

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan				Risks and Assumptions
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	
Project Output 2: The participation, and empowerment of women in parliamentary and electoral processes at federal and provincial levels enhanced.	2.1 The number of legislative amendments, mechanisms and policy initiatives that are implemented to promote women empowerment and gender equality and ensure compliance with international agreements to which Pakistan is signatory.	2.1 Effective advocacy of women's issues within legislative assemblies is undermined by lack of knowledge and technical skills among women legislators as well as relatively weak platforms from which women can effectively advance the cause of women empowerment.	<p>2.1.1 20% of WPC Strategic Plans Implemented (Federal and Provincial)</p> <p>2.1.2 2 WPC Secretariats established</p> <p>2.1.3 12 Trainings held for WPC members.</p> <p>2.1.4 10 seminars for CSOs / Academics and WPCs</p> <p>2.1.5 2 strategic communications plans for WPCs</p> <p>2.1.6 5 district outreach meetings by WPCs</p>	Specialised Studies / Analysis on new legislations or policies adopted through third party; Literature review (of relevant documents and reports); Pre and Post-Training Evaluations; Stakeholder interviews	Annual	Third Party Plus Project focal M&E point	15,000/-	Political wrangling over the leadership of women parliamentarians and/or lack of legislative skills may affect the planning and progress. Space allocation for the secretariats and subsequent change of mind by the concerned authorities/officials. Would cause delay in establishment of the secretariats. Parliamentarians often avoid giving feedback on trainings

Data Collection Plan								
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								held for them. Security political situation may affect holding the Seminars and other events involving parliamentarians

Data Collection Plan								
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Project Output 3: Legislative institutions at the federal and provincial level equipped with the knowledge and skills to improve legislative engagement with development agendas (PRSP, MDGs/SDGs)	3.1 The extent to which the effectiveness of legislative engagement with MDGs/development agendas is enhanced through the capacity development of the MDG Task Forces.	3.1 MDG TFs have no institutional structure, capacity and resources. Limited parliamentary engagement with development agendas and weak oversight of government delivery re MDGs.	<p>3.1.1 20% of MDG TF Strategic Plans implemented</p> <p>3.1.2 Two strategic communications plans developed for two MDG TFs</p> <p>3.1.3 30 MDG TF members develop knowledge and expertise on specific policy areas</p> <p>3.1.4 100 MPAs received orientation trainings on MDGs and the role of parliamentarians</p> <p>3.1.5 100 MPAs trained on budget and expenditure reviews</p>	Pre and Post-training evaluations; Interviews through specifically developed questionnaire; Literature review (of relevant reports/documents);	Biannual	Project focal person	None	Availability of parliamentarians for specific interviews/evaluations can be an issue

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				Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	
	3.2 Number of committee hearings and reports published by relevant legislative bodies on progress towards achieving MDG targets	3.2 MDG/Development related committee require knowledge and technical skills to improve their oversight of development agendas	<p>3.2.1 15 trainings with committee members to strengthen oversight of MDGs/development agendas</p> <p>3.2.2 5 knowledge seminars for committee members on specific topics pertaining to each MDG (healthcare, education etc.)</p> <p>3.2.3 2 databases developed for committees to track progress re specific MDGs</p>	Review of relevant documents / reports (such as committee reports etc.); Stakeholder interviews through specifically developed questionnaire;	Annual	Project M&E focal person	None	Lack of established practice / norm on the part of committees to regularly develop/publish their reports.

