILS will have the overall responsibility to coordinate the inputs of other partners and to ensure that the project achieve the expected results. As CIPs, Committee on Law and Committee for Judicial Affairs are responsible and accountable to the ILS for the direct implementation of a group of activities for their respective Committee as agreed by the ILS and UNDP.

**4. Mechanisms to develop and implement project work plans and manage financial resources (including cash transfer modality(s) selected and the risk rating based on the HACT guidelines)**

The preparation and implementation of Work Plans (based on the NIM modality) will follow relevant provisions of the HPPMG and UN-EU Cost Norms Guidelines. Specifically:

- (i) Annual Work Plans (AWP) and budgets will be prepared by the ILS, Committee on Law, and Committee on Judiciary Affairs, and submitted to NPD based on close consultations with UNDP CO in line with the approved RRF.
- (ii) Draft AWP/budgets will be sent to the UNDP CO for comments before they are finalized for appraisal by Project Steering Committee;
- (iii) Finalized AWP/budgets will be signed by ILS and UNDP CO and serves as the legal basis for implementing the project activities during the year.
- (iv) Based on the approved AWP/budgets, QWP and budgets will be prepared by the PMU for comments by the UNDP CO and approval by the NPD. Project activities during the quarter will be carried out on the basis of the approved QWP/budgets.
- (v) Project resources that are managed under the NIM modality will be subject to spot check and audit requirements based on relevant provisions of the existing HACT guidelines and of the HPPMG.

**5. Monitoring, overseeing, evaluation and reporting requirements**

Although annual project reviews and in-depth evaluations are no longer mandatory, they may be organized at the request of either of the project parties or jointly by the two project parties. These will be of necessity, especially when the project runs into serious implementation problems.

Reporting responsibilities will also follow relevant provisions of the HPPMG, Programme and Operations Policy and Procedures (POPP) of UNDP, and the applicable Government regulations on ODA management whereby Quarterly Project Progress Reports and Annual Project Performance Reports will be prepared by the PMU, approved by the NPD and circulated to UNDP CO, and (if necessary) to relevant PCG Conveners to provide inputs into PCG reviews/meetings.



The PMU is required to prepare quarterly and annual project reports on the progress towards stipulated project specific outputs and their indicators. In addition to the regular (at least quarterly) monitoring of the project progress by IP and UNDP CO, Annual Project Review meetings, if necessary, will be organized for involved partners to thoroughly discuss the project progress and annual work plan for the coming year as well as to identify the areas for improving project implementation.

The PMU will be responsible for preparing the following project management tools and reports:

- Terms of reference (TOR) for project activities and JDs for consultant recruitments;
- Activity reports and evaluation forms;
- Quarterly Work Plans and Budgets;
- Annual Work Plans and Budgets;
- Quarterly Project Progress and Financial Reports;
- Annual Project Progress and Financial Reports.

Within the project term, the following monitoring and evaluation framework to be used:

<b>Monitoring and Evaluation Activities</b>	<b>Responsible Parties</b>	<b>Timeframe</b>
Quarterly Progress and Financial Reports	Project Team and UNDP	Quarterly
Annual Progress and Financial Reports	Project Team and UNDP	Annually
Scheduled Audit/ Spot checks (under HACT framework)	Project Team and UNDP Consultant (as/if required)	Annual and as/if required (Frequency will be determined based on the IP's micro assessment results).
Project Field Visits	UNDP and Project Team	As required, but at least twice per year;

## **VII. Preliminary analysis of project feasibility**

As stated above, the objectives of the proposed project are within the mandates and responsibilities of ILS/ONA. Therefore, it is believed to be highly feasible for the following reasons:

- It stems from the urgent needs of the project beneficiaries, like the National Assembly, the NA Standing Committee, the Ethnic Council and Committees, and the Institute for Legislative Studies, fitting well to their demand, context and capacities.
- It benefits from the high determination and leadership of the ILS.

To ensure that the project can be implemented immediately after the DPO approval, it is necessary to mobilise staff for the project in a timely manner. Focal points at partnering

committees (Committee on Law and Committee on Judiciary Affairs) should be identified, ILS middle-level management should be involved in early project planning.

