United Nations Development Programme

Country: LEBANON
Project Document Substantive Revision 00077103

Project Title: Technical Support to the Lebanese Parliament

UNDAF Outcome(s): 1.2 Effective and accountable governance of state institutions and public administrations is improved

Expected CP Outcome(s): Accountability of State institutions, and inclusive participation strengthened.

Expected Outputs: Transparency and accountability in public institutions, and efficiency in administration of justice and parliamentary affairs improved

Implementing partner: United Nations Development Programme

Responsible Parties: Lebanese Parliament

Brief Description
This project targets the Lebanese Parliament, one of the main pillars representing the country’s long history of multi-party democracy, and the institution in which Lebanon’s legislative power is vested.
1. To Strengthen the legislative functions of Parliamentary committees and parliamentary staff.
2. To enhance inclusive participation in public policy and in the legislative process.
3. To assist the implementation of the National Human Rights Action Plan (NHRAP) and to mainstream Human Rights in Parliamentary work.
The project will support the Parliament for a period of 4 years.

<table>
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<th>Programme Period:</th>
<th>2014-2018</th>
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<tbody>
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<td>00061026</td>
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<td>00077103</td>
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</tr>
<tr>
<td>Total GMS</td>
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</table>

Agreed by Parliament: H.E. Nebih Barry
President
Signature: [Signature]
Date: 23/01/2018

Agreed by UNDP: Celine Meryroud
UNDP Country Director
Signature: [Signature]
Date: 01/01/2018
List of Abbreviations

LP      Lebanese Parliament
MP      Members of Parliament
HRPC    Human Rights Parliamentary Committee
LPIP    Lebanese Parliament Internship Program
NHRAP   National Human Rights Action Plan
CSO     Civil Society Organizations
NGO     Non-Governmental Organizations
UNDP    United Nations Development Programme
I. **Situation Analysis**

This project targets the Lebanese Parliament, one of the main pillars representing the country’s long history of multi-party democracy, and the institution in which Lebanon’s legislative power is vested.

The Lebanese Government is accountable to the Parliament, as the system resembles a parliamentary democracy with parliamentary control. Many factors have led to the weakening role of Parliament in Lebanon. This weak role is evident in the lack of legislative initiatives, and a very limited parliamentary oversight role over the executive authority.

Parliament detains three main functions: legislative, oversight and representation, however, given the concept of separation of powers these roles are not necessarily decisive. All legislations (including the passage of the national budget) require the approval of the Parliament. In parallel, the Parliament also detains oversight functions over government, including over the budgetary process.

The United Nations Development Programme (UNDP) launched in 1999 a technical assistance project at the Parliament, and since then, the project has been responding to the needs of the Parliament and Parliamentarians. The project has been modified at several instances (lastly in 2013) in order to respond to the changing needs but also to keep abreast with requirements as a result of the political situation in the country. The parliament’s mandate was extended in 2013 and again in 2016, until November 2017, date at which Parliamentary elections should have been due. Since then, and combined with many factors, including presidency vacuum until October 2016, the Parliament has been paralyzed and the project functioning at minimal capacity in terms of resources. During this period, the project has adapted to the shift of priorities. By the end of 2016, a TPR meeting was conducted and the project was extended for an additional year to implement its pending activities until upcoming parliamentary elections take place. In 2017, another TPR meeting was held and the project was extended for a second year as parliamentary elections are planned for May 2018. A substantive revision was conducted to the current PD to add the 2018 strategy under output two with an added SDGs component, and add the 2018 AWP and finally change the budget accordingly.

UNDP project has been supported by Global Programme on Parliamentary Support (GPPS) and was evaluated by GPPS in 2007. Excellent working relationship is already established with both the Parliamentary committees and the Parliamentary administration. To date the following main achievements can be reported among others:

- Capacity Development for parliamentarians, parliamentary committees, and human resources.
- Preparation of a National Human Rights Action Plan in close cooperation with the Human Rights Parliamentary Committee and UN OHCHR.
- Publishing and distributing several studies and periodic publications.
- Conducting research and workshops organized in support of relevant draft laws.
- Organizing regional development hearings including with MPs, Municipal leaders and Public agencies.
- Providing training and supporting the administration in languages, logistics and IT skills.

Most importantly, the project has been conducting regular consultations and evaluations closely following-up with Parliamentarians to measure the progress of the project, depict progress, and identify and assess the needs, including this last round of consultation done recently in preparation for this project proposal. The three identified priorities are:

1. To Strengthen the legislative functions of Parliamentary committees and parliamentary staff.
2. To enhance inclusive participation in public policy and in the legislative process.
3. To assist the implementation of the National Human Rights Action Plan (NHRAP) and to mainstream Human Rights in Parliamentary work.

Therefore, there is a need to develop the capacity of Parliamentarians, parliamentary committees, and parliament administration in order to provide them with adequate and qualified support to enhance the legislative, oversight and representation and participation functions of the parliament.

There is a need to create a clear systematic mechanism to enhance the participation of CSOs, youth and women in public policy legislation. Thus, this project will support CSOs, Youth and women participation and interaction with the parliament and parliamentary committees and will improve and increase Information Technology and public access to information in the parliament. The existing students Internship programme will be expanded and the number of students participating in the programme will be increased.

