



UNITED NATIONS DEVELOPMENT GROUP IRAQ TRUST FUND

PROJECT DOCUMENT COVER SHEET

Participating UN Organisation: <i>(acronym is sufficient)</i> UNDPA-EAD / UNDP	Cluster: <i>(number and area)</i> 11 – Electoral Assistance
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Programme/Project Title: Support to Elections (Phase II) Programme/Project Number: C11-02	Programme/Project Location: Iraq
Programme Description: This project is aimed at providing timely the Independent Electoral Commission for Iraq (IECI) with the indispensable human resources, training capacity, services, logistics and equipment required to conduct free and fair elections by January 2005.	Programme/Project Costs: 13,775,959.00 UNDG ITF: USD 11,245,944.00 Direct Costs: USD 11,035,739.00 Indirect Costs: USD 210,205.00 Government Input: Other: UNDP BCPR-TTF USD 2,530,015 Total: USD 13,775,959.00
Govt of Iraq Line Ministry Responsible: The Independent Electoral Commission of Iraq (IECI)	Programme/Project Duration: 5 months
Review & Approval Dates: Cluster Review Date: 05 September 2004 Cluster Manager Group Review Date: 09 September 2004 (via Fast Track) Steering Committee Approval Date: 13 September 2004 ISRB Approval Date: N/A	

	<i>Signature</i>	<i>Date</i>	<i>Name/Title</i>
UN Agency Name: <i>Acronym is sufficient</i> UNDP	_____	13/09/2004	Roger Guarda, OIC
Chairman UNDG ITF SC:	_____	13/09/2004	Ross Mountain, DSRSG

**UNITED NATIONS DEVELOPMENT GROUP IRAQ TRUST FUND****PROJECT DOCUMENT COVER SHEET****Development Goal and Key Immediate Objectives:** *(no more than one paragraph)*

The objective is to contribute to the second phase of the electoral process in Iraq, by a range of procurement actions, the immediate recruitment of EAD selected experts and the provision of training to senior and middle ranking personnel of the Electoral Administration (2 workshops scheduled in Amman during September 2004).

Outputs and Key Activities: *(Please be concise and ensure the narrative above does not exceed this page)*

- Central and regional offices of the electoral administration equipped and functional
- Strengthened UN electoral assistance team in Baghdad and Amman
- All Electoral Administration participants trained on the management of electoral process and exposed to relevant international experiences

2. Logical framework

Objectives	Measurable Indicators	Means of Verification	Important Assumptions
<p>Development Objectives</p> <p>To contribute to the strengthening of the IECI through provision of logistics, capacity building and programme support for sustainable and improved democratic participatory governance</p>	<p>Within the 5 months run up to the elections, approximately 130,000 staff recruited, equipped, trained and deployed for operating polling stations across the country</p>		<p>Security context permits</p> <p>Political commitment for orderly elections</p> <p>Smooth and orderly provisions of instructions from IECI</p> <p>Resources timely mobilized</p>
<p>Immediate Objectives</p> <p>Assist the IECI to immediately establish 18 offices in the governorates and furnish, equip them with necessary IT equipment</p>	<p>Timely and orderly delivery of goods and services</p> <p>Number of contracts Recruitment, training of Senior IECI staff</p>	<p>Bills of quantities Budgets Reports and audits</p>	<p>Very important</p> <p>THIS PROJECT IS EXCLUSIVELY COUNTRY-OWNED AND DEMAND DRIVEN</p>
<p>Outputs</p> <p>Timely procurement of goods and services</p> <p>Timely recruitment, urgently needed electoral experts</p> <p>Appropriate management and maintenance of procedures</p>	<p>Timely conduction of electoral process through training of the senior electoral staff to be followed by a number of training programs targeting trainers for the electoral offices</p> <p>Procurement and recruitment within budget</p>		<p>Intended outputs subject to smooth delivery supplies in a timely schedule</p> <p>Realistic schedule for procurement according to standard procedures</p> <p>Waivers for competitive bidding timely granted (only on exceptional basis)</p>
Activities	Inputs		
<p>1 Recruit, appoint, train and equip National Electoral Office staff</p> <p>2 Recruit, appoint, train and equip Governorate Electoral Office staff</p> <p>3 Establish above offices</p> <p>4 Procure equipment for all above office , parties)</p>	<p>EAD advisory management</p> <p>UNDP /IAPSO procurement facility</p> <p>Total Budget: 9,764,409 UNDP – BCPR TTF (USD2,530,015) IRFFI cluster 11 (USD 7,235,394)</p>		

