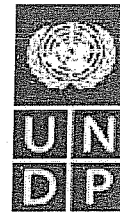




Ministry of Foreign Affairs and Cooperation



United Nations
RWANDA
Unity in Diversity



Project to Support Monitoring and Implementation of Treaty Body Reporting in Rwanda

PROJECT DOCUMENT

This project aims to support the Government of Rwanda – particularly the Ministry of Foreign Affairs and Cooperation and other concerned ministries and institutions – to establish a coordinated treaty body reporting mechanism and implement activities related to monitoring and reporting on international treaties in line with **UNDAF Result 1. Good governance enhanced and sustained.**

As such, this project will contribute to **UNDAF Outcome 1. Rule of law: Capacity of government and partners, to sustain a peaceful state where freedom and human rights are fully protected and respected, enhanced.**

The intended output is to enhance the capacity of government, human rights institutions, and civil society to promote, monitor and report on human rights. The project will strengthen the capacity of the government in developing an international treaty body reporting mechanism in order to comply with its commitments while promoting advocacy and sensitization on international law commitments.

SIGNATURE PAGE

Country: RWANDA

UNDAF Result 1: Good Governance enhanced and sustained

Expected Outcome 1: Rule of law- Capacity of government and partners, to sustain a peaceful state where freedom and human rights are fully protected and respected, enhanced.

Expected Output(s): Capacity of human rights institutions, government and civil society to promote, monitor and report on human rights enhanced RHRC managerial capacity improved in key areas.

Implementing partner: Ministry of Foreign Affairs and Cooperation

Other partners: UN Agencies /MINAFFET/ other institutions & ministries

Programme Period: **2009-2010**

Programme Component: **Good Governance enhanced and sustained**

Project Title: **Support Project for Monitoring and Implementation of Treaty Body Reporting in Rwanda**

Project ID: **00071254**

Project Duration: **2 years**

Management Arrangement: **National Execution (NEX)**

Total budget: **860,000 USD \$**

Allocated resources

- o Government of Rwanda (in kind contribution)
- o UNDP: 800 000 USD \$
- o UNFPA: 60000 USD \$

Agreed by Government Coordinating Authority (MINECOFIN): _____

Agreed by Implementing Agency (MINAFFET): _____

Agreed by Participating UNDP: _____

Agreed by Participating UN AGENCY: UNFPA _____

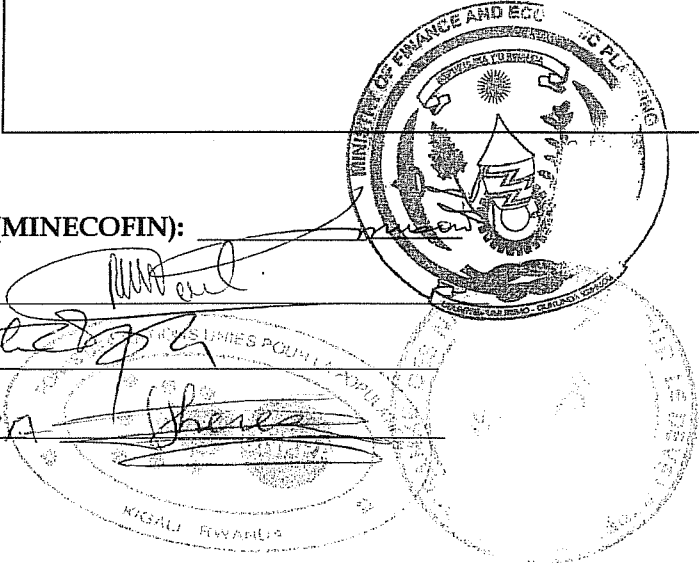


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NARRATIVE ANALYSIS

Part 1: Situation Analysis

1.1. Country Situation

Rwanda is a country situated in Central Eastern-Africa with a surface area of 26,338 km², a population of 8.3 million and a population density of 305 inhabitants per square kilometre.

Since 1959 Rwanda has known periodical massacres of parts of the population and massive violations of Human Rights that culminated in the 1994 Genocide.

Despite the indifference of the international community during the Genocide, a part of the Rwandans were able to stop the genocide and installed a transitional Government called the Government of National Unity that governed the country from 1994 to 2003. The referendum on the Constitution, and the legislative and Presidential elections in 2003 ushered in new elected leaders and contributed strongly to the democratisation of the country.

Rwanda has made considerable progress in good governance, justice and human rights. The country is dedicated to the rights, unity and well-being of its people and will ensure the consolidation of the nation and its security. A capable state, characterized by the rule of law, protection of human rights, democratic structures and processes that supports and protects all its citizens without discrimination is indispensable for wealth-creation and development. Reconstruction of the nation of Rwanda and its social capital, anchored on good governance and an effective and capable state is considered a minimal condition to stimulate harmonious development of all sectors (Rwanda Vision 2020).

1.2. Human Rights and Treaty Body Reporting in Rwanda

The Rwandan Constitution (adopted in June 2003) guarantees the fundamental liberties and principles of the rule of law. This Constitution recognizes the existence of different political parties that are organized in a consultative forum to debate on the major problems of the country such as poverty eradication and national unity and reconciliation.

