



United Nations Development Programme
Country: Georgia
Project Document

Project Title "Support to the Increase of Access and Transparency of the Court System in Georgia"

UNDAF Outcome(s): **Outcome 2:** Efficiency and accountability of governance structures at central and local levels strengthened, towards an inclusive and participatory decision-making process

Expected CP Outcome(s): **Outcome 2.4.1.** Transitional justice mechanisms and reform processes implemented towards an independent and well-functioning justice sector, with particular emphasis on respect for human rights.
(Those linked to the project and extracted from the CPAP)

Expected Output(s): **Output 2.4.1.** Impartiality of the justice system reinforced;
Output 2.4.2. Transparency and accountability of the court system enhanced and the newly established institutes of Speaker Judge and Jury Trial strengthened
(Those that will result from the project and extracted from the CPAP)

Implementing Partner: Supreme Court of Georgia

Responsible Parties: Supreme Court of Georgia

Brief Description

This substantive revision reflects continuation of project activities started in 2006, 2007 and will cover 2008. It envisages a revision of the project objectives.

The main goal of the project is to strengthen capacity of the court system, enhance its transparency and accountability and raise public awareness on the on-going court system reform including the introduction of Jury Trial Institution for ensuring access to justice for all. The project will also provide capacity building for members of the media. This will be accomplished by:

- a. Strengthen capacity of judges in human rights and interpretation of local legislation;
- b. Supporting introduction of Jury Trial and increasing public awareness through public relations activities;
- c. Increasing the transparency/accountability and efficiency of the justice system through trainings for Speaker.

Programme Period:	2009-2010
Key Result Area (Strategic Plan):	Justice and Human Rights
Atlas Award ID:	00052418
Start date:	Aug 06, 2006
End Date	Dec 31, 2008
PAC Meeting Date	_____
Management Arrangements	NEX

2008 AWP budget:	USD 359,585.86
Total resources required	USD 359,585.86
Total allocated resources:	USD 359,585.86
• Regular	_____
• Other:	_____
o UNDP	USD 100,084.00
o Government	USD 259,585.86
Unfunded budget:	_____
In-kind Contributions	_____

Agreed by Implementing Partner:
 Konstantine Kublashvili
 Chairman of the Supreme Court

Agreed by UNDP:
 Robert D. Watkins
 UNDP Resident Representative

14.11.08

Date:

Date:

Article I. SITUATION ANALYSIS

The implementation of the judiciary reform was initiated in Georgia in 1997-1998 after adopting the organic law on Common Courts and Supreme Court. Due to the existed political and economic situation the first attempt of implementation of judiciary reform was unsuccessful.

In 2005 the judicial authority of Georgia has elaborated the conception of legal reform and aiming at promotion of rule of law state in fact the large-scaled judiciary reform started anew. The main direction of this reform is improvement of court system, establishment a strong, fully independent, highly qualified and effective judiciary for ensuring: protection of human rights; equal access to justice by all including the vulnerable and marginalized groups; wide dissemination of information on court procedures and decisions; and the increased transparency of legal processes.

The new reform of judiciary, which started in Georgia in 2005, has produced significant results including institutional changes that are listed below:

- For the purpose of ensuring highly qualified justice, a transparent procedure of appointment of judges was elaborated – 139 new judges were appointed from 2005 until today. Vacancies are filled through competitions, which are held permanently. Members of civil society are given the opportunity to send their opinions on each proposed candidate to the Supreme Court of Georgia via the Internet. From October 2007, the High School of Justice, in addition to judges' periodical retraining and development of their professional skills, will be focused on training of future judges to make sure that common courts are staffed with highly qualified specialists. Due to the amendments to the Constitution of Georgia judges will not be appointed by the President. The Chairman of the Supreme Court of Georgia is authorized to appoint or dismiss judges upon the recommendation of the High Council of Justice.
- Introduction of the **Speaker Judge institution** has been a significant step made towards establishing transparent relationships between the court and the public. Through speaker judges the court conveys its position and final judgement to the wider public.
- As a part of the institutional reform **Magistrate Judges** were introduced in January 2007 at enlarged district (city) courts for ensuring access to justice for all.
- Judges are trained in both Georgian legislation and International Human Rights Documents. High qualified judiciary is an effective mechanism for enforcing the law supremacy.

