

Government of the Arab Republic of Egypt

**Ministry of International Cooperation
(MIC)**

And

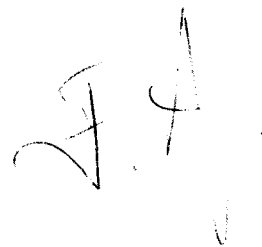
**United Nations Development Programme
(UNDP)**

Project

Support to the North West Coast Development Plan and Mine Action Program

“Mine Action”

The purpose of this project is to support the implementation of the cabinet approved National Plan for the Development of the North West Coast and Inland Desert which aims at clearing landmines and developing the entire area. This will be achieved through a) the establishment of the Executive Secretariat for Mine Clearance and the Development of the North West Coast (NWC) within Ministry of International Cooperation (MIC) to coordinate and monitor the implementation of the development plan and related mine action activities; b) the development of a communication strategy and resource mobilization strategy and coordination with donors, civil society and the private sector; c) the conduct of de-mining activities based on clearly identified humanitarian and development needs; and d) the conduct of mine risk education and victim assistance activities.



SIGNATURE PAGE

Country: Egypt

UNDAF Outcome(s): By 2011 State's performance and accountability in programming, implementing and coordinating actions, especially those that reduce exclusion, vulnerabilities and gender disparities are improved.

Expected Outcome(s): Conflict Prevention and Peace Building Approaches factored into National Development Frameworks.

Expected Output(s): Output (1): Establishment of the Executive Secretariat for Demining and Development of the NWC and provision of Capacity Development and Advisory Support.

Output (2): Development of a Communication and Resource Mobilization Strategy & Co-ordination with Donors, Civil Society and Private Sector

Output (3): Conduct of Demining Activities

Output (4): Conduct of Mine Risk Education and Victim Assistance activities

Implementing partner: Ministry of International Cooperation

Responsible parties: North West Coast Executive Secretariat

Programme Period: 2007-2011
Programme Component: Crisis Prevention and Recovery
Project Title: Support to the North West Coast Development Plan and Mine Action Program
Project ID: 00053680
Award ID: 00045437
Project Duration: 18 months (Jan 07- July 08)
Management Arrangement: NEX

Budget including GMS US \$3,147,795
Total budget:
• Government (MIC) US\$ 261,730 (to be paid in LE equivalent)
• UNDP US\$ 375,000
• In kind contributions
○ MoDeF all fixed costs (such as salaries, pension of the demining workforce and training costs)
○ MIC Appropriate office space with facility
Unfunded budget: US\$ 2,511,066 (Needs to be mobilized)
Total Award Programmed US \$ 636,730 (for the start of project)

Agreed by:

Signature

Date

H.E. Ms. Fayza Abounaga
Minister of International Cooperation
Ministry of International Cooperation

H.E. Mr. Ayman Zaineldine
Deputy Assistant Foreign Minister & Director
of International Cooperation
Ministry of Foreign Affairs

9.11.06

Mr. James. W. Rawley
UNDP Resident Representative



In the Presence of

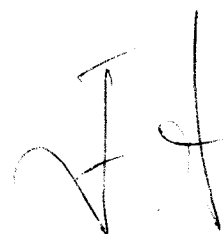
H.E. Ms Amat Alsoswa
Assistant Secretary-General,
Assistant Administrator & Director of the Regional Bureau for Arab States, RBAS, UNDP, NEW YORK

TABLE OF CONTENTS

	Page no:
SECTION ONE	
Part I <i>Situation Analysis</i>	5
Part II <i>Project Strategy</i>	11
Part III <i>Management Arrangements</i>	14
Part IV <i>Monitoring & Evaluation</i>	17
Part V <i>Legal Context</i>	18
SECTION TWO	
<i>Results & Resources Framework (RRF)</i>	19
SECTION THREE	
<i>Budget & Workplan</i>	23
ANNEXCES	

ACRONYMS AND ABBREVIATIONS

AWP	Annual Work Plan
APRs	Annual Progress Reports
BCPR	Bureau for Crisis Prevention and Recovery
CP	Country Programme
C&M	Communications & Monitoring
ERW	Explosive Remnants of War
GICHD	Geneva International Center for Humanitarian Demining
IMSMA	Information Management System for Mine Action
IMAS	International Mine Action Standards
MIC	Ministry of International Cooperation
MoDef	Ministry of Defense
MRE	Mine Risk Education
MDG	Millennium Development Goals
NWC	North West Coast
PMU	Program Management Unit
POP	Project Operation Plan
RBM	Results Based Management
SOPs	Standing Operations Procedures
TOR	Terms of Reference
UNDAF	United Nations Development Assistance Framework
UNMAS	United Nations Mine Action Service
UNOPS	United Nations Office for Project Services
UNDP	United Nations Development Program
VA	Victim Assistance



SECTION ONE

Part I. Situation Analysis:

1. Scope of the Problem:

The Egypt Human Development Report 2005 offers a vision of a social contract, in which the less privileged half of the people are viewed as dynamic new entrants to the economic and political landscape as producers, consumers and active stakeholders taking part in shaping the future. To support national priorities as well as this vision of the HDR, the UNDAF identifies a twin-track strategy for the United Nations Assistance to Egypt which supports a) programs and projects that will strengthen the human capabilities to improve the quality of life and individual welfare of Egyptian citizens; and b) the State and its institutions to perform their duties adequately in pursuit of realizing the MDGs and the protection of established human rights norms and principles. The Egypt Country Program Document (2007-2011) builds on the strategic priority areas for the United Nations in Egypt and envisages building national capacities for early warning systems and crisis management including mine action since Egypt is known to have a considerable mine and explosive remnants of war¹ (ERW) problem affecting the socioeconomic fabric of the country.

The major source of the contamination with ERWs can be traced back more than 60 years to World War II, as well as to the Egypt-Israel wars of 1956, 1967, and 1973. The mine and ERW contamination is believed to affect about 2,680 square kilometers of land in the Western Desert area (from Alexandria to the Libyan border and 30 kilometers deep from the Mediterranean coastline) and in eastern areas (Sinai peninsula and Red Sea coast) with a total population of 800,000 being affected by the contamination.

