

COVER PAGE

UNDAF Outcome(s)/Indicator(s)

(Link to UNDAF outcome., If no UNDAF, leave blank)

Expected Outcome(s)/Indicator (s):

The Office of the President is transformed to an institutionalized professional organization with structures and functions appropriate to the Head of State regardless of program or governmental system.

Expected Output(s)/Annual Targets:

1. A new facility for the Presidents Office is constructed and other buildings are rehabilitated and the creation of an appropriate and conducive physical working environment is improved.
2. The quality of staff knowledge and skills are enhanced as well as the several departments at the OoP are improved and are efficient and effective in their operations.

Executing Entity:

UNDP/PAPP

Implementing agency

UNDP/PAPP, OoP

The overall outcome of this project will be to transform the Office of the President to an institutionalized professional organization with structures and functions appropriate to the Head of State regardless of program or governmental system.

This outcome will be achieved through one output:

1. A modern , efficient and a sustainable public institution with technical capacity with improved operations and consistent flow of communication of Office of the President is developed.

The output will be guided with five inter-related activities:

- The capacities at the Office of the President at its already existing departments and new established departments of strategic technical and administrative development units are empowered
- Procedure manuals and policies in different departments are developed and used
- The capacities at the Economic advisor and the Palestine Investment Fund are empowered
- A new facility for the Presidents Office is constructed as well as the guards central kitchen is rehabilitated
- Training needs are identified and delivered.

Programme Period: 18 months
Programme Component:
Project Title: Support to the Presidents Office
Project ID: 55072
Project Duration: 18months
Management Arrangement: CEDAR

Total Budget	USD 2,068,711
Allocated resources:	USD 2,068,711
• Government	0
• Regular	0
• Other:	
○ Japanese Government	USD 1,620,000
○ Italian Government	USD 300,000
○ UNDP TRAC:	USD 148,711

Khaled Shahwan , Officer in Charge, UNDP/PAPP

1. SITUATION ANALYSIS

In January 2005, the President of the Palestinian Authority campaigned and was elected on a platform of change, reform and a negotiated settlement. However, events on the ground post the presidential election and the elections of the Palestinian Legislative Council (PLC) a year later as well as the formation of the new government in March 2006 have placed tremendous pressures on the presidency with mounting expectations from the President. Public is viewing the presidency as a safety valve and a place where national unity and dialogue is preserved.

The process with the election of the President Mahmoud Abbas aimed at transforming the Office of the President (OoP) to an institutionalized professional structure with functions appropriate to the Head of State regardless of program or governmental system. In the context on reform the Capacity and Institution Building (CIB) efforts the OoP started with its institutions to initiate new programmes. The CIB initiative started to focus on efficiency and accountability within a clear organizational structure and systems; policies and procedures enhancing a progressive management environment with improved staff competence and technical proficiency and responsiveness.

An initial feasibility assessment and the implementation of the planning phase¹ carried out in the OoP represented a reflection of the seriousness of the President towards reforming. Subsequently the process of institutional assessment began to map out and identify key issues and resources available at the OoP, and to understand organizational structures and relationships strengths, weaknesses, bottlenecks, organizational politics and office dynamics, and major gaps in the know how in OoP personnel and management.

A formal organizational structure of the OoP was endorsed as well as a human resource development framework leading to be the starting point and the frame of reference for CIB activities. Furthermore the institutional assessment and gap analyses of the OoP highlighted institutional challenges and weaknesses and provided a base from which future planning and intervention towards CIB was approached. One of the key strengths and opportunities is the Presidents commitment towards reform. The CIB initiative and efforts is the umbrella for all interventions at the OoP.

Key findings and conclusions from technical assessments during projects inception phase are summarized in the following intervention areas: Human Resource Development, Financial Management, Communication and Public relations, ICT, International relations, and Procedure development; in addition to some infrastructure works at the OoP. Concerning the infrastructure component there is a clear need to construct new office building and rehabilitate existing buildings at the Presidential compound. As there is a lack of space and maintenance of old buildings.

¹ The Inception planning phase was funded and supported by the Swedish Government through SIDA

II. STRATEGY

The overall outcome of this project will be to transform the Office of the President (OoP) to an institutionalized professional organization with structures and functions appropriate to the Head of State regardless of program or governmental system.

The outcome will be achieved through immediate interventions in Human Resource Development and Infrastructure. Technical Assistance implies deploying several consultancies to assist the OoP in the areas of administrative and financial management, improve quality of management and the creation of a human and technical evolutionary development system. Capacity Development is a crosscutting strategy addressing several areas of policy-making, planning and overall system development and capacities. This initiative of capacity development is achieved through deploying high caliber human capacities through different modalities at UNDP/PAPP: Transfer of Knowledge Through Expatriate Nationals (TOKTEN) Experts, National Volunteers (UNV Specialists) and Local Consultants. Training will imply integrating training activities in a wider framework where the ultimate aim would be to increase the quality of system and work procedure through improved knowledge and skills. Training is part and parcel of an integrated and comprehensive improvement strategy whereby training locally and abroad will be considered.

