



PROJECT DOCUMENT COVER PAGE

UNDEF Project Number: 4295

Executing Agency Project Number

Project Title: Human Rights Based Approach to Strengthening Participatory Democracy

Country/Region: Cameroon

Executing Agency: UNDP-Cameroon

Implementing Agency (ies)

- 1.) Centre for Human Rights and Peace Advocacy as lead organization

Duration 12 months 24 months ✓

Project Start Date 1 November 2008

Project End Date 31 October 2010

Funding Round and Year of Grant Second Funding Round 2007

Amount of UNDEF Grant in USD: 375,000

Project Summary

The project has as goal to strengthen and reinforce participatory democracy in Cameroon by supporting voters' sensitization, education and follow up registration of voters' registers. This is to combat voter apathy, which has characterized the past elections. The project aims to increase political participation of women and youths and to reinforce the rule of law through justice paralegal program Grassroots organizations shall be involved to cause active participation of the population to 2011 Presidential Elections in Cameroon. The project shall also support human rights promotion and protection and the reinforcement of the rule of law through access to justice paralegal program since the respect of human rights and the rule of law are life wire behind the consolidation of democracy. Women and youths who are vulnerable groups and constitute more than 60% of Cameroonian population shall be the main target group and the beneficiary of the access to justice paralegal program. By the end of the project women and youths shall know their rights and duties and fully participate in the running of their community and public affairs.

Executing Agency Representative's Name Title & organization Ms. Odile Sorgho-Moulinier date 27 JUN 2008

Ms. Odile Sorgho-Moulinier, Resident Representative at UNDP Cameroon

Please provide Signature for every implementing Agency

Implementing Agency Representative's Name Title & organization: Chongsi Ayeah Joseph Executive Director Centre for Human Rights and Peace Advocacy date

Roland Rich Executive Head of UNDEF date 29.8.08



2. Executive Summary

The twin election of July, 2007, Parliamentary and Municipal Elections, indicated that voter apathy has set in and election participation has dropped. It is worth noting also that women and youths, constituting more than 60% of the population, are seriously underrepresented in political processes and public affairs. The country is currently a *"peaceful island in the turbulent sea,"* which is the Central Africa Sub Region. In fact, almost all the countries in this region have experienced grave unrests to out right civil wars. It appears important and urgent to foster and reinforce the democratization process in Cameroon. It is therefore important and urgent for national and regional development purpose to strengthen the participatory democracy process using a human rights based approach. The project has as its goal to strengthen and reinforce participatory democracy in Cameroon by supporting voters' sensitization, civic education and by fostering political participation of women and youths using a human rights based approach. The project shall also support human rights promotion and the reinforcement of the rule of law through access to justice paralegal services. The community legal clinics will provide legal counseling and court representation of the victims with a special focus on the vulnerable groups who have limited resources and power to defend themselves such as women, youth, children and indigenous people. These legal clinics will also encourage collective and broad based commitment as well as accountability to human rights through education campaigns. To achieve the objectives, the project will carry out training of trainers, will facilitate field education campaigns through grassroots organizations, will support the inception and formation of a network of CSOs dedicated to civic and voter education, will facilitate media grassroots outreach activities using local and official languages and, will facilitate knowledge development and sharing among key stakeholders.

Through this project, the following outcomes will be achieved: a) the representation and participation of youths and women in leadership, both at the National and Local governance will be improved. b) Voter education and sensitization will be coordinated and enhanced through education for target groups in collaboration with CSOs, community based organizations, public organizations, such as Elections Cameroon, local governments, development and governance initiatives and projects and c) The rule of Law will be reinforced for the respect of human rights and strong commitment for human rights at community and national level.

It is worth noting also that youth and women are underrepresented in leadership positions. For example, with regards to the July 2007 elections, though women represented more than 50% of the population, less than 20% candidates were women; elected women represented 13% of parliamentarians, 13% of municipal councilors and 6% of mayors.

