

GOVERNMENT OF ARAB REPUBLIC OF EGYPT

National Telecom Regulatory Authority (NTRA)

And

United Nations Development Programme (UNDP)

Project Title:

Supporting the NTRA's Participation in and Collaboration with International Fora

Award ID: 00050031

Project ID: 00061560

Brief Description

The project will produce two outputs assisting Egypt and NTRA in hosting and participating in international events scheduled to take place in Egypt, thusly building the capacity of the GoE. The Outputs are: 1) To support Egypt's implementation of Telecom Africa 2008, and 2) To support the implementation of IGF 2009 as well as hosting the third annual meeting of ICANN. The project will enhance Egypt and NTRA's visibility in international fora, further compliment Egypt's ongoing efforts to utilize ICTs as key driver in the development process, build enhanced linkages with international partners, such as ITU and ICANN, and provide platforms for further ICT sector growth.

**United Nations Development Programme
Country: Egypt
Project Document**

Supporting the NTRA's Participation in and Collaboration with International Fora

UNDAF Outcome(s): Outcome 1: 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 CP Outcome(s): Outcome 2: National Strategies formulated, tested and implemented to facilitate increased access, and foster the use of ICTs to achieve development goals.

Expected Output(s): Output 1: Support to the implementation of Telecom Africa 2008 provided
Output 2: Support to IGF 2009 and ICANN events provided.

Implementing Agencies: National Telecom Regulatory Authority

Programme Period:	2007-2011	Total resources required	380,000.00 USD
Country Programme Component:	Achieving the MDGs and reducing human poverty.	Total allocated resources:	380,000.00 USD
Project Title:	Supporting NTRA's Participation and Collaboration with International Fora.	• Regular	_____
Atlas Award ID:	00050031	• Other:	_____
Start date:	April 2008	o Eg. ICT Trust Fund	380,000.00 USD
End Date:	December 2009	o Donor	_____
PAC Meeting Date:	April 2008	o Donor	_____
		o Government	_____
		Unfunded budget:	_____
		In-kind Contributions	_____

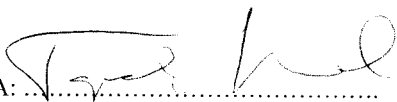
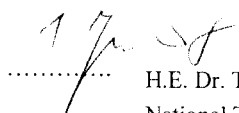
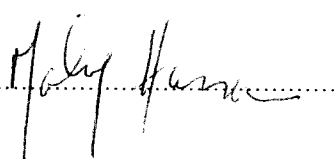
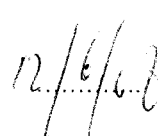
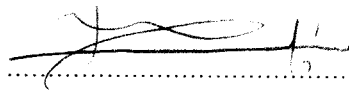
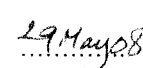
	Signature	Date	Name
Agreed by NTRA:			H.E. Dr. Tarek Kamel, Minister, National Telecom Regulatory Authority
Agreed by MOFA:			Dr. Mahy Abdel Latif, Deputy Assistant to the Foreign Minister & Director of International Cooperation
Agreed by UNDP:			Mr. Mounir Tabet, Country Director, UNDP Egypt

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Acronyms and Abbreviations

AWP	Annual Work Plan
CCNSO	Council of Country Code Names Supporting Organization
CP	Country Programme
CPAP	Country Programme Action Plan
F&A	Facilities and Administration
GAC	Governmental Advisory Committee
GoE	Government of Egypt
ICANN	International Corporation for Assigned Names and Numbers
ICT	Information Communication Technologies
IGF	Internet Governance Forum
ISS	Implementation and Support Services
IT	Information Technology
ITU	International Telecommunications Union
JMC	Joint Management Committee
M&E	Monitoring and Evaluation
MCIT	Ministry of Communications and Information Technology
MDG	Millennium Development Goals
MoFA	Ministry of Foreign Affairs
MOU	Memorandum of Understanding
NPD	National Project Director
NTRA	National Telecom Regulatory Authority
QPR	Quarterly Progress Reports
SBAA	Standard Basic Assistance Agreement
TDS	Telecommunications Development Symposium
TE	Telecom Egypt
TOR	Terms of Reference
UNDP	United Nations Development Program
UNDAF	United Nations Development Assistance Framework
UNS	United Nations System
WSIS	World Summit on the Information Society

