

NOTE TO FILE

Signature of MECS 2016 AWP

1. The 2016 MECS AWP was formulated in late 2015, based on discussions with the MEC Secretariat and key stakeholders. The AWP was formally approved by the Technical Committee (TC) in its meeting of 6 March, 2016. Its presentation to the TC was intentionally delayed pending a proposal from the Malawi Law Commission to provide a Special Law Commission on Electoral Reform, which was submitted and considered by the TC in February, 2016.
2. The AWP with cover letter was prepared shortly afterward and signature sought by the Chair of the Malawi Electoral Commission (MEC). However, due to out of country commitments of the Chair, repeated attempts to have the document signed were not successful. The AWP was therefore provided to the UNRC to directly provide to the Chair during a meeting in April in Lilongwe. The Chair accepted the document, but advised that he would want to consult it with the MEC Secretariat prior to signing it.
3. Follow-up enquiries were made with the MEC Secretariat and Chair's office on the status of the document in May, however, clear information was not provided. Another copy of the AWP was therefore prepared and presented to the MEC Chair on the margins of a function to swear in the new Commissioners on 17 June, with the UNRC and CTA in attendance. The Chair received and signed the documents (two copies), apologizing but also explaining that he had signed the previous documents and had believed that they had been sent back to UNDP. Both copies were also signed by the UNRC.
4. One original of the document has been retained by UNDP and provided to the PA for filing, while the other will be sent to MEC HQ for their records.

Sean Dunne


Chief Technical Advisor

UNDP, Malawi

17 June, 2016



*Empowered lives.
Resilient nations.*

Malawi Electoral Cycle Support (MECS) Project
2016 Annual Workplan

CP Outcome/UNDAF Key Priority 4: National institutions effectively support transparency, accountability, participatory democracy and human rights.

UNDAF Outcome 4.1: National institutions foster democratic governance and human rights to promote transparency, accountability, participation and access to justice for all especially women and children by 2016.

UNDAF AP Output 4.1.4: National Electoral processes and capacities in Malawi Electoral Commission, Civil Society and different arms of Government strengthened to ensure peaceful, free and credible National and by elections.

CP Output: Governance SWAP, national investment & capacity development plan; Strategic & capacity development plans for Parliament, Ombudsman, MHRC, and MEC.

Project Specific Outcome: MEC is able sustainably deliver free, fair, and credible election processes that reflect the will of the people in Malawi.

Project Output (s)

1. Electoral policy and regulatory environment is harmonized and stabilized
2. Technical and institutional capacity on MEC strengthened
3. Organization and management of elections enhanced
4. Effective and efficient management, partnership formation and monitoring and evaluation of the project

Implementing Partner: United Nations Development Programme

Other Partners: Malawi Electoral Commission, Malawi Law Commission, and Ministry of Gender, Children, Disability, and Social Welfare

Brief Description

The UNDP Malawi Electoral Cycle Support (MECS) project contributed to the preparation and conduct of the 2014 Presidential, Parliamentary, and Local Government elections, and supports in-between the polls activities ahead of the next elections in May 2019, undertaking medium-term institutional and capacity development with a view to positioning the institution to be able to conduct future elections with minimal external technical assistance.

The Project also supports Malawi's current efforts toward electoral reform and aims to ensure that Development Partners (DPs) financial and technical support is harmonized and efficient in supporting Malawi's election cycle through a basket fund that complements national resources. Within the scope of the Electoral Cycle, the Project also supports a variety of key stakeholders that are involved in or influence the electoral process.

The Project is administered through governance arrangements that include a Steering Committee chaired by the Minister of Finance and co-chaired by the United Nations Resident Coordinator, and a Technical Committee that draws relevant technical level representatives from across Government, the MEC, Development Partners and other key stakeholders.

Programme Period: 2013-2016
Key Result Area (Strategic Plan) Democratic Governance
Project ID: 00071929
Project Outputs: 00085180
00086778
00086779
00086780
Start date: 01-01-2013
End Date: 31-12-2016
Implementation Modality: DIM

Total resources required: \$ 3,076,734.00
Total allocated resources: \$ 3,076,734.00
Donors: Irish Aid
Government of Malawi
Norway
DFID
European Union
UNDP
GMS: (7%) \$ 201,281.50

