

Annual Work Plan (AWP) for 2014

Atlas Award ID: 00077280

Atlas Project ID: 00088160

Project/Programme Title: UN Support to the Republic of Sierra Leone Constitution Review Process

TJV Outcome: Credibility of democratic institutions improved

Applicable Key Result Area: Stronger democratic governance to meet citizen expectations

CPAP Outcome: Improved Governance and risk Management

- CRC members capable of producing technically proper amendments and recommendations
- CRC Secretariat capable of providing high-quality and timely services to CRC members
- Transparency of the CRC process
- Effectiveness of civic education undertaken to build knowledge of constitutional reform
- Effectiveness and inclusiveness of public consultation process undertaken
- Civil education strategy developed and effective civic education undertaken to build knowledge of constitutional issues in all 149 chiefdoms
- Effective public consultation process undertaken to collect feedback from across the country
- All information about CRC members, CRC process and planned activities are publicly available online and proactively communicated to public
- Media responsibly reporting on constitutional issues and drawing on factual information from CRC in their reporting
- MPs, women and youth specifically capacitated to engage constitutional process
- CSOs network is established and effectively participating in the consultation process, with CSO input into CR debate, monitoring CR process and supporting civic education in all regions of the country

Project Indicators:

Expected Outputs And baseline, associated indicators and annual targets	Planned Activities	Timeframe				Responsible Party	Funding Source	Planned Budget	
		Q1	Q2	Q3	Q4			Budget Description	Amount (USD)
Output 1: Capacity of CRC members developed to undertake effective constitutional review process and produce final recommendations Indicators- # of capacity development workshops organized - # of Staff trained: Male ---- Female ---- - % of trained staff (male/ female) satisfied with quality and usefulness of capacity development workshops	INDUCTION PROCESS: 1.1 Conduct induction training on the goals and principles of constitution making, the Sierra Leonean constitutional process, substantive content issues and messaging/communications, negotiation, dialogue, mediation and conflict resolution. Induction to include baseline and regular surveys to measure knowledge and skills of CRC members Rules of Procedure: 1.2 Support development of the Rules of Procedures ToRs for Sub-Committees: 1.3 Support development of TORs for CRC Sub-Committees					UNDP/UNIP SL/CRC	DFID	2 Day Induction Training for 80 pax (venue, food, participants travel etc) Facilitation costs, and curricula development	10,000
						UNDP/ UNIPSL/ CRC		Consultancy National (including travel, logistics, equipment, workshops etc) - Public information and dissemination	-
						UNDP/ UNIPSL/ CRC		Consultancy National (including travel, logistics, equipment, workshops etc)	-

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Baseline: - CRC and CRC Secretariat being set up currently; - legal/technical capacity of CRC members and Secretariat staff is variable. Exact baseline to be established using an anonymous self-assessment survey of knowledge and skills; - No CRC Communication Strategy or activities underway - No CRC Civic Education and Public Consultation Strategy in place or implemented - Limited coverage of constitutional review issues by media - Limited/Variable capacity of CSOs, media and MPs to engage with constitutional review process - Citizens ill informed about members of CRC, CR process even after official launch	Constitutional Expertise: 1.4 Conduct training for CRC Sub-Committees on key constitutional issues within their mandate, including specific mediation training with respect to sensitive constitutional issues 1.5 Provide high level constitutional expertise and technical advice to CRC Plenary and Sub-Committees as requested 1.6 Support preparation of draft amendments/proposals and final report 1.7 Support conduct and reporting on National Constitutional Conference	X				UNDP/ UNIPSL/CRC	DFID	71300, National Consultant 71600, Travel 72100, Contractual services co 75700, workshops	15,000
		X	X	X		UNDP/ UNIPSL/CRC	DFID	71200, International Consultant 71300, National Consultant 71600, Travel	50,000
				X		UNDP /CRC	DFID	71300, National Consultant 71600, Travel 72500, workshop materials 74200, Media 75700, workshop	15,000
					X	UNDP/ CRC/DFID		71600, Travel 72500, workshop materials 75700, workshops	-
Sub total of Output 1									90,000
Output 2: Capacity of CRC Secretariat to provide legal and research services to CRC developed Develop organisation structure and prepare job description and ToRs for staff	2.1 Recruit and conduct induction training for Secretariat staff 2.2 Provide ongoing capacity development support to all Secretariat staff, including basic training on dialogue, mediation and conflict resolution 2.3 Commission papers from national/international experts on topics, as requested 2.4 Provide quality assurance and technical advice to support Secretariat Unit inside CRC to provide CRC Members with high quality advice 2.5 Supplemental offices supplies and equipment to complement the contribution of the Government of SL	X	X			UNDP/UNIP SIL	DFID	75700, workshops 71400, Contractual service individual 73100, Rent	35,000
		X	X			UNDP/ UNIPSL/ CRC	DFID	75700, workshops	10,000
		X	X	X	X	UNDP/UN- Women/ UNICEF/OHCH RWFP/CRC	DFID	71200, International Consultant 71300, National Consultant 71600, Travel	40,200
		X	X	X		UNDP/UN/ CRC	DFID	71200, International Consultant 71300, National Consultant 71600, Travel 75700, workshops	50,000
								72200, Computers/Printers, 72200 Furniture, 72200, Vehicles procurement 74200, Printing	
Sub total of Output 2									135,200