I. SITUATION ANALYSIS

Growth and higher productivity, as suggested by recent research, are closely related to the diffusion of ICTs in society and the use of new applications. Fully realizing this fact, the Government of Egypt has spared no effort to develop and regulate ICT infrastructure to meet the needs of the Egyptian society. Success attained till now proves that Egyptian expertise is capable of developing and managing the ICT sector efficiently and professionally. The ICT sector is a success story and a role model for deregulation, privatization, and public private partnership with sustained annual growth exceeding 20%. Thanks to the comprehensive and coherent vision of the sector's development that was formulated through a multi-stakeholder consultation process, the ICT sector has been transformed to a revenue-creating sector for public proceeds that have reached USD 4.18 billion from IPOs and licenses in less than two years.

The Egyptian citizenry has garnered tangible benefits from the deployment and growth of ICTs in Egypt, which has been a substantive objective of ICT for development strategy. This has been attained through a successful partnership with the private sector in a number of initiatives spearheaded by programmes such as Egypt's education initiative, e-health programs and the Arabic e-content initiative. Furthermore, ADSL prices were restructured to guarantee affordability by all sectors of society, based on the conviction that this is a platform for socioeconomic development of Egypt; for innovation and education, and for improving the delivery of health and government services. Continued efforts eventually gave birth to an enabling investment environment supported by balanced and diligent regulatory policies; fostering an increase of the number of ICT companies working in Egypt increase to 2310 in 2007 versus 226 in 1999. The flow of FDI however, is not only incoming, Egyptian ICT companies are starting to invest in Europe, Africa and Asia and will continue to do so as more business opportunities emerge. Egypt has been ranked number 12 in offshore services worldwide due to the availability of a qualified, multilingual workforce, excellent infrastructure and political stability unparalleled in most Middle Eastern countries.

Since 1973, Egypt has been carrying out the duties of membership of the International Telecommunication Union's (ITU) Council. Its consecutive election to the Council attests to the international community's acknowledgement of its pioneer role in safeguarding Africa's interests within the Union. Egypt has actively participated in different programs of all three sectors of the ITU and has worked hard to promote development projects related to the ITU goals, both nationally and regionally. This was heavily substantiated by its current membership in the Telecom Board and Vice-chairmanship of the Telecommunication Development Advisory Board. Egypt was also an active participant in all WSIS meetings. Moreover, it hosted 1994 and 2004 ITU Telecom Africa events.

ITU has taken the initiative in 1971 to commence organizing events that harness the positive effects of ICTs and promote its developmental aspects. The ITU Events have catered to the needs of both developed and developing countries, whilst facilitating the transfer of technology, mutual experiences and best practices between both. ITU Telecom Africa has always been in the top tier of these events, evolving into a lively forum that brings together leaders from the public and private sectors to discuss the key technological and strategic issues of the industry as a whole. ITU Telecom Africa also offers a unique networking platform for all stakeholders involved in the development of the African continent through ICT solutions. ITU Telecom Africa 2008 is a multifaceted event that will offer a wide range of activities benefiting all sectors of the Industry. The Event will comprise an all-embracing ICT exhibition, which captures the essence of ongoing development.

The term Internet Governance emerged within the international diplomacy society and the Internet society during the discussions of the World Summit on the Information Society (WSIS), which took place in two phases: Geneva 2003; and Tunis 2005. Internet Governance was defined as "the development and application by governments, the private sector and civil society, in their respective roles, of shared principles, norms, rules, decision-making procedures, and programs that shape the evolution and use of the Internet". During the two phases of WSIS, heads of states and governments of the world agreed on a set of principles, and also actions, so as to promote the development and utilization of a people-centered, inclusive and development-oriented Information Society, as an indispensable tool for sustainable development, eradicating poverty, promoting peace, and achieving economic growth. Nevertheless, it was also recognized that there are different views on the suitability of current institutions and mechanisms for managing processes and developing policies for the global Internet.

