

UNITED NATIONS DEVELOPMENT PROGRAMME

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Project Title: Study and Research on Election Media Coverage for the 2020 Parliamentary Elections in Georgia.

Project Number: 00120749, **Output number:** 00116809

Implementing Partner: UNDP

Start Date: 1 May 2020 **End Date:** 31 January 2020

PAC Meeting date: 12-Aug-2020

Brief Description

This EU-UNDP project aims at promoting a transparent, credible and balanced media environment during the 2020 Parliamentary Elections in the country. This will be achieved through implementing evidence-based assessment of media performance via comprehensive and qualified media monitoring (MM), raising journalists' awareness on professional reporting, and enhancing public discussions on media coverage of electoral developments.

UNDP started supporting CSOs in elections media monitoring since 2010. The proposed action builds on the success of previous iterations of MM and is meant to further improve dialogue among the target and beneficiary groups. The increased knowledge among the stakeholders of the media's election reporting strengths and weaknesses will contribute to the improvement of media professional standards.

Specific results of this project include: a) an accurate evidence-based account of media coverage of political/election subjects through monitoring activities of Georgian media (including social) during 2020 Parliamentary Elections; b) protection of the media from undue political influences through widely publicizing the monitoring findings; and c) increase in pluralism of media space and balanced media performance that will allow public to make informed decisions during the elections and getting involved into the public debates.

UNPSD 2016-2020 Outcome 1/CPD 2016-2020 Outcome 1:

By 2020, expectations of citizens of Georgia for voice, rule of law, public sector reforms, and accountability are met by stronger systems of democratic governance at all levels;

CPD 2016-2020 Output 1.3. By 2020, representative legislature, independent judiciary and accountable executive powers are underpinned by functioning system of checks and balances.


UNDP Strategic Plan 2018-2021: Outcome 2. Accelerate structural transformations for sustainable development/2.2.2 Constitution-making, electoral and parliamentary processes and institutions strengthened to promote inclusion, transparency and accountability

Indicative Output with gender marker:

Output 00116809: GEN2 (Gender equality as a significant objective)

Total resources required:	419,670.29USD	
Total Resources allocated:	European Union	391,937.29USD equivalent of 350,000EUR per UNXRATE for Jul-20: 0.893
	UNDP TRAC:	27,733 USD
Unfunded:	0 USD	

Agreed by:

UNDP

Louisa Vinton Resident Representative
Date: 16-Sep-2020

I. DEVELOPMENT CHALLENGE

Georgia's press freedom ratings have improved over the last few years. With the Press Freedom Index by Reporters Without Borders the country stands at 60th place retaining positive tendency in comparison with previous years - 61st in 2018, 69th in 2017; 104th in 2012 and 120th in 2008. The EU/UNDP relevant media monitoring initiatives could be partially attributable to the positive trend through the following activities: building the media monitoring capacities for the civil society organizations (CSOs) by refining their watchdog skills, raising Georgian journalists' awareness on professional reporting, and increasing access to information and transparency on ownership and financial flaws in media by promoting relevant legislative amendments.

A number of positive changes were observed during the 2016 Parliamentary Elections. The coverage of the election subjects became less polarised, more objective and balanced, in accordance with media monitoring reports of not only EU/UNDP, but also OSCE/ODIHR as well as NATO, European Parliament, and Council of Europe, represented in different capacities within the observation mission of the 2016 Parliamentary Elections in Georgia.

In 2016 IREX Media Sustainability Index (MSI), which looks at the freedom of speech, professionalism, plurality of news, business management and supporting institutions, assigned Georgia to the category of "nearly sustainable system" moving it up from the "unsustainable mixed system" in 2012¹. There has been a minor decline lately from 2.31 in 2018 to 2.25 in 2019, though the country retains the obtained category. Accessing public information, self-censorship, poor technical facilities, contracted advertising market and thus increased competition for the advertising revenue have been considered challenging. Though "an active engagement of Georgian civil society groups' and professional associations' efforts to promote the interests of the media, along with support of the media by international donors" has been considered a positive development.

The main challenge remains to sustain the achievements and help to regulate political temperatures in the run up to elections. Thus, to compare with the similar previous elections, the statement of International Election Observation Mission indicated to the polarized campaign coverage along the political lines even though it said the "parliamentary elections of 8 October 2016 had been competitive, well-administered, and fundamental freedoms had been generally respected"².

During the previous phase of 2018 Presidential elections media monitoring, Georgia continued to enjoy pluralistic and largely free media environment as the public had an unhindered access to the variety of opinions. However, polarization and negative campaigning was still apparent in the media, which made it much more difficult for the media to ensure balanced and unbiased reporting. The lack of in-depth reporting has been considered a continues challenge. During that electoral cycle the international media ratings have either remained largely the same or some improvements were noted in terms of sustainability and freedom. Though some of the public opinion polls (including from NDI and IRI) showed relatively low trust (below 40%) in largest TV stations.

It is critically important that the democratic transition towards free and fair state respecting rule of law and human rights is not compromised. Open, unbiased and balanced media certainly has a vital role in terms of promoting a level playing field among electoral subjects. Despite latest changes towards the transparency of media ownership and improvement of certain media freedom indices, certain impressions on possible limitations to media freedoms have emerged after decisions made by Tbilisi City Court and Appellate Court over the complicated and lingered ownership issue of "Rustavi 2" TV. This has finally ended up in the absolute majority of journalists being urged to leave the broadcaster and form two new TV channels – Mtavari TV and Formula TV, the owners of which are yet under pressure being either in pre-trial

¹ Unsustainable, Anti-Free Press (0–1), Unsustainable Mixed System (1–2), Near Sustainability (2–3), Sustainable (3–4)

² <http://www.osce.org/odihr/elections/georgia/273221>

investigation or regularly summoned at the court and investigative agencies. The owners of another critical media outlet TV Pirveli are also considered to be under the similar pressure.

The EU policy documents and instruments – such as the Convention for the Protection of Human Rights and Fundamental Freedoms; Charter of Fundamental Rights of the European Union; the Association Agreement – refer to the need of ensuring freedom of the media in the context of human rights and fundamental freedoms to strengthen respect for democratic principles, the rule of law and good governance and to contribute to consolidating domestic political reforms. They encourage proper implementation of the broadcasting legislation and ensuring freedom of speech and expression, call for promoting exchange of views and bringing legislation in full compliance with European standards with a view to future participation in international instruments of regulatory framework, including the progressive approximation with the EU framework.

Current proposal addresses key issues related to the above through addressing the media challenges from multiple perspectives in the run up to the coming parliamentary elections of 2020. The proposed activities include strengthening the media monitoring practices and publicising the findings. In fact, this is also believed to contribute to equal access to the media for all political subjects during the election campaign. This iteration will also include a new element of monitoring the social media to the extent possible with the new methodologies to be respectively designed and adhered to. In fact, a number of media outlets are themselves increasingly referred to the posts in the social media sometimes simply covering them directly. Thus, it has been considered important to introduce such element in order to take snapshot of a more comprehensive picture.

Another novelty to the MM will be the research of Gender equality in elections, both in terms of equality among the male and female candidates as well as gender-sensitivity in the campaigns of electoral subjects. This is probably the most relevant topic to monitor at this moment in time after several years of intensive, albeit unsuccessful, campaign in favour of parliamentary gender quotas. The monitoring methodology for this topic has been developed at the updating and adaptation phase of the project. In addition, media monitors will undergo awareness-raising seminar on gender problematics with the involvement of the UN Joint Programme for Gender Equality in Georgia and a local expert.

It is likely that closer to the election period the political temperatures will raise, and media may become polarized. It is crucially important to sustain earlier efforts and further raise the awareness of media outlets on the importance of unbiased and professional media coverage so that they can better function as neutral and fair mediators between the public and authorities, thus, encouraging public involvement in statehood building.

The MM was undertaken on several iterations covering both national and local elections since 2010. This promoted provision of reliable and independent data of the pre-electoral broadcasts of the selected media sources from the point of view of their content trends and balance of coverage. The findings of the monitoring, namely those related to a) quantitative time allocation balance among political subjects; b) media reporting about usage of administrative resources; c) substance (i.e. electoral programmes, platforms and messages) vs. references to other non-substantive matters (i.e. personality characteristics, etc.) were later discussed by the representatives of the civil society and media experts. Based on the 2018 monitoring cycle, it was considered important to present the monitoring results considering the context, i.e. in relation to the country's general media environment of the day. The user-friendliness of the reports and presentation were also considered including infographics and other visualization techniques. It was also decided to shorten the period between the monitoring cut-off date and the actual presentation of the results to make it more relevant for media. The reports were also strengthened from the qualitative components point of view. This helped informing the discussions on following subjects: political neutrality of journalists and their ability to reflect all important opinions across the political spectrum; the ability of journalists to set the agenda for news and the level of professional and neutral evaluation of the issues included in the news report; self-censorship; information flow; spin doctoring; black PR; propaganda; types

of hidden advertisement; hate speech; gender stereotype, etc. The projects have demonstrated the interest to improve the news coverage as a result of the MM results.

Airing of balanced and neutral information during the election-related coverage without missing any important topics shall be promoted again through organizing the media monitoring (MM) exercises in the above-mentioned media sources the results of which will be actively discussed and debated over. The project will aim at enhancing public debate on media's performance during the election cycles through public presentations that are usually actively covered by media itself. The project activities will address the identified problems through promoting the formation of free environment for journalists and the improved access to information for public in general.

II. STRATEGY

The strategy of this project builds on the premise that proper media monitoring and the publicity of its findings sensitize media sources towards the need of ensuring non-biased and balanced coverage and contributes to helping electorate make informed choice in upcoming elections. The findings, to be discussed publicly are meant to facilitate open discussion among the wide range of stakeholders such as public in general and CSOs, specialized and media experts as well as political parties. This should help identify and correct biased tendencies. It should also stimulate further public debates as a necessary pre-requisite for democratic processes.

