

feasible, as assessed by reference to BREEAM⁴ or LEEDS⁵ to the extent that this is achievable in Bangladesh.

During the pre-construction stage, EMCs would be required to help LGED and PWD to develop the procurement strategy for construction contracts that will ensure transparency and an appropriate level of competition. Also the EMC will assist PWD in procuring the services of supervision consultants. In addition, the EMCs will provide assistance to LGED and PWD to prepare the tender documents and will provide technical assistance on greener construction practices and drafting particular conditions of the contracts to ensure compliance with best practices in respect of Health and Safety, Labor Welfare and Environmental Management at construction sites, where feasible.

The land purchase should be straightforward transfers from the current legal owners to the BEC. However in the unlikely event that there are squatters at any of the acquired plots then the BEC should compensate and re-settle such persons in accordance with WB or ADB guidelines for involuntary settlement. The current GOB rules do not allow payment of compensation to persons who do not have legal title to land. Before start of construction EMCs will check that if and where appropriate BEC has followed WB/ADB procedures in dealing with any project affected persons.

The other pre-construction activities in which EMC's assistance to LGED/PWD would be required are:

- Preparation of cost estimates
- Evaluation of contractors' bids
- Award of construction contracts

Construction management of upazila server stations is to be undertaken by LGED and PWD for their respective split of such buildings. In addition PWD will manage the construction of 64 urban upazila and 16 thana server stations. Supervision Consultants will assist PWD with supervising construction of the 5 regional centers, which will be designed by PWD. The EMCs would be required to assist PWD in preparing the ToR for engagement of supervision consultants for this purpose. The supervision consultants will be recruited by and will report to PWD.

Executive Engineers will send monthly progress reports to their respective DPD. During the construction phase the EMCs will undertake physical and financial monitoring of the entire project on behalf of the Project Board. This will be done through regular technical and financial audits the results of which will be incorporated in monthly progress reports to UNDP and the Project Board. Particular attention would be paid by the EMCs to compliance with respect to Health and Safety, Labor Welfare and Environmental Management. No work will take place until the EMCs overseeing the work, unless a suitable stop-gap measure is in place, which can include hiring an appropriate short term management consultant or bringing in experts from other UNDP Country Offices.

UNDP will arrange for annual financial audits following UNDP guidelines.

⁴ BREEAM - Building Research Establishment's Environmental Assessment Method (BREEAM), UK.

⁵ LEEDS - The Leadership in Energy and Environmental Design (LEED) Green Building Rating System, USA.

Monitoring Responsibilities of Responsible Parties

LGED and PWD will implement construction activities and will be responsible for the following specific functions for the buildings assigned to their agency:

	Description of Service	Responsible Party
1	Prepare architectural and engineering drawings and specifications, to be reviewed and checked by the EMCs	LGED/PWD Design Teams
2	Carry out topographic surveys and geotechnical investigations	
3	Prepare tender documents for construction firms in consultation with the EMCs	Executive Engineers
4	Invite bids from contractors	Executive Engineers
5	Evaluate and award construction contracts, in consultation with the EMCs	
6	Assume the role of "Engineer" in site supervision	Executive Engineers
7	Follow national requirements and best practices in construction management, including health, and safety labour welfare and environmental management standards	Executive Engineers
8	Supervise physical construction for upazila and thana server stations	Executive Engineers
9	Provide site access to EMCs and all relevant parties as necessary	Executive Engineers
10	Provide access to relevant records including financial documents when required by EMCs and all relevant parties as necessary	Executive Engineers, Chief Engineer
11	Submit payment requests to the project	Chief Engineer
12	Provide inputs for progress reports	Executive Engineers

The BEC shall retain overall responsibility for the execution of the project (executing agency) and will be responsible for the following specific functions:

	Description of Service	Responsible Party
1	Ensure coordination between all institutional partners	NPD
2	Ensure coordination between CSSED and PERP	NPD
3	Day-to-day management of project implementation and issues	DPDs and NPD
4	Monitor the implementation by PWD and LGED through a monitoring committee	NPD, with other GoB partners
5	Prepare monthly, quarterly and annual physical and financial progress reports	DPDs, NPD
6	Review payment requests	DPDs, NPD
7	Make payments to implementing agencies	NPD
8	Request funds from UNDP on a quarterly basis	NPD
9	Prepare reconciliation Statements on quarterly basis for funds received and disbursed.	

UNDP, as part of its project assurance role, will hire an international management consulting firm (EMCs) to perform the following functions:

	Description of Service	Responsible Party
1	Review and check architectural and engineering drawings and specifications	EMC
2	Provide technical assistance to LGED and PWD on preparing tender documents to ensure they comply with best practices	EMC
3	Participate in the evaluation of contractor's bids	EMC
4	Ensure and confirm that the contracts are awarded in a transparent manner	EMC
5	Ensure that issued contracts comply with health, safety, labor welfare and environmental standards to the extent feasible	EMC
6	Regularly monitor the physical and financial progress of construction	EMC
7	Monitor the quality of construction	EMC
8	Check all financial payment certificates before the release of funds to the executing partners	EMC
9	Monitor the issuance of completion certificates to contractors to ensure timely handover	EMC
10	Prepare monthly reporting on physical and financial progress, results of quality checks, certifying adherence to health, safety, labor and environmental standards	EMC
11	Prepare report on engineering designs, including an assessment by reference to BREEAM or LEEDS	EMC

Ownership, Use and Maintenance of Project Deliverables:

The facilities developed under the project will be handed over to the concerned Election Officer for use as the regional, thana or upazila server station at the completion of the project. Developed facilities will be maintained from the revenue budget. The concerned Upazila Engineer will provide the necessary technical support to maintain the developed facilities-approximately 2% of the construction cost will be needed every year to maintain the developed facilities. For the first year after completion the respective contractor will be responsible for maintenance under his contractual obligation.

SECTION 4: Monitoring and Evaluation

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

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the UNDP Project Manager to facilitate tracking and resolution of potential problems or requests for change.

- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the National Project Director to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

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

Quality Management for Project Activity Results

Quality will be recorded using the following format:

OUTPUT 1:		
Activity Result 1 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i>	Start Date: End Date:
Purpose	<i>What is the purpose of the activity?</i>	
Description	<i>Planned actions to produce the activity result</i>	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>

Monitoring and Communication Plan:

The key stakeholders of this project include:

- a. Bangladesh Election Commission, Election Commission Secretariat, Bangladesh
- b. LGED and PWD

- c. Planning Commission/Economic Relations Division/IMED
- d. UNDP (fund administration and project assurance)
- e. DFID and the Netherlands (international donors)

The underlying principle behind the communication strategy for the project is to keep all the stakeholders well informed with regard to project activities, lessons learned and project targets and achievements.

Separate cost-sharing agreements will be signed with the funding partners, UK-DFID and the Embassy of the Netherlands. UNDP will keep funding partners informed through annual reporting and meetings on an as-needed basis. An Annual Review will be conducted in January of each year. UNDP procurement, audit, monitoring and reporting formats and guidelines will be utilized and followed in this project. Quarterly progress reports will be shared with the donor partners.

The project will maintain communication with stakeholders by way of providing status reports, minutes of the meetings/consultation held, progress reports, lessons learned, and other event-based reports and management products.

Technical meetings, comprised of technical level staff from UNDP, DFID, the Netherlands, BEC, PWD, LGED and the project staff will be held on a quarterly basis to review the quarterly progress reports and to discuss project issues. These meetings will be convened by the UNDP Program Specialist (Elections).

SECTION 5: Legal Context

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

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

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

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

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via

<http://www.un.org/Docs/sc/committees/1267/12671istEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document”.

The following types of revision may be made to this Project Document with the signature of the UNDP Country Director only; provided that she/he is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a) Revision in, or addition to, any of the annexes to the Project Document;
- b) Revisions, which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

The Project Document is, for all purposes related to implementation, the legal document by which UNDP and GoB will be bound for achieving results. The GoB may prepare for its own internal planning and approval purposes a matching document such as Development Project Proposal (DPP). All efforts must be made to ensure that the relevant provisions of the concerned DPP prepared for the project are identical to those in the signed Project Document. However, in the event of any discrepancies between this Project Document and a related GoB document (including, but not limited to, discrepancies in terms of financial provisions) the provisions in the signed Project Document are to be upheld.