The WSIS second phase held in Tunis 2005 accordingly agreed to establish the Internet Governance Forum (IGF), as an international multilateral, multi-stakeholder, democratic and transparent framework for discussions on public policy issues related to the Internet; a model that is indeed as unique within the UN system as the Internet itself. The hosting of the Internet Governance Forum rotates annually across continents, Egypt takes it with great pride to host the fourth IGF meeting in 2009, bridging to the African and the Arab regions.

Believing in its potential for socioeconomic development and the opportunities it brings to individuals and society at large, bringing affordable Internet to the Egyptian population has been a priority of the ICT strategy in Egypt. Focusing on the crucial importance of access in its broad term rather than just the connectivity, a bundle of initiatives, programs, and projects have been undertaken in Egypt working towards availability of affordable PCs, affordable connectivity, affordable and even sponsored training, as well as home-grown, locally-relevant content.

The Internet Corporation for Assigned Names and Numbers (ICANN) is an internationally organized, non-profit corporation responsible for coordinating the management of the technical elements of the DNS to ensure universal resolvability so that all users of the Internet can find all valid addresses. It does this by overseeing the distribution of unique technical identifiers used in the Internet's operations, and delegation of Top-Level Domain names (such as .com .info, etc.).

Other issues of concern to Internet users, such as the rules for financial transactions, Internet content control, unsolicited commercial email (spam), and data protection are outside the range of ICANN's mission of technical coordination. As a private-public partnership, ICANN is dedicated to preserving the operational stability of the Internet, to promoting competition; to achieving broad representation of global Internet communities; and to developing policy appropriate to its mission through bottom up, consensus-based processes. Egypt is represented in the Governmental Advisory Committee (GAC) of ICANN, and more recently also at the Council of Country Code Names Supporting Organization (CCNSO) in September 2007. Egypt has also been represented in ICANN's staff since 2006.

Each year ICANN holds three meetings in different regions around the world. These meetings constitute an essential part of ICANN's global consensus-building and outreach efforts. The ICANN Meetings Committee sets the regions in which ICANN will hold its meetings. Proposals are then solicited from organizations interested in hosting the ICANN Meeting. The Meetings Committee then evaluates the proposals and selects the host for each meeting. Regional support for a particular proposal is an important consideration. Egypt is bidding to host the ICANN meeting in November 2008.

II. STRATEGY

A particular focus area for UNDP Egypt is the use of ICT to increase access, learning, and equity to enhance capacity development opportunities for women, youth and marginalized groups. Coordinating efforts with the NTRA offers the UNDP the opportunity to work with an implementing partner who is able to enact national regulatory reforms that will serve to further increase widespread access to diverse ICTs throughout Egypt. Through working with the NTRA, UNDP will be able to assist in the formulation of regulatory strategies that promote and seek to ensure equal access to various ICT based services, which in turn has spillover effects in strengthening equal and equitable access to telecommunications services for the Egyptian populace.

Within the context of the current United Nations Development Assistance Framework (UNDAF), which represents the planning structure for the United Nations System (UNS) in its support to Egypt's national development priorities, UNDAF outcome 1, under which this project falls, seeks by 2011 to improve the State's performance and accountability in programming, implementing and coordinating actions, especially those that reduce exclusion, vulnerabilities and gender disparities.

The United Nations Development Programme (UNDP) Country Programme (CP) for Egypt (2007-2011) is formulated in line with overall UNDAF framework noted above to reflect national developmental priorities as they relate to UNDP's work in Egypt. Formulation deliberations were guided by analyses of the development situation in Egypt as was articulated in several key analytical and policy documents. The current UNDP Country Programme has 9 overarching outcomes, one of which is the CP outcome for this

project, namely CP Outcome 2, which seeks formulate, test and implement national strategies to facilitate increased access and foster the use of ICT to achieve Egypt's development goals.

Project Outputs:

Output 1: Support to the implementation of Telecom Africa 2008 provided.

Output 1 centres on providing support to the successful implementation of Telecom Africa 2008. The support includes, but will not be limited to logistical activities to ensure the effective undertaking of duties stemming from Egypt's hosting of the conference. Additionally, NTRA will carry out administrative functions as they relate to Telecom Africa's day-to-day activities leading up to and following the conference.

