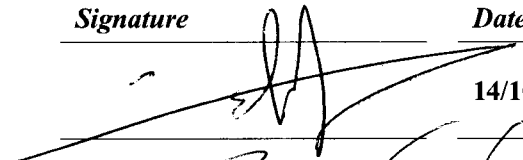
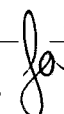
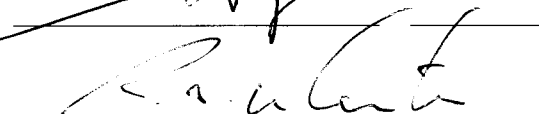




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PROJECT DOCUMENT COVER SHEET

Participating UN Organisation: UNDPA-EAD / UNDP	Cluster: 11 – Electoral Assistance
Programme/Project Manager Name: Carina Perelli, Director - EAD Address: UNHQ – NY Um Otheina, Amman Telephone: +1-917-367-3256 E-mail: perelli@un.org	Cluster Task Manager Name: Hakam M. SHAHWAN, EAD Team Leader Address: UNDP – Iraq Um Otheina, Amman Telephone: 079 5023304 E-mail: hakam.shahwan@undp.org
Programme/Project Title: Technical Assistance to IECI Programme/Project Number: C11-04	Programme/Project Location: Iraq
Programme Description: This project is aimed at providing timely the Independent Electoral Commission for Iraq (IECI) with essential and urgent technical assistance by providing additional international electoral staff in Iraq and Jordan.	Programme/Project Costs: \$3,042,545 UNDG ITF: US \$ 3,042,545 Direct Costs: US \$ 2,843,500 Indirect Costs: US \$ 199,045 Government Input: Other: Total: US \$ 3,042,545
Govt of Iraq Line Ministry Responsible: The Independent Electoral Commission of Iraq (IECI)	Programme/Project Duration: 6 months
Review & Approval Dates: Cluster Review Date: Cluster Manager Group Review Date: 16 October 2004 Steering Committee Approval Date: ISRB Approval Date: N/A	

	<i>Signature</i>	<i>Date</i>	<i>Name/Title</i>
UN Agency Name: <i>Acronym is sufficient</i> UNDP		14/10/04	 Carina Perelli – Director EAD
Chairman UNDG ITF SC:		27/10/04	Ross Mountain, DSRSG



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Development Goal and Key Immediate Objectives: *(no more than one paragraph)*

Based on the recent decision to increase the number of international electoral staff, provide additional 15 staff members to work and assist IECI in the preparations for the Jan 2005 elections in Iraq by providing essential technical assistance.

Outputs and Key Activities:

EAD will identify electoral staff to work in Iraq and support the electoral team

UNDP to recruit based on the selection of EAD and in accordance with the UN rules and regulations



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2. Logical framework

Objectives	Measurable Indicators	Means of Verification	Important Assumptions
<p>Development Objectives</p> <p>Provide Essential technical assistance personnel to work out of the country of Iraq and in the support office of Jordan to assist IECI in preparing for the Elections in Iraq by January 2005</p>	<p>IECI continues to work with the assistance of a small team of experts in Iraq to prepare for the elections. The preparatinos include writing regulations, procedures, training of IECI staff and opening of offices in all governorates in the country.</p>		<p>Availability of funds</p> <p>Fast recruitment process of international experts by the United Nations</p> <p>Security Situation allowing to deploy international experts asap to Iraq</p>
<p>Immediate Objectives</p> <p>Recruit international experts to work with and assist the Iraqi commission in their efforts to hold free and fair elections by Jan 2005</p>	<p>Timely and orderly delivery services</p>		
<p>Outputs</p> <p>Complete preparations for holding three sets of elections by January 2005 in Iraq</p>	<p>Timely selection and recruitment process, provide proper security training SAIT for all prior to deployment and get security clearances for international experts to work in Iraq.</p>		<p>Intended outputs subject security situation and movement restrictions</p>



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Activities	Inputs		
UN DPA EAD to identify international electoral experts in order for them to be recruited by UNDP to immediately join the UN team in Baghdad to increase the level of technical assistance provided to the IECI by the United Nations	EAD advisory management UNDP – provide letters of appointments that will be acceptable to the staff selected in accordance with the UN rules and regulations Total Budget Estimated: \$ 3 million Cluster 11 earmarked		



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3. Programme Justification

3.1 Background

The IECI is a recently appointed independent body, which has been granted the full responsibility and authority to run free and free elections in Iraq. The recruitment was based on CPA orders and the selection of the 8 members of the commission was done by United Nations electoral experts and specialists.