Justice, reconciliation and development after the Genocide constitute the key priorities of the country. The Justice reform, the National Unity and Reconciliation Commission, and the National Poverty Reduction Program were set up to address some of the country challenges. Human Rights remain a major concern of the Government of Rwanda. Despite clear political will in this area, however, a lot of

work remains to be done. In this respect, a Rwandan Commission of Human Rights has been created to protect and promote Human Rights, and to consolidate the partnership with the Human Rights NGOs and other development partners. UN agencies such as UNIFEM have played a key role in regard to the implementation of the Convention on the elimination of all discrimination against Women (CEDAW). UNIFEM is supporting CSOs, Government institutions and private sector to ensure that woman's needs and perspectives as stipulated in CEDAW are incorporated into the political, legal and social decisions through a financial and technical support. UNIFEM has supported the Beijing Secretariat which has now moved to newly created Gender Observatory to draft reports and follow up the recommendations.

The Republic of Rwanda is dedicated to the rights, unity and well-being of its people. The Constitution of 2003 reaffirms Rwanda's adherence to the main International Treaties and Rwanda is party to almost all International Human Rights Treaties. It is important to acknowledge, however, that despite these developments, Rwanda has a long overdue in terms of reporting. For example, reports for the conventions listed below have an overdue of more than 5 years (See Annex. 4- for reporting status):

International Covenant on Economic, Social and Cultural Rights (ICESCR)
 International Convention on the Elimination of all Forms of Racial Discrimination (ICERD)-International Covenant on Political and Civil Rights (ICCPR)

1.3. The Government Task Force on Treaty Reporting

In its attempt to find a solution to the problem of late reporting on treaties, Rwanda has put in place a Government Task Force responsible for Treaty Reporting - **TFTR**. The task force is composed by representatives of MINAFRET, MINIJUST and the NHRRC supplemented by focal points from the following Ministries and Institutions: MIGEPROF, MININTER, MINEDUC, MINISANTÉ, MINALOC and agencies such as the national Institute of Statistics

The TFTR, with support of the IMC, has already embarked on the preparation of – backlog reports that Rwanda is committed to transmit to Treaty Bodies as soon as possible. For this commitment to yield tangible results, however, the Government of Rwanda needs the support from its partners, especially from the UN system. In the light of the UN reform, the UN Country Team will work closely together to support the Government of Rwanda to monitor and implement treaty body reporting thereby rendering the International Human Rights System more effective and efficient.

It is in this context that the Government of Rwanda and the UN have agreed to put in place a project to support treaty reporting activities in Rwanda.

Part 2: Strategy

2.1. Government policy

The Government of Rwanda has stated its commitment to good governance, justice and the protection of human rights as essential prerequisites to the eradication of poverty, and to ensure the establishment and maintenance of security, peace, national unity and reconciliation.

2.2. The United Nations and the Human Rights-Based Approach

The United Nations role in promoting the human rights agenda is a central feature and increasingly mainstreamed in the UN agencies programming.

As an example of an United Nations Country Team initiative, the "Action 2 Project" stems from the report of the Secretary-General entitled "Strengthening of the United Nations: an agenda for further change" (A/57/387 of 9 September 2002). In that report, the Secretary General stated that "The promotion and protection of human rights is a bedrock requirement for the realization of the Charter's vision of a just and peaceful world".

The main goal of the Action 2 Plan is to support the sustainability of national human rights protection systems through coordinated and strengthened UN system-wide support, including by promotion of human rights-based approach. Integrating human rights throughout the UN system in all humanitarian, development, and peacekeeping work, and promoting a human rights approach to programming, are essential for the implementation of the Plan of Action which would help to promote the achievement of the Millennium Development Goals (MDGs).

The UNDP has recently reaffirmed the need for an overall UNDP policy of integrating human rights with human development. In a recent Practice Note, *Human Rights in UNDP*, the UNDP elaborates that this policy should be implemented in three strategic areas of intervention covering UNDP's work on human rights and human rights mainstreaming. These three areas are: supporting the strengthening of national human rights systems; promoting the application of a human rights-based approach to development programming; and greater engagement with the international human rights machinery.

This project addresses all three strategic areas, and it is through greater engagement with the international human rights machinery that UNDP Country Offices can

This project is therefore meant to:

The Project is located in MINAFFET, and therefore is guided by the mandate of the Ministry. Though not directly involved in implementation and enforcement of international law, the ministry – through the TSTR and in close partnership with all concerned governmental institutions – intends to undertake activities to promote the efficacy and efficiency of implementation and enforcement of international law. Activities will include various studies, preparation of recourse materials, handbooks and manuals, capacity building and training activities, and advocacy on the importance of implementation and enforcement of the treaties.