Data Collection Plan						
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Project Output 4: Civic engagement, particularly youth, with parliamentary institutions and processes increased	4.1 (a) Percentage of MPAs conducting constituency monitoring of MDGs	4.1. (a) Limited engagement by MPAs in their constituencies monitoring policies designed to meet MDG targets.	4.1.1. 8 MPAs implement constituency monitoring mechanisms for MDGs	Focus Group Discussions; Interviews; Review of relevant documents/reports (if any)	Bi-annual	MPAs may lack the capacity to independently monitor the MDG-related developments in their respective constituencies;
	4.1 (b) Number of CSO meetings/briefings with Standing Committees on MDGs	4.1. (b) Limited CSO engagement with legislators or legislative processes on the MDGs.	4.1.2 20 sessions held between CSOs and parliamentarians on MDGs. 4.1.3 5 training sessions held with CSOs to develop their understanding of MDGs and how to engage the legislative process.			
	4.2 # of youth reached through parliamentary outreach strategies	4.2. Limited awareness of parliamentary functions and processes, especially among youth.	4.2.1. 500 youth people reached through parliamentary outreach efforts	Interviews through specifically-developed questionnaire; Youth Group discussion sessions	Annual	None
Project Output 5: Technical and Operational Capacity of PIPS enhanced.	5.1 PIPS is recognized by legislators as a credible provider of knowledge products and technical resources.	5.1 Legislators are sceptical about the technical expertise of PIPs staff and the quality of their research and trainings. PIPs offices in	5.1.1 Needs assessments conducted for all four PIPS Provincial offices 5.1.2 Five trainings for PIPs staff on curriculum	Review of PIPs's Training Plans (federal and provincial); interviews	Annual	Availability of lawmakers for the interviews.

Data Collection Plan								
Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Source/Method of Collection	Schedule/Frequency	Responsible Staff	Resources (\$)	Risks and Assumptions
		the provinces are not functioning.	development	of legislators who attended the training(s).				

III. RECRUITMENT PLAN 2015

(Include all the recruitments envisaged by the project in AWP 2015 - including national and international staff positions that are vacant or newly created)

Project ID: 00087782 Project Title: Parliamentary Support in Pakistan

#	Post Title	National/ International	Level of Post	Proforma Cost per year (US\$)	Responsible party (UNDP/EAD/ IP/PMU etc)	Contract Modality (TA/FTA/SC/ NIMU/Govt)	Reportin g to/ Supervis or	Duty Station	Contract Start Date	Contract End Date
1.	Provincial Coordinator (Punjab) ¹	National	SB4-1	11,592	UNDP	SC	CTA	Islamabad	1/04/2015	31/03/2016
2.	Provincial Coordinator (Sindh)	National	SB4-1	11,592	UNDP	SC	CTA	Islamabad	1/04/2015	31/03/2016
3.	Provincial Coordinator (KP)	National	SB4-1	11,592	UNDP	SC	CTA	Islamabad	1/04/2015	31/03/2016
4	Provincial Coordinator (Baloch)	National	SB4-1	11,592	UNDP	SC	CTA	Islamabad	1/04/2015	31/03/2016
5	Research Officer	National	SB4-2	19,544	UNDP	SC	CTA	Islamabad	1/04/2015	31/03/2016

¹ For the purposes of cost-efficiency and improved coordination, the provincial coordinators will work for both the parliament and elections projects

IV. PROCUREMENT PLAN 2015

(Include all local and international procurements valued at or above \$ 2,500 envisaged in AWP 2015 – including goods, assets, services and works)
 Project ID:00087782 Project Title: Parliamentary Support in Pakistan (PSP)

