

Part X: 1 January to 31 December 2014 Activity Plan

ZANZIBAR LEGAL SECTOR REFORM PROJECT 1 JANUARY 2014 TO 31 DECEMBER 2014 ACTIVITY PLAN							
SUPPORT TO ZANZIBAR LEGAL SECTOR & CHILD JUSTICE REFORM					1 JAN 2014-31 DEC 2014		
RESULTS	ACTIVITIES	SUB-ACTIVITIES	QTR 1	QTR 2	QTR 3	QTR 4	
1. Legal Sector Reform Strategy developed and implemented	A1.1 Provide TA to MoJCA to lead and coordinate the development of the Legal Sector Reform Strategy and Identify priorities	1.1.1 Support development of a comprehensive legal sector reform strategy					
		No activities planned in 2014					
	A1.2 Support the implementation of the Strategy	1.2.1 Support meetings for development of strategic plans for legal sector institutions					
		A. Consultation meetings with key stakeholders (2) B. Technical Specialists (facilitators)					
	A1.3 Conduct consultative workshop for stakeholders	1.2.2 Support legal sector institutions in implementation of plans					
		A. Technical Specialists B. Sectoral Activities					
	A1.4 Conduct Capacity building for key staff at the Ministry	1.3.1 Support consultative meetings for development of strategy					
		No activities planned in 2014					
	A1.5 Design and conduct Public Awareness activities	1.4.1 Rapid capacity assessment and training					
		No activities planned in 2014					
A1.6 Resource mobilization for legal sector reform financing	1.5.1 Support public awareness campaign						
	A. Campaign material						
2. Enhanced institutional and operational capacity of the justice sector institutions to deliver services efficiently and effectively	A2.1 Conduct rapid capacity and training needs assessment	1.6.1 Engage with donors on support to legal sector reform					
		A. Donor engagement meetings					
	A2.2 Conduct case flow management analysis	2.1.1 Capacity and training needs assessment					
		A. Training					
	A2.3 Develop and adopt case flow management system for the judiciary (High Court)	2.2.1 Support judiciary to conduct case flow management analysis					
		A. Workshops and presentations to key stakeholders (2) B. Technical Specialists					
	A2.4 Develop a case record management system (High Court Registry Division)	2.2.2 Translate and publish analysis report					
		A. Translation and Printing					
	A2.5 Develop and adopt case management system for the AG	2.3.1 Support Judiciary to improve case flow management system through a consultative process					
		A. Workshops and presentations to key stakeholders (3) B. Technical Specialists					
A2.6 Develop a legal database	2.3.2 Support establishment of Case Flow Management Committees to provide guidance on measures for addressing deficiencies in case disposition and reduce case backlog						
	A. Committee meetings B. Training for Committee members (2) C. Facilitation						
A2.7 Capacity development for staff in case and record management	2.3.3 Support strengthening capacity of case flow management committee on reporting						
	A. Facilitation B. Training workshop (2)						
A2.8 Develop a case record management system (High Court Registry Division)	2.3.4 Support Streamlining/Tracking of Case Flow Management System						
	A. Consultation meetings with key stakeholders (2) B. Technical Specialists (2; national and international)						
A2.9 Develop a case record management system (High Court Registry Division)	2.4.1 Support High Court Registry Division to improve case record management system through a consultative process						
	A. Workshops and presentations to key stakeholders (3) B. Technical Specialists (2; national and international)						
A2.10 Develop a case management system for the AG	2.5.1 Support development of case management system for AG						
	A. Workshops and presentations to key stakeholders (3) B. Technical Specialists						
A2.11 Develop a legal database	2.6.1 Support development of legal database						
	No activities planned in 2014						
A2.12 Capacity development for staff in case and record management	2.7.1 Facilitate rapid capacity needs analysis to identify institutional technical capacity gaps						
	No activities planned in 2014						
A2.13 Capacity development for staff in case and record management	2.7.2 Support training on record keeping, data analysis, retrieving and sharing of information						
	No activities planned in 2014						
A2.14 Capacity development for staff in case and record management	2.7.3 Support development of standard operating procedures to help strengthen the systems and processes in case management						
	No activities planned in 2014						
A2.15 Capacity development for staff in case and record management	2.7.4 Print SOPs						
	No activities planned in 2014						

