**Democratic Governance Thematic Trust Fund Year-End 2013 Activities Report**

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| **Year** | 2013 | | | | |
| **Country** | Timor-Leste | | | | |
| **ATLAS Project Number:** | 00061728 | | | | |
| **Project Title:** | Support to Anti-Corruption Initiatives in Timor-Leste | | | | |
| **Approved DGTTF Amount** | **US$300,000** | | | | |
| **Name of Contact Point(s)** | Signi Verdial; [signi.verdial@undp.org](mailto:signi.verdial@undp.org) | | | | |
| **Relevant Outcome and Output:** | **Outcome:** State institutions strengthened through interventions aimed at improving institutional capacity in planning, efficiency, accountability and transparency. | **Output 1:** Strengthened capacities for civic engagement and partnerships among Anti-Corruption Commission and relevant civil society organizations. | | **Output 2:** Strengthened analytical capacity of the Anti-Corruption Commission for informed decision making and outreach on anti-corruption. | |
| **Current status of project (check appropriate box):** | **Pre-approval stage:** | | | |  |
| **Approved but not yet on-going:** | | | |  |
| **On-going:** | | | |  |
| **Completed:** | | | | X |
| **Total Project Expenditures as of 2013[[1]](#footnote-1):** | **US$280, 141.00** | | **Expected Total Project Expenditures** | | US$ 300,000 by December 2013 |
| **Progress achieved towards annual Output targets:** | **Enhanced public awareness and civic engagement of citizens in detecting, and preventing corruption in the community and public institutions.**  *Anti-Corruption Commission civic education strategy designed and operationalized.*  The Anti Corruption Commission’s (ACC) Civic Education Strategy has been developed, approved and implemented with the technical and advisory support of the project. 200 copies of the strategic guidance for outreach education were distributed widely to the staff members of Anti-Corruption Commission and used by Directorate for Education, Research and Campaign (ERC) staff. Civic education strategy booklet is available in both Tetum and English languages.    *Anti-Corruption dictionary developed*  Anti-Corruption Dictionary developed with UNDP assistance contains words associated with corruption acts and explains the meaning of words associated with corruptions including brief example for each word. In addition, the dictionary defines synonym and antonym associated with a specific word in the Timor-Leste context. Approximately 2,000 copies of the dictionary will be printed by Anti Corruption Commission for distribution to public institutions, schools and NGOs. Both civic education strategy and dictionary booklets will be available for public access at ACC website in 2014.  *Outreach materials developed and disseminated*  Project provided technical support for the production and dissemination of outreach materials. Over 5,000 outreach materials were widely disseminated to students and public servants including stickers, folders, desk and poster calendars for increasing the awareness and understanding of Anti-Corruption concepts and issues. The outreach materials contain educative words and messages to engage and encourage citizens to fight corruption in Timor-Leste. During outreach activities in Suai, evaluation sheets provided to 250 respondents during outreach activities, 85% of them expressed that the resource materials met their expectations and needs: The target groups enthusiastically asked for more materials and campaigns as it was considered important and useful for raising awareness and fight against corruption in Timor–Leste. Students and community leaders in Suai district expressed their willingness to engage in campaigns to prevent and eradicate corruption. The commission acknowledged in its annual report the outreach materials provided by UNDP to Education and Research Departments during the campaign to prevent corruption and increase awareness.  *Institutional Capacity (Policies and Procedures Specialists for ACC)*  The project provided technical support in strengthening institutional capacity of the ACC through design and implementation of relevant internal regulations, policies and administrative procedures with a view to ensure operational efficiency, effectiveness and accountability. A total of 19 SOPs were developed and were approved for implementation: Budgeting Policy and Procedures, Declaration of Gifts/Hospitality, Hiring and Employment, Institutional Relations Policy, Internal Communications, Logistics for Maintenance, Media Relations Policy, Registry and Achieve, Disclaimer for emails, Code of Conduct, Office Guidance, Integrity pact, Procurement concepts, principles, risks and procedures, Human Resources Legislation, Criminal Code, Laws and Procedures in Timor-Leste, Public Finance and Budget Execution, Public Administration, Ethics and Hierarchy. For example, the SOP for Employee Recruitment and Selection now includes the guidelines and templates the staff should refer to at every stage of recruitment process including a Terms of Reference template, sample questions to be used during interviews and a form for assessing and scoring each candidate’s interview. The initial feedback is that these SOPs and forms will ensure that the recruitment processes are conducted in effective, transparent and consistent manner.  