A systematic survey and analysis of the impact of mines is yet to be carried out, but landmines and ERW have been recognized to have a significant negative impact on Egypt, mainly as a development constraint. A United Nations Inter-Agency Assessment Mission, which was fielded in 2000, confirmed this to be the case. According to some government sources, mines and unexploded ordnance (UXO) in the Western Desert may deny access to the reserves of an estimated 4.8 billion barrels of oil and 13.4 trillion cubic feet of natural gas.

This challenge notwithstanding, the humanitarian impact of the problem should also not be overlooked, as mines continue to cause civilian casualties. It is believed that very few mined areas are marked or mapped, and Egyptian civilians continue to use the mine and UXO contaminated areas for cultivation, grazing, infrastructure projects, and housing. Between 1999 and 2002, at least 70 new mine/UXO casualties have been reported in Egypt. The total number of landmine casualties in Egypt is not known, although according to Landmine Monitor, landmines and UXOs have claimed 8,313 casualties (697 killed and 7,617 injured); of which 5,017 were civilians. These figures are believed to only apply to casualties occurring in the Western Desert since 1982.

¹ Explosive remnants of war include items of unexploded ordnance, as well as items ammunition that may have been abandoned by armed forces.

2. Impact of Mines and ERW Contamination:

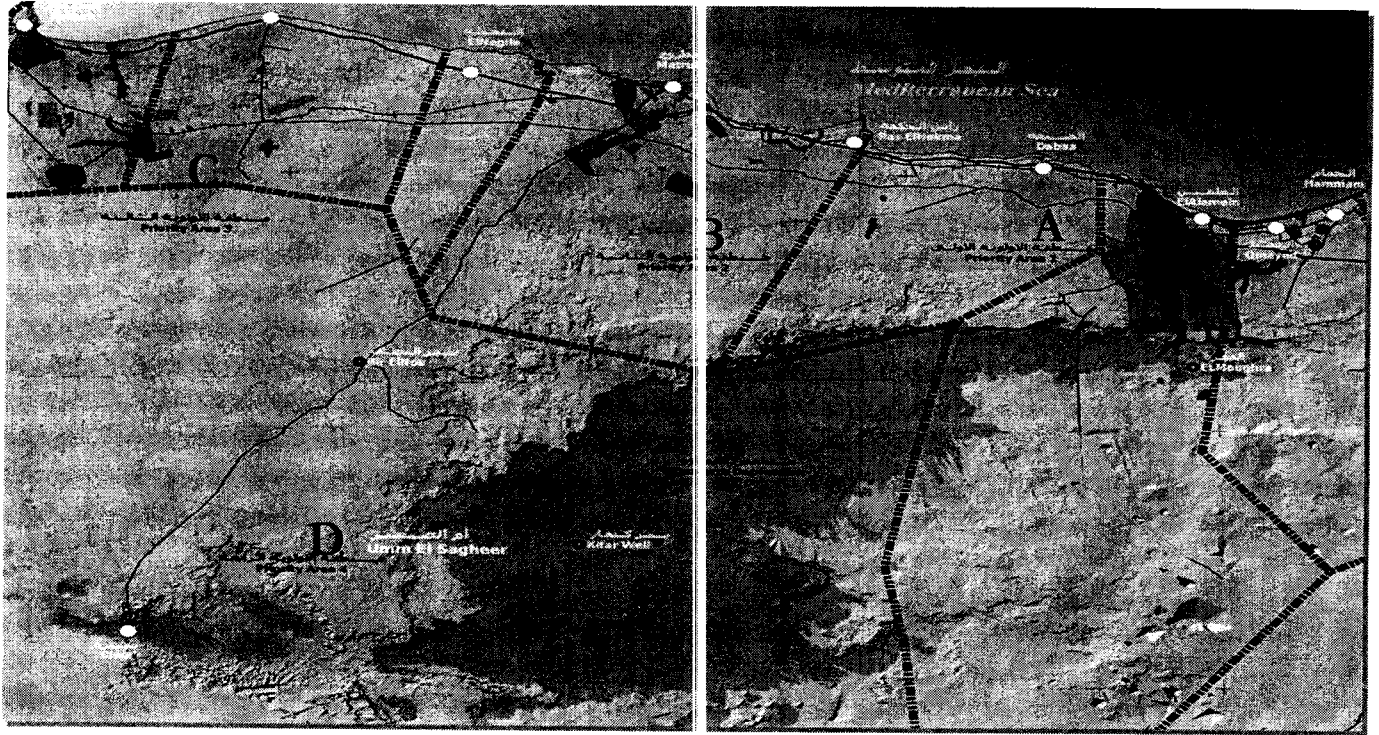
The government is planning to undertake a large scale development of the North West Coast (NWC) area. UNDP supported the Ministry of Planning in developing the plan. The expected cost for full implementation of the development plan is approximately US\$ 10 billion. The plan, if implemented as envisioned, will have a considerable impact not only on the NWC region, but also on the national economy as a whole. The development plan is expected to create about 400,000 jobs and about one and a half million people are expected to move into the region by the year 2022. Unfortunately, the NWC region is contaminated by landmines and ERW and in many of the areas where projects are planned under the framework of the development plan, mine and UXO clearance seems to be inevitable.

The large number of mines and other ERW in the North West Coast, especially near the main urban settlements and potential development areas (Alamein, Dabaa, Matruh, Sallum) not only impedes development efforts, but also causes continuous threat to local inhabitants. According to the Egyptian Government sources, mines and ERW are largely concentrated in Alamein and its southern extension to Qattara Depression. Mines also exist in relatively limited numbers in Ras El-Hekma/Matruh and in Barrani/Sallum area, located at the western boundaries of Egypt.

Based on the area's surveys and resource analyses, three main coastal areas and one inland area were selected as priority economic catalysts for the NWC Development Plan:

- 1 Hammam/Alamein/Dabaa
- 2 Fuka/Matruh/Um El-Rakham
- 3 Barrani/Sallum
- 4 Siwa and Inland Oases

These areas are characterized by: (i) the existence of a population base (the four priority areas include 73% of Marsa Matruh Governorate's total population), (ii) the availability of basic infrastructure and services that would facilitate the launching of development programs, and (iii) the relative proximity to main regional centers.