The national implementing agency designated on the cover page to this Project Document shall carry out this project and accordingly will follow the accounting, financial reporting and auditing procedures set forth in the UNDP programming guidelines.

Annexes:

1. Risk Log
2. Preliminary drawings
3. Logframe
4. Project Management Set-Up
5. Detailed Development Partner Budget for Atlas
6. Terms of References
 - i. Engineering Management Consultant Firm
 - ii. National Project Director Deputy
 - iii. Deputy National Project Director (PWD)
 - iv. National Project Director (LGED)
7. Scope of work for possible short term consultants
8. List of server station locations and land availability

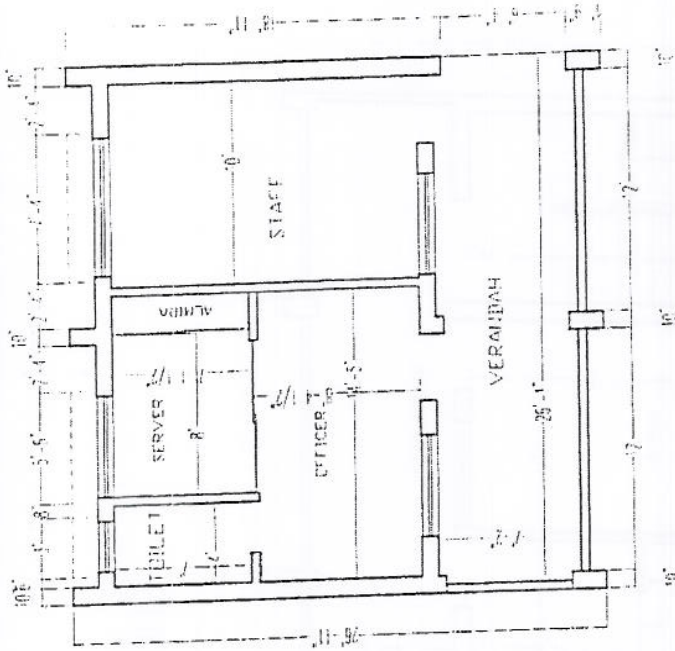


Annex 1: Risk Log

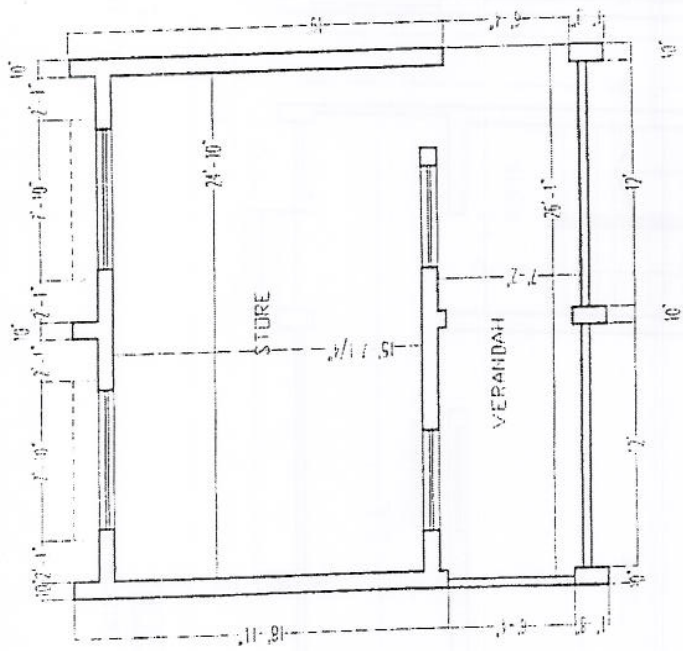
Type	Date Identified; Author	Description	Comments	Status	Status Change Date	Owner
Political		The project is being initiated under a Caretaker Administration. Stability of the political environment and continuation of project activities under a political government is essential for the project to succeed.	Procurement will be initiated before the CTG leaves office, and many work orders will likely be issued. The independence of the BEC from the PM's office will help to ensure that its activities will continue under new national leadership.			
Security		Deterioration of security in Bangladesh could interfere with the construction timetable.	Server stations will be established in localised areas with the support of local agencies.			
Operational		The project will require contingency plans in case the timeline can not be met due to factors endogenous and exogenous to the project.	One responsibility of the Project Board will be to develop and activate contingency plans to address any significant deviation from the project's timeline.			
Operational		The success of the project depends on timely procurement and initiation of construction	LGED has completed drawings for two types of buildings prior to initiation of the project to ensure timely procurement			
Financial		Fiduciary Risk: Funds may not be used for the intended purpose.	The project will report expenditures regularly to UNDP as part of the monitoring requirements. The Monitoring Consultant will ensure the tender processes are transparent and will regularly monitor the financial progress.			
Organizational		Coordination and cooperation required between BEC, LGED and PWD	The project management team will include representation from LGED and PWD at the Deputy Project Director level to facilitate coordination and cooperation between the two executing agencies and the implementing partner (BEC).			
Environmental		Some buildings will be under construction during monsoon season which may disrupt construction activities.	The project will aim to have most Upazila buildings completed before monsoon season 2009 starts. The ground level construction activities of larger buildings are expected to be completed before monsoon season in 2010. There should be little or no disruption to programme.			
Financial		Corruption in procurement and/or contracting slows	A strong role of Management Consultants will greatly			

		down or halts works	minimize the potential for corruption, coupled with independent oversight of the process by the BEC, boosted by UNDP and development partners			
Operational		Inadequate coordination between CSSED and PERP, leading to misunderstanding on requirements	PERP NPD involved in project design. PERP NPD on Project Board			
Operational		The BEC does not routinely acquire land, possibly resulting in acquisition delays	The BEC will work in close collaboration with GoB ministries and departments responsible for land acquisition to minimize delays			
Legal		Legal disputes around land esp. when acquired from a private source	Maintaining flexibility on the site: if a particular plot is disputed, another suitable plot may be identified to expedite project activities			
Financial		Inflation for building materials rises above the contingency provided in the budget	UNDP may have to request donors for additional funds to complete project activities			
Organizational		Key people who hold leadership positions in the BEC, including the Secretary and Joint Secretary, will likely be transferred during the life of the project	The Chief Election Commissioner has a five year term, which started in early 2006 and is likely to remain in his post throughout the duration of the project, providing leadership continuity.			
Operational		Suitable land can not be acquired	It has been noted that the land requirement for the server stations is very small, and it should not be difficult to acquire suitable plots in all locations. If it has been determined that no suitable plot is available, then it must be referred to the Project Board for further decision.			
Financial		Current volatility and instability in global financial markets	The exchange rates fluctuation could significantly change the project cost. So far, the Taka has remained fairly stable against the U.S Dollar.			

Appendix-1



FIRST FLOOR
TOTAL FLOOR AREA: 663.29 SFT



GROUND FLOOR
TOTAL FLOOR AREA: 663.29 SFT

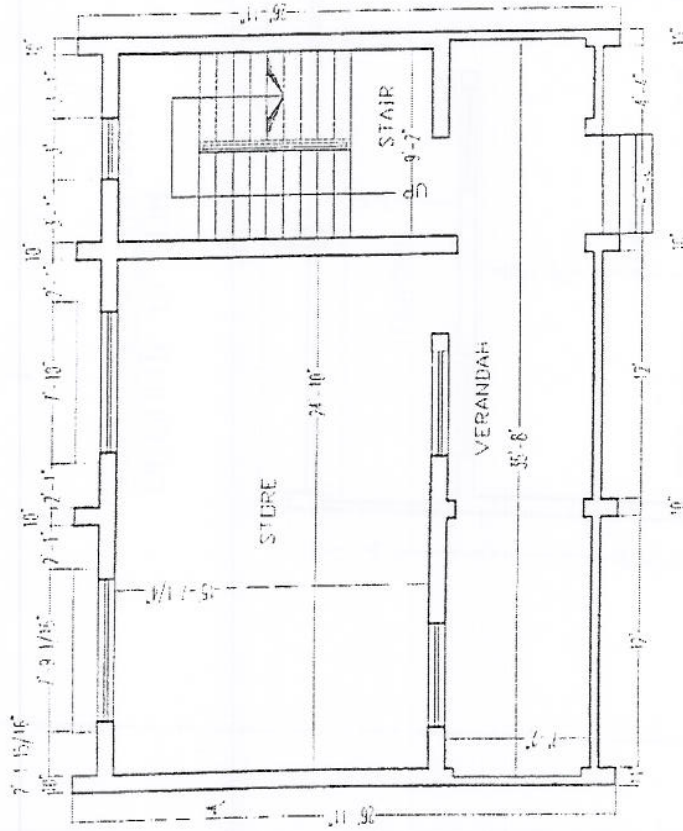
28TH FEBRUARY, 2009
LOCAL GOVT ENGINEERING DEPARTMENT
UPAZILA SERVER STATION FOR ELECTORAL DATA BASE
Design: MD AMINUL ISLAM M'CH U. E. No. 0001/2009
Designation: LGED

