

**Full Submission Form
To
Guinea Bissau PBF National Steering Committee**

To be completed by the PBF Secretariat upon Technical Review	
Date of NSC Meeting: 29 May 2008	Recipient UN Organization: UNDP Guinea-Bissau
NSC Meeting No: 2	Total Project Budget: US\$1,381,889
Item No: 21	PBF Priority Area: 1.1; 2.1; 3.1.4

To be completed by Recipient UN Organisation	
To: Guinea Bissau PBF National Steering Committee	Date of Submission: 29 May 2008
From: <i>Head of Recipient UN Organisation & Implementing Partner Organization(s)</i> Ms. Giuseppina Mazza, UNDP Resident Representative	Contact: <i>Telephone number, email</i> giuseppina.mazza@undp.org
Proposed project, if approved, would result in: <input type="checkbox"/> Continuation of existing project <input type="checkbox"/> New project <input checked="" type="checkbox"/> YES Other (explain) The Project will be implemented in close complementary with the Support Project for Guinea-Bissau's 2008-2010 Electoral Cycle (PACE), using the same project management tools. This support aims at a rapid implementation of urgent and vital activities for the conduct of the electoral process in 2008. The project will support the conduct of voter registration and facilitate the implementation of voter civic education.	Proposed project resulted from: <input checked="" type="checkbox"/> YES National Authorities initiative within Guinea Bissau PBF Priority Plan <input checked="" type="checkbox"/> YES UN Agency initiative within Guinea Bissau PBF Priority Plan <input type="checkbox"/> Other (explain)
Recipient UN Organization: UNDP Guinea-Bissau	
Implementing Partner(s): Secretariat of State for Territorial Administration / Office of Technical Support to the Electoral Process (GTAFE) and National Electoral Commission	
Project Title: Support to Guinea-Bissau's Electoral Cycle - Phase I 2008	
Guinea Bissau PBF Priority Area: 1.1; 2.1; 3.1.4	
Amount of PBF funds requested for proposed project: US\$1,381,889	

Amount and percentage of indirect costs requested: *US\$90,404, this amount of indirect cost being 7% of Budget estimated totalling US\$1,291,485, based on the approved allocated amount of US\$1,381,889*

**Submission of a concept note and subsequent proposal constitutes agreement by the Recipient UN Organization and its partner organizations to work with independent evaluators assigned by the NSC. Collaboration with independent evaluators has project design modifications, to be considered by the NSC.*

To be completed by the Recipient UN Organization

(NB: SEE ATTACHED PROJECT DOCUMENT)

1. Background

Provide brief and concise information on the background of the programme/project. Indicate the origins of the project, refer to partnerships with government, civil society organizations (CSOs) and other partners. If an extension of an existing project is requested, provide information on original programme/project, such as number, programme amount, date of approval.

2. Purpose of Proposed Project

Detail how the project addresses priorities identified in the Priority Plan, key objectives, including how it will contribute to capacity development of national institutions, outputs and activities from programme/project cover sheet and attach detailed programme/project document in standard format.

To be completed by the PBR Secretariat on behalf of the Thematic review group

Composition of Thematic review group:

Provide names, titles and organizational affiliation of Panel members

Mr. Carlos Andrade – Principal Technical Adviser to the Minister – Ministry of Finance
Ms. Caroline Babnson – Project Coordinator – IFS EU SSR Team in Guinea-Bissau
Mr. Mamadu Aliu Djaló – Executive Secretary – National Youth Council
Mr. Jose Antonio Mendes – Administrative Director – CCIA
Mr. Gaston Fonseca – Senior National Economist / IMF Representative in Guinea-Bissau
Mr. Bubacar Tine – Second Vice President – Guinea-Bissau Human Rights League
Mr. Mario Nosoline – Chief of Cabinet – Ministry of Defence

Thematic review group Review Date:

Provide date(s) of review

29 May 2008

3. Evaluation of Proposal by the thematic review group

Provide concise summary evaluation of proposal against:

<i>General principles and selection criteria</i>		
(a)	Must be explicitly based on Guinea Bissau PBF Priority Plan Assessment,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
(b)	Must build capacity within national institutions,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
(b)	Must promote and ensure national and local ownership,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
(c)	Must fall within the areas of UN/Partners' comparative advantage,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
(d)	The organization must have the appropriate system to deliver the intervention,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
(c)	The UN response must be effective, coherent, context-sensitive, cost-efficient and the outcomes, sustainable,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
(f)	Must avoid duplication of and significant overlap with the activities of other actors,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
(g)	Must use strategic entry points that respond to immediate needs and yet facilitate longer-term improvements,	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES

(h)	Must build on existing resources, capacities, strengths and experience	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		YES
(i)	Must promote consultation, participation and partnership and demonstrate that the project is the result of an inclusive process in which key stakeholders and project beneficiaries participated in the elaboration of the project.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		YES
(h)	Must be able to achieve objectives and outputs within 18 months	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		YES

2. *Project Implementation*

	2008	2009
<i>Estimated commitments (Thousands)</i>	<u>US\$1,381,889</u>	_____
<i>Estimated disbursements (Thousands)</i>	<u>US\$1,381,889</u>	_____

3. *Overall diplomatic review group review of project submission*

[Recommendations]

Project falls within the priority areas identified by the Government and will help reinforce democratic governance and participation and also falls in line with peacebuilding efforts being undertaken by Government and partners.

To be completed by the PBF Secretariat

4. Review by PBF Secretariat

Date of review:

30 May 2008 First Review / 3 June Second Review

Check on Project Proposal Format Contents

<input checked="" type="checkbox"/> Cover sheet (first page)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	YES
<input checked="" type="checkbox"/> Logical Framework	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	YES
<input checked="" type="checkbox"/> Programme/Project Justification	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	YES
<input checked="" type="checkbox"/> Programme/Project Management Arrangements	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	YES
<input checked="" type="checkbox"/> Risks and Assumptions	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	YES
<input checked="" type="checkbox"/> Budget	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	YES
<input type="checkbox"/> Progress Report (for supplementary funding only)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	NO
<input type="checkbox"/> Support Cost	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	YES

<p><i>Provide concise summary assessment against:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>18 Months Implementation</i> <i>Elaborate</i> <input type="checkbox"/> <i>Agency indirect support cost</i> <i>US\$90,404, this amount of indirect cost being 7% of Budget estimated totalling US\$1,291,485, based on the approved allocated amount of US\$1,381,889</i> <input type="checkbox"/> <i>General evaluation criteria at annex 2.B.</i> <i>Elaborate</i> 		
<p><i>General criteria for prioritising programmes/projects</i></p>		
(a)	Must be in line with Guinea Bissau PBF Priority Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
(b)	Recipient Organisation is able to meet high or urgent priority needs with existing level of funding.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
(c)	Addresses high priority activities that have significant impact, and by nature must address seasonal or timing imperatives and considerations.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
(d)	Supports activities that are likely to improve the overall peacebuilding situation at national and local levels.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
(e)	As the improving security situation permits, activities exploit the opportunities presented.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> YES
<p>5. Recommendation of the PBF Secretariat</p> <p><i>The Project for Support to Guinea-Bissau's Electoral Cycle - Phase 1 2008 complied with the stipulations in the PBF National Steering Committee Terms of Reference and Rules of Procedure. It is recommended that the necessary steps be taken to enable the release of the allocated and approved funding amount to the UN Recipient Organization (UNDP) so that project implementation can be commenced on time, and in accordance with the proposals detailed in Guinea-Bissau's Interim Priority Plan (May 2008) and approved by the Peacebuilding Support Office.</i></p>		

Record of preparations and proceedings regarding Project for Support to Guinea-Bissau's Electoral Cycle - Phase 1 2008

The project proposals were prepared in May through collaboration efforts of the United Nations Development Programme and national implementing partners (the Secretariat of State for Territorial Administration / Office of Technical Support to the Electoral Process and the National Electoral Commission) and reflect the contents of the Project Concept Note for Support to Guinea-Bissau's Electoral Cycle - Phase 1 2008, approved by the PBF National Steering Committee at a meeting on 24 April 2008. The project proposals fall within the Government's peacebuilding priorities (holding credible and transparent elections in this case) and implementation of the project will help address critical funding gaps aimed at providing visible results in preparing a national register of voters who will participate in the legislative elections scheduled for 16 November 2008, as well in providing voter civic education. Following the submission of the project proposals by UNDP and the national implementing partners, a Thematic Technical Review Group was put together (see List of Members on Page 2 above) to review the project proposals and fill in a questionnaire, as well as provide comments and suggestions, for submission to the PBF Secretariat. The project proposals were also circulated to the Members of the PBF National Steering Committee, which convened on 29 May to consider the project document. Following deliberations, the Project for Support to Guinea-Bissau's Electoral Cycle - Phase 1 2008 was approved by consensus by the members of the National Steering Committee at the meeting on 29 May, in accordance with the Terms of Reference and Rules of Procedure of the Committee.