Infrastructure development will be encompassing the construction of a new facility to accommodate the OoP located at the Presidential Compound in Ramallah. The first Phase which is ongoing aims to finish the skeleton works of a 4 story building.

The development of an optimal organization structure, policies and procedure manuals will lay the base of a long term framework for planning and programming as well as for best management practices. The above interventions will be integrated within a system to improve the quality of work in general.

The overall output is to develop a modern, efficient and sustainable public institution with technical capacity with improved operations and consistent flow of communication. Two interrelated outputs of the project are to be illustrated as the following:

The output will be guided with five inter-related activities:

- The capacities at the Office of the President at its already existing departments and new established departments of strategic technical and administrative development units are empowered
- Procedure manuals and policies in different departments are developed and used

- The capacities at the Economic advisor and the Palestine Investment Fund are empowered
- A new facility for the Presidents Office is constructed as well as the guards central kitchen is rehabilitated
- Training needs are identified and delivered.

III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome:

The overall outcome of this project will be to transform the Office of the President (OoP) to an institutionalized professional organization with structures and functions appropriate to the Head of State regardless of program or governmental system.

This outcome will be achieved through the following output:

A modern, efficient and sustainable public institution with technical capacity with improved operations and consistent flow of communication is developed.

Activity 1:

The capacities at the Office of the President at its already existing departments and new established departments of strategic technical and administrative development units are empowered

Activity 2:

Procedure manuals and policies in different departments are developed and used

Activity 3:

The capacities at the Economic advisor and the Palestine Investment Fund are empowered

Activity 4:

A new facility for the Presidents Office is constructed as well as the guards central kitchen is rehabilitated

Activity 5:

Training needs are identified and delivered.

PROJECT RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome: The overall outcome of this project will be to transform the Office of the President (OoP) to an institutionalized professional organization with structures and functions appropriate to the Head of State regardless of program or governmental system..</p>				
<p>Outcome indicators: An effective, efficient and transparent organizational structure and systems are established with the OoP, the reform efforts at the OoP becomes a model for wider reform processes within the governmental institutions</p>				
<p>Project title and ID (ATLAS Award ID): Construction and Support to Strengthening the Institutional and Management Capacities of the Office of the President (Phase II), Atlas number: 55072</p>				
Intended Outputs	Output Targets for (years)	Indicative Activities	Responsible parties	Inputs
<p>Output 1: A modern, efficient and sustainable public institution with technical capacity with improved operations and consistent flow of communication is developed</p>	<p>A new facility of the OoP is constructed and is being utilized. (18 months)</p>	<p>Activity 1: The capacities at the Office of the President at its already existing departments and new established departments of strategic technical and administrative development units are empowered Activity 2: Procedure manuals and policies in different departments are developed and used Activity 3: The capacities at the Economic advisor and the Palestine Investment Fund are empowered</p>	<p>UNDP/P APP</p> <p>UNDP/P APP</p>	<p>JAPAN UNV's, Tokten's and Local Consultants USD 370,370</p> <p>TRAC RESOURCES USD 148,711</p>

		<p>Activity 4: A new facility for the Presidents Office is constructed as well as the guards central kitchen is rehabilitated</p> <p>Activity 5: Training needs are identified and delivered.</p>		<p>JAPAN Finishing Works: USD 925,925 Rehabilitation Works: USD 203,705</p> <p>Italian Contribution: USD 300,000</p>
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**IV. ANNUAL WORK PLAN
ANNUAL WORK PLAN BUDGET
SHEET**
United Nations Development
Programme
UNDP/PAPP



Year: 2008
Project # 55072

Expected Output	Key Activities	Timeframe				Respon. Party	Planned Budget			
		Q1	Q2	Q3	Q4		Fund	Donor	Budget Description	Amount
A modern, efficient and sustainable public institution with technical capacity with improved operations and consistent flow of communication is developed	3 UNV'S					UNDP/PAPP	JAPAN	72100	Contractual Services	170,683.92
	5 LOCAL CONSULTANTS 2 TOKTEN CONSULTANTS	X	X	X	X	UNDP/PAPP	JAPAN	75100	GMS	13654.71
	Sub total									184,338.63
	FINISHING AND REHABILITATION WORKS	X	X	X	X	UNDP/PAPP	JAPAN	72100	Contractual Services	481,482.5
						UNDP/PAPP	JAPAN	75100	GMS	38,518.6
	Sub total									520,001.1
	Training	X	X	X	X	UNDP/PAPP	ITALY	71200	Contractual Services	208,458.4
						UNDP/PAPP	ITALY	75100	GMS	16,676.67
	Sub total									225,135.07
	Miscellaneous		X	X	X	UNDP/PAPP	JAPAN	74500	Misc.	5000
						UNDP/PAPP	JAPAN	75100	GMS	400
	Sub total									5400

