



Empowered lives.
Resilient nations.

Interoffice Memorandum

Date: 23 December 2015

To: Osnut Lubrani, UNDP Resident Representative and UNRC *as*

Through: *efr* Asenaca Ravuvu, Assistant Resident Representative – Programmes *Wunip*
23 Dec 2015

Mohammed Mozeem, Project Analyst, Democratic Governance and Resilience Building Team *Mohammed Mozeem 23/12/15*

From: Melaia Tarogi, Democratic Governance and Resilience Building Programme Associate *Tarogi 23/12/15*

Subject: 2016 Annual Work Plan for Parliament Upscaling Support Project for Tuvalu, Kiribati & Republic of Marshall Islands (RMI) *_____*

Please find enclosed the 2016 Annual Work Plan (AWP) for Tuvalu, Kiribati and RMI Parliament Parliament Support project for your signature. The AWP's have been signed by the Speakers for each of the countries (RMI & Tuvalu) and Clerk(Kiribati) following series of consultation with UNDP. Each country planned activities for 2016 include Capacity development; improving sustainability, networking and coordination; and project management. A total budget of USD\$169,000.00 will accommodate the implementation of the above activities.

Enclosed


Kiribati Parliament Support Up-scaling Project

2016 Annual Work Plan

86721 - Special (15712)

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q 1	Q 2	Q 3	Q 4		Source	Budget Description	Amount
Output 1: Capacity of MPs, and Parliament Secretariat Strengthened for effective law making, oversight and representation	Activity 1: Capacity Development of MPs and Parliament Staff 1. Conduct Parliament Induction Training for new MPs and Parliament staff with special focus on gender inclusive legislative processes/development.		X			UNDP	TRAC	Travel 71600	20,000
			X			UNDP			
			X			UNDP	TRAC	Travel-71600	7,000
Baseline: 1. Elections conducted for new MPs in 2016 with no capacity building undertaken in Quarter 1, 2016. 2. No Youth Parliament conducted in 2014-2015	Activity Result 2: Sustainability, networking and coordination mechanisms developed through south-south cooperation 1. Conduct training for youth representations in Parliament (Youth Parliament) with 50% female participation. 2. Conduct Parliament Open Day providing spaces for public engagement particularly women and dialogue with Parliamentarians					UNDP			
						UNDP	TRAC	Workshop - 75700	10,000
			X			UNDP	TRAC	75700-Workshop	8,000
Output Indicators: 1. % of participants attending the Parliament Induction indicated increased knowledge/ understanding on their roles and responsibilities in parliament. 2. % of youths participating	Activity Result 3: Effective and efficient project management, monitoring and evaluation 1. Project Manager assists in the implementation/					UNDP	TRAC	DPC-	10,000
		X	X	X	X				

in the youth parliament indicated knowledge and engagement capacity with their leaders and Parliament Target: 1. 80% 2. 100% Source Docs: BTOR, QPRs Total for 2016	monitoring of activities.																		
	2. Develop quarterly and annual reports (Project Manager)	X	X	X	X	UNDP	TRAC	64300											
	3. Monitoring and Evaluation and Communication		X		X	UNDP	TRAC	Travel-71600	2,000										
	4. Conduct Project Board meetings		X		X	UNDP	TRAC												
\$57,000																			

Signed by Kiribati Parliament:  Eni Tekavene Date: 23 DEC 2015

Signed by UNDP:  Date: 23/12/2015

Marshall Islands Parliament Support Up-scaling Project
 2016 Annual Work Plan

(66772- signed v. (8561c))

EXPECTED OUTPUTS And baseline indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source	Budget Description	Amount
Output 1: Strengthened capacities of MPs and Parliament Staff to undertake effective law making, oversight and representation Baseline: - Limited capacity in Parliament for law-making, oversight and representation functions Indicator: - % of MPs and staff participating in Parliament induction training reporting increased knowledge and understanding on their functions of law-making, oversight and representation. Target: - 80% of total participants	Activity Result 1: Capacity Building of Parliament Staff and MPs								
	1. Conduct Parliamentary Induction Training for newly elected MPs	X				UNDP	TRAC	Travel – 71600 Workshop 75700	30,000 5,000
	2. Induction Report produced and shared with Parliament	X				UNDP	TRAC		
	3. Produce knowledge products and materials		X			UNDP	TRAC	Publication- 74210	2,000
	Activity Results 2: Sustainability, networking and coordination mechanisms developed								
	4. Continuous upgrade of the Pacific Parliament Knowledge Portal with new resources	X	X	X	X	UNDP	TRAC	Non-cost	
5. Conduct Parliament Open Day providing spaces for public engagement and dialogue with Parliamentarians		X			UNDP	TRAC	Workshop- 75700	7,300	
Activity Result 3: Effective and efficient project management and Evaluation.									
6. UNDP Direct Project Costing (technical and project management support)	X	X	X	X	UNDP	TRAC	DPC-64300	10,000	

Tuvalu Parliament Support Up-scaling Project

2016 Annual Work Plan - 66723 (\$561K)

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source	Budget Description	Amount
		1	2	3	4				
Output 1: Capacity of MPs, Parliament Secretariat and s Office strengthened for effective law making, oversight and representation	Activity 1: Strengthened law-making process through provision of technical expertise for Constitutional Review								
		X				UNDP	TRAC	71200-Consultants 71600-Travel	\$20 000 \$5 000
Baseline: 1. Last Constitutional Review undertaken in 1986. 2. No Parliamentary or National Committee on Constitutional Review (CRC) 3. No consultations undertaken with citizens on a Constitutional Review	1. Initial Constitutional Review Analysis conducted and report produced providing need, options, costing and timeframe for undertaking the review. 2. Develop TOR for Parliamentary Committee or National Committee to undertake the Constitutional review process 3. Special seating conducted for Parliament to approve TOR for the CRC and appoint members for CRC 4. Constitutional Review Committee (CRC) meets each quarter to discuss update and adoption of option for Constitutional Review Process 5. Country wide consultations conducted for adoption of an option as presented in the CRA Report Activity Result 2: Sustainability, networking and coordination mechanisms developed through south-south cooperation								
		X				UNDP	TRAC	71600 Travel	\$10 000
			X			UNDP		Non-cost	
				X		UNDP		Workshop	\$5 000
					X	UNDP		Workshop	\$5 000
Output Indicators: 1. Status of the Constitutional Review Analysis Report 2. # of meetings conducted by the CRC 3. # of island based consultations done disaggregated by sex that confirms need for constitutional amendments.	1. Partnerships explored and developed with Constitutional Commissions from other similar jurisdictions Activity Result 3: Effective and efficient project management, monitoring and evaluation								
		X	X	X	X	UNDP	TRAC	64398-Direct Project	\$9 200
Target:	1. Technical and Project Management Support provided by UNDP								