## **VIII. Preliminary analysis of project benefits**

### **1. Direct benefits for the Implementing Partner**

- The capacity of ILS leaders and staff (researcher and support staff) to support the formulation and oversight of key legislation and policies will be enhanced;
- The capacity of NA deputies and department staff of the Committee on Law and Committee on Judiciary Affairs to conduct their functions will be enhanced;
- The cooperation and communication between NA committees and the ILS as the prime information provider to the work of committees and their deputies will be enhanced;
- The ILS is able to more effectively fulfil its mandate.

### **2. Economic, environmental and social implications for the sector, field, locality**

Socio-economic benefits and impacts on the socio-economic structure of Viet Nam are only indirect through increased capacity of the NA through research and information services provided by the ILS that allow for more informed decisions. Many targets address enhancing law-making and oversight procedures and processes which in turn will enable NA committees and deputies to more effectively scrutinise legislation and hold the executive branch accountable for its actions. All of which will have an indirect impact on the socio-economic structure of Vietnam.

The project does not directly deal with environmental issues. Indirectly, and over the longer term, enhanced capacity of independent, scientific and objective information provision to NA committees and deputies in environmental area should help raising awareness and strengthen the voices of citizens and solutions in environmental matters.

### **3. Sustainability of the project following its completion**

Sustainability of capacity development interventions will be a paramount principle and will be sought through consistent education and training and support to institutionalisation of the increased capacity in legislative research and information. The sustainability of this project will also lie in the high level of activeness, interest and ownership of the ILS and its committee partners, the development and implementation of a demand-driven project.

Date: .....

President of the Institute for Legislative Studies



**Annexes:**

**Annex 1:** List of major equipment pieces *(to be decided on inventory of project equipment)*

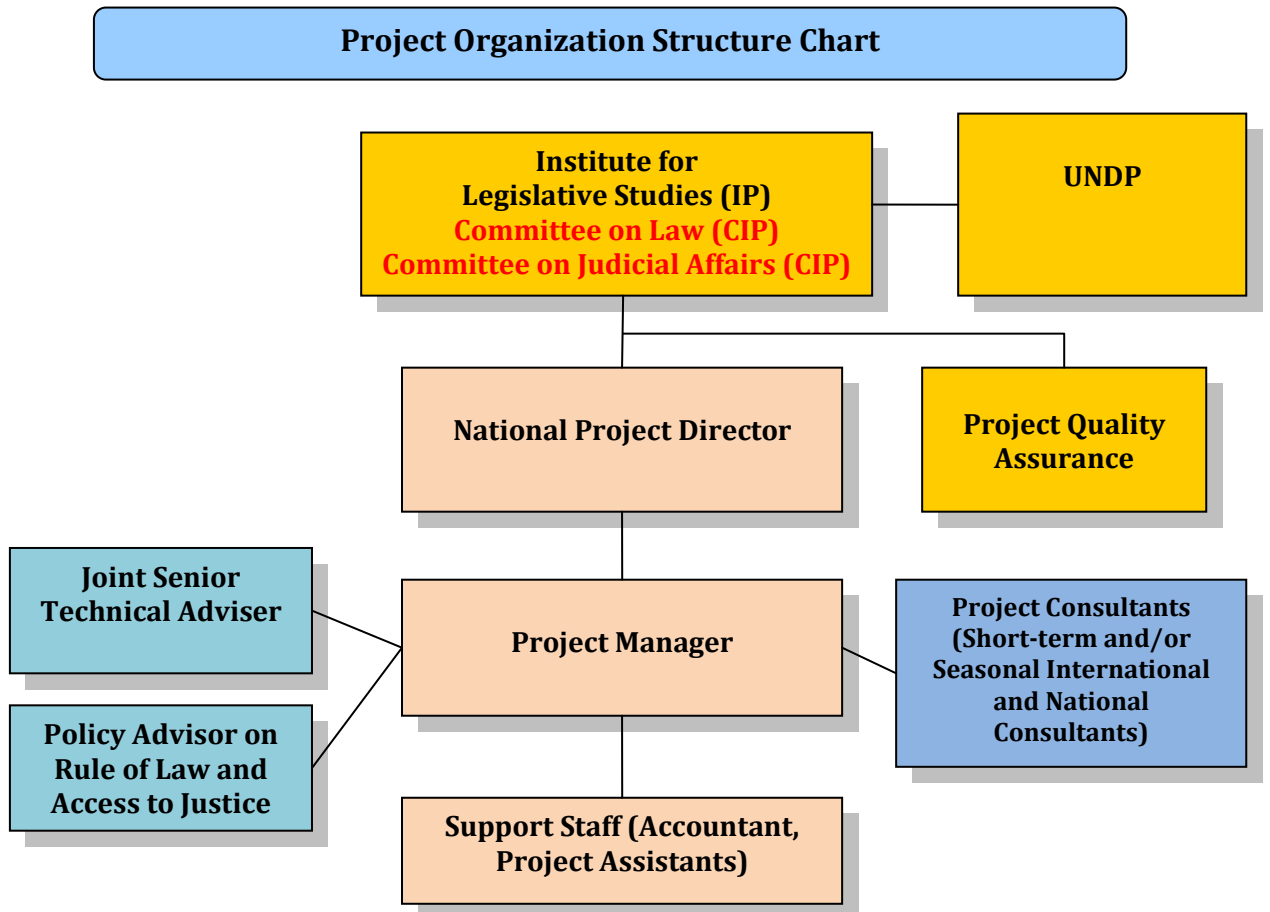
1.1 Inventory (to be handed over from the Project “Enhancing legislative research and ICT capacities of the National Assembly Standing Committee’s Institute for Legislative Studies”)

