Annex 1. RISK LOG

Type of risks*	Description	Impact & Probability	Management Response
Environmental	Political Parties assistance may be considered ill-focused by those who do not believe that political parties are a viable partner in Sudan.	Not all parties may be interested to engage in training to the same extent	The opportunity is that UNDP has built well functioning partnerships with multi-party forums held during UNDP consultation processes via other projects
Financial	Political Parties not be able to access resources for training part members at the sub-national level	Limited results for capacity building initiatives; inability to report for targets;	Encourage parties to create alliances for mainstreaming training within their parties;
Organizational	IDEA may not be able to enhance its CO office capacity to undertake training of two groups with similar effectiveness and efficiency;	Participants may be discouraged with discrepancies and may discontinue;	Budget allocated Staff and services would enable IDEA to secure adequate capacities for training two groups effectively;
Political	Program may be misunderstood as partisan	Not all parties may be interested to engage in training to the same extent.	Efforts must be done to have an updated list of political parties and to monitor participation in forums to be organized to encourage engagement and ensure inclusiveness.
Operational	Trainers may not be committed to undertake the training within their political parties;	Limited results for capacity building initiatives; inability to report for targets;	Engagement with political party leaders should continue to ensure their commitment
Regulatory	Political Party Council to be formed according to the Political Part Act may misinterpret its role and interfere in the training;	Delay of training	Strong partnership fostered with MIC and the GoNU Political Parties Council would help in clarifying the boundaries responsibilities; Support to the new council must be considered to promote its role in building democracy;
Strategic	Political Parties assistance may be misunderstood as having short term objectives focusing on election.	Not all parties may be interested to attend all training modules regularly and to the same extent	This has to be addressed through orientation on comparative global experiences and on challenges of building democracy

* Identified April 2008

Annex 2: Detailed Budget

BUDGET ITEMS	2008 (4M) USD	2009 (11M) USD	Total USD
1. DIRECT COSTS			
1.1 STAFF COSTS			
Project Manager	14,000.00	38,500.00	52,500.00
2 Project Officers	40,000.00	110,000.00	150,000.00
2 Administrative Assistant	12,000.00	33,000.00	45,000.00
Sub-total	**66,000.00**	**181,500.00**	**247,500.00**
1.2 ACTIVITIES			
(activities cost includes: participants' accommodation, travel, per diem, international trainers' costs, venue, etc)			
ACTIVITY 1- Consultation with Political Parties	30,000.00		30,000.00
ACTIVITY 2 - Political Organizations and Management	280,000.00		280,000.00
ACTIVITY 3 - Political Parties and Elections		280,000.00	280,000.00
ACTIVITY 4 - Political Parties and Government		280,000.00	280,000.00
ACTIVITY 5 – Project Monitoring/Quality Assurance	7,668.00	21,087.00	28,755.00
Sub-Total	**317,668.00**	**581,087.00**	**898,755.00**
1.3 LOCAL OFFICE & PROJECT COSTS			
Local Office Costs	8,000.00	21,000.00	29,000.00
Project Management and Administration Costs	10,500.00	30,500.00	41,000.00
Sub-Total	**18,500.00**	**51,500.00**	**70,000.00**
1.4 OFFICE EQUIPMENT & FURNITURE			
Office Equipment and Furniture	20,000.00	10,000.00	30,000.00
Sub-Total	**20,000.00**	**10,000.00**	**30,000.00**
1.5 OTHER COSTS & SERVICES			
Evaluation		25,000.00	25,000.00
Miscellaneous 5%	17,016.7	46,796.05	63,812.75
Sub-Total	**17,016.70**	**71,796.05**	**88,812.75**
Total (IDEA)	**439,184.70**	**895,883.05**	**1,335,067.75**
2. INDIRECT COSTS			
2.1. UNDP Security 2%	8,340.53	18,460.82	26,801.35
2.2. Fees and Administration 7%	29,775.69	65,905.15	95,680.84
2.3 Audit		5,000.00	5,000.00
Sub-Total	**38,116.22**	**89,365.97**	**127,482.19**
TOTAL	**477,300.92**	**985,249.02**	**1,462,549.94**

Annex 3. Quality Management for Project Activity Results

OUTPUT 1:		
Activity Result 1.1 (Atlas Activity ID)	Political parties committed to capacity building process	Start Date: Sep. 2008 End Date: 30 Sep. 2008
Purpose	To ensure the commitment of political parties to participation in the training of trainers and to the mainstreaming of training within political parties	
Description	The purpose of the activities is to orient the political parties' leaders to the expected results of the capacity development process and to ensure their commitment to help trainers conduct training for other members within the party. The aim is also to ensure that leaders are committed to any reform that the training may recommend.	
Quality Criteria	**Quality Method**	**Date of Assessment**
Number of political party trainers who attend all training sessions	Training workshops reports	September 2008

OUTPUT 1:		
Activity Result 1.2. (Atlas Activity ID)	Trainers from political parties with knowledge and skills to train party members in improved party governance	Start Date: Oct. 2008 End Date: Feb 2009
Purpose	To help the political parties to have (to enhance their) knowledge for establishing democratic organizational structures and processes within their organizations	
Description	The trainers from political parties will be trained on operational party structure, membership development and recruitment, organization of party congresses and creating effective headquarters. . The trainers are expected to hold sessions with their party leaders and members to discuss needed reform.	
Quality Criteria	**Quality Method**	**Date of Assessment**
Number of trainers reporting on the sessions they hold with their political parties leaders and members and the commitment to reform made	Trainers reports	28th February[1] 2009