II. STRATEGY

The suggested project “Technical Support to the Lebanese Parliament”, targets the Lebanese Parliament as a whole. The project will be implemented in the framework of the Democratic Governance key result of supporting national partners to implement democratic governance practices grounded in Human Rights in terms of conflict prevention and recovery, gender equality and anti-corruption, with a focus on civil peace building and national reconciliation.

The project mainly aims at strengthening the structures of legislative, oversight and representation capacities of the Lebanese Parliament, while closely working with Parliamentarians, Parliamentary Committees and Parliamentary staff to promote Human Rights, Gender Equality and Women Empowerment, Inclusive Participation national dialogue and conflict prevention.

The overall objective “Strengthening the Legislative, Oversight and Representative roles of the Lebanese Parliament” will be carried out through the following set of specific outputs, which were identified upon agreement with the Lebanese Parliament’s administration (national counterpart):

1. To strengthen the legislative functions of Parliamentary committees and parliamentary staff.
2. To enhance inclusive participation in public policy and in the legislative process.
3. To assist the implementation of the National Human Rights Action Plan (NHRAP) and to mainstream Human Rights in Parliamentary work.

Under each output, activities will focus around the above mentioned identified priority areas, while meeting the ultimate objective of strengthening the structures and legislative, oversight and representation capacities of the Lebanese Parliament.

Project description

The project will be building up on the strategic partnership already established with the Lebanese Parliament for over 17 years, and will consolidate its excellent working relationship with the MPs in general, parliamentary committees, and parliamentary administration especially with the Secretary General and the Director of External relations.

In addition, the project will utilize its vast network with civil society organizations allowing for greater participation of CSOs and increased dialogue between parliamentary committees and CSOs. UNDP will also use its presence in most ministries and public institutions, as well as its presence in the various regions to effectively link them with the parliament through periodic sessions of review.
of progress and dialogue.

The main project components are the following:

**Project Outcome: Strengthening the Legislative, Oversight and Representative roles of the Lebanese Parliament**

This outcome will be achieved through the implementation of the following three outputs and their relevant activities:

**Output 1: The legislative functions of Parliamentary committees and parliamentary staff strengthened**

The objective of strengthening the legislative functional capacity of the Parliament is based on the fact that National policies developed outside of Parliament and there is a need to provide research support and assistance to the parliamentary committees.

This output will include the following activities:

1.1: Legal research, studies, and articles on parliamentary development published in the official Parliament journal and disseminated.
1.2: E-Library database to support the legislative functions of MPs and their support staff established.

Achievement of the foregoing objective will be measured through the following indicators:

- Number of research studies provided to Parliament and parliamentary committees increased.
- Number of experts, studies and themes in the E-Library database increased.

The project will be assisting in:

- Publishing and disseminating at least 3 research and studies annually
- Establishing and updating periodically the E-Library database on experts and studies, classifying them according to thematic experience.

**Output 2: Support to enhance inclusive participation in public policy and in the legislative process provided**

The objective of this output is based on Lack of participation of the public, especially youth and women, in service delivery in different sectors, and Women being underrepresented at Parliament and in political leadership at large, with a Lack of understanding of the special measures to represent women such as the quota system, and finally the weak government accountability towards Parliament.

This output will include the following activities:
2.1: Parliamentary Internship Programme for university students expanded and improved
2.2: Training sessions for CSOs on women quota with the participation of relevant committees organized
2.3: Public hearing session on regional development issues organized.
2.4: 3 events organized to enhance public participation in policy making at Parliament and celebrating International Democracy Day

Achievement of the foregoing objective will be measures through the following indicators:

- Students Internship programme expanded, and public participation, especially youth and women interaction in parliamentary affairs increased
- Number of supporters and promoters of women quota increased
- Government accountability and oversight functions of Parliament strengthened.

The project will be assisting in:

- Expanding the Parliamentary Internship programme and increasing the number of enrolled interns to accept 10 more graduates annually
- Organizing at least 2 training sessions for CSOs on women quota with the participation of relevant committees annually.
- Organizing 2 public hearings sessions on regional development annually.
- Organizing a workshop to celebrate the International Day of Democracy to promote public participation and policy making at Parliament annually.

For 2018, Output two has been amended to: Technical support to enhance inclusive participation in public policy and the legislative process and to achieve the SDGs provided.