Selected Priority Areas according to the strategy

- Boundaries of priority areas
- Suspected mine infected areas
- ■ ■ ■ ■ Administrative boundaries

As indicated in the above map, a number of projects of the NWC Development Plan drafted by the Ministry of Planning and approved by the Cabinet of Ministers in November 2005 were designated by the Government as priority projects that should be implemented by the year 2012. One of the key challenges in this context is that most of these projects will require demining support before any development activity can be safely undertaken. The following table highlights priority development projects to be completed by year 2012 and as indicated in the last column of the table, about 80% of the planned projects will require demining support.

The Priority Projects

The Government of Egypt is committed to the development of the NWC by including a set of economic, social, and environmental projects and programs in its Socio-economic National Development Five-year Plan (2002/2003-2006/2007). In addition, the Government also invested in the preparation of the infrastructure and services required for future development of the area (e.g. Alamein water station, Hammam Canal, electrical stations at Dabaa and Matruh, sewage treatment facilities, land reclamation projects, etc.)

The priority projects listed below are selected for implementation because they are included in the National Plan, and/or are serviced by appropriate infrastructure laid out by the Government. For their successful implementation and operation, all these projects will require heavy efforts of demining.

Table (1): Investment Cost of Priority Projects by Component (till 2012)

(L.E. Million)

Project	Location/ Area	Total Cost	Demining	Gov. Participation	
				Total Spent	2006/ 2007
Enabling Environment					
Project Development Facility (projects formulation and feasibility studies)	Alamein / Matruh	25	✓	--	--
A. Agriculture and Rangeland Management					
1. Integrated Projects Based on Nile Water Irrigation					
a. Land Reclamation for Hammam Canal	Hammam to Dabaa 42,000 ha	1230	✓	289	--
b. Canal Infrastructure Development	Hammam to Dabaa 57+50 km long	360	✓	14.2 (for 5000 fed.)	5
c. Agro-industries	Coastal strip	30	✓	Proposed by the Ministry of Industry	
2. Integrated Projects Based on Rainwater Harvesting					
a. Improvement of Rainfed Agriculture	Dabaa,Matruh,Barrani	320	✓	31	5
b. Medicinal and Aromatic Plants Production	Barrani, Hammam 4,200 ha	70	✓	--	--
c. Rangeland Management in pilot areas	Dabaa,Matruh,Barrani 21,000 ha	40	✓	6.5	1
d. Agro-industries	Coastal strip	30	✓	Proposed by the Ministry of Industry	
e. Rainwater harvesting in Um ElRakhm (based on similar experiences of MRMP and QRDP)	15 km west of Matruh City	11	✓	Desertification Combatment Program	3
B. Industry					
Land Preparation & Infrastructure for Alamein Industrial Zone	Alamein 25,000 ha	375	✓	Integrated infrastructure development projects in Alamein and Dabaa	
Bentonite Production	Alamein 130 ha	30	✓	Proposed by the Ministry of Industry	
C. Tourism					
Tourism resorts and centers on the coastal strip	7 centers along the coast	1843	✓	Currently under implementation by Tourism Development Authority & Matruh Gov.	
Preparation of Safari Paths (safe routes & lodging)	Inland Oases & desert 2800 km paths	216	✓	--	--

(L.E. Million)

Project	Location/ Area	Total Cost	Demming	Gov. Participation	
				Total Spent	2006/ 2007
D. Environmental Protection					
Omayed Biosphere Reserve Expansion	Omayed – Hammam 70,000 ha	39	✓	Development and Improvement of Natural Resources in Matruh	5
Ground Water Protection	10 locations along the coast	1.1	✓		
E. Housing & Urban Development					
Housing Expansion (infrastructure and landmine clearance components)	8 Districts	2833	✓	Infrastructure implementation by the Ministry of Housing	> 60
New Urban Settlements (2)	Alamein, Matruh 220 ha	410	✓		
Academy for Environmental/Desert Studies (affiliated to an existing center DRI or AUC)	South Matruh City 53 ha	57	✓		--
F. Social Services & Local Community Development					
Mine Clearance/ Awareness Programs (Bedouin Settlements in Mine Infected and Suspected Areas)	Small/ remote Bedouin settlements	85	✓		--
Micro-Credit Program supporting small business (Using experience from Alex. Business Assoc.)		10	--		--
Vocational Training Centers (Services, construction, tourism,..)	Priority Areas	10	--	Governmental Services in Higher Education	
Development of Handicrafts and skills (for indigenous population, focusing on women)	10 remote Bedouin settlements	5	--	Proposed by the Ministry of Industry	

3. Institutional Arrangements for Mine Action:

The Government of Egypt has constituted a national committee called National Committee for Supervising Mine Clearance and the Development of the NWC. The Committee, which is chaired by the Minister of International Cooperation, is the highest steering body for mine action. The Government has also identified the Ministry of International Cooperation (MIC) as the focal point for the NWC Development Plan, approved by the Cabinet of Ministers, as well as for Mine Action. The Ministry is expected to establish an Executive Secretariat for Mine Clearance and the Development of the NWC that will have the responsibility of coordinating the implementation of the NWC Development Plan, including mine action. The Secretariat will be the coordination body for all mine action activities within the Government of Egypt, with the UN, civil society and donors' community.

The Egyptian army is responsible for carrying out demining operations in Egypt. The government has stated that the army cleared about 3 million mines at an estimated cost of \$27 million from 1981 to 1999. However, due to the lack of funds, the Army has slowed down its demining operations during the past few years. There was also not much activity of survey, marking, or formal mine risk education during the past few years.

Civil society, International and Local, is expected to undertake specific and targeted Mine Risk Education (MRE) activities in accordance with the needs of the local populations and within the framework of a comprehensive mine action plan for the North West Coast.

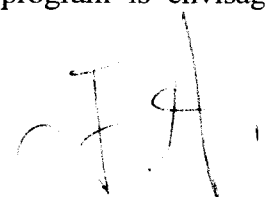
4. United Nations Assistance to Mine Action in Egypt:

In the year 2000, responding to the request of the Government of Egypt for assistance in mine action, the United Nations fielded an inter-agency assessment mission. As a result of the mission's findings, UNDP established a local mine action trust fund and formed a local mine action donor group. UNDP also helped Egypt to organize a seminar for the military on the different technologies available for mine clearance. All these were important steps taken in the right direction, but unfortunately, it did not lead to major mine action initiatives in the country.