The CSOs that will perform pre-elections monitoring of the relevant media sources are being hereby identified from the pool of organizations the capacities of which were built under previous EU/UNDP project. The CSOs will perform the monitoring and be actively engaged in presenting the results along with EU and UNDP, which will facilitate adequate environment for holding professional and unbiased monitoring. The CSOs will be able to independently apply various tools of media monitoring as well as produce and disseminate professional assessments of the media.

The planned initiation of the MM will signal various media sources to be better prepared for a professional coverage of elections. In other words, those media sources will have enough time prior to elections to consider the ways of improving on neutrality and balance in their coverage. This also underlines the fact that the MM is in fact provided more as an informative and stocktaking rather than criticizing tool of Georgian media.

The project will revisit lessons learned from previous media monitoring cycles and facilitate the process of designing methodology and criteria to support the production of the reliable and independent data of the electoral broadcasts of the selected TV stations, online publications, social media, print media and radio broadcast. The presented data will meet the international standards and good MM practices as acquired from the initial capacity building. It will contribute towards improved media monitoring framework and recognition of the relevant standards of coverage by major players. During the discussions, the representative from the respective CSOs will present the key findings and invite relevant civil society or media experts to further debate on those.

In view of the importance of the upcoming parliamentary elections as a key source of political power, the electoral campaign has practically started already and will be on the rise during the closer pre-electoral periods as well as during and immediately after the elections that will be covered by the MM. The MM will be organized prior, during and immediately after the upcoming elections. The MM should promote a non-biased and balanced coverage as the media sources will be widely informed about the intended monitoring. As media cares about its image and reputation and has an ambition, at least stated, of providing the public with accurate and non-biased information, it will be concerned about the quality of the assessment of their performance in the eyes of public. The public demand for the professional coverage should positively influence the supply side.

Involvement of citizens as the primary consumers of the information and key target audience will also be achieved. Media itself will be certainly involved in those discussions to provide them with an opportunity to obtain additional reflections or clarifications about their performance and respond, if necessary, to the findings.

CSOs will further hone their MM skills and watchdog capacities in general.

The rights of journalists and media managers will also be better protected as, based on the experience, they will be able to use the MM findings as a shield against an undue political influence.

The public that will be provided with the objective data on MM will be able to make informed decisions during elections and be less vulnerable to the opportunistic insinuations, influences and manipulations - the amount of which are usually on increase in the run up to elections.

The project will also provide an informed opportunity to the external partners observing the developments in Georgian media, which can be considered an important element while measuring the country progress with the democracy.

The project is in line with the Country Programme Document (CPD) 2016-2020 and directly contributes to the output 1.3 "By 2020, representative legislature, independent judiciary and accountable executive powers are underpinned by functioning system of checks and balances", which in its turn contributes to Outcome 1 "By 2020, expectations of citizens of Georgia for voice, rule of law, public sector reforms, and accountability are met by stronger systems of democratic governance at all levels" of CPD 2016-2020, as well as United National partnership for Sustainable Development (UNPSD) 2016-2020.

The project is aligned with UNDP Strategic plan 2018-2021 Outcome 2 "Accelerate structural transformations for sustainable development" and output 2.2.2 "Constitution-making, electoral and parliamentary processes and institutions strengthened to promote inclusion, transparency and accountability".

III. RESULTS AND PARTNERSHIPS

3.1/ Expected Results

This EU-UNDP project will focus on promoting a transparent, credible and balanced media environment during the 2020 Parliamentary Elections in the country. This will be achieved through implementing evidence-based assessment of media performance via comprehensive and qualified media monitoring (MM), raising journalists' awareness on professional reporting, and enhancing public discussions on media coverage of electoral developments.

Specific results of the intervention include: a) an accurate evidence-based account of media coverage of political/election subjects through monitoring activities of Georgian media (including social) during 2020 Parliamentary Elections; b) protection of the media from undue political influences through widely publicizing the monitoring findings; and c) increase in pluralism of media space and balanced media performance that will allow public to make informed decisions during the elections and getting involved into the public debates. The project will strive to deliver 2 outputs.

Output 1/ Evidence based assessment of the quality of the coverage of Georgian Parliamentary elections 2020 by national media via comprehensive media monitoring during and immediately after elections.

The proposed activities under this output are as follows:

- 1.1/ Conducting media monitoring of major media sources (TV – news and talk shows, internet, social media, print and radio) against the most relevant electoral subjects and key topics during the 2020 parliamentary elections;
- 1.2/ Developing and distributing media monitoring reports and recommendations;
- 1.3/ Raising public awareness on media monitoring findings through organising relevant presentations and discussions.
- 1.4/ Organising an informative meeting with local media representatives before the monitoring;
- 1.5/ Conducting media monitoring of TV news and talk shows for the perception of outside influence on electoral processes;
- 1.6/ Promoting the bilingual online data-base – mediamonitor.ge

Exact number of the media sources including the social media as well as the monitoring timeframe including the start and end-date will be determined prior to the actual commencement of the media monitoring as a standard practice. The number and regularity of monitoring reports and their respective presentations to the public will also be determined prior to the commencement of the MM in consultation with CSOs.

- The news and talk-shows coverage will be analysed and evaluated based on the methods agreed with the selected CSOs, and the findings will be presented by the monitoring organizations and discussed by the above mentioned stakeholders with regards to a) quantitative balance among political subjects, b) political neutrality of journalists and their ability to reflect all important opinions across the political spectrum (content analysis), c) whether and how the politicians in power are using administrative resources during the pre-election period, d) types of hidden advertisement, e) ability of journalists to set the agenda for news and the level of professional and neutral evaluation of the issues included in the news report. The MM shall also attempt to look at the media coverage through the gender lenses and for that the parallel ongoing UNDP gender project staff capacities and resources will be employed.

Methodology of Monitoring

Specific methodology and criteria will be established to monitor electoral broadcasts. Several CSOs will perform a quantitative and qualitative analysis of news, political and elections related talk shows and other programmes aired during prime time. The information will include a range of indicators, such as: airtime given to different candidates, frequency of mentioning, tone of coverage, equal treatment, “hate speech” and others. The indicators will be agreed upon in details between UNDP and the CSOs prior to the actual start of the monitoring. Special emphasis is to be made on the social media monitoring methodology, which will need to be carefully crafted with the likely support to be sought outside of the country.

The thematic TV monitoring will capture the media’s perceptions of statements and positions of outside actors - third countries, international institutions, and foreign political groups and alliances, related to the election process and the election subjects. The monitoring will identify and document any possible bias by the media. CRRC-Georgia will provide analysis of primetime TV news and talk-shows based on the methodology agreed with UNDP. The monitoring will consist of two parts - quantitative and qualitative analysis. The quantitative component will consist of the following components: analysis of time allocated to the topic, direct and indirect speech and coverage tone. Components of the qualitative monitoring will be balance, accuracy, manipulation with frames and music and language of journalists. Sharing of the findings of the thematic media monitoring with outside partners will be agreed upon by EU and UNDP in the course of the implementation.

All media monitors will have a common list of MM subjects, which will be developed prior to the commencement of the monitoring. Based on the previous experience, the list should be maintained as a living document providing an opportunity to add or remove subjects during the monitoring process following any possible changes to the electoral landscape.

The list of media outlets and the detailed schedule of the planned programmes of MM will also be developed prior to the initiation of the monitoring.

The obtained statistical data will be presented at the various discussion fora and analysed accordingly. The project will encourage understanding of the role and duties of impartial and professional media in democracy. To the extent possible, more active collaboration will be established with journalists and media professionals while adjusting the methodology to the latest realities as well as in producing media analysis based on monitoring results, in preparing better visualizations of the data and wider use of social media to disseminate the findings.

The regular discussions will provide media companies with the necessary analysis of the coverage of electoral subjects and issues and provide them with a better understanding of the gaps and ways to overcome them in the interests of becoming more impartial and professional.

The MM reports and findings will be placed online at the interactive and easily accessible information platform <http://www.mediamonitor.ge> which has been maintained by UNDP after the completion of the previous undertakings. The data is organized in the user-friendly manner to provide an opportunity for media experts and most importantly for an average user to filter the information customized to their own interest. As there is no statistical data or alternative monitoring data available, this platform will give the opportunity for various interested stakeholders – Georgian public, media, authorities, CSOs, international organizations as well as all other interested players abroad – to view the results and make conclusions about the media situation in the country. The platform allows the stakeholders to track appropriate tendencies in Georgian media. The platform was designed in an open data format allowing the monitoring organizations to administer their respective information.

The proposed platform will promote the concept of media monitoring among local and international stakeholders. This should contribute to the achievement of its overall objective of fostering transparent and balanced media environment during the Parliamentary elections. Through raising the profile of the project, the platform will expose Georgian media outlets to the increased public attention and subsequent debates.

The platform will complement the information used through the traditional means of communication by representing an easy and user-friendly reference point for fresh results. Cross-referencing will be ensured by placing appropriate links both at the social networks and at the platform. In addition, where necessary UNDP country office, will use the Facebook and Twitter accounts to promote the awareness on MM and provide additional updates and references.

Output 2/ Enhanced capacities of CSOs in implementing evidence-based oversight of media performance in the context of elections.

The following activities will be carried out under this output:

- 2.1/ Training and retraining the CSO media monitors according to the latest methodology;
- 2.2/ Training of educators and students in journalism on basics of media monitoring methodology;
- 2.3/ Training of CSO media monitors on electoral processes
- 2.4/ Designing the new methodology on social media monitoring and updating the monitoring methodology as a whole by extending monitoring activities to key political / social topics (such as gender equality, influence of foreign powers and/or cybersecurity in the context of elections) and adapting it to the latest situation on the ground

In order to further increase the capacity of the CSOs/media monitors and adapt the methodology to the changing context, they will undergo training. The training on the methodology will be performed by **Osservatorio di Pavia (OdP)**, an Italian media research organization with more than 25 years of experience

of research and history of collaboration with the UN agencies, EU / European Commission and OSCE/ODIHR in the field of elections-related media monitoring. During the course OdP will illustrate the latest developments in media analysis, international principles and best practices in the analysis of election campaigns and media coverage of elections.