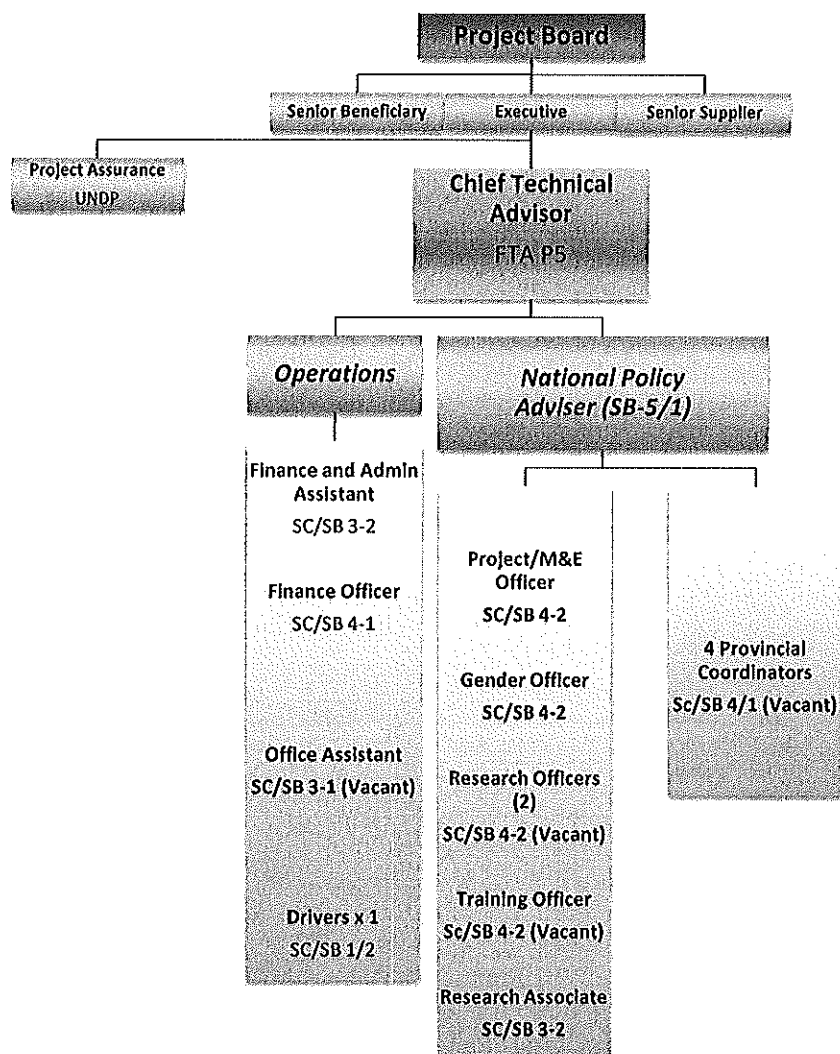
#	Description	Type (good, service, works)	Estimated Budget (\$)	Responsible party (UND P/EA D/ IP/P MU etc)	Invitation Type (EFP, RFA, ITB, etc)	Announcement Target Date	Evaluation Target Date	Committee Review (CAP, RACP, etc)	Committee Review Target Date	Contract Start Date	Contract End Date	Responsible project staff
1	Development of Parliamentary Information Kit	Services	5,000.00	PMU	IC	01.02.2015	15.02.2015			01.03.2015	31.03.2015	Operation Officer & AFA
2	Conduct Capacity Assessment of PIPS provincial offices	Services	15,000.00	PMU	IC	15.01.2015	28.01.2015			01.2.2015	28.02.2015	Operation Officer & AFA
3	Printing of materials for National Convention of Women Parliamentarians	Services	7,645.00	PMU	RFQ	10.01.2015	17.01.2015			20.01.2015	31.01.2015	Operation Officer & AFA
4	Refurbishment of WPC office Sindh	Services	20,000.00	PMU	ITB	01.02.2015	14.02.2015			25.02.2015	24.04.2015	Operation Officer & AFA
5	Equipments for WPC Office Sindh	Goods	10,000.00	PMU	RFQ	25.02.2015	10.03.2015			25.4.2015	10.5.2015	Operation Officer & AFA
6	Refurbishment of WPC office Balochistan	Services	20,000.00	PMU	ITB	01.02.2015	14.02.2015			25.02.2015	24.04.2015	Operation Officer & AFA