3. Situation Analysis, Project Strategy and Sustainability

a) Situation Analysis:

The people's right to participate in government is stipulated in Article 21(3) of the Universal Declaration of Human Rights of 1948 and reinforced by Article 25 (b) of the International Covenant on Civil and political Rights (ICCPR) of 1966 and Article 7 of the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW). Cameroon has signed and ratified all. To internalize this right to participate in government, Cameroon has put in place three Electoral Codes corresponding to



Municipal, Legislative and Presidential elections, respectively. Seeing the need to get everyone involved and by promoting good governance in Cameroon, the United Nations Development Programme (UNDP)

assisted the Cameroon government by helping to carry out some electoral reforms which led to the creation of an independent electoral body, Elections Cameroon (ELECAM). This is the administrative institution which will be in charge of organizing elections.

The reintroduction of multiparty politics marked the beginning of democratization of Cameroon. This was followed by multiparty democratic elections. Since 1992, many elections have taken place in Cameroon. The enthusiasm with which multiparty politics was embraced and with which multiparty elections started has drastically reduced because of systematic disenfranchisement, electoral corruption, bad electoral laws and weaknesses in general in the organization of these elections.

By 2002 when the next twin, parliamentary and municipal elections took place, few Cameroonians were interested any longer in participating in national elections. These elections, which were planned to take place in June, 2002, were postponed on the Election Day by the President for poor organization when voting had started going on. Prior to the October 11, 2004 Presidential Elections, militants of some political parties joined their party leaders in street demonstrations to press for electoral reforms that would set level grounds for fair, free and transparent electoral consultations. The twin election of July, 2007 Parliamentary and Municipal Elections indicated that voter apathy has set in and election participation has dropped. Women and youths, constituting more than 60% of the population, participate less, given that often they are uninformed about what is happening. Moreover, the heightened need for the execution of this project in Cameroon has even been intensified by the prospective of coming presidential elections and the recent political happening. In fact, the revised 1996 Cameroon Constitution has been amended through changing particularly Article 6 (2) which deals with the mandate of the president. The term of office of the president, which was 7 years renewable once, has been changed to seven years renewable term. Some tensions have emerged in reaction to this change when first announced during this year.

Despite on-going democratization and decentralization process, Cameroon is facing several key challenges: weak voter participation rate, limited participation of citizens, especially women and youth, in the management of public affairs, weak representation of women in political leadership and weaknesses in knowledge and enforcement of human rights. These constitute a source of threats to peace and democracy. The energy and food crisis and resulting general price hike constitute additional risks to the social political fabrics. In preparation for forthcoming elections, including presidential elections planned for 2011, the independent commission, Elections Cameroon (ELECAM), which will be put in place, will certainly help in improving electoral process but this will not be sufficient for active participation of citizens in elections and public affairs. In addition, looking at the important strategic position of Cameroon in the Central Africa region, it is important to ensure that its democratic process continues to be reinforced in order to consolidate peace in the midst of a conflict zone. The above reasons show that there is an urgent need to secure UNDEF support for this project.

b.) Project Strategy

The Centre for Human Rights and Peace Advocacy will run the programme by working directly with identified groups that can vulgarize (vocalize? indicate? reveal?) the importance and the best approaches of participation by everyone in local and national governance and can influence attitude change towards

voters' apathy, involvement in governance of public affairs, and the respect for human rights. These groups will constitute women group leaders, cultural groups/traditional authorities, youth groups, media practitioners, administrative and Local Authorities. In this connection, five different trainings will be organized. The Centre will also work with other development partners for voters' sensitization, education, registration and the distribution of voters' cards through a concrete and well thought out program. The project will also carry out activities to boost women representation in leadership positions including electoral seats. Five paralegal services will be set up in five provinces selected by the project. Their main duties will be to carry out human rights sensitization and education, legal counselling, complaint documentation and follow up and forward matters they can not handle to the lawyer with whom the Centre will sign a retainership agreement for a possible court representation. A biweekly 30 minutes interactive radio program will be broadcast and four live TV talk shows will act as backup of the field programs. A quarterly newsletter known as 'The Advocate' will be published for public circulation and periodic publications in three print media organs will be encouraged. Sensitisation posters and a manual on human rights and the importance of participatory governance will be published. Banners and stickers will also go along way to boost sensitisation.