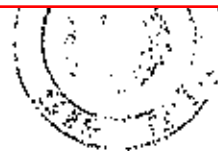
To be completed by the PBF Secretariat on behalf of the National Steering Committee

6. Decision of the Guinea Bissau PBF National Steering Committee (NSC)

YES Approved for a total budget of **SUS\$1,381,889**

- Approved with modification/condition
 Deferred

Reason/Comments
Elaborate



To be completed by the Multi-Donor Trust Fund Office, UNDP

7. Action taken by the Executive Coordinator, MDTF Office, UNDP

- Project consistent with provisions of the UN-UNDP and UNDP-Recipient UN Organizations Memorandum of Understandings and Letter of Agreement with donors (if applicable)

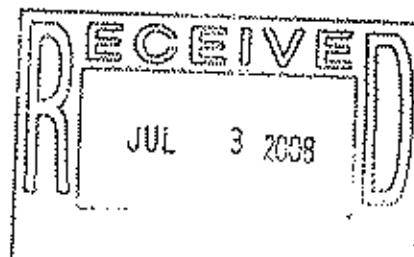
to

Date 8 July 2008



**GUINEA BISSAU PEACEBUILDING FUND (PBF)
PROJECT DOCUMENT COVER SHEET**

United Nations Recipient Organization: UNDP	Guinea-Bissau Peacebuilding Fund Priority Area: Electoral Processes (1.1; 2.1; 3.1.4)								
Project Manager: Programme Officer for Democratic Governance Name: Ricardo Godinho Gomes Address: Av. Pansau Na Isna, n.33 – Bissau Téléphone: +245-5923743 (cell) +245-201368 Ext.256 (Office) E-mail: ricardo.g.gomes@undp.org	Implementing Partner (s): Secretariat of State for Territorial Administration / Office of Technical Support to the Electoral Process (GTAPE) and National Electoral Commission (CNE) Nom: Cristiano Na Betam – Secretary of State for Territorial Administration António Injai – Director / GTAPE El-Hadje Malam Mane – President of the CNE Adresse: Téléphone: E-mail:								
Project Number:	Project Duration: 6 months (June – November 2008)								
Project Title: Support Project to Guinea-Bissau's Electoral Cycle ; Phase I 2008	Project Location : Guinea-Bissau								
Project Description: This project will be implemented in close complementarity with the Support Project for Guinea-Bissau's 2008-2010 Electoral Cycle (PACE), using the same project management tools. This support aims at a rapid implementation of urgent and vital activities for the conduct of the electoral process in 2008. The project will support the conduct of voter registration and facilitate the implementation of voter civic education.	<table border="0"> <tr> <td>Total Project Cost in US\$:</td> <td align="right">US\$ 1,381,889</td> </tr> <tr> <td>PBF:</td> <td align="right">US\$ 1,381,889</td> </tr> <tr> <td>Government:</td> <td></td> </tr> <tr> <td>Total:</td> <td align="right">US\$ 1,381,889</td> </tr> </table>	Total Project Cost in US\$:	US\$ 1,381,889	PBF:	US\$ 1,381,889	Government:		Total:	US\$ 1,381,889
Total Project Cost in US\$:	US\$ 1,381,889								
PBF:	US\$ 1,381,889								
Government:									
Total:	US\$ 1,381,889								
Peacebuilding Goal Key Immediate Objectives: The project aims to provide a critical contribution to ongoing efforts towards an efficient and effective conduct of the legislative elections scheduled for 16th November 2008, through funding of a credible and consensual voter registration process.									



Outputs and key activities:

Outputs: The voter registration exercise will help provide a reliable and readily-available list of registered voters, well as a voter information and awareness campaign programme.

Activities:

1. Support management of the voter registration exercise; 2. Support preparation of voter location maps and the procurement of logistics; 3. Support the logistics operations for the voter registration exercise; 4. Support the conduct of the voter registration exercise; 5. Procure various equipment and materials; 6. Support the supervision of the voter registration exercise; 7. Provide training for agents involved in the voter registration and information campaigns; 8. Provide training for members of the Voting Offices and the Voter Information Offices; 9. Provide any other support and cover general contingencies.