In addition to developing the SOPs for the institution, the ACC’s staff members were also trained by the Policy Specialists on how to implement the SOPs. The training objective was to promote understanding among participants on the importance of Policies and Procedures (P&P) and their impact on the overall performance of institutions. In the final evaluation participants expressed their satisfaction with the overall quality of the workshop as follows: Excellent: 19%, good: 62% and Adequate: 19%. The SOPs will be translated into Tetum language to enable ACC staff better implement the policy. This institutional strengthening supported by UNDP was acknowledged by Commissioner in the annual report of 2013 that the development of internal system is very important to support the work of Anti-Corruption Commission.  *3rd Anniversary of ACC*  In the commemoration of the third ACC anniversary with the theme for 2013: ‘Integrity as the determining factor in preventing and fighting corruption’, the project provided support in the production of a short documentary on the ACC’s progress and achievements since it establishment. The documentary was launched during the commemoration in Dili on 22 February 2013 which was attended by 1,500 university students and youth. It also raised awareness of youth and students about the strategies that can be used to prevent and fight corruption. In addition, outreach materials were also widely distributed to youth and students in the events.  *Engagement with national TV for broadcasting of interactive TV programmes on anti-corruption and transparency, targeting civic servants and public.*  The project supported a local TV station to regularly broadcast video/film highlighting the (mis) use of state vehicles and fuel coupons. The programme was based on the Research of ACC that was conducted in 2011. The film has been successfully and widely broadcast in Dili and Districts this year. With this film, civil servants/members of Government are now aware of the reality and impact of misuse of state vehicles for private gain including misuse of state’s fuel coupon for refuelling private cars which is against the law. Increased public awareness on this issue is expected to lead to greater citizen involvement in monitoring and reporting corrupt actions.  *Support the regular maintenance of the ACC website and Capacity building for ACC staff in the area of information and technology and research methodology and tools.*  The project provided financial assistance for extending a national IT Advisor to the ACC. Besides providing regular maintenance of website, the national advisor also developed database for information management system for logistic and procurement as well as investigation data. The ACC is now able to store the information management online. As a result, ACC the information record is more organised, easy to retrieve and efficient to manage.  In order to maintain sustainability, capacity building and training support was provided to one IT staff who is now able to develop web application and online library system for ACC. The IT advisor also provided training in research methodology and tools. As a result, ACC staff members are now equipped with knowledge and have better understanding on statistics and how to conduct survey and analyse data such as “integrity survey of public servants” which was launched by the Anti-Corruption Day on 9 December 2013 supported by IT Advisor.  ***Enhanced synergies and strategic partnerships with relevant regional institutions involved in anti-corruption related interventions***  *Integrity Programme Course in Hong-Kong*  The project provided financial support to one senior official to attend a course on Integrity Programme in Hong-Kong in March 2014 to gain knowledge on Integrity Programme and its importance for the institution. It was an opportunity for ACC participant to share experiences, build networks and learn the programming strategies in key areas. As an impact of the course, the ACC initiated an integrity survey of public servants which was completed in October 2013 and decided to recruit a national staff to focus on integrity agenda for the institution.  *ADB/OECD Regional Conference in Dili Timor-Leste*  The project provided technical and financial support for the 12th Regional Seminar ADB/OEDC Anti-Corruption Initiatives for Asia and the Pacific in Dili, Timor-Leste. The project provided administrative support before, during and after the seminar held in from 23-25 July 2013. A total of 23 countries in Asia and the Pacific attended the seminar. The seminar concluded successfully with a common agreement from members of ADB/OECD Asia and Pacific Anti-Corruption Agency to fight corruption through strengthening the Anti-Corruption Agency and promoting whistle blowing.  *PETS Training with Anti-Corruption Commission staff and relevant Ministries*  The project contributed to enhancing professional and analytical skills of ACC officials and several government agencies by organizing one week training on the basic concept of Public Expenditures Tracking System (PETS) from 9-18 March 2013, in Dili Timor-Leste with a focus on Education and Health Sectors. The training was widely participated by 50 participants including 37 ACC staff (9 women), from each department (Investigation, Education and Research, Prevention and Administration) and representatives from Ministry of Finance, Education and Health. Based on the observation and feedback received from participants, the training was useful in providing knowledge, skills and techniques for tracking the budget flow, understanding concept, methods and tools of Public Expenditure Tracking, clear understanding of how to lead and conduct PETS. The training also provided information and understanding on the role of Civil Society Organisations and other stakeholders in monitoring of government budget execution. A notable change was that ACC staff members are now able perform better monitoring system in the field. For example, PETS manual helped ACC staff to carry out their monitoring work by following the steps offered in PETS manual as a reference guide in their monitoring work. PETS’ training was acknowledged by the commission in its annual report as an important step to enhance the technical and professional capacity of the staff members. The Manual will be translated to Tetum Language to facilitate wider access to ACC staff who do not speak fluent English. | | | | |
| **How has your project contributed to gender mainstreaming?[[2]](#footnote-2)** | The project ensured the participation of women and men including youth in the seminars/workshops both at the national and sub-district levels. During the ten days anti-corruption awareness programme, relevant outreach materials and one TV programme on the use of state vehicles and fuel’s coupon were presented to encourage women and youth to continue affirm and work together to demand accountability of state and government officials to fight against corruption. Further, the project ensured to have representation of female and male students in all workshops and seminars with students, community leaders/ local authorities and community in general. This has been taken into consideration in outreach activities at national and district levels. In addition, participation of both men (69%) and women (31%) was also taken into consideration in the integrity survey of public institution initiated by ACC in 2013. UNDP IT Advisor provided the support and also acted as a coordinator during the perception survey which was conducted from August – October 2013. This can be seen in the selection of sampling for civil servant to be interviewed which representation of both men and women. | | | | |
| **Success Stories:** | The project has supported ACC’s institutional strengthening through the development of relevant policies and procedures, which has contributed significantly to the effectiveness and efficiency of the institution. For the first time ACC has established SOPs that describe the policies and procedures and provide the required framework for decision making, management and administration of the organization.  The PETS training has helped ACC staff to increase the effectiveness of monitoring and reporting. PETS tools enable the staff to analyse and track the flow of government expenditures from the national government to the local levels.  The ACC’s Civic Education Strategy has contributed to improved public awareness and civic engagement on issues of corruption and its preventative measures. The strategy also provides a framework and guidance on engaging other partners, including media on outreach activities. Outreach material containing messages on anti-corruption including relevant penal code articles, have been developed and disseminated to state institutions (civil servants) and schools (students). Outreach materials not only increase public awareness on corruption and its related issues but also serve as a tool for civil servants to practice integrity and corruption prevention. With the support of the project, ACC worked closely with the community – with nearly 7,500 including 10% women attending education and corruption prevention workshops held by the Commission in 2013. | | | | |
| **Problems Encountered** | Language barrier remains a challenge that needs to be addressed. Capacity building programme became expensive as relevant trainings and materials mostly developed in English had to be translated in Portuguese and Tetum. | | | | |
| **Lessons Learned** | There is a need to ensure all the SOPs and Manuals that have been developed for ACC are implemented and applied in practice. Delayed approval and implementation of the SOPs did not allow time for assessing their impact and contribution to improving organizational effectiveness and efficiency.  While the project primarily focused on downstream engagement of ACC with civil society and youth, it would be useful to support processes for ACC to develop stronger partnerships with National Parliament, PDHJ, Inspection Commission and other oversight institutions to deliver more effective results.  The Government is rolling out new administrative deconcentration with responsibilities and resources for delivery of public services. The challenge for ACC will be to ensure that the new structures and systems have strong integrity, transparency and accountability mechanisms to minimize risks of corruption at local levels. | | | | |

1. **Please distinguish between DGTTF and other resources, if applicable.** [↑](#footnote-ref-1)
2. **GENDER MAINSTREAMING –** “Mainstreaming a gender perspective is the process of assessing the implication for women and men of any planned action, including legislation, policies or programmes, in all areas and at all levels. It is a strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. The ultimate goal is to achieve gender equality”. [↑](#footnote-ref-2)