TYPE: **A**

UPAZILA SERVER STATION FOR ELECTORAL DATA BASE
[Extension of existing Upazilla Bhaban]

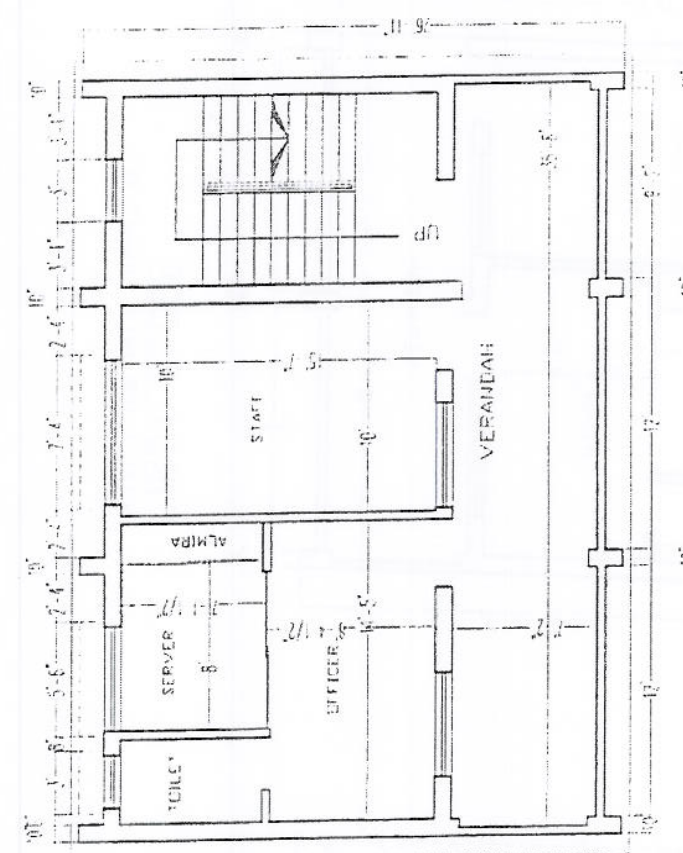
(Handwritten signature)

(Handwritten signature)



GROUND FLOOR

TOTAL FLOOR AREA: 913.36 SFT

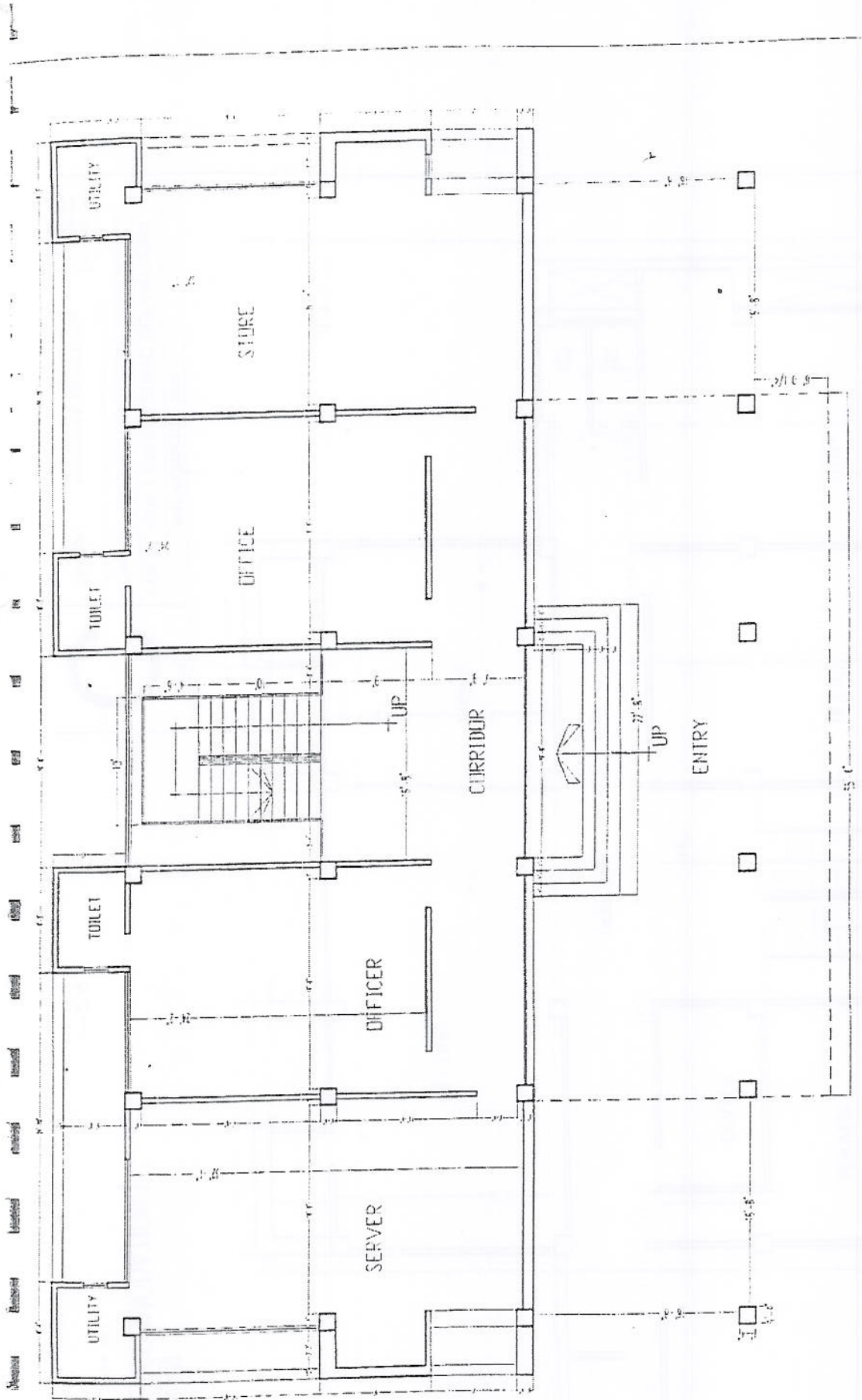


FIRST FLOOR

TOTAL FLOOR AREA: 913.36 SFT


UPAZILA SERVER STATION FOR ELECTORAL DATA BASE
 [New construction]

B	TYPE:	28TH FEBRUARY, 2009	Design Unit
		LOCAL GOVT ENGINEERING DEPARTMENT	LGED
		UPAZILA SERVER STATION FOR ELECTORAL DATA BASE	Design: Md AMINUL ISLAM EMBON <small>IN SC. DE. ARCH. (POND.) & ARCH. (PART)</small>

