



Country: Saudi Arabia
Initiation Plan

Project Title: Support for Gender Balance in the Civil Service
Expected CP Outcome(s): Equitable, accountable, effective and efficient public sector
Initiation Plan Start Date: 15 September 2017
Initiation Plan End Date: 15 November 2017
Implementing Partner: Ministry of Civil Service

Brief Description

The Project Initiation Plan (PIP) aims at developing a cooperation framework between the Ministry of Civil Service and the UN agencies (UNDP, ILO and UN Women) towards the achievement of gender balance as envisioned by the overall Civil Service Initiative entitled “Women’s Empowerment in the Civil Service Sector and the promotion of Women’s Leadership.” Under the framework of the National Transformation Programme 2020 and Vision 2030. This PIP intends to deliver a needs assessment report of regulatory frameworks identifying needs and prioritizing areas of focus on gender balance in the civil service. Laying out the framework for an appropriate intervention and solution.

Programme Period: 2017-2021 CPAP Programme Component: Public sector strengthened through improved efficiency, effectiveness, equity and accountability Atlas Award ID: SAU10/105496 PAC Meeting Date: _____	Total resources required \$ 60,199 allocated resources: _____ Government \$ 60,199 Unfunded budget: _____ In-kind Contributions _____
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Government	UNDP
Ministry of Civil Service: Dr. Hend M. Al-Sheikh Business owner of the initiative entitled “Women’s Empowerment in the Civil Service Sector”	UNDP: Dr. Ashok Nigam UNDP Resident Representative UN Resident Coordinator



I. PURPOSE

The Ministry of Civil Service is undertaking an initiative entitled “Women’s Empowerment in the Civil Service Sector and the promotion of Women’s Leadership.” This initiative aims at increasing Saudi women comprehensive participation in the public sector whether it be creating new positions and roles or increasing the numbers of participants, as envisaged in the Saudi Vision 2030. The detailed TOR is attached.

The main objective of the Government's initiative is:

To increase the percentage of women's participation and representation in all government agencies and committees at all levels of employment including women's leadership positions, and capitalize on their available capabilities to expand their employment options thus increasing their participation in order to achieve gender balance.

The expectations of this initiative is to push towards a qualitative leap in order to achieve the Vision’s strategic goals of increasing the contribution of women to the labor market from 22% to 30%. Therefore, reducing the unemployment rate among women at the macro level by setting the institutional and legislative framework to empower women and their participation in government agencies and committees, through increasing their representation in positions policy and of decision-making. Hence, balancing gender opportunities in employment, which would help to reduce the gender gap.

The initiative consists of three projects:

1. Project to empower women leaders and increase representation in decision-making positions
2. Project on gender balance in the civil service
3. Project Strategy for Telework in the Civil Service

This current UN project will deliver Project 2 above - The component on gender balance in the civil service under the overall objectives of the Ministry.

To establish the regulatory and legislative framework to ensure gender balance in the civil service in all agencies and committees at all levels of employment.

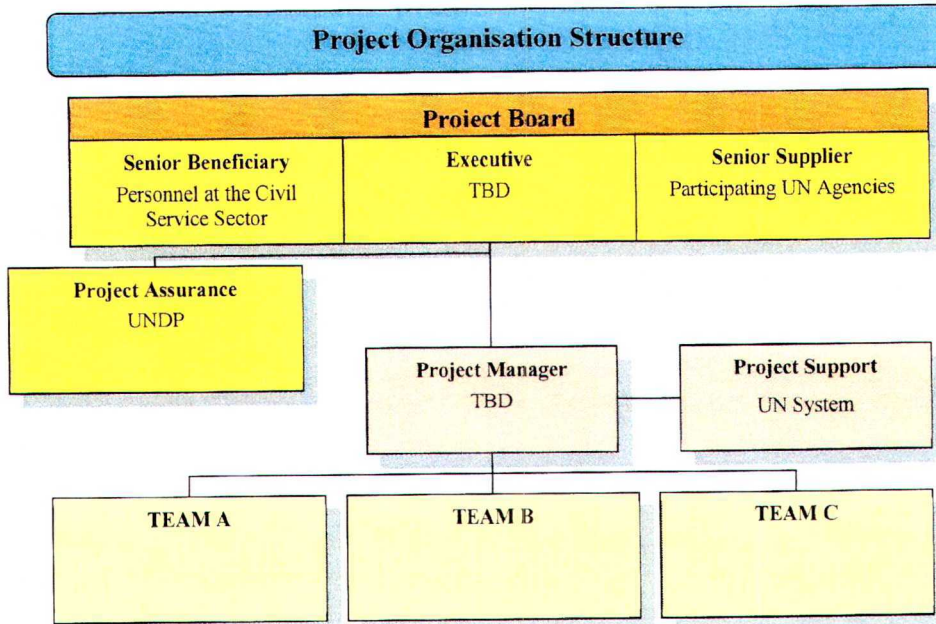
The KPIs identified by the Ministry for this project are the following:

- Number of beneficiaries of gender mainstreaming programs.
- Number of government legislations that promote gender balance.
- Percentage of women in all different jobs and all levels through civil service.
- The Kingdom's ranking in the Global Gender Gap Index.