The project will be managed taking into account risks that may cause the project to fall short of its objectives and expectations. In fact, because of the sensitive nature of the project, there is a risk of friction, resistance or opposition with some governmental actors or other groups. To mitigate this risk, the project will put in place an active communication strategy and will seek to partner a different range of key stakeholders. The project team and partners will be trained to take a neutral stand in political issues and to focus on capacity building and advocacy for increased participation.

The second risk for the project is the falling rate of US dollar in the world market. This falling rate may affect the budget headlines of the project. If this happens, there will be a readjustment of the project activities to suit the new dispensation. In addition, proper execution of this project could be hampered by weather condition. There are some areas in Cameroon where, due to extreme weather circumstances (excessively rainy seasons), transport and out door activities are not possible all the time. To mitigate this risk, activity schedules will be managed closely and activities planned for such a period will be rescheduled to take place during better weather conditions.

c.) Sustainability

By increasing people's awareness on human rights and on governance issues, a momentum and awareness will be built up within the general public that will last long after the project life span. Once people become aware that it is their right to choose their leaders by casting their votes, and that it is their legal responsibility to partake in the governance issues of their local communities and nation at large, they will certainly commit themselves to uphold the principles of human rights and democracy. By building institutional capacity and grassroots leadership through network of CSOs and trainers in civic and voter's education, the training of sensitization agents and the set up of legal clinics, the project will build national capacity to continue to deliver such services in a financially and socially sustainable manner. Through documentation of best practices and collaboration with government and other partners, the experience can be progressively scaled up to reach out to more people. On the part of CHRAPA as the implementing organization, the work will be done in a way so that it will attract funding from other donors and funding agencies. Besides this, CHRAPA will continue to look for funds from the local councils in the project area and will partner closely with women and youth groups, other vulnerable groups and grassroots'



organizations. This will help build broad based local ownership and commitment for the project, which are key ingredients for sustainability.

4. Gender and Marginalized or Vulnerable Groups

Addressing gender inequality is a key objective of the project. Women and youths, who constitute about 60% of Cameroon population, shall be targeted. As a group, marginalized and discriminated in both political consultations and in the management of their various communities' affairs, the project will contribute to enhancing the capacity and determination of women to take part in all activities in their communities, including holding decision makers accountable. At least 50% of trainers and sensitization agents' trainers will be women and youth. This will strengthen women and youth leadership in community and prepare them for greater participation in public affairs as voters and candidates and citizens. Training, sensitization and communication activities will be undertaken to boost women's capacity and positioning in leadership. A special focus will also be put on youth to encourage their inclusion in public affairs and political process as a peaceful way to channel their concerns and their opinions. For young males, special focus will be put on discouraging violence as means for seeking change and on promoting use of democratic and community mechanisms.

Addressing the needs of marginalized or vulnerable groups is yet another key objective of the project. Experience has shown that women and youths and other indigenous groups, such as Mbororos, are generally ignorant of their rights and the laws protecting them and have limited resources and support for defending their rights. The Access to Justice Paralegal Program Component of this Project shall carry out human rights sensitization and education to keep women, youths, vulnerable groups like the Mbororos and the general public informed about their rights. This community legal advice unit will help to provide legal counseling and also resolve conflicts. Legal clinics shall take legal action on behalf of alleged vulnerable victims of human rights abuse through court representation given that many women, youths and children are generally poor and cannot afford to consult a lawyer or seek legal redress when their rights are violated. This will be done based on requests and whenever the nature of cases warrants it and within the limits of their resources. Through this strategy, the project will promote the respect of human rights of vulnerable groups and enhance their participation in democratic process as well as their inclusion in society overall.

