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PROJECT DOCUMENT

Timor-Leste

Project title: Project of Parliamentary Strengthening for Inclusive Democracy, Participatory Development and Civic Engagement (2020–2023)

Project number:

Implementing partner: UNDP Timor-Leste

Start date: August 2020

End date: December 2023

PAC meeting date: 4 March 2020

Brief description

Since the inauguration in 2002, the National Parliament has successfully fulfilled its constitutional mandates – legislative, oversight, representational functions - which led the political, economic and social development in Timor-Leste.

Despite the considerable progress, the National Parliament is facing with several challenges in terms of its institutional capacity which constrain it to perform its mandates the best. These challenges are namely insufficient technical expertise and systemic training mechanism, low digital capacity, absence of effective engagement with citizens, and weak in international relation management.

In order to address the abovementioned challenges, the project will focus on the National Parliament’s further institutional development particularly in training and capacity building, technical expertise, regulatory impact analysis, digital transformation, citizen engagement, communication and international relations. The project will also ensure that all the support are mainstreaming gender, human rights, environment and SDGs.

The project activities are designed to contribute to five main expected results:

- 1) MPs and parliamentary staff have enhanced knowledge, awareness and technical capacity, which improve how the National Parliament performs its oversight, legislative and representational roles.
- 2) The National Parliament is equipped for digital transformation with a clear strategy and pilot initiatives.
- 3) The National Parliament is enabling civil society and people to engage in its policymaking work, so people’s needs are better reflected in public policies.
- 4) The National Parliament has a stronger capacity in international relations by establishing the g7+ Parliamentary Assembly and effective aid coordination.
- 5) The National Parliament is gender sensitive by mainstreaming gender throughout its work and promoting gender equality internally and externally.

Contributing outcome (UNDAF/CPD, RPD or GPD):

UNDAF Outcome 4: State institutions are more responsive, inclusive, accountable and decentralized for improved service delivery and realization of rights, particularly of the most excluded groups

Indicative output(s) with gender marker: Gen2

Total resources required:	USD 4,121,936	
Total resources allocated:	USD 638,000	
	UNDP:	100,000
	Government:	538,000
Unfunded:	US\$ 3,483,936	

Agreed by:

National Parliament	UNDP
 Mr. Adelino Afonso de Jesus Secretary-General of the National Parliament of Timor-Leste	 Ms. Munkthuya Altangerel UNDP Resident Representative in Timor- Leste

I. DEVELOPMENT CHALLENGE

In August 2001, two years after the people of Timor-Leste voted in favour of independence (the vote took place through a UN-supervised referendum), a Constituent Assembly was elected. The Constituent Assembly became the National Parliament on 22 March 2002. The Constitution gives the National Parliament representational, legislative, oversight and political decision-making powers. Since the inauguration, the National Parliament has made considerable progress in terms of both the institutional capacity and its contribution to the development of Timor-Leste. The National Parliament is the most prominent institution in Timor-Leste's democracy.

Continuing needs of the National Parliament

As a young Parliament, the National Parliament has received a range of international development support and benefited greatly from them for the last two decades. Despite the considerable progress, the National Parliament is facing with several challenges in terms of its institutional capacity which constrain it to perform its mandates the best. These challenges are namely insufficient technical expertise and systemic training mechanism, low digital capacity, absence of effective engagement with citizens, and weak in international relation management.

Given these challenges, the National Parliament needs continued support from development partners. For the effective and efficient use of limited resources, systematic aid coordination mechanism between the National Parliament and development partners is needed. Such system will ensure the aid to be harmonised and aligned with the National Parliament's strategic goals. This will also lead to better management of development results.

The National Parliament has endorsed the *Common principles for support to parliaments*¹, which the Inter-Parliamentary Union promotes. These principles include sensitivity to social, economic and political context; sustainability; political inclusivity; and gender equality. The Parliament also subscribes to the commitments that the Government of Timor-Leste has made to international aid effectiveness. These needs and aspirations are articulated in the 'Strategic plan of National Parliament (2017–2022)', which is guided by a commitment to human rights, diversity, pluralism and sustainable human development. The strategic plan reflects the country's 'Strategic development plan (2011–2030)'² and is underscored by considerations of national identity and Timor-Leste's position in the Asia–Pacific region.