1. Desktop: 3 sets
2. Laptop: 1 set
3. Printer: 2 sets
4. Scanner: 1 set

1.2 List of new equipment pieces *(to be purchased)*

1. Photocopier: 1 set
2. Paper shredder: 1 set
3. Projector + screen : 1 set
4. Voice recorder: 1 set

**Annex 2:**



**Annex 3: Terms of Reference for Project Staff and Technical Experts** (Details will be stipulated in TORs before actual recruitment process starts)

**I. NATIONAL PROJECT DIRECTOR  
(Part-time)**

*Duration of Services:* 2013-2016

*Location:* Ha Noi

*Requirement:* President of the Institute for Legislative Studies

**Duties and Responsibilities:**

The National Project Director (NPD) will have the overall responsibility for the project to ensure the objectives, outputs and outcomes of the project are achieved through efficient and effective use of the project resources. Specifically, the NPD will:

- supervise the operational management of the project and ensure timely implementation of the project;
- be accountable on behalf of ILS to the National Assembly/GACA and UNDP for the effectiveness and efficiency of project resources to produce the project outputs and outcomes;
- maintain and coordinate at high level between the Project and stakeholders, like the Committee on Judiciary Affairs and the Committee on Law, institutes, including the collaborating agencies and sub-contracts with an aim to achieve the targets and to make them become outputs;
- hold the ultimate authority to expend funds/disbursement from the project budget;
- review and approve the quarterly and annual targets/activities, officially submit quarterly/annual workplans to UNDP for approval;
- be responsible to the ILS and UNDP for the use of the Project's funding and assets.

**II. DEPUTY NATIONAL PROJECT DIRECTOR  
(Part-time)**

*Duration of Services:* 2013-2016

*Location:* Ha Noi

*Requirement:*

**Duties and Responsibilities:** Be responsible to the National Project Director (NPD) and on behalf of NPD when delegated to guide the implementation of the Project to ensure the objectives, outputs and outcomes of the project are achieved through efficient and effective use of the project resources. Specifically, the DNP is entitled to perform the following tasks:

- supervise the operational management of the project and ensure timely implementation of the project;
- maintain and coordinate at high level between the Project and stakeholders, like the Committee on Judiciary Affairs and the Committee on Law, institutes, including the

collaborating agencies and sub-contracts with an aim to achieve the targets and to make them become outputs;

- review and giving inputs/advice to the quarterly and annual targets/activities, officially submit quarterly/annual work plans to UNDP for approval;
- in NPD's absence, sign and endorse necessary project's documents/activities when authorised by and on behalf of the NPD

### **III. PROJECT MANAGER (Full-time)**

#### **Duties and Responsibilities**

The Project Manager:

