#### SIGNATURE PAGE

Country: Georgia

UNDAF Outcome(s)/Indicator(s):

Efficiency & accountability of governance structures at central

& local levels strengthened, towards an inclusive and participatory decision-making process

Expected Outcome(s)/Indicator (s):

Transitional justice mechanisms and reform processes

implemented to support longer term institutional development of the justice sector, with particular emphasis on independence

of the judiciary and respect for human rights, including

oversight mechanisms

Expected Output(s)/Indicator(s):

Impartiality of the justice system reinforced and the

competence as well as capacity of the Public Defender's

Office enhanced

Implementing Partner:

Public Defenders Office

Programme Period: 2006 -2010

Programme Component: Democratic Governance

Project Title: PDO Regional offices and Specialized Centers

Award ID: 00012720
Project ID: 00048104
Project Duration: 24 months
Management Arrangement: NEX

Funded Budget \$ US 516,689

General Management Support Fee: US\$ 33,311

Total budget: US\$ 700,000

Allocated resources:

• Government US\$ 150,000

Regular

Other:

O Norwegian

Government US\$ 400,000

In kind contributions

Unfunded budget: US\$ 150,000

Agreed by (Implementing Partner):

Mr. Sozar Subari, Public Defender of Georgia

Signature: 1.

Date: 05./42/05

Agreed by (UNDP):

Mr. Lance Clark, Resident Representative, UNDP Georgia

Signature:

Date: 25/11/05



#### UNITED NATIONS DEVELOPMENT PROGRAMME

#### PROJECT DOCUMENT

## Support to Public Defender's Office - Regional and Specialized Centers

#### PROJECT SUMMARY

Sector:

Democratic Governance

Total budget:

USD 700, 000

Funds requested from the Norwegian Government: USD 400,000

**Government Contribution:** 

USD 150,000 USD 150,000

Additional Required funds:

**Duration:** 

24 months

In November 1997, the Government of Georgia established the Public Defender's Office (PDO) as an The geography and demography of Georgia presents considerable independent institution. challenges for the PDO located in Tbilisi. The Public Defender has the mandate and responsibility to provide services throughout Georgia, and to be accessible to all of the population. The PDO has established six regional representative offices in Samegrelo-Zemo Svaneti, Imereti, Kakheti, Samtskhe-Javakheti, Shida Kartli and Kvemo Kartli regions, in addition to the following five specialized centers: Military Personnel and Servicemen Rights, Religious Rights, Women Rights, Child Rights and Legislative Centre within the PDO. Regional representatives are an extension of the Public Defender in the various regions. The PDO Regional Representative Offices and Specialized Centers require further development, additional financial support and technical assistance in order to fulfill their mandate.

The overall goal of the project is to further increase the capacity of the PDO to ensure the promotion and protection of human rights, and to expand its geographical outreach in the regions through developing the operational capacity of the PDO as a fully functional, independent national institution.

The main objectives of the project are:

- Strengthen the capacity of the Tolerance Centre, Medical Center and Legislative Expertise Centre:
- Establish the Public Defender's Regional Office in Ajara, and further support and develop the capacity of the Regional Offices in Imereti and Samegrelo;
- Establish the Public Defender's Office as a strong and effective training facility in the field of human rights protection; and
- Ensure promotion of human rights issues and raise public awareness through printing of thematic informative booklets on human rights and the activities of PDO in this field

## 1. Background

At present, the protection of human rights is considered as one of the most pressing issues for the Georgian society to address. The President and the Government have also acknowledged this fact, and the necessary steps are being taken to respond to the needed legislative reform and increased and improved monitoring.

The Government of Georgia established the Public Defender's Office (PDO) in November 1997 as an independent national institution, working for the protection and promotion of human rights with three primary areas of responsibility:

- Receiving, investigating, and where appropriate acting upon complaints of human rights violations;
- Human rights awareness raising and education; and
- Providing high-level policy advice and assistance to the Government of Georgia on human rights matters.

The geography and demography of Georgia presents considerable challenges for an agency such as PDO located in Tbilisi. Regional representatives are carrying out outreach function of the Public Defender of Georgia in the various regions. In other words, they represent the Public Defender in their respective jurisdictions and ensure access for the public to the services provided by the PDO. That is, under delegation from PDO, they receive and investigate complaints of human rights violations.