	No activities planned in 2014
2.8 Support DPP Coordination and supervision of Criminal Investigation	2.8.1 Support development of Strategic Medium Term Strategy for DPP A. Workshops and presentations to key stakeholders B. Short Term Technical Assistance (2; national and international) 2.8.2 Print Strategic Medium Term Strategy A. Printing B. Dissemination 2.8.3 Support exchange study visits with mainland A. South-south study visits (2) B. Report 2.8.4 Support development of General Instructions and Investigation guidelines A. Workshops and presentations to key stakeholders (2) B. Short Term Technical Assistance (national) 2.8.5 Print General Instruction and Investigation guidelines A. Print B. Dissemination
2.9 Capacity development support to enhance specialized skills for prosecution	2.9.1 Support rapid capacity assessment to identify training needs for prosecution staff A. Technical Assistance (international) 2.9.2 Support tailor-made training A. Training facilitation 2.9.3. Support advance training for staff from DPP and MOH on forensic studies No activities planned in 2014
2.10 Procurement of a DNA machine and other equipment to support forensic investigation and prosecution	2.10.1 Conduct Baseline Assessment on use of forensic equipment A. Short Term Technical Assistance (national) 2.10.2 Procure DNA machine and other forensic equipment A. Procurement of equipment B. Training on use of equipment 2.10.3 Train staff from DPP, Police, Judiciary, MOH, CGC, Medical Practicioners and ZFDB on forensic evidence A. Facilitation B. Training workshops (3)
2.11 Establish government Contract Management Unit	2.11.1 Support AG's office to establish a contract management unit A. Procurement of equipment B. Training of staff
2.12 Update Ministry's website	2.12.1 Update Ministry's Website A. Short Term Technical Assistance (national)
A2.13 Conduct a study to establish manning level in legal sector institutions	2.13.1 Consultant hired to conduct a study on manning level A. Workshops and presentations to key stakeholders (2) B. Short Term Technical Assistance (national)
2.14 Support to strengthen the AG's Office	2.14.1 Support the printing of Zanzibar laws and Zanzibar Law Reports A. Printing 2.14.2 Capacity development training No activities planned in 2014 2.14.3. Procurement of equipment for AG's office and legal resource centre A. Procurement of equipment
2.15 Support the operationalization of the Law Review Commission	2.15.1 Procure and install equipment for the Law Review Commission No activities planned in 2014
2.16 Develop forensic evidence manual/guidelines	2.16.1 Support DPP to develop and implement standard operating manual/guidelines A. Stakeholder consultation B. Technical assistance C. Printing 2.16.2 Support training of standard operating manual/guidelines A. Trainig Costs
3.Strengthened legal aid mechanisms for a justice accessible to the people especially the most vulnerable	3.1 Develop Legal Aid Policy for Zanzibar 3.1.1 Support development of Legal Aid Policy No activities planned in 2014 3.1.2 Consultative meetings No activities planned in 2014
	3.2 Support the operationalization of the Legal Aid Policy 3.2.1 Support strategic planning meetings for implementation of Legal Aid Policy A. Strategic planning workshop on implementation of legal aid policy (4) B. Facilitation
	3.3 Support the establishment 3.3.1 Support the legal aid secretariat including procurement of equipment and case review meetings