07	Equipments for WPC Office Balochistan	Goods	9,200.00	PMU	RFQ	25.02.2015	10.03.2015				25.4.2015	10.5.2015	Operation Officer & AFA
08	Refurbishment of WPC office KPK	Services	20,000.00	PMU	ITB	01.02.2015	14.02.2015				25.02.2015	24.04.2015	Operation Officer & AFA
09	Equipments for WPC Office KPK	Goods	10,000.00	PMU	RFQ	25.02.2015	10.03.2015				25.4.2015	10.5.2015	Operation Officer & AFA
10	Refurbishment of WPC office Punjab	Services	20,000.00	PMU	ITB	01.02.2015	14.02.2015				25.02.2015	24.04.2015	Operation Officer & AFA
11	Equipments for WPC Office Punjab	Goods	10,000.00	PMU	RFQ	25.02.2015	10.03.2015				25.4.2015	10.5.2015	Operation Officer & AFA
12	Printing & Publication of Material for WPC, CSO and academics relevant to Women empowerment	Services	6,856.00	PMU	IC	10.02.2015	25.02.2015				01.03.2015	12.3.3015	Operation Officer & AFA
13	Create a merged, online platform for all WPCs	Services	3,100.00	PMU	IC	01.02.2015	14.02.2015				01.03.2015	30.03.2015	Operation Officer & AFA
14	Refurbishment of MDGs resource Centre National Assembly	Services	35,000.00	PMU	ITB	01.02.2015	14.02.2015				25.02.2015	24.04.2015	Operation Officer & AFA
15	Refurbishment of MDGs resource Centre Balochistan	Services	20,000.00	PMU	ITB	01.02.2015	14.02.2015				25.02.2015	24.04.2015	Operation Officer & AFA
16	Equipments for MDGs resource centre Balochistan	Goods	10,000.00	PMU	RFQ	25.02.2015	10.03.2015				25.4.2015	10.5.2015	Operation Officer & AFA
17	Refurbishment of MDGs resource centre Sindh	Services	20,000.00	PMU	ITB	01.02.2015	14.02.2015				25.02.2015	24.04.2015	Operation Officer & AFA

18	Equipments for MDGs resource centre Sindh	Goods	10,000.00	PMU	RFQ	25.02.2015	10.03.2015				25.4.2015	10.5.2015	Operation Officer & AFA
19	Refurbishment of MDGs resource centre KPK	Services	20,000.00	PMU	ITB	01.02.2015	14.02.2015				25.02.2015	24.04.2015	Operation Officer & AFA
20	Equipments for MDGs resource centre KPK	Goods	10,000.00	PMU	RFQ	25.02.2015	10.03.2015				25.4.2015	10.5.2015	Operation Officer & AFA
21	Refurbishment of MDGs resource centre Punjab	Services	20,000.00	PMU	ITB	01.02.2015	14.02.2015				25.02.2015	24.04.2015	Operation Officer & AFA
22	Equipments for MDGs resource centre Punjab	Goods	10,000.00	PMU	RFQ	25.02.2015	10.03.2015				25.4.2015	10.5.2015	Operation Officer & AFA
23	Recruit 05 UNVs to assist MDGs Taskforces	Services	20,000.00	PMU	IC	01.02.2015	14.02.2015				01.03.2015	31.12.2015	Operation Officer & AFA
24	In partnership with CSOs produce a report mapping the legislative gaps with regards to accomplishing the MDGs	Services	20,000.00	PMU	MCGA	10.06.2015	25.06.2015				01.07.2015	15.08.2015	Operation Officer & AFA
25	Software Development	Service	20,000.00	PMU	IC	01.02.2015	14.02.2015				01.03.2015	31.12.2015	Operation Officer & AFA
Grand Total US\$			371,801.00										

V. MANAGEMENT ARRANGEMENTS

The project is directly implemented (DIM) by UNDP Pakistan, in consultation with its partners. The UNDP Pakistan Governance Team through a Project Management Unit headed by a Chief Technical Adviser, oversees implementation, and coordinates the project activities. This team, in close collaboration with the National Assembly, the Senate and the Provincial Assemblies is responsible for day-to-day management and decision-making for the project, as well as ensuring that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. Short-term international experts will be fielded as needed as part of project teams (see Figure below for this structure).



