

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff, and project staff.

RECRUITMENT QUALIFICATIONS

Education	Master's Degree in Law or equivalent in Social Science preferably in Public Administration, Political Science, Business Administration, Development Administration, International Relations or Public Policy.
Experience	<ul style="list-style-type: none">• At least 3 years project management experience preferably 1.5 years in the field of access to justice and / or human rights• Experience working for development projects or organisations; experience with UN/UNDP projects would be an asset;• Good knowledge of government machineries in managing projects;• Experience in managing seminar / workshop and learning events;• Sound computer proficiency essential.
Language	Working level English and Bangla



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Communications Officer
Number of Position : 01
Post Classification : SC
Proposed Grade : SB3
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

Under the supervision of the Chief Technical Adviser (CTA), the incumbent is responsible for coordinating and liaising with media and through it sensitize the A2J project. The Communications Officer will prepare promotional material, press releases and develop and maintain a project website for information dissemination. Further produce regular communications reports to the Chief Technical Adviser and UNDP and develop and implement strategies to increase and enhance public outreach in the field of Legal Aid.

FUNCTIONS/KEY RESULTS EXPECTED

The Communications Officer will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

- Planning and design of internal and external strategies for communications and outreach;

- Implementation of the publications strategy and plan;
- Supervision of the design and maintenance of the A2J web site;
- Support to business development;
- Facilitation of knowledge building and knowledge sharing.

Ensures planning and design of internal and external strategies for communications and outreach focusing on achievement of the following results:

- Preparation and conduct of communications needs assessments;
- Drafting/editing of communications and outreach strategy.

Ensures implementation of the A2J publications strategy and plan focusing on the achievement of the following results:

- Implementation of the A2J publications strategy and plan;
- Identification of storylines for publications and drafting of substantive articles contributing to debates on key issues;
- Coordination and management of A2J publication activities, such as content management, norms for publishing, design, etc.
- Contact with printers and other suppliers to ensure production and ensure publications dissemination.

Supervision of the design and maintenance of the A2J web site focusing on achievement of the following results:

- Supervision of the design and maintenance of the office web site based on corporate requirements in cooperation with the ICT staff;
- Preparation of the content for the web sites to ensure consistency of the materials.

Launches and campaigns:

- Promotion and maintenance of public information campaigns on A2J activities.
- Promotion and dissemination of corporate advocacy materials for launching flagship initiatives and publications.

Outreach:

- Maintenance of increased coverage and understanding of the A2J's work in the country through regular media contacts and provision of newsworthy information to national public and, where possible, donors;
- Organization of roundtable discussions, press conferences, briefing sessions, interviews, launches;
- Ensured access for journalists to subject matter experts;
- Drafting/production of regular newsletters;
- Preparation of reports, civic education and community awareness where appropriate to support project.

Public information:

- Effective responses to inquiries for public information materials.

Key Deliverables:

The Communication Officer will report and work under the guidance of the Chief Technical Adviser and close cooperation with the UNDP Democratic Governance Cluster. He/She will have the following duties and responsibilities:

- Taking initiatives to sensitize the public about the A2J project and the substantive areas in which the project is working;
- Organize informative seminars for journalists nationally and internationally;
- Liaise with media outlets to ensure that the appropriate information and messages are reaching the public; prepare press releases
- Prepare promotional material on the project, including pamphlets, videos etc.;
- Communicate with stakeholders to facilitate information flow;
- Prepare regular communication reports for the Project Management team and UNDP;
- Develop and maintain a project website for information dissemination;
- Lead the process of knowledge for disseminating at all levels and produce documents that capture the right stakeholders and produce knowledge based products;
- Organize internal and external networks or communities of practise covering prominent experts in government, non-government, think tanks, private companies, international development organizations and the UN system;
- Develop country based intelligence on country situation, opportunities, interests and prospects covering government, UNDP and major development stakeholders. Map key competencies available in different government agencies and development organizations;
- Complete other related duties required.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability
- Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Functional Competencies:

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries

- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and result oriented approach to work
- Provides inspiration and leadership to project staff as well as all the partners.

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to effectively support in strategic planning, results-based management and reporting :
- Ability to implement new systems and affect staff behavioural/attitude change
- Ability to undertake result based management and reporting

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity building, excellent ability to demonstrate national capacities building (mastery of the tools and their application)
- Excellent communication skills (written and oral)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building

RECRUITMENT QUALIFICATIONS

Education	<ul style="list-style-type: none"> • Bachelor Degree in Communications, Journalism or Social Sciences.
Experience	<ul style="list-style-type: none"> • Minimum 5 years of experience in Journalism, Communications, Public Relations or related field. • Demonstrated experience in reporting, draft press releases and other forms of communications. • Experience in working with legal aid, justice or Human Rights issues • Experience working with UNDP, UN agencies or development partners would be preferred. • Strong computer skills.
Language	<ul style="list-style-type: none"> • Fluency in written and spoken English; and Bangla.



POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : ICT Management Assistant
Number of Position : 01
Post Classification : SC
Proposed Grade : SB2
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

The ICT Management Assistant will be responsible for providing effective and efficient technical support and project management to ensure that ICT related goals are achieved. He/she will contribute to the effective functioning of the project and promote a quality client-based and results-oriented approach to their work.

The position holder will work under the guidance and supervision of the Chief Technical Adviser. The position impacts across all functional areas of the project and is therefore important to project success.

FUNCTIONS/KEY RESULTS EXPECTED

ICT Management Assistant will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

- Provide support across the full range of ICT infrastructure supported by the UNDP A2J Project. This includes servers, computer hardware, printers, scanners, router, firewall, switches, online UPS, data backup system, wireless and structured network, telephone

system, operating system, application software and other IT resources.;

- Promote system and network security to protect against unauthorized intrusion, ensure centralized antivirus and spam free IT environment, maintain appropriate access to security records and update office and registry files;
- Assist to administer the official intra-/internet website using the organization's standard templates and toolkits; prepare and update online and traditional published materials;
- Contribute to identify opportunities and methods of converting business processes into ICT and web-based systems to address the issues of efficiency and access to information (office management systems, knowledge management systems);
- Identify different systems and applications for optimal content management, knowledge management and sharing of information; train team members; ensure knowledge building and sharing;
- Support to establish and manage network utility procedures, including defining network users and security attributes, establishing directories, menus and drive-mappings, configuring network printers and providing user access rules and guidelines;
- Assist to develop and maintain an efficient asset management system which effectively manages the purchase, allocation and maintenance of hardware and software supplies, secure handling and storage, and tracking of loaned equipment;
- Provide an efficient, proactive and responsive help desk service which meets the needs of members and staff; follow up user problems and requests until resolution is achieved; Assist the Administration Manager to ensure efficient procurement of ICT equipment according to UNDP and/or GOB guidelines and procedures.
- Disseminate information on best practices and be active member of UNDP ICT networks;
- follow up user problems and requests until resolution is achieved;
- Perform other duties as assigned by the functional supervisor.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality);
- Displays cultural, gender, religion, race, nationality sensitivity Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Technical Competencies :

