



Project Document Format

United Nations Development Programme

Country: LEBANON

Project Document

Project Title: Technical Support to the Lebanese Parliament

UNDAF Outcome(s): By 2014, good governance reforms, with specific focus on national dialogue and inclusive participation, and government effectiveness and accountability, are institutionalized at different levels

Expected CP Outcome(s): 2 Accountability of State institutions, and inclusive participation strengthened.
(Those that are linked to the project and extracted from the CPAP)

Expected CPAP Output(s): Transparency and accountability in public institutions and efficiency in administration of justice and parliamentary affairs improved

Implementing partner: Lebanese Parliament

Responsible Parties: United Nations Development Programme and Lebanese Parliament
(if already identified)

Brief Description

The joint United Nations Development Programme in Lebanon and Lebanese Parliament Project started in 1999, in the framework of a Cooperation Agreement signed by UNDP and the Speaker of the House of Representatives. Since 2005, the project has also benefited from the support of UNDP's Global Programme for Parliamentary Strengthening

This project supports the efforts of the Parliament in achieving its developmental objectives, reinforcing its structures, processes and human resources in order to improve the effectiveness of its legislative, oversight and representative functions

The project will support the Parliament for a period of 3 years.

Programme Period:	2011-2013	Total resources required	750,000 USD
Project Title: "Technical Support to the Lebanese Parliament"		Total allocated resources:	375,000 USD
Atlas Award ID:	00061026	• UNDP	150,000 USD
project ID:	00077103	• Parliament	225,000 USD
Start date:	January 2011	Net for activities:	364,286 USD
End Date	December	GMS:	10,714 USD
2013		• Total unfunded to be mobilized:	375,000 USD
PAC Meeting Date:	28/12/2010	• BCPR	150,000 USD
		• French:	150,000 USD
		• Government	75,000 USD
		Net for Activities :	351,803 USD
		GMS:	
		5% on Government contribution	3,571 USD
		7% on donor contribution	19,626 USD

عنه المواقف
على
المجلس
النيابي
750000

Agreed by Lebanese Parliament: H.E. Mr. Nabih Berri
President

Agreed by UNDP: ~~Mr Sifeldin Abbare~~
UNDP Resident Representative, a.i.

List of Abbreviations

LP	Lebanese Parliament
MP	Members of Parliament
HRPC	Human Rights Parliamentary Committee
LPIP	Lebanese Parliament Internship Program
NHRAP	National Human Rights Action Plan
CSO	Civil Society Organizations
NGO	Non-Governmental Organizations
UNDP	United Nations Development Programme

I. SITUATION ANALYSIS

This project targets the Lebanese Parliament, one of the main pillars representing the country's long history of multi-party democracy, and the institution in which Lebanon's legislative power is vested.

The Lebanese Government is accountable to the Parliament, as the system resembles a parliamentary democracy with parliamentary control. Many factors have led to the weakening role of Parliament in Lebanon. This weak role is evident in the lack of legislative initiatives, and a very limited parliamentary oversight role over the executive authority.

Parliament retains three main functions: legislative, oversight and representation, however, given the concept of separation of powers these roles are not necessarily decisive. All legislations (including the passage of the national budget) require the approval of the Parliament. In parallel, the Parliament also retains oversight functions over government, including over the budgetary process.

The United Nations Development Programme (UNDP) launched in 1999 a technical assistance project at the Parliament, and since then, the project has been responding to the needs of the Parliament and Parliamentarians. The project has been modified at several instances (lastly in 2007) in order to respond to the changing needs but also to keep abreast with requirements as a result of the political situation in the country. The UNDP project has been supported by Global Programme on Parliamentary Support (GPPS) and was evaluated by GPPS in 2007. Excellent working relationship is already established with both the Parliamentary committees and the Parliamentary administration. To date the following main achievements can be reported among others:

- Capacity Development for parliamentarians, parliamentary committees, and human resources.
- Preparation of a National Human Rights Action Plan in close cooperation with the Human Rights Parliamentary Committee.
- Developing cooperation agreements/protocols with foreign Parliaments, and supporting the conduct of study visits for MPs and staff..
- Publishing and distributing several studies and periodic publications.
- Conducting research and workshops organized in support of relevant draft laws (administrative decentralization, political parties ...).
- Providing training and supporting the administration in languages, logistics and IT skills.

Most importantly, the project has been conducting regular consultations and evaluations closely following-up with Parliamentarians to measure the progress of the project, depict progress, and identify and assess the needs. The last round of consultation was done recently in preparation for this project document. The first priority of the last elected Parliamentarians is to increase the legislative role of Parliament through legislative reviews of draft laws; including the passing of pending draft laws and following-up on the implementation of newly enacted legislations. The second priority is to enhance oversight functions over government activities and budgetary processes, and the third is to focus on achieving national priorities and developing national sectoral policies with government. Other expressed priorities of Members of Parliament are the need for technical, research, and legal support to Parliamentarians in various parliamentary committees

The project mainly aims at strengthening the structures of legislative, oversight, and representation capacities of the Lebanese Parliament, by working with Parliamentarians, Parliamentary Committees and the Parliament's Administration on the promotion of among others human rights, gender equality and women empowerment, inclusive participation, national dialogue, as well as conflict prevention. . It will also aim to provide technical assistance mechanisms to develop the

capacity of Parliamentarians, parliamentary committees, parliament administration in order to provide them with adequate and qualified support to enhance the legislative, oversight and representation functions of the Parliament. Finally, the project will aim at strengthening the relationship between the parliament and civil society and social groups.

II. STRATEGY

The suggested project "Technical Support to the Lebanese Parliament", targets the Lebanese Parliament as a whole. The project will be implemented in the framework of the Democratic Governance key result of supporting national partners to implement democratic governance practices grounded in Human Rights in terms of conflict prevention and recovery, gender equality and anti-corruption, with a focus on civil peace building and national reconciliation

The project mainly aims at strengthening the structures of legislative, oversight and representation capacities of the Lebanese Parliament, while closely working with Parliamentarians, Parliamentary Committees and Parliamentary staff to promote Human Rights, Gender Equality and Women Empowerment, Inclusive Participation national dialogue and conflict prevention

The overall objective will be carried out through the following set of specific outputs, which were identified upon agreement with the Lebanese Parliament's administration (national counterpart):

- 1) Institutional capacities of the Parliament to address critical reform issues, including key civil peace building challenges strengthened.
- 2) The monitoring and oversight function of the Lebanese Parliamentarians enhanced.
- 3) Support to the Lebanese Parliament to mainstream Human Rights in Parliamentary work provided.

Under each output, activities will focus around the above mentioned identified priority areas, while meeting the ultimate objective of strengthening the structures and legislative, oversight and representation capacities of the Lebanese Parliament.

Project description

The project will be building up on the strategic partnership already established with the Lebanese Parliament for over 10 years, and will consolidate its excellent working relationship with the MPs in general, parliamentary committees, and parliamentary administration especially with the Secretary General and the Director of External relations, who has been UNDP's National Focal Point at the Parliament.

In addition, the project will utilize its vast network with civil society organizations allowing for greater participation of CSOs and increased dialogue between parliamentary committees and CSOs. UNDP will also use its presence in most ministries and public institutions, as well as its presence in various regions to effectively link them to the Parliament through periodic sessions of review of progress and dialogue.

The project will also assist the parliamentary administration with all logistical support for better coordination and efficiency and to expand partnership agreements with Arab and international Parliaments. The main program components are the following:

Project Outcome: Strengthening the Legislative Role of the Lebanese Parliament

Output 1: Institutional capacities of the Parliament to address critical reform issues, including key civil peace building challenges strengthened.