Regional Representatives raise awareness and inform the community about national and international human rights standards, ensure cooperation with all local stakeholders, including local administration, NGOs, police and others; as well as advocate for systemic change to bring local laws, regulations, policies, practices and procedures in line with Georgia's national and international legal obligations. Their complaint-handling role helps to take some of the pressure off the Complaints Department in Tbilisi, which is experiencing a considerable increase in its workload, a trend that is expected to continue. More importantly, their location makes them much more accessible to people living outside the main population centers.

In 1999, UNDP commenced a multi-donor project, funded by the Dutch Government, SIDA, the Danish Center for Human Rights, OHCHR and UNHCR, to support capacity development of the Public Defender's Office. Since then, there have been continuous capacity building efforts on human rights mechanisms and instruments within the Public Defender's Office. These activities have been conducted in close cooperation and consultation with the staff of the Public Defender's Office to gain a better understanding of the international and national human rights framework.

The first office of the Public Defenders regional representative was commissioned in the Samegrelo region in 1999 with funding from DFID. Later DFID supported the establishment of the regional office in Javakheti in 2001.

At the same time the PDO established specialized centres. The principal role of each centre within the office is rights based advocacy for the adoption of human rights standards through education, information, communication and monitoring of human rights violation or abuses in the respective subject areas in which the centres are active.

After the Revolution of Roses, new perspectives and new challenges emerged. The new government stated that human rights are among the highest priorities and that adequate policy and strategy shall be implemented. Work on the development of new laws and on the improvement of the current legislation has started. This implies the drafting and adoption of a new law on the Public Defender aiming to increase the effectiveness and capability of the Office. At the same time, Georgian society has high expectations and needs to see improvements with respect to the protection of human rights.

The Government of Georgia is highly committed to this project, and, therefore, contributed USD 150,000 in support of its implementation.

## 2. Goal and Objectives

The overall goal of the project is to further increase the capacity of the PDO to ensure the promotion and protection of human rights, and to expand its geographical outreach in the regions through developing the operational capacity of the PDO as a fully functional, independent national institution.

The main objectives of the project are:

- Objective 1: Strengthen the capacity of the Tolerance Centre, Medical Centre, and Legal Centre within the PDO;
- Objective 2: Further support and develop the capacity of the Public Defender's Regional Offices in Ajara, Imereti and Samegrelo;
- Objective 3: Establish the Public Defender's Office as a strong and effective training facility in the field of human rights protection; and
- Objective 4: Ensure promotion of human rights issues and raise public awareness through printing of thematic informative booklets on human rights and the activities of PDO in this field.

## 3. Strategy

The project will build upon the past and ongoing activities in the framework of UNDP's support to the PDO. The project's strategy aims to achieve that the Public Defender's Office in I bilisi and the regional offices will be fully operational institutions functioning in conformity with their mandate and with broad-based support from all sectors of Georgian society. Special emphasis will be given to women's human rights. The Offices will have developed and implemented detailed work plans, and have set priorities for future activities.

The Public Defender's Offices in Tbilisi and in the regions will further have developed a system for receiving and acting on complaints of human rights violations. These procedures established by the Office will be widely known throughout Georgian society. The complaints system will increase the capacity to investigate allegations promptly and will also provide a referral service.

The Public Defender's Office will have developed an internal capacity to provide high-level advice to government on all matters relating to the promotion and protection of human rights in Georgia. This capacity will extend to reviewing existing and draft laws to determine their conformity with Georgia's international and national human rights obligations, and advice in adopting appropriate human rights policies. At the successful end of the project the Public Defender's Office will have effective and efficient managerial and substantive operating capacities, and the ability to co-operate with external actors. The Office will become a self-sustainable, independent and effective system for human rights protection in Georgia.

## 4. Activities

- 4.1. Objective 1: Strengthen the capacity of the Tolerance Centre, Medical Centre, and Legal Centre.
- Output 1.1: Specific recommendations submitted to the Parliament, Constitutional Court and Ministry of Justice on amendments to and/or changes in the existing legislation on the promotion and protection of human rights and fundamental freedoms in Georgia.
- Activity 1.1.1 Contribute to the review and improvement of the Georgian legislation in accordance with internationally accepted laws, norms and regulations, including the international covenants to which Georgia is a party.
- Activity 1.1.2 Establish expert groups for ongoing and future revisions of legislation, draft laws, etc.