- Excellent skills in ICT systems management and support;
- Sound technical, organizational and project management skills; Excellent ICT and web development skills and ability to use information management as a tool and resource for capacity development and institutional strengthening;
- Excellent report writing and analytical skills;
- Proven ability to work effectively under pressure and in a highly charged environment and produce anticipated results;
- Proven capacity to demonstrate tact, discretion and integrity in the provision of support services to Members, Secretariat and UNDP;

- Understanding of the role and functions and the system of government in Bangladesh;
- Excellent oral and interpersonal skills to communicate effectively with senior public officials and a range of stakeholders.

Behavioural Competencies

- High standards of integrity and the ability to handle confidential matters Neutrality and ability to work successfully in a political environment
- Demonstrated capacity to participate effectively in small teams;
- Demonstrable client based and results-oriented approach to work; proven ability to work effectively under pressure in a highly charged environment and produce anticipated results;
- Good interpersonal skills and strong networking and representational skills;
- Ability to promote an environment conducive to learning, human rights and gender equality;
- Initiative and ability to work in an organized and concise manner;
- Ability to work supportively in a cross cultural environment.

RECRUITMENT QUALIFICATIONS

Education	Bachelor of Computer Sciences and Engineering or equivalent from a reputed university.
Experience	<ul style="list-style-type: none"> • Minimum 2 years relevant ICT experience, including network administration and management of hardware/software, telecommunications equipment, database packages and experience in web design; • Working experience with government or international organizations on ICT and LAN related matters will be an asset; • Knowledge of Government and UNDP procurement policy will be an advantage.
Language	Fluency in speaking and writing in both Bangla and English



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Admin and Finance Assistant
Number of Position : 01
Post Classification : SC
Proposed Grade : SB2
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

In carrying out her/his responsibilities, s/he will prepare all project budget and expenditures, inventory fo project FF&E and will also closely work with UNDP procurement, Finance Unit, Programme cluster, Government officials, private sector, non-government and civil society organisations.

FUNCTIONS/KEY RESULTS EXPECTED

The Admin and Finance Assistant Officer will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

- Prepare periodic accounting records, maintain delivery records and make programme transactions using UNDP provided software;
- Maintain Inventory of programme assets;
- Logistic support to workshop/seminar and other programme activities

- Provide assistance to Project Officer to prepare draft budget revisions, shadow budgets, budget reprisal, cost sharing and other financial and accounting reports;
- Provide assistance to Project Officer to make disbursement from petty cash and maintains expenditure statement, cashbook, bank register, etc;
- Provide assistance to Project Officer to monitor of timely submission of reports;
- Prepare financial requests and expenditure statement as and when required; and
- Responsible for any other job as assigned by the Supervisor

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability
- Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality,

Functional Competencies:

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and result oriented approach to work
- Provides inspiration and leadership to project staff as well as all the partners.

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to implement new systems and affect staff behavioural/attitude change
- Ability to undertake result based management and reporting

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity

building, excellent ability to demonstrate national capacities building (mastery of the tools and their application)

- Excellent communication skills (written and oral)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building

RECRUITMENT QUALIFICATIONS

Education	Minimum Bachelor degree and technical expertise in financial management/accounting
Experience	<ul style="list-style-type: none">• Minimum 2 years of experience in Accounting,• Experience in finance and budget preparation and reporting for UNDP or Government or equivalent.• Experience in handling project petty cash;• Experience in preparing financial reports;• Experience in proper project administration and filing;• Good knowledge of government systems, departments, CSOs, NGOs; and• Experience of managing logistics and financial resources in organizing workshop/seminars;
Language	Fluency in written and spoken English and Bangla



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Office Secretary cum Data Entry Operator
Number of Position : 01
Post Classification : SC
Proposed Grade : SB2
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

The Office Secretary cum Data Entry Operator will work under the guidance and overall supervision of the Chief Technical Adviser (CTA). She/He will maintain incoming and out-going documents, files, prepare routine correspondence and general reference documents, organize data and information and maintain records and files. In carrying out her/his responsibilities, she/he will advocate and promote the work of UNDP in Bangladesh, the Project and other related organisations

FUNCTIONS/KEY RESULTS EXPECTED

The Office Secretary cum Data Entry Operator will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

- Maintain in-coming and out-going documents.

- Maintain project files, documents and provide support to Chief Technical Adviser and consultants/experts
- Prepare routine correspondence and general reference documents, organize data and information and maintain project records, files and documents
- Typing letters, documents, reports etc and applications of information and

Communication Technologies

- Proper filing of in-coming and out-going documents
- Ensure delivery and receiving documents
- Preparing correspondence and general reference documents, organize data and information
- Must have ability and willingness to work flexible hours on the computer undertaken data entry, data verification and report production
- Carry out any other job as assigned by the Project Management Team (PMT)

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and International donor community and provide policy advisory support services.
- Ability to identify opportunities, conceptualize and develop project reports
- Capability to engage in team-based policy and programme dialogue, experience of leading workshops and being a resource person
- Ability to lead strategic planning, results-based management and reporting: full project cycle mastery, excellent work/project planning skills, mastery of UNDP's new programme

modalities (PRINCE 2, RBM Guide, NEX/DEX execution etc) and also use ATLAS

- Ability to oversee timely project implementation and to provide the necessary trouble shooting to keep project implementation on schedule
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions including audit, accurate and thorough risk assessment
- Ability to implement new systems and affect staff behavioural/attitudinal change

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with all UN/UNDP staff

RECRUITMENT QUALIFICATIONS

Education	The incumbent should have a Bachelor degree in any relevant discipline. A Diploma in ICT from a recognized computer institution shall be an added advantage
Experience	<ul style="list-style-type: none">• Minimum 3 years practical experience in secretarial duties and use of computers, preferably within multi/bilateral donor supported projects.• Excellence in usage of Computers and office software packages, handling of web based management systems is expected
Language	Fluency in written and spoken English and Bangla



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

POSITION INFORMATION

Project name	: Access to Justice Project
Job Code Title	: Driver cum Messenger
Number of Position	: 01
Post Classification	: SC
Proposed Grade	: SB1
Duty station	: Dhaka
Duration of contact	: One year with possibility of extension
Source of Funding	: Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

The Driver cum Messenger will work under the guidance and overall supervision of the Chief Technical Adviser. The Driver is full time member of Project management team.