The objective of strengthening institutional capacities of the Parliament is based on the need to modernize the current organizational and administrative structure of the Parliament and to develop capacities and provide support to administration in addressing critical reform issues. The project aims to implement an internship program, develop the capacities of employees and reform critical and crucial issues addressed. This output will include the following activities:

- 1.1 Providing logistical support to parliamentary committees and organizing public hearings between the relevant committee, government, local authorities and CSOs on issues of national dialogue policies as required (Decentralization, Deconfessionalism, electoral law reform, etc.)
- 1.2 Strengthening the research capacities of Parliamentarian and Parliamentary committees to engage on citizenship and civil peace issues, and strengthen their interface with their constituents on these issues;
- 1.3 Establishing a Lebanese Parliament Internship Program (LPIP) for university students and offer Members of Parliament the opportunity to receive adequate support, through a matching system.
- 1.4 Developing the capacity of the Parliamentary administration and staff on among others linguistic skills, research capacity, and legislative analysis and processes.
- 1.5 Establishing an electronic library with comparative studies and data, which would be constantly updated and include specialized areas to support the legislative functions of parliamentarians, including in critical civil peace building areas (Decentralization, deconfessionalism, electoral law reform...)
- 1.6 Conducting legislative reviews and policy reform papers on among others gender perspectives (gender equality and women empowerment), human rights, and children rights, as well as pending legislative areas
- 1.7 Providing support in establishing inter-parliamentary partnership focusing on various cooperation areas

Preparing the necessary documents for the internship and updating the website of the Parliament which allows university students to upload their membership application for the LPIP, providing support to Parliamentary Committees on reform issues through an inclusive process, providing training sessions in linguistics and research to staff and developing structures of e-library and conducting necessary research to populate the space, are to be delivered within this output. The project will also be providing the parliament with support to reach inter-parliamentary agreements and strengthen inter-parliamentary relationships.

Achievement of the foregoing objective will be measured through the following indicators:

- Internship program established
- Training provided to Parliamentary Administration employees
- Support provided to Parliament to address reform issues with key stakeholders/participatory approach

- Inter-parliamentary agreements reached

Output 2: The monitoring and oversight functions of the Lebanese Parliamentarians enhanced

The objective of this output is based on the need to further follow up on Parliamentary interrogations and enhance the understanding of government accountability to Parliament. It aims to publicize interrogation sessions, strengthen accountability and oversight functions, publish reports on legislative process and establish a framework for comparative capacity. This output will include the following activities:

- 2.1 Developing and updating a tracking system to monitor the legislative process/function at the Parliament. Publish an annual report to publicize the results.
- 2.2 Providing technical assistance to Parliamentarians on budgetary/financial oversight (in collaboration with the Westminster Foundation for Democracy) and analysis with specific focus on monitoring and reporting on MDGs (especially the ones Lebanon is lagging behind: poverty and environment) and social services (incl. health, education, infrastructure...).
- 2.3 Organizing systematic and periodic meetings with civil society organizations, think tanks, and academic institutions (especially the Lebanese University) to strengthen inclusive participation and build constructive dialogue.
- 2.4 Organizing periodic regional meetings between the government, local authorities, public agencies, the private sector, CSOs, and the parliament, to review the progress on MDGs and provision of social services.
- 2.5 Organizing periodic meetings with control agencies to discuss their reports with Parliamentary Committees.
- 2.6 Supporting the Parliament in disseminating the proceedings of hearing sessions to stakeholders and the media.

The UNDP/Lebanese Parliament project will work on developing a legislative tracking system and publish an annual report on legislative processes. The project will work on holding regular meetings with the government, public agencies, CSOs and regulatory bodies. It will provide technical assistance on MDGs and Social Services and conduct regular reviews. Finally the project will aim at liaising with the media to disseminate information.

Achievement of the foregoing objective will be measures through the following indicators:

- Accountability role of parliamentarians exercised and issues raised
- Information disclosed
- Tracking system for legislative process developed

Output 3: Support to the Lebanese Parliament to mainstream Human Rights in Parliamentary work, national dialogue and reconciliation and conflict prevention provided.

The objective of this output is based on the need to implement and follow-up on the National Human Rights Action Plan and to mainstream Human Rights in Parliamentary work. The project aims to draft laws based on the National Human Rights Action Plan formulated and passed, raise awareness on the National Human Rights Action Plan created and implement the plan. This output will include the following activities:

- 3.1 Supporting the Human Rights Parliamentary Committee in finalizing and adopting the National Human Rights Action Plan and ensuring buy-in by all stakeholders.
- 3.2 Ensuring the dissemination and discussion of the Action Plan to relevant working groups.
- 3.3 Developing a media campaign to raise awareness on the National Human Rights Action Plan and establishing a favourable environment towards the Plan..
- 3.4 Providing support to the Parliament in reviewing all existing legislations pertaining to Human Rights.

These activities revolve around the NHRAP that should be finalized and adopted. A communication and media strategy will be developed to launch the Plan and a legal framework on current Human Rights will be mapped, assessed and reviewed. Finally, the project will support the Human Rights Parliamentary Committee in drafting human rights laws as per the action plan, recommendations on Human Rights will be implemented as well as following up on the passage of draft laws related to Human Rights.

Outcome indicators from this output include:

- Media Campaign to promote NHRAP developed
- Support provided to the HRPC
- NHRAP finalized and adopted

Section III - Results and Resources Framework

Intended Outcome as stated in the Country Programme Results and Resource Framework: Accountability of state institutions, and inclusive participation, strengthened				
Outcome Indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: Indicator: Public perception of accountability, integrity and participation improved, Baseline: Draft laws and plans for administrative, electoral law and justice reforms still pending, Target: Access to justice, electoral law reform and national action plan for human rights produced and implemented.				
Project title and ID: Technical Support to the Lebanese Parliament				
Outcome 1: Strengthening the Legislative Role of the Lebanese Parliament				
Intended Outputs	OUTPUT TARGETS (YEARS)	Responsible Partners	Indicative Activities	Inputs Costs estimated over a three-year period
<p>1) Output: Institutional capacities of the Parliament to address critical reform issues, including key civil peace building challenges strengthened</p> <p>Baseline: Need to modernize the current organizational and administrative structure of the parliament, and to develop capacities of and provide support to the administration to address critical reform issues.</p> <p>Output Indicators:</p> <ul style="list-style-type: none"> - Internship program established - Training provided to Parliamentary Administration employees - Support provided to Parliament to address reform issues with key stakeholders/participatory approach - Inter-parliamentary agreements reached. <p>Targets:</p> <ul style="list-style-type: none"> - Internship program implemented 	<p>Targets</p> <p>2011</p> <ul style="list-style-type: none"> - Preparing the necessary documents for the internship and updating the website of the Parliament which allows university students to upload their membership application for the internship program. - Establishing a committee to assess internship applications and closely working with different department to ensure a smooth matching process. - Providing support to Parliamentary 	<p>UNDP, Parliament</p>	<p>1-1: Providing logistical support to parliamentary committees and organizing meetings between the relevant committee, government, local authorities and CSOs on issues of national dialogue policies, as required (Decentralization, Deconfessionalism, Electoral Law Reform, ...)</p> <p>1.2: Strengthening the research capacities of Parliamentarians and Parliamentary Committees to engage on citizenship and civil peace issues, and strengthen their interface with their constituents on these issues.</p> <p>1.3: Establishing a Lebanese Parliament Internship Program (LPIP) for university students, and offer Members of Parliament the opportunity to receive adequate</p>	<p>Researcher Officer (Acting Project Manager): 47,874*3=143,622 USD</p> <p>Project Coordinator: 32,419*3=97,257 USD</p> <p>Admin and Finance Assistant: 32,556*3=97,668 USD</p> <p>Project Assistant: 16,000*3=48,000 USD</p> <p>Staff Costs: 13,012*3=39,036 USD</p> <p>Consultants: 25,000 USD</p> <p>Travel: 17,000 USD</p> <p>Equipment: 15,000 USD</p> <p>Promotional Material: 17,000 USD</p> <p>Maintenance and Communication Fees: 15,000 USD</p> <p>IT Fees (LPIP and e-library): 8,000</p>