NTRA will technically support realizing the Youth Forum component of Telecom Africa 2008, which will contain youth-driven sessions relating to utilizing ICTs as an enabler for socio-economic development. Sessions within the forum will delve into ICT issues relating to technologies and applications, policies and regulation, and business and finance, giving youths access to established leaders in the ICT sector through a process of active engagement.

The development of cohesive telecommunications regulatory frameworks is of paramount importance to the consequential maturation of developing IT sectors across the African continent and the Middle East. As such, the harmonization of telecommunications regulatory systems has positive direct and spillover effects for countries and the private sector entities that operate within them. During the last decade Egypt has been able to successfully create a regulatory environment for its ICT sector that has been internationally recognized. NTRA, working with representative from countries participating in Telecom Africa 2008, will support the further harmonization of the regional ICT regulatory environment, sharing its past experiences with partners, as well as mapping out country regulatory experiences to support enhanced levels of cohesion, which, in turn, can help spur nationally driven development of ICT sectors, as well as foreign investment.

NTRA will, furthermore, technically support the 2008 Telecom Africa Telecommunications Development Symposium (TDS) will provide a platform, building upon previous discussions stemming from the Kigali Summit, to explore three issues: the utilization of the mobile platform as possible broadband solution for the Africa, the importance of coherent regulatory environments to spurring enhanced and affordable access to broadband services, and the need to create consistent regulatory frameworks across all ICT sectors, such as broadcasting and telecommunications, among other relevant areas.

Output 2: Support to IGF 2009 and ICANN events provided.

Output 2 will provide existent support to two planned future events, each providing Egypt with a demonstrable opportunity to further enhance the international visibility of its rapidly expanding IT sector, and a stated opportunity to contribute to high-level dialogues on the international regulatory development of the IT sector, with specific reference to internet technologies.

As noted above, IGF is a vibrant and relevant platform for dialogue exchanges, attracting many luminaries in the converging ICT sectors. As such, Egypt's hosting of the IGF 2009 will offer it the opportunity to make a tangible and beneficial contribution to ongoing collaborative efforts relating to internet governance that are of growing importance to the global ICT industries. NTRA will provide logistical, technical and administrative support to IGF 2009, as well as support the development of its thematic focus areas, technical sessions on emerging issues, and serve as the overall facilitator of the conference. NTRA will moreover support the creation of content for IGF 2009 as its relates to areas such as internet governance policy, openness, regulatory access, enhanced access to IT services in developing countries, and other areas relevant to IGF 2009. Additionally, based upon Egypt's active and demonstrable contributions to past IGF events, NTRA will promote the IGF nationally and at international events that it actively contributes to and participates in. Additionally, NTRA will support IGF's dynamic coalitions for its 2009 event, which are innovative, consensus-building mechanisms.

Egypt's hosting of the 3rd annual ICANN meeting for 2008, will give NTRA and Egypt the occasion to contribute and support ICANN's work on a number of developing issues, such as the ongoing debate over intellectual property rights usage on the internet, the internationalization of domain names, and the

implementation of the IPv6 protocol. NTRA will additionally logistically and administratively support the 3rd annual ICANN meeting for 2008, undertaking the necessary actions in the two noted areas to ensure its successful completion.

III. RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework: Outcome 2: National strategies formulated, tested and implemented to facilitate increased access to information and foster use of ICT to achieve development goals.</p> <p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</p> <p>1. Telecom Africa 2008 successfully implemented. 2. ICANN and IGF 2009 successfully supported by the GoE.</p> <p>Applicable MYFF Service Line: Achieving the MDGs and reducing human poverty.</p> <p>Partnership Strategy: National Telecom Regulatory Authority</p> <p>Project title and ID (ATLAS Award ID): Supporting the NTRA's Participation in and Collaboration with International Fora</p>				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output 1: Support to the implementation of Telecom Africa 2008 provided.</p> <p>Baseline: No such support to the event. Indicators: Telecom Africa 2008 successfully implemented.</p>	<p>1.1 Telecom Africa successfully hosted by the GoE.</p>	<p>1.1.1 Provide logistical and administrative support to Telecom Africa 2008. 1.1.2 Hold Youth Forum, within Telecom Africa 2008. 1.1.3 Support harmonization of telecommunications regulatory framework for conference representatives. 1.1.4 Map international regulatory experiences to support enhanced cohesion in regional telecommunications regulatory framework. 1.1.5 Support the Telecommunications Development Symposium (TDS)</p>	<p>NTRA</p>	<p>179,993 USD</p>
<p>Output 2: Support to IGF 2009 and ICANN events provided.</p> <p>Baseline: No such support to the events. Indicators: ICANN and IGF 2009 successfully supported by the GoE.</p>	<p>2.1 3rd annual ICANN meeting held in Cairo, Egypt in Nov. 2008.</p> <p>2.2 IGF 2009 successfully hosted and supported by the</p>	<p>2.1.1 Provide logistical support to ICANN to host its 3rd annual meeting for 2008. 2.1.2 Administrative support to ICANN to host its 3rd annual meeting for 2008. 2.1.3 Policy support to ICANN to facilitate meeting the meeting's agenda and stipulated goals.</p> <p>2.2.1 Logistical support to the IGF 2009. 2.2.2 Administrative support to IGF 2009.</p>	<p>NTRA</p>	