The above-mentioned results have been achieved through a joint effort of the Government of Georgia, the High Council of Justice and the High School of Justice, also the UNDP Georgia project "Support to the increase of access and transparency of the court system in Georgia", contributed to realisation of some of the above mentioned changes. However, more time and efforts are needed for raising populations' awareness on the implementation of the on-going reform and further increasing transparency of the court system. Therefore, implementation of the project is very important for the Court System that needs the donors' assistance to overcome existing challenges. Supreme Court of Georgia requested UNDP to further support the common courts system in increasing the capacity of speaker judges and representatives of mass media.

Since the institution of a jury trial is completely new for the Georgian public, much work will have to be done in order to raise the public awareness regarding the essence of this institution, and, on the other hand, the role of each member of society in the functioning of jury trial; to acknowledge future jurors in their duties and responsibilities.

Further support is needed for the speaker judges' institution and mass media in order to ensure the full transparency of the justice system and raise the awareness of public on their fundamental rights and freedoms. In August 2007 amendment to the law on Common Courts came into force prohibiting video tape recording and photographing at the court rooms. The above amendment will considerably increase the work of the speaker judge institute and award it more function and importance.

Extension of training for judges in the International Human Rights Documents and international courts' practice would also support capacity building of judiciary.

STRATEGY

The government of Georgia is interested in strengthening the Court System of Georgia as an effective mechanism for protection of fundamental human rights and freedoms, supremacy of law and execution of justice. The project has been developed based on the request of the Supreme Court and its goals and objectives are in support of the UNDP Country Programme. In particular the project will contribute to achievement of the UNDAF outcome – related to strengthening efficiency and accountability of governance structures at the central and local levels towards an inclusive and participatory decision-making process. This is translated into the UNDP CPAP outcome 2.4.1 “Transitional justice mechanisms and reform processes implemented towards an independent and well-functioning justice sector, with particular emphasis on respect for human rights”. At an output level, this involves reinforcement of impartiality and independence of the justice system.

The project will support the Supreme Court by raising capacity of judges and increasing transparency and accountability of the Justice System in implementation of the court system reform. It will also contribute to enhancing the operational efficiency of the judiciary and developing human resource capacities within the courts.

Training and competence building in Human Rights and functioning of the courts will be provided to judges, media and civil society

The project in cooperation with the Supreme Court of Georgia and High School of Justice, which is responsible for training of the judiciary staff and judges aims at strengthening justice system in Georgia (including new institutions) through trainings in national legislation, international human rights documents and international human rights courts' practice. Since the enhanced transparency is of utmost importance for the judiciary reform process in Georgia, the project will conduct a wide public awareness campaign promoting and supporting the jury trial and speaker judge institutions, together with the capacity developments trainings for speaker judges, mass-media and NGOs' representatives.

The project objectives are as follows:

- a. Supporting introduction of Jury Trial and increasing public awareness through public relations activities
- b. Strengthening capacity of judges in human rights, new Criminal Procedure code and interpretation of local legislation
- c. Increasing the transparency/accountability and efficiency of the justice system through trainings for Speaker Judges and mass-media representatives on effective communications
 - a. For supporting introduction of the Jury Trial system in Georgia project envisages following activities: to conduct trainings on the essence of jury trial and its inevitability for guaranteeing rule of law in Georgia, on jurors duties and responsibilities; to make and broadcast jury trial institution/judiciary supportive public social announcements (PSA), TV plots and TV programs via leading TV channels; to make and broadcast radio programs on judiciary; to show films on jury trial/judiciary and hold discussion about the films with participation of public representatives through TV channels; to conduct repeated survey on jury trial (previous survey on public awareness and attitude towards jury trial was conducted at the end of 2007. Some components of the project PR strategy were planned on the bases of this survey). New survey will show changes in public awareness after conducted PR activities; to arrange public lectures; to realize wide advertising campaign.
 - b. For further development of capacity of justice system the project in line with the training program of the High School of Justice plans to organize trainings and seminars for judges from all instances of the common courts in human rights and local legislation. The trainings will be lead mainly by national experts and wherever possible international expertise will be utilised.
 - c. The capacity of speaker judges will be further enhanced through extending joint trainings for speaker judges and journalists. These trainings proved that they pave the way for establishment of the dialogue between justice system and media.