Government partners especially the UN agencies concerned. Development of this project has been done in a participatory manner, involving a range of key stakeholders: the Ministry of Foreign Affairs and Cooperation, the Ministry of Justice, the National Commission on Human Rights as well as other key Government institutions. There has been close collaboration with the Rwandan

of the Government of Rwanda arising from its participation in international treaties. According to this project will focus on advocacy for ratification, translating international legal materials for easy access and to increase intelligibility. Workshops and training programs for government officials will be held to understand the techniques of treaty reporting and increase general understanding of international law, in particular the international legal obligations

Accordingly, the activities falling under this project will focus on advocacy for ratification, translating international legal materials for easy access and to increase intelligibility. Workshops and training programs for government officials will be held to understand the techniques of treaty reporting and increase general understanding of international law, in particular the international legal obligations

Rwanda is a signatory to many treaties and it has made significant progress in many areas of civil rights, child rights, women's rights and general improvement in the social economic rights of its citizens. The fact is, however, that reporting on is rarely done or done very late and this hinders the dissemination of information on the progress the country has made in this regard.

The Ministry of Foreign Affairs and Cooperation (MINAFFET) has been made the official depository for treaty bodies. The above mentioned the government task force on treaty bodies (TSTR) is quite new and the existing mechanism to monitor and implement treaty body reporting is inadequate and requires significant technical support and capacity building in the area of treaty reporting. The Project to support Monitoring and Implementation of Treaty Body Reporting in Rwanda will aim to strengthen the process of signing, ratifying, and reporting on international legal instruments.

2.4 Project Rationale and Relevance

intervene to advocate for the implementation of human rights treaties and support measures to harmonise national policies and legislation with international human rights standards.

Some project inputs or activities will directly benefit the government on a continual basis even after project closure, such as the established indicators and guidelines for treaty body reporting, as well as translated and distributed material. The documentation centre that will be created at the ministry and the software on treaty

Nearly all of the project's activities are designed to transfer knowledge to the direct beneficiary, the Ministry of Foreign Affairs and the government task force on treaty bodies and the focal points for the inter-ministerial committee, in the absence of the project's expertise and funding. Building on lessons learned this project deliberately creates "learning by doing" mechanisms. These ensure that training is internalised and institutionalised by all staff (and partners).

2.9. Project Sustainability

The risk could be the potential reduction of staff from ministries and institutions involved in the treaty body reporting, or the high turnover of staff that can result in loss of institutional knowledge and memory (see annex 3-risk assessment matrix) over after that.

The implementation of the project assumes that donors will provide sufficient funding at least for the first two years and that the government will be able to take sufficient amount of time and other resources to the project activities.

An assumption is also the commitment of the Rwandan government to grant sufficient budgetary support to the Ministry of Foreign Affairs, the Task Force on treaty body reporting and the inter-ministerial committee on treaty bodies to enable successful functioning. The project also assumes that the government assigns a coordinator of treaty body reporting activities

The successful implementation of the project assumes that the Ministry of Foreign Affairs and the government Task Force on Treaty Body Reporting remains committed to its mandate, and maintains and further seeks to strengthen its role as Rwandans.

It is important to maintain and strengthen—through legislative and policy decisions—a favourable environment for human rights and fundamental freedoms for all

2.8. Project Assumptions and Risks

- 4.1.3 4.2.1 Workshop for key institutions (i.e. judiciary and police) on international law and its contribution to the rule of law, poverty alleviation and development
- 4.1.4 4.2.2 Contract of website development and its launch
- 4.2.3 Relevant documentation compiled, translated and printed as well as CD-Rom created and distributed

body reporting will be quite useful, also any equipment ought for the project will benefit the government after the project.

It is also envisaged that the government will take full responsibility of the activities of the task force and continue to pay staff involved in this work.

Financial support for NGO attendance at international fora will be able to have a sustainable effect through the elevation of the skills of NGOs in managing human rights promotion activities locally, as well as gained international contacts.

Part 3: Management Arrangements and Responsibilities

3.1. Management structures

The project will be implemented according to the UNDP procedures for National Execution (NHX). As such, the Ministry of Foreign Affairs will be in charge of all payment requests. The Permanent Secretary (or person assigned by him) will be the National Project Director and the principle counterpart for UNDP reporting and will sign on the reports, budget revisions and requests for payments.

The project will be managed by the Ministry of Foreign Affairs; a project support unit will be established, consisting of the **Project Coordinator**, and any other Technical Assistance staff as required. The Ministry of Foreign Affairs will be responsible for planning and overall management activities of the project, including reporting, accounting, monitoring and evaluation and the management and audit of the use of UNDP and other UN agencies resources. Both the substantive and operational activities will also be coordinated by the Ministry of Foreign Affairs during the course of the project. In addition to the Project Coordinator, a focal point in the Ministry of foreign affairs will be appointed to serve as the anchor for the Project.

A **Project Steering Committee** (PSC) and a technical committee will monitor the project progress (see in Annex 5 TORs for both committees) The PSC will convene twice a year whereas the Technical Committee will meet on a quarterly basis. The Project Steering Committee will review and evaluate project progress including the financial status; examine any changes to the project that would fundamentally change it; provide direction to the project management on issues on concern; if necessary, discuss, prepare and approve any amendments to the project document and budget.

etc.)