GoE.

2.2.3 Policy support provided to IGF, including development of relevant themes to be tabled during the Forum.
2.2.4 Provide technical support to develop themes for sub-fora, support to IGF's dynamic coalitions and related components.

**IV. ANNUAL WORK PLAN
Years: 2008-2009**

EXPECTED OUTPUTS	PLANNED ACTIVITIES													PLANNED BUDGET					
	TIMEFRAME													Budget Description	Amount USD				
	2008						2009						RESPONSIBLE PARTY			Funding Source			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1		Q2	Q3		Q4	RESPONSIBLE PARTY	Funding Source
Output 1: Support to the implementation of Africa Telecom 2008 provided.		x	x													NTRA	NTRA	72100	128,000
1.1.1 Provide logistical and administrative support to Africa Telecom 2008.			x													NTRA	NTRA	72100	
Baseline: No such support to the event.		x																	
1.1.2 Hold Youth Forum, within Africa Telecom 2008.			x													NTRA	NTRA	72100	30,000
Indicators: Africa Telecom 2008 successfully supported.		x																	
1.1.3 Support harmonization of telecommunications regulatory framework for conference representatives.			x													NTRA	NTRA	72100	
Targets: Africa Telecom successfully hosted by the GoE.		x																	
1.1.4 Map international regulatory experiences to support enhanced cohesion in regional telecommunications regulatory framework.			x																
1.1.5 Support the Telecommunications Development Symposium (TDS)		x														NTRA	NTRA	72510	9,393.49
Related CP Outcome 2: National strategies formulated, tested and implemented to facilitate increased access to information and foster use of ICT to achieve development goals.																			
Facilities and Administration(7%)																		75100	12,599.51
Output Sub-Total																			179,993

V. MANAGEMENT ARRANGEMENTS

The Project will be nationally implemented by NTRA who will recruit a **Project Manager** and support staff. The Project Manager will be responsible for coordinating the implementation of all the above-mentioned activities, developing action plans and reporting progress to UNDP. He/she will also be responsible for coordinating, networking and soliciting the participation of all concerned. The Project Manager will be responsible for regular progress reports, identifying bottlenecks and suggesting corrective measures when necessary. The project will also be managed by the following:

Project Board (Egypt ICT Trust Fund Steering Committee)

A Project Board will be established to take executive management decisions and to provide guidance to the Project Manager, including approval of Project revisions and of the project's annual workplan. 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 Manager. The Board contains three roles: an Executive to chair the group, a Senior Supplier to provide guidance regarding the technical feasibility of the project, and a Senior Beneficiary to ensure realization of project benefits from the perspective of project beneficiaries.

The Group will meet periodically (once every year) and will be composed of:

Chairman (Executive): UNDP

- Senior Supplier: Egypt ICT Trust Fund (MCIT, UNDP)
- Senior Beneficiary: NTRA
- Representative from MOFA.

Ex officio: The Project Manager

Minutes: The Project Manager and/or his assistant 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.

Project Assurance:

The Project Assurance role will support the Project Board 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 is responsible for designating a person to provide this oversight, which is mandatory for all projects. The same individual should never hold the Project Manager and Project Assurance roles.

Project Support:

The Project Support will provide project administration and management support to the Project Manager as required by the needs of the project or Project Manager.