VI. PLANNING, MONITORING AND REPORTING

The project will follow the following planning, monitoring and reporting cycle during the year. *As necessary, add the target dates monitoring visits, spot checks, evaluations and other missions by donors or other stakeholders.*

Timeline /Target Date	Activity	Primary Responsibility
1 November 2014	Prepare draft Annual Work Plan 2015 and budget and present at UNDP annual retreat on _____	Project Manager
11 November 2014	Review of AWP for Quality assurance, alignment with CPAP and UNDP priorities, results orientation and resource availability	ACD UNDP and Program Officer
30 November 2014	Organise Project Steering Committee to: a) Review of project contribution to results and financial delivery 2014; b) Review and endorsement of AWP 2014	Project Director/ Project Manager
6 December 2014	Submit signed AWP and, where applicable in NIM projects, Letter of Service, to UNDP for final review and signature by UNDP	Project Director/ Project Manager
6 December 2014	Submit draft Annual Progress Report 2014, including project contribution to outcomes, outputs, activities and financial delivery and lessons-learnt, to UNDP	Project Director/ Project Manager
13 December 2014	Approval of AWP and LOS by UNDPs	ACD UNDP and Program Officer
31 December 2014	Review and provide feedback on the project APR to NPM	ACD UNDP and Program Officer
31 January 2015	Submit final Annual Progress Report 2014 to UNDP	Project Director/ Project Manager
28 February 2015	Annual audit of the project	SMU-UNDP
30 April 2015 31 July 2015 31 October 2015	Quarterly Progress Reports, including: a) Report on project progress and financial delivery b) Update of Issue Log in Atlas (tracking and resolution of potential problems or requests for change) c) Update of Risk Log (Reviewing of external environment that may affect project implementation)	Project Manager
15 July 2015	Organise Project Steering Committee (Mid-year review of project progress and, if needed, revision of the AWP)	Project Director/ Project Manager
30 November 2015	Organise Project Steering Committee to: c) Review of project contribution to results and financial delivery 2015; d) Review and endorsement of AWP 2016	Project Director/ Project Manager

VII. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the Supplemental Provisions to the Project attached hereto and forming an integral part hereof, as "the Project Document"

Alternative A [where the Implementing Partner is a government agency (NIM) or an NGO/IGO]

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. To this end, 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 the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]².

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/sc/committees/1267/qa_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

Alternative B [where the Implementing Partner is UNDP (DIM), the UN, a fund/programme of the UN, or a UN agency]

[UNDP] [Name of UN Agency] as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations safety and security management system.

[UNDP] [Name of UN Agency] agrees to undertake all reasonable efforts to ensure that none of the [project funds]³ [UNDP funds received pursuant to the Project Document]⁴ are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/qa_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

ANNEXES

² Use bracketed text only when IP is an NGO/IGO

³ To be used where UNDP is the Implementing Partner

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

- Annex 1: Risk log matrix (An assessment of risks that may affect the project implementation and achievement of results)
- Annex 2: Letter of Service signed between UNDP and the Implementing Partner where UNDP Country Office will provide Implementation Support Services to a NIM project
- Annex 3: Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)
- Annex 4: Cost sharing agreements signed with donors/government (if any)
- Annex 5: Project cooperation agreement signed with NGOs (if any)
- Annex 6: Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc)
- Annex 7: Terms of Reference for key project personnel should be developed and attached

OFFLINE RISK LOG

(see Deliverable Description for the Risk Log regarding its purpose and use)

