

Project Document Format for non-CPAP Countries or Projects outside a CPAP

**United Nations Development Programme
Kosovo
Project Document**

Project Title	<i>Parliamentary Development for Social Policies- PDSP</i>
CDP/ UNDAF-like Outcome(s):	<i>Theme 1: Legislative and Policy Framework for Social Inclusion</i>
Expected CP Outcome(s): <i>(Those linked to the project and extracted from the CP)</i>	<i>improved capacities for policy planning, policy implementation and administration at central and local levels for effective and gender-responsive governance</i>
Expected Output(s): <i>(Those that will result from the project)</i>	<p>O1. Strengthen capacities of AoK for evidence based formulation of socially inclusive policies and legislation, and establish an oversight mechanism for monitoring the implementation and promotion of dialogue in Kosovo, using tailored indicators to measure the progress, based on MDG and EU social inclusion framework.</p> <p>O2. Strengthen capacities of CSOs, including women NGOs for increased participation in the oversight of socially inclusive related policy and legislation implementation.</p> <p>O3. Improve capacities of AoK for constituency relations and regional/international cooperation.</p>
Implementing and Executing Entity:	UNDP
Partner Agencies:	UNICEF, WHO, UNFPA, OHCHR

Brief Description

The PDSP project is designed to bring resources and knowledge together through facilitation of participatory and inclusive processes of MPs, CSOs and concerned citizens on review, monitoring and oversight on progress towards achieving the MDGs through development of socially inclusive policies, legislation and budgeting, specifically focusing on social assistance, access to health, education and employment for the vulnerable groups in Kosovo, including the environment and gender dimensions.

In achieving this objective, the project will focus on developing the capacities of the AoK's administration, MPs, Women Caucus Group for better engagement in such processes; in particular the project will aim to:

1. Strengthen capacities of AoK for evidence based formulation of socially inclusive policies and legislation, and establish an oversight mechanism for monitoring the implementation and promotion of dialogue in Kosovo, using tailored indicators to measure the progress annually, based on MDG and EU social inclusion framework
2. Strengthen capacities of CSOs, including women NGOs for increased participation in the oversight of socially inclusive related policy and legislation implementation
3. Improve capacities of AoK for constituency relations and regional/international cooperation

To this end, with assistance of UNDP, the AoK in 2009 has adopted a resolution endorsing MDGs by which it requests from the government to report annually on progress toward MDGs. Achievement of MDGs targets requires legislative measures and as such the AoK has a unique role in ensuring strategic prioritisation of legislation, which will work towards improving the quality of life for all citizens of Kosovo.

The PDSP project will continue to streamline the concept of social inclusion into the work of the AoK while building on the current results, which include: the publication of the White Paper -Kosovo Social Inclusion Challenges (KSIC); related policy documents produced for the committees; publication of the 'Kosovo: MDG Fact-sheet 2010'; the forthcoming 'HDR on Social Inclusion'; and activities undertaken for the government's awareness on the lack of access to services for the most vulnerable.

This project is planned for a three year period, 2011-13. Part of the first two years will be funded by the DGTTF, while other funds will be mobilised in close partnership with United Nations agencies, civil society, and support of other development partners in Kosovo.

Programme Period:	2011 - 2015	Total resources required	563,200.00 \$
Key Result Area (Strategic Plan): Poverty eradication and achievement of internationally agreed development goals, including the MDGs		Total allocated resources-DGTTF:	300,000.00 \$
Atlas Award ID:		• Regular	_____
Start date:	01 Apr 2011	• Other	_____
End Date:	31 Dec 2013	○ Donor	_____
PAC Meeting Date:	07 Feb 2011	○ Donor	_____
		○ Donor	_____
		○ Government	_____
		Unfunded budget:	263,200.00 \$
		In-kind Contributions:	180,000\$

Agreed by UNDP:



Parviz Fartash, Kosovo Director, Date: 25 Feb 2011

I. SITUATION ANALYSIS

Eleven years after the conflict, Kosovo continues to face developmental and political challenges, among which high unemployment rates, weak public infrastructure, inefficiencies in the public administration, underdevelopment in the private sector, and uncontrolled environmental pollution remain the most critical issues. The recently published "Kosovo: MDG Factsheet 2010" portrays alarmingly low levels of development targets and indicators in Kosovo. It shows that unemployment in Kosovo is 43%, relative poverty is 45%, maternal and child mortality is the highest in the region, and women's participation in decision making remains low.

In the spirit of EU aspirations, Kosovo government institutions have committed to intensify their work in line with the global development agendas, enabling achievement of standards for EU integration. A sensitive part in this process is integration of minorities and other excluded groups into the main streamline of the social life as per the Millennium Development Goals and the Social Inclusion agenda.

The concept of social inclusion as per Kosovo concept relates to the structural capability for Kosovo's government, parliament, MPs and civil society to deliver programs that lay a proper foundation for the well being and personal security of all its citizens by means of social security entitlements and fundamental rights. The impoverishment found within Kosovo's vulnerable groups is mirrored in the structural deficiencies of social security entitlements found in other European and American countries. Exclusion from basic services even at the local level has impact on their rights and freedoms. To deal with obstacles to social exclusion, communities in many European and North American countries, including Canada have used links with CSOs or other community based organisations to take charge of their lives. In short, this project will address how to increase the empowerment of the Assembly of Kosovo in partnership with CSOs and local communities to overcome social inclusion in the country.

Social exclusion as a phenomenon cuts wide across Kosovo society touching minorities, women, youth, elderly and the disabled. Women, particularly the young, are frequently shut out of jobs, land ownership and political life. Quota system in the Kosovo Assembly assures 30 percent of seats to women; nevertheless their participation in decision making, external affairs and peace negotiations is minimal. Only 45 % of women in Kosovo labour force have jobs compared to 61 % of men. Only 6-10 % of business owners are women, thus, approximately 3 percent of business foundation bank loans go to women¹

All of the vulnerable groups as per Kosovo context are mapped out in the Parliamentary "White paper: Social Inclusion Challenges in Kosovo". As a part of the "MDG project" the *White Paper* is a product of an inclusive, participatory and wide consultative process. With its endorsement, the Assembly of Kosovo has subscribed to the development of a legislative framework that is aligned with the concept of social inclusion. Since then the White Paper has acted as a catalyst for debate on the most effective ways to improve the lives of Kosovo citizens through new legislation and related policies and has also served as a call for action for Kosovo government and institutions to:

- increase employment among/for vulnerable groups and individuals;
- reduce poverty at all levels;
- foster civic engagement;
- increase transparency and accountability of the government representatives

The UN Kosovo Team (UNKT) has during 2010 produced a Common Development Plan (CDP) aligned to the Kosovo's development strategies: the EU Partnership Action Plan and the Medium-Term Expenditure Framework (MTEF). This is taking place at a very significant timing: the substantial UN political mandate in Kosovo established by Security Council Resolution (SCR) 1244 is nearing the end of its relevance, Kosovo has declared its strong will towards full independence² and UNMIK is considerably scaling down

¹ Kosovo Human Development Report UNDP 2010; the Statistical Office of Kosovo, 2008 and Procredit Bank Survey, 2008

² White paper: Kosovo Social Inclusion Challenges, endorsed by the Assembly of Kosovo on 12 July 2009

³ Kosovo autonomously declared independence from Serbia on 17 February 2008

its activities. The new reality is creating more space for the government structures to prioritise development agendas as key to Kosovo's future.

