

**MINUTES OF THE LPAC MEETING ON A PROJECT PROPOSAL FOR THE DGTF EDITION
2011/2011: GENDER MAINSTREAMING IN THE MALAWI DEMOCRATIC GOVERNANCE SECTOR**

Held 25 February 2011, UN Resource Centre, Lilongwe Malawi from 8.30 to 11am.

CHAIRPERSON: Mr. Ram Shankar, Deputy Resident Representative

Members present:

Fred Mwachengere, UNDP ARR/Governance
Clemence Alfazema, Program Analyst, UNDP
Augustine Bahemuka, Technical Specialist Access to Justice, MoJCA
Grace Valera, Deputy Program Manager, Democracy Consolidation Program
Priscilla Ankut, Technical Specialist Democratic Accountability, Office of the Ombudsman
Jaques Carstensen, EU Rule of Law Project, MoJCA
Karolyn Kuo, USAID
Bill Chanza, UNCDF
Mirriam Matita, UNDP/Parliament
Viwemi Chavula, GIZ
Annette Nalwoga, SWAP Manager, MoJCA
Chipiro Thombodzi, MoJCA
Happy Kayuni, PAS, Chancellor Colleague
Kizito Tenthani, Centre for Multiparty Democracy
Moses Chirwa, Ministry of Finance
Margarehte Ellingseter, UNDP Gender Focal Point
Janet Liambuya, Irish Aid
Rose Khonje, UNFPA
Martin Nkuna, UNICEF
Ennetie M'buka, UNDP
Marius Walter, UNDP

The draft project support document has been shared 7 days before the meeting with stakeholders, non state actors and development partners as per distribution list attached.

I. OPENING REMARKS:

In his opening remarks, the Chairperson welcomed all participants to the meeting, clarified the purpose of the meeting and guided participants how to actively contribute to the project support document so as to enhance the quality of the document. The meeting was informed about the approach of UNDP thematic trust funds and its purpose to fund new, innovative and catalytic program approaches over a short period of time. The chairperson draw a short

background analysis on the actual situation of women's empowerment in Malawi and how the project identified its entry points to improve the same via the democratic governance sector. He further pointed out that the project is responding to MDG 3 that on Gender Equality and Women Empowerment; while in the UNDP Strategic Plan (2008-2011) the project will respond to all the three outputs namely; a) fostering inclusive participation; b) strengthening responsive governing institutions; and c) support national partners to implement democratic governance practices grounded in human rights, gender equality and anti corruption.

II. PRESENTATION OF THE PROJECT SUPPORT DOCUMENT

Mr. Marius Walter (UNDP) gave a presentation on the outline of the project and its main objectives and implementation strategies. The presentation highlighted the overall objective of the project to enhance women's legal and political empowerment in Malawi. In achieving this, the project has three strategic interventions; firstly the project will identify existing gaps in women's political and legal participation and therefore focus its support on the legal side of the gender machinery in Malawi. Secondly, it will aim at strengthening the capacity of the democratic governance sector institutions so that it provides effective legislation for political and legal empowerment as well as ensure that the policy framework, the sector strategic plan and the M&E framework (last both to be developed in 2011) is gender sensitized. Lastly, the project will conduct a nationwide assessment on women's political and legal participation considering all administrative levels. Mr. Walter also highlighted that the Ministry of Justice will be the main implementer of the project in close collaboration with Democratic Governance Sector stakeholders, the Ministry of Gender, the Women's Caucus of the Malawi National Assembly, the Social and Community Affairs, the Legal Affairs Committee and respective non-state actors who will support a implementation and monitoring task force to be developed. It was also pointed out that achieving gender equality is a national priority and is a cross cutting theme hence the need to ensure gender mainstreaming within the sector.

The outline informed as well about the funding window, timelines and the purpose to support a new innovative and catalytic approach that will feed into a broader program/framework on woman's legal and political empowerment. It was also explained that a pilot on gender mainstreaming in sector working groups will be created that can be considered as a best practice for other sectors.

III. PLENARY DISCUSSIONS

a) Sequence of activities

It was noted that since the project aims at mainstreaming gender in the democratic governance sector, there was need to ensure that there is proper sequencing of activities in the gender project with other relevant activities in the Democratic Governance sector. Particularly, the meeting stressed that the diagnostic study on gender mainstreaming in the Democratic Governance Sector should be undertaken before the strategic plan for the whole sector is in place so that the findings of the diagnostic study should feed into the strategic plan. UNDP clarified that this is taken under consideration and it will ensure that both missions, the gender needs assessment (if not finalized before) and the mission drafting a sector wide strategic plan will at least be overlapping.