2018 activities include:

1.1: A workshop on legislation and projects relating to end poverty as per SDGs #1 is organized. (Goal 1)
1.2: A report on the poverty workshop is drafted. (Goal 1)
1.3: A legislative review on poverty is drafted. (Goal 1)
1.4: An annual report on all 2018 legislation and oversight initiatives in relation to SDGs is drafted. (Goal 16)
2.1: MPs' guide to Parliament is updated, published and disseminated. (Goal 16)
3.1: One training session to MPs and CSOs on the new electoral law is provided. (Goal 16) Legislation.
4.1: Two draft Laws on women rights in partnership with NGOs are developed. (Goal 5)
5.1: A public hearing session on the development issues in the Caza of Koura, is organized. (Goal 16)
5.2: A report, including all relevant documents and recommendations is drafted and published. (Goal 16)
5.3: The legislation on real estate property is updated. (Goal 13)
5.4: A public hearing session on the development issues in the governorate of Nabatieh, is organized. (Goal 16)
5.5: A report, including all relevant documents and recommendations is drafted and published. (Goal 16)
6.1: A workshop on the equitable balance between the rights of the State and the rights of the citizen according to article 15 of the Constitution is organized. (Goal 16)
6.2: A workshop for the Celebration of Human Rights Day 2018 is organized. (Goal 16)
Achievement of the foregoing objective will be measured through the following indicators:

- 2030 Agenda promoted and monitored in implementation at Parliament.
- Knowledge on Parliament work, the legislative process and the new electoral law provided to MPs and staff.
- Number of women rights draft laws passed at Parliament increased.
- Government accountability and oversight functions of Parliament practiced.
- Awareness on Human Rights issues raised at Parliament.

Output 3: Support to adopt and implement the National Human Rights Action Plan (NHRAP) and to mainstream Human Rights in Parliamentary work provided

The objective of this output is based on the need to implement and follow-up on the National Human Rights Action Plan that was adopted by parliament on December 2012, and to mainstream Human Rights in Parliamentary work. The project aims to draft laws based on the National Human Rights Action Plan recommendations, raise awareness on the National Human Rights Implementation Plan (NHRIP) and assist in the implementation.

This output will include the following activities:

3.1 Consultation Process/Seminars conducted with Lebanese working groups (Ministerial level, MPs and CSOs) for the development of the NHRIP.
3.2 NHRIP drafted, reviewed and finalized.
3.3 Media awareness and advocacy campaign on the NHRIP organized.
3.4 3 events organized to launch the NHRIP, and to celebrate the Human Rights Day.
3.5 Four draft laws developed and submitted to the Human Rights parliamentary committees

These activities revolve around the development of the National Human Rights Implementation Plan. A communication and media strategy will be developed to launch the Plan and a legal framework on current Human Rights will be mapped, assessed and reviewed. Finally, the project will support the Parliamentary Committees in drafting human rights laws as per the recommendations of the Human Rights Action Plan and will be following up on the passage of draft laws related to Human Rights.

Achievement of the foregoing objective will be measures through the following indicators:

- National Ownership of the NHRIP established and strengthened.
- Capacities and knowledge of CSOs on NHRIP enhanced
- Promotion of civil, economic and social rights as positive democracy indicators ensured
- Human Rights in parliamentary legislation mainstreamed

The project will be assisting in:

- Identifying and Commissioning a legal expert for the development of the National Human Rights Implementation Plan (NHRIP)
- Organizing several working group meetings to participate in the development of the NHRIP
- Publishing and disseminating the NHRIP to all stakeholders
- Organizing an event on the International Human Rights Day to launch the NHRIP
- Identifying and developing an outreach strategy including audio-visual advertisement and billboards, and advocacy campaign, to promote and advocate for Human Rights
• Facilitating for the adoption of the NHRAP by Parliament
• Developing and submitting at least 4 draft laws to the Human Rights Parliamentary Committee
### Section III - Results and Resources Framework 2014-2018

**Intended Outcome as stated in the Country Programme Results and Resource Framework:** Accountability of state institutions, and inclusive participation, strengthened

**Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:**

**Indicator:** Public perception of accountability, integrity and participation improved

**Baseline:** Draft laws and plans for admin, electoral law and justice reforms in place.

**Target:** Access to justice, electoral law reform and national action plan for human rights produced and implemented

**Project title and ID:** Technical Support to the Lebanese Parliament

|------------------|------------------------|----------------------|-------------------------------|-----------------------------------------------|
| **Output 1:** The legislative functions of Parliamentary committees and parliamentary staff strengthened. **Baseline:**  
  - National policies developed outside of Parliament  
  - Need to develop further the research capacity of parliamentary committees to address critical reform issues  
  **Performance Indicators:**  
  - Number of research studies provided to Parliament and parliamentary committees increased |
|  | **Targets 2014**  
  1-Publishing and disseminating at least 3 research papers and studies  
  2-Establishing an E-Library database on experts and studies and classifying them according to thematic areas  
  **Targets 2015-2016**  
  1-Publishing and disseminating at least 6 research papers and studies  
  2-Updating the e-Library with a database on experts and studies |
|  | **UNDP-Parliament**  
  **Activity Result 1:** A parliamentary body concerned with the follow-up and monitoring of the implementation of the 2030 Agenda for Sustainable Development is supported. (Goal 16)  
  1.1: A workshop on legislation and projects relating to end poverty as per SDGs #1 is organized. (Goal 1)  
  1.2: A report on the poverty workshop is drafted. (Goal 1) |
|  | Contractual Services / 71400 – Individuals 220,000 USD  
  Connectivity Charges / Stationery (72400 & 72500): 5,059 USD |
- Number of experts, studies and thematic areas in the E-Library database increased.