1. prepares and updates quarterly and annual project work plans, and submits these to the NPD and UNDP CO for clearance;
2. ensures that all agreements with Responsible Parties are prepared, negotiated and agreed upon;
3. drafts TORs for key inputs (i.e. personnel, sub-contracts, training, procurement) under the responsibility of the NIP, submits these to the NPD and UNDP CO for clearance, and administers the mobilization of such inputs;
4. with respect to external project implementing agencies:
  - a) ensures that these agencies mobilize and deliver the inputs in accordance with their letters of agreement or contracts, and
  - b) provides overall supervision and/or coordination of their work to ensure the production, quality and timeliness of the expected outputs;
5. assumes direct responsibility for managing the project budget as Committing Officer, by ensuring that:
  - a) Project funds are made available when needed, and are disbursed properly,
  - b) Expenditures are in accordance with the project document and/or existing project work plan,
  - c) Accounting records and supporting documents are kept,
  - d) Required financial reports are prepared,
  - e) Financial operations are transparent and financial procedures/regulations for NEX projects are properly applied; and
  - f) S/he is ready to stand up to audits at any time;
6. assumes direct responsibility for managing the physical resources (e.g. vehicles, office equipment, furniture, stationary...) provided to the project by UNDP;
7. supervises the project staff and local or international experts/consultants working for the project;

8. drafts project progress reports of various types (e.g. quarterly report, annual report, and the Final Project Report) as scheduled, and organizes review meetings and evaluation missions in the coordination with UNDP;
9. reports regularly to and keeps the NPD up-to-date on project progress, implementing issues, emerging risks/problems as well as suggests to him/her necessary remedial actions.

### **General Qualifications**

1. Master degree on law, public governance, administrative reform or equivalent.
2. General knowledge of substantive matters that are addressed by the project. Have at least five years' working experience with National Assembly's institutions.
3. Knowledge and experience in project management.
4. Good inter-personal and team building skills.
5. Full time availability for project management duties.
6. Working level of English language is an absolute necessity.
7. Familiarity with technical assistance projects and UNDP programme in Viet Nam is an asset.

## **IV. PROJECT INTERPRETER CUM ASSISTANT (Full-time)**

### **Duties and Responsibilities**

Under the supervision of the NPD and PM, the Project Assistant will:

- provide quality and timeliness in normal interpretation and translation activity of the Project and administration. Ensure smooth correspondence exchange and information sharing between the project and stakeholders;
- provide necessary assistance in the operational management of the project according to the project document and the HPPMG procedures;
- assist in the preparation of annuals and quarterly project work plan and progress reports;
- provide assistance in the supervision of the preparation of project events as per approved work plans, including workshops, meetings, trainings and study tours, particularly those under the capacity building component., etc.;
- assist with supervision of logistical and administrative arrangements;
- Monitor the preparation of background materials for discussion and briefing sessions on project matters, as well as ToR and contracts for consultants/experts for project activities.

The Project Assistant will carry out other duties if required by NPD and PM for the ultimate successful implementation of the project.

### **Qualifications**

- University degree in law, public governance, administrative reform or equivalent.
- Experience and/or familiarity with UNDP regulations.
- Good secretarial skills and organizational capacity.
- Experience in project development and implementation.
- Familiarity (at least 3 years) with and experience in government institutions and procedures would be an advantage.
- Proficiency in the use of information technologies and good computer skills, particularly in the use of MS Office Package (MS Word, MS Excel, etc.) and Vietnamese typing software such as Unicode, Unikey and ABC.
- Excellent command on both written and spoken English. Have at least three years working experience on interpretation/translation.

## **V. PROJECT ACCOUNTANT (Full - time)**

### **Duties and Responsibilities**

Under the supervision of the NPD and the monitor of PM, the Project Accountant will:

- be in charge of the project's financial management and accounting;
- prepare financial statement on the quarterly (if required), annual basis and projects final financial statement;
- be in charge of cash-in and cash-out in accordance with the regulation, assuring the availability of cash and legal disbursement;
- be in charge of controlling and checking all the voices and receipts and assuring them legal in accordance with the regulation and law;
- be in charge of preparing and reporting monthly financial statement to the NPD;
- in charge of the filing system of the accounting record, invoices, receipts, etc. of the projects in accordance with the regulation of record filing;
- assure the transparency of financial activities as well as the strict obedience of financial procedure/regulation for NIM project; and
- must be able to assist the audit at anytime.

The Project Accountant will carry out other duties if required by NPD for the ultimate successful implementation of the project.

### **Qualifications**

- University degree in accounting/finance.
- At least five years of experience in project accounting/business/public sector.
- Experience with accounting software.