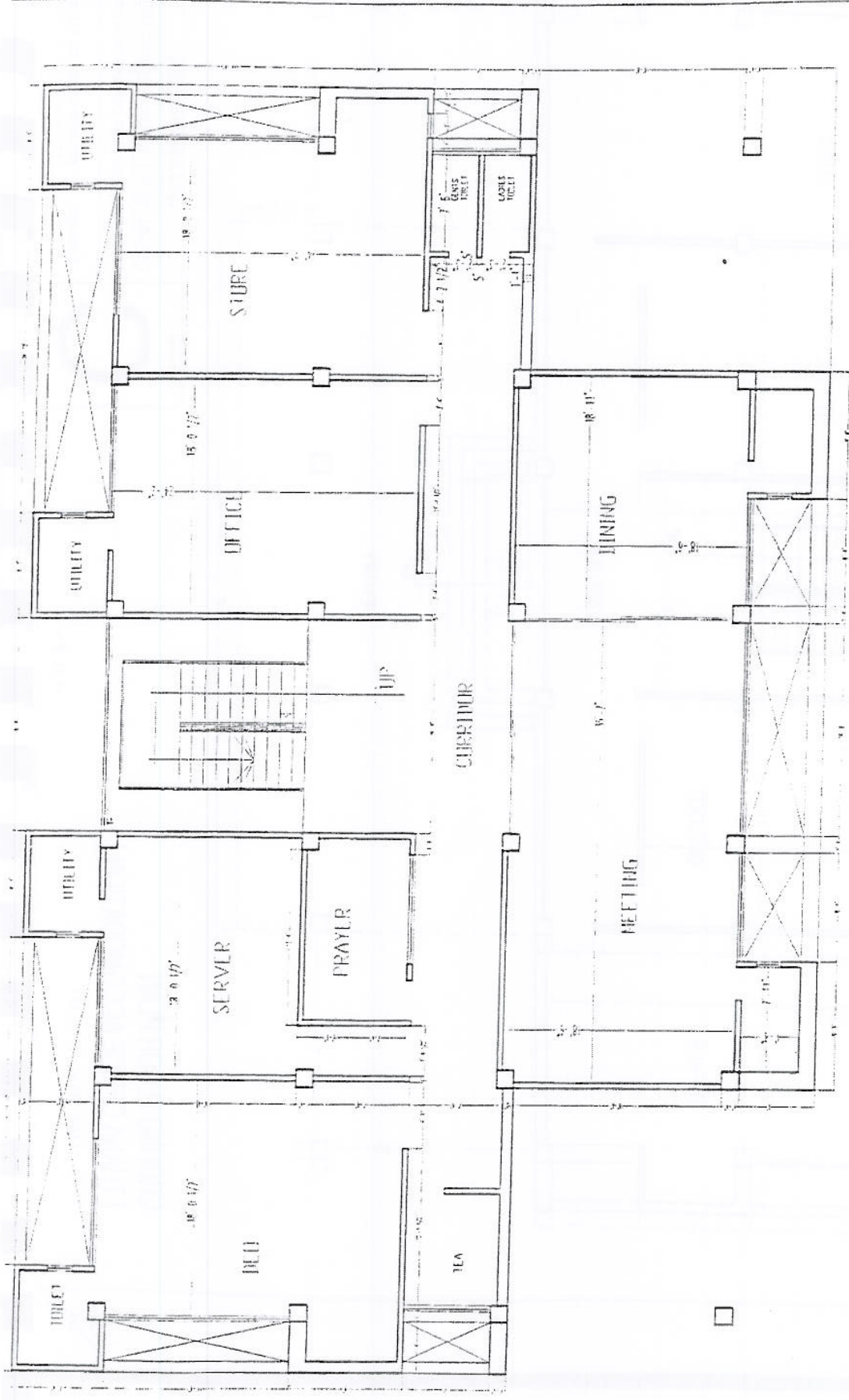


GROUND FLOOR PLAN
[THANA OFFICE ACCOMODATION]

TOTAL FLOOR AREA 3482 SFT

TYPE: 	28TH FEBRUARY, 2008
	LOCAL GOVT ENGINEERING DEPARTMENT REGIONAL ELECTION COMMISSION OFFICE BUILDING
Design: MD ANSARUL ISLAM ENCH <small>11, 2/A, 4TH FLOOR, 8, ANSA BULLETH</small>	Design Unit: LGED

(Handwritten signature)



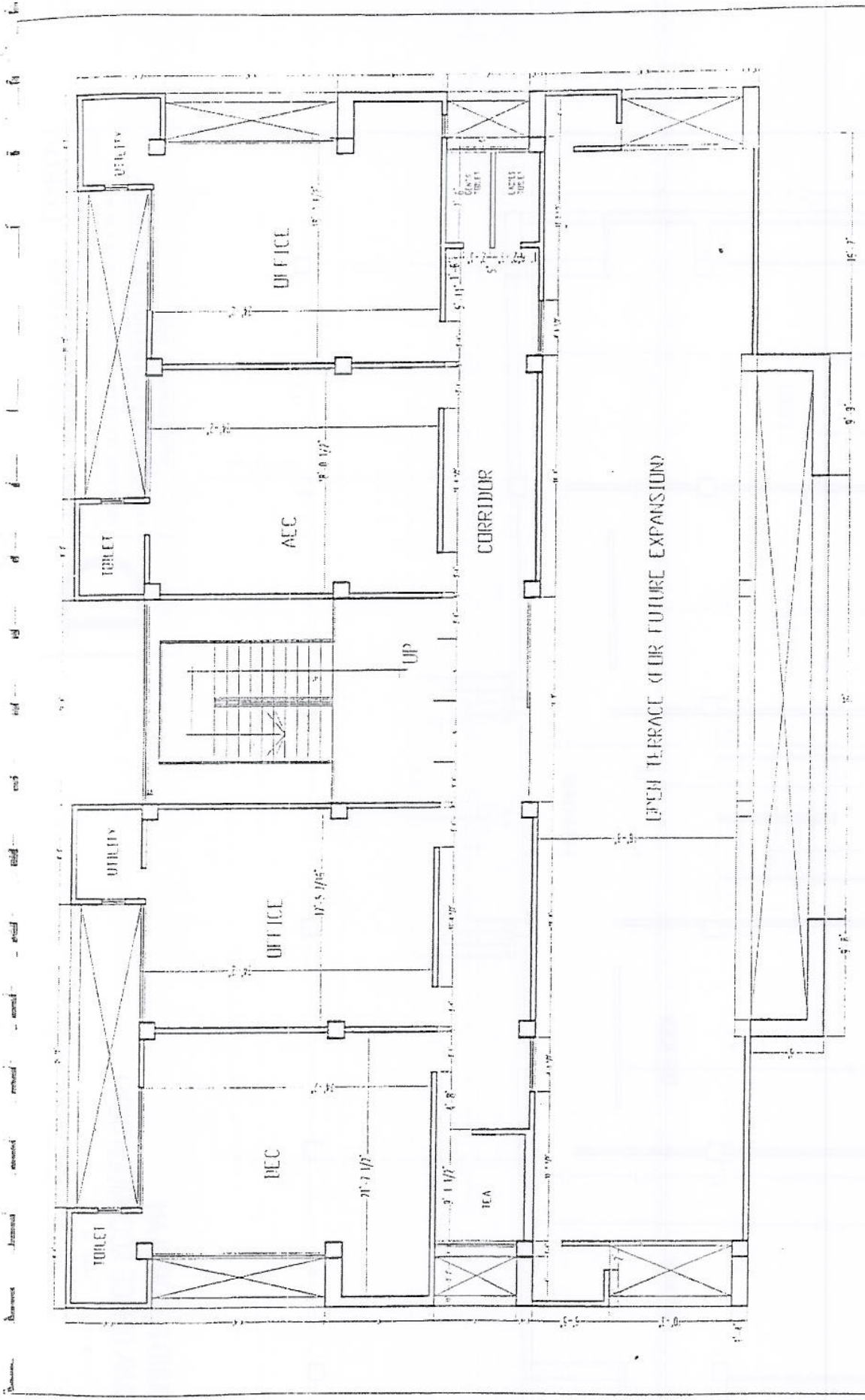
1ST FLOOR PLAN
[ZILLA OFFICE ACCOMODATION]

TOTAL FLOOR AREA 4444 SFT



TYPE

28/FEBRUARY, 2009
LOCAL GOVT ENGINEERING DEPARTMENT
 REGIONAL ELECTION COMMISSION OFFICE BUILDING
 Design:Unit **LGED**
 Design: **MD ANVIRUL ISLAM EMOM**
 M.Sc. (Engg) (MPE) & (Zilla Office)



2ND FLOOR PLAN
[REGIONAL OFFICE ACCOMMODATION]

TOTAL FLOOR AREA: 2729 SQ FT

2.5'

TYPE:



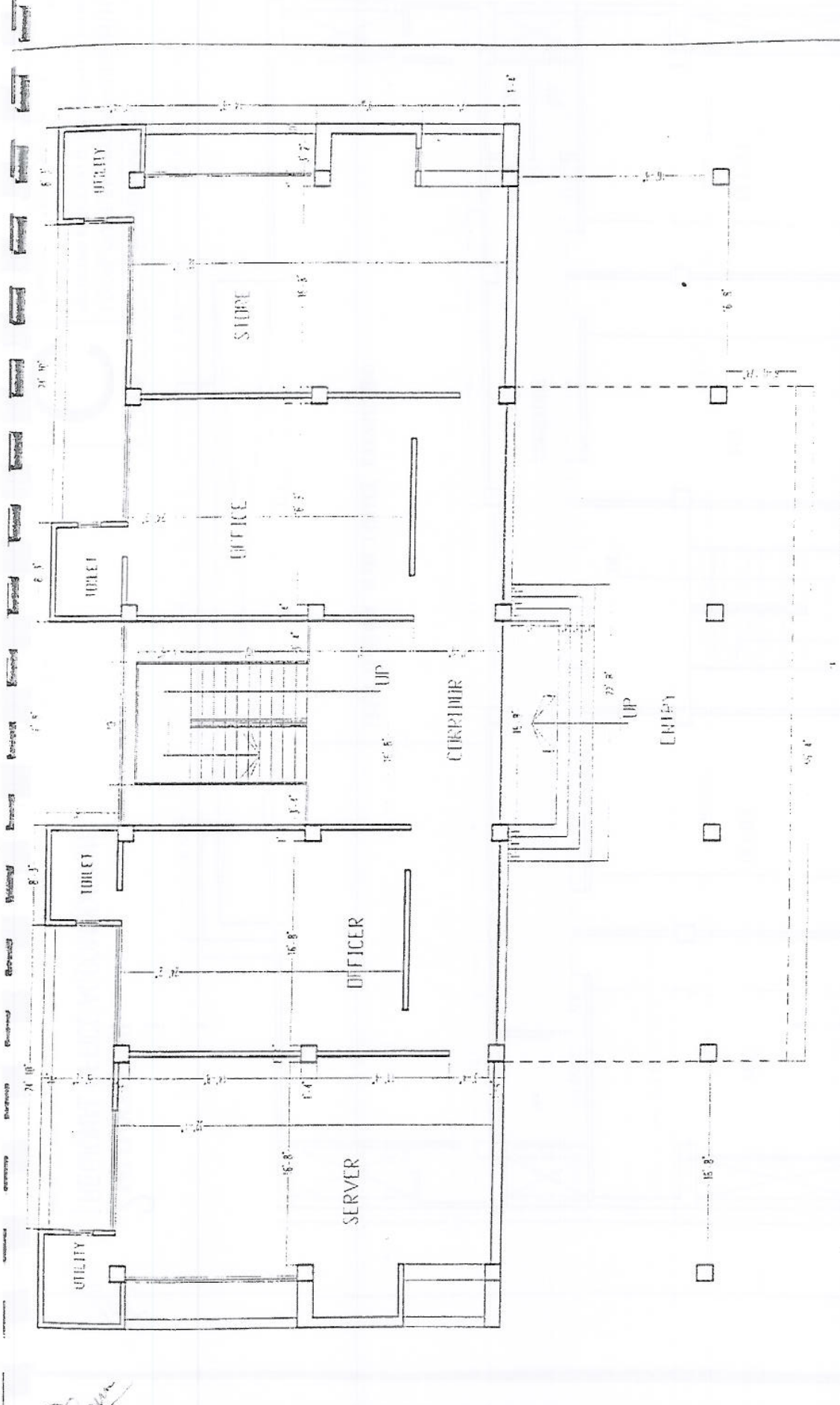
28TH FEBRUARY, 2018

LOCAL GOVT ENGINEERING DEPARTMENT
 REGIONAL ELECTION COMMISSION OFFICE BUILDING

Design:

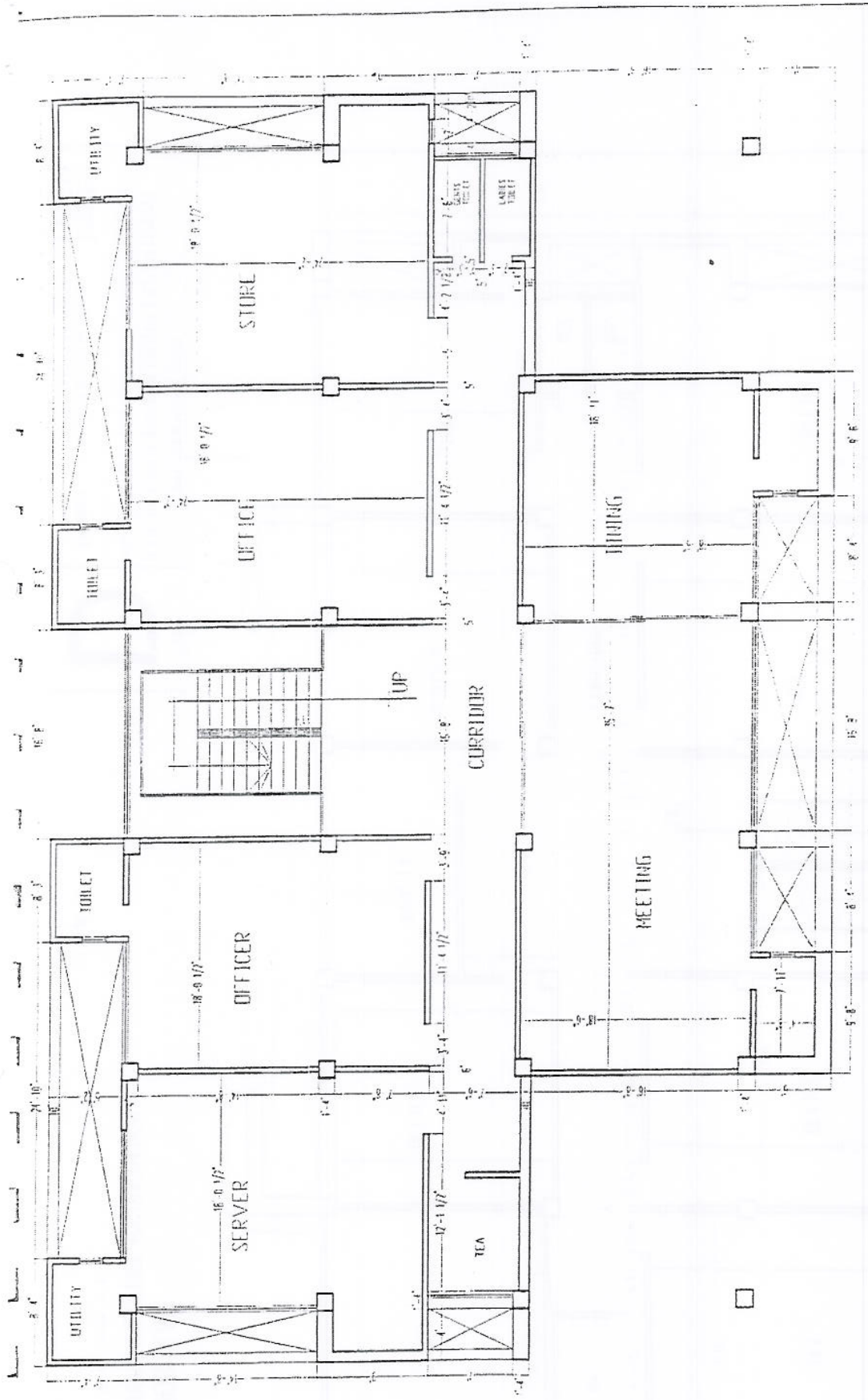
M/D Anwarul Karim Khan
 Design Unit

(Signature)



TYPE: **D**
 28 FEBRUARY, 2008
 LOCAL GOVT ENGINEERING DEPARTMENT
 REGIONAL ELECTRIC COMMISSION OFFICE BUILDING
 Design: MD AMIR ISLAMENOU
 Design Unit: LGED