She/He will drive office vehicles within Dhaka city and in field trips outside Dhaka.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP



INDICATIVE MULTI YEAR WORK PLAN
 July 2012 to June 2014
Promoting Access to Justice and Human Rights in Bangladesh Project (A2J)
 One democratic governance and human rights
 Justice and human rights institutions are strengthened to better serve and protect the rights of all citizens, including women and vulnerable groups
 CPAP Output(s):

Components or major interim Results	Outputs/Activities	Time frame		Responsible Party	Donor	Budget Code	Budget Description	Total of AWP (USD)
		Y1	Y2					
Atlas Activity # 5: Institutional Management Baseline : None Output 5 Strengthened institutional capacity to undertake prioritised, inclusive and higher quality legislative reform Indicators (Baseline/Target): 5.1 Establishment of legislative calendar (Baseline 2012: no; Target 2015: yes); 5.2 Number of legislative focal points trained (Baseline 2012: 00 ; Target 2015: 50); 5.3 Number of justice sector practitioners reached via advocacy tools on new laws (Baseline 2012: 0; Target 2015: 500); 5.4 Number of laws translated from Bangla to English (Baseline 2012: 27 ; Target 2015: 27+22= 49);	Activity 5.1 Institutional Management Strategy Development and Implemented Indicator 5.1: Target Year - 1 Draft legislative calendar Prepared Target Year -2: Legislative calendar approved and functioning Activities: Support LPAD to establish a legislative calendar and public consultation agenda for prioritised and sequences workload Indicator 5.2: Target Year - 1:XX, Target Year -2:XX (All focal points) Activities: Conduct workshop to clarify roles and functioning of relevant stakeholders in the legislative drafting process Indicator 5.3: Target Year-1: 200 Justice Sector practitioners receive advocacy tools on new laws. Activities: Train legislative drafters in LPAD and focal points across various ministries Indicator 5.4: Target Year - 1: 22 BD Laws translated, Activities: Prepare advocacy tools on new laws directly related to access to justice for justice sector professionals and civil society organisations	X	X	NEX	UNDP 04000	75700	TR,WKSP,CF	7,500
		X	X	UNDP	UNDP 04000	73400	Rent & Maint	10,000
		X	X	UNDP	UNDP 04000	71200	Int. Consultant	20,000
		X	X	NEX	UNDP 04000	74200	Printing and Publications	2,500
		X	X	NEX	UNDP 04000	71300	Nat. Consult	2,500
		X	X	NEX	UNDP 04000	71300	Nat. Consult	7,500

Components or major interim Results	Outputs/Activities	Time frame		Responsible Party	Planned Budget				
		Y1	Y2		Donor	Budget Code	Budget Description	Total of AWP (USD)	
Components or major interim Results of the project ; To be shown as Activities in Atlas	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output								
5.5 Number of Laws on which Law Commission has made recommendations and reviews on (Baseline 2012: 0; Target 2015: 6);	Indicator 5.5: Target Year - 1: 3 public consultation meetings Target Year -2: 6 public consultation meetings, Activities: Continue to support the translation vetting and authentication processes for improved legal translation including supporting translation and publication of 22 laws from English to Bangla	X	X	NEX	UNDP 04000	75700	TR, WRSP, CF	7,500	
5.6 Number of Prioritized Laws reviewed and proposed amendment drafted based on expert review and public consultation process by the ministry (Baseline 2012: 0; Target 2015: 5);	Indicator 5.6: Target Year - 1: 3 laws Target Year -2: 5 laws, Activities: Support the Law Commission to review laws and promote public policy debate on legislative reform	X	X	UNDP	UNDP 04000	71300	Nat. Consult	33,000	
5.7 Establishment of file tracking system (Baseline 2012: no; Target 2015: yes)	Indicator 5.7: Target Year - 1: ICT Needs assessment completed, Target Year-2: File tracking system in place, Activities: Provide LPAD with technical and logistical support to review and consult on 6 key pieces of legislation, 1.8: Develop and publish a document for the indexing and consolidation of laws, 1.9 Support the further development of sustainable ICT systems, including file tracking	X	X	UNDP	UNDP 04000	72200	Equipment & Furniture	10,000	
	CTA	X	X	NEX	UNDP04000	71300	Nat. Consult	4,500	
	Project Staff: Legal Expert, Legal Asst. and M & E Officer	X	X	UNDP	UNDP 04000	61305	Salaries-IP Staff	166,000.00	
		X	X	UNDP	UNDP 04000	71400	Contractual Service - Individual	81,000	
Total of Atlas Activity # 05								367,000	

Components or major interim Results	Outputs/Activities	Time frame		Responsible Party	Planned Budget			
		Y1	Y2		Donor	Budget Code	Budget Description	Total of AWP (USD)
Components or major interim Results of the project ; To be shown as Activities in Atlas	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output							
Atlas Activity:7 Administration of Justice and Law Reform		X	X	NEX	UNDP 04000	73400	Rent & Maint	10,000
Output 7								
Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs		X	X	UNDP	UNDP 04000	71200	Int. Consultant	30,000
		X	X	UNDP	UNDP 04000	71300	Nat. Consult	5,000
		X	X	NEX	UNDP 04000	75700	TR,WKSP,CF	2,000
Targets/Deliverables:								
Indicators (Baseline/Target):								
7.1 Comprehensive gap analysis completed between international treaties conventions and domestic laws (Baseline 2012: no; Target 2015: yes)	7.1 Support the Law Commission to undertake a gap analysis on legislations related to human rights and access to justice	X	X	NEX	UNDP 04000	71300	Nat. Consult	5,000
7.2 Institutional Capacity Assessment completed (Baseline 2012: no; Target 2014: Yes)	7.2 Undertake a needs assessment to equip and staff a treaty desk	X	X	UNDP	UNDP 04000	75700	TR,WKSP,CF	25,000
7.3 Treaty desk established (Baseline 2012: no; Target 2015: yes)	7.3 Establish a treaty desk to improve the capacity to provide advice on int. law	X	X	NEX	UNDP 04000	75700	TR,WKSP,CF	3,000
7.4 Number of domestic/national Laws reviewed and drafted in accordance to relevant international conventions or treaties (Baseline 2012: 0; Target 2015: 4)	7.4 Support LPAD to provide the capacity of the ministry to provide advice on international law	X	X	UNDP	UNDP 04000	71200	Int. Consultant	100,000
7.5 Number of staff trained in principles of international law (Baseline 2012:00 ; Target 2015: 30)	7.5 Train staff in key principles of international law	X	X	UNDP	UNDP 04000	71200	Int. Consultant	35,000
		X	X	UNDP	UNDP 04000	71300	Nat. Consult	5,000
		X	X	UNDP	UNDP 04000	71400	Int. Consultant	35,000
	Project Staff: Law reform expert, Asst, ICT, PO	X	X	UNDP	UNDP 04000	71400	Contractual Service - Individual	100,950
Total of Atlas Activity # 07								355,950