- Priority given to candidate with experience and/or good knowledge of UNDP regulation.
- Dynamic, ability to manage and control the work.
- Knowledge of Viet Nam's law.
- Experience in development field and project financial activities.
- Knowledge and experience on the government structure and procedure will be an advantage.
- Good IT skills, especially the MS Office Package (MS Word, MS Excel), etc.
- Fluent spoken and written English.
- Female is encouraged to apply for the post.

## **VI. JOINT SENIOR TECHNICAL ADVISER (Part-time)**

### **Duties and Responsibilities**

- Provide policy and technical advice to the ILS in pursuance of the project objectives;
- Provide advice and facilitate knowledge building in the field of parliamentary development;
- Build strategy partnerships and develop joint dialogue initiatives on the parliamentary development issue as relevant to the project;
- Provide technical advice on project planning, quality assurance, monitoring and evaluation, coordination and knowledge generation and sharing.

### **Qualifications**

- A master degree or equivalent on law, public governance, public policy or similar areas.
- Have experience and knowledge of project management cycle.
- Have at least seven years' international practical working experience in coordination and facilitation of substantive parliamentary work and parliamentary development issues.
- Strong presentation skills both verbal and in writing in English are required.
- Strong team coordination experience.
- Experience/knowledge/understanding on gender equality and mainstreaming is an asset.
- Professional attitude and high commitment.

## **VII. POLICY ADVISOR ON RULE OF LAW AND ACCESS TO JUSTICE**

### **Duties and Responsibilities**

- Provide policy advice to the ILS in pursuance of the objectives under the legislative reform research component.
- Provide advice and facilitate knowledge building in the field of law reform process.
- Build strategy partnerships and develop joint dialogue initiatives on law reform issue as relevant to the project, especially in the cooperation with the National Assembly's Committee on Judiciary Affairs and Committee on Law.

#### Annex 4 – Results and Resources Framework

**Intended Outcome as stated in the Country Programme Results and Resource Framework:**

**Outcome 3.1:** “By 2016, elected bodies are better able to formulate laws and oversee the performance of state agencies and represent the aspirations of the Vietnamese people, especially women, ethnic minorities and other vulnerable and disadvantaged groups”.

**Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:**

Indicator 1: Proportion of National Assembly members and Chairs or Vice-Chairs of National Assembly Committees who are women

Baseline (2011): 23%

Target (2016): More than 25%

MoV: Report of the National Assembly elections

Indicator 2: Proportion of National Assembly members and Chairs or Vice-Chairs of National Assembly Committees who are from an ethnic minority group

Baseline (2011): 15.6% from ethnic minority group (both men and women)

Target (2016): More than 16% from ethnic minority group (both men and women)

MoV: Report of the National Assembly elections

Indicator 3: Proportion of People’s Council members and Chairs or Vice-Chairs of People’s Council who are women or from an ethnic minority group

Baseline (2011): 25.17% for provincial level, 24.6% for district level, and 21.7% for commune level

Target (2016): More than 27% for province; more than 26% for district, and more than 23 % for commune level

MoV: Report of the PPC elections

Indicator 4: Number of new/revised institutionalized mechanisms and processes for citizens and organizations to comment on and influence pending policies and legislation

Baseline (2012, at the start of the One Plan): not applicable (i.e. no new/revised institutionalized mechanisms and processes)

Target (2016): at least 3

MoV: Report of the consultations of NA and PPC with people representatives

**Applicable Key Result Area (from 2008-11 Strategic Plan):** Democratic Governance

**Partnership Strategy:** UNDP will build on its existing partnership with the ILS and develop the relationship with the Committee on Judiciary Affairs, the Committee on Law, and other agencies through various project activities. The ILS will be fully responsible to UNDP for coordinating the input of other partners and ensure that the project achieved the expected outcomes and outputs.