GROUND FLOOR PLAN
 [THANA OFFICE ACCOMMODATION]
 TOTAL FLOOR AREA: 3482 SFT



**1ST FLOOR PLAN
[THANA OFFICE ACCOMODATION]**

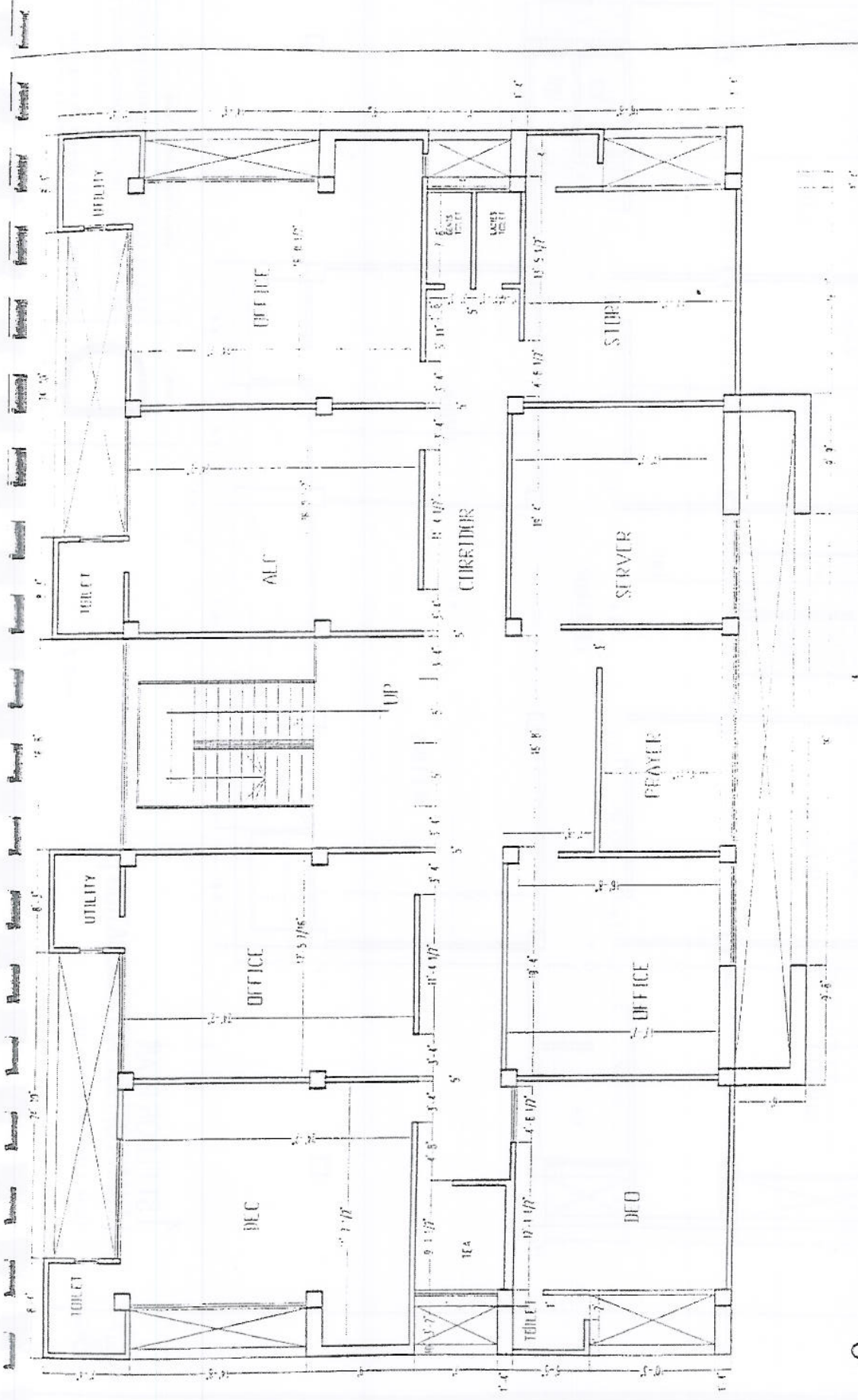
TOTAL FLOOR AREA: 4444 SFT



28th FEBRUARY, 2008

LOCAL GOVT ENGINEERING DEPARTMENT
REGIONAL ELECTRIC COMMISSION OFFICE BUILDING

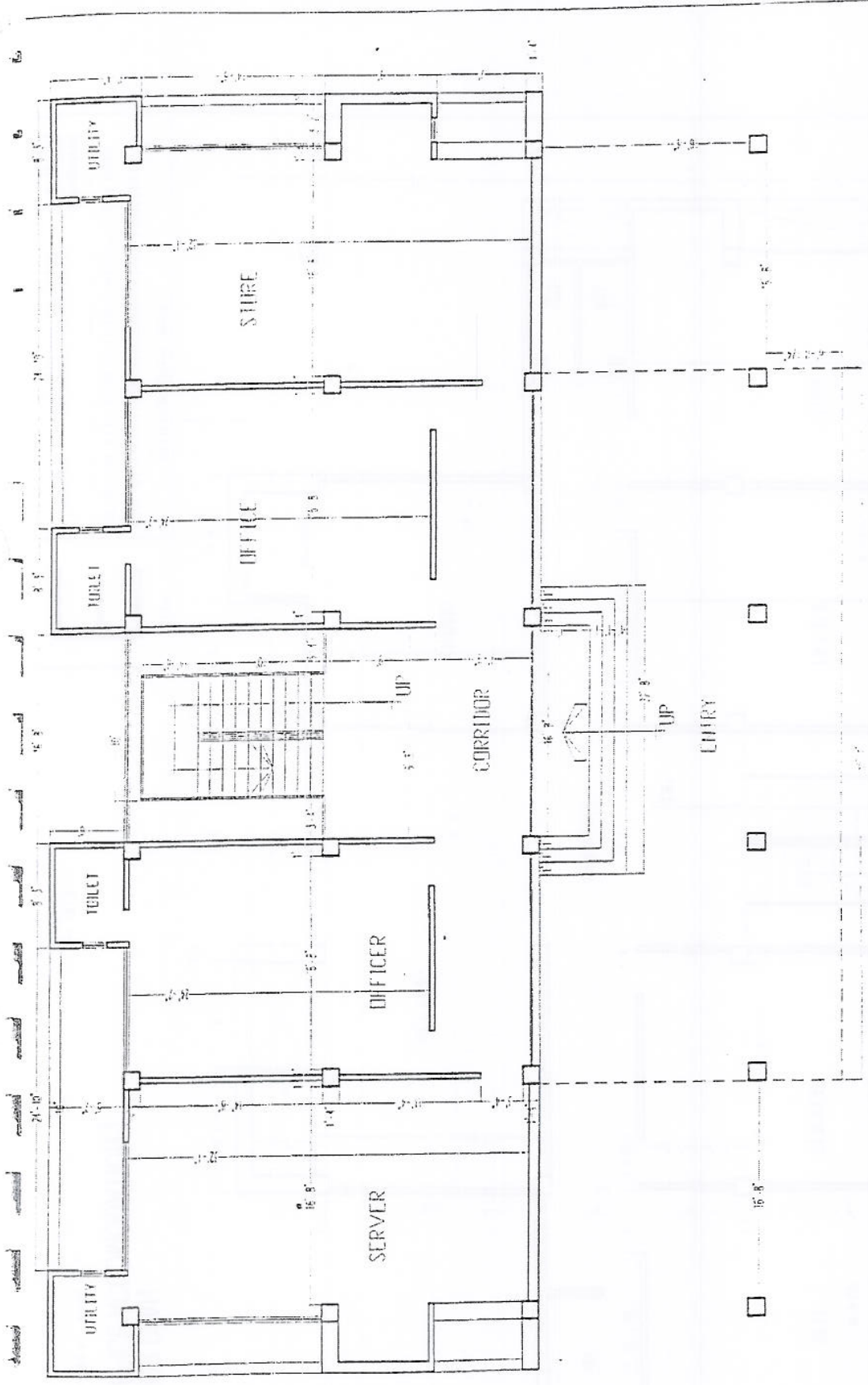
Design: MD ALHAJ ISLAM ENGR
U.S. Of Architecture & Engg
Description: LGED