The UNDP project **MDGs in Parliament** initiated in 2008 has helped to raise the awareness of MPs and their Committees and other institutions about the MDG agenda and its goals. The project underscored the social policy framework of the European Union regarding social inclusion, putting a highlight on Kosovo's aspirations to become part of the EU by building necessary legislative and institutional framework. The new project will aim to develop the capacities of the MPs, Women Caucus Group and AoK administrative staff in achieving socially inclusive policies and legislation, in forged partnerships with the CSOs.

a. MDGs and Social Inclusion in the Assembly of Kosovo

The fourth round of democratic elections for the Assembly of Kosovo was held in December 2010, following the elections in 2001, 2004, and 2007. The Assembly has yet to be constituted due to recounting needs following the voting irregularities. New MPs are expected to start their work in March 2011. Although the Assembly is gradually transforming itself into a more effective and accountable institution, internal reforms of AoK structures and practices remain a long-term process. The institution is struggling with its roles and the majority of MPs lack experience as legislators. In the last assembly mandate around 60% of MPs were for the first time elected in that role. As per developments so far, of the 120 MPs, only 26 will be from the last legislature. Others will be the first time elected.

Through preliminary support provided by UNDP since 2008, the AoK is making the MDGs and social inclusion an issue of priority. This is demonstrated through 4 major achievements of the AoK: (1) the adoption of a Resolution endorsing the Millennium Declaration in 2008; (2) the approval of the White Paper on Social Inclusion Challenges in Kosovo in 2009; (3) the development and approval of the "Declaration on the State of Health Issues in Kosovo" by the Committee on Health, Labour and Social Welfare in 2010; and (4) the endorsement of "Kosovo: MDG Factsheet 2010" in October 2010.

The project will continue to work with the Assembly committees, including the committee support staff, and the assembly's Legal Research Office to increase capacities to monitor and evaluate creation of socially inclusive legislation and support its implementation. The Statistical Office of Kosovo (SOK) as the highest national institute for research and data compilation/disaggregation on population, will be included in the project and empowered to analyze social statistics as per European standards as well as to help government of Kosovo to report on MDG progress annually.

The Parliamentary Committees which the project has supported and will continue to receive the priority support are the following three: 1. the Committee on health, labour and social welfare; 2. the Committee on Environment; 3. the Committee on Human Rights and Gender. Other committees which will be included into the project activities are: 4. the Committee on Economy, Trade Industry, Energy and Mining 5. Committee on European Integration and 6. Committee on Education, science and technology, and 7. Committee on Budget and Finance. These committees have been chosen to champion the introduction of a new system of monitoring law implementation in the area of health, education and environment. Furthermore supporting these committees will strengthen their role in keeping the government accountable on overall European integration processes by aligning legislation to the EU requirements.

b. Current socially inclusive draft legislation

By the Kosovo Constitution endorsed on 12th June 2008, basic human rights and fundamental freedoms should be guaranteed as per international agreements and instruments.⁴ This means that Kosovo has grounded binding obligations to ensure that their own national legislation, policies or practices meet the

⁴ Enshrined in the Constitution are following: The Universal Declaration of Human Rights, the European Convention for the Protection of Human Rights and Fundamental Freedoms and its Protocols, International Covenant on Civil and Political Rights and its Protocols, Council of Europe Framework Convention for the Protection of National Minorities, Convention on the Elimination of All Forms of Racial Discrimination, Convention on the Elimination of All Forms of Discrimination Against Women, Convention on the Rights of the Child. It should be noted that the Constitution does not capture the International Covenant on Economic, Social and Cultural Rights and principles of CEDAW convention.

requirements of the Human Rights Treaties. These treaties are at the heart of achieving human development and sets together with the MDGs the normative context and obligations of the members of Parliament and other governmental institutions. It is a normative tool against which governments assume accountability to respect, protect and fulfil human rights and helps to crystallize strategies through addressing issues of discrimination and exclusion factors.

A number of draft laws touching upon human rights have remained in the pipeline, due to early elections. These include the Draft Law on Amending and Supplementing of Law number 2003/15 on Social Assistance Schemes in Kosovo. The focus of this Draft Law is on disability pensions, and is related to the Law regarding the Statute and Right of the Family Martyrs, Invalids and Civil War Victim Families. Other bills being considered include a Draft Law on Ombudsperson to protect rights, freedoms and interests of Kosovars, a Law on Participation of Youth to strengthen the youth sector to engage in community voluntary activities. The Law to improve the lives of vulnerable people, Law on gender equality and the Law on Labor were passed just before the last parliamentary sessions in 2010.

The Law on Labor which addresses the legal rights of, and restrictions on working people and their organizations has drawn enormous attention through media and civil society engagement as well as the pro-active stance of MPs of the Committee on Health, Labor and Social Welfare, and some individual MPs. The major focus of numerous discussions related to approval of this law, was on Maternity Leave. Although approved, this draft law still has elements which may hamper opportunities for increased employment of women in the private sector due to articles on maternity leave, which foresees that the employer (and not the government social assistance funds) covers 70% of full salary for six months.

In this context, establishing a proper monitoring and evaluation system to provide evidence-based policy and legislation development in conformity with principles of democratic governance is necessary. Furthermore, CSOs role ought to be gradually transformed into a partnership with AoK in qualitative monitoring processes.

c. Partnerships between Civil Society and the Assembly of Kosovo

Kosovo has a dynamic group of Civil Society Organizations including such organizations as the Soros Foundation, BIRN, Civicus, GAP and KDI that are actively engaged in the monitoring of work of the Assembly Committees and Plenary Sessions. The goal is to support the MPs to improve their capacity for transparency with the public as to what it is being accomplished at the Assembly. There is a great need for a larger research capability to monitor draft laws and the shortfalls in law implementation. At present no mechanisms exist to correctly monitor and evaluate the implementation process either by the Government or MPs. CSOs are open to the prospect of working with Assembly MPs to effectuate easier and more rapid implementation of social security work. This can be undertaken by using CSO expertise for research and policy advice and a fast response to AoK requests for assistance and collaboration. Partnerships can facilitate substantial and rich discussion on social inclusion. In short, this would develop of group unity to create a workable framework for discussion and actual policy implementation processes.

d. Parliamentary Capacity Development Needs

Capacity development at the Assembly of Kosovo falls in several interlocking categories, naming three main ones identified during interview process in July 2010:

1. Research and Expertise

Capacities of the AoK to undertake in house research on specific social issues, such as the health insurance reforms, social assistance systems, or child labour law, are still weak. They are mostly supported by expertise outsourced to professional research companies or individuals. The AoK administration recently hired 10 new officers and one field analyst to be assigned to the parliament's 16 committees, with support from the National Democratic Institute (NDI), to slowly bridge the divide between external knowledge and parliamentary expertise. These new capacities need to be strengthened in order to enable AoK to have in-house qualitative inputs during the legislative drafting and review. The visit of parliamentary Committee on Health, Labor and Social Welfare to Bulgarian Parliament in 2009 and to Slovenian Parliament in October 2010, organised by UNDP, helped the

committee members and the support staff reconfirm some of the analysis and revisions made in the Labour law, which was subsequently approved in November 2010. It also helped MPs of the committee lobby stronger for facilitating approval of the legislation which will facilitate setting up Health insurance system, Health information system, and other basic social assistance schemes which are still unavailable in Kosovo.