Components or major interim Results	Outputs/Activities	Time frame		Responsible Party	Planned Budget			
		Y1	Y2		Donor	Budget Code	Budget Description	Total of AWP (USD)
Components or major interim Results of the project ; To be shown as Activities in Atlas	Activity Results are the Outputs of the Project and Actions are the activities for achieving each output	X	X	UNDP	UNDP 04000	71400	Contractual Service - Individual	195,000
Atlas Activity # 8: Project Management	Project Staff & others	X	X	UNDP	UNDP 04000	74100	UNDP Audit Cost	10,000.00
Indicator: Regular monitoring of project activities and necessary suggestions		X	X	UNDP	UNDP 04000	72400	Communication & Audio visual	10,500
		X	X	NEX	UNDP 04000	72500	Supplies	2,700
	Office Space, Utilities,	X	X	UNDP	UNDP 04000	73100	Rent & Maint	33,150
		X	X	NEX	UNDP 04000	73100	Rent & Maint	
		X	X	UNDP	UNDP 04000	73400	Rent & Maint of other Equip	5,000
Target: (1)PSC and TCC meeting organised (2) Progress reports and financial reports prepared	Expendable Equipment (Including stationeries)	X	X	NEX	UNDP 04000	73400	Rent & Maint of other Equip	10,000
		X	X	NEX	UNDP 04000	74500	Misc.	9,000
		X	X	UNDP	UNDP 04000	72700	Hospitality/Cat.	700
	Special Event	X	X	UNDP	UNDP 04000	75700	TRN.WK	1,000
		Total of Atlas Activity # 08						277,050
		Total of July 2012-June 2014 Project Budget						1,000,000

Components or major interim Results Components or major interim Results of the project ; To be shown as Activities in Atlas	Outputs/Activities Activity Results are the Outputs of the Project and Actions are the activities for achieving each output	Time frame		Donor	Planned Budget		
		Y1	Y2		Responsible Party	Budget Code	Budget Description
Allocation of Resources at a glance for this AWP:							
Total By Activity(ies)							355,000.00
Total by implementing Agency(ies)	5) 367,000.00 7) 355,950.00 8) 277,050.00						88,700.00
	88,700.00 (NEX-1360)						
Total By Atlas Fund Code(s)	911,300 (UNDP-002100)						722,950.00
	1,000,000 (TRAC-04000)						
Total By Donor(s)	1,000,000 (TRAC-04000)						277,050
Name and designation/Responsible Party Signature							
1)							
2)							
Signature on behalf of Implementing Partner:							
National Project Director Project Number: 00057761							
Signature on behalf of UNDP: (Stefan Priesner) Country Director UNDP, Bangladesh							