**Targets:**
- At least 9 parliamentary research and studies published
- E-Library database established and expanded every year.

|------------------|------------------------|----------------------|-------------------------------|-----------------------------------------------|
| Output 2: Support to enhance inclusive participation in public policy and in the legislative process provided | **Targets 2014**
1-Expanding the Parliamentary Internship programme and increasing the number of enrolled interns to accept 10 more graduates
2-Organizing at least 2 training sessions for CSOs on women quota with the participation of relevant committees.
3-Organizing 2 public hearings sessions on regional development
4-Organizing a workshop to celebrate the International Day of Democracy to promote | UNDP-Parliament | **Activity Result 2:** MPs and Parliamentary staff’s knowledge about Parliament and the legislative process is enhanced.
2.1: MPs’ guide to Parliament is updated, published and disseminated. (Goal 16) | Workshop / 71200, 75700: 1,500 USD
Publication/ 74200: 1,000 USD
National Consultant/ 71300: 4,000 USD |
| Baseline: | | | **Activity Result 3:** Public and MPs knowledge on the new electoral law and its | National Consultant, Publication / 71300, 74200: 2,000 USD |
- Weak government accountability towards Parliament

**Performance Indicators:**
- Students Internship programme expanded,
- Public participation, especially youth and women interaction with parliament increased
- Number of MPs supporters and promoters of women quota increased
- Government accountability and the oversight function of the Parliament strengthened

**Targets:**
- Parliamentary Internship programme expanded and number of enrolled interns increased to accepting a minimum of 30 graduates
- At least 6 training sessions for CSOs organized on women quota with the participation of relevant parliamentary committees.
- At least 6 public hearings on regional development organized in the parliament
- 3 workshops organized on the occasion of International Democracy Day

<table>
<thead>
<tr>
<th>public participation and policy making at Parliament.</th>
<th>implementation is enhanced.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Targets 2015-2016</strong></td>
<td>3.1: One training session to MPs and CSOs on the new electoral law is provided. (Goal 16)</td>
</tr>
<tr>
<td>1-Expanding the Parliamentary Internship programme and increasing the number of enrolled interns to accept 20 more graduates</td>
<td><strong>Activity Result 4:</strong> Women Rights are promoted in Legislation.</td>
</tr>
<tr>
<td>2-Orgанизing at least 4 training sessions for CSOs on women quota with the participation of relevant committees.</td>
<td>4.1: Two draft Laws on women rights in partnership with NGOs are developed. (Goal 5)</td>
</tr>
<tr>
<td>3-Organizing 4 public hearings sessions on regional development</td>
<td><strong>Activity Result 5:</strong> Public Hearings on regional development issues are organized and MPs oversight function are practiced.</td>
</tr>
<tr>
<td>4-Organizing 2 workshops to celebrate the International Day of Democracy and promote public participation in policy making at Parliament.</td>
<td>5.1: A public hearing session on the development issues in the Caza of Koura, is organized. (Goal 16)</td>
</tr>
</tbody>
</table>

| **Targets 2018** | 5.2: A report, including all relevant documents and recommendations is drafted and published. (Goal 16) |
| 1-Parliamentary Committee to follow up and monitor the implementation of the 2030 Agenda supported | |
| 2-MP Guide to Parliament disseminated and knowledge on the legislative process and electoral law provided to MPs. | |

| Publication/ 74200: 1,000 USD | Training Session/ 75700: 1,500 USD |
| Workshop, Publication / 71200, 75700: 1,500 USD | Publication / 74200: 1,000 USD |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------|
| Output 3: Support to adopt and implement the National Human Rights Action Plan (NHRAP) and to mainstream Human Rights in Parliamentary work provided | Targets 2014 1- Identifying and Commissioning a legal expert for the development of the National Human Rights Implementation Plan (NHRIP) 2-Organizing several working group meetings to participate in the development of the NHRIP 3-Organizing an event on the International Human Rights | Activity Result 6: Human Rights are promoted and celebrated at Parliament. 6.1: A workshop on the equitable balance between the rights of the State and the rights of the citizen according to article 15 of the Constitution is organized. (Goal 16) | Workshop, Publication/ 71200, 75700: 1,500 USD Publication/ 74200: 500 USD |
| Baseline:  
  - Need to follow-up on the NHRAP implementation  
  - Need to mainstream Human Rights in Parliamentary work | UNDP/ Parliament & OHCHR |                                                                                             |                                                     |
| Performance Indicators:                                                          |                                                                                       |                                                                                             |                                                     |
- National Ownership of the NHRIP established and strengthened.
- Capacities and knowledge of CSOs on NHRIP enhanced
- Promotion of civil, economic and social rights as positive democracy indicators ensured
- Human Rights in parliamentary legislation mainstreamed

**Targets:**
- Consultation process conducted with the Lebanese Civil Society
- Technical support and instruments provided to Civil Society Organizations and media outlets to advocate for the NHRAP.
- Technical support provided to relevant national counterparts and stakeholders for the adoption and implementation of the NHRIP.
- Draft Laws developed and submitted to the HR parliamentary committee

<table>
<thead>
<tr>
<th>Day to launch the first draft of the NHRIP</th>
</tr>
</thead>
</table>