Thematic review group Review Date: _____

PBF Secretariat Review Date: _____

National Steering Committee Approval Date: _____

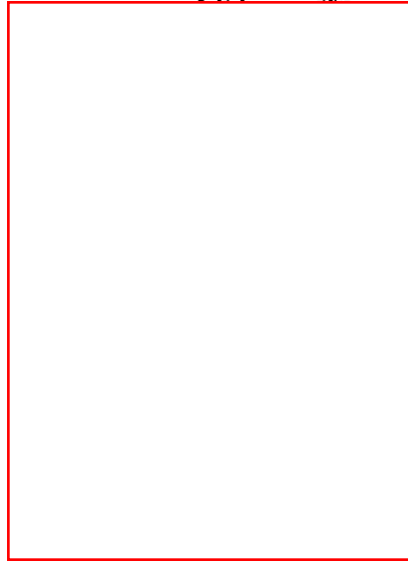
On behalf of:

Signature

Date

Name/Title

Recipient UN
Organization, UNDP



06/06/08

Ms. Giuseppina Motta
UNDP Resident Representative

Co-Chair PBF NSC

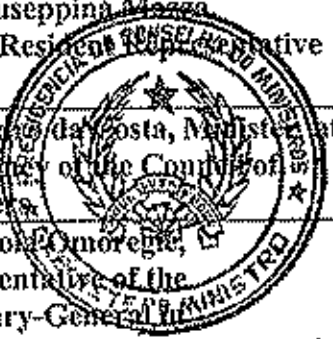
06.06.08

Mr. Pedro da Costa, Minister at
Presidency of the Council of
Ministers

Co-Chair PBF NSC

06/06/08

Mr. Shom Omoregie,
Representative of the
Secretary-General in
Guinea-Bissau and Head of
UNOGBIS



LOGICAL FRAMEWORK

Objectives	Measurable indicators	Means of verification	Important assumptions
<p><u>Peace building Objective</u> <i>Through the preparation and consolidation of a credible database of voters, the project will contribute to the efficient organization of the next legislative elections within the current context of the democratization process in which the elected officials and the Government need legitimacy</i></p>	<p>Database of voters is prepared and available The voter registration exercise and voter education campaigns are implemented</p>	<p>Database of voter is available and ready for use Programme of activities has become operational, and follow-up reports available</p>	<p><u>Durability of results:</u> Voter civic education is well-targeted for support of an exhaustive and inclusive voter registration process</p>
<p>Immediate Objectives :</p> <p><i>To conduct a voter registration exercise for the legislative elections scheduled for 16 November 2008</i></p>	<p>The voters' registry is prepared; voter registration cards are produced and distributed</p>	<p>Voter's list and registry are published and displayed in accordance with regulations</p>	<p><u>Partnership :</u></p> <ul style="list-style-type: none"> - Continue with efforts to mobilize resources; - Take into account the efforts of other partners in order to create synergies ; - Reinforce coordination and resource-mobilization mechanisms among donors