Budgetary Account		Exp. Account		Activity ID	Imp. Agent Code	Fund Description	Donor Code	Donor Description	2007	2008	2009	2010	2011	2012	2013	2014	Total
Code	Description	Code	Description														
Human Rights																	
63400	Lr-ing Cst	63405	Learning Costs	ACTIVITY2	001360	NEX	04000	TRAC	15,049.22	-	325.00	-	-	-	-	-	15,374.22
63400	Lr-ing Cst	63405	Learning Costs	ACTIVITY2	002100	UNDP	04000	TRAC	-	949.26	-	-	-	-	-	-	949.26
63400	Lr-ing Cst	63406	Learning- Ticket Costs	ACTIVITY2	002100	UNDP	04000	TRAC	-	1,087.61	-	-	-	-	-	-	1,087.61
63400	Lr-ing Cst	63407	Learning-Subsistence Allowance	ACTIVITY2	002100	UNDP	04000	TRAC	-	1,101.86	-	-	-	-	-	-	1,101.86
71300	Lcl Cnells	71305	Local Consult-Sht Term-Tech	ACTIVITY2	001360	NEX	04000	TRAC	6,499.03	-	-	-	-	-	-	-	6,499.03
71300	Lcl Cnells	71305	Local Consult-Sht Term-Tech	ACTIVITY2	002100	UNDP	04000	TRAC	-	21,108.26	14,152.62	11,863.79	-	-	-	-	46,924.67
71300	Lcl Cnells	71405	Service Contracts - Individuals	ACTIVITY2	002100	UNDP	04000	TRAC	-	14,952.58	17,819.88	-	-	-	-	-	32,772.46
71600	Travel	71605	Travel Tickets-International	ACTIVITY2	002100	UNDP	04000	TRAC	-	19,546.07	35,985.41	-	-	-	-	-	55,531.48
71600	Travel	71615	Daily Subsistence Allow-Intl	ACTIVITY2	002100	UNDP	04000	TRAC	-	6,548.45	37,146.25	-	-	-	-	-	43,694.70
71600	Travel	71635	Travel-Other	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	1,064.00	-	-	-	-	-	1,064.00
71600	Travel	71635	Travel-Other	ACTIVITY2	001360	NEX	04000	TRAC	-	-	27.73	-	-	-	-	-	27.73
72100	Svc Co- Trade & Bt	72120	Svc Co- Trade & Business Serv	ACTIVITY2	001360	NEX	04000	TRAC	-	-	24,415.18	-	-	-	-	-	24,415.18
72200	Equip&Furn	72205	Machinery and Equipment	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	12,572.35	-	-	-	-	-	12,572.35
72200	Equip&Furn	72220	Furniture	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	4,303.35	-	-	-	-	-	4,303.35
72200	Equip&Furn	72220	Furniture	ACTIVITY2	001360	NEX	04000	TRAC	-	-	346.36	300.12	-	-	-	-	646.48
72200	Equip&Furn	72220	Furniture	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	5,598.72	-	-	-	-	-	5,598.72
72400	Comm&AV	72405	Acquisition of Audio Visual Eq	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	6.27	-	-	-	-	-	6.27
72400	Comm&AV	72410	Acquisition of Audio Visual Eq	ACTIVITY2	001360	NEX	04000	TRAC	-	-	1,025.32	-	-	-	-	-	1,025.32
72400	Comm&AV	72410	Acquisition of Audio Visual Eq	ACTIVITY2	001360	NEX	04000	TRAC	-	-	41.77	-	-	-	-	-	41.77
72500	Supplies	72510	Publication	ACTIVITY2	001360	NEX	04000	TRAC	-	-	1,694.53	-	-	-	-	-	1,694.53
72500	Supplies	72510	Publication	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	1,738.00	-	-	-	-	-	1,738.00
73100	Utilities	73120	Utilities	ACTIVITY2	001360	NEX	04000	TRAC	-	-	87.08	-	-	-	-	-	87.08
73400	Perf/OffEq	73405	Rental & Maint-Other Office Eq	ACTIVITY2	001360	NEX	04000	TRAC	-	-	2,023.60	-	-	-	-	-	2,023.60
73400	Perf/OffEq	73410	Rental & Maint-Other Office Eq	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	3,749.70	-	-	-	-	-	3,749.70
73400	Perf/OffEq	73410	Rental & Maint-Other Office Eq	ACTIVITY2	001360	NEX	04000	TRAC	-	-	1,595.75	-	-	-	-	-	1,595.75
74500	MiscExp	74525	Sundry	ACTIVITY2	002100	UNDP	04000	TRAC	-	432.03	-	-	-	-	-	-	432.03
74500	MiscExp	74525	Sundry	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	1,000.00	3,237.46	-	-	-	-	4,237.46
75700	TR,WKSP,CF	75705	Learning costs	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	291.33	-	-	-	-	-	291.33
75700	TR,WKSP,CF	75705	Learning costs	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	2.38	-	-	-	-	-	2.38
76125	Realized Loss	76125	Realized Loss	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	-	-	-	-	-	-	-
76135	Realized Gain	76135	Realized Gain	ACTIVITY2	002100	UNDP	04000	TRAC	-	-	-	-	-	-	-	-	-
Human Rights									21,548.25	65,725.32	138,446.91	43,851.67	-	-	-	-	269,571.95
Technical Assistance and Management Cost (Project Support Costs)																	
63400	Lrning Cst	63405	Learning Costs	ACTIVITY3	002100	UNDP	04000	TRAC	15,049.22	11,395.59	-	-	-	-	-	-	26,444.81
63400	Lrning Cst	63405	Learning Costs	ACTIVITY3	001360	NEX	04000	TRAC	-	4,044.01	-	-	-	-	-	-	4,044.01
63400	Lrning Cst	63407	Learning-Subsistence Allowance	ACTIVITY3	002100	UNDP	04000	TRAC	-	20,701.63	(1,085.40)	-	-	-	-	-	19,612.23
63500	Security cost	63515	Security-related Costs	ACTIVITY3	002100	UNDP	04000	TRAC	-	-	583.94	-	-	-	-	-	583.94
71200	Int Cnelt	71205	Intl Consultants-Sht Term-Tech	ACTIVITY3	002100	UNDP	04000	TRAC	-	-	11,000.00	31,609.48	-	-	-	-	42,609.48
71200	Int Cnelt	71210	Intl Consultants-Sht Term-Tech	ACTIVITY3	002100	UNDP	04000	TRAC	-	536.38	-	-	-	-	-	-	536.38
71300	Lcl Cnells	71305	Local Consult-Sht Term-Tech	ACTIVITY3	002100	UNDP	04000	TRAC	-	2,875.01	18,600.55	3,163.79	-	-	-	-	24,639.35
71400	ContractSrv	71405	Service Contracts-Individuals	ACTIVITY3	002100	UNDP	04000	TRAC	-	26,783.28	123,770.05	68,717.28	-	-	-	-	219,270.61
71600	Travel	71610	Travel Tickets-Local	ACTIVITY3	002100	UNDP	04000	TRAC	-	-	832.00	141.19	-	-	-	-	973.19
71600	Travel	71635	Travel-Other	ACTIVITY3	002100	UNDP	04000	TRAC	-	-	158.47	-	-	-	-	-	158.47
71600	Travel	71615	Daily Subsistence Allow-Intl	ACTIVITY3	002100	UNDP	04000	TRAC	-	-	1,086.47	-	-	-	-	-	1,086.47
71600	Travel	71615	Daily Subsistence Allow-Intl	ACTIVITY3	002100	UNDP	04000	TRAC	-	-	170.89	-	-	-	-	-	170.89
71600	Travel	71605	Travel Tickets-International	ACTIVITY3	002100	UNDP	04000	TRAC	-	14,041.45	-	-	-	-	-	-	14,041.45
72100	ContractSrv	72110	Svc Co- Agricultural Management	ACTIVITY3	002100	UNDP	04000	TRAC	-	-	9,820.65	-	-	-	-	-	9,820.65