KIPRED through UK funding also supported the newly created Committee on Public finances with parliamentary exchanges between Kosovo and the UK, for developing rules and procedures and for the establishment of a sustainable and functioning committee. The main purpose of this committee was to analyse financial impact of legislation at the macroeconomic level, but no special attention was given to gender based analysis or budgeting.

Regular exchanges for capacity development through twinning programs with the Parliaments in the region (ex. Slovenia and Croatia as part of the ex-Yugoslav system) will help MPs and their support staff to gather information, receive longer term mentoring/coaching from their colleagues in the region and use this expertise to exert political pressure for a change in the society through necessary government reforms.

2. Executive Oversight and Civil Society Partnerships

A continuing challenge at the AoK is the weak state of executive oversight concerning human development and social policy in general. The inability to monitor and follow-up on exactly what the government is doing to implement laws is one such example. At present, the Assembly does not have enough information at its disposal to determine why laws are either partially implemented or completely neglected, and the reasons behind. Under the current Assembly Rules of Procedure, Committees have the responsibility to deal with the issue of how laws were actually implemented by providing a report to Assembly Plenary sessions. "A comprehensive study on the obstacles to the implementation of laws, as conducted by the OSCE Mission in 2004, 2005, 2006, would lay a firm foundation for new governmental and parliamentary initiatives at the start of the fourth mandate of Kosovo's institutions in 2011."⁵

There is also very little knowledge on the Kosovo's approach to social legislation among the general public and Kosovo's vulnerable groups in particular. This situation is being counter-acted to some extent by the work of a small group of CSOs that monitor and collect information and data on social policy issues that is then shared with parliamentarians. Ultimately this MP-CSO collaboration and more formal partnerships will improve the legislative review process substantially. With a group of experienced Civil Society Organizations (CSOs) including women NGOs that are actively engaged in monitoring the work of the Assembly Committees and plenary sessions, partnerships can facilitate substantial debates and will further enrich discussions on social inclusion. It will be important to promote a informed dialogue process and strategy so that participants can meaningfully contribute to social policy issues.

3. Constituency relations

As per UNMIK's Regulation 2007/26 Kosovo is considered as a single, multi member district and elections are organized under Proportional Representation (PR) with Single Transferable Vote (STV) electoral or constituency system. In end of 2010 as per the latest Law on Elections, the voters can give their votes for five candidates of one party, and those candidates who get the highest number of votes are elected. Where candidates are selected from party lists, MPs are more likely to be influenced by party than voter pressure. The relations between constituency and MPs intensify during election process and then declines drastically after the elections are over. This continues to create a gap between the citizens and their representatives due to citizen's distrust that current social issues can be properly addressed if there is lack of any structured communication.

There is also a lack of sufficient capacity within the parliament related to the broad spectrum of social policy issues coupled with a lack of "functioning instruments" to analyze draft legislation and policy

⁵ Implementation of Kosovo Assembly Laws by the Executive Branch of the Provisional Institutions of Self-Government, OSCE Mission in Kosovo, Department of Human Rights and Rule of Law.

frameworks related to social inclusion. Limited progress can be reported in regard to social policies. The Inter-Ministerial White Paper (deriving from the Parliamentary White Paper) on social policies has not been adopted leaving Kosovo without strategic priorities in the area of social assistance schemes, and reforms needed for improving of health and education. The legal framework remains weak and inadequate to face the practical challenges. In particular, the Labor Law has very recently been adopted. In terms of social dialogue, "...it was improved with the adoption of the Law on strike. But, due to the late approval of the Labor Law as an essential legal act, the adoption of other fundamental pieces of legislation, such as the trade union Law and the Law on the socio-economic council have been postponed."

The Assembly of Kosovo has at its disposal a modern electronic Document Management System (DMS) that was established by the UNDP SPEAK Project in 2004. At present the DMS is greatly under-utilized by MPs and the Administrative Staff of the parliament. Social inclusion database created in partnership with the SOK and UNKT will act as a catalyst for the current new Assembly Administrative IT Strategy initiated in 2010, but not completed. The final aim is to establish IT independence for the Assembly of Kosovo which is currently controlled and limited by the Ministry of Public Services. A more paperless parliamentary environment created by this strategy would be an additional incentive both for Administrative Staff and MPs to develop ownership for the existing electronic DMS. Having a DMS system in place will ensure a more proactive outreach by the Assembly of Kosovo and its MPs in partnership with CSOs.

Within the DMS system, an interactive website will be open to interaction with the citizens, especially vulnerable groups with the help of local CSOs at community level. This will be an innovative approach to constituency relations in Kosovo as the Q&A link will be established for direct contact between citizens and MPs across political parties based on specific social issues. This system would also provide greater access for media to parliamentary information on topics of social inclusion, thus improving media relations in Kosovo.

4. Partnership and Cooperation:

In response to all of the challenges ahead this is the time when Kosovo must seize the opportunity to learn from the best practices of its neighbours on policy development and legislation concerning human development for truly democratic governance. Some new partnerships can be forged with a number of national and international parliamentary organizations to identify and recruit "voluntary experts" drawn from retired/active MPs and parliamentary staff. Such organization is Canada-Europe Parliamentary association which might provide Kosovo a structured forum (even as an observer) for the exchange of information and ideas between Canadian parliamentarians and parliamentarians from the European Parliament, the Parliamentary Assembly of the Council of Europe, the Western European Union Assembly, similar European parliamentary organizations such as the Parliamentary Assembly of the Organization for Security and Cooperation in Europe (OSCE PA), and individual parliaments of all countries of Europe. Furthermore, there will be cooperation with Inter-Parliamentary Union (IPU), and the Canadian Parliamentary Center and House of Commons in Ottawa, Canada to mobilize resources and expertise for Kosovo Assembly. In cooperation with the IPU, UNDP Kosovo will explore the possibility of developing a relationship with the Global Parliamentary Foundation for Democracy to raise funds from high net worth individuals and corporations. Although not recognised by many countries, Kosovo has already benefitted from the resources and expertise from the IPU and will continue to do so.

UNDP Kosovo will also use the internal UNDP's Bureau for Development Policy (BDP) for establishing the regional cooperation between Kosovo Assembly and other Parliaments in the region. This will be part of the long term visioning of this project which is foreseen to develop into a multiyear Programme for parliamentary development and as part of regional programmes.