This Project Initiation Plan (PIP) is meant to lay the groundwork for the second above listed initiative i.e. The Project of Gender Balance in Civil Service. A joint UN-Ministry of Civil Service Team comprising of UNDP, UN Women ILO, and Ministry of Civil Service will undertake a scoping/needs assessment mission to better identify exact needs and prioritize areas of focus. The scoping/ needs assessment exercise is expected to submit a draft and final report as noted below:

- (1) Based on a review of the information available, such as, data and lessons learned from other countries, advice on the establishment of the regulatory and legislative framework for an appropriate intervention and solution to ensure gender balance in the civil service in all agencies and committees and at all levels of employment - what would be needed in the Saudi context with quick wins.
- (2) Develop a project document (PD) with all relevant stakeholders to provide longer-term advice to achieve the project objectives.

III. MANAGEMENT ARRANGEMENTS



IV. MONITORING

The needs assessment and PD to be presented to the project board for endorsement.

II. EXPECTED OUTPUT

The PIP deliverables of the scoping mission:

Based on results of assessment, the expected deliverables upon end of the country Mission are:

- Analysis of existing data on gender parity (to be shared in advance) and additional data needs (to be indicated in advance). Much of the information is available with the Business Intelligence Unit which has to be requested in advance. Hence all mission members need to indicate the information that they require - prior to the mission and during the mission identify additional data and information needed.
- Participate, contribute and lead a brainstorming session organized by the Ministry of Civil Service. Levels of commitment in different ministries (e.g. existing internal policies and practices) via a participatory activity (workshop/focus groups). The costs of the workshop will be borne by the Ministry.
- Bi-lateral discussions with various Ministries official to understand the situation, context, challenges and complexities determine scale of task (how many ministries to be involved with the Ministry organizing all the relevant meetings in advance)
- Draft project proposal for approval by Ministry of Civil Service and implementation plan and budget estimation and timeline with identification of international and national expertise needed with TORs.
- An infographic presentation on the findings, what is needed to achieve the project objectives, best practices, and quick wins - in both Arabic and English.

Following country mission by 15 October - a draft report reflecting both the analysis and findings as well as recommendations on the required next steps - both textual and infographics format.

1. Based on a review of the available information and data and lessons from other countries, advisory report on the establishment of the regulatory and legislative framework for an appropriate intervention and solution to ensure gender balance in the civil service in all agencies and committees and at all levels of employment - what would be needed in the Saudi context with quick wins.
2. Develop a project document (PD) with all relevant stakeholders to provide longer-term advice to achieve the project objectives.
 - Budgeted Project proposal (PD) including implementation plan (annual work plans) and TORs
 - Indication of overall technical advisory support needed

The draft report will be reviewed by the Ministry and any comments and changes incorporated for submission of final report by end October 2017 or earlier.

V. ANNUAL WORK PLAN

Year: 2017

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount	
Output 1 Needs and areas of joint UN support for engendering the Civil Service sector identified Baseline: Needs assessment non-existent. Indicators: Needs assessment report accepted Project Document approved Targets: Needs assessment report identifying gender gaps in legislations related the Civil Service produced. Full-fledged PD drafted	1.1 Activity Gender team identified and TORs drafted					UN Agencies	MCS	Consultancy fees for 3 external consultants for 10 days (5 on location and up to 5 home-based)	\$30,000 ¹	
	1.2 Activity Video conference for designated parties "external consultants and the project team" prior to the arrival date to discuss workshop agenda							MCS, UNDP ² and UN Women ³	Travel of 5 team members (2 UN staff and 3 consultants)	\$6,000 ⁴
	1.3 Activity Needs assessment to identify gender gaps and constraints to women participation in Civil Service, and to review existing legislations conducted							MCS		
							MCS, UNDP ⁵ and UN Women ⁶	Daily Subsistence Allowance (DSA) for 5 team members (2 UN staff and 3 consultants) for a period of 5 working days	\$6,000 ⁷	

¹ Final cost to be determined by total amount of days

² Cost of UNDP staff travel will be covered by UNDP CO, not included above

³ Cost of UN Women staff travel will be covered by UN Women Regional Office, not included above

⁴ Based on air ticket average calculation. Exact cost may vary depending on each consultant's departure destination

⁵ Cost of UNDP staff DSA will be covered by UNDP CO, not included above

⁶ Cost of UN Women staff DSA will be covered by UN Women Regional Office

⁷ Final cost to be determined by total amount of days in Riyadh

Related CP outcome: <i>Equitable, accountable, effective and efficient public sector</i>											
1.4 Activity Meetings with relevant stakeholders in public entities held	1.5 Activity Workshop activity facilitated by UN consultants	MCS, UNDP ⁸ , and UN Women ⁹	Terminal Expense (TE) for 5 team members (2 UN staff and 3 consultants)	Travel	\$3,560						
				DSA for 3 days	\$1,200						
				Helen Clark TE Remuneration for 2 days	\$250 \$3000						
1.6 Activity Advisors (Helen Clark and Thoraya Obaid)	1.7 Activity Draft Report prepared	MCS	Translation of report and infographics	Thoraya Obaid Remuneration for 2 days	\$3000						
				1.8 Activity Report shared in a presentation to counterpart	\$2500						
1.8 Activity PD drafted in consultation with relevant stakeholders including - Women Branch and UN agencies	MCS	MCS									
SUBTOTAL											\$ 56,260
GMS 3%											\$ 1,688
DPC 4%											\$ 2,251
TOTAL											\$ 60,199

⁸ Cost of UNDP staff TE will be covered by UNDP CO, not included above

⁹ Cost of UN Women staff TE will be covered by UN Women Regional Office, not included above