

COMPLETION REPORT FOR PROJECT: Provision of Logistics and GEO Support to IECI Phase II

Summary

Participating UN Organization:

UNAMI/UNEAD
UNOPS

Cluster:

Cluster G - Electoral Support

Project No. and Project Title:

G11-09 Provision of Logistics and GEO Support to IECI (Phase II of G11-08)

Report Number:

5 - Final Report

Reporting Period:

1 Jan. 2007 to 30 June 2007

Operationally Closed on May 2007

Project Budget:

G11-09 Total Project US \$61,309,996

List Implementing Partners:

UNEAD
IECI

Project Coverage/Scope:

18 Governorates of Iraq

Abbreviations and acronyms:

IECI – Independent Electoral Commission for Iraq
EAD – Electoral Assistance Division
GEO – Governorate Electoral Office

Project Duration/Closed Project:

Start dates
GEO Support – 24 August 2005
Logistic Support 1 September 2005
Warehouse Security 27 September 2005
End date 31st May 2007

I. Purpose

Main objectives and outcomes expected as per approved Project/Programme/project document:

1. Establish basic office facilities and install project team in order to be able to initiate the project immediately
2. Identify appropriate contractor to provide GEO Support to the IECI for the Referendum and General Elections
3. Identify appropriate Ensure forwarders of electoral goods and ensure they are able to collect goods from the suppliers to an agreed schedule and provide on time onward transport through a regional hub to the Governorate hubs in Iraq

Logistics Phase II Extended Objectives

1. Contracting of an international company to provide security to the 19 GEO W/H and a contractor W/H, which will house contingency stock
2. Retrieval of Tally Sheets from the GEO level to the IECI HQ in Baghdad

The expected outcomes of the programme project are:

The international logistics operations for both the October Referendum and December General Elections have been identified and highlighted as an area of importance and one in which support should be provided to the IECI by Cluster G. Furthermore, in a letter dated 12th of April to UNAMI, the IECI specifically highlighted the area of logistics as one in which they would be in need of assistance for future electoral purposes.

Lessons learned from the January Elections also showed that there were weaknesses in the implementation of this electoral process and that there were most pronounced at the Governorate level on. It is as a result of these evaluations that Cluster G through UNEAD, supported by its implementing partner UNOPS, have worked to develop a project to provide a GEO Support unit to help overall electoral operations at this level. This support Unit will also assist in attempting to recover unused electoral items, which was a problem identified also in relation to the January Elections

The expected outputs of the programme/project within this reporting period are:

Whilst all specific IECI support activities were completed during the previous reporting period, UNOPS will still be responsible for the safekeeping (inventory, storage, and maintenance) of the considerable assets belonging to this project and eventually their disposal in line with the client request (sale to other UN projects within Iraq and the sub-region, possible hand-over of some assets to Iraqi counterparts, etc.). UNOPS has to maintain a guarded warehouse for the safekeeping of all items.

Reference to how the programme/project related to the UN Assistance Strategy to Iraq and how it aimed to support Iraq national development goals and the Millennium Development Goals :

- **UN Assistance Strategy for Iraq**

The project falls under the guidelines for UN involvement in Iraq. As stated in the UN strategy document:

“Recognising the presently evolving and anticipated future circumstances leading eventually to peace and stability in Iraq, the UN system is committed to supporting the effective and efficient organisation and delivery of its humanitarian, rehabilitation, and development assistance and technical cooperation as opportunities and security conditions permit. UN assistance and technical cooperation seek to encourage, strengthen and support Iraqi authorities at all levels to exercise their leadership, managerial, co-ordination and accountability roles effectively and transparently, to empower civil society in the development of participatory processes and social capital, and to promote sound economic growth including the role of the private sector.”¹

The support provided by this project will relate particularly to Paragraph 7a (ii) of UN Resolution 1546 on Iraq (8 June 2004), describing the UNAMI mandate, namely: “Advise and support the Independent Electoral Commission of Iraq, as well as the Interim Government of Iraq and the Transitional National Assembly, on the process for holding elections.”