PROJECT OBJECTIVES

The project aims to strengthen the AoKs capacities for participatory and inclusive processes of MPs, CSOs and concerned citizens on review, monitoring and oversight on progress towards achieving the MDGs

through development of socially inclusive policies, legislation and budgeting, specifically focusing on pension schemes, social assistance and access to health, education and employment for the vulnerable groups in Kosovo, including the environment and gender dimensions.

As such, the project will develop the capacities of the AoK, MPs, Women Caucus Group and administrative staff to monitor and evaluate the Kosovo government's progress towards achieving the MDGs and delivering socially inclusive policies and legislation. As a result, there will be facilitation of quality political processes based on already established institutional mechanisms, as well as increased constituency representation and accessibility to strengthen parliamentary social inclusion strategies, policies and legislation. The project seeks to build a platform for evidence based development of policies and legislation, through integration of MDG and EU Social Inclusion framework. These new and revised policies will target the underdeveloped areas in which communities are lagging behind in specific MDGs. This will require a collective effort by all relevant institutions to address inequalities in Kosovo society through design and implementation of pro-poor policies.

In achieving the set objective, the key intended deliverables of the project are planned as follows:

Output 1: Strengthen capacities of AoK for evidence based formulation of socially inclusive policies and legislation, and establish an oversight mechanism for monitoring the implementation and promotion of dialogue in Kosovo, using tailored indicators to measure the progress, based on MDG and EU social inclusion framework.

Planned activities:

- Conduct assessment and develop the M&E Framework (database of indicators, baseline, targets) to monitor the implementation of socially inclusive policies, legislation and budgeting;
- Identify the leading MPs from respective Parliamentary Committees (women and men equally), Parliamentary Groups, Women's Caucus and Youth Assembly Caucus Group to drive the processes forward;
- Establish the networking relationships with relevant stakeholders, including respective UN Agencies around the social development agendas;
- Strengthen the socially inclusive policy research capacities within AoK, through provision of expertise and training;
- Establish mechanisms for increased dialogue and partnerships between MPs, CSOs and citizens on social issues.

Output 2: Strengthen capacities of CSOs, including women NGOs for increased participation in the oversight of socially inclusive related policy and legislation implementation.

Planned activities:

- Engage CSOs (including women and youth NGOs, and media) in conducting specific research related to social inclusion achievement, identifying key gaps and opportunities;
- Develop capacities and mechanisms for constructive CSO participation in Parliamentary debates related to social inclusion;
- Support related CSO advocacy events in the Parliament;
- Prepare and publish the annual MDG/Social inclusion fact sheet, in cooperation with AoK, CSOs, UN Agencies and relevant actors.

Output 3: Improve capacities of AoK for constituency relations and regional/international cooperation.

Planned activities:

- Facilitate awareness raising activities with MPs and constituents at the local level and increase interaction and representation with vulnerable groups;
- Facilitate knowledge exchange visits and networking with regional/international Parliaments, Unions and Forums.
- Develop web based information sharing mechanisms for better and transparent interlinking and exchange with constituents, government, CSOs, and public at large.

II. STRATEGY

The aim of this project is to build a strong foundation with the Assembly of Kosovo and other national institutions to bring forward an integrated effort to streamline greater social inclusion into their daily functions, for the benefit of the vulnerable groups. This is a process of capacity development of the AoK to research, analyze, carry out legislative actions and activate resources to address social exclusion issues in Kosovo. A process that links social inclusion and policies will be started and brought to the forefront of Kosovo's public institutions, to ensure delivery of long term benefits for vulnerable groups and society as a whole. The project will be implemented in coordination and partnership with the Assembly of Kosovo, UN Agencies, reputable CSOs and other key partners.

Innovative strategies such as involving youth and media on developing issue-based research on social inclusion will be planned and pursued to sensitize AoK MPs to become more proactive on the social inclusion agenda at the parliament related to vulnerable groups. In furthering the revitalization of participation of the poor, the project will engage strategic actors in civil society, political parties and their platforms and local vulnerable group representatives.

The project will adopt an incremental approach by firstly focusing on the capacity development of AoK Administrative staff, the MPs and then stretching it's support to CSOs and other relevant actors.

Considering that this project is supported by the UNDP global fund – DGTFE, the project will develop strong links with UNDP's global initiatives on parliamentary development, in cooperation with BDP, BRC and Oslo Governance Centre advisors in particular.

PARTNERSHIP, COORDINATION and RESOURCE MOBILISATION STRATEGY

Based on UN Core Strategy, implementation of this project will be done in coordination and partnership between the Assembly of Kosovo, UN Agencies, and other key development partners and donors. The project has already established good coordination mechanisms with UNKT related to MDGs and social research through the MDG Theme Group, now the UNKT Statistics Thematic Group (STG), which will be used as a platform for increasing statistical knowledge, exchange experiences among UN agencies and the SOK in aligning social indicators for measuring progress on MDGs.

UNICEF, UNFPA and WHO were especially involved in providing data expertise and substantive inputs to policy documents prepared by the MDG team and the Parliamentary Committees. Other UNKT members have engaged on ad-hoc basis on request-provision manner and mainly on awareness raising activities. Other UNKT members have since shown commitment to join these UNKT efforts under the new UN Common Development Plan (CDP) 2011-2015.

UNDP Kosovo has already carried out a number of successful initiatives at the Assembly of Kosovo that have proven to be effective in meeting the needs of MPs and AoK Administrative Staff, hence the PDSP has good potential in attracting substantial co-financing from a variety of donors, especially in the area of social inclusion. In this context the project in cooperation with AoK and respective UN Agencies will develop a strong communication and knowledge sharing mechanisms, inviting different stakeholders and interested donors to periodical events, targeting partnership and network building, and resource mobilisation.

In addition, UNDP office in AoK works in close cooperation with other international and local partners such as NDI, GIZ, OSCE, KIPRED and other structures that aim strengthening of AoK capacities. NDI's "Kosovo Assembly Strengthening Program" is focused on increasing legislative research capacity, improving government oversight by committees, creating entry points for civil society into the legislative process, refining information management systems, and promoting better management of

legislative staff. GIZ's project "Reform of the Public Finance System in Kosovo" addresses this issue by strengthening the Budget and Finance Committee of the AoK. The project is focused on the development of a qualified support unit for the Budget and Finance Committee, including its archive, and on the Committee's networking with other institutions in the chain of state accountability. OSCE advises relevant Assembly committees and facilitates the exchange of best practices with parliaments from the region and the EU member states. OSCE also supports community, women and youth caucuses in the Assembly in their efforts to improve communication with these social groups and to better represent their needs. The activity of local NGO KIPRED in the last two years was focused on establishment and monitoring of the functional Committee for Oversight of Public Finance in AoK.