It was also clarified that the broad gender assessment (component 1) and the review on legislation (component 2) will inform the nationwide framework on legal and political empowerment of woman (component 3).

b) Focus of approach

Participants also expressed the view that the document appears covers the aspect of legal empowerment more than that of political empowerment. This, therefore, appears to lead to the assumption that in achieving legal empowerment, political empowerment will be achieved in the long run. The UNDP ARR Governance, Mr. Fred Mwathengere clarified that the program approach can't consider both sides at once and that the main focus of the project will be the legal side. Political parties will be still a very important partner and therefore considered being part of all consultations and activities. The indicators on political empowerment are very broad and not able to be reflected in the approach based on this small scope/funding window. The main aspect of the approach is the support the democratic governance sector can provide to women empowerment and the Malawi gender machinery what mainly will be supporting the legal side. But he referred to output 3 of the project that goes farer and responds to both aspects, the legal and political empowerment of woman in Malawi.

c) Title of the Project

It was considered to think about the title of the project as it is a gender mainstreaming approach but only addresses women's participation and empowerment and not woman *and* men. The UNDP clarified that the most vulnerable groups in Malawi are women and a gender and sex-balanced participation in public processes is far still. The support to women is significant to reach a sex balances participation in a male dominated public structure.

d) Monitoring of gender legislation

The meeting also noted that there was need to clearly elaborate how the monitoring kit in regard to the implementation of laws will function. As the review of customary laws is an ongoing process a monitoring tool to be developed will assist respective institutions to involve gender mainstreaming in their constant review and formulation process. It was also clarified that the focus on the legislation will be more on upcoming laws that are gender related. The project will not look on the legislation dealing with gender issues as such but on laws that are discriminatory to women. Main partner identified for this component will be the Law commission.

e) Civil Society participation

Participants also expressed the desire to involve Civil Society Organizations in the capacity building plan as they play an important role in promoting gender. This concern has been noted and non state actors will be considered in the project implementation.

f) Monitoring and Evaluation

In regard to Monitoring and evaluating the progress of the project activities, participants expressed the view that it was more appropriate to measure the 'outcomes' and 'outputs' of the project instead of activities.

g) Definition of roles

Participants also expressed the view that the role of the Ministry of Justice as implementing partner and the role of the Ministry of Gender as a supporting partner should be clearly stipulated in the document so as to enhance coordination amongst the ministries and to promote ownership of the project.

The meeting discussed the risk of creating parallel structures as the MoG has a certain mandate in implementing gender related issues. It was clarified and agreed in common that the proposed initiative does not create overlaps, but implements aspects of the gender machinery by the democratic governance sector. The UNDP DRR/P announced that he will schedule a meeting with the PS for Gender within 2 days after the LPAC to clarify roles of MoG accordingly.

The meeting noted that since the Ministry of Justice assumes the leading role in the Democratic Governance Sector and shall also lead the project to ensure gender mainstreaming in the sector, there was no need to assume, under the risk log, that there would be lack of political will or resistance in implementing the project.

IV. LPAC CHECKLIST

The chair made reference to the LPAC checklist that was sent with the invitation letter and requested participants to make comments related to the categories stated in the list.

A summary of considerations is reflected in the matrix below:

AREA FOR REVIEW/ AMENDMENT	RECOMMENDATION	ACTION POINT
1. Situation Analysis	<ul style="list-style-type: none"> a) Include more key references, reviews and past evaluations for women's legal empowerment in Malawi b) Include the review of the 50:50 campaign for women in parliament in women's political empowerment in Malawi. 	<p>Page 4 and 5 of the gender project to be revised so as to include more key documents that stipulate past findings for women's empowerment.</p> <p>The review for the 50:50 campaign to be included in the situation analysis on page 4</p>
2. Rationale	<ul style="list-style-type: none"> a) The Policy Framework Paper of the Democratic Governance Sector has eight pillars and not seven pillars as highlighted by the document on page 7 	Amend page 7 so that it reflects that there are 8 pillars and not 7 pillars
3. Roles and Responsibilities	<ul style="list-style-type: none"> a) Under 'ownership' on page 9, the role and responsibility of Ministry of Gender as a supporting partner should be included. 	Revise page 9 and clearly define the role and responsibility of the Ministry of Gender in the project
4. Results and Resources Framework	The indicators in output one of RRF on page 13 must be amended so that they refer to 'one strategic plan for the DG sector' and not 'sub sector strategic plans.' Page one (output one) must also be amended to that effect	Page 1 and 13 to be amended so that reference is made to a 'strategic plan for the DG' sector and not 'sub sector strategic plans.'
5. Risk Log	The risk log must not highlight lack of political will as a risk	Revise risk log and section on risks and assumptions accordingly.
6. Monitoring and Evaluation	M&E to look on outputs and outcomes not only on activities.	Amendments to be made on page 10 for the M&E task force