- **UN Millennium Development Goals**

As per the original project document, this project contributes tangentially to the achievement of MDG8 concerning the development of a global partnership for development by providing access for the IECI to the top international quality international logistics and GEO assistance services. These project support functions assist in the creation of a stable political system in Iraq, which is essential in enabling Iraq develop in an acceptable and positive manner for all its citizens. Through such a development process, Iraq is better able to cater for its citizens, by achieving a higher standard of living and increased employment opportunities

- **Joint Needs Assessment**

This project is in its final phase of operational closure. While the project was originally planned to cover a needs assessment mission to BGD with the objective of identifying operational needs for a next round of elections (jointly with the IECI), political developments have delayed such process. New elections are now not expected to take place before the end of 2007 or beginning of 2008 and a joint needs assessment would be carried out as soon as details for the next electoral event emerge (e.g. what kind of elections, modalities, role of the IECI and role of the UN, etc.) and would be covered under a different project which has been developed, approved/funded and started during the reporting period Jan – Jun 2007.

- **Iraqi National Development Strategy**

1.3 Indicate the main implementing partners, their roles and responsibilities, and their interaction with the Agency

UNOPS is an implementing partner for **UNAM/IEAD**. UNOPS had one full time Programme Officer acting as focal point and liaison, and one Operations Officer based in Baghdad, with a back-up team in Amman to deal with procurement and coordination.

IECI: IECI is an independent body having the full responsibility and authority to run elections in Iraq. Policies for efficient implementation of the elections are determined by a

¹ A UN Strategy for Iraq, IRFFI Meeting in Abu Dhabi, 28 February 2004, p. 14

Board of commissioners. The IECI is additionally tasked with overseeing the actual electoral process

Project Management arrangements

Partners

UNAMI/EAD: UNOPS is an implementing partner for UNAMI/EAD. UNOPS had one full time Programme Officer acting as focal point and liaison, and one Operations Officer based in Baghdad, with a back-up team in Amman to deal to procurement and coordination.

IECI: IECI is an independent body having the full responsibility and authority to run elections in Iraq. Policies for efficient implementation of the elections are determined by a Board of commissioners. The IECI is additionally asked with overseeing the actual electoral process

II. Resources

Total approved budget and summary of resources used for the programme/project from the UNDG Iraq Trust Fund (and non-Trust Fund resources where applicable):

A total amount of USD 61,309,996 was approved for project G11-09- Provision of Logistic and GEO Support to IECI.

The project is funded in its entirety by the UNDG ITF.

Total amount disbursed as of end of Dec 07: US \$552,290,165*

Total amount committed as of end of Dec 07: US \$55,860,331*

Total Amount available still available as of End Dec 2007: US \$ 5,449,665*

* Please note that these figures are tentative while the financial certification process is still ongoing. For certified data, please refer to the Financial Report which is due on 15 September 2008 (as per standard reporting timeline).

A budget revision for extending the duration of the project was requested and approved several times by the funding source, the budget extensions were basically to permit remaining funds to be used for additional and related activities as requested by IECI.

The latest budget/project extension requested during the reporting period was on March 4th 2007 for a new end date for commitment 31 May 2007.

The project is operationally closed as of 31 May 2007 and now in the phase of financial closure. Financial closure includes the disposal of project assets (e.g. armoured vehicles, communication and security equipment, all currently stored at a project warehouse in Erbil/Iraq). While warehouse, safekeeping and possible transfer costs for some of the items to the IHEC in BGD are expected to incur some additional expenditure for the estimated period Jul – Aug 2007, there will also be project income from the sale of other project assets to other UN programmes.

Human Resources

Project Associate (partially) (operation)

Warehouse Manager (for Erbil warehouse) (partially) (operation)

Driver/Security (for Erbil warehouse) (partially) (operation)

Project manager (partially) (operation/programme)

During the first half of 2007, project staffing was reduced to core personnel in charge of following up on ongoing activities and logistics arrangements, audit preparations and project closure as well as management and disposal of project assets in Erbil.

III. Results

An assessment of the extent to which the programme/project component / programme /project has achieved the outcomes and outputs expected

The original outputs of the project were achieved in the last reporting period.