Activity 1.1.3

Prepare recommendations for improved legislation in close cooperation with local and international NGOs, Parliament, Ministry of Defence, Ministry of Health and Social Welfare, Ministry of Education and Science, Prosecutor's Office, Ministry of Interior and other relevant bodies and agencies for ensuring respect of human rights and human dignity in Georgia.

Output 1.2: Increased public awareness on the activities and functions of specialized Centers within the Public Defenders Office.

Activity 1.2.1.

Prepare regular reports on cases of violations of religious rights and freedoms of conscience, speech, violations of rights of disabled persons, prisoner's rights and right of fair trial based on needs assessments, monitoring results and research.

Activity 1.2.2.

Carry out civic education by organizing roundtable meetings and discussions with representatives of different confessions, NGOs, governmental and other institutions and organizations. Special focus will be made on the involvement of students and young professionals in the civic education events.

Activity 1.2.3.

Produce a monthly electronic newsletter of the Public Defenders' Office with sections on its varied mandate, monitoring results, overview of trends and analysis.

Activity 1.2.4.

Support maintenance of the PDO web page.

Activity 1.2.5.

Prepare, publish and discuss the 4 Focused Reports (2 reports for each year of project implementation): (1) Two reports on Right of Fair Trail, Law Enforcement Bodies and Places of Detention; (2) One report on Medical Rights; (3) One report on Rights of a Child - situation overview and analysis during the year and contribute to the PDO Parliamentary Reports.

Activity 1.2.6.

Prepare, publish and distribute the monthly journal/newsletter **Solidarity**.

#### Output 1.3: Fully operational Specialized Centers

Activity 1.3.1. Equip the Centers with necessary resources and technologies.

Activity 1.3.2.

Educate the PDO staff on legal matters concerning human rights and raise their professional qualification. Closely cooperate with all PDO Regional Offices and Specialized Centers.

Activity 1.3.3.

Conduct focused in-depth research, which will provide baseline and situation analysis in all respective fields of mandate areas of the PDO and the Centers.

Activity 1.3.4.

Conduct series of research in each of the fields of the Centers, namely survey on religious rights and freedoms in Georgia, research on gender disparities, reasons for gender based discrimination and cases of violation of women's rights, problems existing in the army and the objective reasons of their existence, the reasons and cases of violation of child's rights, the reasons and cases of violation of invalid and disabled rights.

4.2. Objective 2: Further support and develop the capacity of the Public Defender's Regional Offices in Ajara, Imereti and Samegrelo.

Output 2.1: Extended geographical outreach and increased effective coordination of PDO for more effective promotion and protection of human rights and fundamental freedoms

in the entire country. Increasing capacity of each of the offices to adequately address the local specificity and needs.

Activity 2.1.1

Receive, investigate, and, where appropriate, act upon complaints of human rights violations in the respective regions. The centralized case management system will be set up in order to ensure coordination and quality assistance provided to the victims of human rights violations and that the most difficult or complicated cases are forwarded to the PDO in Tbilis.

Activity 2.1.2

Arrange open roundtables on unaccepted recommendations and/or complicated cases by the Public Defender for the purpose of influencing public opinion and thereby putting pressure on public agencies responsible for human rights violations, and thus increase the efficiency of Public Defender's activities.

Activity 2.1.3

Equip the regional offices with necessary facilities.

Activity 2.1.4

Provide the regional offices with necessary documentation for establishing a section on human rights in the local libraries that will serve to raise the awareness about human rights and the role and mandate of the Public Defender.

Activity 2.1.7

Engage with local NGOs and mass media in their respective regions. Create a better understanding of the rights and freedoms of the population and the role of the PDO in the protection of these rights through its Internet web-site.

Activity 2.1.8.

Carry out regular roundtable meetings with participation of representatives from the local administration, NGOs, academia and human rights lawyers to conduct in-depth analysis of specific human rights issues in the respective regions.

Activity 2.1.9.

Conduct roundtable meetings, discussions on human rights and the Law on Public Defender of Georgia, and the PDO's role and mandate with local government representatives.