3. Programme Justification

3.1 Background

The first step in preparing elections in Iraq, initiated in early May 2004, was the establishment of the Independent Electoral Commission of Iraq (IECI) to oversee, organize and conduct the electoral process. This process culminated with the appointment of the Electoral Commissioners at the end of May 2004 and the legal constitution of the IECI under the Coalition Provisional Authority's (CPA) Order 92.

The "Board of Commissioners" is composed of nine members: seven voting Commissioners, a non-voting international Commissioner and the Chief Electoral Officer who, as the manager of the national Electoral Administration, will also be a non-voting member of the Commission.

Independent commissions are currently used in 53% of countries and have emerged in the past decade as the preferred institutional model for transitional election management. An independent electoral commission is a departure from the traditional Iraqi model used to manage elections, which had previously depended upon the Ministry of Interior with judicial oversight. As such, the establishment of an independent commission is without precedent in Iraq and will need to be created from the "ground-up".

Essential to the success of any independent commission is the confidence of the people in the independence, neutrality and professionalism of the Electoral Commissioners. The UN's electoral strategy is to reinforce these key elements through the modalities and priorities of assistance given towards the establishment of the IECI.

Under **Phase 1** of an earlier project also called "*Assistance to Electoral Process in Iraq*", UNDP provided support to the UN Electoral Assistance Division to facilitate a nation-wide nomination and selection process, leading to the appointment of the Electoral Commissioners and the Chief Electoral Officer. This was undertaken following a request of the Iraqi Governing Council and the Coalition Provisional Authority to the UN Secretary-General.

Alluding to this project in his 7 June 2004 address to the Security Council, the Secretary-General indicated that UN electoral experts "*have worked diligently to help Iraqis lay the essential groundwork for elections.*" The Secretary-General went on to indicate his pleasure "*to report that the establishment of the Independent Electoral Commission of Iraq is complete, following a country-wide nomination process*" and that an agreement had "*been reached on the legislative framework needed for elections, including the electoral system; political parties and representation; and criteria for registration*".

Also under Phase 1 of this project, and at EAD's request, UNDP provided further support in June and July 2004 in advancing the logistics for a training organized in partnership with Mexico's Federal Institute of Elections.

The seven Commissioners and a Chief Electoral Officer - who had been selected in the above described open, UN-led process - received training on a range of issues, including the standards and principles of credible elections, approaches for dispute resolution and voter registration. Other areas covered were the registration of political parties, voter education campaigns, and procedures for polling, counting and tabulating results.

Presenters included staff of electoral institutions from around the world - Argentina, Mauritius, Mexico, Spain, Sweden, the United States, Yemen and the occupied Palestinian territory - as well as UN experts and staff from other international organizations.

With the return of the Commissioners to Baghdad in mid July, the focus of the electoral effort shifted towards strengthening of the electoral administration, mainly through the opening of its main and regional offices and the provision of advisory services and training opportunities to its staff.

The electoral process will clearly require further assistance, most of it to be channelled through the newly

established UNCT Cluster 11 for elections.

3.2 Programme Approach

This project document was prepared under the guidance of UNDP/EAD and the Independent Electoral Commission for Iraq (IECI) and is compliant with Resolution 1546 (2004) adopted unanimously by the UN Security Council.