5. Results Framework, Outcomes Outputs and Activities

RESULTS FRAMEWORK

1. UNDEF Project Title: Human Rights Based Approach to Strengthening Participatory Democracy in Cameroon.

Intended Outcome(s):

- 1. The representation and participation of youths and women in leadership both at the National and Local governance are improved.
- 2. Voter education and sensitization, coordinated and enhanced through education for target groups in collaboration with CSOs, community based organizations, public organizations such as Election Cameroon, local governments, development and governance initiatives and projects
- 3. The rule of Law is reinforced for the respect of human rights and strong commitment for human rights at community and national level.

Outcome Indicators:

- a. Women and youth's participation and representation in the 2012 Municipal and Parliamentary elections increased by at least 20%.
- b. An increase of at least 30% of voters participation is witnessed in the 2011 Presidential elections
- c. Increase in public awareness on human rights issues is reflected in the number of people using paralegal services.
- d. Positive progress in number of human rights cases violations condemned publicly and/or legally

¹ Inputs: Resources used in your project

Activity: A specific action or process undertaken by an organization to convert resources (inputs) to products or services (outputs).

Output: Tangible products and services that emerge from processing inputs through project activities. Outputs relate to the completion of activities. A measure of the quantity of a service or product provided (may include a quality component).

Outcome: Actual or intended changes in conditions that the project is seeking to support. The basic unit of measurement of progress toward achieving an objective. An outcome may be initial, intermediate, or long-term.

Outcome Indicator: Indicator measuring the progress achieved against the specified outcomes



Baseline Data	Intended Outputs	Key Activities	Tick if activity is a Milestone	Timeframe								Responsible Party (ies)	Budgetary Inputs (US\$)		
				Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8				

Baseline Data	Intended Outputs	Key Activities	Tick if activity is a Milestone	Timeframe								Responsible Party (ies)	Budgetary Inputs (US\$)
				Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8		
<p>Only 3.5 million people out of 17 millions estimated population) were registered as voters for the 2007 elections and only 3.5 millions voted. This shows low involvement of citizens in electoral process</p>	<p>Network of 30 CSOs active in civic and voters education</p>	<p>Develop a manual on the basic principles of civic education, voters' education using a human right-based approach and promoting participatory governance from a gender and youth perspective.</p>		X									6,000
	<p>180 competent grassroots trainers active in voters and civic education</p> <p>9,000 sensitization agents trained</p>	<p>Publish manual and training support documents</p>											

Baseline Data	Intended Outputs	Key Activities	Tick if activity is a Milestone	Timeframe										Responsible Party (ies)	Budgetary Inputs (US\$)		
				Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8						
			✓	X												CHRAPA	50,290
		Set up a network of CSOs dedicated to human rights, voter education and sensitization and gender mainstreaming and train five target groups (Women leaders, Traditional authorities, Youth leaders, cultural groups and Journalists/National language broadcasters) (6 per target group from 5 provinces)															
		Conduct (4) trainings to train group leaders as trainers in Bamenda.		X													5,319
		Conduct (1) training in Yaounde to train trainers.			X												8,760
		Organize and follow-up restitution exercises with trainers in their respective groups.					X	X	X								
		Put in place and facilitate voter's education initiatives in collaboration with key stakeholders								X	X						8

Baseline Data	Intended Outputs	Key Activities	Tick if activity is a Milestone	Timeframe								Responsible Party (ies)	Budgetary Inputs (US\$)		
				Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8				
<p><i>Despite the existence of laws to protect human rights on going initiatives, there is still violation of human rights that compromise the development of the country-</i></p>	<p>Five community legal offices fully operational</p> <p>90% of cases are dealt with</p> <p>30 sensitizations campaigns organized by legal offices</p>	<p>Recruit and trained 10 paralegal staff and operate one community legal assistance office for alleged survivors of human rights violation in the target provinces.</p>	<p>x</p>										<p>CHRAPA</p>	<p>62,150</p>	
				x											