Agreed by (Malawi Electoral Commission): Justice Maxon Mbendera, SC

Signature:  _____

Date: 17/6/2016

Agreed by (UNDP): Mia Seppo

Signature:  _____

Date: 17/6/16

Expected output and indicators, including annual targets	Planned Activities	Time-Frame				Amount (US\$)
		Q1	Q2	Q3	Q4	
Output 1: Electoral policy and regulatory environment is harmonised and stabilised.	Output 1.					
	Activity Result 1.1: Constitutional and legislative electoral reforms are submitted to the Government of Malawi.					
	Provide financial support to the Malawi Law Commission					
	• Transfer of funds in tranches via Letter of Agreement	X		X		350,000
	• Monitoring of progress and expenditures	X	X	X	X	0
	Sub-Total					350,000
	Provide technical assistance to the Malawi Law Commission secretariat					
	• National Electoral Research Officer deployed to support the Law Commission	X	X	X	X	72500
	• Technical advice provided by UNDP MECS project team	X	X	X	X	0
	• Local travel	X	X	X	X	5000
	Sub-Total					77500
Indicator 1: MEC is able to draft and propose electoral regulations. Baseline: No MEC regulations. Target: MEC drafts and proposes at least two regulations	Consultations between the Special Law Commission (SLC) and international experts are conducted					
	• Recruit and deploy three eminent international electoral experts to engage in consultations with the SLC on international obligations and best practice			X		38250
	Sub-Total					38250
Indicator 2: Electoral reform amendments submitted to the Ministry of Justice for proposal to Cabinet. Baseline: No electoral reform amendments submitted. Target: Electoral reform amendments are submitted to Ministry of Justice by Law Commission.	Advocacy and awareness					
	• National service provider contracted to provide advocacy and awareness on election reforms				X	60,000
	Sub-Total					60,000
	Activity Sub-Total					525,750
	Activity Result 1.2: Technical expertise is provided to the Ministry of Justice					
	Provide expert legal drafter to MoJ					
	• Recruit and deploy consultant to expand capacity of MoJ to review electoral reform proposals				X	35000
	• Local Travel				X	1000
	Activity Sub-Total					36,000

Activity Result 1.3: MEC develops internal legal capacity						
Assist the MEC to establish a legal directorate to provide legal services						
1.3.1	• Procurement of legal and research materials	X	X			2500
	• Technical support to develop Terms of Reference for Legal Director	X	X			0
	• Assist in the costs of advertisement for the post of Legal Director	X	X			500
	• Provide mentoring and assistance in legal opinions, analysis and advice	X	X	X	X	0
Activity Sub-Total						3000
Activity Result 1.4: MEC develops and drafts regulations						
Technical assistance to MEC to develop and draft regulations						
1.4.1	• Technical assistance to develop a regulation formulation and development process	X	X			0
	• Technical assistance to develop a regulation on MPLCs and convene meetings		X	X	X	10000
	• Technical assistance to develop a regulation on accreditation of CSOs for CVE and		X	X	X	10000
Activity Sub-Total						20000
Output Sub-Total						584,750

Output 2: Technical and Institutional capacity of MEC strengthened		Output 2: Activity Result 2.1: Monitoring of implementation of the MEC's Strategic Plan for 2012-2017 is provided	
MEC strengthened		Strategic Plan is reviewed	
2.1.1	<ul style="list-style-type: none"> Two meetings of BoC and Secretariat are convened to review Strategic Plan progress 	X	20000
Activity Result 2.2: Technical capacity of MEC is strengthened		Activity Sub-Total	
MEC staff capacity is built and professional skills developed			
2.2.1	<ul style="list-style-type: none"> 20 MEC staff are deployed on the Electoral Management Body Placement Programme to be exposed to, and learn from, other countries electoral systems and processes within their functional area Up to 6 MEC Secretariat staff attend targeted trainings in professional areas of development, as approved by TC MEC warehouse staff undertakes 2 week MIM certification course in logistics and supply chain management MEC staff undertake Gender Sensitive Budgeting training workshop. 	X	200000
		X	90000
		X	30,000
		X	7,500
		Sub-Total	327,500
MEC Commissioners are given professional training in Election Administration			
2.2.1	<ul style="list-style-type: none"> Company is contracted to deliver 3-day training course to new Commissioners in Malawi MEC Commissioners and senior MEC staff attend 	X	50000
		X	12000
		Sub-Total	62000
		Activity Sub-Total	389,500

Output 3: Organisation and management of elections enhanced.

Indicator 1. MEC hosts Gender stakeholder meetings. Baseline: 0. Target: 2.

Indicator 2. HACT assessment. Baseline: Significant risk. Target: Medium risk.