**Project title: “Legislative Information and Institutional Strengthening for the National Assembly of Vietnam”**

**Project ID (ATLAS Award ID):** *to be confirmed*

INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
COMPONENT 1: SUPPORT TO STRENGTHEN THE PROVISION OF LEGISLATIVE INFORMATION AND SUBSTANTIVE INPUT AVAILABLE TO THE NATIONAL ASSEMBLY, ITS COMMITTEES AND DEPUTIES				
<p><b>OP 3 Output 3.1.1:</b> Elected bodies benefit from enhanced knowledge generation and knowledge management to access high quality research and data to guide their legislative duties.</p> <p><b>Indicator 1:</b> Extent to which relevant research findings have been discussed and considered for use by elected bodies in the adoption of laws, ordinances and development of oversight guidelines and tools.</p> <p><b>Baseline (2011):</b> Limited existence and use of research findings.</p> <p><b>Target (2016):</b> Relevant research</p>	<p><b>Project Specific Output 1:</b> Enhanced capacity of the ILS to provide legislative information and substantive input to the NA, its committees and deputies.</p> <p><b>Indicator:</b> Detailed, peer-reviewed researches are available from the ILS on issues related to key draft laws and national policies.</p> <p><b>Baseline (2013):</b> Almost no high-quality, peer-reviewed researches by the ILS available to inform their legislation-making work of committees.</p>	<p><b>Activity Result 1: Assessments, analyses, policy reviews, and consultations conducted in order to strengthen the provision of legislative information and substantive input for the NA, its committees and deputies.</b></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Baseline studies and surveys, policy reviews, analysis and assessments of key laws. Sub-Activity: Mobilise knowledgeable international experts for the peer-review of studies and researches.</li> <li>• Seminar to exchange information, experience and skills among deputies and parliamentary experts from Vietnam and other countries. Sub-Activity: Mobilise</li> </ul>	ILS NA Committees ONA agencies UNDP UNICEF UNFPA UN WOMEN	<b>400,000 USD</b>

<p>findings are used by elected bodies in adoption of all laws, ordinances and the development of oversight guidelines and tools.</p> <p><b>MoV:</b> IP annual reports.</p> <p><b>Indicator 2:</b> Number of new rights-based parliamentary oversight guidelines and tools developed, approved and used by the NA.</p> <p><b>Baseline (2011):</b> Not applicable at the start of the One Plan 2012-2016</p> <p><b>Target (2016):</b> At least 5 new rights-based parliamentary oversight guidelines and tools developed, approved and used by the National Assembly</p> <p><b>MoV:</b> Bi-annual session reports of NA committees on monitoring the implementation of laws and ordinances and related policies.</p> <p><b>OP3 Output 3.1.2:</b> Elected</p>	<p><b>Target (2015):</b> 5 (1 for 2013, 2 for 2014 and 2 for 2015) detailed and peer-reviewed researches on issues related to key new draft laws and legislation initiatives from deputies.</p> <p><b>MoV:</b> Researches. Annual project reports and annual ILS reports as well as articles in the ILS Bulletin.</p> <p><b>Project Specific Output 2:</b> Enhanced capacity and knowledge of deputies and researchers to conduct the realisation of the Law- and Ordinance-making Programme and oversight work.</p> <p><b>Indicator:</b> Detailed reports by committees reviewing existing and commenting on new draft legislation.</p> <p><b>Baseline (2013):</b> Reports by committees are lacking detail in their review of legislation issues and</p>	<p>knowledgeable international resource persons for the forums and seminars organised.</p> <ul style="list-style-type: none"> <li>Public consultation work of the ILS with regard to the constitution amendment process.</li> </ul> <p><b>Activity Result 2: Learning and capacity building opportunities made available to NA deputies and staff, and ILS researchers in the form of workshops and seminars with knowledgeable resource persons and international experts.</b></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>knowledge-building and skills training for staff of the NA, NA committees, supporting staff for provincial delegations of NA deputies and the ILS to enhance their knowledge and skills for legislation-making, policy analysis and research. Sub-Activity: Mobilise international resource persons and experts.</li> <li>Forums to exchange information about NA sessions and new legislation for deputies and the</li> </ul>	<p>ILS NA Committees ONA agencies UNDP UNICEF UNFPA UN WOMEN</p>	<p><b>380,000 USD</b></p>
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<p>officials and bodies have improved capacities to interact and consult with citizens, especially vulnerable and disadvantaged groups.</p> <p><b>Indicator 1:</b> Number of new/ revised guidelines developed and used for elected officials to interact and consult with citizens, especially vulnerable and disadvantaged groups.</p> <p><b>Baseline</b> (2011): Not applicable at the start of the One Plan 2012-2016.</p> <p><b>Target</b> (2016): At least 5 new and/or revised guidelines developed and used for interacting with citizens, especially vulnerable and disadvantaged groups.</p> <p><b>MoV:</b> IPs annual reports.</p>	<p>recommendations.</p> <p><b>Target</b> (2015): At least 5 (1 for 2013, 2 for 2014 and 2 for 2015) detailed reports available from committees reviewing existing and commenting on new draft legislation.</p> <p><b>MoV:</b> Annual project reports. Annual ILS reports. ILS Bulletins. Committee reports.</p>	<p>international community.</p> <ul style="list-style-type: none"> <li>• Upgrading and improvement of the ILS web-portal; support the ILS traditional and electronic library, as well as the continuous development of the ILS bulletin and magazine.</li> <li>• support committees to build their websites in order to track input to draft legislation and to strengthen the relationship with voters and the transparency of NA agencies.</li> <li>• limited support to NA deputies, ILS staff and ONA staff to participate in international forums and conferences related to their work.</li> </ul>		
<p>COMPONENT 2: SUPPORT FOR BETTER COOPERATION OF THE ILS WITH NATIONAL ASSEMBLY COMMITTEES AND INSTITUTIONAL STRENGTHENING PROCESSES</p>				