IV. ANNUAL WORK PLAN
ANNUAL WORK PLAN BUDGET
SHEET
United Nations Development
Programme
UNDP/PAPP



Year: 2009
 Project # 55072

Expected Output	Key Activities	Timeframe				Respon. Party	Planned Budget			
		Q1	Q2	Q3	Q4		Fund	Donor	Budget Description	Amount
A new facility for the Presidents Office is constructed and other buildings are rehabilitated and the creation of an appropriate and conducive physical working environment is improved.	Finishing & Rehabilitation works					UNDP/PAPP	JAPAN	72100 Contractual Services	1,027,777.5	
		X	X	X	X	UNDP/PAPP	JAPAN	75100 GMS	82,222.2	
Sub total										
The quality of staff knowledge and skills are enhanced as well as the several departments at the OoP are improved and are efficient and effective in their operations. The quality of staff knowledge and skills are enhanced as well as the several departments at the OoP are improved and are efficient and effective in their operations.	CIB Italian contribution Training					UNDP/PAPP	ITALY	72100 Contractual Services	177,778	
		X	X	X	X	UNDP/PAPP	ITALY	75100 GMS	14,222	
Sub total										
Total										
									1,301,999.7	192,000
									1,301,999.7	

V. Management Arrangements

This project will be directly executed project (DEX), with UNDP/PAPP assuming the role of the executing as well as the implementing agency. Furthermore it will have financial responsibility and be accountable to the donor for the funds contributed. UNDP/PAPP will provide overall management, supervision and financial control according with UNDP Rules and Regulations, and will report periodically to the donor on the progress of implementation as required.

Project Executing Group:

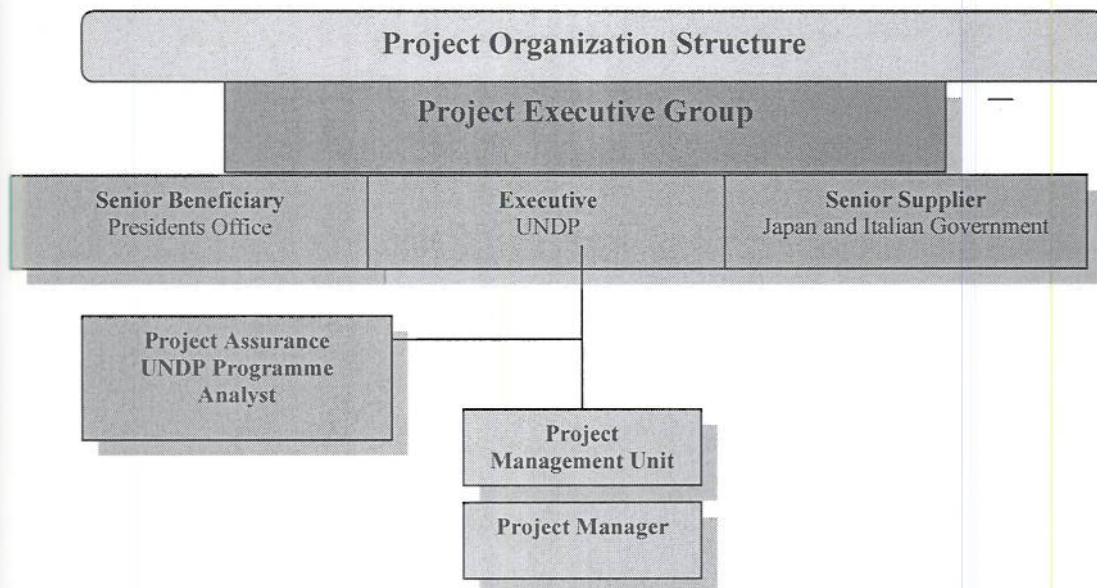
The *Project Executing Group* (Project Board) is the group responsible for making executive management decisions for a project when guidance is required by the Project Manager. Project reviews by this group are made at designated decision points during the running of a project, or as necessary when raised by the Project Manager. Members of the Project Board are the Project Director represented by UNDP/PAPP, the Senior Supplier Role represented by the Donor, the Japanese and the Italian Government, and the Senior Beneficiary represented by the Presidents Office. The Project Board is working on a consensus basis and final decision making on project activities and accountability rests with UNDP/PAPP in accordance with its applicable regulations, rules, policies and procedures.

Project Assurance

Project Assurance is the responsibility of the Project Executive Group member, however the role can be delegated. The Project Assurance role supports the Project Executive Group by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. For this project the designated UNDP/PAPP Programme Analyst holds the Project Assurance role.

Project Manager

The *Project Manager* is responsible for day-to-day management and decision making for the project. Furthermore his prime responsibility is to ensure 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. The Project Manager will be recruited by UNDP/PAPP.



VI. MONITORING AND EVALUATION

The Monitoring and evaluation will remain the responsibility of the executing agency, UNDP/PAPP. While the actual implementation of the project activities will be the responsibility of the Project Coordinator in partnership with the Presidents Office, the Programme Management Officer will be responsible for monitoring that activities are carried out in line with the workplan of the project in a timely manner, and that project outputs are realized.