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Expected Outputs And baseline, associated indicators and annual targets	Planned Activities	Timeframe				Responsible Party	Funding Source	Planned Budget	
		Q1	Q2	Q3	Q4			Budget Description	Amount (USD)
Output 3: CRC Communication & Messaging Strategy designed and implemented	3.1 Develop a simple Communication & Messaging Strategy to explain the CRC's work, manage the public's expectations, and ensure regular updates provided to public and key stakeholders	x	x			UNDP/UNIP SL/CRC	DFID	71300, National Consultancy 72500, workshop materials 74200, media 75700, workshops	14,000
Indicators - - Communication and Messaging Strategy developed - % of CRC members (male/ female) satisfied with Communication and Messaging Strategy - % of Secretariat staff (male/ female) satisfied with usefulness of training (WHICH TRAINING)	3.2 Provide ongoing capacity development support to all Secretariat staff, including basic training competencies/responsibilities of Secretariat departments 3.3 Support the maintenance of the CRC website, twitter and Facebook pages 3.4 Produce monthly CRC newsletter for website and in print 3.5 Develop a communication programme with community and other radio stations	x	x	x	x	UNDP/UNIP SL/CRC	DFID	72500, workshop materials 75700, workshops	10,000
- % of CRC members (male/ female) satisfied with Secretariat staff role and support - % of CRC members (male/ female) satisfied with the content of social media and its timely management - # of Newsletter produced - Community radio stations engaged in disseminating CRC's civic education and public consultation messages - # of media personals (male/ female) trained with usefulness of training - # of Copies of Constitution and report produced - % of Copies of Constitution and report disseminated	3.6 Provide constitution making training to journalists, editors, media house executives with a focus on ethical, objective and conflict sensitive reporting and conduct media monitoring 3.7 Print and distribute copies of the 1991 Constitution, 2008 CRC report and CRC process brochure. Produce CDs of same for citizens who cannot read	x	x	x	x	UNDP/1-UN/CRC	DFID	71600, Travel 72500, workshop materials 75700, workshops	10,000
- Document highlighting issues of Civic Education (CE) and PC drafted - Types and Quantity of CE materials produced	3.8 Support CRC to review the 1991 Constitution and 2008 CRC Report in order to frame issues for civic education and public consultations	x	x	x	x	UNDP/ CRC	DFID	74200, Printing and publication	32,000
- Civic education strategy with implementation plan developed - # and type of activities to engage youth in review process organized - # of youth (male/ female) engaged in the process	3.9 Support CRC to develop a conflict and gender sensitive, human rights based and peace-building focused Civic Education material as well as Civic Education Strategy + programme implementation plan 3.10 Develop and implement a programme to engage youth in the constitutional reform process, including outreach with Universities and through social media	x	x	x	x	UNDP/UN-Women/UNI CEF/OHCH R/WFP/CRC	DFID	72500, workshop materials 75700, workshops	8,000
						UNDP/UN- Youth Ministry/1-UN	DFID	71200, International Consultan 71300, National Consultan 71600, Travel 72500, workshop materials 75700, workshops	30,000
							DFID	72100, Contractual services company 75700, Training and Workshops.	55,000
Sub total of Output 3									191,000