Part II. Project Strategy:

Recognizing that de-mining is no longer merely a humanitarian issue but rather also a major developmental concern, this project falls within the scope of the UNDP Country Programme for 2007-2011, and is associated with the *Conflict Prevention and Recovery* service line under the current *Multi-year Funding Framework (MYFF)*. To that end, the project will contribute towards the UNDP 2007-2011 outcome "Conflict prevention and peace-building approaches informed/factored in national development frameworks, and integrated programmes designed and implemented at national and local levels".

Specifically, the project's main aim is to strengthen national capacity for the implementation of the NWC Development Plan where the government has adopted a developmental and humanitarian approach in addressing the landmines issue such that de-mining activities become an integral part of development projects in that area. The overall UNDP support to mine action in Egypt should be looked at as a 5 to 6 year program enabling the development plan for the NWC to be implemented, which will in turn lead to an economic transformation of the NWC region. Such a program is envisaged to be



implemented in two phases. **The first phase**, which is covered by this project, is expected to last for an 18 month period which will focus on

- (1) The establishment of an Executive Secretariat for Mine Clearance and the Development of the NWC within the MIC to ensure that an effective co-ordination mechanism for the NWC Development Plan is in place and that mine action support is provided to facilitate the implementation of the Plan.
- (2) The development of a communications and resource mobilization strategy and co-ordination with donors, civil society and private sector.
- (3) The conduct of *pilot* de-mining operations in response to identified humanitarian and developmental needs
- (4) the conduct of mine risk education/victim assistance activities.
- (5) Outline the scope of Phase Two and formulate a vision. A Project document with appropriate mechanisms of funding and management arrangements will also be developed. This will take place in the 4th quarter of year one of Phase One.

It is envisaged that the second phase contents and duration will be decided according to the results of the First Phase. Based on the achievements and lessons learned of the first phase, the aim of the second phase will be to expand the mine clearance operations, enlarge the scale of and accelerate the implementation of development projects in the area, strengthen the structure and procedures of the executive secretariat, invigorate the funding mechanisms and activities applicable to donors and the private sector, mobilize more resources and expand the victim assistance activities.

Institutionally, the project will augment and build upon the current national institutional and operational framework and will be implemented within the already established institutional set up which includes:

1. The National Committee as the focal body for NWC Development Plan and Mine Action coordination within the government of Egypt. The Committee is chaired by the Minister of International Cooperation and is to operate as an oversight and coordination mechanism for mine action activities as part of the overall NWC Development Plan. The Committee is comprised of 20 ministries; 4 governorates and 5 NGOs.
2. On the operational level, the project will continue to engage the Egyptian Army to undertake mine clearance operations. The army has the experience and capacity to undertake mine clearance operations as needed. De-mining operations are usually carried out using manual demining techniques. During the course of the project, the army may review its training manuals and its Standing Operations Procedures (SOPs) to ensure that mine clearance operations take into account recent developments in the field of humanitarian mine clearance in accordance with International Mine Action Standards (IMAS). The army has also adequate experience with technical survey, which will be a key component of the de-mining operations given the fact that extensive survey and area reduction will be required due to the lack of accurate minefield maps. During the project period, UNDP may facilitate the exchange of experience between the Egyptian Army and other countries' national mine action program that have strong technical survey components. UNDP will also provide training opportunities for senior and middle level mine action staff within the MIC and the Army as part of the UNDP ongoing Mine Action Management Training Programme.

The project will engage the Civil Society Organizations at National and International levels mainly in MRE and VA and will also incorporate their perspective in mine action plans.

Guiding Principles: The project will be implemented based on the principles of (a) National ownership, (b) Sustainability, and (c) Partnership among the government of Egypt, the UN, civil society, private sector and the donors' community. All demining activities that will be carried out within the framework of this project will be based on clear and well defined humanitarian and/or development needs within the NWC Development Plan. The project will address gender issues through the conduct of gender analysis especially in the area of MRE and VA.

Within the UN system and within the framework of the UN mine action policy (Mine Action and Effective Coordination: the United Nations Inter-Agency Policy), UNDP provides institutional and technical support to mine affected countries to develop a sustainable and comprehensive national mine action program. UNDP has therefore agreed to launch a mine action project in Egypt to support national mine action efforts in the country. The technical and advisory support by UNDP to the NWC Executive Secretariat within MIC will be as follows:

- **Engagement with other UN Partners:** UNDP will engage other UN partners based on the UN Mine Action Policy. For instance, MRE and VA activities will be closely coordinated with UNICEF who has a lead role on MRE within the UN system. Taping on UNICEF resources and expertise will allow the project to benefit from global lessons learnt and best practices in the area of mine risk education and victim assistance. Similarly, close coordination will be maintained with the United Nations Mine Action Service (UNMAS) through UNDP Mine Action Team of BCPR in New York and within the framework of the UN Inter-Agency Coordination Group for Mine Action. UNOPS procurement and project implementation support expertise will be utilized as appropriate and necessary, especially for the international procurement of specialized equipment, such as mine detectors, protective equipment etc. where UNOPS has global standing agreements with certain suppliers providing for significantly competitive prices. The decision of UNOPS engagement will be based on cost efficiency considerations.
- **Partnering with Relevant International Organizations:** In the area of Information Management System for Mine Action (IMSMA), the project will engage the Geneva International Center for Humanitarian Demining (GICHD), a Swiss based international organization, for providing training and the IMSMA software, while the hardware requirements will be met by the project. UNDP has a global MOU with GICHD.
- **South-South Cooperation:** In line with UNDP advocacy for seeking South-South solutions, UNDP will facilitate exchange of experience and expertise between Egypt and other mine affected countries. UNDP/BCPR global Mine Action Exchange project can be utilized for such an exchange.
- **Partnership with Donors:** UNDP will assist the Government of Egypt through the project to establish close coordination and partnership with the donors' community. A mine action donors group will be established to meet on a regular basis to review the progress of the project.
- **Public-Private Partnership:** Given the high interest of the private sector in the NWC, there seems to be a clear potential for partnering with the private sector. UNDP, as part of its

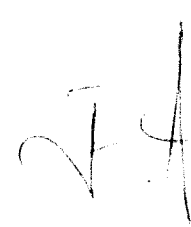
technical assistance and in line with its global experience, will assist the MIC to explore opportunities for establishing public-private partnerships. Such partnership will provide an opportunity to the private sector to contribute to mine action activities.