- Being responsible for implementation of project activities, achievement of project objectives, outcomes and results in conformity with the project document. In conformity with UNDP rules and regulations and in close collaboration and consultation with UNDP, being responsible for the mobilisation of all inputs (i.e. personnel recruitment, trainings, procurement, etc.)
 - Providing a focal point for the life of the project, and counterparts for each of the project objectives respectively.
 - Making available relevant national staff for in-country and international training and project assignments as necessary.
 - Ensuring the participation of the relevant ministry staff in the Project Steering Committee and other working groups established by the project as appropriate.
 - Continued commitment of the ministry to treaty body reporting, according to its mandate, and to enhanced cooperation with all relevant partner institutions, including non-governmental actors in Rwanda.
- The Ministry of Foreign Affairs and Cooperation will serve as the Executing or Implementing Agency of the project. The ministry's inputs will consist of:

3.3. The Ministry of Foreign Affairs and Cooperation

The inputs of the Government of Rwanda to the project will include a continued budgetary support to MINARFFET and the TFTR.

3.2. Government of Rwanda

- The Permanent Secretary of the Ministry of Foreign Affairs and Cooperation (or designate)
- The Permanent Secretary of the Ministry of Justice
- The representative of National Human Rights Commission
- UNDP representative and other participating UN agencies
- Representatives of the Government taskforce on treaty bodies
- The Project Coordinator
- Representative of MINECOFIN

The Project Steering Committee will consist of:

- Being responsible for providing UNDP, as required by the UNDP rules and regulations, a narrative and financial report detailing the utilisation of resources made available.

3.4 UNDP and Participating UN Agencies

UNDP and other UN participating agencies will provide MINAFFET with necessary training, manuals, information, and software to facilitate the setting up of proper working procedures according to the National Execution modality and UNDP rules and regulations.

Part 4: Planning, Monitoring and Evaluation

The Project Coordinator will, together with the relevant ministry staff and management, elaborate every three months a detailed quarterly work plan, based on the indicative timeline of the project document. These plans will first be internally validated by the ministry and then be approved by the Project Steering Committee (PSC). The plan will be accompanied by a project disbursement plan, including details on planned expenditures per quarter. Such a plan will be prepared right at the start-up of the project and approval by the PSC.

The Project Coordinator will produce and submit quarterly narrative and financial reports accompanied by a recent bank statement and bank reconciliation as well as an annual inventory for the project. An annual narrative and financial report will be required as well, as well as a final narrative and financial report in the end of the project.

The Project Steering Committee will in its semester meetings review the reporting, as well as work plans, and provide advice as necessary. The project will be evaluated twice, at the mid-term and at the end of the implementation of all project activities. A team of independent consultants should conduct the evaluations.

Part 5: Budget

5.1. Project Financing and Indicative Budget

This project anticipates contribution from UNDP of 400 000 USD, 60 000 USD from UNFPA. It is expected that all funding needs will be met.

The support project plans for activities from 2009 to 2010, thus for two years. The total planned budget is 860,000 USD. Details are presented in the indicative budget table.

In line with UNDP procedures most of the payments will be made in advance on the account of the project if not possible some payments will be direct.

Part 6: Legal Context

This Project Document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Rwanda and the UNDP, signed by both parties. The host country implementing agencies shall, for the purpose of the Standard Basic Agreement, refer to the government cooperating agency described in that Agreement.

The following types of revision may be made to this Project document, only with the signature of the UNDP Resident Representative, provided that he/she is assured that the other signatories of the Project document have no objections to the proposed changes:

- a) Revisions in, or addition of any of the annexes of the Project Document.
- b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by the rearrangement of inputs already agreed to or caused by cost increases due to inflation, and

Project Results Matrix

<p>The project will contribute to result one of the UNDAF - Good Governance enhanced and sustained. The intended outcome as stated in the UNDAF under rule of law is: Capacity of government and partners, to sustain a peaceful state where freedom and human rights are fully protected and respected, enhanced. The intended output is to have the capacity of human rights institutions, government and civil society to promote, monitor and report on human rights enhanced. The project will strengthen the capacity of the government in developing an international treaty reporting mechanism in order to comply with its commitments while promoting advocacy and sensitization on international law commitments.</p>				<p>Outcome/Output indicators as stated in UNDAF Results and Resources Framework</p> <ul style="list-style-type: none"> Number of capacity building initiatives provided to the human rights commission Number of treaty bodies reported on time 		<p>Applicable MYFF Service Line: 2.4. Justice and Human Rights</p>		<p>Partnership Strategy: The Project will be implemented by the Ministry of Foreign Affairs. One of the strategic principles of the project is to emphasize the cooperation within legal sector institutions and other ministries and institutions concerned with treaty bodies. Furthermore, the projects consists of activities that are jointly designed and implemented with relevant line ministries and organizations to catalyze a broader ownership and constituency for participation in the international legal framework. The project will be jointly funded by UNDP and other UN Agencies.</p>		<p>Project title and ID: Support Project for Monitoring and Implementation of Treaty Body Reporting in Rwanda</p>		<p>Outcome 1: Increased Participation in international Legal Framework by the Government of Rwanda</p>	
Intended outputs	Output targets/indicators	Indicative activities	Inputs	1.1. Selected Ministries/UN Agencies, NHRC assisted to develop skills for advocacy for ratification of treaties	Treaties identified through a consultative process to be proposed to the steering committee and the inter ministerial committee for discussions	1.1.1. Conduct consultation with key Ministries/institutions and UN Agencies to identify priority areas of treaty based law or individual treaties for consideration	Cost of consultative meetings plus reports and documentation	1.1.2. Prepare written analyses of bodies of law and or treaties explaining the scope, content and implications of ratification including legislation and	Analysis prepared and made available to support study and preparation of proposals for ratification	1.1.2. Prepare written analyses of bodies of law and or treaties explaining the scope, content and implications of ratification including legislation and	Cost of production, printing and dissemination of information		