Financial Arrangements:

The value of the payments, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that

time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.

The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.

All financial accounts and statements shall be expressed in United States dollars.

If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavours to obtain the additional funds required.

If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.

Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.

In accordance with the decisions and directives of UNDP's Executive Board:

The contribution shall be charged:

- (a) 7% cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices
- (b) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP.”

MONITORING FRAMEWORK AND EVALUATION

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

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

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

M&E Resources

Appropriate financial resources must be allocated to ensure that project monitoring and review/evaluation is carried out. Therefore, 10,000 USD of the project budget will be allocated to monitoring and evaluation activities.

VI. 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 the Arab Republic of Egypt and the United Nations Development Program, signed by the parties on 19 January 1987. This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

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

The implementing partner shall:

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

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

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

VII. ANNEXES

Annex I: Project Staff Terms of Reference

The Project Manager

A. Job Title:

Project Manager

B. Duty Station:

Egypt

C. Section/Unit:

D. Project Reference:

NTRA / UNDP project

E. Duration of Employment:

4 Months

F. Organizational Setting:

The candidate shall work as Project Manager to provide support to the NTRA /UNDP projects.

G. Job Content:

Responsibilities:

The Technical Project Manager is responsible for supervising the NTRA/UNDP project managers ensuring the optimal performance of the government services and better management of resources. Responsibilities to include:

- Help in creating future projects and ideas
- Allocates resources on the task and assigns work to the project managers and monitors the progress of each manager.
- Reviews the reports prepared by the output managers.
- Monitors and evaluates the performance of the output managers.

H. External Contacts:

Ministry of Communications & Information Technology.

Counterparts such as government and non government organizations, governorates, other ministerial offices and personnel.

I. Qualification and Experience:

- The candidate must have a degree in Development or Project Management with minimum 15 years of experience in a relevant field.
- *Specific experience with UNDP and knowledge of its procedures is a plus.*
- *Good communication skills*
- *Strong knowledge of training, planning, IT systems and organizational development.*
- *Knowledge of Regulatory Frameworks and technologies.*

- *Solid ability to exercise judgment and discretion in dealing with sensitive matters.*
- *Ability to monitor multiple projects effectively.*

The Programme Support Unit Manager

A. Job Title: Programme Support Unit Manager

B. Duty Station: Cairo

C. Section/Unit:

D. Project Reference: Award Number:

E. Duration of Employment: One year renewable-

F. Organizational Setting:

Reporting to Programme Director

G. Job Content:

The incumbent would establish a Programme support Unit that would be responsible for administrative, financial, procurement and HR functions within the project . for the first phase of the project the incumbent will be responsible for performing all tasks of programme support unit until the staff required are fully hired and trained by him/her. . Delegation of functions will be done smoothly without disrupting the progress of works and will be expedited once the project is fully operational.

Functional responsibilities:

- Budgeting , financial reporting and procurement in accordance to Annual Work Plan (AWP) of the project
- Training and supervision of Programme Support Unit Staff
- Responsible for contracting of different administrative services
- Oversees payments of suppliers /contractors / consultants
- Ensuring work environment is convenient , safe and efficient
- Preparing financial statements for the project including the financial part of the AWP.
- Updating the budget with recurring expenses.
- Perform as needed the maintenance of grounds and premises
- Keeping record of all financial transactions, staff , assets and supplies
- Prepare paper work and documents needed for processing project expenditures and ensure deadlines are met .
- Provide analysis and financial reports as required by the Programme Director of EP/UNDP project
- Responsible for contract issuance of all project staff and consultants.
- Design in consultation with output managers tor's of project staff/consultants according to project needs
- Keep track of the HR system processing paper work needed for entitlements / salary adjustments , leave etc.
- Petty cash management

- Ensure work is conducted according to UNDP regulations
- Attend UNDP meeting as necessary
- Ensure that UNDP name is referred to in project activities and that UNDP is invited.

Managerial duties:

- Coordinate work among Team Leaders and UNDP counter part as needed.
- Supervise and train Programme Support Staff

H. External Contacts:

- Counterparts such as government and non government organizations, governorates, other ministerial offices and personnel.
- MCIT
- Recruitment agencies
- Suppliers and service providers

I. Qualifications:

- Bachelor degree in the field of Business Administration with a Finance or Accounting major
- 10 years progressive managerial experience including 5 years experience in financial and administrative management of projects
- Fluency in reading and writing both English and Arabic
- Knowledge of reporting requirements of UNDP is an asset.