<ul style="list-style-type: none"> - Capacity of employees developed - Reform issues addressed - Inter-parliamentary cooperation achieved. <p>2) Output: The monitoring and oversight function of the Lebanese Parliamentarians enhanced.</p> <p>Baseline: Need for further follow-up on</p>	<p>Committees on reform issues through an inclusive process.</p> <ul style="list-style-type: none"> - First training sessions held (linguistic, research...) - Developing structures of e-library and conducting necessary research to populate the space. <p style="text-align: center;">2012-2013</p> <ul style="list-style-type: none"> - Following-up on the work related to the internship program targeting a larger number of students. - Continuing to provide support to Parliamentary Committees on reform issues through an inclusive process. - Providing capacity development trainings as per the learning plan (incl. 2 English language and 2 French language training sessions). - Legal review implemented. <p style="text-align: center;">Targets 2011</p> <ul style="list-style-type: none"> - Legislative tracking system developed - Annual report on 		<p>support, through a matching system.</p> <p>1.4 Developing the capacity of the Parliamentary Administration and staff on among others linguistic skills, research capacity, and legislative analysis and processes.</p> <p>1.5: Establishing an electronic library with comparative studies and data, which would be constantly updated and include specialized areas to support the legislative functions of parliamentarians, including in critical civil peace building areas (Decentralization, Deconfessionalism, Electoral Law Reform, ...)</p> <p>1.6: Conducting legislative reviews and policy reform papers on among others gender perspectives (gender equality and women empowerment), human rights, and children rights, as well as pending legislative areas.</p> <p>1.7: Providing support in establishing inter-parliamentary partnership focusing on various cooperation areas.</p> <p>2.1: Developing and updating a tracking system to monitor the legislative process/function at the Parliament. Publish an annual report to publicize the results.</p>	<p>Training Fees: 36,000 USD Miscellaneous: 7,006 USD Total cost output 1 (excl. GMS)= 565,585</p> <p>Consultants: 18,000 USD Meetings and Workshops Fees: 20,000 USD Publication Fees: 15,000 USD</p>
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<p>Parliamentary Interrogations, and enhancing the understanding of government accountability to the Parliament.</p> <p>Output Indicators:</p> <ul style="list-style-type: none"> - Accountability role of parliamentarians exercised and issues raised - Information disclosed - Tracking system for legislative process developed <p>Targets:</p> <ul style="list-style-type: none"> - Interrogation sessions publicized - Accountability and oversight practiced - Reports on legislative process published and framework for comparative capacity established 	<p>legislative processes published</p> <ul style="list-style-type: none"> -Holding regular meetings with the government, public agencies, civil society as well as regulatory bodies. -Technical assistance on MDGs and Social Services provided and regular reviews conducted. - Liaising with the media to disseminate information 	<p>2.2: Providing technical assistance to Parliamentarians on budgetary/financial oversight (in collaboration with the Westminster Foundation for Democracy) and analysis with specific focus on monitoring and reporting on MDGs (especially the ones Lebanon is lagging behind: poverty and environment) and social services (incl. Health, education, infrastructure...).</p> <p>2.3: Organizing systematic and periodic meetings with civil society organization, think tanks, and academic institutions (especially the Lebanese University) to strengthen inclusive participation and building constructive dialogue.</p> <p>2.4: Organizing periodic regional meetings between the government, local authorities, public agencies, the private sector, CSOs, and the parliament to review the progress on MDGs and the provision of social services.</p> <p>2.5: Organizing periodic meetings with control agencies to discuss their reports with Parliamentary Committees.</p> <p>2.6: Supporting the parliament in disseminating the proceedings of hearing sessions to stakeholders and the media.</p>	<p>Total cost output 2 (excl. GMS) = 53,000</p>
<p>3) Output: Support to the Lebanese Parliament to mainstream Human Rights in</p>	<p>Targets 2011</p>	<p>UNDP-Parliament</p>	<p>Consultants: 20,000 USD Media Campaign: 45,000 USD</p>

<p>Parliamentary work provided</p> <p>Baseline: Need to implement and follow-up on the National Human Rights Action Plan and mainstreaming Human Rights in Parliamentary work.</p> <p>Output indicators:</p> <ul style="list-style-type: none"> - Media Campaign to promote Human Rights Action Plan developed - Support provided to the Human Rights Parliamentary Committee - National Human Rights Action Plan finalized and adopted 	<p>-National Human Rights Action Plan finalized and adopted</p> <ul style="list-style-type: none"> -Communication Consultant commissioned and media campaign developed -Mapping, assessing and reviewing current human rights' legal framework. <p>2012-2013</p> <ul style="list-style-type: none"> -Implementing the media campaign -Supporting the Human Rights Parliamentary Committee to draft human rights laws as per action plan -Action plan recommendations implemented <p>2013</p> <ul style="list-style-type: none"> -Following up on the passage of draft laws 	<p>nt</p>	<p>finalizing and adopting the National Human Rights Action Plan and ensuring buy-in by all stakeholders.</p> <p>3.2: Ensuring the dissemination and discussion of the Action Plan with relevant Working Groups.</p> <p>3.3: Developing a media campaign to raise awareness on the National Human Rights Action Plan and establishing a favourable environment towards the Plan.</p> <p>3.4: Providing support to the Parliament in reviewing all existing legislations pertaining to Human Rights.</p>	<p>Publication Fees: 20,000 USD Workshops: 12,500 USD</p> <p>Total cost output 3 (excl. GMS)= 97,500</p>
<p>Sub-total for 3 years</p>				<p>716,089</p>
<p>TOTAL GMS for 3 years</p>				<p>33,911</p>
<p>TOTAL COST FOR 3 YEARS</p>				<p>750,000</p>

SECTION IV - ANNUAL WORK PLAN BUDGET SHEET

Year: 2011

EXPECTED OUTPUTS And baseline associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions		TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
			Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
<p>Output 1: Institutional capacities of the Parliament to address critical reform issues, including key civil peace building challenges strengthened</p> <p>Baseline: Need to modernize the current organizational and administrative structure of the parliament, and to develop capacities of and provide support to the administration to address critical reform issues.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Internship program established - Training provided to Parliamentary Administration employees - Support provided to Parliament to address reform issues with key stakeholders/participatory approach - Inter-parliamentary agreements reached. <p>Targets:</p> <ul style="list-style-type: none"> - Internship program implemented - Capacity of employees developed - Reform issues addressed <p>inter-parliamentary cooperation achieved.</p>	<ul style="list-style-type: none"> - Conducting legislative reviews and policy reform papers on among others gender perspectives gender equality and women (empowerment), human rights, and children rights, as well as pending legislative areas. - Staff training and workshop participations - Establishing a Lebanese Parliament Internship Program (LPIP) for university students - Establishing an electronic library <p>Providing logistical support to parliamentary committees on issues of national dialogue policies, as required: (Decentralization, Decolonialism, Electoral Law Reform)</p> <ul style="list-style-type: none"> - Provide staff training on linguistic skills, research capacity, and legislative analysis and processes. - Providing support in establishing inter-parliamentary partnership focusing on various cooperation areas. 	X	X	X	X	Parliament & UNDP	Parliament	100,000		
	X					Parliament & UNDP	UNDP	41,096		
	X	X	X	X	X	Parliament & UNDP	UNDP & Other	5,000		
	X	X	X	X	X	Parliament & UNDP	UNDP & Other	9,000		
	X	X	X	X	X	Parliament & UNDP	UNDP & Other	5000		
	X	X	X	X	X	Parliament & UNDP	UNDP & Other	6,000		
	X	X				Parliament & UNDP	UNDP & Other	7,000		
	X	X				Parliament & UNDP	UNDP & Other	4,000		
	X	X	X	X	X	Parliament & UNDP	UNDP & Other	3,000		
		X				Parliament & UNDP	UNDP & Other	12,000		
Total Output 1:										
Output 2: The monitoring and oversight function of the Lebanese Parliamentarians enhanced.	- Providing technical assistance to Parliamentarians on budgetary/financial oversight (in collaboration with the		X	X	X	X	Parliament & UNDP	UNDP & Other	6000	