UNDP and UNKT Added Value

UNDP in its strategic planning, highlights capacity development for democratic governance as one of its four areas of comparative advantage integrally linked with the achievement of the MDGs. Specific support for democratic governance includes promoting the principles of accountability, transparency and human rights. UNDP is working to accomplish these goals by strengthening core institutions of democratic government, including parliaments.

UNDP has established its niche within the AoK in Kosovo through the MDG project (2008-10) and SPEAK project (2003-05) at the Assembly of Kosovo. The projects have provided support to parliamentary development, electronic archiving and document sharing, legislative review and drafting, policy analysis, parliamentary institutional outreach and civil education, as well as improved constituency relations. These projects have been able to build trust among various parliamentary actors and has become a neutral and trusted provider of expertise and knowledge. The permanent presence of UNDP at the Assembly has allowed for flexibility in responding to the requests for assistance in the most appropriate format. As such, UNDP is well placed to further facilitate the active exchange of opinions and dialogue between parliamentary actors, UN Agencies, independent experts and committed CSOs.

Additionally, UNKT is in the process of compiling a new multi-year programming document entitled "UNKT Common Development Plan 2011 - 2015" (UNKT CDP), following the simplified UNDAF guidelines, involving consultation with key stakeholders, and including a results-oriented monitoring and evaluation framework. The support to the AoK provided through this project falls under its first thematic group, called "Legislative and Policy Frameworks for Social Inclusion". Considering Kosovo's priorities and needs, the UNKT will give special attention to areas in supporting the Government on achieving its EU aspirations, foster social inclusion and further human development.

Drawing from the strategies of UN agencies, for the next one – two years, a few key entry points should be mentioned:

- UNICEF is an UN agency with a mission to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential. Building on the results of their latest Child poverty study UNICEF will play a core role when dealing with child education and health related policies.
- UNFPA - as the UN agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. It continues to support Kosovo institutions by using population data for policies and programmes to reduce poverty, to ensure sexual and RH rights and services will contribute in women, men children and young people health, treated with dignity and respect. Through its advocacy efforts and support in population data collection, analysis and usage, UNFPA will play a key role in scrutinising legislation related to health, gender and population development policies.
- WHO - as the directing and coordinating authority for health within the United Nations system will be responsible for providing leadership on shaping the health research agenda, setting norms and standards, articulating evidence-based policy options, providing technical support to countries and monitoring and assessing health trends. They will continue to provide support to the Parliamentary Committees on health related policies.
- OHCHR also provides support to the Assembly selection panel on methodology and selection criteria for the Deputy Ombudspersons.

UNDP also brings together its global and regional networks of experts, and programming and policy resources from both Bureau for Development Policy and Regional Bureau for Europe and CIS, Bratislava Regional Center and Oslo Governance Centre to support country level initiatives and projects. The Project will forge a robust partnership with in-house and regional expertise, in particular by:

- Piloting of the MDG governance assessment framework, whereby Kosovo could be one of the pioneering countries applying this methodology partly or entirely, and receive specific support in this perspective, if needed;
- Establishing Possible regional/bilateral exchange between Kosovo and Macedonia through UNDP Macedonia Office;
- Organise bilateral exchange between Nicaragua and Kosovo, and/or possible inclusion of Kosovo in GAP inter-regional events where Nicaragua and other relevant LAC countries participate.

Kosovo, including the environment and gender dimensions	regularly follow up social policy law implementation 1.2.25 point 3: Indicators: Number of women participants in the working groups, legal drafting and trainings (50% or more); number of issues related to women's participation. Gender marker 1	Caucus Group to drive the processes forward; ➤ Establish the networking relationships with relevant stakeholders, including respective UN Agencies around the social development agendas; ➤ Strengthen the socially inclusive policy research capacities within AOK, through provision of expertise and training; ➤ Establish mechanisms for increased dialogue and partnerships between MPs, CSOs and citizens on social issues.	Contractual works	5,000	10,000	20,000	10,000	5,000	30,000	35,000		
			Material/ printing	1,000	3,000	5,000	3,000	1,000	8,000	11,000		
			Misc (ISS, bank charges, office costs)	1,000	1,000	1,000	1,000	1,000	2,000	2,000	4,000	6,000
			Office Equipment	2,000	2,000	2,000	2,000	2,000	4,000	4,000	6,000	
Total 1			66,000	83,000	66,000	131,000	204,000					
2. Strengthened capacities of CSOs, including women NGOs for increased participation in the oversight of socially inclusive related policy and legislation implementation. Baseline: Lack of reliable evidence on social issues from the ground and lack of reliable mechanisms to inform the AOK and SCOs on SI agenda	Engage CSOs including women and youth NGOs, and media/ in conducting specific research related to social inclusion achievement, identifying key gaps and opportunities; ➤ Develop capacities and mechanisms for constructive CSO participation in	Project Team: (Manager and Associate)	10,000	10,000	10,000	20,000	30,000					
		Research grants	15,000	10,000	15,000	20,000	25,000					
		Learning/Reference Material/ Books	3,000	3,000	3,000	6,000	9,000					
		Travel/study										

	<p>1.3.25 points 7 and 8: Indicators: Equal inclusion of women MPs in the budgetary issues (50%); Women NGOs, or those with women leaders included in the partnership agreements Gender marker: 1</p>	<p>Parliamentary debates related to social inclusion; ➤ Support related CSO advocacy events in the Parliament; ➤ Prepare and publish the annual MDG/Social inclusion fact sheet, in cooperation with AoK, CSOs, UN Agencies and relevant actors.</p>	<p>visits: Conferences/ Workshops costs Materials/ printing Misc (ISS, bank charges, office costs)</p>	<p>10,000 10,000 3,000 1,000</p>	<p>10,000 5,000 3,000 1,000</p>	<p>10,000 5,000 6,000 2,000</p>	<p>20,000 15,000 6,000 2,000</p>	<p>30,000 20,000 9,000 3,000</p>
	<p>Total 2</p> <p>3. Strengthened capacities of AoK for constituency relations and regional/international cooperation. Baseline: Lack of web based information sharing system hampers institutional memory and progress on MDGs and Social inclusion. Lack of regular public meetings with constituency enforces the perception of constituency on the disinterest of the government in being duly represented</p> <p>1.3.25 Point B: Indicators: 1 Equal representation of women and men (boys and girls) in workshops, town hall</p>	<p>➤ Facilitate awareness raising activities with MPs and constituents at the local level and increase interaction and representation with vulnerable groups; ➤ Facilitate knowledge exchange visits and networking with regional/international Parliaments, Unions and Forums. ➤ Develop web based information sharing mechanisms for better and transparent interlinking and exchange with constituents.</p>	<p>Project Team: (Manager and Associate) Conferences/ Workshops Local experts International experts (part-time) Travel/study visits IT needs assessment</p>	<p>5,000 4,000 5,000 5,000 6,000</p>	<p>5,000 4,000 5,000 5,000 6,000</p>	<p>10,000 8,000 10,000 10,000 12,000</p>	<p>146,000 15,000 12,000 15,000 18,000 20,000</p>	

	meetings; 3. Increased invest in participation of women in new programmes and activities with NGOs and AoK. Gender marker: 1	government, CSOs, and public at large.	Web, database design. Database, server, licences IT Training Misc (ISS, bank charges, office costs)	1,000 1,000 1,000	26,000 26,000 26,000	1,000 1,000 1,000	20,000 50,000 10,000	20,000 50,000 10,000
	Total 3				26,000	26,000	137,000	178,000
	TOTAL PER YEAR 1, 2, 3				161,000	139,000	253,000	
	Communications/PR (1%)						2,500	3,000
	Evaluation and Audit (5%)						11,800	15,000
	GMC (7%)						16,100	*
	TOTAL DGTF FUNDS							300,000
	TOTAL missing						263,200	
	TOTAL PROJECT COSTS (FOR 3 YEARS)							563,200

* All activities will be implemented in line with UNDP Gender equality strategy UNDP/BFA.