Given the level of professionalism and experience of the CSOs involved in this project and in order to maximise the benefit for the trainees, a **two-step approach** to the learning needs will be adopted:

The **Step One** will comprise training by OdP in general aspects of the media analysis during elections, the basic benchmarks for a valid and reliable media monitoring operation and the international principles regarding freedom of expression and elections. **Step Two** would look into the most sensitive, challenging and disputable questions related to the media monitoring of the elections. This includes: the definition of the tone of coverage, how to monitor government officials taking an active part in the election campaign, how to update the analysis forms, if needed, how to tackle qualitative issues regarding the journalistic professional standards and ethical codes, how to define the sensitive matters of dangerous/hate speech and disinformation, and finally reflect on the scope, scale and approach of a feasible social network sites (SNS) monitoring. The scope of this part will be to tackle the most problematic issues related to the monitoring and possible ways to address them.

The current Covid-19 crisis and related constraints dictate to deliver training in a **remote online** mode, while the high number of monitors engaged in the project suggest to adopt a **'training-of-trainers'** model. The therefore OdP will target a small number of key selected figures (up to 3 or 4 senior monitors from each partner CSO: Internews and the Charter) that will be in charge of managing the monitoring activities (with specific tasks of covering the areas of work organisation and management, accuracy checks, data analysis, and reporting). At a later stage the trained senior monitors will train other monitors.

The main thematic blocks the training curriculum will be built upon concern:

1. International principles on freedom of expression and elections
2. Media monitoring during elections
3. Media and journalistic standards and election coverage & women and elections
4. Media monitoring: sensitive and challenging issues
5. Monitoring social network sites

CRRC will be monitoring media perceptions of outside influence on Georgian electoral processes, which will require tailored methodology for the monitoring. OdP will intervene in the elaboration of this part of the media monitoring and will provide on-line consultancy to the senior research staff of CRRC involved in this research. Main news programmes and talk-shows aired in prime-time on twelve TV stations, already identified for the monitoring, will be in the focus of CRRC's research, which will use quantitative as well as qualitative methods of content analysis.

3.2/ Resources Required to Achieve the Expected Results

The total required funding for activities proposed under this project amounts to USD 419,670, including USD 391,937 (equivalent of EUR 350,000) and USD 27,733 UNDP TRAC funds, and divided in the following manner:

Outcome	Amount (USD)
Output 1	291,419
Output 2	12,445
Visibility Costs	7,839
Management Costs	82,326
GMS, EU 7%	25,641
TOTAL COST	USD 419,670

The project staff is recruited in May and June 2020, media monitors are trained, monitoring methodology is updated and media outlets are identified for the media monitoring using UNDP's TRAC resources, project activities from July 26 will be funded by EU funds.

Required material and human resources, are listed below. Respective costs are spelled out in Annex III- Budget of the Action.

Project equipment and other project running costs

The Project budget includes the following costs:

- Cost of IT and telecommunication
- Stationery supplies for operation of the office
- Computer and office equipment purchase
- Costs of travel for the project activities
- Costs of project communication and visibility activities (as spelled out in the Communication and Visibility Plan)

List of staff directly attributed to the project:

While the section below provides a brief description of the respective positions, section VII on Governance and management arrangements of the project includes a detailed explanation for each; detailed costs per each position are also spelled out in the budget (Section VII Multi-Year Workplan).

1. Project Manager (SB4/MID – 100%) – Programmatic and administrative oversight and internal controls, coordination and supervision of institutional relations with the Project beneficiaries, communication and reporting to the EU Delegation
2. Project Administrative Finance Assistant (SB3/MID – 100%) – responsible for technical support in financial, contractual and organisational matters.
3. UNDP Democratic Governance (DG) Team Leader (NoB – 20%) – responsible for quality assurance of the project, supporting the Project Board, facilitating coordination within UNDP, other UN agencies and concerned stakeholders. The DG Team Leader will complete monthly timesheets reflecting actual time spent on the given project.
4. UNDP DG Programme Associate (G6 - 20%) – responsible for providing administrative advice and supporting project implementation from the Country Office. S/he will provide administrative, contractual and reporting related support to ensure compliance of administrative processes with respective UNDP rules and regulations, and the respective Country Office Standard Operational Procedures. The DG Programme Associate will complete monthly timesheets reflecting actual time spent on the given project.
5. UNDP Communications Analyst (NoB – 10%) – provides advice on all communications-related matters and supports the project in the implementation of its Communication and Visibility Plan. S/he also liaises directly with the communications team of the EU Delegation to Georgia. UNDP Communications Analyst will complete monthly timesheets reflecting actual time spent on the given project.
6. UNDP Operations/Finance Analyst (NoB - 10 %) - provides assistance and advice, as well as financial clearance to the projects on finance related matters, such as, providing advice to projects on Financial matters, such as budgeting, expenses tracking, financial transaction, project level reporting at CO level. The time spent to project implementation will be backed with supporting document – timesheet.

For these causes, the project staff would require permanent coordination (including meetings), communication and exchange of documentation with both the project partners and UNDP throughout

implementation of the Action. The project will rent the space. To the extent possible, based on the experience of previous years, the project will apply the cost-effective solution of cost-sharing the office space with other projects of UNDP. The project will receive some office equipment and furniture from the previous UNDP projects. Two portable computers and a printer will be purchased for the project staff.

The project will cover staff communication costs (e.g. telephone/internet).

3.3/ Partnerships

The MM will be performed through the Civil Society Organizations (CSOs) whose fundamental capacities have already been built within the previous rounds of similar joint undertakings by EU and UNDP, media experts and professionals will also be actively involved during the public presentations that are planned to be regularly organized.

The partners of the project are CSOs established in Georgia. Namely, **Georgian Charter of Journalistic Ethics (GCJE)** will perform the TV news and talk shows, online and social media monitoring; **Internews-Georgia** will provide for printed media and radio monitoring, while **Caucasus Research Resource Center (CRRC)** will perform the monitoring of media perceptions of outside influence on Georgian electoral processes. Their fundamental media monitoring capacities have already been built within the previous rounds of similar joint undertakings by EU and UNDP as well as through training and consultancy. However, they will undergo additional training in order to update monitoring methodology. Capacities for developing effective social media monitoring methodology will be sought beyond the country borders. A number of research companies, including academic institutions, have developed methodologies to monitor social media. Some of them have applied it in elections in different countries of the OSCE area and beyond. **Osservatorio di Pavia** could be mentioned among those institutions that are developing the most up-to-date methodology to monitor the information disseminated through social media sites. All CSOs will be trained by **Osservatorio di Pavia** prior to the commencement of MM operations, as well as instructed on MM data processing and report writing.

In addition, the project will also closely cooperate with UNJP for Gender Equality, which will provide media monitors with training on gender sensitivities of reporting in electoral contexts.

Financial and management viability of the partner CSOs has been assessed by external auditors within previous rounds of media monitoring cycle. The assessment identified that the organizations have sufficient structures and instruments on the ground to cope with the tasks assigned to them.

UNDP will ensure the broadest possible involvement of the stakeholders in the discussions on the results of MM.

3.4/ Risks and Assumptions

Management of operational risks and assumptions will be delivered through the construction and regular updating of risks and issues logs, escalation of identified gaps in performance, performance reporting, minutes of meetings and Project Board and an adequately skilled and fully resourced project management function. Detailed list of risks and measures of their mitigation is presented in the Risk Log below:

P = probability; I = Impact; Scores are based on a scale from 1 (low) to 5 (high).

#	Description	Date Identified	Type	Probability & Impact	Countermeasures Management response	Owner
1	Negative reaction by some media outlets due to unfavourable findings on their performance.	May, 2020	Political	P=3 I=2	Individual meetings with these media outlets will be held to explain in details the rationale behind the existing results. Also, during the implementation of the project, such media outlets will be informed timely so that they are aware and are availed with an opportunity to react.	Project Manager

#	Description	Date Identified	Type	Probability & Impact	Countermeasures Management response	Owner
	COVID-19 outbreak may force print media outlets to shut down again and go online.	May, 2020	Operational	P = 1 I = 1	Those print publications which go online will be monitored using the monitoring methodology designed for internet publications.	Project Manager
	Public health authorities issue restriction on organising in-person public events.	May, 2020	Operational	P = 3 I = 2	Public events outlined in the Communications and Visibility Plan will be partly or entirely held on-line in consultations with EU Delegation to Georgia	Project Manager
	Parliamentary elections are postponed due to the pandemic.	May, 2020	Political	P = 1 I = 4	Project duration and activities will be adjusted in consultation with the EU Delegation to Georgia	Project Manager

As for the assumptions, it is expected that the project activities will successfully address the identified problems. The media monitoring (MM) will contribute to keeping media outlets more accountable to public and the principles of fairness and objectivity. As previous MM experience has proven, most of media outlets are particularly alert during the MM cycles. Thus, it is expected that the action will succeed to promote local media's free and professional operation during the upcoming elections in Georgia.

3.5/ Stakeholder Engagement

The project will directly benefit Georgia-based journalists and other representatives of mass media outlets (TV, internet, print and radio), social media, media associations, international and local civil society organizations (CSOs), students of academic institutions, voters.

CSOs, media experts and professionals will be actively involved. The involvement of public in general will also be sought not only through informing them about media findings, but also through their participation in presentations and debates to the extent possible. All stakeholders will be invited to actively contribute to the programme implementation, and thus relevant steps will be taken to promote broad based ownership of the programme achievements by the beneficiaries. Where possible, for the purposes of raising politicians' awareness about the importance of cooperating with the media, they will be invited to the presentations and more targeted information dissemination tools will be used.

The proposed initiative has been discussed with the CSOs to be involved in the media monitoring while monitoring initiative itself is well known to local and international stakeholders. Overall, there is a highly positive attitude towards the planned monitoring. And what is more, it is considered of an utmost importance during the electoral cycles.

EU and UNDP's facilitation in building consensus about promoting fair and impartial media, as a basis for a consolidated democracy, is also appreciated by the concerned stakeholders as the organizations stand as neutral parties to the process. EU and UNDP will serve as active facilitators and involve all available resources to reach consensus with all stakeholders.

The established reputation of the organizations in front of representatives of civil society, media, other organizations and public in general, will be used for the benefit of the proposed project and will guarantee close involvement of these stakeholders in the processes.