Part III. Management Arrangements:

The project will be nationally executed and coordinated by the MIC which will designate the Project Director of the Executive Secretariat. MIC will secure the necessary institutional and administrative arrangements to establish the Executive Secretariat. The Project Director will be responsible for coordinating the implementation of all project activities, developing workplans and reporting progress to MIC, the Project Executive Group and UNDP. He/she will also be responsible for coordinating, networking and soliciting the participation of all concerned. The Project Director will be responsible for the resource Mobilization of the unfunded amount, producing regular progress reports, identifying bottlenecks and suggesting corrective measures when necessary. The TOR for the Project Director is attached as Annex I.

- The recruitment of local staff and the procurement of local equipment for the Executive Secretariat for Mine Clearance and the Development of the NWC could be implemented by OUDA in consultation with UNDP. Any OUDA fees for implementation would be part of the budget lines.
- Selected international procurement could be implemented by OPS
- Selected project activities, if required, will be implemented by the UNDP CO including hiring of Project Director
- 4×4 car (s) will be purchased for the project
- The executive Secretariat for Mine Clearance and the Development of the NWC will include the following staff
 - o National Director
 - o Development coordination Officer
 - o Planning and Operations coordination Officer
 - o IT Expert (computer + IMSMA)
 - o Accountant
 - o Administrative Assistant
 - o Driver and Messengers
 - o Resource Mobilization National Expert
 - o Communications and Media National expert.
 - o Local Coordinator and Field Coordinator
 - o Other staff as deemed necessary

The work of the above will be supported by an International Chief Technical Advisor.

- 14 -


The TORs for the positions will be formulated by the JPD in collaboration with UNDP and salaries will be according to the competitive UNDP scale.

The project will recruit the staff as need arises. The project will go through a Mobilization period which will start immediately after the signature of the document to identify the premise, to prepare specifications of equipment and to secure the government cost sharing.

A 3 months inception period will start -from 1st of January- to recruit the staff, identify the area to be cleared, to purchase the necessary equipment and conduct the training of staff on administration and finance procedures.

- The Project organigram is shown in Annex II.
- The Mine clearance equipment is listed in annex III. An assessment will be conducted to determine actual needs.

The project will also be managed by the following:

1. Project Executive Group:

A Project Executive Group will be established to take executive management decisions and to provide guidance to the Project Director, including approval of project revisions and of the project's annual work plan. Project assurance reviews by this group are made at designated decision points during the running of the project, or as necessary when raised by the Project Director. The Project Executive Group will normally be convened twice a year, but special meetings can be called by the MIC as deemed necessary. It will be chaired by the Minister of International Co-operation or her/his representative and will be composed of the following members:

- Ministry of Defense
- Ministry of Foreign Affairs
- Ministry of Petroleum
- Ministry of Water Resources and Irrigation
- Ministry of Tourism
- Ministry of Agriculture
- Ministry of Economic Development (Planning)
- Ministry of State for Environment Affairs
- Ministry of Health and Population
- Ministry of Education
- Governorate of Marsa Matruh
- Donors
- Selected Civil Society actors
- Selected Private Sector representatives
- UNDP Representative
- Any other person as demands necessitate

The Project Director will act as secretariat for the committee, being responsible for convening the meetings, preparing the agenda, overseeing preparation of materials for presentation to the meeting and for preparing and distributing minutes of the meetings.

2. Project Assurance:

The Project Assurance role will support the project by carrying out objective and independent project oversight and monitoring functions. This role of the Project Assurance ensures appropriate project management milestones are managed and completed. UNDP will designate a Programme Officer to provide this oversight, which is mandatory for all projects.

Implementation Support Service (ISS):

ISS costs will be recovered and charged the same budget line as the project input itself, based on the universal price list.

The budget includes a 6% General Managerial Services (GMS) on the MIC cost sharing to be paid to UNDP on a basis of expenditure and delivery. For the unfunded resources once funds are mobilized separate GMS % rates will be negotiated for UNDP services.

Role of the Parties:

- MIC:

As the executing agent for the project, MIC will be primarily responsible for coordinating, planning and overall management of the project activities. The MIC will be responsible for reporting, accounting, monitoring and evaluating the project in accordance with applicable UNDP NEX Guidelines. The MIC will operate through an Executive Secretariat. The main tasks of the secretariat will include:

- Coordinating with relevant ministries and other government entities within the framework of the NWC Development Plan to ensure their needs and priorities are incorporated into mine clearance plans
- The responsibility of mobilizing needed resources from donor community
- Identifying priority areas to be cleared in support of humanitarian and development activities. These areas are based on the government's development Priority
- Maintaining an effective Information Management System for Mine Action (IMSMA)
- Establishing an Information System.
- Coordinating with the Army on mine clearance issues and monitoring the progress of mine action operations.
- Providing secretarial support, periodic reports and updates to the National Committee.
- Acting as the counterpart for the UN technical and advisory agencies in the area of mine action, and the broader development plan, for the NWC
- Acting as the coordination body with donors, civil society, private sector and other key stakeholders.

Although de-mining operations will be carried out by the Army, the MIC will need to outsource some aspects of the project, such as MRE and VA which could be outsourced to UNICEF.

MIC will also provide adequate premises for the executive secretariat staff with appropriate facilities and connectivities.

- Ministry of Defense:

The army is responsible for the implementation of demining operations in accordance with the priorities established by the National Committee in line with the NWC Development Plan or any humanitarian requirement. The army will conduct demining operations in conformity with the International Mine Action Standards. All fixed costs (such as salaries, pension of the demining workforce and training costs) will be provided by the Ministry of Defense as in kind contribution.

-UNDP:

UNDP will provide necessary technical assistance to ensure the development of the required expertise of the Executive Secretariat of the MIC as outlined in Part II of this document. In addition to the technical, advisory and capacity developing support, UNDP will play a key role in donor coordination and support the government especially MIC in resource mobilization activities, from donors, private sector and others. Furthermore, UNDP Egypt, upon the request of the Government, may provide support for certain services as per UNDP rules and regulations. These services may include the recruitment of international experts/consultants and the procurement of specialized equipment, etc. UNDP Mine Action Team in New York will provide technical backstopping to UNDP Cairo as and when necessary.