<p>OUTPUTS:</p> <p><i>Population eligible to vote has been provided with information and sensitized on the importance of and participation in the voter registration process</i></p> <p><i>Voter registration exercise is successfully conducted</i></p> <th data-bbox="591 115 855 1407"> <p>Voter sensitization and awareness programmes are successfully put place</p> <p>Voter registration kits and other related equipment are available and operational</p> <p>Voter registration operational plan and timeline of activities are available</p> <p>50 trainers have been trained on the use of the voter registration kits</p> <p>800 voter registration agents have been trained on the use of the kits</p> <th data-bbox="855 115 1192 1407"> <p>Follow-up report and implementation of voter registration activities</p> <p>Rate of participation in the voter registration exercise</p> <p>Voter's registry is published and displayed for confirmation and other use</p> <p>Voters' registry is computerized</p> <p>Details of voters are registered</p> <th data-bbox="1192 115 1547 1407"> <p><u>Risks and assumptions:</u></p> <p>Low participation of voters in the exercise</p> <p>High rate of abstentions from the voter registration exercise</p> <p>The Voter's register is a key document which is required to be updated annually, as stipulated in the electoral law – the last update was in 2005</p> <p>Lack of demographic data</p> <p>A very time-constrained Electoral Calendar</p> </th></th></th>	<p>Voter sensitization and awareness programmes are successfully put place</p> <p>Voter registration kits and other related equipment are available and operational</p> <p>Voter registration operational plan and timeline of activities are available</p> <p>50 trainers have been trained on the use of the voter registration kits</p> <p>800 voter registration agents have been trained on the use of the kits</p> <th data-bbox="855 115 1192 1407"> <p>Follow-up report and implementation of voter registration activities</p> <p>Rate of participation in the voter registration exercise</p> <p>Voter's registry is published and displayed for confirmation and other use</p> <p>Voters' registry is computerized</p> <p>Details of voters are registered</p> <th data-bbox="1192 115 1547 1407"> <p><u>Risks and assumptions:</u></p> <p>Low participation of voters in the exercise</p> <p>High rate of abstentions from the voter registration exercise</p> <p>The Voter's register is a key document which is required to be updated annually, as stipulated in the electoral law – the last update was in 2005</p> <p>Lack of demographic data</p> <p>A very time-constrained Electoral Calendar</p> </th></th>	<p>Follow-up report and implementation of voter registration activities</p> <p>Rate of participation in the voter registration exercise</p> <p>Voter's registry is published and displayed for confirmation and other use</p> <p>Voters' registry is computerized</p> <p>Details of voters are registered</p> <th data-bbox="1192 115 1547 1407"> <p><u>Risks and assumptions:</u></p> <p>Low participation of voters in the exercise</p> <p>High rate of abstentions from the voter registration exercise</p> <p>The Voter's register is a key document which is required to be updated annually, as stipulated in the electoral law – the last update was in 2005</p> <p>Lack of demographic data</p> <p>A very time-constrained Electoral Calendar</p> </th>	<p><u>Risks and assumptions:</u></p> <p>Low participation of voters in the exercise</p> <p>High rate of abstentions from the voter registration exercise</p> <p>The Voter's register is a key document which is required to be updated annually, as stipulated in the electoral law – the last update was in 2005</p> <p>Lack of demographic data</p> <p>A very time-constrained Electoral Calendar</p>

ACTIVITIES:	INPUTS (US\$) :		<u>Risks and Assumptions:</u>
1. Support the management of the voter registration exercise	51,960		Budget gaps
2. Support the preparation of a voter location map and procure logistics	26,767		Institutional instability
3. Support the logistics operations for the voter registration exercise	269,250		Climatic factors
4. Support the conduct of the voter registration exercise	228,255		
5. Procure various equipment and materials	26,233	- Report of Voter Registration Activities	
6. Support the supervision of the voter registration exercise	172,018	- Financial Report	
Provide training for agents involved in the voter registration and information campaigns	101,482	- Observation of the Annual Work Plan	
8. Provide training for members of the Voting Offices and of the Voter Information Offices	383,562		
9. Other costs (general contingencies)	32,795		
<i>GMS (7%)</i>	89,567		
TOTAL	1,381,889		

I / Context and justification of the project

The Legislative elections held in 2004 in Guinea-Bissau represented a first step in a political transition marked by a context of exceptions to constitutional provisions and by the installation of a transitional Presidency of the Republic following the overthrow of President Koumba Yala. The transitional period, managed by transitional political organs and a Transitional Political Charter replacing the Constitution of the Republic with regards to the organization of political power, ended with the election of a new President. The presidential elections of 2005 opened the way for a series of political adjustments, marked by institutional conflicts involving the Legislature, the Executive and the Presidency of the Republic, which consequently led to the signing in March 2007 of a Government and Political Stability Pact, and the creation of a Government bringing together the three main political parties represented in Parliament. Taken in the context of management of institutional crises which have beset Guinea-Bissau over the past years, the forthcoming Legislative Elections could be seen as a confirmation of the restoration of institutional order.

Following the request for electoral assistance made in June 2007 by the Government of Guinea-Bissau to the United Nations, an assessment mission was carried out from 27 September to 4 October by the Electoral Affairs Division (EAD) of the Department of Political Affairs from the United Nations Headquarters, with the coordination of UNOGBIS and the participation of UNDP. The mission focused on an assessment of the political environment in order to determine the assistance to be provided by the United Nations. The mission examined questions related to divisions of opinion about the calendar for the elections, the proposals to amend the existing electoral law, update of the voters' registry and resource-mobilization efforts among partners. Following the approval of the EAD mission's report by the Under Secretary-General for Political Affairs and Coordinator for Electoral Affairs, a UNDP mission visited Guinea-Bissau from 5 to 14 November 2007 to carry out assessments and formulate a project for electoral assistance.