	administrative measures		
Cost of translation	1.1.3. Undertake translation of treaties identified	Priority treaties translated	
Cost of workshops costs, facilitators costs	1.1.4. Conduct workshops with concerned Ministers and identified national and international stakeholders, CSOs to disseminate awareness of the content of each body of law or treaty.	Workshops held to raise awareness on basic feature and content of selected treaties	
support in production of the proposals	1.1.5. Write proposals for ratification	Well documented proposals for ratification are presented	

OUTCOME 2: IMPROVED INCORPORATION OF INTERNATIONAL LAW INTO THE DOMESTIC LEGAL SYSTEM

Cost of meetings and Consultancies and	2.1.1. Draft proposal including legislative amendments and submit to the Prime Minister's Office and Minister of Foreign Affairs	Draft proposals to be submitted to Prime Minister's Office and Ministry of Foreign Affairs	2.1. Facilitate domestic law with international law
Cost of workshops Consultancies and study tours	2.2.1. Training and workshops for the concerned ministers and institutions on techniques to apply principles of international law	Training for staff from different ministries and institutions concerned on techniques to apply principles of international law	2.2. Capacity of different ministries and government institutions concerned to harmonize and incorporate international law (IL) are strengthened
Resource person cost Workshop cost	2.2.2. Workshop with the different ministries and institutions on developing guidelines for the application and monitoring of international law	Development of guidelines for the application and monitoring of international law	
Consultancy cost Workshops and cost Documentation cost: editing publication	2.2.3. Prepare analytical report of: 1) treaties and laws where such laws insufficiently incorporate international law which are not incorporated into	Assessment of the applicability of international law and proposals for harmonization	

	<p>domestic law and require legislative incorporation and prepare proposals for harmonization of laws in the selected areas</p>		
OUTCOME 3: ENHANCED CAPACITIES ON MONITORING AND REPORTING FOR INTERNATIONAL LEGAL INSTRUMENTS			
<p>Workshops and meetings cost consultancies cost field trips Publication cost and dissemination of information Editing cost Event cost</p>	<p>3.1.1. Support field research and Workshops for developing indicators for monitoring progressive realization of ratified treaties</p> <p>3.1.2. Production of treaty reports</p> <p>3.1.3. Dissemination to Central and Provincial Officials</p> <p>3.1.4. Follow up session with focal point personal to identify lessons learnt and challenges</p>	<p>Focal points for data collection identified</p> <p>Validation and pre-validation workshops on indicators conducted</p> <p>Consultations made and data collected</p> <p>Follow up of Treaties Bodies report production conducted and learning documented</p>	<p>3.1. GOR assisted to collect, compile and collate data and information relating to the implementation of international instruments</p>
<p>Technical adviser Consultants, training and workshop facilitators and related costs, study tours</p>	<p>3.2.1. Seminar on use of international law and techniques for treaty body reporting for staff of concerned ministries and institutions and training on the use of treaty body reporting software</p> <p>3.2.2. Work shops and training on bilateral treaty negotiation skills for project staff and officers of concerned institutions, and CSOs</p>	<p>Specialized training and seminars</p>	<p>3.2. Professional skills on treaty body reporting of staff of concerned ministries and institutions strengthened</p>
<p>Trainers, consultants Seminar costs and study tours</p>	<p>3.3.1 Project support</p>	<p>Ensure smooth running of the project and support to the documentation efforts and archives</p>	<p>3.3 Project management</p>
		<p>Project manager and administrative assistant</p>	<p>Documentation and archives Office equipment Operations including</p>

communications and transport	<p>OUTCOME 4: ENHANCED IMPLEMENTATION AND ENFORCEMENT OF INTERNATIONAL TREATIES AND OF RECOMMENDATIONS FROM TREATY BODY REPORTING</p>		
<p>Technical adviser cost</p> <p>Training costs</p>	<p>4.1.1 Plan, prepare and conduct workshops and training for relevant authorities on implementation and enforcement of the Human Rights Covenants and of recommendations from Treaty Bodies</p>	<p>Relevant authorities trained on implementation and enforcement of treaty bodies and of concluding observations from Treaty Bodies</p>	<p>4.1 Capacity development for more effective implementation and enforcement of international law and concluding observations from Treaty Bodies through training national institutions concerned.</p>
<p>Technical adviser cost</p> <p>Workshop costs</p>	<p>4.1.2 Conduct annual review of workshops and other trainings done on their impact and effectiveness</p>	<p>Reviews on effect of training</p>	
<p>International consultant</p> <p>Workshop costs</p>	<p>4.2.1 Workshop for key institutions on international law and its contribution to the rule or law, poverty alleviation and development</p>	<p>Key institutions are aware that it is not enough to ratify only but important to implement and enforce treaties and concluding observations from Treaty Bodies</p>	<p>Output 4.2 Awareness raising of international law and its contribution to the development of the rule of law, human development and poverty reduction and the importance of implementation and enforcement</p>
<p>National consultant cost</p>	<p>4.2.2 Contract of website development and its launch</p>	<p>Website developed</p>	
<p>Translation costs</p> <p>Printing cost</p> <p>Technical adviser</p>	<p>4.2.3 Relevant documentation compiled, translated and printed as well as CD-Rom created and distributed</p>	<p>Documentation done for improved awareness</p>	