Budgetary Account		Exp. Account		Activity ID	Imp. Agent	Fund		Donor	2007	2008	2009	2010	2011	2012	2013	2014	Total
Code	Description	Code	Description			Code	Description										
72100	ContractSrv	72120	Svc Co- Trade and Business Serv	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP	-	6,710.92	2,084.69	(189.93)				8,605.68
72100	ContractSrv	72125	Svc Co-Studies & Research Serv	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		4,202.71						4,202.71
72100	ContractSrv	72140	Svc Co-Information Technology	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			649.07	(19.31)				629.76
72200	Equip&Furn	72210	Machinery and Equipment	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		14,335.62	8,017.49					22,353.11
72200	Equip&Furn	72205	Office Machinery	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		10,361.71	22,205.21	(21,636.70)				11,930.22
72200	Equip&Furn	72220	Furniture	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		24,757.63	4,567.99	(3,603.44)				25,722.18
72400	Comm&AV	72405	Acquisition of Communic Equip	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		504.98						504.98
72400	Comm&AV	72405	Acquisition of Communic Equip	ACTIVITY3 001360	NEX	04000	TRAC	00012	UNDP		16,499.42	14,043.73	(1,27)				30,541.88
72400	Comm&AV	72410	Acquisition of Audio Visual Eq	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		61.66	3.02					64.68
72400	Comm&AV	72415	Courier charges	ACTIVITY3 001360	NEX	04000	TRAC	00012	UNDP		28.08						28.08
72400	Comm&AV	72420	Land Telephone Charges	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		320.00	841.87					1,161.87
72400	Comm&AV	72425	Mobile Telephone Charges	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		810.42						810.42
72400	Comm&AV	72445	Common Services-Communications	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		12,385.48	(10,277.32)					2,108.16
72400	Comm&AV	72440	Connectivity Charges	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			202.49	(72.92)				129.57
72500	Supplies	72505	Stationery & other Office Supp	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		1,366.87	12,877.87	467.46				14,432.30
72500	Supplies	72505	Stationery & other Office Supp	ACTIVITY3 001360	NEX	04000	TRAC	00012	UNDP		331.37		516.22				1,347.59
72500	Supplies	72510	Publications	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			3,383.22					3,383.22
72500	Supplies	72510	Publications	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP				1,674.68				1,674.68
72500	Supplies	72515	Print Media	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			2,730.99					2,730.99
72700	Hospitality	72705	Hospitality, Vouch, Expenses	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP				450.25				450.25
72700	Hospitality	72710	Hospitality, Vouch, Expenses	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			287.77					287.77
72800	Info TechEq	72810	Acquis of Computer Software	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			12,274.38					12,274.38
73100	Rent&Maint	73105	Rent	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		10,462.14	54,676.37	56,962.02	1,520.27			123,618.80
73100	Rent&Maint	73105	Rent	ACTIVITY3 001360	NEX	04000	TRAC	00012	UNDP		1,700.75						1,700.75
73100	Utilities	73120	Utilities	ACTIVITY3 001360	NEX	04000	TRAC	00012	UNDP		343.52		933.22				1,876.74
73100	Utilities	73120	Utilities	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP				252.70				252.70
73100	Rem&Maint	73110	Custodial & Cleaning Services	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			3,503.65	10,816.77				14,320.42
73100	Rem&Maint	73115	Moving Expenses	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP				165.92				165.92
73200	Prms Alter	73210	Reinforcement of premises	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			2,497.81	322.65				2,820.46
73400	Rnt&Maint	73405	Rental & Maint-Other Office Eq	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		30.68	3,624.07	608.93				4,263.68
73400	Rnt&Maint	73410	Rental & Maint-Other Office Eq	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			24,294.55	15,335.85				39,630.40
73400	Rnt&Maint	73410	Rental & Maint-Other Office Eq	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP				979.73				979.73
74300	Com. Security	74325	Rental & Maint-Other Office Eq	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			2,222.00					2,222.00
74500	MiscExp	74505	Insurance	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		36.52						36.52
74500	MiscExp	74510	Bank charges	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP				11.03				11.03
74500	MiscExp	74515	Claims and Adjustments	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			3,427.87	3,530.15				6,958.02
74500	MiscExp	74525	Sundry	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			58,602.44	3,876.61	618.22			64,843.87
74500	MiscExp	74525	Sundry	ACTIVITY3 001360	NEX	04000	TRAC	00012	UNDP			7,936.72	2.11	3,941.85			11,880.68
74700	Port operation	74705	Port operation	ACTIVITY3 001360	NEX	04000	TRAC	00012	UNDP				275.45				275.45
75700	TR,WKSP,CF	75705	Learning costs	ACTIVITY3 001360	NEX	04000	TRAC	00012	UNDP			111.27	453.28				564.55
75700	TR,WKSP,CF	75705	Learning costs	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP				415.10				415.10
76100	FXCumLoss	76125	Realized Loss	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP		6.89	21.76					28.65
76100	FXCumLoss	76130	Unrealized Gain	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP				(2.04)				(2.04)
76100	FXCumLoss	76135	Realized Gain	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP				(60.65)				(60.65)
76100	FXCumLoss	76120	Unrealized Loss	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP				(102.38)				(102.38)
76125	Realized Loss	76125	Realized Loss	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP								
76135	Realized Gain	76135	Realized Gain	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP								
76135	Realized Gain	76135	Realized Gain	ACTIVITY3 002100	UNDP	04000	TRAC	00012	UNDP			0.17					0.17
Technical Assistance and Management Cost (Project/Support Costs)									16,882.31	277,571.41	335,946.88	177,300.29	1,500.96				813,201.55
Total for ACTIVITY 3																	

Budgetary Account		Exp. Account		Activity ID	Imp. Agent	Fund	Donor	2007	2008	2009	2010	2011	2012	2013	2014	Total
Code	Description	Code	Description		Code	Description	Code									
63406	Learning Cat	63406	Learning Costs-Ticket Cost	ACTIVITY4	002100	UNDP	04000	TRAC	00012	UNDP						1,945.90
63407	Learning Cat	63407	Learning-Subsistence Allowance	ACTIVITY4	002100	UNDP	04000	TRAC	00012	UNDP						304.00
71600	Travel	71605	Travel Tickets-International	ACTIVITY4	002100	UNDP	04000	TRAC	00012	UNDP						3,608.58
71600	Travel	71615	Daily Subsistence Allow-Intl	ACTIVITY4	002100	UNDP	04000	TRAC	00012	UNDP						1,368.00
72120	ContractSr	72120	Svc Co-Trade and Business Serv	ACTIVITY4	002100	UNDP	04000	TRAC	00012	UNDP						10,498.44
72200	Equip&Fur	72205	Office Machinery	ACTIVITY4	002100	UNDP	04000	TRAC	00012	UNDP						7,338.67
72400	Comm&AV	72440	Connectivity Charges	ACTIVITY4	002100	UNDP	04000	TRAC	00012	UNDP						1,558.25
72400	Comm&AV	72445	Common Services -Communication	ACTIVITY4	002100	UNDP	04000	TRAC	00012	UNDP						64.07
72400	Comm&AV	72405	Acquisition of Communic Equip	ACTIVITY4	002100	UNDP	04000	TRAC	00012	UNDP						1,774.28
76125	Realized Lcs	76125	Realized Loss	ACTIVITY4	002100	UNDP	04000	TRAC	00012	UNDP	8.16					8.16
Total for ACTIVITY 4									19,580.60	8,879.59	8.16					28,468.35
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY5	001360	NEX	04000	TRAC	00012	UNDP		9,123.92	7,000.00	8,500.00	2,000.00	26,623.92
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		14,799.60	35,000.00			49,799.60
71200	Int. Consultant	71205	Int. Consultant	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP				20,000.00		59,510.00
71300	National Consultant	71305	National Consultant	ACTIVITY5	001360	NEX	04000	TRAC	00012	UNDP			12,500.38	3,000.00	1,500.00	17,000.38
71300	National Consultant	71305	National Consultant	ACTIVITY5	001360	NEX	04000	TRAC	00012	UNDP			5,000.00	2,500.00		7,500.00
74200	Print & publication	74200	Print & publication	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP						2,500.00
74500	Sundry	74525	Sundry	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP	106.29					106.29
72400	Audio Visual Eq.	72405	Audio Visual Eq.	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		1,631.33	18,705.69			20,337.02
72200	Equipment & Furnit	72200	Equipment & Furniture	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP			3,687.50	10,000.00		13,687.50
72800	InfoTechEq	72805	InfoTechEq	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		55,754.86	15,000.00			70,754.86
72800	InfoTechEq	72810	InfoTechEq	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		2,219.59				2,219.59
72800	InfoTechEq	72815	InfoTechEq	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		7,374.08				7,374.08
72800	InfoTechEq	72815	InfoTechEq	ACTIVITY5	001360	NEX	04000	TRAC	00012	UNDP		10,387.11				10,387.11
72100	Contractual Service	72120	Contractual Service - Companies	ACTIVITY5	001360	NEX	04000	TRAC	00012	UNDP			700.00			700.00
72100	Contractual Service	72145	Contractual Service - Companies	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP			5,313.65			5,313.65
72300	Mat. & Goods	72399	Material & Goods	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP			3,000.00			3,000.00
71300	National Consultant	71305	National Consultant	ACTIVITY5	001360	NEX	04000	TRAC	00012	UNDP		2,131.18	2,025.66			4,631.18
71300	National Consultant	71305	National Consultant	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP						2,025.66
71305	National Consultant	71305	National Consultant	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP				16,500.00	16,500.00	33,000.00
71600	Travel	71605	Travel	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		5,042.34				5,042.34
71600	Travel	71625	Travel	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		9,714.49				9,714.49
71600	Travel	71635	Travel	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		912.00				912.00
71400	Contractual Service	71405	Contractual Service - Individual (excl+PO+leg asst+ICT)	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP			27,000.00	50,000.00	25,000.00	102,000.00
61300	Salaries-IP Staff	61305	Salaries-IP Staff	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			25,000.00	94,000.00	47,000.00	166,000.00
73400	Rent & Mfrt	73400	Rent & maint.	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP			3,000.00	5,000.00	2,000.00	10,000.00
75700	TR, WKSP, CF	75707	TR, WKSP, CF	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		14,294.40				14,294.40
75700	TR, WKSP, CF	75706	TR, WKSP, CF	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		15,258.65				15,258.65
75700	TR, WKSP, CF	75700	TR, WKSP, CF	ACTIVITY5	001360	NEX	04000	TRAC	00012	UNDP			2,000.00	5,500.00	2,500.00	10,000.00
72100	Contractual Service	72100	Contractual Service - Companies	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		25,496.24				25,496.24
76100	Realized Lcs	76125	Realized Loss	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		0.01				0.01
76100	Realized Gain	76135	Realized Gain	ACTIVITY5	002100	UNDP	04000	TRAC	00012	UNDP		(27.58)				(27.58)
Total for ACTIVITY 5											106.29	176,147.88	199,917.22	220,000.00	99,000.00	695,171.39