The UNDP mission held consultations with the National Electoral Commission (CNE), the Office of Technical Support for the Electoral Process (GTAPE), the Ministry of Foreign Affairs, as well as with the Ministry of Finance to determine issues of funding and programming of activities for the legislative elections in 2008 and the presidential elections in 2010. Following these consultations, the UNDP mission, in collaboration with its technical partners, identified the priority areas for electoral assistance and finalized the project document.

Elections constitute one of the fundamental elements of democratic governance in a State and an indispensable tool for encouraging the participation of the citizens in political life and at the same time for pursuing the related objectives of poverty reduction and development in accordance with the Millennium Development Goals (MDGs).

Several factors, including those related to issues of application of existing legislation and to problems inherent to a society marked by political crises, have created in Guinea-Bissau a tradition of updating the voters' registry on the occasion of each election. Guinea-Bissau is faced with the same problem with regards to preparations for legislative elections in 2008.

The legal framework stipulating the annual update of the voters' register has practical problems of application, given the fragility of State institutions, particularly at the level of local administration and the high costs involved in such an exercise. Furthermore, neither the CNE nor the GTAPE at present have a computerized database. As a consequence, the existing voters' registry is replete with names and details of deceased voters, as well as of voters who have changed residential addresses or moved to different regions of the country and have resorted to registering as new voters. The end result is that neither the

national political actors nor the civil society organizations at large have any confidence in the existing voter registry process and have called for the creation of a new registry.

It is essential for Guinea-Bissau's electoral officials to find mechanisms to improve the voter registration and management system. During a seminar organized by GTAPE and the CNE, different methodologies of voter registration were reviewed, with assistance provided by the UNDP mission which assessed technical conditions and prepared the project of support for the 2008-2010 electoral cycle in Guinea-Bissau (PACE). The aim of the seminar was to provide support to Guinea-Bissau in selecting the most appropriate methodology in light of the country's current circumstances.

The conduct of free, credible and transparent legislative elections in 2008 is crucial for Guinea-Bissau, particularly as this democratic exercise will determine the composition of the new Government which will guide the country forward to the presidential elections of 2010 and the Government following these presidential elections. At stake also is the socio-economic development of Guinea-Bissau, since sustainable economic development can only derive from good governance. For these and other reasons, providing support for the forthcoming legislative elections has been identified as an essential component of the United Nations Development Assistance Framework (UNDAF) : « Confronting the challenge of the Millennium Development Goals ».

The objective is to create an inter-institutional memory with a view to improving, on the basis of national ownership, further electoral processes in Guinea-Bissau. Within this context, the outcomes expected from the planned voter registration exercise are:

- a. The creation of a credible voters' registry which will serve as a basis not only for the legislative elections in 2008 but also for future elections, particularly the presidential elections in 2010;
- b. The conduct of a programme of civic education on the electoral process.

2/ Management arrangements

In order to ensure the required operational synergy through the activities financed by various partners through UNDP, the voter registration and civic education project will be executed within the framework of the UNDP project document of support for the 2008-2010 electoral cycle, of which the first phase is support for legislative elections in 2008, through the use of management tools to be put in place within the framework of support.

Under the Direct Execution Modality (DEX), UNDP will ensure an efficient management of the project in close collaboration with the CNE and other beneficiary institutional actors, particularly GTAPE, as well as the civil society. The CNE and other institutional beneficiaries will be supported by UNDP in the elaboration of their programme of activities and the preparation of a detailed budget for the electoral process. In accordance with the above-expected results, the budget and the annual work plan of the present project (detailed overleaf and elsewhere in this document) remain flexible to future adjustments of activities and their respective costs, without prejudice to the main objective of the project which is voter registration and voter civic education. Some of the activities related to operations and the budget, particularly the procurement of goods and services related to the voter registration activities and the exercise of the vote, will be financed through a contribution from Portugal to be made directly to the Government.

For the operational management of the project, UNDP will recruit personnel for a Project Management Unit (UGP), to be charged with the daily management of the project and the provision of technical advice and support to the CNE and other beneficiary institutions which will be carrying out activities related to the project of electoral assistance.

For the operational management of the project, UNDP will recruit personnel for the Project Management Unit, which will oversee daily management and provide advice and technical support to the CNE and other beneficiary institutions for the conduct of activities related to the project. Further, UNDP will ensure the collaboration of the partners taking part in the project and oversee coordination with the Government.