EU and UNDP have established positive working relations with local and international partners within and outside of the project scope.

3.6/ Knowledge

Some of the specific knowledge products that will be produced by the project include:

- Media monitoring reports (TV, radio, press, online and social media) disseminated through mediamonitor.ge website as well as on data carriers.
- Training materials for media monitors, including on:
 - international professional media standards
 - freedom of expression and freedom of the media standards
 - social media monitoring methodology and the usage of social media analytic tools
 - gender-sensitive media coverage
 - electoral cycle

3.7/ Sustainability and Scaling Up

Ensuring sustainability of the initiative will remain the highest priority for UNDP. The experience and lessons learned of the previous interventions will feed into the sustainability strategy of this project. The sustainability strategy aims at a) consolidating institutional capacity of implementing partners to conduct media monitoring independently, and b) accumulating intellectual resources by developing and adapting media monitoring methodologies and creating a research reports and other materials. The sustainability element has already been applied as the time has come when CSOs will be able to provide the monitoring independently (except the social media monitoring component as noted above).

The project aims to reach sustainable results through promoting openness and transparency. As the previous interventions has showed, the media practices improved considerably after the contributions made through the several cycles of MM. Thus, it is expected that such practices will be further sustained and consolidated. The culture of holding structured and evidence-based debates will also be promoted through the presentation events to be organized within the project based on the quantifiable findings. The action should also be contributing to the stable nature of political processes in the country as when the MM subjects are aware that they are also the part of the monitoring process, their respective pre-electoral activities have higher chances of more responsible conducts and approaches MM will further hone the local CSO research skills in general. In addition to building on the institutional capacities of the CSOs, which have been developed within the previous similar interventions, the project will mobilize to the extent possible the same media monitors individually that were involved before. Media monitors will be empowered with a specific skill that will help them to be engaged in future monitoring activities of other type, i.e. not only related to the elections. Through special training sessions they will gain knowledge of media research tools which will also enable them to participate in media research projects and operate independently in future. The MM reports can also serve for the academic researches of Georgian media. The project shall also contribute to more stable nature of professional reporting by media by getting such coverage more into the habit.

The project will aim at sustaining the results and products through its focus on capacity building/development of CSOs. The provided knowledge on media monitoring techniques and practices will remain within the public at large. The website and public presentations will be used to provide such information to the public based on the MM reports. At the same time, the CSOs can be used as a resource for future media monitoring as well as for the knowledge transfer to other (e.g. regional) organizations.

The project will build on the reputation that it gained among the academic circles and journalism educators who already use media monitoring reports from previous years in their courses. Based on the interest, more CSO representatives will be engaged to expose them with basic media monitoring capacities that they can apply for future similar initiatives. To make this element more sustainable, some monitors (and monitoring coordinators) will be recruited from among the educators at journalism faculties of various Tbilisi-based universities. They will learn the methodology and acquire skills of media monitoring and will be able to transfer it further to their students.

It is expected that as a result of the project interventions, the CSOs will be able to generate additional financial resources as their respective capacities will be strengthened.

The project will make sure that its activities and interventions promote gender equality and the empowerment of women. To this effect, close attention will be paid to ensuring that women are pro-actively involved in the development and implementation of the project activities, equally benefit from the

results, are fairly represented in different consultative processes and discussions, and that qualified female experts are recruited where possible. Additionally, gender-segregated data would be collected/presented where applicable.

IV. PROJECT MANAGEMENT

4.1/ Cost Efficiency and Effectiveness

Costs incurred in project implementation will focus only on those actions required to carry out media monitoring.

To accomplish this, the project will seek to complement and build upon the results of the previous chapters of media monitoring (use the same media monitors as much as possible, use and update the existing data-base, use the same web-platform to publicise monitoring results).

The resources will be primarily used for:

- Training of media monitors in updating monitoring methodology and creating non-existent part of it (e.g. monitoring of social media sites);
- Media monitoring operations;
- Update and further development of MM data base.

The Project will use resources of UNJP on Gender Equality in Georgia for sensitizing media monitors and coordinators.

All the envisaged project activities will be carried out and results achieved through appropriate use of available resources and value-for-money analysis during all procurement procedures.

Additional information on project management and staff is available in Sub-Section 3.2 “Resources Required to Achieve the Expected Results” and Section VIII “Governance and Management Arrangements”.

V. RESULTS FRAMEWORK

Intended Outcome as stated in the UN Partnership Strategic Document (UNPSD) 2016-2020/Georgia Country Programme Document (CPD) 2016-2020: Outcome 1. By 2020, expectations of citizens of Georgia for voice, rule of law, public sector reforms, and accountability are met by stronger systems of democratic governance at all levels

Outcome indicators as stated in the CPD 2016-2020: Results and Resources Framework, including baseline and targets:

1. Worldwide Governance Indicators. Baseline (2013): Voice and Accountability 37 index 54.5%; Rule of law index 53.6%; Government Effectiveness Index 69.4%; Targets (2020): Voice and Accountability index >60%; Rule of law index >58%; Government Effectiveness Index >72%; 2. Level of public confidence and satisfaction with legislature, judiciary, democratic system and public service delivery. Baseline: to be established (2015); Target: to be set based on 2015 baseline; 3. Seats held by women in parliament and local councils. Baseline: Parliament 11% (2012); Local councils 11.8% (2014); Target: Parliament 15% (2016) 20% (2020); Local Councils 15% (2017)

Applicable Output from the UNDP Strategic Plan 2018-2021: Outcome 2. Accelerate structural transformations for sustainable development/2.2.2 Constitution-making, electoral and parliamentary processes and institutions strengthened to promote inclusion, transparency and accountability

Project title and Atlas Project Number: Study and Research on Election Media Coverage for the 2020 Parliamentary Elections in Georgia/ project **00120749**

Result	Intervention logic	Indicators	Baseline (June 2020)	Targets (Dec 2020)	Sources and means of verification	Assumptions
Overall objective: Impact	1/ Transparent, balanced and credible media environment during the 2020 Parliamentary elections in Georgia.	1/ Degree of balanced elections media coverage	Media offers unbalanced coverage of electoral processes:	1/ More balanced coverage of elections as compared to previous elections (2018 Presidential elections).	1/ Reports by domestic and int'l EOMs and int'l human rights advocacy groups.	The project keeps local media outlets more accountable to public and the principles of balanced and impartial reporting. As previous media monitoring (MM) experience showed, most of media outlets are particularly alert during the MM cycles. Thus, it is expected that the action will succeed to promote professional and unbiased coverage of Georgia's general elections by local media in 2020. Partner CSOs possess and nurture necessary qualifications to implement impartial and professional monitoring of pre-election media activities, identify challenges, provide recommendations on mitigation measures

Result	Intervention logic	Indicators	Baseline (June 2020)	Targets (Dec 2020)	Sources and means of verification	Assumptions
Specific objective/ Outcome	1/ Pluralism in elections coverage and professionalism of the media enhanced in comparison with previous years.	1/ Level of bias at monitored media outlets	1/ Private media outlets demonstrate sharp polarization and clear bias, while the public broadcaster does not always ensure editorial independence and impartiality.	1/ Media provides less biased coverage compared with previous (2018) election campaign;	1/ MM reports; reports by various international and domestic observer groups on elections, including OSCE/ODIHR, NDI/CRRC research reports (if media's performance is analyzed); reports by Media Experts.	It is assumed that media community (journalists, media managers, media owners), electoral subjects and other stakeholders show interest in MM reports as in previous years and actively engage in presentations and subsequent public discussions of MM findings/recommendations. Acknowledgement of impartial character of MM and robustness of the methodology will lead to the acceptance of the MM results and will prompt the media professionals to improve reporting standards.
Outputs	1/ Evidence based assessment of the quality of the coverage of Georgian Parliamentary elections 2020 by national media via comprehensive media monitoring during and immediately after elections.	1.1.a/ # of TV stations outlets monitored before, during and immediately after 2020 Parliamentary Elections 1.1.b/ # of radio stations monitored before, during and immediately after 2020 Parliamentary Elections 1.1.c/ # of print outlets monitored before, during and immediately after 2020 Parliamentary Elections 1.1.d/ # of online publications monitored before, during and immediately after 2020 Parliamentary Elections 1.1.e/ # of sources from social networks analysed before, during and immediately after 2020 Parliamentary Elections 1.1.f/ # of TV stations monitored for the perceptions of outside influence on elections. 1.2/ # of Media Monitoring reports produced 1.3/ Availability of on-line data analysis tool on the www.mediamonitor.ge for the findings of MM 2020 (Yes/No).	1.1/a No TV stations are monitored. 1.1.b/ No radio stations are monitored. 1.1.c/ No print outlets are monitored. 1.1.d/ No online outlets are monitored. 1.1.e/ No Social Network sites are monitored. 1.1.f/ No TV stations are monitored currently for the perceptions of outside influence on elections. 1.2/ 0 1.3/ Website is operational but does not display MM results for parliamentary elections 2020. 1.4/ No media monitoring is	1.1.a/ 12 Georgian TV channels will be monitored within 6 months of the 2020 Parliamentary elections monitoring; 1.1.b/ 10 radio stations will be monitored within 6 months of the 2020 Parliamentary elections monitoring; 1.1.c/ 8 newspapers will be monitored within 6 months of the 2020 Parliamentary elections monitoring; 1.1.d/ 11 online news portals will be monitored within 6 months of the 2020 Parliamentary elections monitoring; 1.1.e/ approximately 100 social network sites will be monitored for analysis per day. 1.1.f/ 12 TV stations (news and talk-shows) will be monitored to evaluate perceptions of outside influence on elections.	1.1-1.2/ MM and project reports; Quantitative and qualitative assessment reports produced as a result of the media monitoring (MM) as well as through other media reports such as OSCE/ODIHR (if engaged in election monitoring), NDI (multiple times per year), etc.	Some media outlets might be unhappy about their performance results. Thus, negative PR of the project and its experts may follow. In such case, public campaign will be intensified, and individual meetings held with respective media to explain in more details the rationale behind existing results. In case of continued performance, other communication strategies not involving the concerned media outlet will be applied.