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Expected Outputs And baseline, associated indicators and annual targets	Planned Activities	Timeframe				Responsible Party	Funding Source	Planned Budget	
		Q1	Q2	Q3	Q4			Budget Description	Amount (USD)
Output 4: Civil Society led inclusive and informative civic education process completed	4.1 Conduct a civic and legal awareness baseline survey, including integrating questions to identify potential conflict triggers	x	x	x	x	UNDP/1-UN/ CRC	DFID	72100, Contractual services company	50,000
Indicators - - Baseline survey on civic and legal awareness produced and issues identified - CSO engagement strategy and proposal developed - # of CSO representatives (male/ female) trained	4.2 Prepare detailed proposals pertaining to CSO involvement in the constitutional review process					UNDP/ CRC		71300, National Consultancies 71600, Travel 72500, workshop materials 75700, workshops	-
	4.3 Research & Capacity Building for CSOs and Media 1. Research on specific issues especially by interest and marginalised groups 2. CSOs Capacity Building & Mentoring 3. Capacity Building support to Media Organizations and Personal	x	x	x		UNDP/1-UN	DFID	72100, Contractual services company 75700, Workshops/Seminars.	100,000
	4.4 Prepare conflict and gender sensitive focused civic education strategy and programme implementation plan.	x	x			UNDP/UN- Women/ CRC	DFID	71300, National Consultancies 71600, Travel 75700, workshops	10,000
	4.5 Conduct national and sub-national civic education campaigns and stakeholders consultations before and after the various stages of constitutional review process i.e. After the first CRC draft is produced, after the Bill of Constitutional Amendments is tabled to Parliament, and in the run up to the referendum.	x	x	x	x	UNDP/CRC/ CSOs/1-UN	UNDP	Grants- MCG	150,000
	4.6 Produce findings of consultations process, print and distribute to public and share with the CRC.				x	UNDP/CRC	DFID	74200, Printing and publication	20,000
	4.7 Conduct consensus building, coordination meetings and workshops between the CRC and key civil society	x	x	x	x	UNDP/CRC/ CSOs/1-UN	DFID	72500, workshop materials 75700, workshops	30,000
Sub total of Output 4									810,000
Output 5: CRC led inclusive and transparent civic education and public consultation process completed	5.1 Prepare, print and disseminate public consultation materials (including non-written materials)	x	x	x	x	UNDP/CRC/ CSOs/1-UN	DFID	71600, Travel 74200, Media 75700, workshops	20,000
Indicators - - # of public consultation forms published and disseminated	5.2 Conduct training of trainers on public consultation for CRC, media and civil society, incl. training on dialogue, mediation and conflict resolution	x	x	x	x	UNDP/CRC/ CSOs/1-UN	DFID	71600, Travel 75700, workshops	40,000
	5.3 Support the CRC to undertake civic education throughout the country at ward level:	x	x	x	x	UNDP/CRC/ CSOs/1-UN	DFID	71600, Travel 74200, Printing and publication 75700, workshops	50,000