<p>Baseline: Need for further follow-up on Parliamentary Interrogations, and enhancing the understanding of government accountability to the Parliament.</p> <p>Indicators:</p> <ul style="list-style-type: none"> -Accountability rate of parliamentarians exercised and issues raised -Information disclosed <p>Tracking system for legislative process developed</p> <p>Targets:</p> <ul style="list-style-type: none"> -Interrogation sessions publicized -Accountability and oversight produced -Reports on legislative process published and framework for comparative capacity established 	<p>Westminster Foundation for Democracy) and analysis with specific focus on monitoring and reporting on MDGs</p> <ul style="list-style-type: none"> -Organizing periodic regional meetings between the government, local authorities, public agencies, the private sector, CSOs, and the parliament to review the progress on MDGs and the provision of social services. Organizing periodic meetings with control agencies to discuss their reports with Parliamentary Committees Supporting the parliament in disseminating the proceedings of hearing sessions to stakeholders and the media -Organizing regional development workshop -Developing and updating a tracking system to monitor the legislative process/function at the Parliament. Publish an annual report to publicize the results. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>Parliament & UNDP</p> <p>Parliament & UNDP</p>	<p>UNDP Other</p> <p>UNDP Other</p>	<p>74200- Publication Fees</p> <p>74500- Miscellaneous/Meetings and workshops</p> <p>5,000</p> <p>5,000</p>	
<p>Total output 2</p> <p>6,000</p>							
<p>Output 3: Support to the Lebanese Parliament to mainstream Human Rights in Parliamentary work provided.</p> <p>Baseline: Need to implement and follow-up on the National Human Rights Action Plan and mainstreaming Human Rights in Parliamentary work.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Media Campaign to promote Human Rights Action Plan developed -Support provided to the Human Rights Parliamentary Committee -National Human Rights Action Plan finalized and adopted <p>Targets:</p> <ul style="list-style-type: none"> -Draft laws based on National Human Rights Action Plan formulated and passed -Awareness on National Human Rights Action Plan created -National Human Rights Action Plan implemented 	<ul style="list-style-type: none"> -Supporting the Human Rights Parliamentary Committee in finalizing and adopting the National Human Rights Action Plan and ensuring buy-in by all stakeholders - Providing support to the Parliament in reviewing all existing legislations pertaining to Human Rights. Publishing 4 studies To raise awareness on Human rights Developing a media campaign to raise awareness on the National Human Rights Action Plan and establishing a favourable environment towards the Plan. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>Parliament & UNDP & Parliamentary committee for Human Rights & OHCHR</p> <p>Parliament & UNDP & Parliamentary committee for Human Rights & OHCHR</p> <p>Parliament & UNDP & Parliamentary committee for Human Rights & OHCHR</p> <p>Parliament & UNDP & Parliamentary committee for Human Rights & OHCHR</p>	<p>UNDP Other</p> <p>UNDP Other</p> <p>UNDP Other</p> <p>UNDP Other</p>	<p>71300- Local consultants</p> <p>74200- Publication Fees</p> <p>74500- Miscellaneous/ Workshops</p> <p>74200-Media Campaign</p> <p>6,500</p> <p>7,000</p> <p>3,500</p> <p>15,000</p>	

Year: 2012

EXPECTED OUTPUTS 45/ baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description Amount
<p>Output 1: Institutional capacities of the Parliament to address critical reform issues, including key civil peace building challenges strengthened.</p> <p>Baseline: Need to modernize the current organizational and administrative structure of the parliament, and to develop capacities of and provide support to the administration to address critical reform issues.</p> <p>Indicators: - Internship program established - Training provided to Parliamentary Administration employees - Support provided to Parliament to address reform issues with key stakeholders/participatory approach - Inter-parliamentary agreements reached</p> <p>Targets: - Internship program implemented - Capacity of employees developed - Reform issues addressed - Inter-parliamentary cooperation achieved</p>	<p>List activity results and associated actions</p> <p>- Legal review implemented.</p> <p>Staff training and workshop participations Following-up on the work related to the internship program targeting a larger number of students. Continuing to provide support to Parliamentary Committees on reform issues through an inclusive process. Providing capacity development trainings as per the learning plan (incl. 2 English language and 2 French language training sessions). Providing support in establishing inter-parliamentary partnership focusing on various cooperation areas.</p>	X	X	X	X	Parliament & UNDP	Parliament	100,000
		X				Parliament & UNDP	UNDP	40,687
						Parliament & UNDP	UNDP & Other	5,000
		X	X	X	X	Parliament & UNDP	UNDP & Other	8,000
		X	X			Parliament & UNDP	UNDP & Other	5000
		X	X	X	X	Parliament & UNDP	UNDP & Other	6,000
		X	X			Parliament & UNDP	UNDP & Other	5,000
		X				Parliament & UNDP	UNDP & Other	2,000
		X	X	X	X	Parliament & UNDP	UNDP & Other	2002

	X	X	X	X	Parliament & UNDP	UNDP Other	74500- Miscellaneous/Training fees	12,000	
Total output 1: 185,000									
<p>Output 2: The monitoring and oversight function of the Lebanese Parliamentarians enhanced.</p> <p>Baseline Need for further follow-up on Parliamentary Interrogations, and enhancing the understanding of government accountability to the Parliament</p> <p>Indicators:</p> <ul style="list-style-type: none"> -Accountability role of parliamentarians exercised and issues raised -Information disclosed -Tracking system for legislative process developed <p>Targets:</p> <ul style="list-style-type: none"> -Interrogation sessions publicized -Accountability and oversight practiced -Reports on legislative process published and framework for comparative capacity established 	X	X	X	X	Parliament UNDP	UNDP Other	71300-Local Consultants	6000	
	<ul style="list-style-type: none"> - Organization of 2 workshops, each confined to a district and issuance of a report of its needs and priorities to submit it to institutions concerned with implementation. -Submit an annual report of parliamentary questions and interrogations towards the Government. Holding 3 workshops of the three regulatory agencies to discuss their reports and raise parliamentary interrogations to Government in the light of these reports. 					Parliament UNDP	UNDP Other	74200- Publication Fees	5,000
			X	X	X	Parliament UNDP	UNDP Other	74500- Miscellaneous/Meetings and workshops	7,000
Total output 2: 18,000									
<p>Output 3: Support to the Lebanese Parliament to mainstream Human Rights in Parliamentary work provided</p> <p>Baseline: Need to implement and follow-up on the National Human Rights Action Plan and mainstreaming Human Rights in Parliamentary work.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Media Campaign to promote Human Rights Action Plan developed -Support provided to the Human Right Parliamentary Committee -National Human Rights Action Plan finalized and adopted 	X	X	X	X	Parliament & UNDP Parliamentary committee for Human Rights & OHCHR	UNDP Other	71300-Local consultants	6,500	
	<p>Supporting the human right parliamentary committee in adopting the National Human Right Action Plan</p> <p>Implementing the media campaign</p> <p>Support the Human Right Parliamentary Committee to draft human rights laws as per action plan</p>					Parliament & UNDP Parliamentary committee for Human Rights & OHCHR	UNDP Other	74200- Publication Fees	7,000
			X	X	X	Parliament & UNDP Parliamentary committee for Human Rights & OHCHR	UNDP Other	74500- Miscellaneous Workshops	2,000

Targets:								Media	15,000
-Draft laws based on National Human Rights Action Plan formulated and passed -Awareness on National Human Rights Action Plan created -National Human Rights Action Plan implemented									
TOTAL output 3									30,500
Total GBES for year 2012									10,988
Total outputs for year 2012									245,082

Year 2013

EXPECTED OUTPUTS <i>Aim/ Objective, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>					RESPONSIBLE PARTY		TIMEFRAME			PLANNED BUDGET	
	Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount					
								Q1	Q2	Q3	Q4	
<p>Output 1: Institutional capacities of the Parliament to address critical reform issues, including key civil peace building challenges strengthened</p> <p>Baseline: Need to modernize the current organizational and administrative structure of the parliament, and to develop capacities of and provide support to the administration to address critical reform issues.</p> <p>Indicators</p> <ul style="list-style-type: none"> - Internship program established - Training provided to Parliamentary Administration employees - Support provided to Parliament to address reform issues with key stakeholders/participatory approach - Inter-parliamentary agreements reached <p>Targets:</p> <ul style="list-style-type: none"> - Internship program implemented - Capacity of employees developed - Reform issues addressed - Inter-parliamentary cooperation achieved 	X	X	X	X	Parliament & UNDP	71400- Contractual Services - Individuals	100,000					
	X				UNDP	71400- Contractual Services - Individuals	43,788					
					UNDP & Other	72200- Equipment	5,000					
	X	X	X	X	Parliament & UNDP	71300- Local Consultants	8,000					
						72400- Communication and Audio visual equipment	5000					
	X	X	X	X	UNDP & Other	71600- Travel fees	5,000					
	X	X			UNDP & Other	74215- Promotional material	5,000					
	X	X			UNDP & Other	72800- IT	2,000					
	X	X	X	X	UNDP & Other	74500- Miscellaneous Expenses	2,000					