Safeguarding Timor-Leste's democratic gains

The planned project is timely and relevant, as it follows successful and peaceful elections in 2017 and 2018. According to Freedom House³, fair elections in 2017, which allowed new parties and younger politicians to gain seats in Parliament, advanced Timor-Leste's status from "Partly Free" to "Free"⁴. In the Asia–Pacific region only 46 percent of countries enjoyed "Free" status in 2018, and repressive regimes and anti-democratic forces are on the rise. Therefore, Timor-Leste's democratic consolidation is an achievement not to be overlooked. The Economist Intelligence Unit's 2017 democracy index⁵ ranks Timor-Leste seventh, after India and Taiwan, in the Asia and Australasian region.

¹ <https://www.ipu.org/our-impact/strong-parliaments/setting-standards/common-principles-support-parliaments>

² <https://www.timorleste.tl/documents/timor-leste-strategic-development-plan-2011-2030/>

³ <https://freedomhouse.org/>

⁴ <https://freedomhouse.org/report/freedom-world>

⁵ <https://www.eiu.com/n/>

Timor-Leste therefore represents a stronghold of democratic freedom in the region. Moreover, the current political situation, where political parties are increasingly polarised, means that the National Parliament has a critical role as an institutional forum where divergent political positions are debated and negotiated. A project to strengthen the Parliament would not only help safeguard and buttress Timor-Leste's positive political development in recent years, but also contribute towards peacefully resolving important political debates that will influence the future of this young nation.

Problem analysis

The project will address four of the National Parliament's most pressing problems with efficiently complying with its constitutional mandate.

Problem 1

The National Parliament needs to strengthen the overall capacities to perform the legislative, oversight and representational roles.

- Parliamentarians and staff lack capacity and technical expertise to draft and review bills, and promote informed debate, particularly in the areas of gender, justice, and decentralization.
- Parliamentarians and staff lack capacity to perform their oversight and representational roles
- Parliament lacks the system for sustainable human resources management and capacity development

Problem 2

The National Parliament needs to build the digital capacity

- The National Parliament has limited digital capacities in terms of both human resources and equipment
- The National Parliament lacks an institutional strategy and/or roadmap for digital transformation

Problem 3

The National Parliament needs to enhance the representational role by more effective engagement with citizens

- The public has limited information about the work of the National Parliament.
- Civil society organisations and people have limited involvement in the Parliament's legislative work.
- The openness and transparency strategy approved in the 'Strategic plan of the National Parliament 2017–2022 has not been implemented.

Problem 4

The National Parliament needs to develop its capacity in managing international relations and coordinating development partners

- The National Parliament lacks sufficient capacity to establish the g7+ Parliamentary Assembly.
- The work of development partners supporting the National Parliament needs more effective coordination.
- International aid is not sufficiently well aligned with the 'Strategic plan of the National Parliament 2017–2022 development objectives.

In addition to abovementioned problems, the National Parliament needs to strengthen its awareness and capacities in gender to mainstream gender across its work and to be a role model of promoting gender equality in Timor-Leste.

II. STRATEGY

Theory of change

If the National Parliament's institutional capacities are enhanced, particularly on training, technical expertise, regulatory impact analysis, citizen engagement, digital and communication, international relations and aid coordination; and if gender, human rights, environment and SDG are mainstreamed throughout its work, then the National Parliament will fulfil its constitutional mandates – legislative, oversight, representation functions. Thus, these results will contribute to achieving *UNDAF Outcome 4*: State institutions in Timor-Leste to be more responsive, inclusive, accountable and decentralized for improved service delivery and realization of rights, particularly of the most excluded groups.

The project is also closely linked and contributing to the achievement of UNDP Strategic Plan, particularly the B. Accelerate structural transformations for sustainable development, by “addressing inequalities and exclusion, and building more effective governance systems that can respond to megatrends such as globalization, urbanization and technological and demographic changes. Inclusive and accountable governance is a key driver of structural transformations.”