Activity 2.1.10.

Prepare regular reports for the Public Defender on all activities carried out during the reporting period and contribute to the PDO Parliament Report.

Activity 2.1.11

A Coordination Assistant will be designated to ensure communication, coordination and information exchange between the head office of Public Defender in Tbilisi and the offices in Western Georgia, organize and coordinate special events and meetings in regions and carry out the regional outreach function and other relevant activities.

4.3. Objective 3: Establish the Public Defender's Office as a strong and effective training facility in the field of human rights protection.

Output 3.1: Establish permanent Human Right Internship at PDO.

Activity 3.1.1

Develop curricula, prepare materials, and develop trainings sets.

Activity 3.1.2.

Establish cooperation with local and international NGOs, the Parliament, Ministry of Defense, Ministry of Health and Social Welfare, Ministry of Education and Science, Prosecutor's Office, Ministry of Interior and other relevant bodies and agencies for ensuring access to professional trainings for young professionals, students and volunteers.

Activity 3.1.3.

Equip the center with the necessary facilities.

Activity 3.1.4.

Develop the current Library/Documentation Center into a Resource Center, with full range of services for young scholars, professional lawyers and human right activists, which also could host international and local interns. Carry out renovations, purchase books, collect materials and technically equip the Resource Center to raise awareness about human rights and the role and mandate of the Public Defender.

4.4 Objective 4: Ensure promotion of human rights issues and raise public awareness through printing of thematic informative booklets on human rights and the activities of PDO in this field.

Output 4.1: Raise the public awareness on the issues of Human rights and the activities of the PDO

Activity 4.1.1:

Raise public awareness concerning efforts of The PDO in the field of Human Rights defense, conduct the periodical promotion campaign through special booklets, leaflets and

Activity 4.1.2:

Disseminate the thematic booklets during the civil education events and meetings, in regions etc.

# 5. Management Arrangements

The Government of Georgia through the Public Defender's Office will execute this project. A National Project Director (NPD) will be nominated within the Public Defender's Office to be responsible for achieving the project objectives and for executing all project activities. The NPD will reporting to UNDP on the implementation of the project.

The National Project Director will be the official liaison between the PDO and UNDP to ensure proper project execution. He/she will be in charge of requesting funds to cover project-related expenses, keeping an adequate control system for all financial and accounting records. For this purpose adequate staff will be appointed if necessary. For practical purposes, procedures to follow are those contained in the Management Manual for Government Executed Projects. The NPD will submit quarterly progress reports.

UNDP will recruit a National Project Coordinator who will co-ordinate the implementation of this project. UNDP will provide technical support to the project through services such as contracting, procurement, etc and will be responsible for the provision of all project inputs upon a formal request from NPD/Project Coordinator. NPD/Project Coordinator will provide UNDP with necessary documents authorizing the payments to be made in connection with project activities. During the absence of NPD/Project Coordinator, a delegate will be nominated to give such authorization. Official summary records of all transactions will be provided by UNDP to the National Project Director who will in turn keep appropriate and complete records for future project auditing.

The Project Support Team (PST) will be fully integrated into the Public Defender's Office and will be responsible for working closely with the management and staff of the Office to implement the project. Senior members of the Team will support the Public Defender's Office Sr. Management in decision-making on priorities and programme strategies.

#### 6. Monitoring and Evaluation

The project will be nationally executed by the Public Defender's Office and monitored by the United Nations Development Programme.

The National Project Coordinator in cooperation with the respective Programme Officer at UNDP will produce regular reports assessing progress in regards of intended outputs, evaluating overall impact and effectiveness of the project.

UNDP projects are subject to periodic monitoring for the achievement of the stated outputs in the project document. Following standard UNDP procedures, an internationally recognized auditing firm will carry out annual auditing of the project. The purpose of the audit is to certify that disbursements were made in accordance with the activities specified in the project document; disbursements are supported by adequate documentation; financial reports are fairly and accurately presented; appropriate management structure, internal controls and record keeping is maintained.

At the end of the project outcome evaluation would be conducted to assess the impact of the project.