Part IV. Monitoring and Evaluation:

Results-Based project monitoring by the Project Director and UNDP will be conducted through the preparation of a Communications and Monitoring (C & M) plan during the project's initiation process. The Communications Plan should articulate the types of communications and associated scheduling required during the project, as well as methods of communications with stakeholders

The Monitoring Plan should describe how the project outcomes, outputs and activities will be monitored, and by whom. Monitoring tools will include a Project Operation Plan (POP), a detailed Annual Work Plan (AWP) for each year of the project's duration, Quarterly Progress Reports, and an Annual Progress Report (APRs). The Project Director is responsible for the timely submission of the mentioned documents to UNDP, MIC and the Project Executive Group. The format for these documents will be provided by UNDP. Support to Project implementation activities and monitoring will be provided by the UNDP Programme Officer and the Results-Based Management (RBM) Unit in UNDP.

Other sources of information for monitoring are the minutes of the Project Executive Group meetings as well as any project reviews and presentations. UNDP may conduct external Project or Outcome reviews/evaluations during or following the lifetime of the project by external consultants.

A final project review should be conducted during the fourth quarter of the last year of the project as a basis for assessing performance, contribution to related outcomes, and determining lessons for broader application. This review will involve all key project stakeholders and the MIC, and will focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes. Project lessons learnt should be actively captured to ensure ongoing learning and adaptation within the organization. A Project Final Report in the form of a case study should be prepared at the end of the project to foster the learning process.

Risks and Constraints:

The progress of the project will largely depend on timely putting appropriate managing structure in place to ensure effective coordination and implementation of the project activities. An unnecessary delay in enacting the Executive Secretariat and hence delay in the launch of the project may affect the current momentum among various key partners, especially donors. The demining component of the project entirely relies on the demining capacity of the Army. Timely, effective and efficient response of the army will therefore be of critical importance for the implementation of the project activities. Similarly, the project is in support of the broader development plan for the NWC, lack of coordination or delay in the implementation of the development projects will have adverse impact on the project success. Close coordination, transparency and timely reporting are all critical elements for continued partnership. Prompt allocation of resources, both by the donors and by the Government of Egypt (the domestic resources), will be necessary to ensure the smooth flow of the project operations.

Part V. Legal Context:

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Egypt and the United Nations Development Programme, signed by the parties on January 19, 1987. The host country-implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government cooperating agency described in that agreement.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he or she has assured that the other signatories of the project document have no objections to the proposed changes:

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

SECTION TWO

RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework:
 Conflict Prevention and Peace-building Approaches factored into National Development Frameworks

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets.
 National Mine Action Management and Technical Expertise is in Place and address mine, social and economic threats

Applicable MYFF Service Line: Mine Action

Partners: Ministry of International Co-operation (MIC), Ministry of Defense, UNDP, UNICEF, Donors, Civil Society, Private Sector

Project title and ID (ATLAS Award ID): Support to the North West Coast Development Plan and Mine Action

Intended Outputs	Indicative Activities	Timeframe (6Quar/18 Months)	Responsible parties	Inputs	
Baseline: • Army will provide 250 trained demining personnel • Training capability exist within the Army • Army demining SOPs already in line with IMAS	• Set up and staff the Operations Center • Assess demining equipment required	X	MoDef	• 250 demining personnel (Army) • De-mining Training (Army) • Technical Assistance: \$280,500 (CTA) • Technology Seminars: \$30,000 • De mining Equipment: \$834,400 • EOD Equip: \$88,000 • IT demining Equipment: \$12,000 • De miners Insurance: \$280,000 • Camping Facilities: \$11,000 • Field Operations cost (\$82,500)	
	• Conduct Technology Mine detection seminars • Recruit the CTA	X	MIC, UNDP, UNOPS, MoDef MIC, UNDP MIC, UNDP		
	• Procure the de-mining equipment	X	MIC, MoDeF, UNDP MIC, MoDef, UNDP		
	• Procure the IT equipment • Develop operational plans • Conduct de-mining operations	X	MoDef		
			X		
			X		

	UNMAS + BCPR Conduct Assessment of activities	X	X	UNDP, UNMAS, BCPR	De-miners Field Allowance): \$450,000 • Medical Support (ambulances) \$275,000 • Assessment mission \$16000
Develop A resource Mobilization Strategy and communication Strategy Baseline: <ul style="list-style-type: none"> • The NWCZ Development Plan provides a framework for mobilizing international and domestic resources • No clear strategy exists • No communication strategy 	<ul style="list-style-type: none"> • Establish a coordination mechanism within the Government, with the UN, Donors and civil societies. • Develop a comprehensive resource mobilization and communication strategy • Develop a Public-Private Partnership strategy 	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>MIC, UNDP</p> <p>MIC,</p> <p>MIC, UNDP, MOF</p> <p>MIC UNDP UNMAS</p>	<ul style="list-style-type: none"> • Technical Assistance (costs covered above) • Outreach events for Resource Mobilization and communication: \$12,000 • National Staff for resource Mobilization: \$27,000
Mine Risk Education and Victim Assistance Baseline: <ul style="list-style-type: none"> • Accurate casualty rate not known • No MRE activities are taking place at the moment • Low victim assistance 	<ul style="list-style-type: none"> • Conduct an assessment/study on the current and future needs for MRE and Victim Assistance to identify gaps • Develop a strategy for MRE and VA • Implement MRE and VA assistance strategy 	<p>X</p>	<p>X</p>	<p>UNDP, MIC MOP and private sector</p> <p>MIC, MOS, UNICEF</p> <p>MIC, NGOs, MOS, UNICEF</p> <p>MIC</p> <p>MIC, NGOs, MOS, UNDP</p>	<ul style="list-style-type: none"> • National Staff for communication \$21,600 • Feasibility Studies \$30,000 • Technical Assistance: US\$ 10,000 • MRE and VA study: \$10,000 • Victim assistance activities \$60,000 • Conduct of MRE activities: \$50,000