Note: In kind contribution for the PDSP by the Assembly of Kosovo includes: Office space for four people for two years, Complete office furniture, Utilities, Use of Meeting/conference halls, Language services into Albanian/Serbian (not English) and Logistic support.

IV. ANNUAL WORK PLAN

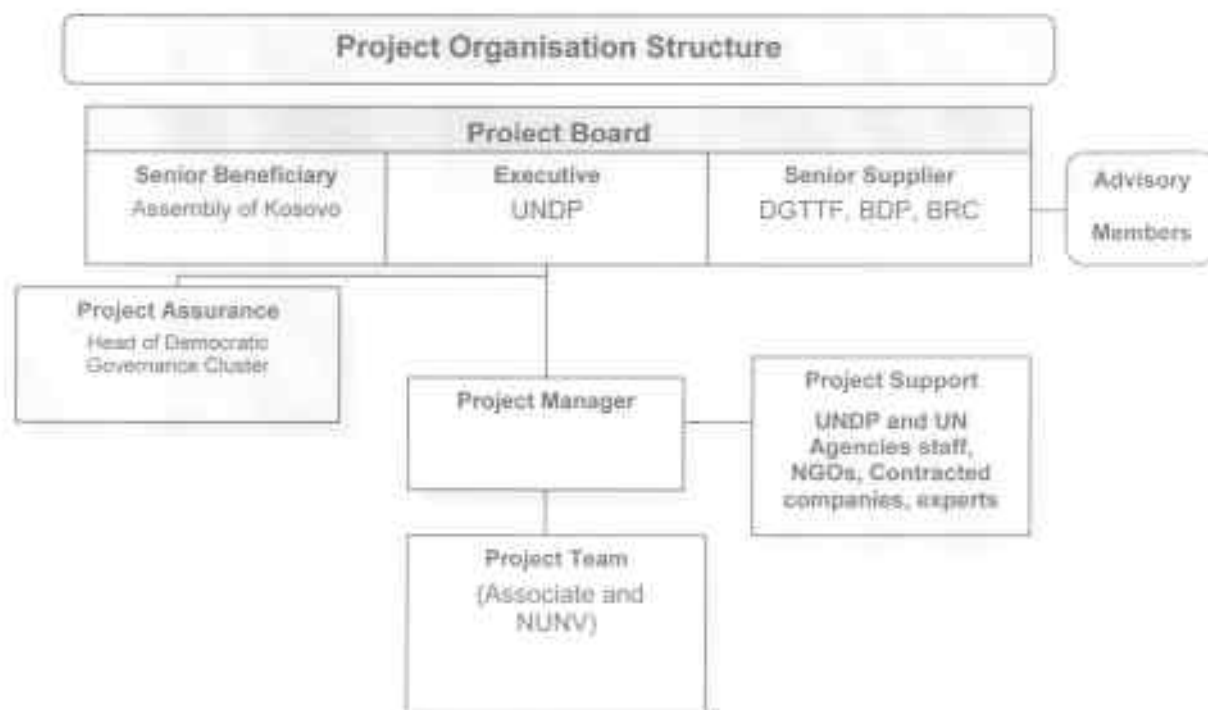
(see ANNEX 1)

V. MANAGEMENT ARRANGEMENTS

Explain the roles and responsibilities of the parties involved in managing the project.

Please refer to the *Deliverable Description* to complete this component of the template.

Use the diagram below for the composition of the Board.



Project Board

The Project Board will consist of three members:

1. AoK as beneficiary represented by:

- Chief of President of the Assembly's Cabinet and/or Permanent Secretary; Head of Administration of the Assembly

2. UNDP as executive represented by:

- Kosovo Director and/or Kosovo Deputy Director

3. Donor(s) as Senior supplier represented by:

- DGTTF Advisor and/or BDP Advisor; BRC Advisor

The role of the project board is to approve on the project Workplan and its revision's, suggest and recommend changes according to the projects capacity to achieve targets set on a yearly basis.

Advisory Members

Project Board will also invite other relevant stakeholders in their advisory capacity as necessary, such as:

- UNKT and relevant UN Agencies representatives

- NDI, OSCE, GTZ, KIPRED representatives

Project Team

Project will be managed by a full time national project manager and will have a full-time project associate (for admin, finance and logistical support). The project will also cooperate with UNV office to get additional support to networking and coordination activities.

Project Assurance

Project assurance in terms of quality and timely delivery of agreed workplan will be given by the UNDP Kosovo Head of Democratic Governance Cluster and respective Programme Associate.

VI. MONITORING FRAMEWORK AND EVALUATION

Please refer to the *Deliverable Description* to complete this component of the template

Suggested text to be adapted to project context

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

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below:

ID	Deliverables	Description	Schedule
1	Quarterly Reports	Quarterly financial and narrative reports will be used to review progress and provide programme and policy guidance.	Quarterly
2	Interim Review Reports	Mid-term evaluation to assess progress towards programme results articulated in the RRF and provide recommendations.	Annually
3	Final Review Report	Final project evaluation to assess achievement of programme results articulated in the RRF and document lessons learned.	100% programme completion.
4	Audit Reports	Annual internal or external audit in line with UNDP rules and regulations.	As per UNDP Kosovo audit schedule.

Furthermore:

- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project.
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events.

Annually:

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

External Evaluation and Reporting

In addition to the monitoring mechanism internal to the programme and auditing of activities, independent evaluation will be conducted under the supervision of the Programme Board, and lessons learned will be continuously incorporated into programme implementation. Annual Interim Review Reports will focus on the extent to which progress has been made towards programme objectives and outcomes. Donor and stakeholder involvement in this process will be encouraged.

The Interim Review Reports will be produced during the fourth quarter of each year as a basis for assessing the performance of the project. This review will involve all key project stakeholders and focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes; it will also include a mid-point reassessment of programme objectives. The review will be structured by a set of common standards, and will be subject to spot external quality assurance assessments. At the conclusion of the programme, UNDP Kosovo will initiate a full external evaluation to be incorporated into the Final Review Report, utilizing the baseline indicators as the principal means of assessing accomplishment of programme goals.