	X	X	X	X	Parliament & UNDP	UNDP & Other	74500- Miscellaneous/Training fees	12,000	
Total output 1:									
<p>Output 2: The monitoring and oversight function of the Lebanese Parliamentarians enhanced.</p> <p>Baseline: Need for further follow-up on Parliamentary interpellations, and enhancing the understanding of government accountability to the Parliament.</p> <p>Indicators:</p> <ul style="list-style-type: none"> -Accountability role of parliamentarians exercised and issues raised -Information utilized -Tracking system for legislative process developed <p>Targets:</p> <ul style="list-style-type: none"> -Interpellation sessions publicized -Accountability and oversight practiced -Reports on legislative process published and framework for comparative capacity established <p>Total output 2:</p>	X	X	X	X	Parliament & UNDP	UNDP & Other	71300-Local Consultants	6,000	
	- Organization of 2 workshops, each confined to a district and issuance of a report of its needs and priorities to submit it to institutions concerned with implementation.			X	X		UNDP & Other	74200- Publication Fees	5,000
	- Submit an annual report of parliamentary questions and interpellations towards the Government.	X	X	X	X	Parliament & UNDP	UNDP & Other	74500- Miscellaneous meetings and workshops	8,000
	- Holding 3 workshops of the three regulatory agencies to discuss their reports and raise parliamentary interpellations to Government in the light of these reports								
Total output 2:									

<p>Output 3: Support to the Lebanese Parliament to mainstream Human Rights in Parliamentary work provided.</p> <p>Baseline: Need to implement and follow-up on the National Human Rights Action Plan and mainstreaming Human Rights in Parliamentary work.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Media Campaign to promote Human Rights Action Plan developed -Support provided to the Human Rights Parliamentary Committee -National Human Rights Action Plan finalized and adopted 	X	X	X	X	Parliament & UNDP & Parliamentary Committee for Human Rights & OHCHR	UNDP & Other	71300-Local consultants	7,000	
	- Supporting the human right parliamentary committee in adopting the National Human Right Action Plan				X	Parliament & UNDP & Parliamentary Committee for Human Rights & OHCHR	UNDP & Other	74200- Publication fees	6,000
	- Implementing the media campaign			X	X		UNDP & Other		
	- Support the Human Right Parliamentary Committee to draft human rights laws as per action plan	X	X	X	X	Parliament & UNDP & Parliamentary Committee for Human Rights & OHCHR	UNDP & Other	7400- Miscellaneous Workshops	7,000

Targets:			X	X	X	Parliament & UNDP & Parliamentary Committee for Human Rights & OHCHR	UNDP & Other	74200-Media campaign	15,000
TOTAL output 3								35,000	
TOTAL GWS for year 3								11,921	
Total Outputs for year 2011								251,223	

PART V. MANAGEMENT ARRANGEMENTS

The project will be nationally executed (NEX) by the Lebanese Parliament as the “executing agency”, being the entity responsible and accountable for managing the project, including the monitoring and evaluation of project interventions, achieving project outputs, and for the effective use of UNDP resources. The “executing agency” will thus be accountable to UNDP for all resources allocated by the latter, whether their source is UNDP or from Parliament cost sharing. This accountability calls for very concrete capacities in the administrative, technical and financial spheres.

The UNDP National Execution modality will prevail, with the support of the UNDP country office. In addition to regular technical backstopping and monitoring activities regularly provided, the UNDP Country Office shall provide the executing agency with support services for the execution of the programme. This will ensure that technical and substantive expertise is available to the Programme for coordination, recruitment, and procurement and contracting. (See Annex 2: Standard Letter of Agreement between UNDP and the Government for the Provision of Support Services).

Services shall be provided in accordance with UNDP procedures, rules and regulations. The Parliament, through its designated executing agency national coordinator, shall retain overall responsibility for the execution of the project and shall be responsible for and bound by any contracts signed by the UNDP Resident Representative, on behalf of the Executing Agency and upon its request, for the procurement of goods and services and /or recruitment of personnel for the programme. Costs incurred by UNDP Country Office for providing the above described support services will be partly recovered from the Programme budget.

Project Management: A Project Manager will be appointed by UNDP following a competitive and transparent recruitment process. The Project Manager will be responsible for day-to-day management and decision making for the project. S/he will also be responsible for planning, budgeting and managing project activities; facilitating support services from the UNDP country office; training and mentoring national staff; oversight, guidance and insuring technical quality of short-term consultants; to prepare and provide the mandatory reports on project progress and achievements, and financial management; and for early flagging of events and changes in the environment which can affect project implementation and delivery and for providing suggestions for problem solving. To support project implementation, Project staff will be recruited by UNDP and the Project Manager. A number of national and international consultants will also be recruited in order to deliver the trainings as needed and to provide advisory support on issues pertaining to legal aid, human resources, budgetary functions, and support to parliamentary committees. The project team consists of a full-time Project Manager, Project Coordinator, Project Assistant and an Administrative and Finance Assistant.

The overall responsibility of the project lies with the designated **National Project Coordinator**. However, **The Project Manager** is directly responsible for managing the project's operations on a day-to-day basis.

Project Office: The project will be located at the premises of the Lebanese Parliament

Sustainability: The project will be implemented with a view to achieving sustainable improved institutional capacity and permanent beneficial effects on the Lebanese Parliament

In accordance with the decisions and directives of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery by UNDP for two distinct cost categories related to the provision of support services, namely. UNDP General Management Support recovered with a flat rate of 5 % for Parliament cost sharing and a flat rate of 7% for donor cost sharing, and includes the following services:

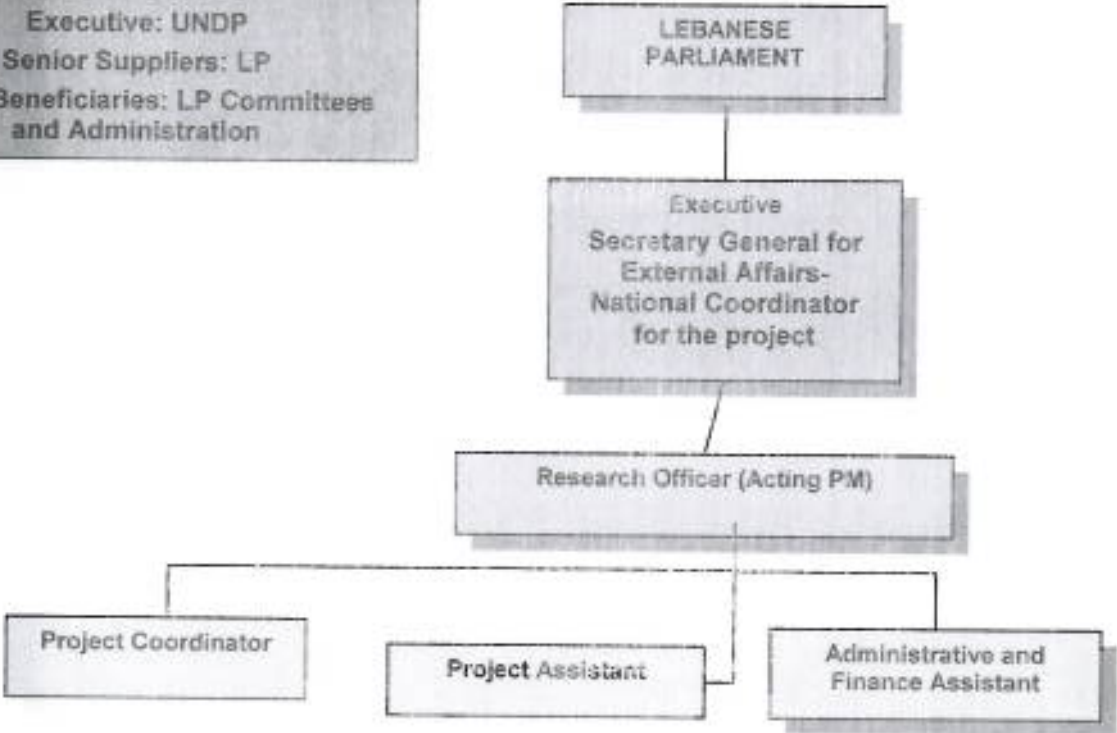
- Project identification, formulation, and appraisal
- Determination of execution modality and local capacity assessment
- Briefing and de-briefing of project staff and consultants
- General oversight and monitoring, including participation in project reviews
- Receipt, allocation and reporting to the donor of financial resources
- Thematic and technical backstopping through Bureaus
- Systems, IT infrastructure, branding, knowledge transfer

UNDP Direct costs incurred for Implementation Support Services (ISS), recovered through the Universal Price List, as long as they are unequivocally linked to the specific project, these costs are built into the project budget against a relevant budget line and, in the case of clearly identifiable transactional services, charged to the project according to standard service rates. ISS include the following services:

- Procurement of services and equipment
- Organization of training activities, conferences, and workshops, including fellowships
- Travel authorization, visa requests, ticketing, and travel arrangements
- Shipment, custom clearance, vehicle registration, and accreditation

Project Organisation Structure

Project Board:
Executive: UNDP
Senior Suppliers: LP
Senior Beneficiaries: LP Committees
and Administration



PART VI. MONITORING FRAMEWORK AND EVALUATION

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

Day-to-day monitoring of implementation progress will be the responsibility of the Project Manager who will inform the UNDP-CO and LP of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

Periodic monitoring of implementation progress will be undertaken by UNDP through regular meetings with the project team, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities. Details of the monitoring requirements are as follows:

i. Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted, 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

ii. 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.