Baseline Data	Intended Outputs	Key Activities	Tick if activity is a Milestone	Timeframe								Responsible Party (ies)	Budgetary Inputs (US\$)		
				Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8				
<p>Statistics show that there is weak representation of women in leadership positions: less than 10% candidates for elections were women. Elected women represented 13% of parliamentarian. 13% of municipalities councilors and 5% of mayors</p>	<p>1 Database of women leaders set up and continuously updated</p> <p>100 women leaders trained in leadership for public and political affairs,</p> <p>50 women leaders and young girls training in communication and media</p> <p>30 women sponsored for governance and development, and gender issues capacity building activities</p> <p>1 network of women leaders in political, public and social affairs set up and operational</p>	<p>Develop a database of women's leaders in public affairs</p> <p>Provide training workshops on political systems and mechanisms to women candidates and women in positions of leadership</p> <p>Provide training workshop on communication and media to young girls and women leaders</p> <p>Sponsor women's leaders for technical workshop on governance including local governance and human rights, economic and social development, and gender mainstreaming.</p> <p>Facilitate exchange among women leaders through the set up of a network of women political and social leaders</p>		X	X	X	X	X	X	X	X	X	X	UNDP/CHRAPA/ NETWORK FOR MORE WOMEN IN POLITICS	5000

Baseline Data	Intended Outputs	Key Activities	Tick if activity is a Milestone	Timeframe								Responsible Party (ies)	Budgetary Inputs (US\$)					
				Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8							
	Website of the network is fully operational and accessed	Put in place a website for the network		X	X	X	X	X	X	X	X							
	50 women leaders trained in information technology	Facilitate training in information communication technology to women to enhance their capacity to access knowledge and network nationally, regionally and globally		X	X	X	X	X	X	X	X							
	50 males leaders and public authorities trained on importance of women leadership	Facilitate education and sensitization campaign on advantages of women's leadership and ways to promote it. Workshops organized for men leaders and for the general population		X	X	X	X	X	X	X	X							
	200 students sensitized for youth and women leadership in public affairs	Facilitate sensitization sessions by women's leaders for youth especially girls to participate in public affairs		X	X	X	X	X	X	X	X							
		Media events to give visibility to women's leaders		X	X	X	X	X	X	X	X							

Baseline Data	Intended Outputs	Key Activities	Tick if activity is a Milestone	Timeframe								Responsible Party (ies)	Budgetary Inputs (US\$)		
				Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8				
	30 radio and TV events to showcase 25 women's leaders	Organization of sessions on violence against women, violence being one of the deterrent of women leadership		X	X	X	X	X	X	X	X	X	X		
	100 women's trained in combating			x		x									
	<i>Timely Reporting</i>	1 st Midterm Report July 2009 Annual Report December 2009 2 nd Midterm Report July 2010 Final Report March 2011		x		x			x					CHRAPA UNDP	16,273
<i>There is need to hire competent and</i>	Follow-up and ensure that all project activities are effectively carried out.	Hire 1 Project Supervisor Hire 1 Project Officer and 1		X	X	X	X	X	X	X	X	X	X	CHRAPA UNDP	62,400

Baseline Data	Intended Outputs	Key Activities	Tick if activity is a Milestone	Timeframe								Responsible Party (ies)	Budgetary Inputs (US\$)		
				Q 1	Q 2	Q 3	Q 4	Q 5	Q 6	Q 7	Q 8				
personnel to implement project activities.		administrative Assistant and facilitate their travel within project area.													
There is not sufficient IT equipment to be used in the implementation of the project	Facilitate the production and circulation of project material and information	Need for laptops, Camera, projector scanner vehicle		X	X	X	X	X	X	X	X	X	X	CHRAPA UNDP	39,330
It structure, to accommodate project offices, stationery, and communication means and reports are necessary.	Provide a conducive working environment for project staff.	Renting of premises, and stationary communication		X	X	X	X	X	X	X	X	X	CHRAPA UNDP	30,384	
Total project cost															338,287
	Timely and effective Monitoring and Evaluation and auditing of project	Impact Assessment using indicators		X	X	X	X	X	X	X	X	X	UNDP/UNDEF		36,713
Total grant awarded															375,000



6. Management and Partnership Information

1.) Management

The Executing Agency UNDP agrees to be responsible for the overall management of the project and bear all financial, monitoring, evaluation and reporting responsibilities to UNDEF as per the UNDEF Monitoring, Evaluation and Reporting Guidelines.