Budgetary Account		Exp. Account		Activity ID	Imp. Agent Description	Fund Code	Fund Description	Donor Code	Donor Description	2007	2008	2009	2010	2011	2012	2013	2014	Total			
Code	Description	Code	Description																		
Improved Legal Aid Services	Improved Legal Aid Services																				
72205	Equipment & Furniture	72205	Equipment & Furniture	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP				13,477.42					13,477.42		
72200	Equipment & Furniture	72205	Equipment & Furniture	ACTIVITY6	002100	NEX	04000	TRAC	00012	UNDP				2,244.75	10,000.00				12,244.75		
71300	National Consultant	71305	National Consultant	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP					11,200.00				11,200.00		
71300	National Consultant	71310	National Consultant	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP				5,983.57					5,983.57		
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				4,726.01	30,000.00				34,726.01		
74200	Printing and Publications	74210	Printing and Publications	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP				4,443.54	7,000.00				11,443.54		
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP				34,351.24	22,000.00				56,351.24		
71600	Travel	71610	Travel	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				393.70	4,687.22				5,080.92		
71600	Travel	71610	Travel	ACTIVITY6	001360	NEX	04000	TRAC	00012	UNDP					827.37				827.37		
74200	Print & publication	74200	Print & publication	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				44,426.53	26,670.84				71,097.37		
72500	Supplies	72510	Printing and Publications	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				1,518.77					1,518.77		
72515	Supplies	72515	Printing and Publications	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				1,178.08	1,500.00				2,678.08		
72800	InfoTechEq	72805	InfoTechEq	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				333.00					333.00		
72800	InfoTechEq	72810	InfoTechEq	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				6,042.32					6,042.32		
71600	Travel	71620	Travel	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				1,699.59					1,699.59		
71200	International Consul	71205	International Consultants	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				6,500.28	12,000.00				18,500.28		
73400	Rent & Maint.	73410	Rent & Maint.	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				27,206.67	16,000.00				43,206.67		
71400	Contractual Service	71405	Contractual Service - Individual (ex-assat)	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				(7.41)					(7.41)		
76100	Realized Gain	76135	Realized Gain	ACTIVITY6	002100	UNDP	04000	TRAC	00012	UNDP				154,516.06	141,865.43				296,381.49		
Total for ACTIVITY6																					
Administration of Justice and Law Reform																					
75705	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP											
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY7	001360	NEX	04000	TRAC	00012	UNDP				9,561.98	15,000.00				24,561.98		
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY7	001360	NEX	04000	TRAC	00012	UNDP					1,000.00				1,000.00		
71200	Int. Consultant	71205	Int. Consultant	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				1,810.55					1,810.55		
71205	Int. Consultant	71205	Int. Consultant	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP					100,000.00				100,000.00		
71300	National Consultant	71305	National Consultant	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP					14,500.00				14,500.00		
71300	National Consultant	71300	National Consultant	ACTIVITY7	001360	NEX	04000	TRAC	00012	UNDP					23,000.00				23,000.00		
71300	National Consultant	71305	National Consultant	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP					43,200.00				43,200.00		
71300	National Consultant	71305	National Consultant	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP					5,000.00				5,000.00		
72300	Mat. & Goods	72300	Material & Goods	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP					7,283.00				7,283.00		
72400	Communication & d	72400	Communication & audio visual equi	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP					1,500.00				1,500.00		
72800	Infotech equipment	72805	Infotech equipment	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				1,742.64					1,742.64		
72800	InfotechEq	72810	InfotechEq	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				1,712.97	500.00				2,212.97		
72200	Equipment & Furnit	72205	Equipment & Furniture	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				8,768.48					8,768.48		
72200	Equipment & Furnit	72210	Equipment & Furniture	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				779.24					779.24		
74200	Printing and Public	74210	Printing and Publications	ACTIVITY7	001360	NEX	04000	TRAC	00012	UNDP				1,675.89	11,000.00				12,675.89		
71600	Travel	71605	Travel	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				39,852.72	227.81				40,080.53		
71600	Travel	71625	Travel	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				34,570.77					34,570.77		
71600	Travel	71635	Travel	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				2,660.00					2,660.00		
71400	Contractual Service	71405	Contractual Service - Individual (3)	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				25,975.00	46,150.00				72,125.00		
73400	Rent & Maint.	73410	Rent & Maint.	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				2,419.54	6,500.00				8,919.54		
74500	Miscellaneous Exp	74525	Miscellaneous Expenses	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				38.16					38.16		
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				1,350.00					1,350.00		
75700	Learning Cost	75705	Learning Cost	ACTIVITY7	001360	NEX	04000	TRAC	00012	UNDP					684.44				684.44		
76100	Realized Loss	76125	Realized Loss	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				0.02					0.02		
76100	Realized Gain	76135	Realized Gain	ACTIVITY7	002100	UNDP	04000	TRAC	00012	UNDP				(6.35)					(6.35)		
Total for ACTIVITY7																					
Administration of Justice and Law Reform																					
										186,860.81	259,300.00	64,000.00	24,000.00	144,425.00	15,919.54	38.16	1,350.00	684.44	0.02	(6.35)	643,756.96