The following outputs were achieved in this reporting period:

- 1. Provision of security services to the IECI Building for 3 months.
Activity achieved 100%.**

- 2. Project assets are managed and disposed according to the UNOPS rules on Assets disposal. Activity achieved 50% (part of financial closing)**

Main activities undertaken and achievements/ impacts:

1- Logistic Support

The provision of Logistical Support to IECI is one component of the programme of electoral support which has been carried out by UNOPS.

Following a competitive bidding process a freight forwarder (Kuhne and Nagel) was identified and the transport of election materials from international suppliers through a regional air hub to Iraq, and onwards to the GEO warehouses commenced immediately. All election supplies were delivered to the GEO Warehouses (as per the contract with the company contracted to provide the services) in a timely manner which did not at any time put at risk either the timetable for the electoral processes or the integrity of election materials.

Additional services have been requested by IECI through UNEAD and a third amendment to the UNOPS contract with K+N was drafted to incorporate the remaining activities.

UNOPS certified their satisfaction with the services provided by K+N through out the logistic operations and payment to K+N has been completed.

This activity has been completed by 100%

2- GEO Support Unit

After a competitive bidding process- launched in April and finalised in August when there was concurrence from UNEAD- a contract was signed with the identified security company (Aegis Defence services Ltd) on 24th August.

The teams recruited for this operation have all been demobilised and only a core team remained up to 10th January to permit the an audit to be carried out. All received invoices and supporting documents have been reviewed and compared with the original budget positions.

All payments for both the Warehouse Security and the GEO Support have been completed and full sets of documents supporting the expenditure have been received form the UNOPS contractor.

This activity has been completed by 100%

Additional activities:

1- Warehouse Security

As per the first specific objective of the Logistics Phase II extension:

- 1- Contracting of an international company to provide security to the 19 GEO W/H and a contractor W/H, which will house contingency stock.

An RFP was launched on 22.09.2005 and a contractor selected from those who responded.

The Security teams (international and national) were demobilised on December 29th and the equipment procured for the project was inventoried and secured in three central locations. In January a detailed equipment audit has been carried out, and through a competitive bidding process a contractor was identified to transport the materials to a single, secure location, in readiness for future operations. All equipment remaining from the Warehouse Security activities was secured in the

UNOPS Warehouse in Erbil by end January. During February an inventory and status report on all equipment was compiled.

This activity has been completed by 100%

2- Retrieval of Tally Sheets from the GEO level to the IECI HQ in Baghdad.

This activity was completed by 100% through engaging Aegis Defence services, the same contractor which provided for the warehouse security.

3- Lessons Learnt Exercise

UNOPS received a request from UNEAD on March 1st to make the practical arrangements for a Lessons Learnt Exercise to be held in April 2006 . The chosen venue was Cyprus. On March 16th a decision was taken by UNEAD to defer the meeting until May. Tentative dates for the Meeting were provided by UNEAD as May 2nd- May 5th

A small team from UNOPS travelled to Cyprus from April 4th –April 8th to conduct an assessment in terms of both availability of a suitable venue and of security. Contacts were initiated with possible hotels and also with the UN Security Officer in Cyprus.

UNOPS made all practical arrangements including travel, visas and accommodation for Iraqi delegates (18) UNEAD staff from New York, Baghdad and Amman and International Experts.

The meeting took place from 3rd to 5th May 2006, and the final report was received with an executive summary of the LLE issued by one of the international experts.

This activity has been completed by 100%

4- Out of Country Voting Audit

On February 26th UNOPS received a request from UNEAD to make the arrangements for an external audit of the Out of Country Voting for the December 15th Elections.

An RFP was issued on March 20th with proposals to be received by April 10th . Following evaluation of the proposals received on April 12th, a contract was awarded to Price Waterhouse Coopers- Egypt (PWC).

Initial interviews were scheduled starting May 10th and UNOPS facilitated the travel and accommodation of IECI and PWC.

A progress report on the audit work was received on 12 June. The progress made up to the date was satisfactory. The majority of the field work is completed. Two final reports are drafted, one in respect of the managerial work stream, and the other in relation to the financial work stream.

A close-out meeting was held on 29 June in Amman, the audit findings and recommendations were discussed with three IECI Commissioners.