Result	Intervention logic	Indicators	Baseline (June 2020)	Targets (Dec 2020)	Sources and means of verification	Assumptions
		1.4/ # of public presentations (online if needed) for the dissemination of the findings of MM among media community, electoral subjects, academia & wider public.	conducted currently using the methodology in question.	1.2/ 3 MM reports produced. 1.3/ Mediamonitor.ge website provides on-line data analysis of findings of MM 2020. 1.4/ 3 public discussions/presentations organized	1.3/ Mediamonitor.ge website 1.4/ Project reports; media coverage of MM presentations.	
	2/ Enhanced capacities of CSOs in implementing evidence-based oversight of media performance in the context of elections.	2.1/ # of monitors with capacity to monitor gender equality aspects in elections. 2.2/ # of monitors with capacity to produce monitoring of social networks sites.	2.1/ No monitors have this capacity. 2.2/ No monitors have capacity to monitor social networks sites (SNS) for quality of information in electoral context.	2.1/ 45 monitors with capacity to monitor and report gender equality aspects of elections media coverage. 2.2/ 6 monitors with capacity to conduct MM of SNS at professional level.	2.1/ MM reports for 2020 Parliamentary elections; Training service provider reports. 2.2/ MM reports for Parliamentary elections 2020; Progress reports by training service provider Osservatorio di Pavia.	Based on the experience of previous MM operations, it is assumed that partner CSOs have capacity to assimilate new components in the MM methodology and incorporate them into MM practices.
Activities	<p>1.1/ Conducting media monitoring of major media sources (TV – news and talk shows, internet, social media, print and radio against the most relevant electoral subjects and key topics during the 2020 parliamentary elections; 1.2/ Developing and distributing media monitoring reports and recommendations; 1.3/ Raising public awareness on media monitoring findings through organising relevant presentations and discussions. 1.4/ Organising an informative meeting with local media representatives before the monitoring; 1.5/ Conducting media monitoring of TV news and talk shows for the perception of outside influence on electoral processes; 1.6/ Promoting the bilingual online data-base – mediamonitor.ge</p> <p>2.1/ Training and retraining the CSO media monitors according to the latest methodology; 2.2/ Training of educators and students in journalism on basics of media monitoring methodology; 2.3/ Training of CSO media monitors on electoral processes 2.4/ Designing the new methodology on social media monitoring and updating the monitoring methodology as a whole by extending monitoring activities to key political / social topics (such as gender equality, influence of foreign powers and/or cybersecurity in the context of elections) and adapting it to the latest situation on the ground</p>			<p>Factors outside project management's control that may impact on the output-outcome linkage. Another wave of COVID-19 pandemic may impede conducting of the elections as planned.</p>		

VI. MONITORING AND EVALUATION

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	In conjunction with publishing MM reports.	Slower than expected progress will be addressed by project management.	
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Annually	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At the end of the Project	Relevant lessons are captured by the project team and used to inform management decisions.	
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Twice during the Project lifetime	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	Project Board Members
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	After the release of the First MM Report	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary,	At the end of the project (final report)		

Monitoring Activity	Purpose	Frequency	Expected Action	Partners
	an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.			
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. Closer to the end of the project, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	Twice during the Project lifetime.	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	Project Board Members

VII. MULTI-YEAR WORK PLAN

Budget:

BUDGET for the PROPOSAL "Media Monitoring for Parliamentary Elections of 2020"																																					
	Atlas activity	Atlas account	Atlas Account Description	Funding source	Impl agency	Unit	2020			EU Funding Jul 2020 - Jan 2021							EU&UNDP May 2020-Jan 2021																				
							Unit rate (in USD)	units	Sub-total	Funding source	Impl agency	0.893 Unit rate (in USD)	Ex.rate # units	2020		2021		TOTAL Costs (in USD)	2020 Sub-total	2021 Sub-total	TOTAL USD																
														units	Sub-total	units	Sub-total																				
1. Human Resources																																					
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)																																					
1.1.1 Project Manager (100%)																																					
	Activity 2	71405	ServCon-In	04000	001981	100%	2,497	2	4,995	30079	001981	2,576	7	6	15,454	1	2,576	18,029																			
1.1.2 Project Admin/Finance Assistant (100%)																																					
	Activity 2	71405	ServCon-In	04000	001981	100%	1,357	1	1,357	30079	001981	1,400	7	6	8,399	1	1,400	9,798																			
1.1.3 Democratic Governance Team Leader (20%)																																					
	Activity 2	61105	Sal - NP	04000	001981	20%				30079	001981	5,045	7	6	6,055	1	1,009	7,064																			
1.1.4 Programme Associate (20%)																																					
	Activity 2	61105	Sal - NP	04000	001981	20%				30079	001981	2,967	7	6	3,561	1	593	4,154																			
1.1.5 Communications Analyst (10%)																																					
	Activity 2	61105	Sal - NP	04000	001981	10%				30079	001981	5,045	7	6	3,027	1	505	3,532																			
1.1.6 Operations/Finance Analyst (10%)																																					
	Activity 2	61105	Sal - NP	04000	001981	10%				30079	001981	5,045	7	6	3,027	1	505	3,532																			
Subtotal Human Resources																																					
									6,352																												
2. Travel																																					
2.1 Transportation of training/seminar participants																																					
	Activity 2	71635	Trvl-Other	04000	001981	Per trip				30079	001981	840	1	1	840			840																			
2.2 Per diems for MM training/seminar (50 p. x 2 days)																																					
	Activity 2	71625	DSA-MtgPrt	04000	001981	Per day				30079	001981	90	100	100	8,959			8,959																			
2.3 Per diems for staff (3 person x 4 days)																																					
	Activity 2	71620	DSA-Local	04000	001981	Per day				30079	001981	219	12	12	2,634			2,634																			
Subtotal Travel																																					
									-																												
3. Equipment and supplies																																					
3.1 Laptop for project staff																																					
	Activity 2	72805	CompHrdwre	04000	001981	Per unit				30079	001981	1,904	2	2	3,807			3,807																			
3.2 Laptop for Media Monitors																																					
	Activity 2	72805	CompHrdwre	04000	001981	Per unit				30079	001981	1,456	2	2	2,912			2,912																			
3.3 Printer for project staff																																					
	Activity 2	72805	CompHrdwre	04000	001981	Per unit				30079	001981	504	1	1	504			504																			
3.4 Printer for Media Monitors																																					
	Activity 2	72805	CompHrdwre	04000	001981	Per unit				30079	001981	504	2	2	1,008			1,008																			
3.5 Computer accessories																																					
	Activity 2	72815	InfoTchSup	04000	001981	Per unit				30079	001981	448	1	1	448			448																			
Subtotal Equipment and supplies																																					
									-																												
4. Local office																																					
4.1 Office rent (25%)																																					
	Activity 2	73105	Rent	04000	001981	25%				30079	001981	2,240	7	6	3,359	1	560	3,919																			
4.2 Cleaning services for the office (25%)																																					
	Activity 2	73110	Cust&Cng	04000	001981	25%				30079	001981	784	7	6	1,176	1	196	1,372																			
4.3 Consumables - office supplies																																					
	Activity 2	72505	Stationery	04000	001981	Per month				30079	001981	224	7	6	1,344	1	224	1,568																			
4.4 Internet Charges (25%)																																					
	Activity 2	72440	ConnectChg	04000	001981	25%				30079	001981	224	7	6	336	1	56	392																			
4.5 Other services (25%) (tel/fax, utilities, maintenance)																																					
	Activity 2	73120	Utilities	04000	001981	25%				30079	001981	860	7	6	1,289	1	215	1,504																			
Subtotal Local office																																					
									-																												
5. Other costs, services																																					
5.1 International Expertise on media monitoring																																					
	Activity 1	75709	LEARN_CNTR	04000	001981	Per unit	1	5,950		30079	001981	6,495	1	1	6,495			6,495																			
5.2 Media Monitoring by CSO, TV news analysis																																					
	Activity 1	72100	SrcCo Comp	04000	012842	Per month	0.5	4,225		30079	012842	8,300	6	6	49,800			49,800																			
5.3 Media Monitoring by CSO, TV talk-shows analysis																																					
	Activity 1	72100	SrcCo Comp	04000	012842	Per month				30079	012842	7,485	4	4	29,940			29,940																			
5.4 Media Monitoring by CSO, Online media analysis																																					
	Activity 1	72100	SrcCo Comp	04000	012842	Per month	0.5	2,907		30079	012842	5,665	6	6	33,990			33,990																			
5.5 Media Monitoring by CSO, Social media analysis																																					
	Activity 1	72100	SrcCo Comp	04000	012842	Per month	0.5	2,408		30079	012842	4,665	6	6	27,990			27,990																			
5.6 Media Monitoring by CSO, Print media analysis																																					
	Activity 1	72100	SrcCo Comp	04000	012843	Per month	0.5	2,457		30079	012843	4,511	6	6	27,063			27,063																			
5.7 Media Monitoring by CSO, Radio news analysis																																					
	Activity 1	72100	SrcCo Comp	04000	012843	Per month	0.5	2,873		30079	012843	5,153	6	6	30,917			30,917																			
5.8 Media Monitoring by CSO, outside influence el.p.r.																																					
	Activity 1	72100	SrcCo Comp	04000	012927	Per month				30079	012927	7,329	5	5	36,646			36,646																			
5.9 MM website upgrade and maintenance																																					
	Activity 1	74225	OtherMedia	04000	001981	Per month	374	1.5	561	30079	001981	560	7	6	3,359	1	560	3,919																			
5.10 Subsc.facilitation tool for "mediamonitors.ge"																																					
	Activity 1	74225	OtherMedia	04000	001981	Per month				30079	001981	112	7	6	672	1	112	784																			
5.11 Hosting web-site "mediamonitors.ge"																																					
	Activity 1	74225	OtherMedia	04000	001981	Per month				30079	001981	112	7	6	672	1	112	784																			
5.12 Publications																																					
	Activity 1	74210	PrintPubs	04000	001981	Per unit				30079	001981	11	300																								

Workplan:

#	Activities	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1	Recruitment of the project team								
2	Identifying the most relevant outlets for media monitoring of 2020 parliamentary elections								
3	Identifying the capacities for the social media monitoring that will need to be employed by the relevant CSO								
4	Updating media monitoring methodology by adapting it to the latest situation on the ground								
5	Training of CSO media monitors, including representatives of academic circles (teachers of journalism at various universities)								
6	Organising an informative meeting with media representatives before MM								
7	Monitoring of media coverage of the 2020 parliamentary elections cycle								
8	Organising presentations about MM findings (2 interim reports on the MM findings)								
9	Organising final seminar for the monitors on good practices and lessons learned from MM. Based on the epidemiological situation this event may be held on-line.								
10	Developing MM reports of the 2020 elections and spreading those widely to a wide range of stakeholders (2 interim reports on MM findings)								
11	Presentation of the final media monitoring report at a project closing event								

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

8.1/ Governance arrangements

The project will be implemented under UNDP Direct Implementation Modality (DIM) in accordance with UNDP rules and regulations. UNDP will be responsible for the achievement of results and the 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 project will be implemented with the team composed of the Project Manager and Administrative and Finance Assistant. Project assurance will be provided by the UNDP Georgia Democratic Governance portfolio.