Indicator 3. Equipment is procured to specification. Baseline: All procurement to specification. Target: 100%.

Output 3.					
Activity Result 3.1: Independent Audit Review is conducted					
	High level independent audit review is conducted				
	• High level panel is retained	X	X		30000
	• Administrative support and an interim venue is provided		X		5000
	• Supplies and communications		X		1000
	• HACT assessment			X	5000
					Activity Sub-Total
					41000
Activity Result 3.2: MEC is engaged with NRIS on PoC					
	MEC delegation is able to deploy staff and observe the PoC field exercise				
	• Travel and accommodation (6) for PoC field work		X		5000
					Activity Sub-Total
					5000
Activity Result 3.3: Regular meetings of BoC and Committees are undertaken					
	BoC and Committee meetings occur every three months				
	• Quarterly meetings of four Committees are held	X	X	X	20000
	• Quarterly meetings of BoC are held	X	X	X	20000
					Activity Sub-Total
					40000
Activity Result 3.4: MEC engages with Gender stakeholders					
	MEC hosts and conducts two gender stakeholder meetings				
	• Travel, accommodation, DSA, venue		X	X	12500
	• Supplies and communications		X	X	2500
					Activity Sub-Total
					15000
Activity Result 3.5: CSO and Political Party gender mapping					
	Gender issues are informed by capacity mapping of CSOs and political parties				
	• Service provider is retained to undertake mapping	X	X		18000
	• Meetings, travel, printing and publishing	X	X		17000
					Activity Sub-Total
					35000
Activity Result 3.6: MEC Review of DEC Staffing and Structure					
	Review of MEC field structure is undertaken and recommendations made				
	• Consultant recruited and prepares assessment		X	X	20000
	• Cost-benefit analysis of DEC structure conducted (meetings and travel)		X	X	5000
					Activity Sub-Total
					25000

Activity Result 3.7: Review of MPLC Structure and Approach						
Review of MPLC structure and approach is conducted and recommendations made						
3.7.1	<ul style="list-style-type: none"> • Consultant recruited and prepares assessment • Cost-benefit analysis of MPLC structure and approach conducted (meetings and travel) 	X	X			25000
		X	X			5000
		Activity Sub-Total				30000
Activity Result 3.8: Materials and Equipment is procured						
MEC Fleet Vehicles support operational requirements						
3.8.1	<ul style="list-style-type: none"> • 30+ seater bus is procured • Three 10 tonne lorries are procured • Three sedans are procured as pool vehicles 	X				65000
			X	X	X	330000
			X	X	X	45000
		Sub-Total				440000
MEC ICT infrastructure is updated						
3.8.2	<ul style="list-style-type: none"> • Seven servers are procured with licences MS OS software to upgrade datacenter • Four heavy duty printers are procured for voters' list printing and other mass printing tasks • Toners are procured for Heavy Duty printers • Four medium-heavy duty printers are procured for four departments • Toners are procured for departmental printers • Toners are procured for MFP office printers • Hardware and 1 year subscription for WAN (HQ and 3 REOs) procured • Redundancy Outernet system is procured and installed and 1 year subscription fees paid 	X	X			80000
			X	X		80000
			X	X		5000
			X	X		28000
			X	X		5000
			X	X		56000
			X	X	X	25000
			X	X	X	10000
		Sub-Total				289000
		Activity Sub-Total				729000
		Output Sub-Total				920000

Output 4: Effective and efficient management, partnership formation and monitoring and evaluation of the project.

Indicator 1. Regular TC and SC meetings are held.
 Baseline: Monthly and Quarterly. Target: Meetings held on schedule.

Output 4.		Activity Result 4.1: Project is effectively and efficiently managed and strong stakeholder ownership gained	
4.1.1	MECS Project is managed and audited		
	• Salary costs for project staff	X	302000
	• Maintenance of project vehicles	X	25000
	• Travel for project management	X	40000
	• MECS project management meetings	X	10000
	• UN/UNDP HQ substantive review and attendance at National Conference	X	31200
	• Office equipment and furniture	X	2000
	• Communications (internet, courier and phone costs)	X	10000
	• Supplies (Stationery, office supplies, publications, print media etc)	X	5000
	• Miscellaneous expenses	X	
	• Professional services (Audit cost)	X	5000
	• Project monitoring and evaluation	X	20000
		X	35000
		Activity Sub-Total	485200
		Output Sub-Total	485200
		Output Total	2,875,450
		GMS (7%)	201281.5
		AWP Total	3,076,732