The project has five components that respond to and address problems 1 to 4 above. (Annex 1. Theory of Change Table)

Problem 1. The National Parliament needs to strengthen its overall capacities to perform its legislative, oversight and representational roles.

To address this problem, the project will support the Parliament with technical advisors, training and seminars to enhance the capacities of Parliamentarians and Parliamentary staff in partnership with the Parliamentary Training Centre. The team of international and national consultants will be hired to support parliamentarians and parliamentary staff to analyse and draft bills, particularly in the areas of gender and justice. It will also support parliamentarians with their oversight role to ensure the National Parliament has informed discussions, particularly in the Specialized Committees. The project will also promote public awareness on Parliament work by implementing radio programmes, workshops and television debates during the legislative process of bills and resolutions.

For the first time, with the support of the project, Parliament will establish a unit to develop Regulatory Impact Analysis (RIA). RIA is to assess the expected impacts – legal, economic, social, gender and Human Rights - of approved legislation. RIAs are crucial for understanding the impact that state actions, including legislative actions, have on social inclusion—poverty reduction and gender equality. Establishing regular RIAs will enable Parliament to exercise its legislative powers and control function, particularly over government activities.

The outcome of this support will be preservation of democratic gains achieved since independence, including rule of law and democratic freedom. It will be delivered through:

Output 1: MPs and parliamentary staff have enhanced knowledge, awareness and technical capacity, which improves how the National Parliament performs its oversight, legislative and representational roles

Problem 2. The National Parliament needs to build the digital capacity

To address the problem, based on UNDP's global and regional experience in supporting digital transformation of state institutions, the project will conduct a digital readiness assessment for the National Parliament which will be the basis for a comprehensive strategy and roadmap for Parliament's digital transformation. Based on the roadmap, the project will implement some pilot initiatives to build Parliament's digital capacity, including the development of an interactive mobile application for the National Parliament. Digital transformation will help the National Parliament to be more effective, efficient, engaging, transparent and inclusive.

The project will hire a Digital Advisor who will facilitate the overall and will also strengthen the capacities of Parliament's IT department so that these initiatives are relevant and sustainable.

These activities will contribute to achieving **Output 2: The National Parliament is equipped to carry out digital transformation with a clear strategy and pilot initiatives**

Problem 3. The National Parliament needs to enhance the representational role by more effective engagement with citizens

To address this problem the project will promote the *Lian Povu*, or citizens' voice, initiative. This innovative programme will ensure that citizens actively participate in the democratic process. Public outreach advisor and legal advisor will be recruited to implement *Lian Povu*. This team will assist Parliamentarians and work with CSOs to draft policies and bills. Engaging CSOs and citizens in Parliament's policymaking work will ultimately lead to their development needs and realities being better reflected in policies and bills.

Through these activities the project aims to bring the National Parliament closer to women and men, while giving special attention to the needs and priorities of people living in vulnerable situations. These activities will contribute to achieving **Output 3: "The National Parliament is enabling civil society and people to engage in its policymaking work, so people's needs are better reflected in public policies.**

Problem 4. The National Parliament needs to develop its capacity in managing international relations and coordinating development partners

To tackle this problem, the project will assist the National Parliament to enhance its capacity in managing relations with the international partners, including other Parliaments around the world, particularly the ones in g7+, ASEAN and CPLP. It will not only allow the National Parliament to learn and share the good practices of the Parliamentary work with other peer Parliaments, but also to showcase the Timor-Leste's democratic achievements globally. As an example of this initiative, the project will assist the National Parliament to establish "g7+ Parliamentary Assembly", a new international parliamentary organization. This organization will gather the parliaments and assemblies of g7+ member states in an international parliamentary assembly. The project will help with planning and implementing the tasks involved in inaugurating this assembly, including providing a virtual secretariat. Through these activities the project aims to help affirm National Parliament's role internationally, foster multilateralism, and promote the role of parliament in fragile countries, especially g7 + member countries.