UNDP will establish partnership with three Responsible Parties – The Georgian Charter of Journalistic Ethics, Internews-Georgia and Caucasus Research Resource Centre – Georgia, to carry out activities of the project. Responsible Parties will implement the activities specified in the Section III, Results and Partnerships, on behalf of the UNDP on the basis of a written agreement using the project budget. All three Responsible Parties are directly accountable to UNDP in accordance with the terms of their agreement with UNDP.

Responsible Parties will perform the following activities:

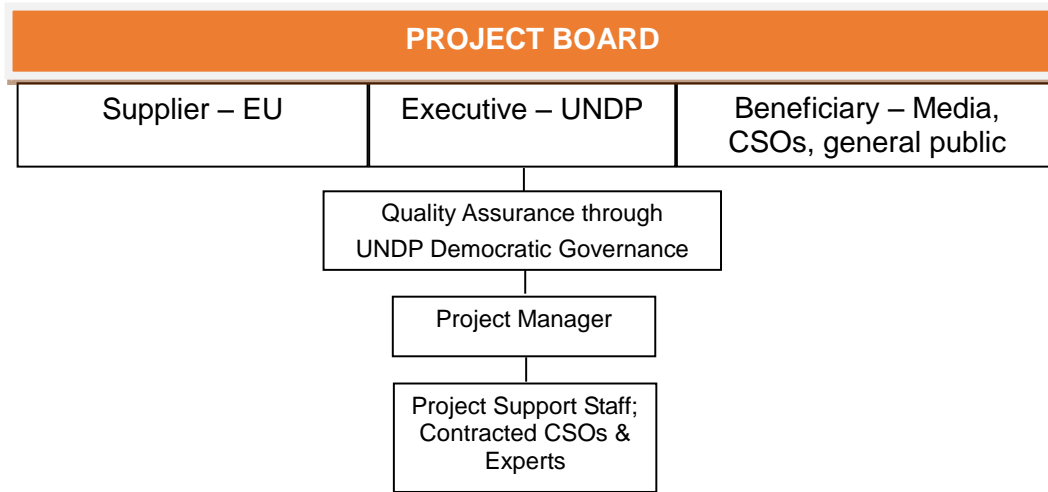
Activity 1.1. Conducting monitoring of major media outlets (TV news and talk-shows, Radio news, press, online media, social network sites) against electoral subjects and key topics. (CGJ, Intenews).

Activity 1.2. Developing and distributing media monitoring reports and recommendations.

Activity 1.5. Conducting media monitoring of TV news and talk-shows for capturing perception of outside influence on Georgian electoral processes (CRRC).

The agreements signed with the partner CSOs will be a Responsible Party Agreement covering the costs of salaries, office rent, office services and consumables, Internet and communication expenses, purchase of media archival services, etc. To be eligible under the Agreement, costs under the CSO budgets shall be verifiable and traceable to the activities, comply with the requirements of national tax legislation, be incurred during the duration of the action, and be necessary for the implementation of the action.

The Project will be coordinated by a **Project Board** composed of representatives from EU and UNDP. Local and international organizations may be invited to the Project Board meetings if technical expertise is needed. A proposed structure is presented in the chart below. The Project Board is expected to provide overall guidance and decision-making support during all phases of project implementation and will grant final approval on sub-grants in case the grant is not incorporated in the project documentation. Due to short duration of the project, the Project Board is proposed to meet twice: at the inception and by the end of the project, although meetings could be called by any of the members at any time to discuss any particular issue of concern.



8.2/ Management arrangements

The key project management functions will be performed by the *Project Manager*. In particular, the *Project Manager* will be in charge of:

- *Administrative oversight and internal controls*, in procurement, recruitment, financial management, administration and human resources processes will be exercised by the Project Manager. The Manager will be responsible to ensure that project implementation is in line with the conditions set forth through the EU-UNDP agreement, and all UNDP rules and regulations are respected throughout project implementation
- *Coordination of institutional relations with the Responsible Parties, project beneficiaries and stakeholders.*
- *Representational tasks* of the project
- *Communication and reporting to the EU Delegation.*

The *Project Manager* will be accountable to the Project Board for achievement of the project objectives. Internally within UNDP, the project manager will report to UNDP DG Team Leader.

The Project Administrative and Financial Assistant will provide technical support in financial, contractual and organisational matters.

Local and international consultants will provide technical expertise to media monitors on updating and adapting monitoring methodology. Where needed, the Project will also engage other UNDP project/s to provide expertise and facilitate implementation of concrete components under the Project.

UNDP DG Team Leader will provide quality assurance for financial matters and reporting and advice project personnel on financial, administrative and reporting procedures.

UNDP Programme Associate will be responsible for providing administrative advice and supporting project implementation from the Country Office.

UNDP Communications Analyst will provide advice on all communications-related matters and supports the project in the implementation of its Communication and Visibility Plan.

UNDP Country Office will support the project in the following areas: human resources management services, financial services, procurement and contracting services as well as with logistics and administration.

IX. 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 Georgia and UNDP, signed on 1-Jul-1994. All references in the Standard Basic Assistance Agreement (SBAA) to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

The project will be implemented by UNDP Georgia in accordance with its financial regulations, rules, practices and procedures.

X. RISK MANAGEMENT

1. UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)
2. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the [project funds]³ [UNDP funds received pursuant to the Project Document]⁴ 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/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
3. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
4. UNDP as the Implementing Partner will: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
5. In the implementation of the activities under this Project Document, UNDP as the Implementing Partner will handle any sexual exploitation and abuse (“SEA”) and sexual harassment (“SH”) allegations in accordance with its regulations, rules, policies and procedures.
6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
7. UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor and sub-recipient:
 - a. Consistent with the Article III of the SBAA, the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP’s property in such responsible party’s, subcontractor’s and sub-recipient’s

³ To be used where UNDP is the Implementing Partner

⁴ To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner

custody, rests with such responsible party, subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:

- i. 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;
 - ii. assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.
- b. 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 the responsible party's, subcontractor's and sub-recipient's obligations under this Project Document.
 - c. In the performance of the activities under this Project, UNDP as the Implementing Partner shall ensure, with respect to the activities of any of its responsible parties, sub-recipients and other entities engaged under the Project, either as contractors or subcontractors, their personnel and any individuals performing services for them, that those entities have in place adequate and proper procedures, processes and policies to prevent and/or address SEA and SH.
 - d. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, subcontractors and sub-recipients in implementing the project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
 - e. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
 - f. In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with it to find a solution.
 - g. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

- h. UNDP will be entitled to a refund from the responsible party, subcontractor or sub-recipient of any funds provided that have been used inappropriately, including through

fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the responsible party, subcontractor or sub-recipient under this or any other agreement.

Where such funds have not been refunded to UNDP, the responsible party, subcontractor or sub-recipient agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to such responsible party, subcontractor or sub-recipient for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term “Project Document” as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

- i. Each contract issued by the responsible party, subcontractor or sub-recipient in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from it shall cooperate with any and all investigations and post-payment audits.
- j. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project or programme, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
- k. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled “Risk Management” are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled “Risk Management Standard Clauses” are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

ANNEX 1

Project Quality Assurance Report

Form Status:	Approved
Overall Rating:	Satisfactory
Decision:	Approve: The project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner.
Portfolio/Project Number:	00120749
Portfolio/Project Title:	Media Monitoring 2020
Portfolio/Project Date:	2020-05-01 / 2020-07-31

Strategic Quality Rating: Highly Satisfactory

1. Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change?

3: The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks.

2: The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change.

1: The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change.

Evidence: Linkages to the strategic documents are provided in Section 2: Strategy, as well as Results Framework.

List of Uploaded Documents

#	File Name	Modified By	Modified On
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No documents available.

2. Is the project aligned with the UNDP Strategic Plan?

3: The project responds to at least one of the development settings as specified in the [Strategic Plan¹](#) and adapts at least one [Signature Solution²](#). The project's RRF includes all the relevant SP output indicators. (all must be true)

2: The project responds to at least one of the development settings as specified in the [Strategic Plan⁴](#). The project's RRF includes at least one SP output indicator, if relevant. (both must be true)

1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF.

Evidence: The project is linked to SP Outcome 2/Output 2.2.2

List of Uploaded Documents

#	File Name	Modified By	Modified On
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No documents available.

3. Is the project linked to the programme outputs? (i.e., UNDAF Results Group Workplan/CPD, RPD or Strategic Plan IRRF for global projects/strategic interventions not part of a programme)

Yes

No

Evidence: See Results Framework and Cover

List of Uploaded Documents

#	File Name	Modified By	Modified On
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No documents available.

Relevant

Quality Rating: Satisfactory

4. Do the project target groups leave furthest behind?

3: The target groups are clearly specified, prioritising discriminated, and marginalized groups left furthest behind, identified through a rigorous process based on evidence.

2: The target groups are clearly specified, prioritizing groups left furthest behind.

1: The target groups are not clearly specified.