Annex 2
Indicative Budget

Project title: Support Project for Monitoring and Implementation of Treaty Body Reporting in Rwanda

Expected Output	Key Activities	PLANNED BUDGET (IN US\$)	
		2009	2010

OUTCOME1: INCREASED PARTICIPATION IN INTERNATIONAL LEGAL FRAMEWORK BY THE GOVERNMENT OF RWANDA

1.1.1 Conduct workshops with concerned Ministries and identified national stakeholders, Civil Society Organisations, to disseminate awareness of the content of each body of law or treaty	34,000	34,000	68,000
1.1.2 Prepare written analysis of bodies of law and/or treaties in explaining scope, content and implication of ratification including legislation and administrative measures	14,000	14,000	28,000
1.1.3 Undertake translation of treaties identified	31,000	31,000	62,000
1.1.4 Conduct workshops	23,000	23,000	46,000

1.1. Selected Ministries/UN Agencies, NHRC assisted to develop skills for advocacy for ratification of treaties

OUTCOME 2: IMPROVED INCORPORATION OF INTERNATIONAL LAW INTO THE DOMESTIC LEGAL SYSTEM			
			Total for outcome 1
			with concerned Ministries and identified national and international stakeholders, CSOs to disseminate awareness of the content of each body of law or treaty
		102,000	102,000
		102,000	204,000

			2.1.1. Draft proposal including legislative amendments and submit to the Prime Minister's Office and Minister of Foreign Affairs					2.1. Facilitate harmonization of domestic law with international law
		16,000	16,000					
		16,000	32,000					

			2.2.1 Workshop for the judiciary on techniques to apply principles of private international law					2.2. Capacity of different ministries and government institutions concerned and their staff to harmonise and incorporate II are strengthened
		25,000	25,000					
		21,000	21,000					
		21,000	42,000					
		25,000	50,000					
		62,000	124,000					
		62,000						Total for outcome 2

OUTCOME 3: ENHANCED CAPACITIES FOR REPORTING ON LEGAL INSTRUMENTS

			3.1.1 Support field research					3.1. GOR assisted to collect, and compile data and information relating to the realization of human rights including implementation of international human rights instruments obliging GOR.
		28,000	28,000					
		28,000	56,000					

3.2. Project Management	3.2.1. Project support	65,000	65,000	130,000
Total for outcome 3		183,500	183,500	367,000
	3.1.5. Follow up session with focal points to identify lessons learnt and challenges	12,000	12,000	24,000
	3.1.3. Dissemination to Central and Provincial Officials	20,000	20,000	40,000
	3.1.2. Conduct public consultations sessions	12,000	12,000	24,000

OUTCOME 4: ENHANCED IMPLEMENTATION AND ENFORCEMENT OF INTERNATIONAL TREATIES AND OF RECOMMENDATIONS FROM TREATY BODY REPORTING

<p>4.1 Capacity development for more effective implementation and enforcement of international law and of concluding observations from Treaty Bodies through training national institutions concerned.</p>	<p>4.1.1 Plan, prepare and conduct workshops and training for relevant authorities on implementation and enforcement of the Human Rights Covenants and implementation of observations from Treaty Bodies</p>	<p>23,000</p>	<p>23,000</p>	<p>46,000</p>
<p>Out put 4.2 Awareness raising of international law and its contribution to development of the rule of law, human development and poverty reduction and importance of implementation and enforcement</p>	<p>4.1.2 Conduct annual review of workshops and other trainings done on their impact and effectiveness</p>	<p>13,000</p>	<p>13,000</p>	<p>26,000</p>
<p>4.1 Capacity development for more effective implementation and enforcement of international law and of concluding observations from Treaty Bodies through training national institutions concerned.</p>	<p>4.2.1 Workshop for key institutions on international law and its contribution to the rule or law, poverty alleviation and development</p>	<p>21,000</p>	<p>21,000</p>	<p>42,000</p>
<p>4.2.3 Relevant documentation compiled, translated and printed as well as CD-Rom created and distributed</p>	<p>4.2.3 Relevant documentation compiled, translated and printed as well as CD-Rom created and distributed</p>	<p>25,500</p>	<p>25,500</p>	<p>51,000</p>
<p>Total for Outcome 4</p>	<p>82,500</p>	<p>82,500</p>	<p>82,500</p>	<p>165,000</p>
<p>PROJECT</p>	<p>860,000</p>	<p>860,000</p>	<p>860,000</p>	<p>860,000</p>