The sole objective of this project is to provide operational support to the IECI with a view to assist it in holding credible and legitimate elections in accordance with internationally recognized criteria. The operational support will include the recruitment of EAD-selected electoral advisors, the procurement of IT and office equipment and the organization of two-three workshops in Amman.

UNDP Iraq will directly execute this project out of its Amman office in close coordination with EAD for specific inputs, advice and support.

At the time this project document is being prepared, a Memorandum of Understanding between UNDP and EAD is being drafted to determine the scope, liabilities and responsibilities of this partnership. Management, oversight, terms of recruitment and other issues pertaining to this project may be amended to ensure alignment with the above mentioned MoU.

Procurement services will be provided by the Procurement Unit of UNDP Iraq, and as needed, through IAPSO, on the basis of the requests and specifications received from the UN electoral assistance team in Baghdad.

Experts and/or advisors will be initially recruited under the SSA modality. Depending on the MoU between UNDP and EAD, some might see their contracts converted once UNDP responsibilities and liabilities are clarified. It is understood that staff contracted by UNDP for EAD will not be counted against the UNDP ceiling of staff in Amman

For the recruitment and contractual arrangements for the staff, EAD will provide UNDP with CVs, medical fitness certificates, daily remuneration rates and authorized travel itineraries. Security clearances will be granted through EAD.

The two trainings that will be organized as part of this project are part of the capacity-building strategy for the IECI, being developed by the UN electoral assistance team in Baghdad. As such, all responsibilities in connection with activities related to the production of training material and the provision of substantial input in the trainings will rest with EAD.

3.3 Objectives and Outputs

Objective

The objective is to contribute to the second phase of the electoral process in Iraq, by a range of procurement actions, the immediate recruitment of EAD selected experts and the provision of training to senior and middle ranking personnel of the Electoral Administration (2 workshops scheduled in Amman during September 2004).

Outputs:

- Central and regional offices of the electoral administration equipped and functional
- Strengthened UN electoral assistance team in Baghdad and Amman

- All Electoral Administration participants trained on the management of electoral process and exposed to relevant international experiences

3.4 Workshops for Electoral Administration senior staff

The aim of the electoral assistance is to strengthen the electoral institutions and practices in Iraq with a view to facilitate and consolidate the political transition of the country. International electoral assistance will focus on the preparation of the electoral sequence presented in the TAL, starting with electoral capacity building. The UN role in Iraq is formulated in terms of supporting the establishment and consolidation of Iraq's electoral institutions and the development of local electoral skills and know-how.

This project, in response to the training needs of the newly established Electoral Administration, intends to organize a minimum of three workshops in Amman.

The first one, scheduled for early September 2004, is aimed at about twelve senior staff of the Electoral Administration. The training will last for about 5 days.

The second training, scheduled for the end of September 2004, will aim at developing the capacity of 20-25 trainers who will subsequently be involved in TOT schemes in Iraq.

The third workshop is aimed at building the capacity of a Finance section within the Electoral Administration, in order to ensure adequate procedures, oversight and accountability.

4. Management Arrangements

As EAD and Cluster 11 are at the core of the UN's country arrangements on electoral assistance, they will be UNDP's major partners in this project. The IECI will be the main national counterpart institution for the project.

Role of UNDP (Executing Agency)

- Will manage the project and administer funding in accordance with the attached budget while maintaining accurate financial records and accounts;
- Will be responsible for all financial reporting generated by this project;
- Will secure the mobilization of all necessary inputs.
- Will provide the necessary logistical support under the project;
- Ensure the reporting requirements to the donors are fulfilled.