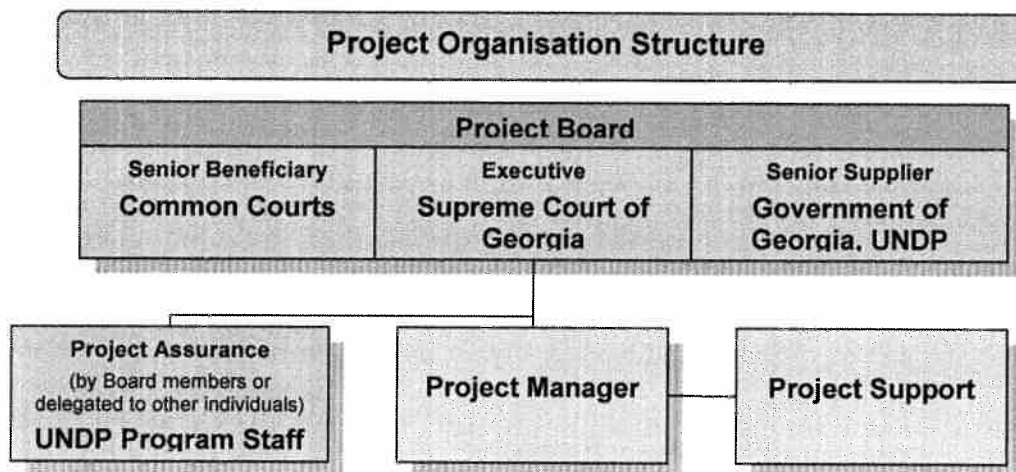
RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework:</p> <p>2.4.1. 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</p> <p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</p> <p>Indicator: Government Policy for the development of justice system elaborated; national action plan on human rights adopted and implemented.</p> <p>Baseline: The Government strategy for elaboration of Human Rights Action plan and development of the Justice system not in place.</p> <p>Target: Impartiality of justice system and protection of human rights ensured.</p>				
<p>Applicable Key Result Area 2.2 (from 2008-11 Strategic Plan): Strengthening accountability and responsive governing institutions</p>				
<p>Partnership Strategy: Partnership of UNDP with Supreme Court, Common Courts and High School of justice</p>				
<p>Project title and ID (ATLAS Award ID): Support to Justice System Project No: 00052418; Award ID 00044528</p>				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output 1. Capacity of the court system strengthened, transparency and accountability enhanced and public awareness on the on-going court system reform including the introduction of jury trial increased.</p> <p>Baseline: Public awareness regarding the implementation of court system reform is low, which results in negative public attitude towards justice system. Capacity of judges, including the speaker judges, needs development to keep abreast with the changes in the national legislation.</p>		<p>1 Activity Project Coordination Unit</p> <p>Result: Project coordination, administration and monitoring activities are effectively implemented.</p> <p>Actions:</p> <ul style="list-style-type: none"> - identification of project ideas; - support in the development of project proposals; - support in financial, HR and procurement management; - monitoring of project activities; 	<p>UNDP; Supreme Court of Georgia;</p>	<p>Project Coordination Unit Staff; UNDP Country Office Staff; Supreme Court Staff; Expertise; Office space; Office equipment; Base of High School of Justice; Space for trainings; Relevant literature; Information technologies.</p>

