



Reference: PAL10 - 00061761

**Amendment II to the Standard Letter of Agreement  
Between  
The United Nations Development Program  
And  
The Palestinian Ministry of Foreign Affairs on the  
Implementation of the “Support to Capacity Development”**

The two parties hereby agreed to amend the original Standard Letter of Agreement signed on 24 July 2008 and amended on August 9<sup>th</sup>, 2009 pertaining to Output II “Capacity Assessment & Strategy” of Attachment 2 “Description of Services”, whereas UNDP/PAPP will provide support to the Ministry of Foreign Affairs in the following agreed upon areas and within the budget as originally allocated in the original Agreement:

1. Establish and operationalize the Technical Advisory Unit (TAU) (Annex 1. Terms of Reference) so that all technical assistance can be facilitated via the TAU;
2. Support the Ministry of Foreign Affairs in leading the International Relations Strategy Development process with its partners;
3. Support the Ministry of Foreign Affairs in developing a 3-years strategic work plan for implementation based on the International Relations Strategy;
4. Support the Ministry of Foreign Affairs in recruiting an IT Specialist with the objective of finalizing the Ministry’s ICT Strategy with deliverables that include an inter alia new effective web site and intra communications strategy;
5. Support the Ministry of Foreign Affairs in improving the English Language Skills of selected staff members through conducting English Language Training Courses based on a needs assessment survey conducted by the MoFA.
6. Conduct an overall staff assessment and identify specific training needs.

In coordination with the UNDP/Capacity Development Initiative Programme (CDI) team, the Ministry of Foreign Affairs will lead the mobilization and drafting of the Terms of References for external experts who will assist in the implementation of the above mentioned activities.

## **Attachment 1**

### **PROJECT WORKPLAN**

- **Introduction**

This amendment to the existing Letter of Agreement between the UNDP/PAPP and the Ministry of Foreign Affairs (MoFA) adjusts the support provided to the Ministry in order to build upon previous efforts to develop its capacities in different fields in addition to the ICT management. The Ministry has requested the review of the existing agreement to enhance its ability in achieving its mission and improve its ability to shape and coordinate Palestinian foreign policy, and promote Palestinian interests and values as effectively as possible, etc. in the context of 13<sup>th</sup> Government Plan.

The UNDP/CDI will support the Ministry to establish the Technical Advisory Unit (TAU), which will be the institutional framework for the Ministry's activities including the following: providing support to design and implement an ICT strategy, conducting a staff assessment and training needs analysis, and conducting English Language courses for its staff and the leadership of the Ministry's international relations strategy

In addition to the immediate support, the CDI will work in cooperation with MoFA to draft terms of reference for short term experts as well as work jointly in order to mobilize funds. This is to ensure that MoFA remains able to function in an effective and efficient manner in order to ensure its implementation, compliance and contributions under the 13<sup>th</sup> Government Plan. MoFA is expected to redirect the existing funds from the Spanish and other donors funds allocated for Capacity development to ensure the full implementation of the Technical Advisory Unit activities and further policy development advice.

- **Purpose**

, the CDI will support the Ministry to build upon these achievements and will:

1. Establish and operationalize the Technical Advisory Unit (TAU) (Annex 1. Terms of Reference) so that all technical assistance can be facilitated via the TAU;
2. Support the Ministry of Foreign Affairs in leading the International Relations Strategy Development process with its partners;
3. Support the Ministry of Foreign Affairs in developing a 3-years strategic work plan for implementation based on the International Relations Strategy;
4. Support the Ministry of Foreign Affairs in recruiting an IT Specialist with the objective of finalizing the Ministry's ICT Strategy with deliverables that include an inter alia new effective web site and intra communications strategy;



5. Support the Ministry of Foreign Affairs in improving the English Language Skills of selected staff members through conducting English Language Training Courses based on a needs assessment survey conducted by the MoFA.
6. Conduct an overall staff assessment and identify specific training needs.

The outcome of the project is to improve the communication strategy in MoFA and enhance its ability to shape and coordinate Palestinian foreign policy, and to promote Palestinian interests and values effectively.

The project e outputs include the establishment of the TAU, the MoFA ICT strategy, and the MoFA international relations strategy, in addition, the completion of English Language courses of the MoFA staff in cooperation with Amid East.

- **Background and Rationale**

The vision of the Future Palestinian state as declared by the Palestinian government highlights that it is a progressive state, which values cordial relationships with other states and people in the global community. In this context , active diplomatic relations with the global community requires a well equipped and capable MoFA that is enabled to fulfill its duties to its full potential at the local and international levels.

International experience suggests that effective public management depends to a large extent on setting up a strong communication strategy, that include structures and mechanisms as well as consistent processes and systems that can facilitate the development of policies and strategies.

In order to facilitate the work of MoFA the Ministry will have to embark on the development of a comprehensive capacity development response strategy and design and embed systems and processes, tools and methods for MoFA's communication and external Relations. Enhancement of Human capacities will also be necessary as well as creating an enabling environment for change. ICT information management and communication, and strategic work plans will also be required to reflect the vision of MOFA and competent experts and staff who are able to support the ministry in assuming its mandate and ensuring all activities within this amendment agreement can be successfully implemented and the full benefits realized. The establishment of the Technical Advisory Unit will facilitate the above activities through the institutionalization of MoFA's institutional and policy work in respect to its international relations strategy and the continuous follow-up on the design and implementation of its ICT strategy.

The process will build upon existing consultative and participatory processes which are already in place to ensure national ownership. In addition, accountability mechanisms will be clearly defined for both the formulation and implementation of the above mentioned CD strategy. Finally, the CDI approach is designed so that it will develop and enhance capacity of all involved in the process during the course of the project. (See terms of reference for the technical Advisory Unit working modality)



YEAR 2010 - MOFA ANNUAL WORKPLAN (AWP),

Project Number : 00061761

<b>YEAR :</b>	<b>2010</b>
Agreement Value	23,1000 USD
ASL/Cash Received:	
Total Delivery (To date):	\$ 155,507.12
2010 AWP Budget:	\$52,093.00
Funds allocated for 2011	23,400

UNVs up to June 2011

UNVs up to June 2011

Project ID	Project Outputs	Key Activities	Sub Activities	Timeframe		Budget Description	Amount US\$ (AWP)
				Start	End		
	Technical Advisory Unit (TAU) Is established	Review Departmental work plans and Ministry's capacity including the organizational structure	TAU technical assistance including PR and international relations	Sep	Dec	Local Consultants - Individual - Institutional Expert	9,500
	1- ICT and communication strategy Is finalized 2- A new effective website is established	finalizing the Ministry's ICT Strategy with deliverables that include an inter alla new effective web site and intra communications strategy;	Recruit an IT expert	Sep	Dec	Local Consultants - Individual - IT Expert	12,000
	Needs Assessment for Ministry staff Is prepared and English courses for selected staff Is conducted	Support the Ministry of Foreign Affairs in improving the English Language Skills of selected staff members	conducting English Language Training courses	Sep	Dec	Local Consultants - Companies	11,000
	Admin and Media Support services are rendered to MOFA	Provisions of UNVs	Recruitment of 2 UNVs (Jan- March )_ 2 UNVs (April - June) Admin Support to MOFA	Jan	Dec	Provisions of UNVs (3)	13,000
		Provisions of UNVs	Recruitment of 1UNV - Support Media Unit	July	Dec	Provisions of UNVs (3)	6,500
<b>TOTAL</b>							<b>\$52,000.00</b>