Following their recruitment, the IECI forwarded a request to the UN SG asking the United Nations to provide technical assistance. The assistance required included establishing the electoral commission as an institution; the planning, preparation and organization of the electoral process; the training of Iraqis to become skilled electoral staff; the coordination of international technical assistance; and guidance towards assuring an inclusive, transparent and credible election, in accordance with international standards.

The United Nations Secretary General appointed an international member as a commissioner with IECI. He is providing direct technical assistance to the commission and is the UN Chief Electoral Officer for Iraq coordinating all international efforts in supporting the electoral process.

Due to the security situation and the ceiling put for the staffing presence in Iraq, the electoral assistance had to remain limited to providing a maximum number of 10 staff members in the country.

Following high level discussions and decisions taken on 08 October 2004 in Headquarters, involving the Secretary-General's decision to send 15 more electoral personnel in Iraq during the month of October 2004, EAD was authorized to immediately deploy additional electoral staff and experts in support to the IECI electoral administration, with most of them to be deployed in Iraq, subject to security arrangements and clearance, whereas the others would provide operational assistance from Amman.

Instructions have been given to conduct a new security assessment in view of elevating the ceiling for UN international personnel both in Iraq and in Baghdad. It is understood that none of the above-mentioned additional personnel will be deployed in Iraq before being provided with the indispensable security clearances and training.

3.2 Programme Approach

In order to expedite the agreement reached in Headquarters (attached to this PD) and permit the immediate recruitment of the above-mentioned additional experts and personnel, additional funds are requested through Cluster 11



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The additional assistance to the IECI Electoral Administration is provided at the request of EAD with the latter providing UNDP with all necessary instructions as to the personnel it has identified to perform the expected tasks and responsibilities, the relevant terms of reference as well as the contracting modalities (duration, type of contract, grade and level of remuneration) for each of these personnel.

At anytime, these additional personnel will receive their instructions from and report to the EAD.

EAD is therefore requesting funds to be transferred to UNDP from cluster 11 to act on their behalf and hire the additional staff.

3.3 Objectives and Outputs

Objective

- This project addresses the need for expertise in the management of finance, human resource, operations, media and public outreach, training of human resources and logistics.

4. Management Arrangements

As EAD and Cluster 11 are at the core of the UN's country arrangements on electoral assistance, they reached an agreement with UNDP to execute this activity by recruiting the necessary additional staff and deploy them to Iraq and Amman.

Role of UNDP

- Upon instruction from EAD after it has selected such staff, UNDP to issue 300 Series (ALD) contracts under the UN Staff Regulations and Rules as per UNDP policies and practices, but with each staff member's services limited to and for UN/EAD. These contracts will include reasonable termination arrangements if ultimately, for security reasons, EAD cannot deploy them into Iraq.
- UNDP to defend all claims brought by or against UNDP or UNDP staff working for EAD under this arrangement.
- UNDP to arrange for travel of staff from home countries to Amman.
- UNDP will bear no responsibility vis-à-vis staff performance and the quality of their work.



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- UNDP will bear no responsibility with respect to security arrangements, security measures and security clearances.
- UNDP will not count this staff against its ceiling of staff in Amman.
- UNDP will charge an additional 7% for cost-recovery for services provided.

Role of EAD

- Staff to be recruited under this agreement will work for, receive instructions and report to EAD. This is to be clearly spelled-out in their Terms of Reference, to be prepared by EAD.
- EAD to identify and select the staff. EAD certifies that it has the requisite authority to select/appoint staff for EAD activities.
- EAD to ensure that staff recruited under this arrangement are not counted against the UNDP ceiling of staff in Amman. EAD responsible for clarifying this matter as necessary with UNSECOORD and UNAMI.
- EAD responsible for obtaining security clearances for the staff.
- EAD responsible for ensuring that all the necessary staff security and protection measures arrangements are in place.
- EAD responsible for securing funding for these positions and to transfer the necessary funds to UNDP's account, including an additional 7% for cost-recovery for services provided.
- EAD to secure all the necessary office space and logistical arrangements both in Amman and Baghdad.
- EAD to hold UNDP harmless for all claims brought by or against UNDP or UNDP staff working for EAD under this arrangement

5. Risks and Assumptions

The security factor remains the main enemy to the deployment of additional staff in Iraq. The implementation of this project in full relies to a large extent on the fact that the ceiling needs to be raised in order to permit additional needed technical assistance be provided to the IECI in a timely manner.