This Programme will be subject to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP Kosovo. Should an Audit Report of the Board of Auditors of UNDP to its governing body contain observations relevant to the programme's financial contributions, such information shall be made available to donors.

4.3. Project Revision

This three year project will be implemented as per the comprehensive workplan for each year, including a detailed Results and Resources Framework. This workplan will be discussed with all stakeholders, partners and donors to mobilize additional resources, specifically to increase the implementation of concrete project activities proposed for the duration of four years as per the parliamentary mandate. Each successful resource mobilization will lead to a project revision.

VII. LEGAL CONTEXT

UNDP Kosovo programme activities shall be carried out in accordance with applicable UNDP regulations, rules, policies and procedures.

The following types of revisions may be made to this programme document with the signature of the UNDP Kosovo Director only, provided s/he is assured that the other signatories of the programme document have no objections to the proposed changes:

- Revisions in, or addition to, any of the annexes of the project document
- Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the programme, but which are caused by the rearrangements of inputs already agreed to or by cost increases due to inflation

VIII. ANNEXES

1. **Annual Work Plan for 2011**

2. **UN Agencies Cooperation Framework (in-kind contributions for 2011)**

3. **Risk Analysis:** Risk log document for the PDSP attached as per the latest [Risk Log template](#).

4. **Terms of Reference:** Attached TORs for Project Manager

ANNEX 1: ANNUAL WORK PLAN

Year: 2011

EXPECTED OUTPUTS <i>And baseline indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				UNDP resources allocated per activity in 2011
		Q1	Q2	Q3	Q4	
1. Strengthened capacities of AoK for evidence based formulation of socially inclusive policies and legislation, and establish an oversight mechanism for monitoring the implementation and promotion of dialogue in Kosovo, using tailored indicators to measure the progress, based on MDG and EU social inclusion framework.	<p>Conduct assessment and develop the M&E Framework (database of indicators, baseline, targets) to monitor the implementation of socially inclusive policies, legislation and budgeting.</p> <p>Identify the leading MPs from respective Parliamentary Committees (women and men equally), Parliamentary Groups, Women's Caucus and Youth Assembly Caucus Group to drive the processes forward.</p> <p>Establish the networking relationships with relevant stakeholders, including respective UN Agencies around the social development agendas.</p>	x	x	x		20,000
	<p>Strengthen the socially inclusive policy research capacities within AoK, through provision of expertise and training.</p>	x		x		35,000
	<p>Establish mechanisms for increased dialogue and partnerships between MPs, CSOs, and citizens on social issues.</p>		x	x		10,000
	Staff and Project operational costs	x	x	x	x	18,000
Total 1						63,000
2. Strengthened capacities of CSOs, including women NGOs for increased participation in the oversight of socially inclusive related policy and legislation implementation.	<p>Engage CSOs (including women and youth NGOs, and media) in conducting specific research related to social inclusion achievement, identifying key gaps and opportunities.</p> <p>Develop capacities, mechanisms/agreements for constructive CSO participation in Parliamentary debates related to social inclusion.</p>			x	x	28,000
		x		x		10,000

	Support related CSO advocacy events in the Parliament								in-house support
	Prepare and publish the annual MDG/Social inclusion fact sheet, in cooperation with Aok, CSOs, UN Agencies and relevant actors.							X	3,000
	Staff and Project operational costs							X	11,000
Total 2									52,000
	Facilitate awareness raising activities with MPs and constituents at the local level and increase interaction and representation with vulnerable groups.	X						X	9,000
	Facilitate knowledge exchange visits and networking with regional/international Parliaments, Unions and Forums.	X						X	11,000
	Staff and Project operational costs								6,000
Total 3									26,000
GRAND TOTAL 2011									161,000

Year: 2012

EXPECTED OUTPUTS And baseline indicators including annual targets	PLANNED ACTIVITIES Key activity results and associated actions	TIMEFRAME				UNDP allocated resources per activity in 2011
		Q1	Q2	Q3	Q4	
1. Strengthened capacities of AoK for evidence based formulation of socially inclusive policies and legislation, and establish an oversight mechanism for monitoring the implementation and promotion of dialogue in Kosovo, using tailored indicators to measure the progress, based on MDG and EU social inclusion framework.	Conduct assessment and develop the M&E Framework (database of indicators, baseline, targets) to monitor the implementation of socially inclusive policies, legislation and budgeting.	x	x			In-house support
	Identify the leading MPs from respective Parliamentary Committees (women and men equally), Parliamentary Groups, Women's Caucus and Youth Assembly Caucus Group to drive the processes forward;		x			In-house support
	Establish the networking relationships with relevant stakeholders, including respective UN Agencies around the social development agendas.			x	x	In-house support
	Strengthen the socially inclusive policy research capacities within AoK, through provision of expertise and training.	x	x	x		30,000
	Establish mechanisms for increased dialogue and partnerships between MPs, CSOs and citizens on social issues.	x	x	x		16,000
	Staff and Project operational costs	x	x	x	x	20,000
						66,000
						20,000
Total 1						
2. Strengthened capacities of CSOs, including women NGOs for increased participation in the oversight of socially inclusive related policy and legislation implementation.	Engage CSOs (including women and youth NGOs, and media) in conducting specific research related to social inclusion, achievement, identifying key gaps and opportunities;	x	x			
	Develop capacities, mechanisms/agreements for constructive CSO participation in Parliamentary debates related to social inclusion;	x	x	x		10,000
	Support related CSO advocacy events in the Parliament;	x	x			5,000

	Prepare and publish the annual MDG/social inclusion fact sheet, in cooperation with AoK, CSOs, UN Agencies and relevant actors.				X	3,000
Total 2	Staff and Project operational costs		X	X		9,000
3. Strengthened capacities of AoK for constituency relations and regional/international cooperation.	Facilitate awareness raising activities with MPs and constituents at the local level and increase interaction and representation with vulnerable groups.					47,000
	Facilitate knowledge exchange visits and networking with regional/international Parliaments, Unions and Forums.					9,000
Total 3	Staff and Project operational costs					11,000
Communication and PR						6,000
Monitoring and Evaluation						26,000
GRAND TOTAL 2011						3,000
						15,000
						139,000

ANNEX 2: UN AGENCIES COOPERATION FRAMEWORK

Year: 2011

EXPECTED OUTPUTS <i>And baseline indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				UNDP allocated resources per activity in 2011	UN Agencies In kind and parallel contribution	
		Q1	Q2	Q3	Q4		UNICEF	UNFPA Agency 3
1. Strengthened capacities of Aok for evidence based formulation of socially inclusive policies and legislation, and establishes an oversight mechanism for monitoring the implementation and promotion of dialogue in Kosovo, using tailored indicators to measure the progress, based on MDG and EU social inclusion framework.	Conduct assessment and develop the M&E Framework (database of indicators, baseline, targets) to monitor the implementation of socially inclusive policies, legislation and budgeting.		X			20,000		
	Identify the leading MPs from respective Parliamentary Committees (women and men equally), Parliamentary Groups, Women's Caucus and Youth Assembly Caucus Group to drive the processes forward.		X			In-house support	In kind: 10,000 Parallel: 2,000	
	Establish the networking relationships with relevant stakeholders, including respective UN Agencies around the social development agendas.			X	X	In-house support		
	Strengthen the socially inclusive policy research capacities within Aok through provision of expertise and training.		X	X	X	35,000	30,000 In kind: 60,000 Parallel: 5,000	
	Establish mechanisms for increased dialogue and partnerships between MPs, CSOs and citizens on social issues.			X	X	10,000	7,000 In kind: Parallel: 1,000	
	Staff and Project operational costs		X	X	X	18,000	18,000	
Total 1						83,000	55,000	70,000