<p><b>OP 3 Output 3.1.1:</b>Elected bodies benefit from enhanced knowledge generation and knowledge management to access high quality research and data to guide their legislative duties.</p> <p><b>Indicator 1:</b> Extent to which relevant research findings have been discussed and considered for use by elected bodies in the adoption of laws, ordinances and development of oversight guidelines and tools.</p> <p><b>Baseline (2011):</b> Limited existence and use of research findings.</p> <p><b>Target (2016):</b> Relevant research findings are used by elected bodies in adoption of all laws, ordinances and the development of oversight guidelines and tools.</p> <p><b>MoV:</b>IP annual reports.</p> <p><b>OP3 Output 3.1.2:</b>Elected officials and bodies have improved capacities to interact and consult with citizens,</p>	<p><b>Project Specific Output 3:</b> Enhanced coordination and cooperation between the ILS as legislative information provider and the Committee on Law to realise the Law- and Ordinance-making Programme.</p> <p><b>Indicator:</b> Detailed reports by the Committee on Law reviewing existing and commenting on new draft legislation.</p> <p><b>Baseline (2013):</b> Only limited exchanges between legislative information providers and committees. Reports by committees are lacking detail in their review of issues and recommendations.</p> <p><b>Target (2015):</b> At least 5 (1 for 2013, 2 for 2014 and 2 for 2015) researches covering issues in the Law- and Ordinance-making Programme, like the Law on</p>	<p><b>Activity Result 3: Information and knowledge made available to the ILS and the Committee on Law regarding substantive issues of the Law- and Ordinance-making Programme, particularly related to the legal system, and the institutional development of the NA.</b></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Seminars for deputies and staff of the Committee on Law and experts/researchers on issues covered by the Law- and Ordinance-making Programme, like the Law on the Organisation of the NA, the Law on Oversight Activities of the NA, and the Law on the Promulgation of Legal Normative Documents.Sub-Activity: Mobilise international resource persons and experts.</li> <li>• Selected research on the issues of draft laws, the review of existing legislation relevant to the work of the Committee on Law.Sub-Activity: Mobilise knowledgeable international experts to peer-review researches.</li> <li>• Technical expertise in order to improve the cooperation and</li> </ul>	<p>ILS Committee on Law ONA agencies UNDP UNICEF UNFPA UN WOMEN</p>	<p><b>180,000 USD</b></p>
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<p>especially vulnerable and disadvantaged groups.</p> <p><b>Indicator 1:</b> Number of new/ revised guidelines developed and used for elected officials to interact and consult with citizens, especially vulnerable and disadvantaged groups.</p> <p><b>Baseline (2011):</b> Not applicable at the start of the One Plan 2012-2016.</p> <p><b>Target (2016):</b> At least 5 new and/or revised guidelines developed and used for interacting with citizens, especially vulnerable and disadvantaged groups.</p> <p><b>MoV:</b> IPs annual reports.</p>	<p>the Organisation of the NA, the Law on Oversight Activities of the NA, and the Law on the Promulgation of Legal Normative Documents.</p> <p><b>MoV:</b> Annual project reports. Annual committee reports. Annual ILS reports. Articles in the ILS Bulletin.</p> <p><b>Project Specific Output 4:</b> Enhanced coordination and cooperation between legislative information providers and the Committee for Judicial Affairs to realise the Law- and Ordinance-making Programme.</p> <p><b>Indicator:</b> Detailed reports by the Committee for Judiciary Affairs reviewing existing and commenting on new draft legislation.</p> <p><b>Baseline (2013):</b> Only limited exchanges between legislative information</p>	<p>exchange between the ILS and the Committee on Law.</p> <p><b>Activity Result 4: Information and knowledge made available to the ILS and Committee for Judiciary Affairs regarding substantive issues of the Law- and Ordinance-making Programme, particularly related to the court and judicial system.</b></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Seminars for deputies and staff of the Committee for Judiciary Affairs and experts/researchers on issues covered by the Law- and Ordinance-making Programme, like the Law on the Organisation of the People’s Courts, the Law on the Organisation of the People’s Procuracy, Law on Criminal Procedure, and the Law on Anti-corruption. Sub-Activity: Mobilise international resource persons and experts.</li> <li>• Selected research on the issues of draft laws, the review of existing legislation relevant to the work of the Committee for Judiciary Affairs. Sub-Activity: Mobilise knowledgeable international</li> </ul>	<p>ILS Committee for Judicial Affairs ONA agencies UNDP UNICEF UNFPA UN WOMEN</p>	<p><b>180,000 USD</b></p>
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	<p>providers and committees. Reports by committees are lacking detail in their review of issues and recommendations.</p> <p><b>Target</b> (2015): At least 5 (1 for 2013, 2 for 2014 and 2 for 2015) researches covering issues in the Law and Ordinance-making Programme, like the Law on the Organisation of the People's Courts, the Law on the Organisation of the People's Procuracy, Law on Criminal Procedure, and the Law on Anti-corruption.</p> <p><b>MoV:</b> Annual project reports. Annual committee reports. Annual ILS reports. Articles in the ILS Bulletin.</p>	<p>experts to peer-review researches.</p> <ul style="list-style-type: none"> <li>• Technical expertise in order to improve the cooperation and exchange between the ILS and the Committee for Judicial Affairs.</li> </ul>		
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**ANNEX 5: BUDGET CONTRIBUTED BY THE VIETNAMESE PARTNER (COUNTERPART FUNDS)**