At the end of each year, a Tripartite Review will take place between officials of UNDP and the Lebanese Parliament to assess the achievements of the project and discuss a new action plan as well as renew the cooperation agreement between both parties.

Quality Management for Project Activity Results

OUTPUT 1: Institutional capacities of the Parliament to address critical reform issues, including key civil peace building challenges strengthened.		
Activity Result 1.1	Providing logistical support to parliamentary committees and organizing meetings between the relevant committees, government, local authorities, and CSOs on issues of national dialogue policies as required (decentralization, deconfessionalism, electoral law reform, ...)	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	To support the parliamentary committees in exercising their legislative role	
Description	Provide the logistical support to Parliament to address issues of national dialogue policies	
Quality Criteria	Quality Method	Date of Assessment
Meetings of committees	Number of issues addressed, number of meetings held, number of participants, and proceedings of meetings.	Dec 2011,2012, 2013
Draft Laws	Number of propositional law drafted	Dec 2011,2012, 2013
Activity Result 1.2	Strengthening the research capacities of Parliamentarians and Parliamentary Committees to engage on citizenship and civil peace issues, and strengthen their interface with their constituents on these issues	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	To support the research capacities of Parliamentarians	
Description	Providing support in drafting concept notes , conducting studies, and organizing workshops	
Quality Criteria	Quality Method	Date of Assessment
Enhanced research capacity	Number of studies, workshops , and policy papers achieved	Dec 2011,2012, 2013
Activity Result 1.3	Establishing a Lebanese Parliament Internship Program (LPIP) for university students, and offer Members of Parliament the opportunity to receive adequate support through a matching system	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	Offer university students opportunities with the public sector and member of Parliament the opportunity to receive adequate support through matching system	
Description	Establishing a committee to assess internship applications and ensure a smooth matching system	
Quality Criteria	Quality Method	Date of Assessment

Internship program established	Number of students and parliamentarians registered in the program	Dec 2011,2012, 2013
	Number of internships accomplished	Dec 2011,2012, 2013
	End of service reports by interns	Dec 2011,2012, 2013
Activity Result 1.4	Developing the capacity of the Parliamentary Administration and staff on among others linguistic skills, research capacity, and legislative analysis and processes.	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	Building the capacity of the Parliamentary Administration and staff in order to provide efficient and adequate support to the parliament and parliamentarians.	
Description	Providing at least training sessions on among other linguistic skills, research capacity, and legislative analysis and processes.	
Quality Criteria	Quality Method	Date of Assessment
Capacity of employees developed	Number of employees enrolled in the training sessions, number of sessions held and capacity areas covered, pre and post training surveys.	Dec 2011,2012, 2013
Adequate support provided	Reports on progress of initiative	Dec 2011,2012, 2013
Activity Result 1.5	Establishing an electronic library with comparative studies and data, which would be constantly updated and include specialized areas to support the legislative functions of parliamentarians, including in critical civil peace building areas (Decentralization, Deconfessionalism, Electoral Law Reform, ...)	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	To support the legislative functions of parliamentarians, including in critical civil peace building areas	
Description	Establishing an electronic library which would be constantly updated	
Quality Criteria	Quality Method	Date of Assessment
Electronic library established	Number of studies and amount of data provided through the tracking of a database, areas covered by library, pace of maintenance and updates of the library.	Regular updates
Electronic library used	Number of subscriptions to e-library, number of active users, traffic of downloads.	Regular updates
Activity Result 1.6	Conductive legislative reviews and policy reform papers on among gender perspectives (gender equality and women empowerment), human rights, children rights, as well as pending legislative areas.	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	Provide legislative reviews to support parliamentarians in their legislative role	
Description	Drafting policy reform papers to Parliamentary Committees as well as other technical support to assist them in drafting laws	
Quality Criteria	Quality Method	Date of

		Assessment
Legislative process improved	Number of propositional laws passed and legislative reviews and policy reform papers achieved	Dec 2011,2012, 2013
Activity Result 1.7	Providing support in establishing inter-parliamentary partnership focusing on various cooperation areas.	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	Promoting inter-parliamentary cooperation and exchange	
Description	Providing support to the parliament to reach agreements of cooperation	
Quality Criteria	Quality Method	Date of Assessment
Inter-parliamentary partnerships promoted	Number of inter-parliamentary agreements reached	Dec 2011,2012, 2013
	Number of study tours conducted	
	Number of foreign missions to Lebanon	
OUTPUT 2 :The monitoring and oversight function of the Lebanese Parliamentarians enhanced		
Activity Result 2.1	Develop and updated a tracking system to monitor the legislative process	Start Date: Dec, 2011 End Date: Dec 2013
Purpose	To monitor the legislative process/function at the parliament	
Description	Develop a tracking system and publish an annual report to publicize the result	
Quality Criteria	Quality Method	Date of Assessment
Tracking system for legislative process developed	Tracking system developed, maintenance and updating of tracking system, number of users of the tracking system, frequency of usage, and annual report are achieved	Dec 2011,2012, 2013
Activity Result 2.2	Provide technical assistance to Parliamentarians on budgetary /finance oversight	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	To Monitor and report on MDG's to improve social services and environment as well as other issues Lebanon is lagging behind	
Description	Organize workshops and provide studies to parliamentarians on MDG's issues	
Quality Criteria	Quality Method	Date of Assessment
Technical assistance	Number of workshops held, number of participants, and proceedings of workshops.	Dec 2011,2012, 2013
Budgetary /finance oversight exercised	Number of studies conducted and disseminated.	Dec 2011,2012, 2013
Activity Result 2.3	Organizing systematic and periodic meetings with civil society organizations, think tanks, and academic	Start Date: Jan, 2011

	institutions (especially the Lebanese University) to strengthen inclusive participation and building constructive dialogue.	End Date: Dec 2013
Purpose	To strengthen inclusive participation of and involve all stakeholders and to build constructive dialogue among the latter.	
Description	Hold periodic meeting between parliamentarians and relevant key stakeholders.	
Quality Criteria	Quality Method	Date of Assessment
Participation and national dialogue enhanced	Number of meetings held, number of participants, and proceeding of meetings.	Dec 2011,2012, 2013
Activity Result 2.4	Organizing periodic regional meetings between the government, local authorities, public agencies, the private sector, CSOs, and the parliament to review the progress on MDGs and the provision of social services.	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	To review regularly the progress of MDGs and the provision of social services in all regions.	
Description	Organizing developmental workshops in each regions to allow parliamentarians the follow up on government project in their areas covering social services and MDGs.	
Quality Criteria	Quality Method	Date of Assessment
Parliamentary oversight over government projects is exercised	Number of meetings held, number of regions covered, number of participants, and proceeding of meetings.	Dec 2011,2012, 2013
Activity Result 2.5	Organizing periodic meetings with control agencies to discuss their reports with Parliamentary committees	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	Exercising the oversight role over the activities of control agencies.	
Description	Organize workshops and publishing and disseminating yearly reports to support parliamentarians in exercising their oversight role	
Quality Criteria	Quality Method	Date of Assessment
oversight role of parliamentarians exercised	Numbers of meeting held, areas covered, proceeding of meetings, dissemination of information.	Dec 2011,2012, 2013
Activity Result 2.6	Supporting the parliament in disseminating the proceedings of hearing sessions to stakeholders and the media	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	To support parliament in promoting transparency	
Description	To publish records of the hearing sessions and to disseminate it to stakeholders and media	
Quality Criteria	Quality Method	Date of Assessment
Interrogation sessions' proceedings publicized	Number of stakeholders and media agencies received the records of hearing sessions	When hearing session is held