Final reports on both Managerial and Financial work streams were issued on 31st August 2006 and received in the beginning of Sep. The audit has incorporated the IECI's comments into the managerial component of the audit report.

For the financial component, the IECI's response was not provided in time to be taken into consideration during the finalization of the report itself (IECI response was received on 4th Sep. after the deadline for issuance of final reports). UNOPS decided to attach the IECI's late received comments to the final financial report, through a Note for the File, which is added to the set of original documents.

Upon receipt of reports from the audit (PwC), original sets of reports were couriered to IECI in Baghdad and sent to UNEAD office in Amman.

Final Invoice from (PwC) was received and final payment of USD 14,320.00 was made by UNOPS on 12th September.

100% achieved, as planned.

5- Shipping Out-of Country Voting (OCV II Programme) documentations from Amman to IECI HQ in the IZ

In July 25th, UNOPS received a request from IECI through UNEAD to transfer the documentations of the OCV II programme from Amman to the IECI HQ in the IZ.

UNOPS visited the UNEAD premises where the compiled documentations packed in 35 suitcases were temporarily stored. A transportation company was requested to obtain exact weights of the packages based on which offers were obtained later from three shipping companies. A Work Order Memo was signed in August 16th between UNOPS and Jordanian Coast Cargo Services, which had submitted the best offer through a competitive process. Documentations were shipped by Jordanian Coast to Baghdad, they were customs clearance from Baghdad International Airport and handed over to the IECI.

This additional activity has been completed by 100% during the reporting period.

Implementation constraints, lessons learned from addressing these and knowledge gained from assessments, evaluations and studies that have taken place during the project:

As the main activities of this project were completed, there have been no major implementation constraints that UNOPS came across.

Key partnerships and inter-agency collaboration, impact on results:

The project was open at all times to suggestions or requests on the part of the IECI and suggestions were always taken into account.

Highlights and cross cutting issues pertinent to the results e.g. gender disaggregation, policy engagement and participation of the public:

Security: The provision on security to IECI building was continued through UNOPS contract with (Edinburgh Risk and Security Management) for three months as requested by EAD and the funding source.

IV. Follow up actions and sustainability

Priority actions that should be supported/implemented following completion of project to build on achievements and partnerships rectify shortcomings encountered and use the lessons learned during the project with strong emphasis on achieving sustainability of the outcomes:

Financial Closing:

- Sale of reserved project assets.
- Donation of remaining Project assets to IECI
- Shipment of project assets to IECI HQ in Baghdad IZ.

Indication of major adjustments in the strategies, targets or key outcomes and outputs:

N/A

Estimated Budget required:

N/A

Annex 1 Key Performance Indicators – Log Frame Matrix

Objectives	Measurable indicators	Means of verification	Outcomes
<p>Development Objective</p> <p><i>Wider problem the programme/project helped to resolve</i></p>	<p>The quantitative ways of measuring or qualitative ways of judging utilised to indicate achievement of objective</p>	<p>Methods and sources used to quantify or assess indicators</p>	<p>Key project outcome against agreed benchmarks including the JNA and NDS where possible</p>
<p>Immediate Objectives:</p> <p><i>The immediate impact on the programme/project area or target group i.e. the change or benefit achieved by the programme/project</i></p>	<p>Quantitative ways of measuring or qualitative ways of judging timed achievement of purpose</p>	<p>Methods and sources to quantify or assess indicators</p>	<p>Key outcomes against each objective</p>
<p>Outputs :</p> <p><i>The specifically deliverable result which were expected from the programme/project to attain the objectives</i></p>	<p>Quantitative ways of measuring or qualitative ways of judging timed production of outputs</p>	<p>Methods and sources to quantify or assess indicators</p>	<p>Key outcomes against projected outputs</p>

Annex 2 PROJECT COSTS

CATEGORY	UNDG ITF approved budget	Actual COST	Percentage of Approved	Budget Revision approved (give date)	Percentage of revision
1. Personnel • including staff and consultants					
2. Contracts • including companies, professional services, grants					
3. Training					
4. Transport					
5. Supplies and commodities					
6. Equipment					
7. Travel					
8. Security					
9. Miscellaneous					
10. Agency Management Support					
Total Expenditure					

Annex 3 List of contract awards by procurement method