<p>Indicators: No of judges, journalists and civil society representatives trained; No of PR activities conducted; Public opinion poll undertaken;</p>	<p>At least 50 judges trained in human rights and interpretation of national legislation;</p> <p>More than 30 mass-media representatives trained; 8 Speaker judges trained; At least 18 civil society representatives trained; More than 120 students informed regarding on-going court system reform;</p>	<p>- support in project reporting.</p> <p>2 Activity Capacity Development of Judges Result: Capacity of judges in human rights and interpretation of local legislation strengthened Actions: - Trainings for judges in International Human Rights Documents and International Human Rights Courts practice; - Trainings for judges in national legislation;</p> <p>3 Activity Capacity Development of Speaker Judges and Enhancement of Transparency/Accountability of the Court System Result: Capacity of speaker judges strengthened; transparent relationships between the court system, mass-media and NGO established; information on court procedures and decisions widely disseminated; and transparency of legal processes increased. Actions: - Trainings for speaker judges, journalists and NGOs representatives; - Public lectures for students; - Supreme Court Chairman's regular meetings with journalists and NGOs; - TV programs on court system current activities;</p>	<p>UNDP; Supreme Court of Georgia; High School of Justice</p> <p>UNDP; Supreme Court of Georgia</p>	
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	<p>8 talk TV shows, 12 TV programmes and more than 20 radio programmes broadcast; monthly publication produced; a survey on jury trial conducted;</p>	<p>- Articles published in leading Georgian newspapers</p> <p>4 Activity Raising public awareness regarding court system reform, including the introduction of jury trial. Result: Public attitude towards court system reform improved.</p> <p>Actions:</p> <ul style="list-style-type: none"> - prepare and broadcast court system reform supportive public social announcements (PSAs), TV programs and TV plots through leading TV channels; - Prepare and broadcast radio programs; - Design and conduct special trainings on the essence of jury trial, on jurors' duties and responsibilities; - prepare and publish special articles on jury trial in leading newspapers; - Conduct survey on public awareness and attitude towards jury trial institution; - Realize other PR activities for raising public awareness on justice system including jury trial. 	<p>UNDP; Supreme Court of Georgia</p>	
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MANAGEMENT ARRANGEMENTS



The Supreme Court will be an implementing partner for this project and will be responsible for producing outputs and use of resources. As such, it will bear the overall accountability for delivering the project in accordance with its applicable regulations, rules, policies and procedures.

The Board's main task is to review the progress made by the project team towards achieving the planned targets, it also reviews and approves the Project Annual Work Plans and substantive Project revisions. The Project Board will be consulted by the Project Manager in order to receive necessary decisions when project management tolerances are (likely to be) exceeded. The Project Board convenes at the request of the Supreme Court or UNDP at least twice a year.

The PB will be composed of representatives of UNDP and the Supreme Court of Georgia. They will hold the roles of Executive and Senior Supplier to provide guidance regarding the technical feasibility of the project, and Senior Beneficiary to ensure the realization of project benefits from the perspective of project beneficiaries. Representatives of the High School of Justice, donors might be invited to attend the PB meetings.

UNDP Programme staff will hold the Project Assurance role to support the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures that appropriate project management milestones are managed and completed.

UNDP, in consultation with the Supreme Court will appoint a Project Manager to be responsible for day-to-day management and decision-making for the project.

The Project Manager's will hold the primary responsibility to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and co. Public relations activates will be ensured by the Public relations expert

Staffing

- 1 Project Manager: extensive experience of sustainable development, governance, resource mobilization, contacts with relevant Common Courts, donors, etc., extensive project management experience.
- 1 Public Relation expert: experience in conducting public relations activities with various actors including civil society organizations and governmental institutions.

The Project Unit will be located in the offices of the Supreme Court of Georgia. Project activities will be managed in close collaboration with the Supreme Court project staff carrying out most of the operational tasks, with the support of UNDP project staff, consultants and trainers.

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.

Quality Management for Project Activity Results

OUTPUT 1: Capacity of the court system strengthened, transparency and accountability enhanced and public awareness on the on-going court system reform including the introduction of jury trial increased.		
Activity Result 1 (Atlas Activity ID)	Project Coordination Unit	Start Date: Jan 2007 End Date: Dec 2007
Purpose	Effective coordination, administration and monitoring of the project activities	
Description	<ol style="list-style-type: none"> 1. Identification of project ideas; 2. support to mission for making assessment of access to justice in Georgia; 3. support in financial, HR and procurement management; 4. monitoring of project activities; 5. support in project reporting. 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Outlined target met	Performance appraisal of the project staff	December 2008

OUTPUT 1: Capacity of the court system strengthened, transparency and accountability enhanced and public awareness on the on-going court system reform including the introduction of jury trial increased.		
Activity Result 2 (Atlas Activity ID)	Capacity Development of Judges	Start Date: May 2007 End Date: Nov 2007
Purpose	strengthening capacity of judges in human rights and interpretation of local legislation	
Description	Trainings for judges in International Human Rights Documents, International Human Rights Courts practice and in interpretation of national legislation	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
More than 50 judges trained in human rights and interpretation of national legislation	Written evaluations made by the trainings participants	May/ Oct/ Nov 2008