Expenses	Unit price in USD	Quantity		year 1		year 2		Total
Regional Offices								
Assistant/Media coordinator in regions (3*24 r	\$ 583.00	72.0	\$ 2(	20 988 00	·	7 200 00	÷	44 076 00
Offices renovation	\$ 2,000.00	2.0	· 69	4.000.00	<b>→</b>	00.007,	<b>.</b>	41,976.00
Offices utilities	\$ 100.00			3,600.00	↔	3.600.00	÷ «A	7,000.00
Offices supplies				2,520.00	· <del>69</del>	2,520.00	· 69	5.040.00
Offices petrol	\$ 150.00		<del>5</del> ,	5,400.00	↔	5,400.00	· <del>49</del>	10,800.00
Offices maintenance		72.0		1,800.00	<b>⇔</b>	1,800.00	₩.	3,600.00
United Security	\$ 50.00			1,800.00	₩	1,800.00	<sub>G</sub>	3,600.00
Commissions (4*24*80)	_			5,400.00	<del>⇔</del>	5,400.00	₩	10,800.00
Digital photo cameras		,	6 <del>7</del> 6	2,880.00	₩.	2,880.00	<b>↔</b>	5,760.00
Dictaphones	300.00	0.0 0.0	÷Դ €	900.00	6 <del>5</del> 6		↔ .	900.00
TV VCR set		3.00	<del>o</del> 4	300.00	<del>∌</del> 6	ı	<b>69</b> 6	300.00
Vehicle expenses		25.0		300.00	A 6	, 000	<b>₩</b> •	900.00
Printers	\$ 350.00	3.0		1,000.00	<del>∂</del>	3,000.00	A U	7,200.00
Copiers	\$ 550.00			1,650.00	<b>.</b> 69	ı <b>i</b>	<b>→ U</b> :	1,050.00
Fax	\$ 150.00	3.0		450.00	· <del>69</del>	F	<b>-</b> 69	450.00
Generators				2,250.00	· <del>63</del>	•	· <del>69</del>	2.250.00
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	Β,Γ	3.0		2,700.00	es.	2,700.00	₩.	5,400.00
Travel costs	50.00	72.0	₩.	1,800.00	↔	1,800.00	₩	3,600.00
במאבן סספוס	90.00 \$0.00	72.0	₩	1,800.00	↔	1,800.00	<del>(</del>	3,600.00
Totaliorregions			7.7	72,988.00 \$		40,500,00	- Д (Л	
Tbilisi Office								
Equipment								
Computers (centers)		4.0		5,400.00			8	5.400.00
Computers(resource center)	\$ 1,350.00	4.0	ψ,	5,400.00			· <del>()</del>	5,400.00
UPS (centers)		4.0		400.00			· <del>G</del>	400.00
UPS (resource center)		4.0	€	400.00			₩	400.00
Printers	\$ 350.00	2.0	<b>4</b> A	700.00			₩.	700.00

Reisonnei Full time staff Head of center (4*24*400) Center Clerk (4*24*250)	Editing (English: 4 Parliamentary + 2*4 focuse Contributors Translation Design Printing Sub total - Annual Reports	Sub total: Office Expences  Publications  Annual and Special Reports  Editing (Georgian: 4 Parliamentary + 2*4 foor	Property insurance	Travel expenses	Internet Postage	Onice maintenance Communication Mobile phones	Office supplies Office renovation	Sub total. Equipme	Photocamera	Furniture (resource center)	Dictaphone	Video camera	Air conditioners (resource center)	Printers (resource center)
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Audit Audit	Sub total - Library/Doc c	special equipment for book storage	Software	Books	Periodicals subscriptiuon	Library/Doc centre	Sub total - Conferences/ Seminars	Round tables in Regions	Conference/Seminars  Round tables in Tbilisi	Sub totali⊸Researches//Evalu	полине загуеў	rioject evaluation	In-debth focused researches	Midterm researchs	Baseline researches	Sub total - Part Time Researches/Evaluation	Journalists	Interpreter/Translator	Hart Time staff/Contracted staff Consultants for centers (4*24*100) 30% load	Sub total -Rersonne	Hotline operators (z persons " 12 months)	Regional administrative clerk/coordinator	vveb site operator	Note with a security
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UNDP Admin Cost
UNDP admin cost 45,794.00 \$ 7,650.00 45,794.00