The Senior Programme Officer

A. Job Title: Senior Programme Officer

B. Duty Station: Cairo

C. Section/Unit:

D. Project Reference: Award Number:

E. Duration of Employment: One year renewable- **Monthly Salary :** part time : 40%

F. Organizational Setting:

Reporting to Project Coordinator, please refer to management structure enclosed herewith

G. Job Content:

Responsibilities

- Prepare project quarterly ~~workplans~~work plans and quarterly reports and monitor against all documents
- Will work in coordination with financial department at NTRA to ensure budget and work plans are done as needed and deadlines are met.
- Assist in mobilizing additional resources for expansion and extension of project
- Ensure regular attendance and awareness of UNDP directives and will communicate them to whoever this may concern at NTRA to ensure smooth relationships
- Review AWP, POP content to monitor planned activities/targets versus actual activities/targets and suggest corrective action as needed.
- Prepare other reports on the project as needed.
- Coordination of project activities in accordance with UNDP policies and procedures
- Coordinate work among project management and UNDP counter part

H. External Contacts:

- Counterparts such as government and non government organizations, governorates, other ministerial offices and personnel.
- MCIT

I. Qualifications:

- Bachelor degree in the field of Public Management and / or Business Administration
- At least 6 years experience in Project Management and Business Administration
- Fluency in reading and writing both English and Arabic
- Knowledge of reporting requirements of UNDP is an asset.

The Programme Officer

- a. **Job Title:** Programme Officer
- b. **Duty Station:** Cairo
- c. **Section/Unit:**
- d. **Project Reference:** Award Number:

e. **Duration of Employment:** One year renewable- **Monthly Salary :** part time :

f. **Organizational Setting:**

Reporting to both Senior Programme Officer and Project Coordinator, please refer to management structure enclosed herewith

g. **Job Content:**

Responsibilities

- Draft correspondence as required
- Arrange meetings and conferences as required, prepare agenda, take minutes, communicate action required and follow up accordingly.
- Draft TOR's of project staff and consultants
- Collect , scan cv's and keep them filed appropriately for future reference
- May be involved in publishing announcements and arrange for interviews
- Process paper work required by UNDP
- Coordinate with Administration Officer for contract issuance of project staff and consultants both local and international
- Inform Administration Officer when deliverables are accomplished to disburse payments and prepare proper paper work accordingly.
- Follow up on contract issuance
- Inform staff of contracting procedures and requirements including medical examination
- Act as a reference point informing of UNDP rules and regulations
- Assist with the monitoring of the UNDP/NTRA project by gathering information on activities undertaken in relation to the project and updating the Annual Work Plan accordingly
-

h. **External Contacts:**

- Counterparts such as government and non government organizations, governorates, other ministerial offices and personnel.
- Recruitment agencies
- MCIT

i. **Qualifications:**

- Bachelor degree in the field of Public Management and / or Business Administration
- 2-3 years experience

- Fluency in reading and writing both English and Arabic
- Knowledge of reporting requirements of UNDP is an asset.

The Senior Finance Officer

- a. **Job Title:** Senior Finance Officer
- b. **Duty Station:** Cairo
- c. **Section/Unit:** Programme Support Unit
- d. **Project Reference:** Award Number:

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- e. **Duration of Employment:** One year renewable- **Monthly Salary :**

f. Organizational Setting:

Reporting to Project Coordinator, please refer to management structure enclosed herewith

- g. **Job Content:**

Responsibilities

Produce programme and project budgets.

1. Track commitments, expenditures and planned expenditures against budget on a consolidated basis.
2. Maintain a project budget showing the timing of planned expenditures, for each year, by quarter.

Ensure physical security of advances, cash and records.

1. Maintain a checking account in a reputable bank and a secure safe for any cash on hand.
2. Have clear procedures on authority, responsibility, monitoring and accountability for handling funds.

Disburse funds in a timely and effective manner.