Evidence: Yes, the target groups are clearly defined: Georgia-based journalists and other representatives of mass media outlets (TV, internet, print and radio), social media, media associations, international and local civil society organizations (CSOs), students of academic institutions, voters. See 3.5 Stakeholder engagement

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design?

3: Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project.

2: The project design mentions knowledge and lessons learned backed by evidence/sources but have not been used to justify the approach selected.

1: There is little, or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence.

Evidence: The project builds on the lessons learnt from the previous phases of media monitoring (section 2/Strategy)

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national / regional / global partners and other actors?

3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. (all must be true)

2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans.

1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

Evidence: UNDP's successful engagement in media monitoring for different elections starting from 2010 makes it unique player in this area. (1/Development Challenge)

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

Principled

Quality Rating: Satisfactory

7. Does the project apply a human rights-based approach?

3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true)

2: The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. (both must be true)

1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.

Evidence: The project is guided by such international human rights documents as: the Convention for the Protection of Human Rights and Fundamental Freedoms; Charter of Fundamental Rights of the European Union. Besides, the project will indirectly facilitate protection of the rights of journalists and media managers, since they will be able to use the MM findings as a shield against an undue

political influence. (1/ development Challenge)

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

8. Does the project use gender analysis in the project design?

- 3: A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and indicators of the results framework include explicit references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. (all must be true)
- 2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. (all must be true)
- 1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document.

Evidence: Gender equality principles are integrated in the project and data will be disaggregated by sex, whenever possible and feasible (3.7/ Sustainability and Scaling Up).

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

9. Did the project support the resilience and sustainability of societies and/or ecosystems?

- 3: Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true)
- 2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. (both must be true)
- 1: Sustainability and resilience dimensions and impacts were not adequately considered.

Evidence: Not applicable for this project.

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [If yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]

- Yes
- No
- SESP not required because project consists solely of (Select all exemption criteria that apply)
- 1: Preparation and dissemination of reports, documents and communication materials
- 2: Organization of an event, workshop, training
- 3: Strengthening capacities of partners to participate in international negotiations and conferences
- 4: Partnership coordination (including UN coordination) and management of networks
- 5: Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- 6: UNDP acting as Administrative Agent

Evidence: The project deals with the monitoring of media environment during upcoming 2020 Parliamentary elections and producing of media monitoring reports.

List of Uploaded Documents

#	File	Risk	Risk	Document	Modified By	Modified On
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Name	Category	Requirements	Status
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No documents available.

Management & Monitoring

Quality Rating: Satisfactory

11. Does the project have a strong results framework?

3: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. (all must be true)

2: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. (all must be true)

1: The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. (if any is true)

Evidence: Results Framework contains indicators for 3 level of results: impact, outcome and output. The indicators are SMART.

List of Uploaded Documents

#	File Name	Modified By	Modified On
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No documents available.

12. Is the project's governance mechanism clearly defined in the project document, including composition of the project board?

3: The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true)

2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true)

1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

Evidence: The project governance mechanism is well described in Section 8/ Governance Arrangements

List of Uploaded Documents

#	File Name	Modified By	Modified On
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No documents available.

13. Have the project risks been identified with clear plans stated to manage and mitigate each risk?

3: Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders, including consultation with the UNDP Security Office as required. Clear and complete plan in place to manage and mitigate each risk, including security risks, reflected in project budgeting and monitoring plans. (both must be true)

2: Project risks related to the achievement of results are identified in the initial project risk log based on a minimum level of analysis and consultation, with mitigation measures identified for each risk.

1: Some risks may be identified in the initial project risk log, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified, no initial risk log is included with the project document and/or no security risk management process has taken place for the project.

Evidence: The project has developed risk log.

List of Uploaded Documents

#	File Name	Modified By	Modified On
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No documents available.

Efficient

Quality Rating: Satisfactory

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include, for example:

- i) Using the theory of change analysis to explore different options of achieving the maximum results with the resources available.
- ii) Using a portfolio management approach to improve cost effectiveness through synergies with other interventions.
- iii) Through joint operations (e.g., monitoring or procurement) with other partners.
- iv) Sharing resources or coordinating delivery with other projects.

v) Using innovative approaches and technologies to reduce the cost of service delivery or other types of interventions.

- Yes
 No

Evidence: Cost efficiency considerations including synergies with other UNDP projects, discussed in section 4.1/ Cost Efficiency and Effectiveness

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

15. Is the budget justified and supported with valid estimates?

- 3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated.
- 2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates.
- 1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

Evidence: The project budget is detailed, providing breakdown by budget lines and sources.

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

16. Is the Country Office / Regional Hub / Global Project fully recovering the costs involved with project implementation?

- 3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)
- 2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.
- 1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.

Evidence: The project is funded by EU and does not allow charging of DPC directly. However, UNDP recovers costs indirectly through charging salaries of UNDP Co staff providing services to the project.

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

Effective

Quality Rating: Highly Satisfactory

17. Have targeted groups been engaged in the design of the project?

- 3: Credible evidence that all targeted groups, prioritising discriminated and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.)
- 2: Some evidence that key targeted groups have been consulted in the design of the project.
- 1: No evidence of engagement with targeted groups during project design.
- Not Applicable

Evidence: The project has been developed and will be implemented in consultation with local stakeholders (section 3/results and partnerships).

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?

- Yes
 No

Evidence: Project Board will serve the purpose of steering the project and making changes if the external factors require so.

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

- Yes
 No

Evidence: Project is GEN2

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

Sustainability & National Ownership

Quality Rating: Satisfactory

20. Have national / regional / global partners led, or proactively engaged in, the design of the project?

- 3: National partners (or regional/global partners for regional and global projects) have full ownership of the project and led the process of the development of the project jointly with UNDP.
- 2: The project has been developed by UNDP in close consultation with national / regional / global partners.
- 1: The project has been developed by UNDP with limited or no engagement with national partners.

Evidence: The project has been developed and will be implemented in consultation with local stakeholders (section 3/results and partnerships).

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

21. Are key institutions and systems identified, and is there a strategy for strengthening specific / comprehensive capacities based on capacity assessments conducted?

- 3: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.
- 2: A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment.
- 1: Capacity assessments have not been carried out.
- Not Applicable

Evidence: The project envisages building capacities of local NGOs in certain aspects of media monitoring. HACT Assessments of all responsible parties have been conducted and attached to the project document.

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

22. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.) to the extent possible?

- Yes
 No

Not Applicable

Evidence: No use of national procurement systems envisaged, DIM project.

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

23. Is there a clear transition arrangement / phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?

Yes

No

Evidence: Exit plan and sustainability considered in section 3.7/ Sustainability and Scaling Up

List of Uploaded Documents

#	File Name	Modified By	Modified On
No documents available.			

QA Summary/LPAC Comments

LPAC conducted electronically with the deadline for the submission of the comments by August 12. The project document is in line with the CO and corporate Strategic objectives and is recommended for approval.

ANNEX 2: CAPACITY ASSESSMENTS (HACT MICRO ASSESSMENT) OF RESPONSIBLE PARTIES

**CAPACITY ASSESSMENT FOR
CSO GEORGIAN CHARTER OF JOURNALISTIC ETHICS**

**UNDP MICRO ASSESSMENT
FINAL REPORT**

**NGO Georgian Charter of
Journalistic Ethics**

AG International Consulting
May 16, 2016

AG International Consulting
Member of EuraAudit International
Audit & Business Advisory Services



Implementing Partner: NGO Georgian Charter of Journalistic Ethics

Date: 16.05.2016

1. MICRO ASSESSMENT FINDINGS

No	Description	Recommendation
1	<p>Controls and policies not appropriately evidenced as having taken place.</p> <p>We noted, that IP doesn't have sufficient experience working with other donors. As such, there are number of policies and procedures, which could not be appropriately evidenced as having taken place by date of our assessment :</p> <ul style="list-style-type: none"> - Financial reporting - Training evidence of financial staff - Accounting procedures 	<p>We recommend to formalize the listed procedures and elaborate written manuals describing particular instructions over listed processes.</p>
2	<p>Absence of a comprehensive finance manual</p> <p>There is a lack of accessible and practical guidance as to the financial controls and processes which the IP is implementing to ensure a robust financial management and reporting system.</p> <p>This lack of guidance increases the risk that controls are not being consistently understood and implemented across the organisation. The comprehensive finance manual should give consideration to, among other areas, the:</p> <ul style="list-style-type: none"> • expenditure system • budgeting system • procurement system • payroll system • cash & bank management system • asset management system 	<p>We recommend that a comprehensive finance manual is designed which provides an accessible, comprehensive guide to the financial controls and procedures implemented by the IP. This finance manual would have the benefit of increasing the likelihood that controls are being appropriately implemented. It would also provide a reference for all stakeholders including non-financial staff, current and potential donors to better understand the procedures implemented by the entity.</p> <p>The manual should be dated and should indicate how often it is to be reviewed, who is responsible for ensuring its timely review and who can authorise any suggested amendments to any of the procedures articulated within the manual.</p>
	<ul style="list-style-type: none"> • donor reporting system • management of sub-recipients / implementing partners • system for mitigating foreign exchange risks 	

Appendix IV: Micro Assessment Questionnaire

Micro Assessment Questionnaire

Implementing Partner: NGO Georgian Charter of Journalistic Ethics

Date: 16.05.2016

Instructions: This questionnaire contains various questions related to nine subject matters, which have been summarized further below. Please answer each question by indicating your response as “Yes”, “No” or “N/A”. Also, use the “Comments” section next to each question to provide details of your assessment or to highlight any matters deemed necessary. This document will be referenced subsequently by the agency when performing additional assurance activities related to the IP. Sufficient details should be provided in this document for the agency to understand the details of each response.