<p>Establishment of the Executive Secretariat and provision of capacity development and advisory support</p> <p>Baseline:</p> <ul style="list-style-type: none"> MIC has been assigned as the coordinator for the NWC Dev plan. Head of the Technical Secretariat Assigned by the MIC, other personnel will be recruited. Office facility to be provided by the MIC. 	<ul style="list-style-type: none"> Establish the Secretariat within the MIC and Recruitment of the essential staff Establish an information management system including installation of IMSMA and developing data collection and reporting procedures and mechanism Train IMSMA personnel Procure IT and other equipment Exchange with other national organizations * 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>MIC</p> <p>MIC, MoDef, UNDP, GICHD</p> <p>MIC, MoDef, UNDP, GICHD</p> <p>MIC, UNDP, UNOPS</p> <p>MIC, UNDP</p> <p>UNDP</p> <p>MIC</p> <p>UNDP</p> <p>MIC, UNDP</p> <p>MIC, UNDP</p>	<ul style="list-style-type: none"> Travel \$ 10,000 National Staff \$234,000 IMSMA Training: \$11,000 IT equipment: \$22,115 Office Furniture and equipment: \$15,000 Premises (operating cost) \$15,200 Monitoring, evaluation, and reporting \$ 16,000 UNDP auditing and monitoring: \$ 11,000 Car Field 4*4 and operating cost \$ 40,000 Local Travel cost: \$ 31,000 Formulation project document \$ 15,000
<p>Train up to 6 middle and 2 senior managers through UNDP Mine Action Management Training program *</p> <p>Develop a communications Strategy</p> <p>A vision and project document for phase 2 development</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>UNDP</p> <p>MIC, UNDP</p> <p>MIC, UNDP</p>		

[Handwritten signature]

Key Activities	Budget Description	Total Amounts per Key Activity \$	% of Total Budget	Total Amount itemized \$
Demining Activities (Demin)	International Chief Technical Adviser			280,500
	Equipment Demining			834,392
	Equipment EOD			88,000
	Ambulances			275,000
	Operating cost field (fuel etc)			82,500
	Camping Facilities			11,000
	IT Equipment for Demining			12,000
	Field Allowance			450,000
	Insurance			280,000
	Assessment mission			16,000
	Technology Mine Detection Seminars			30,000
	Subtotal		2,359,392	75.0%
Communication & Resource Mobilization (Commu & Reso)	Local Consultant Media Expert for communication			21,600
	Local Consultant Resource Mobilization (RM) Expert			27,000
	Local Consultants for Feasibility Studies			30,000
	Seminars and Meetings for RM and dissemination of messages			12,000
	Subtotal		90,600	2.9%
Mine Risk Education & victim Assistance (Risk & Vict)	Local Consultants Part time			20,000
	Mine Risk Education			50,000
	Victims Assistance Small Activities			60,000
	Travel			10,000
	Subtotal		140,000	4.4%
Executive Secretariat with out staff (Exec Sec)	Furniture office equipments			15,000
	InfoTech Equipment (computer, net work, xerox machine, fax and etc)			22,115
	InfoTech Equipment for local level			8,000
	IMSMA Training			11,000
	MIC (PEMA) Monitoring, evaluation & reporting			16,000
	UNDP Monitoring and Auditing			11,000
	Car (1) 4*4 and operating cost			40,000
	Premises Running and Operating cost			15,200
	Local Travel			31,000
	Subtotal		169,315	5.4%
National Staff of Executive Secretariat	Contractual Services-Individual Staff			234,000
	Consultant to formulate Phase 2 vision and document			15,000
	Subtotal		249,000	7.9%
	UNDP General Management Support (GMS)			139,488
TOTAL		3,147,795	100.0%	3,147,795

Handwritten signature or initials in the bottom right corner of the page.

Total funds available = US \$636,673.

The unfunded funds will have to be mobilized from different sources including the Italian Debt Swap and the German Debt Swap as well as from BCPR, UNMAS and other donors and potential private sector stakeholders as well as civil society.

Schedule of Payments for Government cost-sharing from MIC:

- 1- In December 2006, the amount of **1 million Egyptian Pounds** will be transferred to CIB Bank, Zamalek Branch. Address: 10 AlSaleh Ayoub, Zamalek. Tele Account name: UNDP, Account No. 0790105183. Swift code: CIBEEGCX007
- 2- In July 2007, the amount of **EGP 500,000** to CIB Bank, Zamalek Branch. Address: 10 AlSaleh Ayoub, Zamalek. Tele Account name: UNDP, Account No. 0790105183. Swift code: CIBEEGCX007



Annex I

TOR for National Project Director

Project Title: Support to the North West Coast Development Plan and Mine Action Program

Project No: [REDACTED]

Name: [REDACTED]

I. Background: The purpose of this project is to support the implementation of the Cabinet approved National Plan for the Development of the North West Coast and Inland Desert which aims at clearing landmines and developing the entire area. This will be achieved through a) the establishment of the North West Coast (NWC) Executive Secretariat within MIC to coordinate and monitor the implementation of the development plan and related mine action activities; b) the development of a resource mobilization strategy and coordination with donors, civil society and the private sector; c) the conduct of de-mining activities based on clearly identified humanitarian and development needs; and d) the conduct of mine risk education and victim assistance programs

II. Responsibilities:

1) Management:

- a) Assumes operational management of the project in consistency with the project document.
- b) Ensures that UNDP rules and regulations are implemented in all projects' activities, procurement and recruitment cases and others;
- c) Manages project staff;
- d) Participates in all project meetings and annual reviews;
- e) Liaises with UNDP programme officer on daily/weekly basis to ensure proper monitoring and realizing results;
- f) Supports resource mobilization efforts for project outputs and insures cost sharing paid on time where applicable.
- g) Supports to media/communications work of the project;
- h) Ensures that UNDP is invited to all important meetings.

2) Technical: (add issues as necessary)

- a) Assumes overall responsibility for the successful execution and implementation of the project towards achieving the outputs.
- b) Prepares annual and detailed quarterly work plans and discusses draft with UNDP and executing agency.

- c) Obtains approval on quarterly work plans and annual work plan from Project Steering Committee.
- d) Implements quarter work plan and monitors activities.
- e) Ensures proper resources and level of effort provided for timely delivery of activities.
- f) Plans and arranges, in consultation with UNDP, the procurement of project services in line with laid out process;
- g) Shares with UNDP draft document and outputs for comments, as well as final products.
- h) Prepares ToR for relevant project's staff and consultants and follow up their work.

3) Financial

- a) Acts on behalf of the executing agency in preparing and adjusting commitments and expenditures.
- b) Acts as the sole authorizing officer for all project financial transactions (i.e. approve all financial expenditures and sign all direct payments.)
- c) Authorizes commitments of resources and expenditures for inputs including staff, consultants, goods and services and training
- d) Acts as the Responsible officer for the delivery of project's services and achieving annual financial targets;
- e) Manages the project resources e.g. vehicles, office equipment, furniture and stationery procured under the project and maintains asset register;
- f) Ensures that appropriate accounting records are kept and organized;
- g) Facilitates and cooperate with audit requirements at all times, as required.