OUTPUT 1: Capacity of the court system strengthened, transparency and accountability enhanced and public awareness on the on-going court system reform including the introduction of jury trial increased.		
Activity Result 3 (Atlas Activity ID)	Capacity Development of Speaker Judges and Enhancement of Transparency/Accountability of the Court System	Start Date: Feb 2007 End Date: Dec 2007
Purpose	Strengthen Capacity of speaker judges; establish transparent relationships between the court system, mass-media and NGO; widely disseminate information on court procedures and decisions; and increase transparency of legal processes.	
Description	<ol style="list-style-type: none"> 1. Trainings for speaker judges, journalists and NGOs representatives; 2. Public lectures for students; 3. Supreme Court Chairman's regular meetings with journalists and NGOs; 4. TV programs on court system current activities; 5. Articles published in leading Georgian newspapers 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
- More than 30 mass-media representatives trained; - 8 Speaker judges trained; - At least 18 civil society representatives trained;	Written questionnaires and recommendations made by the trainings participants	
More than 120 students informed regarding on-going court system reform;	Students written impressions and opinion about current court system reform	Mar/Apr/May/June/Oct/Dec 2008
12 TV programmes and more than 20 radio programmes broadcast; monthly publication produced	Monthly analytical review: "Mass-media about Justice" prepared by qualified media analysts.	Feb-Dec 2008

OUTPUT 1: Capacity of the court system strengthened, transparency and accountability enhanced and public awareness on the on-going court system reform including the introduction of jury trial increased.		
Activity Result 4 (Atlas Activity ID)	Capacity Development of Judges	Start Date: Apr 2007 End Date: Dec 2007
Purpose	Improved public attitude towards court system reform.	
Description	<ol style="list-style-type: none"> 1. prepare and broadcast court system reform supportive public social announcements (PSAs), TV programs and TV plots through leading TV channels; 2. Prepare and broadcast radio programs; 3. Design and conduct special trainings on the essence of jury trial, on jurors' duties and responsibilities; 4. prepare and publish special articles on jury trial in leading newspapers; 5. Conduct survey on public awareness and attitude towards jury trial institution; 5. Realize other PR activities for raising public awareness on justice system including jury trial. 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
At least 2 PSAs prepared and broadcast; TV plots, radio and TV programmes on jury trial broadcast; Monthly publication on jury trial produced; At least 2 trainings on jury trial conducted;	Public opinion poll on awareness and attitude towards jury trial institution	Sep-Oct, 2008

LEGAL CONTEXT

If the country has signed the Standard Basic Assistance Agreement (SBAA), the following standard text must be quoted:

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 [or other appropriate governing agreement] 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".

ANNEX 1: RISK ANALYSIS

Risks Log

#	Description	Category	Impact & Probability	Countermeasures / Mngt response	Owner	Author	Date Identified	Last Update	Status
1	Change of general management of the Supreme Court of Georgia	Political	Change of the Supreme Court leadership may result in a shift of court system priority. Each initiative under the project is agreed with the Supreme Court management and such change may affect project activities which may lead to delays and changes in expected outputs. P = 2	Involvement of all relevant stakeholders should be ensured both at proposal formulation and project implementation stages. The results of the project should be disseminated widely to public, it will ensure transparency and safeguard sustainability of an effort in case key decision-makers change.	Project Coordination Unit (PCU)	PCU	November 2007		No change
2	Changes in reform's priorities	Political, Strategic	Due to the current political situation Parliament of Georgia failed to adopt the new Criminal Procedure Code. Initiation of jury trial institution depends on adoption of the above document. It is expected that future Parliament will adopt the Code. In case of repeat the attaining project objective might be at risk. P = 2	Continue popularising the idea at the high political level, organise information campaign in the media	PCU	PCU	December 2007		No change

ANNEX 2: Terms of Reference for Key Project Personnel:

TOR for Project Coordinator

- A. Job Title and Grade: **Project Coordinator** Grade: NOA, step IV
- B. Duty Station: Tbilisi
- C. Project Reference: **Support to the Increase of Access and Transparency of the Court System in Georgia**
- D. Duration of Employment: 01 January, 2008 – 31 December, 2008 (full-time)