V. CLOSURE

The meeting accepted the Project Proposal and concluded that UNDP can go ahead with the Project implementation. The PSD will be circulated considering recommendations made. Minutes and improved document will be shared with participants by Monday 28 February. The chair thanked all participants for their presence.



Ram Shankar, Deputy Resident Representative (P)
UNDP Malawi

Lilongwe, 28 February 2011



18th February, 2011

Ref. No: DGTTF/2011-2012

Dear Madam or Sir,

**LOCAL PROJECT APPRAISAL COMMITTEE MEETING: GENDER MAINSTREAMING IN THE
DEMOCRATIC GOVERNANCE SECTOR**

I would like to invite you to a meeting of the Local Project Appraisal Committee (LPAC) on Gender Mainstreaming in the Democratic Governance Sector. The meeting will be held on Friday, 25th February 2011 from 8.30 to 11.00am, at the UN Resource Centre, the City of Lilongwe.

The main purpose of this meeting is to review and approve the draft Project Support Document focusing on Gender Mainstreaming in the Democratic Governance Sector. The project is funded by the UNDP Democratic Governance Thematic Trust Fund (DGTTF) for a period of two years from 2011 to 2012. I have enclosed herein a copy of the draft project document, the agenda for the LPAC, the list of invitees, and a LPAC checklist.

I look forward to your participation.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Ram Shankar', is written over a horizontal line.

Ram Shankar

Deputy Resident Representative

**LPAC MEETING ON GENDER MAINSTREAMING IN THE DEMOCRATIC GOVERNANCE SECTOR HELD
ON 25TH FEBRUARY, 2011 AT THE UN RESOURCE CENTRE**

No.	Name of Participant	Address	Contact details (phone number)	Email Address:
1	Clemence Atanema	P. O. Box 30135 Harare UNDP	0995150059	clemence.atanema@undp.org
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7	Bill Chanza	UNCDF	0888352616	bill.chanza@uncdf.org

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III. A Checklist for Use by the Project Appraisal Committee (PAC) in their Review of Project Documents

Note: In general, please use I. Checklist for Quality Programming above as applicable in the review of draft project documents. Other key questions which relate to project document format are highlighted below.

QUESTIONS	HIGH	MEDIUM	LOW	COMMENTS
1. Cover Page (to be signed by the Government, UNDP and Executing Entity)				
a. Is the RRF consistent with the programme priorities and strategy given in Part 3?				
b. Does the cover page contain all elements (e.g. expected outcomes and indicators, etc.) outlined in the standard project document format?	x			
2. Situation Analysis				
a. Has a capacity assessment been conducted?			x	CA will be part of the projec
b. Is the RRF consistent with the programme priorities and strategy given in Part 3?	x			
c. Does the cover page contain all elements (e.g. expected outcomes and indicators, etc.) outlined in the standard project document format?	x			
d. Does the Situation Analysis provide a convincing rationale for the proposed project?	x			
e. Is it analytical and substantiated (or hyperlinked) by data/measurable indicators?	x			
f. Does the Situation Analysis articulate the project's link to the country programme document (CPD) and Country Programme Action Plan (CPAP) in the case of harmonized countries/global programme document (GPD)/regional programme document (RPD)? Does it state the problem to be addressed (e.g. in terms of needs for capacity development) and provide a reference to the relevant outcome in the CPD+CPAP/GPD/RPD?	x			
g. Does it explain the national institutional and legal framework and the intended beneficiaries of the project?	x			
h. Does it mention references to the findings of relevant reviews or past evaluations?	x			
3. Strategy				
a. Does the project include clear capacity development strategy, programme components, outcomes and outputs?	x			
b. Does the project include strategies, programme components, outcomes, or outputs to address gender equality and women's empowerment? Does the project have a South-South cooperation component?	x			
c. Does the project strategy link to the CP/GP/RP and UNDAF to the greatest extent possible (i.e. should outline the global/national strategy including the national commitment to achieving the outcome and UN niche)?	x			
d. Does the project strategy provide explicit links to the broader country programme and UNDAF strategies?		x		
e. Does the strategy explain how UNDP will support policy development, strengthen national capacities, and build partnerships to ensure that there are lasting results?	x			
f. For cost sharing projects, does the project strategy describe the rationale for donor assistance and how they support the outcomes?				Not applicable as only one