OUTPUT 3 : Support to the Lebanese Parliament to mainstream Human Right in Parliamentary work provided.		
Activity Result 3.1	Support the Parliament in finalizing and adopting the National Human Rights Action Plan and ensuring buy-in by all stakeholders	Start Date: Dec, 2011 End Date: Dec 2011
Purpose	To support the Human Right Parliamentary committee finalizing and adopting the NHRAP	
Description	Arrange meeting with stakeholders to discuss and finalize the NHRAP	
Quality Criteria	Quality Method	Date of Assessment
National Human Right Action Plan finalized	Number of meetings held, draft versions, proceedings.	Dec 2011
Buy-in and adoption of NHRAP	Activities held to lobby for the NHRAP adoption.	Dec 2011
Activity Result 3.2	Ensuring the dissemination and discussion of the Action Plan with working groups	Start Date: Jan, 2011 End Date: Dec 2013
Purpose	To draft an action plan based on the working groups' discussions	
Description	Drafting and publishing studies produced by experts base on working groups discussion	
Quality Criteria	Quality Method	Date of Assessment
Action Plan formulated and passed	List of recipients	Dec 2011,2012, 2013
Activity Result 3.3	Developing a media campaign to raise awareness Human Right Action Plan and establishing a favourable environment towards the Plan.	Start Date: Jan, 2012 End Date: Dec 2013
Purpose	Raising awareness on National Human Rights Action Plan	
Description	Using mass media to disseminate the NHRAP and raise public awareness around it.	
Quality Criteria	Quality Method	Date of Assessment
Awareness on National Human Rights Action Plan created	Media campaign developed number of spots, publicities, billboards, etc... Number of channels/newspapers/radio stations, ...	Dec 2013
Impact of media campaign	Number of follow-up activities, inquiries and feedback, number of linked initiatives.	Dec 2013
Activity Result 3.4	Providing support to the Parliament in reviewing all existing legislations pertaining to Human Rights	Start Date: Jan, 2012 End Date: Dec 2013
Purpose	To mainstreaming Human Right in Parliamentary work	
Description	Support the HRPC to review all existing legislation pertaining to HR	
Quality Criteria	Quality Method	Date of

		Assessment
Draft laws base on National Human Rights Action Plan formulated and passed	Number of draft laws formulated and passed	Dec 2012, 2013

PART VII. LEGAL CONTEXT

- **Legal Context**

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

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document*.

If the country has not signed the SBAA, the following standard text must be quoted:

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto.

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

**ANNEX 1:
RISK ANALYSIS**

For further sustainability of the project, its related risk factors have also been looked at and countermeasures have been identified as per the following:

Description	Type	Impact/Probability (1= low, 5= high)	Countermeasure
Lack of responsiveness and coordination from stakeholders	Administrative	This may cause a delay in implementation of some activities (including the training sessions) <i>P = 3</i> <i>I = 4</i>	Lead a consultation process and ensure that activities are demand driven and respond to a necessity. Conduct regular informative sessions with stakeholders in order to create ownership and ensure buy-in
Political instability and security situation in the country	Political/Security	Political or security changes can hinder access to site and delay in receiving legal issues <i>P = 2</i> <i>I = 5</i>	Close coordination with UN DSS
Lack of funds mobilized at the beginning of the project	Financial	This would substantially delay the initiation of the project and the implementation of activities as planned <i>P = 4</i> <i>I = 5</i>	Follow-up by UNDP with the Parliament's Administration for cost-sharing as well as with the donor community.

ANNEX 1:
STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT
OF LEBANON (THE LEBANESE PARLIAMENT) FOR THE PROVISION OF
SUPPORT SERVICES

Excellency,

1. Reference is made to consultations between officials of the Government of Lebanon (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed *Technical Support to the Lebanese Parliament*. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered.
3. The UNDP country office may provide, at the request of the designated institution, the following implementation support services for the activities related to project delivery:
 - i. Payments, disbursements and other financial transactions
 - ii. Recruitment of staff, project personnel, and consultants
 - iii. Procurement of services and equipment, including disposal
 - iv. Organization of training activities, conferences, and workshops, including fellowships
 - v. Travel authorization, visa requests, ticketing, and travel arrangements
 - vi. Shipment, custom clearance, vehicle registration, and accreditation
4. The UNDP country office will also provide, the following general oversight and management services for the activities of the project which include the following:
 - i. Project identification, formulation, and appraisal
 - ii. Determination of execution modality and local capacity assessment
 - iii. Briefing and de-briefing of project staff and consultants
 - iv. General oversight and monitoring, including participation in project reviews
 - v. Receipt, allocation and reporting to the donor of financial resources
 - vi. Thematic and technical backstopping through Bureaus
5. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. If the requirements for support services by the country office change during the life of a programme or project, the project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

6. The relevant provisions of the Standard Basic Agreement with the Government (the "SBAA"), dated 10 February 1986, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in paragraphs 3 and 4.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3&4 above shall be specified in the project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for the nationally managed "Technical support to the Lebanese Parliament".

Yours sincerely,

Signed on behalf of UNDP
Shambi Sharp
Officer in Charge

For the Government
H.E. Mr. Nabih Berry
Lebanese Parliament

Date:

**Annex 2:
TOR positions**



**TERMS OF REFERENCE
SERVICE CONTRACT "Annex A"**

I. Position Information

Job Title: Research Officer

Duty Station: Beirut

Section/Unit: UNDP Lebanese Parliament project

Reports to: Project Manager

Reports: National Coordinator

Project reference: Lebanese Parliament

Pay Level: SC8

Source of Funding: 00013378

Duration of Employment: 12 months

II. SCOPE/OBJECTIVE

Under the guidance and supervision of the Project National Coordinator and the Project Manager, the Research Officer would in general terms provide assistance to the parliamentary committees and also provide research and studies.

III. FUNCTIONS / KEY RESULTS EXPECTED

1. PARLIAMENTARY COMMITTEES ASSISTANCE

- Research, preparation and publication of sectoral and thematic studies addressed to parliamentary Committees
- Providing assistance to parliamentary committees in monitoring the execution of accredited laws

- Providing assistance in organizing specialized meetings
- Monitoring Taef Laws: Decentralization, Political parties, electoral law...

2. STUDIES AND PUBLICATIONS

- Conduct research and select information
- Collect and analyze information in response to legislative concerns
- Promote good use of socio-economic data and information
- Establish tools to promote good understanding of UN principles, programs, and conventions
- Information gathering, writing and publication of bulletins (international Development Issues)
- Prepare Informative sheets and files addressed to parliamentarians

3. NATIONAL WORKSHOPS

- Undertake the preparation of national workshops in coordination with parliamentary committees and MPs
- Undertake the preparation of regional development workshops in the context of decentralization

IV. COMPETENCIES

Corporate Competencies:

- 1- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- 2- Demonstrates integrity by modeling the UN's values and ethical standards
- 3- Promotes the vision, mission, and strategic goals of UNDP

Functional Competencies:**Knowledge Management and Learning**

- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office
- Excellent teamwork skills, cross-cultural and gender sensitivity

Development and Operational Effectiveness

- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Excellent research skills
- Ability to set priorities and manage time effectively
- Knowledge of computer technology
- Demonstrates openness to change, flexibility and ability to manage complexities

Leadership and Self-Management

- Proven inter-personal and written and oral communication skills
- Ability to work independently
- Ability to work under pressure

Maturity to handle confidential information is a must

V. Recruitment Qualifications

Education:	A university degree in public administration, political science, international relations or any related field
Experience:	A minimum of 5 years of relevant experience in the research field
Language Requirements:	Fluency in written and spoken English, Arabic and French



**TERMS OF REFERENCE
SERVICE CONTRACT "Annex A"**

I. Position Information

Job Title: Parliamentary Development Assistant
Duty Station: Beirut
Section/Unit: UNDP Lebanese Parliament project
Reports to: Project Manager
Reports: National Coordinator

Project reference: Lebanese Parliament
Pay Level: SC6
Source of Funding:
Duration of Employment: 12 months

II. SCOPE/OBJECTIVE

Under the guidance and supervision of the Project Manager, the Parliamentary Development Assistant will be in general supporting the development and the implementation of key activities related to the Parliamentary development outputs . The PDA will also be required to take other corporate tasks as requested by the supervisor.