1. Have written procedures for processing payments to control the risks through segregation of duties, and transaction recording and reporting.
2. Have monitoring controls, such as independent bank reconciliations.
3. Be able to manage the status of expenditures against budget, and the remaining available budget.

Ensure financial recording and reporting.

1. Have a reporting system that tracks all commitments and expenditures against budgets by line.
2. Have a reporting system that allows project expenditures to be reported to UNDP quarterly, and which accumulates project-to-date expenditures against budget for management purposes

- h. **External Contacts:**

Counterparts such as government and non government organizations, governorates, other ministerial offices and personnel.

MCIT

Suppliers and service providers

i. Qualifications:

Bachelor degree in the field of Business Administration with a Finance or Accounting major

4-6 years experience in financial and administrative management of projects

Fluency in reading and writing both English and Arabic

Knowledge of reporting requirements of UNDP is an asset.

The Senior Administration Officer

- a. **Job Title:** Senior Administration Officer
- b. **Duty Station:** Cairo
- c. **Section/Unit:** Programme Support Unit
- d. **Project Reference:** Award Number:

e. Duration of Employment: One year renewable- **Monthly Salary :**

f. Organizational Setting:

Reporting to Project Coordinator, please refer to management structure enclosed herewith

g. Job Content:

Responsibilities

Procure goods and services and ensure work is done on a transparent and competitive basis.

1. Assess the ability of vendors to provide the required quality, quantity and competitiveness of goods, services and works.
2. Have the authority to enter into contracts.
3. Have standard contracts or access to legal counsel to ensure that contracts establish performance standards, protect UNDP and the institution's interests and are enforceable.

Prepare, authorise and adjust commitments and expenditures.

1. Have written procedures for identifying the appropriate vendor, obtaining the best price, and issuing commitments.
2. Have a system for tracking commitments against budget to prevent overspending and for follow-up on outstanding commitments.

Contract project staff , local and international consultants

1. Issue contracts in coordination with UNDP programme Assistant.
2. Keep a calendar of contract expiry dates, expenses deadlines, cost allocations and financial reporting requirements and alert staff and international relations accordingly.
3. Process entitlements according to requirements of UNDP/NTRA
4. Attend all UNDP meetings on operational aspects
5. Keep record of contracts of staff/consultants

Manage (if applicable) and maintain equipment.

1. Have a property ledger (inventory) to track all-important details about property and its cost, annually.

h. External Contacts:

Counterparts such as government and non government organizations, governorates, other ministerial offices and personnel.

MCIT

Suppliers and service providers

Recruitment Agencies

i. Qualifications:

1. Bachelor degree in the field of Business Administration with a Finance or Accounting major
2. More than 3 years experience in financial and administrative management of projects
3. Fluency in reading and writing both English and Arabic
4. Knowledge of reporting requirements of UNDP is an asset.



Annual Work Plan

Egypt - Cairo

Award Id: 00050031

Award Title: Supporting NTRA's participation & Col. with Int'l Fora

Year: 2008

Report Date: 22/5/2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00061560	Supporting NTRA's participatio	Supp. to Africa Telecom			NEX-National Telecom Regulator	40000	EGYPT ICT	71200	International Consultants	158,000.00
					NEX-National Telecom Regulator	40000	EGYPT ICT	72500	Supplies	9,393.49
					NEX-National Telecom Regulator	40000	EGYPT ICT	75100	Facilities & Administration	12,599.51
TOTAL						179,993.00				
GRAND TOTAL						179,993.00				



Annual Work Plan

Egypt - Cairo

Award Id: 00050031

Award Title: Supporting NTRA's participation & Col. with Int'l Fora

Year: 2009

Report Date: 22/5/2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00061560	Supporting NTRA's participatio	Supp. IGF 2009 & ICANN ev			NEX-National Telecom Regulator	40000	EGYPT ICT	71300	Local Consultants	10,000.00
					NEX-National Telecom Regulator	40000	EGYPT ICT	72100	Contractual Services-Companie	145,000.00
					NEX-National Telecom Regulator	40000	EGYPT ICT	72500	Supplies	30,947.50
					NEX-National Telecom Regulator	40000	EGYPT ICT	75100	Facilities & Administration	14,059.50
TOTAL						200,007.00				
GRAND TOTAL						200,007.00				