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And baseline, associated indicators and annual targets	Expected Outputs	Planned Activities	Timeframe				Responsible Party	Funding Source	Planned Budget	
			Q1	Q2	Q3	Q4			Budget Description	Amount (USD)
<ul style="list-style-type: none"> - # of trainers (male/ female) trained on dialogue, mediation, and conflict resolution - % of trainers (male/ female) satisfied with usefulness of trainings - # of transparent and inclusive consultations held - # of inclusive constitutional dialogue with focus on peace building and nation-building topic held. - # and types of participants (male/ female) participated in constitutional dialogue - # and types of civic education materials published - # of MPs (male/ female) trained on dialogue, mediation and conflict resolution - % of MPs (male/ female) satisfied with usefulness and quality of training - Public feedback submitted on CRC website collated, reviewed systematically and included in main report - # of CRC led on draft recommendations NOT CLEAR - # of consultations led by MPs on draft amendment bill 	<p>5.4 Support organization of constitutional dialogue conferences, including for MPs, traditional chiefs, CSOs (including women and youth groups) and public at large, with a focus on supporting peace-building and nation-building goals.</p> <p>5.5 Work with Secretariat to distribute civic education materials (brochures, posters, CDs, radio spots, illustrations, etc.)</p> <p>5.6 Conduct training of trainers on civic education and public for CRC, MPs, media and civil society, including training on dialogue, mediation and conflict</p> <p>5.7 Produce recordings / transcripts of all relevant public discussions and dialogue</p> <p>5.8 Support the design of web site interface to receive public inputs. Analyse public consultation data and prepare report – collate and synthesize views and draft reports from public consultations</p> <p>5.9 Support the CRC to undertake additional public consultations on the CRC's Draft Recommendations</p> <p>5.10 Support the Government and Parliament to undertake additional public consultations on the draft Constitutional Amendment Bill</p>					UNDP/CRC/Parliament/CSOs/1-UN	DFID	71600, Travel 72500, workshop materials 75700, workshops	50,000	
							UNDP/CRC/CSOs/1-UN	DFID	74200, Printing and publication	30,000
							UNDP/CRC/Parliament/CSOs/1-UN	DFID	75700, Workshop/Training	6,500
							UNDP/CRC	DFID	74200, Printing and publication	5,000
							UNDP/CRC	DFID	72100, Contractual services company	5,000
							UNDP/CRC	DFID	71600, Travel 74200, media 75700, workshops	30,000
							UNDP/CRC/Parliament/1-UN	DFID	71600, Travel 74200, media 75700, workshops	20,000
										256,500
							UNDP/CRC/1-UN	DFID	74200, Printing and publication	10,000
							UNDP/CRC/Parliament/1-UN	DFID	71600, Travel 74200, media 75700, workshops	10,000
					UNDP/CRC/Parliament/1-UN	DFID	71600, Travel 74200, media 75700, workshops	5,000		
					UNDP/CRC/Parliament/1-UN	DFID	71600, Travel 74200, media 75700, workshops	10,000		

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- # of outreach and consultations held with traditional chiefs by the MoLG # of outreach and consultations held with local officials by the MoLG - # of representatives (male/ female) from women NGOs and advocacy groups trained to promote gender equality issues throughout constitutional process % of trained representatives (male/ female) from women NGOs and advocacy groups satisfied with usefulness and quality of trainings	6.5 Work with the Ministry for Local Government and other stakeholders to develop outreach and consultation activities with chiefs and other local officials 6.6 Share best practices on key constitutional issues through information exchange/Visit/Meetings 6.7 Develop and implement a programme to promote gender equality issues in throughout the constitutional process and content, including providing capacity support and technical advice to women's advocates (e.g. the Ministry of Women and women's NGOs)		x			UNDP/CRC/MoLG/1-UN	DFID	71600, Travel 72500, workshop materials 75700, workshops	20,000
		x	x	x		UNDP/1-UN/CRC	DFID	71600, Travel 72500, workshop materials 74200, media 75700, workshops	5,000
		x	x			UNDP/UN-Women/CS Os/CRC/Do nots	DFID	71300, National Consult 71600, travel 72500, workshop materials 75700, Workshops/Seminars	21,000
Sub total OutPut 6									81,000
Total Programme Cost									1,563,700
Project Management Cost (PMC)	Chief Technical Advisor (Salary and Benefits) National Staff (admin/Finance, civic educations, gender and youth) Regular Steering Committee meetings Common Premises Monitoring & Evaluation Pool Fund 3% Pool Fund 3% GMS 7% ISS ISS	x	x	x	x	UNDP	UNDP	6000, IP Cost 71400, Service Contract Individual 75700, Meetings 73100, Common Premises M&E Pool Fund Pool Fund 75100, GMS 75100, ISS 75100, ISS	265,122 30,000 2,500 15,098 25,000 14,278 42,802 102,868 29,391 9,756
Sub total of PMC									536,815
Grand total									2,100,515

UNDP - BCP	496,656
DFID	1,603,859
Total Budget for 2014	2,100,515

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15/01/14

Sudipto Mukerjee
Country Director
UNDP Sierra Leone



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Hon. Franklin Bai Kargbo
Attorney General and Minister of Justice
Government of Sierra Leone