of an independent regulatory and coordination entity for Legal Aid	No activities planned in 2014
3.4 Develop the legal aid legislative framework	<p>3.4.1 Support legal aid law drafting and validation by key stakeholders</p> <p>A. Consultative and validation workshops and presentations to key stakeholders (4)</p> <p>B. Facilitation</p> <p>3.4.2 Support legal literacy programme and awareness raising of basic statutes and legal information</p> <p>A. Consultation meetings (2)</p> <p>B. Educative programmes-print and electronic media</p> <p>C. Translation of basic statutes and legal information to Swahili and Braille</p> <p>D. Print legal, information, education and communication material</p> <p>E. Dissemination</p>
3.5 Develop a Code of Conduct for legal aid providers	<p>3.5.1.Support Stakeholder engagement for the development of code of conduct for legal aid practitioners</p> <p>No activities planned in 2014</p> <p>3.5.2 Support paralegal training</p> <p>No activities planned in 2014</p>
4. The justice system is able to handle children's cases and respond to the needs of child victims, witnesses and offenders	<p>4.1 Monitor and Evaluate the implementation of the Child Justice Strategy</p> <p>4.1.1 Support the operation of the Child Justice Working Group to oversee the implementation of the five year strategy for child justice reform</p> <p>A. Meetings of the Child Justice Working Group to report on the implementation of activities under the child justice reform strategy (2)</p> <p>B. Facilitation of meetings of the House of Representatives Committees on Justice and Constitutional Affairs and Social Welfare, Women and Children on the implementation of the five year strategy for child justice reform</p> <p>4.1.2 Publish annual reports on the implementation of the child justice strategy</p> <p>A. Print copies of child justice annual report</p> <p>4.1.3 Quaterly Monitoring Visits</p> <p>A. Translate and Print Copies of M&E Tools</p> <p>B. Travel and DSA</p>
4.2 Establish a regulatory and procedural framewok for a child rights compliant justice system	<p>4.2.1 Draft juvenile justice regulations to operationalise a child rights compliant system to deal with children in conflict with the law and including rules on cautioning and diversion by the police</p> <p>A. Technical Specialists (Intl. & Nat. consultant)</p> <p>B. Meetings of technical drafting committee (1)</p> <p>4.2.2 Provide inputs for National Legal Aid Policy on legal aid for children (both for civil cases and for children in conflict with the law)</p> <p>A. Techincal Specialists (Intl. consultant)</p> <p>B. Stakeholder consultation consultation meeting</p> <p>4.2.2 Development of interagency protocols between SWO, police and other key actors on handling children's cases</p> <p>No activities planned in 2014</p>
4.3 Establish and Strenghten Children's Court	<p>4.3.1 Renovate and equip one Court to accommodate a Children's Court In target district</p> <p>No activities planned in 2014</p> <p>4.3.2 Translate and Disseminate Children's Court Rules</p> <p>A. Translation and Printing</p> <p>4.3.3 Develop a guide to the Children's Court Rules and a training course for Children's Courts (Regional Magistrates) (basic and advanced training) (Incl court staff and assessors)</p> <p>A. Techincal Specialists (Intl. & Nat. consultant)</p> <p>B. Materials Review Meeting</p> <p>C. Translation and Printing</p> <p>4.3.4 Deliver training to Regional Magistrates, court staff and assessors (basic and advanced)</p> <p>A. Techincal Specialists (Intl. & Nat. consultant)</p> <p>B. Faciliation of ToT training session</p> <p>C. Facilitation of training sessions for Magistrates and Court Staff (2)</p>
4.4 Establish Police Gender and Children's Desks	<p>4.4.1 Renovate one Gender and Children's Desk in the priority/ target area</p> <p>A. Renovation of Police Station</p> <p>B. Procurement of equipment and supplies</p> <p>4.4.2 Deliver the five day training package to Gender and Children's Desk Officers and Criminal investigation officers (including ToT) on the newly adopted SOP and Guidelines on the establishment and operation of the desks</p> <p>A. Technical Specialist (Intl. Consultant)</p> <p>B. Printing of materials</p> <p>C. Faciliation of ToT training session</p> <p>D. Facilitation of trainings sessions for Police (5)</p> <p>4.4.3 Deliver advanced training to Gender and Children's Desk Officers and criminal investigation officers (including TOT)</p> <p>No activities planned in 2014</p>
4.5 Build the skills and capacity of frontline workers to deliver a	4.5.1 Develop and deliver a training package to prosecutors on child specific investigation guidelines (including ToT)

child rights compliant justice system	A. Technical Specialist (Intl. Consultant) B. Translation and Printing of materials C. Facilitation of ToT training session D. Facilitation of training sessions for Prosecutors (2)
	4.5.2 Translate and disseminate Swahili version of the Children's Act A. Translate and Print Copies of the Children's Act
	4.5.3 Build the capacity of social welfare officers and probation officers to discharge their duties under the Children's Act to the Court and as probation officers, including TOT No activities planned in 2014
4.6 Implement diversion and alternative sentencing options for young offenders	4.6.1 Establish a community rehabilitation scheme to provide a diversionary measure and non custodial measure pre and post trial for children in conflict with the law A. Technical Specialist (Intl. Consultant) B. Stakeholder consultations C. Translation and Printing of materials D. Training of Community Rehabilitation Staff E. Training on referral mechanisms for staff of key justice actors F. Establishment and operation of a community rehabilitation scheme
	4.6.2 Build the capacity of the Child Protection Unit in MSWYWCD to provide oversight and technical guidance for the implementation of child justice programmes A. Operational costs for the establishment of district Child Protection Units
	4.6.3 Support the operation of interagency teams at the District level to coordinate and implement juvenile justice/child justice programmes A. Facilitation of training sessions
	4.6.4 Inter agency training delivered in the target district to enhance handling of children's cases, which includes training for Shehas (inc TOT for SWO and NGOs to deliver the training other districts) No activities planned in 2014
	4.6.5 Establish a legal aid programme and appropriate adult scheme to ensure that children coming into conflict with the law have access to support and representation when arrested and at court A. Technical Specialist (Intl. Consultant) C. Technical Committee Meetings (1)
	4.6.6 Evaluation of the district programme No activities planned in 2014
4.7 Enhance the protection, care and rehabilitation of children in detention	4.7.1 Build the capacity of detention centre personnel to protect and rehabilitate children in the Offenders Education Institution No activities planned in 2014
	4.7.2 Provision of humanitarian supplies and equipment to detention facilities to promote rehabilitation of children No activities planned in 2014

PROJECT MANAGEMENT SERVICES		1 JAN 2014-31 DEC 2014			
		QTR 1	QTR 2	QTR 3	QTR 4
	5.1.1 Staff Costs A Recruitment of International staff B. Recruitment of National Staff				
	5.1.2 Monitoring reporting and evaluation costs and other relevant missions A. Ongoing project monitoring B. Project reporting				
	5.1.3 Contingency				