UNDP agrees to be responsible for contracts with implementing agencies or individuals involved in the project.

The executing agency, UNDP shall receive the grant in two tranches for each year of implementation. The second tranche will be contingent upon the receipt of the Mid-Term Report and a financial status update.

UNDP shall disburse funds to the implementing agency in accordance to the agreed plan of disbursement, in accordance with approved workplan and in respect with financial procedures

UNDP shall monitor and evaluate the project in collaboration with CHRAPA as the implementing agency.

UNDP shall receive a 7% administrative overhead in accordance with the UNDEF/UNDP Co-Financing Memorandum of Understanding (MOU).

UNDP will provide in-kind technical backstopping by leveraging its governance activities to support production of strategic and training documents.

UNDP will work with CHRAPA on identifying implementing partners.

The Implementing Agency, CHRAPA shall carry out all substantive activities concerning this project as stipulated by the project document.

The implementing agency, CHRAPA, shall be responsible for the production of both the narrative and financial reports in strict respect of the reporting periods an UNDP and UNDEF financial guidelines. Financial report shall be accompanied by the financial justifications. These reports will be submitted to UNDP who as Executing Agency will forward them to UNDEF.

CHRAPA shall fully collaborate and create a conducive atmosphere for the executing agency to carry out monitoring and evaluation of the project and also create same for an external evaluation.

CHRAPA shall be responsible for the proper implementation of contracts by implementing parties and individuals and should communicate any issue regarding these contracts to UNDP in shortest delay to ensure corrective measures.

CHRAPA shall be responsible for stakeholders it involves in the implementation of the project.



2.) Partnership Information

Executing Agency

Name of Organization: UNDP
Address: N°1067 Immeuble Foul'Assi Yaoundé Nouvelle route de Bastos.
Telephone/Fax: Tel :+237 22 20 08.00, Fax :22 20.07 96
Web Site: cm.undp.org
Name of Person Responsible for Implementation of the Project: Mrs Dede Ekoue
Title: Deputy Resident Representative
Telephone/Fax: Tel :+237.22 20 08.00, Fax : +237 22.20 07.96
E-mail: dede.ekoue@undp.org

Implementing Agency

Name of Organization: Centre for Human Rights and Peace Advocacy (CHRAPA)
Address: P.O Box 961 Mankon , Bamenda
Telephone/Fax: 236 3336 10 96/ 7752 28 93
Web Site: <http://www.chrapacam.org>
Name of Person Responsible for Implementation of the Project: Chongsi Ayeah Joseph
Title: Executive Director /Project Supervisor
Telephone/Fax: 237 7tion752 28 93
E-mail: advoccy@yahoo.ca

7. Other donors and Sponsors

UNDP will provide a direct contribution of 100,000 US dollars in the project fund to support capacity building activities for training of trainers in civic education and women's representation in leadership. It will also provide in-kind contributions in the form of technical backstopping on core knowledge and training documents. This in-kind contribution will also encompass strategic insights on overall project positioning vis à vis other initiatives to help build linkages and synergies to enhance result and impact. CHRAPA will contribute 7,000 US dollars in parallel fund. UNDP and CHRAPA will continue to work on involving additional financial partners in the project to facilitate scale up beyond initial project period.

8. Monitoring, Evaluation and Financial Reporting

Monitoring and self evaluation of the project shall be on the continue basis by the implementing partner, based on the indicators and activity plan and quarterly reports will be produced based on the realization of planned activities and attainment of objectives. Reporting periods prescribed by the



UNDEF shall be respected. Adjustments will be made in planning where necessary to meet and achieve targets. At the end of each quarter a financial and narrative report will be presented to the executing agency. The Executing Agency is expected to visit the project every quarter for field appraisal after receiving the quarterly report from CHRAPA.

UNDP will ensure preparation of mid-term report. At the end of the project an external monitoring and evaluation shall be carried out by the Executing Agency and the program reviewed.

UNDP and CHRAPA will comply with UNDEF Monitoring and Reporting guidelines for UNDP executed projects and the Reporting Timetable.