Assign a risk rating (‘High’, ‘Significant’, ‘Moderate’, or ‘Low’) for each question based on the response obtained (i.e., if the question relates to an item that should ideally be marked “Yes” was marked “No”, this should be assessed for the level of risk it presents to the Implementing Partner’s (IP) financial management system). The assignment of risk ratings to each question included in this document requires judgment on the assessor as to how the response for each question will impact the IP’s financial management system. The risk ratings available for this questionnaire have been detailed below:

High – response to question/subject matter provides a risk to the overall financial management system that has both a high likelihood and potential negative impact to the IP’s ability to execute the programme in accordance with the Work Plan¹ (WP) and stated objectives. Additionally, this risk has not been mitigated by any other controls/process that have been implemented by the IP;

Significant – response to question/subject matter provides a risk to the overall financial management system that has either a significant likelihood or potential negative impact to the IP’s ability to execute the programme in accordance with the WP and stated objectives;

Medium – response to question/subject matter provides a risk to the overall financial management system that has a moderate likelihood and potential negative impact to the IP’s ability to execute the programme in accordance with the WP and stated objectives; or

Low – response to question/subject matter provides a risk to the overall financial management system that has a low likelihood and potential negative impact to the IP’s ability to execute the programme in accordance with the WP and stated objectives.

¹ Agency Work Plans (WPs) can be annual, multi-year, rolling or joint.

To determine the overall risk assessment for a subject matter section (e.g., Section 1. Implementing Partner), the risk assessment from each question included in the section should be accumulated and averaged based on the number of questions in the subject matter section. Certain questions may not be applicable to the IP (marked as "N/A") and should not be provided with a risk rating and should be removed from the total number of questions for the calculation noted above. The following points should be assigned to the risk assessment of each question:

- H – High Risk 4 points
- S – Significant Risk 3 points
- M – Moderate Risk 2 points
- L – Low Risk 1 point

The average number of points calculated should then be compared to the points rating above and assigned a corresponding risk (i.e., an average of 2.0 would indicate a "Moderate" risk rating for the subject matter section). Numbers should be rounded as follows: 0.1-0.49 round down to the closest whole number (i.e., an average of 3.3 would be rounded down to 3.0 and indicate a "Significant" risk rating) and 0.5-0.99 round up to the closest whole number (i.e., an average of 1.99 would be rounded up to a 2.0 and indicate a "Moderate" risk rating).

The same process as detailed above should be followed for determining the overall risk assessment for the IP once checklist has been completed.



CAPACITY ASSESSMENT FOR NGO INTERNEWS GEORGIA

UNDP MICRO ASSESSMENT FINAL REPORT

NGO Internews Georgia

AG International Consulting
May 16, 2016

AG International Consulting
Member of EuraAudit International
Audit & Business Advisory Services



Appendix IV: Micro Assessment Questionnaire

Micro Assessment Questionnaire

Implementing Partner: NGO INTERNEWS GEORGIA

Date: 16.05.2016

Instructions: This questionnaire contains various questions related to nine subject matters, which have been summarized further below. Please answer each question by indicating your response as “Yes”, “No” or “N/A”. Also, use the “Comments” section next to each question to provide details of your assessment or to highlight any matters deemed necessary. This document will be referenced subsequently by the agency when performing additional assurance activities related to the IP. Sufficient details should be provided in this document for the agency to understand the details of each response.

Assign a risk rating (‘High’, ‘Significant’, ‘Moderate’, or ‘Low’) for each question based on the response obtained (i.e., if the question relates to an item that should ideally be marked “Yes” was marked “No”, this should be assessed for the level of risk it presents to the Implementing Partner’s (IP) financial management system). The assignment of risk ratings to each question included in this document requires judgment on the assessor as to how the response for each question will impact the IP’s financial management system. The risk ratings available for this questionnaire have been detailed below:

High – response to question/subject matter provides a risk to the overall financial management system that has both a high likelihood and potential negative impact to the IP’s ability to execute the programme in accordance with the Work Plan¹ (WP) and stated objectives. Additionally, this risk has not been mitigated by any other controls/process that have been implemented by the IP;

Significant – response to question/subject matter provides a risk to the overall financial management system that has either a significant likelihood or potential negative impact to the IP’s ability to execute the programme in accordance with the WP and stated objectives;

Medium – response to question/subject matter provides a risk to the overall financial management system that has a moderate likelihood and potential negative impact to the IP’s ability to execute the programme in accordance with the WP and stated objectives; or

Low – response to question/subject matter provides a risk to the overall financial management system that has a low likelihood and potential negative impact to the IP’s ability to execute the programme in accordance with the WP and stated objectives.

¹ Agency Work Plans (WPs) can be annual, multi-year, rolling or joint.

To determine the overall risk assessment for a subject matter section (e.g., Section 1. Implementing Partner), the risk assessment from each question included in the section should be accumulated and averaged based on the number of questions in the subject matter section. Certain questions may not be applicable to the IP (marked as "N/A") and should not be provided with a risk rating and should be removed from the total number of questions for the calculation noted above. The following points should be assigned to the risk assessment of each question:

- H – High Risk 4 points
- S – Significant Risk 3 points
- M – Moderate Risk 2 points
- L – Low Risk 1 point

The average number of points calculated should then be compared to the points rating above and assigned a corresponding risk (i.e., an average of 2.0 would indicate a "Moderate" risk rating for the subject matter section). Numbers should be rounded as follows: 0.1-0.49 round down to the closest whole number (i.e., an average of 3.3 would be rounded down to 3.0 and indicate a "Significant" risk rating) and 0.5-0.99 round up to the closest whole number (i.e., an average of 1.99 would be rounded up to a 2.0 and indicate a "Moderate" risk rating).

The same process as detailed above should be followed for determining the overall risk assessment for the IP once checklist has been completed.

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Summary of Risks related to the Financial Management Capacity of Implementing Partner				
Tested Subject Area (see subsequent pages for details of each subject area that has been summarized below)				
	Total Number of Risk Points	Total Number of Applicable Questions	Overall Risk Assessment	Comments
1. Implementing Partner	6	5	1.2	
2. Funds Flow	6	5	1.2	
3. Organizational Structure and Staffing	12	10	1.2	
4. Accounting Policies and Procedures	52	40	1.3	
5. Internal Audit	4	2	2	
6. Financial Audit	10	7	1.43	
7. Reporting and Monitoring	10	8	1.25	
8. Information Systems	9	5	1.8	
9. Procurement	42	36	1.17	
Total	151	118	1.28	Divide "Total Number of Risk Points" by "Total number of applicable questions in subject matter section" This amount should be rounded and as detailed on page 1 of this checklist and assigned an overall risk rating.

CAPACITY ASSESSMENT FOR NGO CRRC-GEORGIA

MICRO ASSESSMENT REPORT NNLE CRRC-GEORGIA

Commissioned by United Nations
Development Programme in Georgia
09 July, 2020

AGIC

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1. Background, Scope and Methodology

Background

The micro assessment is part of the requirements under the Harmonized Approach to Cash Transfers (HACT) Framework. The HACT framework represents a common operational framework for UN agencies' transfer of cash to government and non-governmental implementing partners.

The micro-assessment assesses the IP's control framework. It results in a risk rating (low, moderate, significant or high). The overall risk rating is used by the UN agencies, along with other available information (e.g. history of engagement with the agency and previous assurance results), to determine the type and frequency of assurance activities as per each agency's guideline and can be taken into consideration when selecting the appropriate cash transfer modality for an IP.

Scope

The micro-assessment provides an overall assessment of the Implementing Partner's programme, financial and operations management policies, procedures, systems and internal controls. It includes:

- A review of the IP legal status, governance structures and financial viability; programme management, organizational structure and staffing, accounting policies and procedures, fixed assets and inventory, financial reporting and monitoring, and procurement;
- A focus on compliance with policies, procedures, regulations and institutional arrangements that are issued both by the Government and the Implementing Partner.

It takes into account results of any previous micro assessments conducted of the Implementing Partner.



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Methodology

We performed the micro-assessment from July 02, 2020 to July 09, 2020 at Tbilisi, Georgia.

Through discussion with management, observation and walk-through tests of transactions, we have assessed the Implementing Partner's and the related internal control system with emphasis on:

- The effectiveness of the systems in providing the Implementing Partner's management with accurate and timely information for management of funds and assets in accordance with work plans and agreements with the United Nations agencies;
- The general effectiveness of the internal control system in protecting the assets and resources of the Implementing Partner.

We discussed the results of the micro assessment with applicable UN agency personnel and the IP prior to finalization of the report. The list of persons met and interviewed during the micro-assessment is set out in Annex III.



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2. Summary of Risk Assessment Results

The table below summarizes the results and main internal control gaps found during application of the micro-assessment questionnaire (in Annex IV). Detailed findings and recommendations are set out in section 3. below:

Tested subject area	Risk assessment*	Brief justification for rating (main internal control gaps)
1. Implementing partner	Low	
2. Programme Management	Moderate	
3. Organizational structure and staffing	Low	
4. Accounting policies and procedures	Low	
5. Fixed Assets and Inventory	Low	
6. Financial Reporting and Monitoring	Low	
7. Procurement	Low	
Overall Risk Assessment	Low	

*High, Significant, Moderate, Low



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3. Detailed Internal Control Findings and Recommendations

No.	Description of Finding	Recommendation
1	The IP doesn't have formalized procedures and manuals (financial management, grants management, HR, and etc.).	<i>We recommend to elaborate manuals (Financial management, grants management, HR, and etc.) and fit to existing procedures in the organization.</i>
	Organization prepares specific financial reports which is required by Government regulations and it used to analyze the budget and actual costs. However, there is no a practice for preparation financial reports in accordance with International Financial Reporting Standards, which will be valuable and efficient tool for the management and external users to analyze the overall financial position of the Organization.	<i>We recommend to integrate a practice of preparation financial statements in accordance with International Financial Reporting Standards, which is also valuable and efficient tool for management and external users and provides with opportunity for the assessment of Organization's financial performance.</i>
2	The Organization has not developed accounting policy, which may cause some difficulties in the accounting. These problems may concern one and the same transaction recorded and presented in different ways, as well as uncertainties in reporting and presentation of operations not specific for the Organization.	<i>In accordance with the IFRS the Organization should develop accounting policy and apply regulations elaborated while making accounting records and preparing financial statements complying IFRS. In case of lack of appropriate International Financial Reporting Standard, the Organization should elaborate the mentioned section of the accounting policy itself, which will provide the user with the most important information regarding financial statement of the Organization.</i>