**Project: Strengthening the Provision and Exchange of Legislative Information among Agencies of the National Assembly of Vietnam**

**Project duration: 2013 - 2015**

<b>No.</b>	<b>Items</b>	<b>Monthly expenditure (VND)</b>	<b>Yearly expenditure (VND)</b>	<b>Aggregate amount (3 years)</b>
<b>I</b>	<b>Contribution by existing resources</b>			
1.1	National Project Director	12,000,000	144,000,000	432,000,000
1.2	National Project Manager	-	-	
	<b><i>Sub-total contribution by existing resources</i></b>	<b>12,000,000</b>	<b>144,000,000</b>	<b>432,000,000</b>
<b>II.</b>	<b>Contribution in cash</b>			
2.1	Salary allowance	18,000,000	216,000,000	648,000,000
2.2	Payment for contractual personnel	15,000,000	180,000,000	540,000,000
2.3	Public service (power charges, water supply, automobile petroleum, office cleaning, etc.)	5,000,000	60,000,000	180,000,000
2.4	Office facilities and equipments	5,000,000	60,000,000	180,000,000

2.5	Communication charges (telephone, internet, books, magazines, express delivery service, etc.)	5,000,000	60,000,000	180,000,000
2.6	Meeting costs	5,000,000	60,000,000	180,000,000
2.7	Rental costs	-	-	-
	Office rent	25,000,000	300,000,000	900,000,000
	Office vehicles rent	15,000,000	180,000,000	540,000,000
2.8	Maintenance charges for office assets and equipments (fax machine, photocopier, air conditioners, computer softwares...)	2,000,000	24,000,000	72,000,000
2.9	Other expenditures (office utilities, automobile insurance, asset insurance, travelling allowances, parking fees, guest reception, costs for working delegations and for public holidays, etc.)	4,000,000	48,000,000	144,000,000
	<b><i>Sub-total contribution in cash</i></b>	<b>99,000,000</b>	<b>1,188,000,000</b>	<b>3,564,000,000</b>
<b>TOTAL</b>		<b>111,000,000</b>	<b>1,332,000,000</b>	<b>3,996,000,000</b>

VND 3,996,000,000 = USD192,115  
(Exchange rate VND/USD = 20,800)