Budgetary Account		Exp. Account		Activity ID	Imp. Agent Description	Fund Code	Donor Code	Donor Description	2007	2008	2009	2010	2011	2012	2013	2014	Total
Code	Description	Code	Description														
Project Management																	
61300	Salaries-IP Staff	61305	Salaries-IP Staff	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			80,244.96	38,500.00			118,744.96
61300	Post Adjustments-IP Staff	61310	Post Adjustments-IP Staff	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			29,276.04				29,276.04
62300	Dependency Allowance	62305	Dependency Allowance-IP Staff	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			(272.04)				(272.04)
62300	Contribution of JT Staff	62310	Contribution of JT Staff pension	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			24,524.89	12,205.00			36,729.89
62300	Cont. to medical, soc	62315	Cont. to medical, social insurance	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			1,584.58	1,618.75			3,203.33
62300	Mobility, hardship, non-removal	62320	Mobility, hardship, non-removal	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			9,430.08				9,430.08
63500	Contribution to Secp	63530	Contribution to Separations	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			2,738.00	4,329.56			7,067.56
63500	Contribution to Secu	63535	Contribution to Security	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			4,390.85	1,700.00			6,090.85
63500	Contribution to Train	63540	Contribution to Training	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			2,738.00	450.00			3,188.00
64300	Appointment-subsi	64307	Appointments-substances allowance	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			6,435.00				6,435.00
64300	Appointment-Lump	64308	Appointment-Lump Sum	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			16,000.00				16,000.00
64300	Appointment-Shipt	64309	Appointment Shipments	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				600.00			600.00
63500	Cont. to training	63545	Cont. to training	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				800.00			800.00
63500	Cont. to Sec. Cost	63550	Cont. to Sec. Cost	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			5,476.05	2,800.00			8,276.05
65100	Contribution to ASH	65115	Contribution to ASH Reserve	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP			663.96				663.96
65100	Payroll Mgt. Cost rec	65135	Payroll Mgt. Cost recovery ATLA	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP							
71300	Local Con-Short	71300	Local Con-Short	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP		580.00					580.00
74100	Audit Fees	74100	Audit Fees	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP							
74100	Int. Audit Fees	74100	Int. Audit Fees	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP							
71400	Contractual Service	71405	Contractual Service - Individual (7)	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP		36,734.25					36,734.25
71600	Travel	71600	Travel	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				50.00			50.00
72100	Cont. Services	72130	Sve.Co.-Transportation services	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP		1,570.57					1,570.57
73400	Rent & Maint of oth	73410	Rent & Maint of other Equip	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP		6,073.07					6,073.07
73400	Rent & Maint of oth	73410	Rent & Maint of other Equip	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP		6,530.37					6,530.37
73400	Rent & Maint of oth	73400	Rent & Maint of other Equip	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP		5,341.18					5,341.18
73400	Rent & Maint of oth	73400	Rent & Maint of other Equip	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP		591.63					591.63
73100	Rent&Maint	73105	Rent&Maint	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				54,729.73	25,205.00		19,821.83
73100	Rent&Maint	73110	Rent&Maint	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				7,552.33			7,552.33
73100	Rent&Maint	73120	Rent&Maint	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP				187.63			187.63
72400	Communication & a	72405	Communication & audio visual equi	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP				8,346.31	6,000.00		14,346.31
72400	Communication & a	72420	Communication & audio visual equi	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				39.57			39.57
72400	Communication & a	72420	Communication & audio visual equi	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP				23.37			23.37
72400	Communication & a	72425	Communication & audio visual equi	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP				109.39			109.39
72400	Communication & a	72440	Communication & audio visual equi	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP				646.30	3,000.00		3,646.30
72400	Communication & a	72440	Communication & audio visual equi	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				46.21			46.21
72500	Supplies	72505	Supplies	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP				1,053.81			1,053.81
72500	Supplies	72505	Supplies	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP				922.28	4,735.33		5,657.61
72500	Supplies	72515	Supplies	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				693.70	1,500.00		2,193.70
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP				1,429.11			1,429.11
75700	TR, WKSP, CF	75705	TR, WKSP, CF	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				7.30			7.30
74500	Miscellaneous Exp	74525	Miscellaneous Expenses	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP				500.00	500.00		1,000.00
74500	Miscellaneous Exp	74525	Miscellaneous Expenses	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP		1,179.69					1,179.69
74500	Miscellaneous Exp	74510	Miscellaneous Expenses	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP				49.18	3,928.58		4,000.00
74500	Miscellaneous Exp	74500	Miscellaneous Expenses	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				34.98	200.00		234.98
74500	Miscellaneous Exp	74500	Miscellaneous Expenses	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				212.58	700.00		912.58
72700	Special Event	72705	Special Event	ACTIVITY8	001360	NEX	04000	TRAC	00012	UNDP				5,879.77			5,879.77
76125	Realized Loss	76125	Realized Loss	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				386.18	300.00		686.18
76135	Realized Gain	76135	Realized Gain	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				8.79			8.79
76120	Unrealized Loss	76120	Unrealized Loss	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				(40.47)			(40.47)
76130	Unrealized Gain	76130	Unrealized Gain	ACTIVITY8	002100	UNDP	04000	TRAC	00012	UNDP				287.47	3,117.28		3,404.75
Project Management																	
Total																	
									56,078.00	457,788.65	659,552.95	294,056.49	863,798.91	227,854.71	172,875.00	97,021.83	945,780.12
												49,308.18	398,720.40	756,498.17	652,175.00	280,021.83	4,000,000.00
									Total for ACTIVITY 8								