Project Title:		Award ID:			Date:				
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Failure to mobilize required minimum financial resources negatively affects the ability to deliver on all project commitments	During Project formulation	Financial	Project implementation negatively affected High (5)	UNDP CO and NA Speaker actively reach out to potential donors on a priority basis UNDP CO/CTA conduct donor profiling and submit segmented funding dossiers if so required, with possibility earmarked contributions to specific project outputs.	NPA	CTA	Project Implementation on Phase	No change
2	Failure to recruit highly qualified technical international and national project staff will delay the start of critical initiatives	During Project formulation	Other (Performance)	Certain key components of project not implemented and desired results not achieved. High (5)	JDs shared with DGG and BCP in New York and with other relevant organizations CO directly reach to potential candidates who have the required qualifications national and internationally JDs advertised/circulated timely and at UNDP, AGORA and other parliamentary /HR networks (e.g. reliefweb, UNjobs); and national employment networks/academia	UNDP, NPA	CTA	Project Implementation on Phase	No change
3	Low engagement of Committee Chairs/MPs at Federal and	During Project formulation	Political	Certain key components of project not implemented and desired results not achieved.	Project staff will regularly interact with Committee chairpersons and	NA, Senate, PAs, and Project Staff	CTA	Project Implementation on Phase	No change

	Provincial level for proposed interventions			Medium (3) to High (5)	Parliament /PAs senior leaders to ensure right understanding of and active involvement in project activities				
4	Gender and rights activities of the project will receive criticism from MPs opposing specific attention to the issue	During Project formulation	Political	Desired results not achieved related to gender mainstreaming not fully achieved. Medium (3) to Medium (3)	Clarify UNDP's position on gender and women's political participation; sensitisation to male and female Members; identification of like-minded (former) Members willing to support such agenda	NA, Senate, PAs and Project Staff	CTA	Project Implementation Phase	No change
5	Parliament and PAs initially or over time lacks interest in / capacity to envision and address institutional development	During Project formulation	Political	Low (1) to High (5)	Inclusive consultations conducted by project staff to get support from parliamentarians and officials; regular dialogues with senior political and administrative leaders on project progress; project clearly communicates results to all stakeholders through sound communications strategy. Strategic planning process create shared goals and commitments and environment for change.	NA, Senate, PAs	CTA	Project Implementation Phase	No change
6	Resistance from senior civil servants to work towards a more stable and professional independent Secretariat	During Project formulation	Political	High (5)	Political advocacy with Secretariat(s) and Parliament/PAs focusing on incentives and advantages. Ensure ownership of Strategic Planning process to create shared goals and commitments and environment for	NA, Senate, and PA Heads	CTA	Project Implementation Phase	No change

7	Failure to deliver project commitments on time and budget	During Project formulation	Other (Performance)	Medium	Regular dialogues with senior officials and political leaders on project progress. Ensure appropriate planning/phasing of activities, and maintain emphasis of quality of service delivery, results-oriented approach.	CTA, NPA	CTA	Project Implementation Phase	No change
8	Reduced confidence of donors in accountability and transparency of the project mechanisms leading to reduction of contributions	During Project formulation	Operational	Low (1) to Medium (3)	Significant focus and budgetary allocation for results-oriented monitoring and evaluation mechanisms; engagement of a National M&E Specialist.	UNDP	CTA	Project Implementation Phase	No change
9	Duplication of activities through various donor projects leading to insufficient development partner harmonization	During Project formulation	Organisational	Low (1) to Medium (3)	Regular meetings between Parliament/PAs and relevant development partners to address policy and emerging issues. Pakistan Parliament operationalize Aid Coordination Cell/approach. Regular working meetings among project implementing agencies for exchange of information and coordination.	UNDP, CTA, NPA	CTA	Project Implementation Phase	No change
10	Parliament staff and MPs' requests for materials, foreign investments, foreign trips and ICT support distract them from core project	During Project formulation	Operational	Medium	Clear agreement with Parliament/PAs on nature of support provided and key project outputs; development sustainability plans for such cases of	NA, Senate, Project Staff	CTA	Project Implementation Phase	No change

	objectives				investment; and technical support to Parliament/PAs to secure increased budgetary allocations in state budget enabling investments requested in infrastructure.				
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