CNE and other beneficiary institutions, in collaboration with the UGP, will prepare a programme of activities based on the operational plan. UGP will work together with the other above-mentioned partners to prepare regular progress reports on the preparations. UNDP will manage the financial reporting issues related to the project, in accordance with UNDP financial management rules and procedures

Coordination and Supervision

The project will be supported by a two-level management structure: a Steering Committee; and a Project Management Unit.

The Steering Committee: It will be responsible for the strategic orientation of the support and assistance to be provided for electoral operations. It will be co-chaired by

- o The UNDP Resident Representative ; and
- o The President of the CNE.

The Steering Committee will also be composed of:

- o The representatives of development partners taking part in the project;
- o The representative of the Government (Ministry of Internal Administration);
- o The representative of the CNE ;
- o The representative of GTAPE ;
- o The representative of the Ministry of Foreign Affairs; and
- o The representative of the Ministry of Finance.

Other parties, in addition to the above-mentioned ordinary members, could be invited to participate as observers in the meetings and deliberations of the Steering Committee, without the right to vote. The Project Management Unit will play the role of Secretariat to the Steering Committee, which will meet once a month, and more frequently if there is the need to do so, and will be responsible for, among other duties ;

- o Defining the strategic orientation for the activities related to the electoral operation;
- o Provide instructions and guidance to the Project Management Unit on the management of funds ;
- o Determine other issues which will guide a proper management of funds and functioning of the Project Management Unit ;
- o Validate the status of personnel needed for the Project Management Unit, as well as of external assessors and auditors ;
- o Guide the Project Management Unit on the steps to take in case of circumstances causing delays in electoral operations and affecting the achievement of performance indicators ; and
- o Supervise the Project Management Unit in its role as Secretariat of the Steering Committee.

CNE - State institution with the mandate to organize and supervise the conduct of elections and as appropriate, supervise the Office of Technical Support for Elections (GTAPE) and other structures as necessary. In this connection, the CNE is responsible for preparing, with the support of the Project Management Unit, the work plan and the procurement of material in accordance with the plan of operational activities. It is also responsible for ensuring, in coordination with the UGP, the proper unfolding of the

electoral process and ensuring the collection and securing of the results of each stage of the electoral process.

Government – Apart from its financial contribution to the elections, the Government is responsible for ensuring that the inputs and contributions of other national institutions, particularly security services and local administration, are mobilized within the established timeframes. The Government is also responsible for ensuring that electoral management functions of the CNE are provided for and enabled, as well as for ensuring proper liaison between the project and its various components.

UNDP – Has responsibility for managing the resources which have been mobilized through its system; for ensuring that all necessary technical and material resources are made available within set timeframes to the CNE and other relevant institutions for the proper conduct of electoral operations; and for submitting financial reports on the management and use of the funds allocated for the elections. UNDP co-finances the Project Management Unit. It also contributes to partner efforts to mobilize resources and co-chairs the Steering Committee with the CNE.

3 / Risks and assumptions

Risks of public order related to the forthcoming legislative elections derive from the underlying political tensions and tendency of recurrent crises facing Guinea-Bissau. The members of the CNE have to deploy considerable efforts to separate their functions as CNE staff from their respective party political interests and discharge their obligations with impartiality and professionally.

With respect to the process of political dialogue, the atmosphere of mistrust which has been created as a result of systematic challenges to the outcomes of electoral processes in the past fifteen years is a factor that could impact on the proper functioning of the CNE.

At an institutional level, the existence of overlapping institutional actors is a risk factor that could create coordination difficulties between the CNE, on one hand, and the other relevant structures, on the other hand.

At an administrative level, a marked interference by governmental administrative structures, in particular the Ministry of Interior and territorial governance institutions, could impact on the independence of the CNE.

The non-payment of arrears of salaries and other emoluments from previous elections also constitutes an important factor, in terms of the risk of boycott of the electoral operations on the part of temporary staff making claims for payment.

With regards to the date scheduled for the voter registration exercise, the difficulties of access by voters to registration centers is another factor to be taken into account, given the imminence of the rainy season, which impacts heavily on the ease of movement of voters to registration centers, as well as the transport of voting material and equipment.

All political, technical and financial partners involved in the electoral process should work together to ensure much-needed support that will enable consensus throughout the electoral period. Any significant downturn in the political situation could have the consequence of slowing down the taking of decisions and could consequently affect the preparations for elections.

