

## Annual Work Plan (AWP) for 2018: Support to Parliament

Atlas Award ID:										
Atlas Project ID:										
Project/Programme Title: Support to Parliament										
UNDAF Outcome: Capacity of democratic institutions strengthened to enable good governance										
Applicable Key Result Area (from 2014-17 Strategic Plan):										
CPD Outcome: Capacity of democratic institutions strengthened to enable good governance										
CPD Output(s): Parliament is enabled to undertake its mandated functions including legislation, oversight outreach activities and donor coordination										
Expected Outputs  <i>And baseline, associated indicators and annual targets</i>	Planned Activities	Timeframe				Responsible Party	Planned Budget			
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (USD)	
<p><b>Output 1: Role and functions of the new Parliamentary Service Commission streamlined</b></p> <p><b>Baseline 1.2:</b> New Parliament with more than 80% new MPs and a new leadership in place after the elections; New Parliamentary Service Commission.</p> <p><b>Target:</b> New MPs and PSC quickly oriented on parliamentary procedural issues and SDGs;</p> <p><b>Indicators:</b> MPs enabled to elect the Speaker and Deputy Speaker as per the rules; new MPs initiate discussions and other legislative business as per the rules; No. of MPs have understanding of legislative processes and SDGs;</p> <p><b>Baseline 1.3:</b> Department heads engaged in management &amp; coordination;</p> <p><b>Target:</b> Recommendations on administrative issues presented to new PSC after trainings/Parliamentary events;</p> <p><b>Indicator:</b> BTR reports.</p>	<p><b>1.1. Activity Result:</b> Dedicated technical advice, support and consultation on parliamentary functioning, procedures, management, design of programmes and international parliamentary cooperation.</p>									
	<p><b>Action 1.1.1</b> Technical Advisory support</p>		x	x	x	x	UNDP	UNDP	60000 - TA	200,000
	<p><b>1.2. Activity Result:</b> New Parliamentary Service Commission &amp; Office of Clerk gets orientation training and benefits from peer learning visits to two African Parliaments</p>									
	<p><b>Action 1.2.1:</b> One day orientation held for MPs prior to oath taking.</p>			x			UNDP /PoSL	UNDP	75700 - Workshops 72500 - Stationary	3,500
	<p><b>Action 1.2.2.:</b> South-South collaboration promoted with peer learning visits to a South Parliament; Knowledge sharing on the work and responsibility of the PSC and related issues through in-depth sessions with MPs and key staff</p>				x	x		UNDP	71600 Travel/refreshments, etc.	17,000
	<p><b>Action 1.2.3:</b> Orientation workshops held (6 days) [legislative, PBO, ICT, SDGs, UN agencies, etc.]</p>			x	x	x		UNDP	75700 Workshop, printing, etc.	5,500
	<p><b>1.3. Activity result: Management &amp; Coordination of donor support to Parliament improved through DePAC.</b></p>									
	<p><b>Action 1.3.1:</b> DePAC supported</p>		x	x	x	x	UNDP/ PoSL		72400 - Communication 72500 - Stationary	2,000
	<p><b>Action 1.3.2:</b> Staff supported on specific parliamentary trainings</p>								75700 - Training	9,000
	<p><b>Action 1.3.3:</b> PACO coordinates participation of Parliament in international parliamentary events such as CPA, IPU, etc. &amp; regional parliamentary exchange visits.</p>		x	x	x	x			Conference support in-country 71600 - Travel	4,000
<p><b>Sub-Total Output 1:</b></p>								<p><b>241,000</b></p>		

Expected Outputs  <i>And baseline, associated indicators and annual targets</i>	Planned Activities	Timeframe				Responsible Party	Planned Budget		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (USD)
<b>Output 2:</b> Increased capacity of Parliament to monitor government budget and expenditure;  <b>Baseline2.1:</b> 4th parliament had no capacity to analyse budget; PBO as an office of Parliament approved and made functional; <b>Target:</b> Budget 2018 analysed in terms of development activities; Indicators: Budget briefs available for use of MPs.  <b>Baseline 2.2.</b> No development related data available at constituency level; <b>Target:</b> Concept of constituency profile accepted; <b>Indicator:</b> Clear constituency data for two districts completed.	<b>2.1. Activity Result: National Budget 2018 analysed for use for parliamentary committees and MPs</b>								
	<b>Action2.1.1:</b> Manual on Parliamentary Budget Office (PBO) designed, approved and printed	x	x			UNDP/ PoSL;	UNDP	75700 - Workshop, printing, etc.	1,500
	<b>Action2.1.2:</b> PBO staff salary	x	x	x	x		UNDP	71400 - Service Contract	21,000
	<b>Action2.1.3:</b> PBO staff & others benefit from specialized training	x	x	x	x		UNDP	71600-Training	8,000
	<b>Action2.1.4:</b> National Budget 2018 analysed for ready reference of MPs/parliamentary Committees	x	x	x	x			75700- workshop, printing	1,500
	<b>2.2. Activity Result: Database generated through PBO resources on constituencies</b>								
	<b>Action 2.2.1:</b> Concept Note on constituency based information database prepared & shared	x	x			UNDP			
	<b>Action 2.2.2:</b> TOR for Consultant agreed and recruited for the assignment		x	x	x			75700 Workshops	
	<b>Sub-Total Output 2</b>								<b>32,000</b>
	<b>Output 3: Streamlined legislative process in Parliament which is transparent, open and gender sensitive;</b>  <b>Baseline3.1.</b> No approved workplan/Legislative Calendar by PSC for Legislative Department & Legislative Committee; <b>Target:</b> Results & timelines of parliamentary papers/ tasks spelt out; Indicator: Clear timeline for each activity regarding legislative business;  <b>Output 3.2:</b> Gender agenda promoted <b>Baseline:</b> No Women caucus; <b>Target:</b> Women Caucus to be constituted in the 5th Parliament; Indicator: Women Caucus created and works on its constitution.	<b>3. 1. Activity Result: Legislative business is more structured &amp; transparent</b>							
<b>Action1. 3.1.1:</b> Work of Legislative Department & Legislative Committee spelt out and agreed with PSC		x	x	x	x	UNDP/ other agencies		75700 Workshops	1,500
<b>Action1. 3.1.2:</b> Legislative Calendar made operational		x	x	x	x	UNDP			1,500
<b>3.2. Activity Result : Women Caucus formed in the fifth Parliament and begins to push the gender agenda in Parliament</b>									
<b>Action3.2.1:</b> Women Caucus supported to get organized and work as an Advocacy group on gender related issues		x	x	x	x	UNDP, UN Women, etc./ PoSL	UNDP	75700 Workshop/ 71600 - Travel	4,000
<b>Sub-Total Output 3</b>								<b>7,000</b>	
<b>Project Management Cost (PMC)</b>									
Common Premises		x	x	x	x	UNDP	UNDP	73100 - Rent	16,500
4.6% DPC	x	x	x	x	UNDP	UNDP	6100, 71400 - Salaries	8,000	
1% Communication	x	x	x	x	UNDP	UNDP	72400 - Communication	3,500	
M & E 2%	x	x	x	x	UNDP	UNDP	72100 - Contractual Services	7,000	
<b>Sub total of PMC</b>								<b>35,000</b>	
<b>Grand total</b>								<b>315,000</b>	

Partner, the plan authorizes the responsible parties and project management to manage available resources to achieve set results.

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**Hon. Ibrahim Sesay**  
**Clerk of Parliament**  
**Parliament of Sierra Leone**  
**Signature & Date**

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**Samuel Doe**  
**Country Director**  
**UNDP Sierra Leone**  
**Signature & Date**