It is also understood that for the same reason of security and for other financial reasons related to the incentive/salary package provided by the UN, people are reluctant to take positions in Iraq. Nevertheless, EAD continues to seek qualified personnel and identify them for immediate recruitment.

6. Project Budget

(See attachment and annex



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Budget Category	Item Description	Unit	Unit Cost	QTY	Total Cost US\$	ESTIMATED UTILIZATION OF RESOURCES US\$					
						2004			2005		
						Budget	Commitment	Disbursement	Budget	Commitment	Disbursement
1. PERSONNEL											
1.1 National Programme/Project Personnel											
1.2 International Programme/Project Personnel											
	as per annex 2				2,393,500	2,393,500	2,393,500	1,196,750			1,196,750
1.3 National Consultants											
1.4 International Consultants											
2. CONTRACTS											
	Individual and Company Services				350,000	175,000	175,000	175,000	175,000	175,000	175,000
3. TRAINING											
4. EQUIPMENT											
5. SUPPLIES & COMMODITIES											
6. TRANSPORT											
7. TRAVEL											



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8. MISCELLANEOUS									
			100,000	50,000	50,000	50,000	50,000	50,000	50,000
		Sub-Total	2,843,500	2,618,500	2,618,500	1,421,750	225,000	225,000	1,421,750
9. SECURITY									
10. AGENCY MANAGEMENT SUPPORT (including Monitoring & Reporting)									
	7%		199,045	183,295	99,523			15,750	99,523
PROGRAMME/PROJECT	BUDGET								
TOTAL			3,042,545	2,801,795	1,521,273			240,750	1,521,273



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Annex 2

Expenditure Pro Format (*)	Unit/Grade	Months	Amman	Baghdad	New York	Cost 12 months	Cost x Duration	Hazard	Travel	Total	Staff
Electoral Chief of Staff	P5	6	x			200,000	100,000		3,000	103,000	B. Clive
Senior Operations	P5	6		x		200,000	100,000	6,000	3,000	109,000	J. Landry
Senior Operations	P5	6		x		200,000	100,000	6,000	2,000	108,000	C. Rietveld
Chief Finance	P5	6		x		200,000	100,000	6,000	2,000	108,000	AS
Human Resources	P4	5		x		180,000	75,000	6,000	2,000	83,000	A. Kumar
Operations Officer	P4	6		x		180,000	90,000	6,000	2,000	98,000	YG
Operations Officer	P3	6		x		170,000	85,000	6,000	2,000	93,000	S. Coman
Operations Officer	P3	6		x		170,000	85,000	6,000	2,000	93,000	M. Ceesay
Operations Officer	P3	6		x		170,000	85,000	6,000	2,000	93,000	R. Ditadi
PI/Outreach	P4	6		x		180,000	90,000	6,000	2,000	98,000	N. (M.) Hanna
PI/Outreach	P4	6		x		180,000	90,000	6,000	2,000	98,000	P. Bussian
Trainer	P3	5		x		170,000	70,833	6,000	2,000	78,833	M. Morar
Officer (TBD)	P4	6		x		180,000	90,000	6,000	2,000	98,000	TBD
Interpreter	P3	6		x		170,000	85,000	6,000	2,000	93,000	TBD
Interpreter	P3	6		x		170,000	85,000	6,000	2,000	93,000	TBD
Interpreter	P3	6		x		170,000	85,000	6,000	2,000	93,000	TBD
Procedures Specialist	P4	6	x			180,000	90,000	6,000	2,000	98,000	A. Davies
Procedures Specialist	P4	6	x			180,000	90,000		2,000	92,000	M. Durr
PI/Outreach	P3	6	x			170,000	85,000		2,000	87,000	H. Modro



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Associate Logistics Officer	P2	6	x			120,000	60,000		2,000	62,000	W. Shunnar
Graphics Illustrator	P3	4	x			170,000	56,667		2,000	58,667	P. Hazou
Ops/Logs Officer	P4	6	x			180,000	90,000		2,000	92,000	TBD
Ops/Logs Officer	P4	6	x			180,000	90,000		2,000	92,000	TBD
Ops/Logs Officer	P4	6	x			180,000	90,000		2,000	92,000	TBD
Senior Political Officer	P4	6			x	206,000	103,000		2,000	105,000	S. Luthy
Admin Staff	GS5	6			x	150,000	75,000			75,000	TBD
Reserve for Contingencies										350,000	
Misc										100,000	
Total										2,843,500	
GMS + ISS	0.07									199045	
GRAND TOTAL										3,042,545	
(*) Includes SOLA entitlements for Amman											