ANNEX 3-RISK MATRIX-Project to support monitoring and implementation of Treaty

Body reporting in Rwanda

IDENTIFIED RISK	PROBABILITY: High (H), Medium (M), Low (L)	MITIGATION MEASURE
Senior GOR officials have limited understanding (or underestimate) the importance of Treaty Bodies reporting.	Low	Continued positive momentum. Ensure that the Treaty Body Task Force meets regularly and reports to Cabinet.
GOR Financial commitments reduced	Low	Strong commitment of the national institutions to be sustained. The project is not complex and will not require a large Project Implementation Unit
Project management unable to meet reporting obligations	Low	Terms of reference clarify the role and duties of the Project Coordinator. If required an administrative assistant should be recruited to assist the Project Coordinator
High Turnover of key staff	Medium	The Ministry of Foreign Affairs has identified a focal point for the project. The ongoing civil service reform should not affect project implementation
Absence of an exit strategy	Medium	The strategy should be discussed and validated during the mid term review/ evaluation of the project
Limited capacity absorption (first year of implementation)	Medium	A list of activities for the current year to be prioritized. The project is unlikely to spend the 200,000 USD the first six months of implementation
Failure to mobilize key stakeholders/participants for training purposes	Medium	Project technical committee to design a training plan and skills transfer strategy

ANNEX 4 List of International Human Rights Conventions signed by Rwanda

International Conventions	Entry into Force	Adoption (A)/Ratification (R) by the Government of Rwanda.	Periodicity of reporting and update
The International Convention on Economic, Social and Cultural rights	03/10/1976	12/02/1975 (A)	The reports are sent when the committee so requests; the Treaty Body Task Force is finalizing the third report to be approved by Cabinet and then sent to the (Committee)
The International Covenant on Civil and Political rights	23/03/1976	12/02/1975 (A)	The reports are sent every 5 years; in March 2009 Rwanda presented its combined third, fourth and fifth report for the period 1988-2007
The International Convention in the elimination of all forms of racial discrimination	04/01/1969	12/02/1975 (A)	The reports are sent every 2 years and whenever the Committee so requests; The combined 13 th , 14 th , 15 th , 16 th and 17 th report has been sent and will be presented in 2009.
The Convention on the elimination of all forms of discrimination against women	03/09/1981	10/11/1980 (R)	The reports are sent at least every four years and further whenever the Committee so requests; in January 2009, Rwanda presented the combined 4 th , 5 th , 6 th , and 7 th report
The Convention against torture and other cruel, inhuman or degrading treatment or punishment	16/06/1987	Arrêté N°51/01 du 05/09/2008	The reports are sent one year after ratification, and then every 4 years; Rwanda intends to start the preparation of the initial report in 2009.
The Convention on the rights of the child	02/09/1990	19/09/1990 (R)	The reports are sent every 5 years; Rwanda is preparing the combined third and fourth reports to be presented in 2009.
African Charter of Human and Peoples' Rights	21/10/1986	17/05/1983 (R)	The reports must be sent every 2 years; Rwanda is preparing its 9 th report to be presented in 2010
Protocol creating	09/06/1998 (A)	27/03/2003 (R)	-

			the African Court of Human Rights
		12/01/1951	The Convention on the Prevention and Punishment of the Crime of Genocide
		29/11/1990	African Charter on the Rights and Welfare of the Child
		03/05/2008	Convention on the Rights of Persons with Disabilities
		01/07/2003	International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families
		11/07/1991	Second Optional Protocol to the International Covenant on Civil and Political Rights, aiming at the abolition of the death penalty
		22/12/2000	Optional Protocol to the Convention on the Elimination of Discrimination against Women
		12/02/2002	Optional protocol to the Convention on the Rights of the Child on the involvement of children in armed conflict
		12/02/1975 (A)	-
		30/05/2000 (R)	The reports are sent every 3 years
		15/12/2008 (Accession)	The reports must be sent every 4 years; Rwanda is ready to start the preparation of the initial report
		18/12/1990 (A)	The reports must be sent one year after ratification and then every 5 years; Rwanda is ready to start the preparation of the initial report
		15/12/1989 (A)	-
		06/10/1999 (A)	-
		26/02/2002 (R)	The report must be sent every 5 years; Rwanda is preparing its combined first report

-Ensure post-project sustainability of activities developed by the project;

-Ensure collaboration between institutions involved in the supporting human rights conventions reporting;

-Approve Annual Project Work plan and Budget for the project;

-Ensure that the project develops in accordance with national development objectives, and treaty body reporting requirements;

-Provide high level orientation and guidance for the project implementation;

The principal duties and responsibilities of the PSC are the following:

Duties and Responsibilities

twice a year.

A Project Steering Committee (PSC) will be composed of the Permanent Secretary of the Ministry of Foreign Affairs (Chairperson), high level representatives of: the Ministry of Justice, the National Human Rights Commission, UNDP and other UN agencies representatives will be established to provide assistance to the Project Management for smooth project implementation. The Steering Committee will meet twice a year.