**Targets 2015**
1-Organizing several working group meetings to participate in finalizing the NHRIP
2-Publishing and disseminating the NHRIP to all stakeholders
3-Identifying and developing an outreach strategy including audiovisual advertisement and billboards, and advocacy campaign, to promote and advocate for Human Rights
4-Organizing an event on the International Human Rights Day to launch the final NHRIP

**Targets 2016**
1-The adoption of the NHRAP by Parliament
2-Developing and submitting at least 4 draft laws to the Human Rights Parliamentary Committee
3-Organizing a conference to celebrate the International Human Rights Day to raise awareness on Human Rights at

6.2: A workshop for the Celebration of Human Rights Day 2018 is organized. (Goal 16)

<table>
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<tr>
<th>Workshop/ 71200, 75700: 1,500 USD</th>
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Workshop/ 71200, 75700: 1,019 USD
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<td>Parliament and promote public</td>
<td><strong>Total Outputs</strong> 243,078 USD</td>
<td><strong>Evaluation</strong> 3,000 USD</td>
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<td>participation and policy making</td>
<td><strong>Total Net Outputs</strong> 246,078 USD</td>
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<td>in this regard.</td>
<td><strong>Total DPC</strong> 3,922 USD</td>
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<td><strong>Total GMS</strong> 10,000 USD</td>
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<td><strong>TOTAL Project Budget for 2018</strong></td>
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**SECTION IV-ANNUAL WORK PLAN BUDGET SHEET**

Section IV- Annual Work Plan Budget Sheet  
Year 2018

UNSF objective Outcome 2.1: Government’s ability to improve the performance of institutions and promote participation and accountability increased

Main objective: Strengthening the Legislative, Oversight and Representative roles of the Lebanese Parliament to achieve the SDGs and enhance political stability

<table>
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<tr>
<th>EXPECTED OUTPUTS</th>
<th>PLANNED ACTIVITIES</th>
<th>TIMEFRAME</th>
<th>RESPONSIBLE</th>
<th>PLANNED BUDGET</th>
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<tbody>
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<td>baseline, associated indicators and annual targets</td>
<td>List activity results and associated actions</td>
<td>Q1 Q2 Q3 Q4</td>
<td>Par/UNDP</td>
<td>Contractual Services–Individuals</td>
</tr>
<tr>
<td>One Output: Technical support to enhance inclusive participation in public policy and the legislative process and to achieve the SDGs provided. Baseline: • Little engagement of the Parliament in the development of the</td>
<td></td>
<td></td>
<td>Par/UNDP</td>
<td>01572-00012</td>
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<td></td>
<td></td>
<td></td>
<td>TRAC</td>
<td>01572</td>
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</tbody>
</table>
implementation of SDGs process or consideration of its role in implementation.

- Lack of adequate knowledge tools and trainings for MPs and staff about Parliament and the legislative process and the new electoral law.
- Need for the continuous promotion of women rights at Parliament.
- Weak parliamentary oversight mechanisms towards government.
- Need for the continuous promotion of human rights at Parliament.

**Performance Indicators:**

- 2030 Agenda promoted and monitored in implementation at Parliament.
- Knowledge on Parliament work, the legislative process and the new electoral law provided to MPs and staff.

<table>
<thead>
<tr>
<th>Activity Result 1: A parliamentary body concerned with the follow-up and monitoring of the implementation of the 2030 Agenda for Sustainable Development is supported. (goal 16) Activity 1.1: A workshop on legislation and projects relating to end poverty as per SDGs #1 is organized. (goal 1)</th>
<th>X</th>
<th>Par/UNDP</th>
<th>TRAC</th>
<th>01572</th>
<th>71210-75700</th>
<th>workshop</th>
<th>1,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity 1.2: A report on the poverty workshop is drafted. (goal 1)</td>
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<td>Par/UNDP</td>
<td>TRAC</td>
<td>0152</td>
<td>74200</td>
<td>Publication</td>
<td>1,000.00</td>
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<td>Activity 1.3: A legislative review on poverty is drafted. (goal 1)</td>
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<td>TRAC</td>
<td>01572</td>
<td>71300</td>
<td>National consultant</td>
<td>4,000.00</td>
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<td>Activity 1.4: An annual report on all 2018 legislation and oversight initiatives in relation to SDGs is drafted. (goal 16)</td>
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<td>Par/UNDP</td>
<td>TRAC</td>
<td>01572</td>
<td>71300/74200</td>
<td>National consultant publication</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Activity Result 2: MPs and Parliamentary staff’s knowledge about Parliament and the legislative process is enhanced. Activity: MPs’ guide to Parliament is updated, published and disseminated. (goal 16)</td>
<td>X</td>
<td>Par/UNDP</td>
<td>TRAC</td>
<td>0152</td>
<td>74200</td>
<td>Publication</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Activity Result 3: Public and MPs knowledge on the new electoral law and its implementation is enhanced. Activity: One training session to MPs and CSOs on the new electoral law is provided. (goal 16)</td>
<td>X</td>
<td>Par/UNDP Leap</td>
<td>TRAC</td>
<td>01572</td>
<td>75700</td>
<td>Training Session</td>
<td>1,500.00</td>
</tr>
</tbody>
</table>
- Number of women rights draft laws passed at Parliament increased.
- Government accountability and oversight functions of Parliament practiced.
- Awareness on Human Rights issues raised at Parliament.