Handwritten signature/initials

2ND FLOOR PLAN
 [ZILLA CUM REGIONAL OFFICE ACCOMMODATION]
 TOTAL FLOOR AREA: 5425.5 FT²

TYPE D	28/11 FEBRUARY, 2009
	LOCAL GOVT. ENGINEERING DEPARTMENT REGIONAL ELECTRIC COMMISSION OFFICE BUILDING
Design:	Design/Draw: M. ANWAR UL ISLAM/ENR M. N. H. ANWAR/ENR/18/09/09
	LGED



GROUND FLOOR PLAN
 [THANA OFFICE ACCOMODATION]

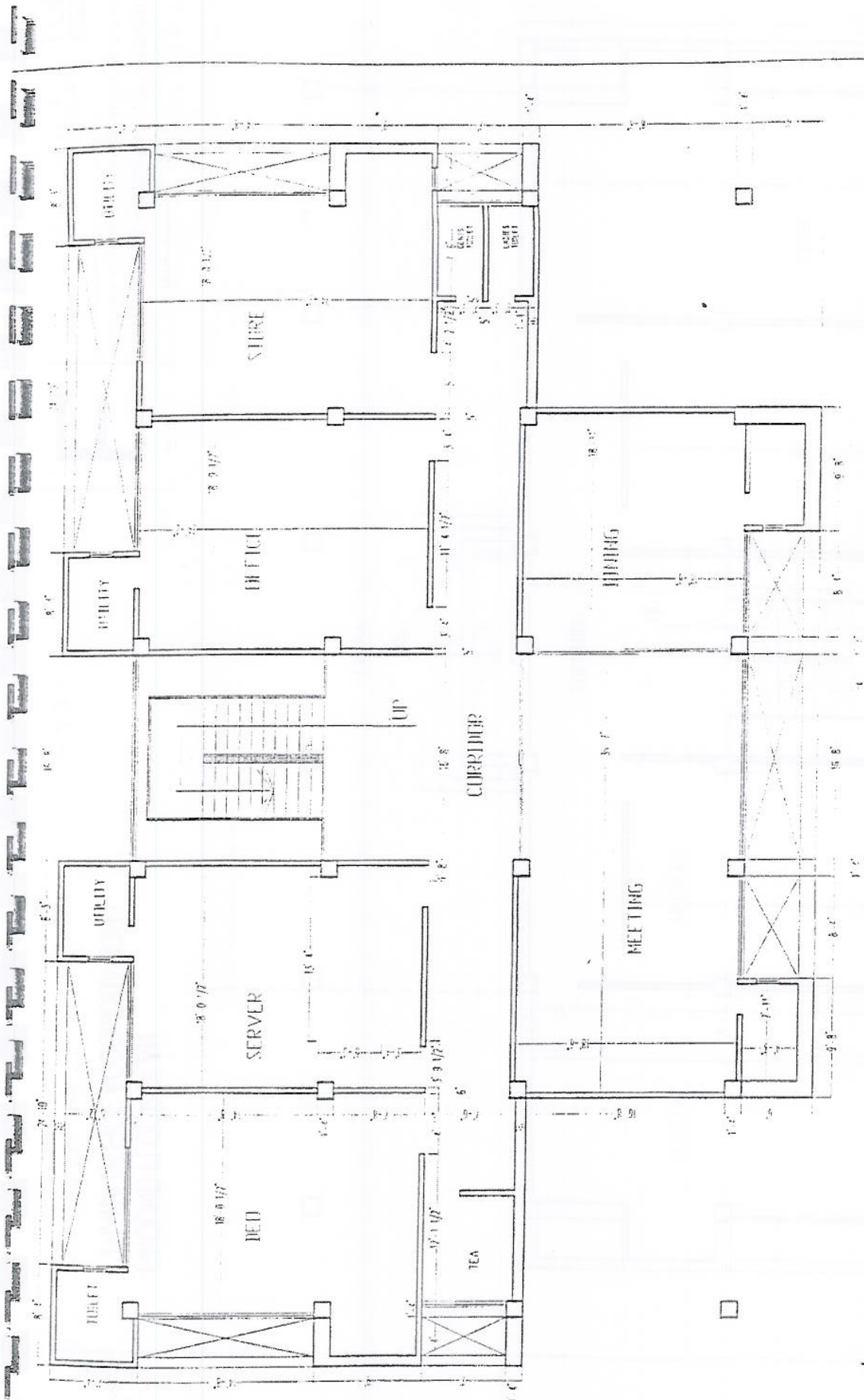
TOTAL FLOOR AREA: 2482 SFT

29/11/2008 FEBRUARY, 2008

LOCAL GOVT ENGINEERING DEPARTMENT
 REGIONAL ELECTION COMMISSION OFFICE BUILDING

Design: ADV ANJIBUL ISMAIL SENON
 M. Sc. (Arch) (M. Phil) (M. Eng) (Ph.D)

Design/Job: LGED



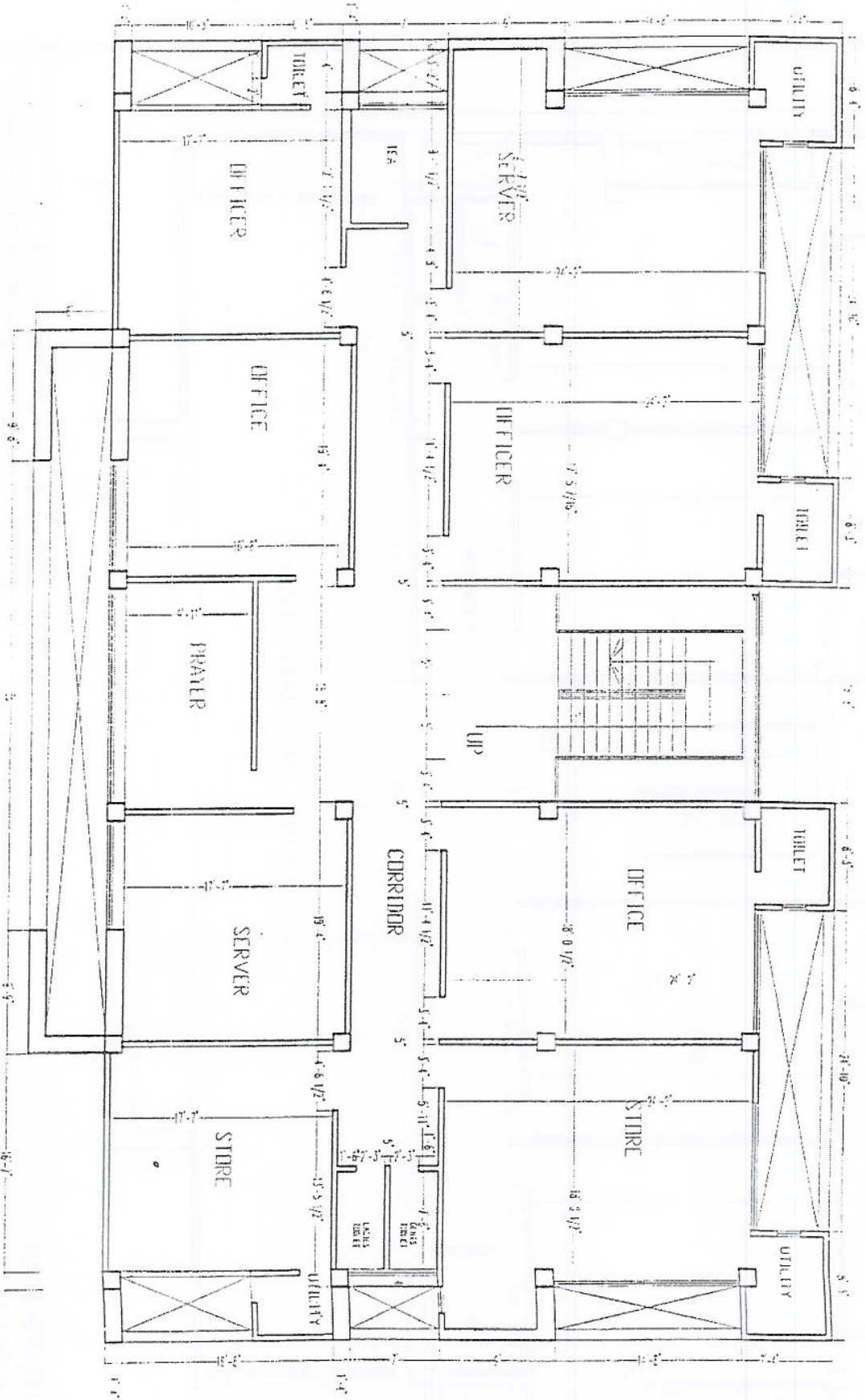
DATE: 28 FEBRUARY, 2008	Design/Unit
LOCAL GOVT. ENGINEERING DEPARTMENT	LGED
REGIONAL ELECTRONIC COMMISSION OFFICE BUILDING	MD. AMRUL ISLAM/ENR/04
	MD. J. A. M. MD. M. A. M. MD. M. A. M.
Design:	