The management of CHRAPA will meet with all major stakeholders involved in the project to review the project performance.

CHRAPA will work on documenting and sharing best practices.

All key partners will receive a copy of monitoring, evaluation and financial reports.

9. Legal Commitments:

- a. UNDP agrees to be responsible for the overall management of the project and will bear all financial, monitoring, evaluation and reporting responsibilities to UNDEF as per the UNDEF Monitoring, Evaluation and Reporting Guidelines. UNDP also agrees to be responsible for contracts with all implementing agencies or individuals involved in the project.
- b. UNDP agrees to undertake best efforts to ensure that none of the funds received from UNDEF are used to provide support to individuals or entities associated with terrorism and that the recipient of any amounts provided by UNDEF do not appear on the list maintained by the UN Security Council Committee established pursuant to Security Council Resolution 1267 (1999) and that this undertaking form part of any and all sub-contracts entered into by the grantee.
- c. As per ECOSOC Resolution 1996/31 on consultative relationship, as well as the UNDPI criteria for associated NGOs, the aims and purposes of all Executing and Implementing Agencies are in conformity with the spirit, purposes and principles of the Charter of the UN.
- d. All CSO partners to this project have been recognized nationally or internationally and where applicable, comply with existing national legislation regarding formal registration and public accountability.
- e. All CSO partners to this project have statutes or by-laws providing for a transparent process of decision-making, election of officers and members of the Board, and the CSO has authority to speak for its members through its authorized representatives.
- f. All funds will be transferred from UNDEF to UNDP in US Dollars. Any onward payments made in currencies other than US Dollars will be determined by applying the rate of exchange in effect on the date of payment. Should there be a change in the rate of exchange prior to the full realization of the project, which may affect the ability to carry out project activities, the Executing Agency or Implementing Agency(ies) will be expected to adjust project design so as to stay within available resources.

- g. All financial accounts and statements shall be expressed in US Dollars.
- h. Any interest income attributable to the utilized portion of the grant will be credited to the project account and returned to UNDEF.
- i. UNDP and CHRAPA agree to take all necessary measures to facilitate evaluations as and when required by UNDEF or a third party on its behalf.
- j. UNDP and CHRAPA agree to provide financial expenditure reports and certified financial statements as per the UNDEF Monitoring, Evaluation and Reporting Guidelines available on the UNDEF website.
- k. Assets approved and purchased under this project do not fall under the financial or managerial control of UNDEF at any stage of the project. UNDEF is not involved in their acquisition, in decisions concerning access, or in the assumption of risks associated with these assets. Consequently, the implementing agency is responsible for all financial and managerial control and accountability of these assets throughout the life cycle of the project and beyond, in accordance with its own rules.

10. Budget

Budget Line Description	Budget
Salaries	
Project Supervisor (PS) @1,100/mth*24	26,400
Project Officer (P.O) @ 850/mths*24	20,400
Administrative Assistants@ 450/mth*24	10,800
Sub Total	57,600
Travel	
Per diem meals and accommodation for PS @ 200/mth*12	2,400
Travel by P.O 12 round trips to project area @ 200/mth*12	2,400
In town travel for 5 paralegal officers @ 200/mth*24	4,800
Sub Total	9,600
Contractual Services	
5 Paralegal Officers full time Post @ 1750/mth*24	42,000
2 Consultants @ 3000*2	6,000
Implementing partner	12,173
Retainership Agreement with Covenant Chambers @425 *24	10,200
Hire 10 enumerators @ 20 for 20/days 10*20*20/ Typing of questioners/IMS@1000	5,000
Project design (conception, consultation, field visit, data collection)	2,500
Sub Total	77,873
Meetings and trainings	
5 Workshops for 3days each in two towns for 150 participants	50,290
1 training for 5 days for 5 paralegal officers and 5 volunteers	5,150
Support to groups for restitution exercises in 5 province @ 1752*5	8,760
2 Meetings with (20 participants) from MINNAT/ leaders, in Bamenda and Yaounde	5,319
Sub Total	69,519
Project Equipment	
2 Laptops @ 2350 *2, 1 Sony Digital Camera/Video Camera @ 3400	8,100