**Annual Targets:**
- Parliamentary Committee to follow up and monitor the implementation of the 2030 Agenda supported
- MP Guide to Parliament disseminated and knowledge on the legislative process and electoral law provided to MPs.
- Two draft laws on women’s right developed at Parliament.
- One workshop on development issues at Parliament organized.
- Two workshops on Human Rights issues are organized at Parliament.

**Expected Risk:**

<table>
<thead>
<tr>
<th>Activity Result 4: Women Rights are promoted in Legislation. Activity: Two draft Laws on women rights in partnership with NGOs are developed (goal 5)</th>
<th>X</th>
<th>X</th>
<th>Pat/UNDP</th>
<th>In-kind</th>
<th>-</th>
<th>-</th>
<th>In-kind</th>
<th>In-kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Result 5: Public Hearings on regional development issues are organized and MPs oversight function are practiced. Activity 5.1: A public hearing session on the development issues in the Caza of Koura, is organized (goal 16)</td>
<td>X</td>
<td>Pat/UNDP</td>
<td>TRAC</td>
<td>01572</td>
<td>71200-75700</td>
<td>Workshop Publication</td>
<td>1,500.00</td>
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</tr>
<tr>
<td>Activity 5.2: A report, including all relevant documents and recommendations is drafted and published (goal 16)</td>
<td>X</td>
<td>Pat/UNDP</td>
<td>TRAC</td>
<td>0152</td>
<td>74200</td>
<td>publication</td>
<td>1,000.00</td>
<td></td>
</tr>
<tr>
<td>Activity 5.3: The legislation on real estate property is updated (goal 13)</td>
<td>X</td>
<td>Pat/UNDP</td>
<td>In-kind</td>
<td>-</td>
<td>-</td>
<td>In kind</td>
<td>In kind</td>
<td></td>
</tr>
<tr>
<td>Activity 5.4: A public hearing session on the development issues in the governorate of Nabatieh, is organized (goal 16)</td>
<td>X</td>
<td>Pat/UNDP</td>
<td>TRAC</td>
<td>01572</td>
<td>71200-75700</td>
<td>Workshop Publication</td>
<td>1,500.00</td>
<td></td>
</tr>
<tr>
<td>Activity 5.5: A report, including all relevant documents and recommendations is drafted and published (goal 16)</td>
<td>X</td>
<td>Pat/UNDP</td>
<td>TRAC</td>
<td>0152</td>
<td>74200</td>
<td>publication</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Activity Result 6: Human Rights are promoted and celebrated at Parliament. Activity 6.1: A workshop on the Equitable balance between the rights of the State and the rights of the citizen</td>
<td>X</td>
<td>Pat/UNDP</td>
<td>TRAC</td>
<td>01572</td>
<td>71200-75700</td>
<td>Workshop</td>
<td>1,500.00</td>
<td></td>
</tr>
<tr>
<td>Activity 6.2: A workshop for the Celebration of Human Rights Day 2018 is organized. (goal 16)</td>
<td>X</td>
<td>Par/UNDP</td>
<td>TRAC 01572</td>
<td>71200-75700</td>
<td>Workshop</td>
<td>1,019.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Net outputs in USD</td>
<td>243,078</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluation</td>
<td>3,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total DPC</td>
<td>3,922</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPC - 64398</td>
<td>2,745</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPC - 74598</td>
<td>1,177</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total GMS</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Budget in USD</td>
<td>260,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART V. MANAGEMENT ARRANGEMENTS

The Lebanese Parliament is designated as the National Implementing Agency for this project. The Implementing Agency will be responsible for managing the project and will provide overall support to enable it to achieve its intended outputs and results. The Implementing Agency will thus be accountable to UNDP for all resources allocated by the latter, whether their source is UNDP or from government cost sharing. This accountability calls for concrete capacities in the administrative, technical and financial spheres.

The UNDP National Implementation Modality (NIM) will prevail, with the support of the UNDP Country Office. In addition to regular technical backstopping and monitoring activities regularly provided, the UNDP Country Office shall provide the Implementing Agency with support services for the execution of the programme. This will ensure that technical and substantive expertise is available to the Programme for coordination, recruitment, and procurement and contracting. (See Annex 1: Standard Letter of Agreement between UNDP and the Lebanese Parliament for the Provision of Support Services).

Services shall be provided in accordance with UNDP procedures, rules and regulations. The Government, through its designated implementation agency, shall retain overall responsibility for the execution of the project and shall be responsible for and bound by any contracts signed by the UNDP Resident Representative, on behalf of the Implementation Agency and upon its request, for the procurement of goods and services and/or recruitment of personnel for the programme. Costs incurred by UNDP Country Office for providing the above described support services will be partly recovered from the Programme budget.

In accordance with the decisions and directives of UNDP’s Executive Board reflected in its policy on cost recovery, the contribution shall be subject to cost recovery by UNDP forecast categories related to the provision of support services, namely UNDP General Management Support (GMS).