TYPE
E

**1ST FLOOR PLAN
[ZILLA OFFICE ACCOMODATION]**

TOTAL FLOOR AREA: 4444 SFT

2ND FLOOR PLAN [TWO THANA OFFICE ACCOMMODATION]



TYPE:

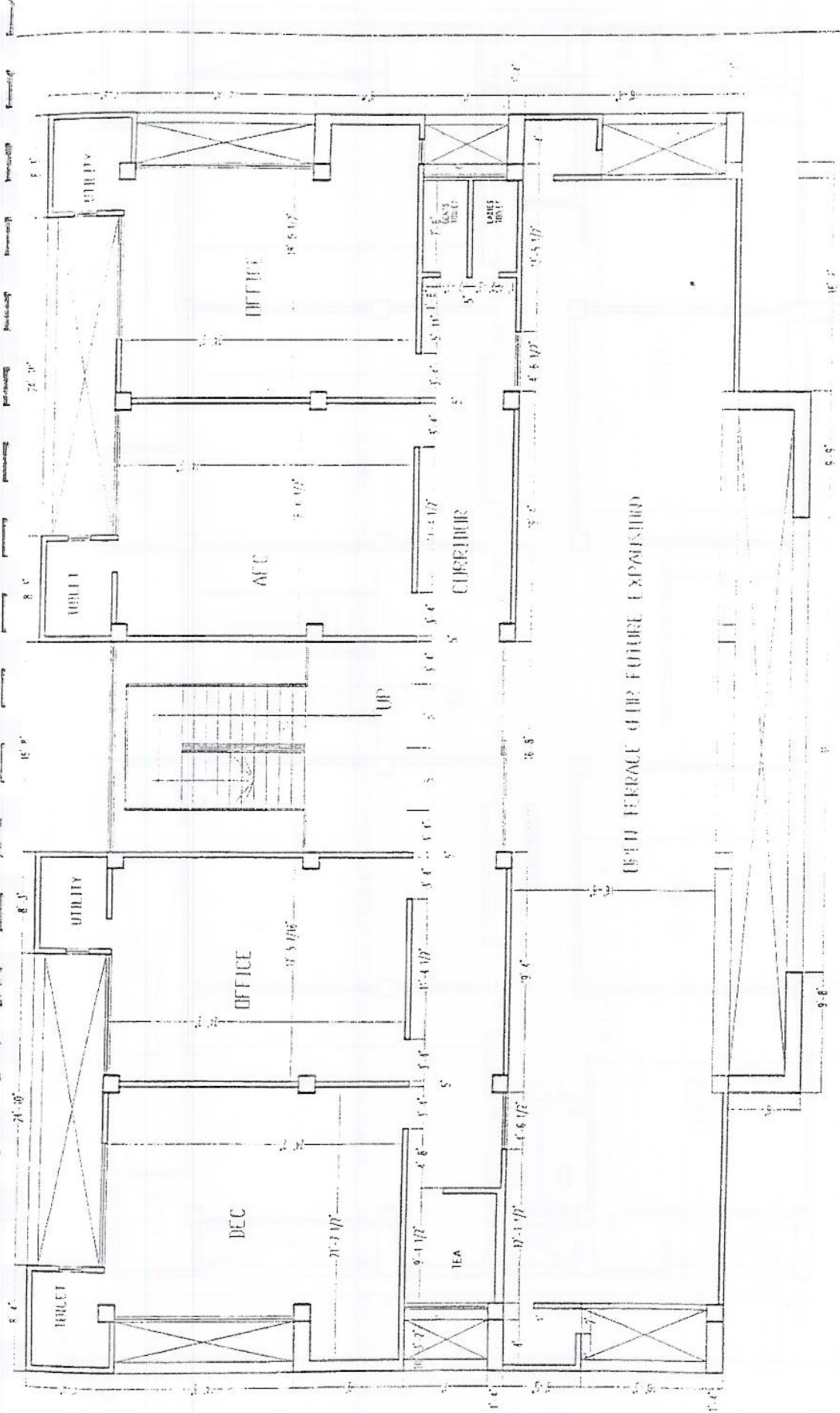
28TH FEBRUARY, 2008

LOCAL GOVT ENGINEERING DEPARTMENT
REGIONAL ELECTION COMMISSION OFFICE BUILDING



Drawn by: [Signature] Scale: 1/4" = 1'-0" Date: [Date]

[Handwritten signature]




3RD FLOOR PLAN
 [REGIONAL OFFICE ACCOMMODATION]
 TOTAL FLOOR AREA: 3330 SFT

TYPE:	28TH FEBRUARY, 2008
LOCAL GOVT ENGINEERING DEPARTMENT	Design: APJ ANURAG ESTIMATION
REGIONAL ELECTION COMMISSION OFFICE BUILDING	DESIGNER: LGED

Annex 3: LOGICAL FRAMEWORK- Construction of Server Stations for Electoral Database (CSSED)

Overall Objectives	Intervention Logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
The human rights of children, women and vulnerable groups are progressively fulfilled within the foundations of strengthened democratic governance (UNDAF Outcome 1*)	Completion of nationwide infrastructure required to maintain and update the voters list	~ Quality of people's participation on the existing governance processes and mechanisms	~ UNDAF evaluation	~ Capable and honest management consulting firm hired to certify completion of activities
Specific Objective (Purpose)	Construction of 481 server stations at the upazila level, 16 server stations in urban thanas and 5 multi-story offices at the regional level with 32 km of connecting internal roads	~ Timely completion of adequate infrastructure to accommodate the required equipment and staff	~ Management consultants will certify the completion of construction as per required standards	~ Capable and honest management consulting firm hired to certify completion of activities
Expected Results		~ 481 buildings constructed at the upazila level as per specification ~ 16 buildings constructed at urban thanas as per specification ~ 5 regional centers constructed at the Divisional level as per specification	~ Drawings and specifications checked by management consultants ~ Construction monitored and in some cases supervised by management consultants ~ Physical presence of completed buildings observed	
Activities	<p>1. Effective Monitoring of Project Deliverables</p> <p>Action 1.1: Procure services of management consultants Action 1.2: Review and check drawings and specifications Action 1.3: On-going monitoring of server station construction Action 1.4: Monitor service delivery and prepare audit</p> <p>2 Effective Completion of Project Deliverables- Rural Upazila Server Stations</p> <p>Action 2.1 Land Acquisition Action 2.2: Engage Construction Firms (tender process) Action 2.3: Site Development Action 2.4: Construction of Rural Upazila Server Stations</p>			

	<p>Action 3.5: Connecting Road Construction Action 3.6: Connect Utilities Action 3.7: Install servers and other equipment from PERP</p>							
	<p>3 Effective Completion of Project Deliverables- Urban Upazila/Thana and Regional Server Stations Action 4.1: Land Acquisition Action 4.2: Engage Construction Firms (tender process) Action 4.3: Site Development Action 4.4: Construction of Server Stations Action 4.5: Connecting Road Construction Action 4.6: Engage supervision Consultants Action 4.7: Connect Utilities Action 4.8: Install servers and other equipment from PERP</p>							
	<p>4. Effective Project Management</p>							

* UNDAF Outcomes are the broadest objectives to be addressed by the UNCT Country Programmes (2006-2010), equating to national development priorities, goals or impacts that the project contributes to but does not have direct control over