OUTPUT 1:		
Activity Result 1.3 (Atlas Activity ID)	Trainers from political parties with knowledge and skills to assist their parties to prepare for the elections	Start Date: March 2009 End Date: July 2009
Purpose	To assist the political parties to prepare for the elections.	
Description	The training will improve the parties understanding of electoral processes and impart trainers with skills for developing party election campaign, media messages, candidates' identification and recruitment.	
Quality Criteria	**Quality Method**	**Date of Assessment**
Group work results	Training workshops' reports	30th July 2009

24

Annex 4. Selected Political Parties

1. United Democratic Front (UDF).
2. United Democratic Salvation Front (UDSF)
3. Sudan African National Union(SANU)
4. United Sudan African Party (USAP)
5. United Sudan African Party 2 (USAP)
6. Southern Sudan Democratic Forum (FORUM)
7. Muslim Brothers Party (Sadig Abdel Magid).
8. Al-Umma Party (Collective Leadership-Massar)
9. Umma Party (Federal- Nihar)
10. Umma Party (Alamana Al A'amma) (Sadig El Hadi)
11. Ansar Al Sunna Party
12. Democratic Unionists Party (Hindi)
13. National Sudanese Front (Aboud)
14. Sudanese National Party (Ghabosh)
15. Wassat Islamic Party
16. Sudanese Alliance Party (Abdel Azziz Khalid)
17. Umma Reform and Modernization Party (Mubarak)
18. El Bath Party
19. Nasrists Party
20. New National Democratic Party Party (Monir Shaikheldin)
21. Haq Party
22. Al Adala Party (Al Asl- Meki Balail)

Annex 5:

<div align="center">

Political Parties Development Project
Project Board
Terms of Reference

</div>

The Project Board of the Political Parties Development Project has the following membership:

- Secretary General of the Government of National Unity Political Parties Council;
- Registrar of Political Parties
- IDEA
- UNDP
- Ministry of International Cooperation
- DFID

The Committee will meet at least on 6-monthly basis. The responsibilities of the Project Board include:

To ensure national ownership, transparency and effectiveness of the project;

- To ensure that the Project has needed support from parties' leaders
- To review and approve the project work plan ;
- To conduct regular meetings every six months or as needed to review the progress project reports and provide direction and recommendations to ensure that the agreed deliverables are produced according to the approved work plan;
- To ensure that the monitoring strategy is implemented adequately and tools used to monitor the effectiveness of the assistance provided;
- To address the issues and problems raised by IDEA Project Manager and take decisions on solutions; To agree and approve for Project Manager on tolerances that exceeds 20% in the annual work plan when required;
- To assess and decide on Project changes through revisions;
- To advocate and assist in taking decisions for any reforms needed for sustainability of project impact; Appraise the Project Annual Review Report and make recommendations for the next AWP;
- Review and approve the Final Project Review Report including lessons learned;
- In the process for closing the Project assure that all deliverables have been produced satisfactorily;
- Suggest recommendations for follow up actions.

Project: Political Parties Development Project

Job Title: National Project Manager

Duty Station: Khartoum

Duties and responsibilities:

Working with the IDEA and in close collaboration with the Project Board of the Project as well as with UNDP Governance and Rule of Law Unit, the Project Manager will perform the main following tasks:

- Ensure the day-to day management and coordination of project activities;
- Prepare and update the annual and quarterly work plans to ensure delivery of outputs;
- Plan the activities of the project and supervise project staff to ensure progress against the initial quality criteria;
- Monitor project activities to ensure the participation of all relevant political parties in the project;
- Ensure effective project management systems (finance, planning, M&E, etc.) are in place and working effectively (including but not limited to UNDP requirements);
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Manage and Monitor the project risks as identified in the risks and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks log;
- Lead a dynamic learning-by-doing methodology, ensuring key capacity development objectives are met in a timely manner;
- Safeguard impartiality and independency of the training component of the project;
- Prepare regular reports on project inputs utilization, on progress and achievements within the project implementation;
- Prepare terms of reference of national and international experts and consultants involved in the project activities;
- Supervise and provide guidance to the national and international experts and the short term consultants involved in the project activities;
- Build synergies with other UNDP interventions particularly in the areas of conflict management, peace building and parliamentary development.
- Ensure participation of women and youth in project activities;
- Propose measures to resolve any possible problem that may be encountered within the implementation of this project;

27

Qualifications:
- University degree in Political Science, Management or other relevant field;
- At least 7 years of progressively responsible experience in respect to management of development project;
- Excellent knowledge of the socio-political context of Sudan;
- Strong management, analytical, negotiation, communication, networking and partnership-building skills;
- A thorough understanding of conflict dynamics;
- Ability to take on a leadership role for implementation of the project activities;
- Strong team player with the ability to work under pressure;
- Ability to manage multiple tasks;
- Strong organizational and writing skills (in English);
- Ability to use information technology effectively.

Additional assets include:
- Knowledge of UN/UNDP policies and previous experience working for the UN.
- Skills in Arabic language