Under the general supervision of Project National Director and UNDP Programme Analyst, the project Coordinator performs a variety of information collecting, analyzing and monitoring services in **Support to the Increase of Access and Transparency of the Court System in Georgia** project activities, as outlined below:

- a) Responsible for providing leadership and oversight of Project implementation activities;
- b) Assist UNDP Programme Analyst in identification of program directions of involvement, strategy development and planning, elaboration of relevant documentation;
- c) Draft proposals for fund-raising purposes;
- d) Ensure coordination and timely reporting on Project implementation activities, including procurement, disbursement, preparation of consolidated work programs, budgets, monthly, quarterly and annual progress reports;
- e) Establish project schedule and operating procedures;
- f) Ensures consistency of the project activities with the project work plan;
- g) Undertake periodic updates of plans including cost estimates, based on UNDP Project Document;
- h) Provide supervision/consultations to interested stakeholders (seminars, workshops, etc.);
- i) Supervise, monitor, evaluate and report on Project activities;
- j) Provide day-to-day supervision and mentoring of the Project;
- k) Assist UNDP Programme Analyst in liaising and ensuring coordination with relevant donors and government agencies;
- l) Coordinate activities of the Project with the ongoing Justice System reforms;
- m) Be involved in Project public outreach activities such as preparing presentations, preparing/participating in meetings/consultations with stakeholders;
- n) Develop materials aimed at promotion of the Project in close consultation with the Project PR Expert and UNDP Communications Analyst;
- o) Together with the Project PR Expert act as one of the contact persons for media representatives on Project related issues;
- p) Supervises the maintenance of the project related documentation (contracts, reports, drafts, correspondence, etc);
- q) Conducts major procurement of supplies and equipment for the project and prepares related tender documentation;
- r) Ensures promotion of UNDP values including respect for Human Rights and Millennium Development Goals.

Perform other duties as required.

TOR for Project PR Expert

- A. Job Title and Grade: **PR Expert**, NOB, Step II
- B. Duty Station: Tbilisi
- C. Project reference: "Support to the Increase of Access and Transparency of the Court System in Georgia"
- E. Duration of Employment: 12 months

PR Expert for the project "Support to Justice System"

Under the direct supervision of the Project Coordinator will provide the following duties:

1. Formulate and implement an effective communications strategy for the project;
2. Develop and implement Public Awareness campaign and effective PR strategy in relation to project objectives;
3. Within framework of the project (1) Organize and coordinate mass media information and education campaigns and write materials for the press; (2) Administer publishing booklets, posters, press-releases and photos; (3) facilitate preparation documentary films, TV and Radio commercials, talk shows, etc.;
4. Produce monthly newsletters;
5. Organize trainings, meetings, seminars and other events for speaker judges and mass media representatives to promote the project and its objectives;
6. Communicate to journalists/broadcasters, in writing and face to face, to achieve excellent coverage for the project;
7. Develop and maintain local and key source media lists and contacts;
8. Provide monthly reports to the project management regarding the progress of the communications strategy and prepare the final report on the implemented activities on public awareness;
9. Perform other mass media or Public Relations related duties as required by the Project Manager;
10. Participate in planning of work schedule and preparing of official and progress reports and other Project documentation.

Annex III

Special Clauses. In case of government cost-sharing through the project which is not within the CPAP, the following clauses should be included:

1. The Donor shall, in accordance with the schedule of payments set out below, contribute to UNDP the amount of 200,000 USD. The contribution shall be deposited in the

TBC-BANK
11Chavchavadze Ave., 380079, Tbilisi, Georgia
SWIFT: TBCBGE 22
Account N 609300 (GEL)
BENEFICIARY: UNDP Georgia

	<u>Schedule of payments</u>	<u>Amount (US \$)</u>
(a)	1 st Quarter 2008	100,000
(b)	2 nd Quarter 2008	100,000

2. The value of the payment, 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.

3. 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.

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

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

6. 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 endeavors to obtain the additional funds required.

6. If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph []above 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.

7. 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) 5% 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 in line with Annex IV "List of Support Services Provided by UNDP Georgia"

8. 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.

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