4) Reporting

- a) Prepares draft technical and other documents as required including the reporting on the following requirements:
 - Monthly and quarterly technical reports of progress on project activities and financial statements of expenditure for the project.
 - Annual project reports (APRs) and a Terminal Report at the end of the project in line with UNDP's formats.
 - Final financial report at the end of the project.
 - Technical, policy and briefing papers as requested by UNDP and the executing agency.
 - Any documents needed for the TPR meeting and other meetings.

5) Facilitation

- a) Ensures that UNDP's name is mentioned in all publications, workshops, and project's activities;
- b) Serves as the focal point of the project for coordination of the project activities with UNDP, the Government and other partners.
- c) Ensures that the Government in kind inputs for the project are available;

- d) Leads efforts to build partnerships for the support of outputs indicated in the project document;
- e) Any other business as required.

IV. Reporting Line: - Contractually to the UNDP Resident Representative.
 - Technically to the executing agency and UNDP (Steering Committee).

V. Evaluation: Renewal of contract will be based on satisfactory midterm and final performance evaluation by UNDP and the executing agency.

Duration of Contract	Salary
	To be paid on a monthly basis

Budget Information:

Account no.	Operating Unit	Funds	Department	Project No.	Activity	Implementing Agency	Donor

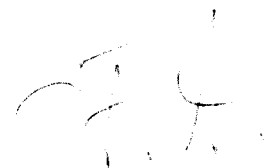
Signature of National Project Director: _____ Date: _____

Note: Annex (A) contain qualification

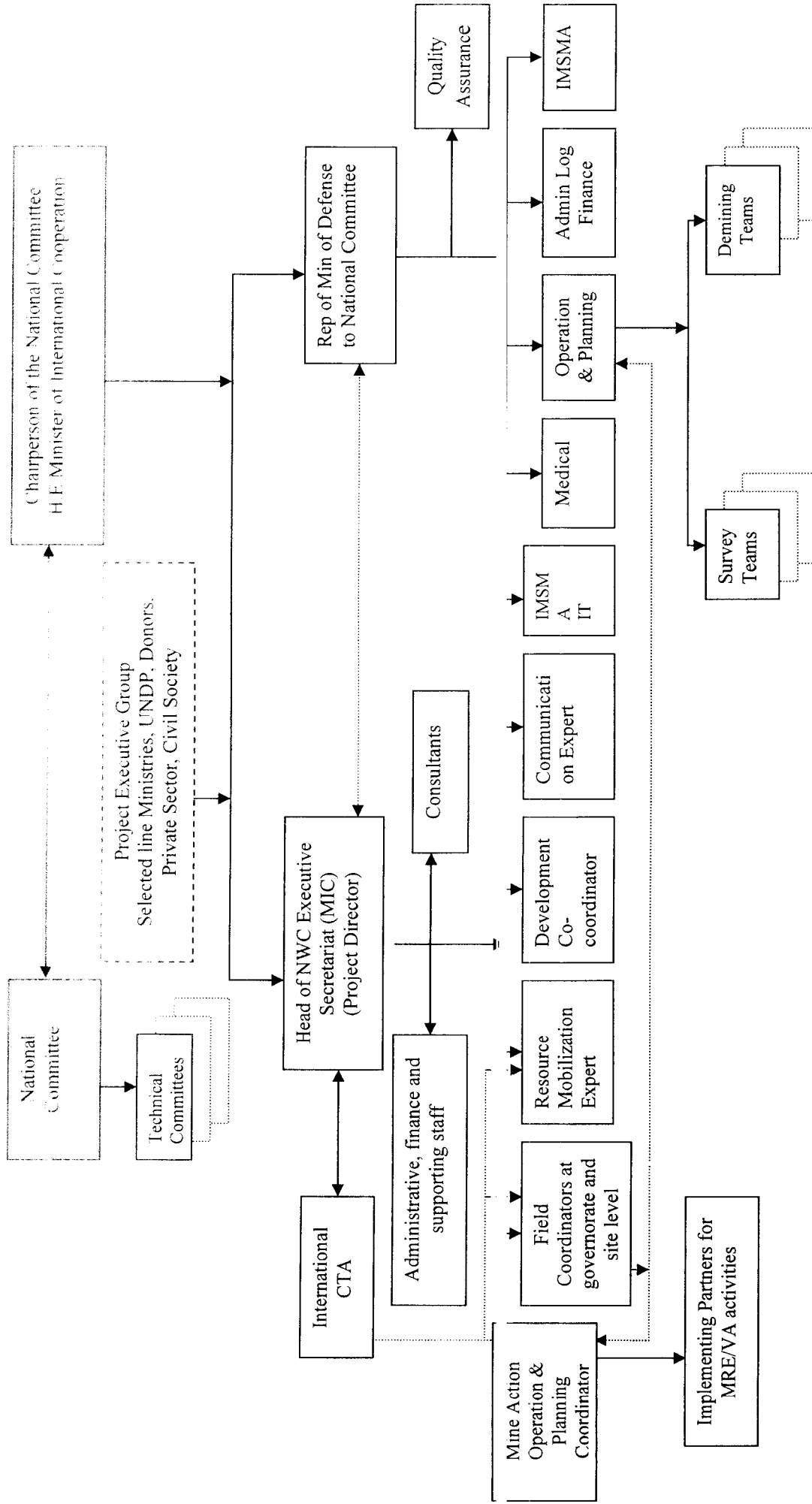
Annex (A)

Qualifications:

- a) **Education:** Post graduate studies in Business Administration or equivalent
- b) **Experience:** 10 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in Managing, of development projects as well as monitoring. Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- c) **Language Requirements:** Fluency in spoken and written English and Arabic.
- d) **Other Qualifications:** Good communication and presentation skills. Gender knowledge is an asset.



Annex II: NWCZ Development and Mine Action Operational Framework



21

Annex II

Demining Equipment

Potential equipment for demining

Mine Detectors
Chargers
Main and Spares
Helmet
Appique/plastic cover for visor (per 50)
Aprons
Others