Role of EAD (as Cooperating Partner)

- Will ensure adequate liaison, including protocol requirements, if any, between UNDP, the Independent Electoral Commission of Iraq (IECI), the Electoral Administration, Cluster 11 and UNAMI;

- Will select all personnel necessary for the purpose of this project, including advisors and experts, provide UNDP with their personal details, curriculum vitae and/or P-11 forms, terms contract, fees and local entitlements; This will not apply to the project management personnel, particularly the procurement experts, whose recruitment will be the full responsibility of UNDP.
- Will secure availability of a team of UNSECOORD officers and/or appropriate security training, whichever is appropriate, for the duration of the mission; Will develop and conduct the training sessions in accordance to the specifications as set out in this document; Will be responsible for all substantive reporting regarding the training component of the project and progress in the establishment of the electoral offices within Iraq. Comprehensive reports will be submitted by EAD to UNDP according to the agreed format.
- Coordinate all logistics prior to and during the mission, including the timely provision to UNDP of all necessary details pertaining to persons included in the training, itinerary, passports or travel documents, visa, terms of reference, curriculum vitae, etc;
- Be responsible for providing the specifications of the equipment that needs to be procured and will, on UNDP's behalf, maintain an inventory of all the equipment provided under this project;

5. Risks and Assumptions

The tight timeframe and political importance of this exercise, amidst varying conditions in Iraq may extend the schedule outlined above.

Security continues to be a major element affecting the viability of the electoral process in the established timeframe. Public security remains the critical enabler of the political transition and the electoral process. To date, the multinational force and the Iraqi army and police have been unable to ensure a safe and secure environment within Iraq.

The lack of security can affect the electoral process in a number of ways: first, delaying the electoral preparations; second, limiting the possibility of badly needed international assistance; and third, hampering the establishment of an atmosphere conducive to credible elections.

6. Project Budget

(See attachment)

7. Progress Report and Monitoring

UNDP shall submit to BCPR and the European Commission narrative and financial reports in accordance with the terms of the contribution agreement through which this project is being funded.

Legal Context

Until such time as a new Iraqi government is established and alternative provisions are made, this project document will be the instrument referred to as “Project Documents or other instruments” in Article 1 of the Standard Basic Assistance Agreement between the Government of Iraq and the United Nations Development Programme, signed by the parties on 20 October 1976.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the project document have no objection to the proposed changes:

- (1) Revisions in, or addition of, any of the annexes of the project document;
- (2) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation; and
- (3) Mandatory annual revisions, which re-phase the delivery of agreed project inputs or reflect increased expert or other costs due to inflation, or take into account cooperating agency expenditure flexibility.

Budget Category	Item Description	Unit	Unit Cost	QTY	Total Cost US\$	ESTIMATED UTILIZATION OF RESOURCES US\$		
						2004		
1. PERSONNEL						Budget	Commitment	Disbursement
1.1 National Programme/Project Personnel								
1.2 International Programme/Project Personnel								
	Procurement Specialist	1	11,375	6	68,250	68,250	68,250	
1.3 National Consultants								
	Interpreter	1	200	7	1,400	1,400	1,400	
1.4 International Consultants								
2. CONTRACTS								
3. TRAINING								
	Workshops		25,000		25,000	25,000	25,000	
	Material		10,500		10,500	10,500	10,500	
	Trainees DSA 20% + Terminals		4,400		4,400	4,400	4,400	
4. EQUIPMENT								
	IT Equipment Regional IECI Offices + Governorates		7,248,178		7,248,178	7,248,178	7,248,178	
	Audiovisual and office misc HQ,Reg, Gov		2,005,500		2,005,500	2,005,500	2,005,500	
5. SUPPLIES & COMMODITIES								
	Furniture IECI HQ + Regional + Governorates		1,100,000		1,100,000	1,100,000	1,100,000	
6. TRANSPORT								
	Rental of Vehicles - Buses		5000		5,000	5,000	5,000	
7. TRAVEL								
	Trainees				32,000	32,000	32,000	
	Others - Consultants				10,000	10,000	10,000	
8. MISCELLANEOUS								
			Sub-Total		10,510,228	10,510,228	10,510,228	
9. SECURITY								
		2%			210,205	210,205	210,205	
10. AGENCY MANAGEMENT SUPPORT (including Monitoring & Reporting)								
		5%			525,511	525,511	525,511	
PROGRAMME/PROJECT BUDGET TOTAL						11,245,944	11,245,944	11,245,944