4. Budget based on details of item of expenditure

Type of expenditure	Item (Annual Work Plan)	Unit Cost US\$	Number of Units	Total Cost US\$
1. Contracts <i>Provision of services</i>	2.1.2.	37,411		
	2.1.5.	4,751		
	2.1.6.	49,276		91,438
2. Training	2.1.1.	1,722		
	2.2.	383,562		385,284
3. Transport	1.1.1	19,287		
	1.3.1.	83,135		
	1.3.2.	8,017		
	1.3.3.	113,302		
	1.3.4.	32,922		
	1.3.5.	26,841		
	1.3.6.	5,033		
	1.6.3.	51,306		
1.6.4.	5,986		345,829	
4. Provisions and supplies	1.2.2.	18,898		
	2.1.3.	7,135		
	2.1.4.	1,188		
	1.2.2.1.	962		28,183
5. Equipment	1.5.	26,234		26,234
6. Travel	1.1.2.	32,672		
	1.2.1.	6,907		
	1.4.1.	228,254		
	1.6.1.	42,755		
	1.6.2.	71,971		382,559
7. Miscellaneous (general contingencies)				32,795
Sub-total				1,292,321
9. Administrative and management costs*				89,567
TOTAL				1,381,889

* The rate shall be within the range of 5% to 9%, with overall expected average of 7% of the total of categories 1-8., as agreed to by Recipient UN Organizations in MOU signed with the PBF's Administrative Agent, the UNDP MDTF Office

5. Annual Work Plan (6 months)

Year : 2008

Product	Activities	Inputs	Budget US\$	Time period / Date
<i>1. Voter registration conducted</i>	<i>1. Management of Voter Registration</i>		51,960	
	1.1. Vehicles Rental movement)	72100-Serct	19,287	15-06-08
	1.2. Mission costs	72100-Serct	32,672	
	<i>2. Mapping and provision</i>		26,767	30-06-08
	2.1. Mapping design personnel (mission and maintenance costs)	72100-Serct	6,907	
	2.2. Provisions and supplies	72500 Supplies	18,898	
	2.2.1. Glue	72500 Supplies	962	
	<i>3. Logistics</i>		269,250	1 to 30-07-08
	3.1. Purchase of 2 double-cabin vehicles (4x4)	72100-Serct	83,135	
	3.2. Purchase of 45 bicycles	72100-Serct	8,017	
	3.3. Rental f 22 vehicles	72100-Serct	113,302	
	3.4. Fuel (gasoil) for vehicles	72100-Serct	32,922	
	3.5. Rental f 9 canoes	72100-Serct	26,841	
	3.6. Fuel (gasoil) for canoes	72100-Serct	5,033	
	<i>4. Voter registration operations</i>		228,255	Starting from 01-07-08
	4.1. Mission costs	72100-Serct	228,255	
	4.1.1. Regional coordinators and cartographers (23 persons)		17,150	
	4.1.2. Voter Registration Commissions and agents to be recruited (585 persons)		211,105	
	<i>5. Acquisition of miscellaneous equipment</i>	72200 Equip	26,233	Starting 15-06-08
	<i>6. Supervision of voter registration</i>		172,018	Starting 01-07-08
6.1. Mission costs of the Executive Secretariat of the CNE	72100-Serct	42,755		
6.2. Mission costs for the Regional Electoral Commissions (CREs)	72100-Serct	71,971		
6.3. Vehicle rental for the CREs	72100-Serct	51,306	15-06-08	
6.4. Fuel	72100-Serct	5,986		
<i>2. Eligible voter population is informed and sensitized on the importance of voter registration</i>	<i>1. Training of Voter Registration Agents and Information/Sensitization of voters</i>		101,482	Starting 15-06-08
	1.1. Training of trainers	72100-Serct	1,722	
	1.2. Constitution of Voter Registration Commissions	72100-Serct	37,410	
	1.3. Acquisition of educational material	72100-Serct	7,135	
	1.4. Preparation of training manuals	72100-Serct	1,188	
	1.5. Rental of premises for Voter Registration	72100-Serct	4,751	
	1.6. Civic education campaigns on voter registration (Radio, TV, Newspapers, Theatre etc.)	72100-Serct	49,276	

	2. Training of members of Voting Bureaus (BV) and information campaigns (CNE)	72100-Serct	383,562	Starting Sep 08
	General contingencies (Miscellaneous)	74500 Misc.	32,795	
	Management costs (GSM 7%)		89,567	
	Total		1,381,889	