GMS is recovered with a flat rate of 5 percent for contribution from government of Lebanon funds. GMS cover the following services:

- Project identification, formulation, and appraisal
- Determination of execution modality and local capacity assessment
- Briefing and de-briefing of project staff and consultants
- General oversight and monitoring, including participation in project reviews
- Receipt, allocation and reporting to the donor of financial resources
- Thematic and technical backstopping
- Systems, IT infrastructure, branding, knowledge transfer

In addition, UNDP Direct Project Costs (DPC) incurred, as long as they are unequivocally linked to the specific project, are built into the project budget against a relevant budget line and, in case of clearly identifiable transactional services, charged to the project according to standard services rates. DPC includes the following services:

- Payments, disbursements and other financial transactions
- Recruitment of staff, project personnel, and consultants
- Procurement of services and equipment\(^1\), including disposal
- Organization of training activities, conferences, and workshops, including fellowships
- Travel authorization, visa requests, ticketing, and travel arrangements, and
- Shipment, custom clearance, vehicle registration, and accreditation.

\(^1\) This would include any fee to IAPSO.
A Project Board will be established to provide technical support, share relevant information, and review progress. The Project Board will comprise: (i) Executive: a representative of UNDP providing in particular technical guidance to the project and secretariat services; (ii) Senior Supplier: the Parliamentary administration; (iii) Senior Beneficiaries: Members of Parliament. Additional partners/stakeholders can be invited as Observers to share relevant information as and when required. The Project Board will meet at least twice a year and will review annual work plan and budget.

The overall responsibility of the project lies with the designated National Project Coordinator. However, The Project Manager is directly responsible for managing the project's operations on a day-to-day basis.

The National Focal Point is usually the National Coordinator (or a representative appointed by him/her).

The responsibilities of the NFP:

- Review and approve detailed annual/quarterly work plans (for final approval by Project Board) and relevant budgets and where appropriate recommend changes to better meet the project objectives in the national context, in light of monitoring and other reports;
- Approve RDP/SR that are not included in the annual/quarterly work plans;
- Participate in Project Board meetings;
- Review APR Report, and other progress and monitoring reports;
- Provide recommendations for the next year's project planning;
- Facilitate adoption of necessary decisions and initiation of appropriate actions by the Parliament for the effective follow-up and implementation of the project activities;
- Assist in the identification and allocation of national resources needed by the project to meet its objectives.

Project Management: A Project Manager will be appointed by UNDP following a competitive and transparent recruitment process. The Project Manager will be responsible for day-to-day management and decision making for the project. S/he will also be responsible for planning, budgeting and managing project activities; facilitating support services from the UNDP country office; training and mentoring national staff; oversight, guidance and insuring technical quality of short-term consultants; to prepare and provide the mandatory reports on project progress and achievements, and financial management; and for early flagging of events and changes in the environment which can affect project implementation and delivery and for providing suggestions for problem solving. To support project implementation, Project staff will be recruited by UNDP and the Project Manager. A number of national and international consultants will also be recruited in order to deliver the trainings as needed and to provide advisory support on issues pertaining to legal aid, human resources, budgetary functions, and support to parliamentary committees. The project team consists of a full-time Project Manager, Project Coordinator, Project Assistant and an Administrative and Finance Assistant.

Project Office: The project will be located at the premises of the Lebanese Parliament

Sustainability: The project will be implemented with a view to achieving sustainable improved institutional capacity and permanent beneficial effects on the Lebanese Parliament

Audit:
The audit of NIM projects is made through the regular external (UN Board of Auditors) or internal audits (audits managed by UNDP’s Office of Audit and Investigations- OAI).

Visibility:

UNDP will ensure that the Parliament and respective donors to the project will receive the maximum visibility possible.

UNDP will be responsible for determining when its name and logo are to be displayed and prior written authorization must be granted by the UNDP Resident Representative on a case by case basis.
PART VI. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Day-to-day monitoring of implementation progress will be the responsibility of the Project Manager who will inform the UNDP-CO and LP of any delays or difficulties faced during implementation so that the appropriate support or corrective measures can be adopted in a timely and remedial fashion.

Periodic monitoring of implementation progress will be undertaken by UNDP through regular meetings with the project team, or more frequently as deemed necessary. This will allow parties to take stock and to troubleshoot any problems pertaining to the project in a timely fashion to ensure smooth implementation of project activities. Details of the monitoring requirements are as follows:

i. Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.

- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.

- Based on the initial risk analysis submitted, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.

- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.

- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project.

- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events.

ii. Annually

- Annual Review Report. An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.