UNDEF

The United Nations
Emergency Relief

1 Projector @ 1400, Scanner @ 400, 1 Vehicle @ 24,750	26,550
Internet Services 195*24mths	4,680
Sub Total	39,330
Advocacy	
Posters @ 2 *4000 Manuals @ 4*3500 ,	22,000
Biweekly Radio Program for 30mins @ 500*24/ live TV talk show@ 3200	15,200
Media Campaign @ 1800*2/ 8 publications in 3 Newspapers @ 200*3*8	8,400
Publication of 'The Advocate' Quarterly @ 600*6	3,600
Production of 5 banners, and stickers	3,181
Sub Total	52,381
Miscellaneous	
Rents @ 400*24	9,600
Sundry -Communication @ 300*24, 4 Reports @400*4, Stationery @ 400*24, Fuel @166 *24	22,384
Sub Total	31,984
Total Project Cost	338,287
UNDP EA fee 7%	25,463
UNDEF M&E	11,250
Total UNDEF Grand Award	375,000

UNDEF PROJECT BUDGET
(in US dollars)

Executing Agency: UNDP-Cameroon
 Project Title: HR Based Approach to Participatory Democracy
 Start Date: 1-Nov-08
 End Date: 31-Oct-08
 Executing Agency Project Number::
 IMIS Project ID: To Be Entered By UNDEF
 UNDEF Project Number.: UDF-CMR-07-137

Project Budget Lines	Object of Expenditure	Project Budget					
		I		II		III	
		Total		Year 1		Year 2	
		US\$	US\$	US\$	US\$	US\$	
1	Salaries						
a	International Professionals						
b	National Professionals	46,800	23,400	23,400			
c	Administrative Assistants	10,800	5,400	5,400			
d	Consultants						
	Total	57,600	28,800	28,800			
	Travel						
	Tickets	7,200	3,600	3,600			
b	Per diems / meals and accomodation	2,400	1,200	1,200			
	Total	9,600	4,800	4,800			
3	Contractual services						
a	Implementing partner(s)	12,173	6,087	6,086			
b	Service contracts	66,700	39,039	27,661			
	Total	77,873	45,126	33,747			
4	Meetings and Training						
a	Seminars & Meetings	18,229	9,115	9,114			
b	Trainings & Workshops	60,290	25,145	25,145			
c	Study Tours						
	Total	78,519	34,260	34,259			
5	Project Equipment						
a	IT Equipment	14,080	12,780	1,800			
b	Other Equipment	24,750	24,750				
	Total	38,830	37,530	1,800			
6	Advocacy						
a	Publications, Pamphlets & Brochures	22,000	17,000	5,000			
b	Other Media (including web sites)	30,281	12,100	18,281			
	Total	52,281	29,100	23,281			
7	Miscellaneous						
a	Rent	9,600	4,800	4,800			
b	Sundry - Note 1	22,384	11,192	11,192			
c	Others - pls specify						
	Total	31,984	15,992	15,992			
8	Total Project Cost (TPC)	338,267	195,608	142,679			
9	UNDP Fee (7% UNDP Grant Amount)	25,453	13,000	12,453			
10	UNDP Grant Amount	363,760	208,608	155,142			
	UNDEF M & E (3% of UNDEF grant)	11,250	11,250				
18	Total UNDEF Grant Award¹ - Note 3	375,000	219,858	155,142			

Notes: Budget lines may be added and all line items should be rounded off to the nearest dollar. Please note yellow cells are formulas and should not be altered.

1 Sundry expenses include bank charges, expendable office supplies, telephone lines/fax charges, freight, postage, etc.

2 10% of the total project budget will be used to cover the cost of monitoring and evaluation activities, to be capped at US\$25,000 for projects over US\$250,000, except for in the case of UNDP. Overhead fee will be subtracted from this amount, balance to be retained by UNDEF for additional monitoring & evaluation that may be necessary.

3 This line item must not exceed the total UNDEF grant award and must match amount in Results based framework Annex B.