III. FUNCTIONS / KEY RESULTS EXPECTED

- 1- Assisting the PM in developing new activities related to the parliamentary development sector , providing input to the content , drafting policy papers , project documents and terms of reference for the mission and experts logic framework for new parliamentary functions
- 2- Collecting the documentation and knowledge material to the project staff updated MP's on emerging trends through developing technical notes and

guides on relevant issues.
3- Identifying institutions, resources, credible experts in the field of parliamentary development that can be supportive to the project implementation.
4- Ensuring that updated technical information on the project is posted and maintained in the UNDP section on the Lebanese website and outreaching results toward stakeholders and potential partners
5- Helping in preparing terms of reference and workplans , progress reports , identification of pilot activities.
6- Performing a variety of support tasks including assisting in organizing seminars, workshops and meetingstranslating a number of documents in Arabic, English and French and and editing studies

IV. COMPETENCIES

Corporate Competencies:

- 4- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- 5- Demonstrates integrity by modeling the UN's values and ethical standards
- 6- Promotes the vision, mission, and strategic goals of UNDP

Functional Competencies:**Knowledge Management and Learning**

- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office
- Excellent teamwork skills, cross-cultural and gender sensitivity

Development and Operational Effectiveness

- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Excellent research skills
- Ability to set priorities and manage time effectively
- Knowledge of computer technology
- Able to learn specialized vocabulary and technical terms in order to ensure accuracy in interpretation
- Demonstrates openness to change, flexibility and ability to manage complexities

Leadership and Self-Management

- Proven inter-personal and written and oral communication skills
- Ability to work independently
- Ability to work under pressure

Maturity to handle confidential information is a must.

V. Recruitment Qualifications

Education:	A university degree in public administration, political science, international relations or any related field
Experience:	3 years experience of relevant work experience in the field of parliamentary development, parliamentary operations or other democratization related work
Language Requirements:	Arabic, English and French



**TERMS OF REFERENCE
SERVICE CONTRACT "Annex A"**

I. Position Information

Job Title: Administrative and Finance Assistant

Duty Station: Beirut

Section/Unit: UNDP Lebanese Parliament project

Reports to: Project Manager

Reports: National Coordinator

Project reference: Lebanese Parliament

Pay Level: SC-6

Source of Funding:

Duration of Employment: 12 months

II. SCOPE/OBJECTIVE

Under the guidance and supervision of the Project Manager, the Administrative and Finance assistant executes all administrative tasks related to the project ,including matters related to finance and personnel and provides office management and administrative support services to project staff.

III. III. FUNCTIONS / KEY RESULTS EXPECTED

1. Maintain and update programs budgets and assist in the preparation of budget revisions
2. Monitor Project expenditures, prepare and maintain necessary financial control reports.
3. Prepare and follow up payments, maintain project banking operations and manage petty cash.
4. Keep and maintain proper personnel files for all project staff (leaves, missions, travel, etc...) process entitlements (daily sustenance , allowance ,

remuneration and follow up on contracts or project staff (expenditures , renewals etc...)

5. Maintain proper inventory records of office material and equipment and handle supply requisition (purchase orders, procurement etc) as per the UNDP rules.
6. Assist in the logistic preparation and implementation of training sessions, workshops , meetings and other activities pertaining to the project.
7. Make travel accommodations and transport arrangements for project staff and partners.
8. Establish the system and assist project manager in office communication, faxing , scanning photocopying , shipping , publication and information diffusing.
9. Assist in assembling briefing material, documentation and correspondence for use in official meetings or missions.
10. Maintain the database of the project's contracts.

IV. IV. COMPETENCIES

Corporate Competencies:

- 7- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- 8- Demonstrates integrity by modelling the UN's values and ethical standards
- 9- Promotes the vision, mission, and strategic goals of UNDP

Functional Competencies:**Knowledge Management and Learning**

- Shares knowledge and experience
- Provides helpful feedback and advice to others in the office
- Excellent teamwork skills, cross-cultural and gender sensitivity

Development and Operational Effectiveness

- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Excellent research skills
- Ability to set priorities and manage time effectively
- Knowledge of computer technology
- Demonstrates openness to change, flexibility and ability to manage complexities

Leadership and Self-Management

- Proven inter-personal and written and oral communication skills
- Ability to work independently
- Ability to work under pressure

Maturity to handle confidential information is a must

V. Recruitment Qualifications

Education:	University degree in public administration, business administration, political sciences or any related fields
Experience:	A minimum of 3 years experience in administrative management Experience in project support coordination is desirable
Language Requirements:	Fluency in written and spoken English and Arabic, knowledge of French is an asset.



**TERMS OF REFERENCE
SERVICE CONTRACT "Annex A"**

I. Position Information

Job Title: Project Manager
Duty Station: Beirut-Lebanon
Section/Unit: Governance
Reports to: National Coordinator and
Governance Programme Manager

Project reference: Pay Level: SC8
Source of Funding: Lebanese
Parliament/UNDP
Duration of Employment: 1 year

II. SCOPE/OBJECTIVE

V.

Under the direct supervision of the UNDP Resident Representative and the head of the National Coordinating Body of the Lebanese Parliament, the project Manager of the project Strengthening of the Structures of the Parliament will be responsible for forwarding the overall interests of the project and ensuring smooth operations.

The project Manager should be responsible for collecting and maintaining a situation analysis of the sector targeted by the project. He should coordinate all project related activities and should participate in the development and mobilization of resources of the program.

VI. III. FUNCTIONS / KEY RESULTS EXPECTED

1. Prepare /execute the project strategy and work plan, and the framework for

<p>staffing and project activities .Will also be responsible for the preparation of progress reports to the Government and UNDP. Complete APR and give principal briefings on the project at TPR and other related meetings.</p>
<p>2. Collect and maintain a situation analysis of the sector targeted by the project, identify needs, monitor changes and progress, and draft reports and position papers related to operational activities, and when necessary, analyze related development issues.</p>
<p>3. Coordinate all project related activities with the Parliament and other concerned partners (such as RBAS, OMSAR, CDR, as well as others concerned).</p>
<p>4. Prepare all substantive tasks related to the organization of seminars. Also manage and supervise all relevant logistics.</p>
<p>5. Prepare the TORs of staff and consultants. Participate and advise the UNDP Advisory Group on recruitment of project staff. Coordinate and supervise the work of the project team and the national/international consultants to ensure that their work contributes to the achievement of the stipulated objectives. Manage the staff including monitoring and assessment of performance, etc.....</p>
<p>6. Prepare all operational matters and documents including, payment orders, contracts, bids, etc...</p>
<p>7. Overlook and account for all logistics to the operations of the project including auditing, inventory of equipment.</p>
<p>8. Participate in the development and mobilization of resources of the project/program, including liaison with Donors and other stakeholders; develop and implement all activities pertaining to the communication strategy of the project.</p>
<p>9. Undertake all necessary steps for the closing of a project including final report, transfer of equipment, final budget revision, final TPR, etc.....</p>
<p>10. Provide guidance/support to monitoring and evaluation activities, missions, report, etc</p>

VII. IV. COMPETENCIES

Corporate Competencies

- Demonstrates commitment to UNDP's mission, vision and values
- Displays cultural, gender, race, nationality and age sensitivity and adaptability

Functional Competencies

Professional Expertise

- Demonstrates a solid academic and professional background.

Communications and Networking

- Has excellent oral communication skills
- Has excellent writing communication skills as well as analytical and organizational skills

Knowledge and Learning

- Shares knowledge and experience
- Leadership and Self-Management

V. Recruitment Qualifications

Education:	Advanced University Degree in either the social or/and political/economic disciplines.
Experience:	At least 10 years of experience and extensive understanding of the country context in related fields. Experience in the UN system is recommended
Language Requirements:	Good command of Arabic, English and French