- Annual Project Review. Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

At the end of each year, a Tripartite Review will take place between officials of UNDP and the Lebanese Parliament to assess the achievements of the project and discuss a new action plan as well as renew the cooperation agreement between both parties.
## Quality Management for Project Activity Results

### OUTCOME 1: Strengthening the legislative, oversight, and representative roles of the Lebanese Parliament

<table>
<thead>
<tr>
<th>Activity Result 1</th>
<th>Legislative Functions</th>
<th>Purpose</th>
<th>To support the parliamentary committees and parliamentary staff in exercising their legislative role</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td></td>
<td>Description</td>
<td>Provide technical support to Parliament to address policy issues through various means, including research, and knowledge creation and sharing</td>
</tr>
<tr>
<td><strong>Quality Criteria</strong></td>
<td><strong>Quality Method</strong></td>
<td><strong>Date of Assessment</strong></td>
<td></td>
</tr>
<tr>
<td>Research conducted</td>
<td>Number of issues addressed</td>
<td>Quarterly and annually</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of experts commissioned</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of background studies/policy reform papers developed and distribution number and target groups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e-Library developed</td>
<td>Number of issues addressed</td>
<td>Quarterly and annually</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Updates frequency</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hints/Access to e-Library</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Activity Result 2

<table>
<thead>
<tr>
<th><strong>Inclusive Participation</strong></th>
<th><strong>Purpose</strong></th>
<th>The activity aims at enhancing public participation in the political process and decision-making, with a special focus on women and youth. The purpose is to also enhance the understanding of government accountability to Parliament.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>The project will encourage representation in Parliament and political parties by closely be working with all involved stakeholders in order to allow the institutionalization of women and youth representation in multi-party groups as well as strengthening avenues for dialogue by enhancing the skills of women and youth. The activity will also focus on strengthening accountability mechanisms through the Parliament.</td>
<td></td>
</tr>
<tr>
<td><strong>Quality Criteria</strong></td>
<td><strong>Quality Method</strong></td>
<td><strong>Date of Assessment</strong></td>
</tr>
<tr>
<td>Periodic regional meetings</td>
<td>Number of meetings held, number of attendees, agenda of meetings and areas covered, sectors represented and proceedings of meetings</td>
<td>Quarterly and annually</td>
</tr>
<tr>
<td>Implementation of the Lebanese Parliamentary Internship Programme (LPIP)</td>
<td>Number of requests by MPs</td>
<td>Quarterly and annually</td>
</tr>
<tr>
<td></td>
<td>Number of Interns provided and match with MPs needs Internship reports</td>
<td></td>
</tr>
<tr>
<td>Trainings</td>
<td>Number of training activities provided</td>
<td>Quarterly and annually</td>
</tr>
<tr>
<td></td>
<td>Number of trainees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training areas covered and pre and post capacity assessment</td>
<td></td>
</tr>
</tbody>
</table>

### Activity Result 3

<p>| <strong>Human Rights</strong> | <strong>Start Date:</strong> Jan 1, 2014 | <strong>End Date:</strong> Dec 31, 2016 | |</p>
<table>
<thead>
<tr>
<th>Purpose</th>
<th>Supporting the Lebanese to mainstream Human Rights in Parliamentary work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The project will support the Human Rights parliamentary committee in adopting and implementing the National Human Rights Action Plan, will hold consultation meetings to gather support for implementation, will raise awareness on the action plan and will provide technical support to Parliament to review the legal apparatus to ensure compatibility with the action plan.</td>
</tr>
<tr>
<td>Quality Criteria</td>
<td>Quality Method</td>
</tr>
<tr>
<td>Awareness created around the action plan</td>
<td>Number of recipients and reaction/feedback to the action plan. Media campaign: Number of outlets used, number of presentations (spots, billboard, articles, press, etc...) and reaction/feedback to the campaign</td>
</tr>
<tr>
<td>Consultation/support meetings conducted</td>
<td>Number of consultation/support meetings held, number of participants, and proceedings of meetings.</td>
</tr>
<tr>
<td>Legal reform</td>
<td>Number of propositional law drafted</td>
</tr>
</tbody>
</table>
PART VII. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP’s property in the implementing partner’s custody, rests with the implementing partner.

The implementing partner shall:

a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;

b) assume all risks and liabilities related to the implementing partner’s security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.”
**ANNEX 1:**
*RISK ANALYSIS*

For further sustainability of the project, its related risk factors have also been looked at and countermeasures have been identified as per the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Impact/Probability (1=low, 5= high)</th>
<th>Countermeasure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of responsiveness and coordination from stakeholders</td>
<td>Administrative</td>
<td>This may cause a delay in implementation of some activities (including the training sessions)</td>
<td>Lead a consultation process and ensure that activities are demand driven and respond to a necessity. Conduct regular informative sessions with stakeholders in order to create ownership and ensure buy-in</td>
</tr>
<tr>
<td>Political instability and security situation in the country</td>
<td>Political/Security</td>
<td>Political or security changes can hinder access to site and delay in receiving legal issues</td>
<td>Close coordination with UN DSS</td>
</tr>
<tr>
<td>No agreement on electoral legal framework and therefore another extension of current Parliament's mandate</td>
<td>Political</td>
<td>This would again lead to the paralysis of the Parliament, slowing again delivery of activities, and date of planned evaluation</td>
<td>Coordinating with parliamentary to deliver as much as possible, finding alternative support, and have another potential extension of the project</td>
</tr>
<tr>
<td>Lack of funds mobilized at the beginning of the project</td>
<td>Financial</td>
<td>This would substantially delay the initiation of the project and the implementation of activities as planned</td>
<td>Follow-up by UNDP with the Parliament’s Administration for cost-sharing as well as with the donor community.</td>
</tr>
</tbody>
</table>