PROJECT STEERING COMMITTEE

ANNEX 5- Terms of Reference of the Steering Committee and technical Committee (Project to support monitoring and implementation of Treaty Body reporting in Rwanda)

Optional protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and pornography	18/01/2002	26/02/2002 (R)	The report must be sent every 5 years; Rwanda is preparing its combined first report
Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and pornography	03/05/2008	15/12/2008 (Accession)	-

-Overall management of the project, including the supervision and coordination of project outputs as per the project document;

Duties and Responsibilities

The Project Coordinator (PC) will be responsible for the overall management of the Project. The PC will be fully accountable to the Permanent Secretary of the Ministry of Foreign Affairs and to the Project Steering Committee for satisfactory implementation of the entire project. He/She will be responsible for the implementation of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. The PC shall perform a liaison role with government, UNDP, and all stakeholders involved in the project including the Task Force for Treaty Body.

PROJECT COORDINATOR

ANNEX 6- Terms of Reference of the Project staff (Project to support monitoring and implementation of Treaty Body reporting in Rwanda)

-Formulate a capacity building and skills transfer plan regarding Treaty Body reporting;
 -Provide oversight on project orientation and implementation;
 -Identify prioritized activities and phases of the training and targeted participants;
 -Provide guidance on all operational issues of the project (i.e. procurement, financial reporting);
 -Work closely with the Treaty Body Task Force and share relevant information on treaty body reporting related issues.

The principal duties and responsibilities of the PTC are the following:

Duties and Responsibilities

A Project Technical Committee(PTC) will be composed of a designated representative of the Ministry of Foreign Affairs (Chairperson), the Project Coordinator , representatives of the Ministry of Justice, the National Human Rights Commission, UNDP and other UN agencies representatives will be established to provide assistance to the Project Management for smooth project implementation. The Technical Committee will meet on a quarterly basis.

PROJECT TECHNICAL COMMITTEE

-Oversee the evaluation reports submitted by the Technical Steering Committee;
 -Advise on the content and programmatic priorities;

-Mobilize all project inputs in accordance with UNDP procedures for nationally executed projects and government procurement procedures; including finalizing the TOR for consultants and equipment procurement;

-Ensure inclusive participation of all stakeholders in the Treaty Body reporting capacity building and peer learning ;

-Ensure that project implementation procedures are developed and implemented to facilitate project execution and management;

-Prepare and revise project work and financial plans to guide project implementation and as required by Government and UNDP;

-Ensure proper management of funds consistent with UNDP requirements, and budget planning and control; and arrange for Audit inputs;

-Establish project monitoring and reporting for the project;

-Work with project partners to closely coordinate all the actors involved with achieving Project Outcomes, Outputs and implementation of activities;

-Prepare and ensure timely submission of quarterly physical and financial

consolidated reports, quarterly progress reports, mid-term reports, and other reports as may be required by UNDP and the Government of Rwanda;

-Disseminate project reports to and respond to queries from concerned stakeholders; -Report progress of project to the Permanent Secretary and the technical committee; -Oversee the exchange and sharing of experiences and lessons learned with relevant conservation and development projects nationally and internationally.

Qualification and Experience

Core Competencies

Theoretical knowledge and understanding of International human rights conventions and commitments of the GOR , project planning and management.

Education

Advanced university degree (Master's or equivalent) in law and specialization in human rights, governance related and post graduate training in project planning and management.

Work Experience

Five years of working experience two of which in Human rights and or governance, project planning and management, development and evaluation.

Languages

Fluency in English or French both written and spoken required; working knowledge of either of the two languages is an advantage.

Other Desirable Skills

Leadership and management ability, team work and ability to prepare project reports.

Ability to manage conflicts and work under pressure. Ability to plan own work and manage conflicting priorities. Knowledge of government human rights situation and context. Knowledge of modern computer applications and software, particularly excel, word processing and Power point

Administrative and Finance Assistant (OPTIONAL)

The Administrative and Finance Assistant will facilitate and coordinate the overall programme activities and their contribution to the achievement of project results. The Administrative and Finance Assistant will be responsible for preparing the work plan, support the Project Coordinator in liaising with all counterparts, monitoring of project activities, and assist Project Coordinator in reporting to management on progress and results achieved by the project activities.

Duties and Responsibilities

Training

- Organization of workshops and training sessions
- Assistance to project coordinator.

Procurement

- Provide office equipment and supplies
- Maintenance
- Inventory

Finance

- Monitor the budget expenditure
- Revise budget to integrate changing realities
- Regularly report on finance expenditure to UNDP

Monitoring and evaluation

- Monitor progress under project activities
- Ensure project implementation as per UNDP procedures

Reporting

- Support the Project Coordinator in reporting the achievement of the project, semester reports to UNDP on the results achieved and progress made towards the achievement of the outcome
- Support the Project Coordinator in coordinating the project activities such as:
 - Liaison with the TFTR and other stakeholders
 - Regularly report (via UNDP) to donors on progress of activities

Qualifications:

Education

College degree or equivalent confirmed experience

Work Experience

3 years of working experience in governing institutions, international organizations, UNDP, NGOs or other international/regional private companies

At least 5 years of experience in capacity building programs. Accounting experience is an asset

Languages

Fluency in English or French both written and spoken required; working knowledge of either of the two languages is an advantage.

Other Desirable Skills

Knowledge of desktop computer use, word processor and database programmes
Excellent interpersonal skills