QUESTIONS	HIGH	MEDIUM	LOW	COMMENTS
				donor
4. Results and Resources Framework (RRF)				
a. Does the RRF reflect the desired outcome and indicators as stated in the CPD?		x		
b. Are the outputs well defined? Do they correspond to products or services delivered by the project? Does each output include baseline and indicators?			x	
c. Does the RRF include annual output targets where necessary to clarify the scope and timing of the outputs?	x			
d. Are activities defined as results that can be measured?		x		
e. Have Atlas considerations been reviewed when defining the RRF? Will the RRF be easily transferable to the Atlas project management module?	x			
5. Annual Workplan				
a. Are the outputs well defined? Do they correspond to products or services delivered by the project? Does each output include baseline and indicators?		x		
b. Are activities defined as results that can be measured?		x		
c. Have Atlas considerations been reviewed when defining the AWP? Is the AWP output/activity structure consistent with the Atlas project setup?		x		
6. Management Arrangements				
a. Does the section on management arrangements explain the roles and responsibilities (including clarification on the accountability for resources) of the parties in carrying out, and oversight over, the project activities?	x			
b. Has a project Board (or equivalent) been defined with clear responsibilities? Are beneficiaries represented in the Board? Is the Project Assurance role properly defined? Is the role independent of the Project Manager?	x			
c. Are annexes (e.g., project cooperation agreements, TORs for staff or contracts if necessary) included?			x	Development of TOR will be part of the project
d. Does the section note the results of capacity assessments of the partners and how resources will be transferred (e.g., advances, reimbursement, direct payment, country office support services)?		x		
e. Does the section indicate measures for strengthening capacities where they are weak?		x		
7. Monitoring Framework and Evaluation				
a. Does the section on Monitoring and Evaluation describe how the key corporate principles for monitoring, measurement and evaluation will be applied?	x			
b. Is there a Communication and Monitoring plan (C&M plan) that describes how activities and outputs will be monitored, reviewed and evaluated, and by whom?		x		
c. Is the C&M plan developed as part of overall Country Programme monitoring and evaluation within the context UNDAF M&E plan?			x	



QUESTIONS	HIGH	MEDIUM	LOW	COMMENTS
d. Is there a Quality Management table that describes how activities will be monitored and reviewed?			x	
e. Does the section articulate the types of communications and associated scheduling required during the project, as well as reporting requirements with stakeholders?	x			
8. Legal Context				
a. Have the standard legal clauses been applied in this project?	x			
9: ANNEXES				
a. Has the Risk Analysis been completed using the standard format?	x			
b. Have additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs (where the NGO is designated as the implementing partner) been attached to the project document?				Not applicabel

Note to File:

Meeting with the Principal Secretary Ministry of Gender to endorse DGTF project proposal on Gender Mainstreaming in the Democratic Governance Sector.

01 March 2011, 13hours, Ministry of Gender

Members present: Ram Shankar (UNDP DRR/P), Margrethe Ellingseter (UNDP Gender Focal Point), Marius Walter (UNDP Program Analyst/Governance), Moses Chirwa (Ministry of Finance), Chipiriro Thombodzi (Ministry of Justice).

After the PS had welcomed all members the UNDP DRR/P thanked the PS for his time and the importance given to this meeting. He briefed the PS on the decisions made during the LPAC held Friday 25 February. The PS mentioned that he was aware about the process ongoing and apologised absence of MoG during the LPAC as the deputy director was excused by another important engagement on short notice.

The PS underlined the importance of the initiative and welcomed MoJ as being the host of the Secretariat of the Democratic Governance Working Group taking the lead in approaching Gender Mainstreaming. He expressed that the absence of legal binding for the framework of the Malawi Gender Machinery is missing and the initiative will indeed be very helpful to successfully support the ongoing processes.

He promised that MoG will be a sustainable partner in this project and will support Ministry of Justice by providing Gender Mainstreaming Guidelines, capacity building, and technical backstopping during the implementation process. He agreed that UNDP shall go ahead with the proposal and is looking forward initiating next steps.

The meeting was closed at 13.45hours