2. Strengthened capacities of CSOs including women NGOs for increased participation in the oversight of socially inclusive related policy and legislation implementation.	Engage CSOs (including women and youth NGOs and media) in conducting specific research related to social inclusion achievement, identifying key gaps and opportunities.				x	x	24,000	15,000	In kind: 5,000 Parallel: 2,000
	Develop mechanisms/agreements for constructive CSO participation in Parliamentary debates related to social inclusion.	x	x	x	x	10,000	15,000		
	Support related CSO advocacy events in the Parliament.			x	x	In-house support			In kind: Parallel: 1,000
	Prepare and publish the annual MDGs/Social Inclusion fact sheet, in cooperation with AoK, CSOs, UN Agencies and relevant actors.			x	x	3,000			
Total 2	Staff and Project operational costs	x	x	x	x	11,000	30,000	8,000	In kind: Parallel: 2,000
3. Strengthened capacities of AoK for constituency relations and regional/international cooperation.	Facilitate awareness raising activities with MPs and constituents at the local level and increase interaction and representation with vulnerable groups.					9,000			
	Facilitate knowledge exchange visits and networking with regional/international Parliaments, Unions and Forums.					11,000			UNFPA In kind: Parallel: 7,000
Total 3	Staff and Project operational costs					6,000			
GRAND TOTAL 2011						26,000	55,000	9,000	95,000

Annex 4: Terms of Reference - Project Manager

Title of Post:	Project Manager (local position)
Project:	Parliamentary Development for Social Policies - PDSP
Duration:	12 months (with possibility of extension)
Type of Contract:	Individual Contract
Start date:	21 March 2011
Duty Station:	Pristina

Background

The PDSP project is designed to bring resources and knowledge together through facilitation of participatory and inclusive processes of MPs, CSOs and concerned citizens on review, monitoring and oversight on progress towards achieving the Millennium Development Goals (MDGs) through development of socially inclusive policies, legislation and budgeting, specifically focusing on pension schemes, social assistance and access to health, education and employment for the vulnerable groups in Kosovo, including the environment and gender dimensions.

In achieving this objective, the project will focus on developing the capacities of the Assembly of Kosovo (AoK) administration, MPs, Women Caucus Group for better engagement in such processes. In particular the project will aim to:

1. Strengthen capacities of AoK for evidence based formulation of socially inclusive policies and legislation, and establish an oversight mechanism for monitoring the implementation and promotion of dialogue in Kosovo, using tailored indicators to measure the progress annually, based on MDG and EU social inclusion framework
2. Strengthen capacities of CSOs, including women NGOs for increased participation in the oversight of socially inclusive related policy and legislation implementation
3. Improve capacities of AoK for constituency relations and regional/international cooperation

To this end, with assistance of UNDP, the AoK in 2009 has adopted a resolution endorsing MDGs, which requires specific legislative intervention measures and as such the AoK has a unique role in ensuring strategic prioritisation of legislation, which will work towards improving the quality of life for all citizens of Kosovo.

Duties and Responsibilities

Reporting directly to UNDP Programme Analyst/Head of Democratic Governance Cluster, the Project Manager will perform the following duties and responsibilities:

1. Provide overall leadership in the management of the Project, ensuring implementation of planned activities and achievement of the anticipated project results, as follows:

i) Strengthen capacities of AoK for evidence based formulation of socially inclusive policies and legislation, and establish an oversight mechanism for monitoring the implementation and promotion of dialogue in Kosovo, using tailored indicators to measure the progress, based on MDG and EU social inclusion framework.

Planned activities:

- Conduct assessment and develop the M&E Framework (database of indicators, baseline, targets) to monitor the implementation of socially inclusive policies, legislation and budgeting;
- Identify the leading MPs from respective Parliamentary Committees (women and men equally), Parliamentary Groups, Women's Caucus and Youth Assembly Caucus Group to drive the processes forward;
- Establish the networking relationships with relevant stakeholders, including respective UN Agencies around the social development agendas;
- Strengthen the socially inclusive policy research capacities within AoK, through provision of expertise and training;
- Establish mechanisms for increased dialogue and partnerships between MPs, CSOs and citizens on social issues.

ii) Strengthen capacities of CSOs, including women NGOs for increased participation in the oversight of socially inclusive related policy and legislation implementation.

Planned activities:

- Engage CSOs (including women and youth NGOs, and media) in conducting specific research related to social inclusion achievement, identifying key gaps and opportunities;
 - Develop capacities and mechanisms for constructive CSO participation in Parliamentary debates related to social inclusion;
 - Support related CSO advocacy events in the Parliament;
 - Prepare and publish the annual MDG/Social inclusion fact sheet, in cooperation with AoK, CSOs, UN Agencies and relevant actors.
- iii) Improve capacities of AoK for constituency relations and regional/international cooperation.
- Planned activities:
- Facilitate awareness raising activities with MPs and constituents at the local level and increase interaction and representation with vulnerable groups;
 - Facilitate knowledge exchange visits and networking with regional/international Parliaments, Unions and Forums;
 - Develop web-based information sharing mechanisms for better and transparent interlinking and exchange with constituents, government, CSOs, and public at large.

2. Ensure compliance with standard UNDP project implementation practices:

- Ensure appropriate planning and timely and quality implementation of all planned activities;
- Conduct regular monitoring and reporting on achievement of results and the work of project staff and experts/contractors;
- Prepare and submit quarterly and annual progress reports (substantial and financial) to the supervisor and project board for clearance and follow-up;
- Prepare a communication strategy, briefing notes and updates on important issues related to the project;
- Identify obstacles for the implementation of project and recommend necessary correction actions;
- Establish and maintain relations with relevant UN Agencies, CSOs and international agencies, government institutions and other relevant stakeholders;
- Manage and monitor the project budget in cooperation with UNDP Kosovo and in compliance with global UNDP rules and procedures;
- Perform other relevant duties as assigned by the Supervisor.

Qualifications, Experience and Competency

- Successful completion of university education, ideally at post-graduate level in a relevant discipline (management and/or public policy related studies)
- Minimum of five years professional experience in a relevant field (programme management and/or policy advisory position);
- Fluency in oral and written English, Albanian and/or Serbian languages is essential
- Strong writing and analytical capacity as well as facilitation and networking skills;
- Ability and willingness to carry out tasks independently
- Ability to adapt with flexibility to changing environments and work in multi-cultural team environment