The project will also help the Parliament to implement the *Harii Hamutuk* mechanism to strengthen aid effectiveness and alignment with Parliament's strategic development plan.

These activities will contribute to **Output 4: "The National Parliament has a stronger capacity in international relations, by establishing the g7+ Parliamentary Assembly and effective aid coordination"**.

Cross-cutting issue: Gender

Besides abovementioned problems, mainstreaming Gender across the work of the National Parliament is very critical. The National Parliament needs not only to promote the gender equality through its work but also to be a good example for the nation. The project will promote policies that aim to change mindsets and build an environment that is conducive to women having a greater role in political leadership. To achieve this gender-mainstreaming objective, the project will recruit an adviser to promote international best practice on gender mainstreaming and women's leadership, provide technical assistance and training aimed at strengthening legal frameworks, and assist with reviewing legislation from a gender perspective.

Through this approach the project aims to consolidate a transversal gender equality policy throughout all the National Parliament's activities and achieve the cross-cutting **Output 5: "The National Parliament is gender sensitive by mainstreaming gender throughout its work and promoting gender equality internally and externally"**.

In conclusion, the purpose of the project will be achieved by accomplishing five outputs:

- **Output 1:** MPs and parliamentary staff have enhanced knowledge, awareness and technical capacity, which improve how the National Parliament performs its oversight, legislative and representational roles.
- **Output 2:** The National Parliament is equipped to carry out digital transformation with a clear strategy and pilot initiatives
- **Output 3:** The National Parliament is enabling civil society and people to engage in its policymaking work, so people's needs are better reflected in public policies.
- **Output 4:** The National Parliament has a stronger capacity in international relations by establishing the g7+ Parliamentary Assembly and effective aid coordination.
- **Output 5:** The National Parliament is gender sensitive by mainstreaming gender throughout its work and promoting gender equality internally and externally.

Methodology

The intrinsic challenges of parliamentary strengthening work are recognized to be distinct from other areas of aid; notably that parliament is a political domain of contestation, subject to cyclical change, and power struggles both with the executive and between parties. Perhaps unsurprisingly then, by far the most common lesson/recommendation in reviews of support to parliamentary strengthening relates to the necessity of understanding and adapting to the political context within which parliament is situated (including the wider political system), and undertaking good political analysis in the planning phase. Without this political contextualisation, projects have normally faced difficult challenges. From previous UNDP Parliament Project cycle there are "lessons learned" and recommendations that were incorporated when designing the current project:

- The need for long-term interventions: longer-term intervention is clearly correlated with project effectiveness. There is often a tension between long-term programming and

flexibility to respond to new opportunities. The coordination mechanism *Harii Hamutuk*, supported by the project can bring added flexibility.

- Project is based on local demand and to encourage broad-based local ownership: Parliamentary strengthening will only succeed if it is supported by MPs, political parties and other local actors. The project is designed based on National Parliament's demands to strengthen its institutional capacity, particularly from National Parliament Strategic Plan 2017-2022 that is broad-based political document, essential to for the effectiveness of the project.
- Issue-based approaches are particularly successful: Training programmes that focus on specific issues (e.g. gender budgeting, decentralization, justice reform), rather than only procedural training, are very well received. Based on UNDP's previous engagement and the inputs from then National Parliament, the project narrowed down the scope of technical support to have targeted interventions.
- Legislative assistance cannot be viewed in isolation from other areas of support: Attention needs to be given to the competencies of other areas of Parliament and their ability to perform their responsibilities. Technical cooperation has to have a holistic approach within several areas of parliament support.
- Parliamentary strengthening needs to be technical and politically neutral: Supporting Parliament necessarily involves dealing with politically sensitive issues. If parliamentary strengthening is viewed as a mechanism for advancing the foreign policy interests of the donor, the assistance is unlikely to have the intended impacts. UNDP has expertise and experience in providing technical support to the Parliaments worldwide while ensuring to be neutral.

The 'Strategic plan of the National Parliament 2017–2022 (the Strategic Plan)' is the foundation for any parliamentary support project. Together with the new Law on the Organisation and Functioning of Parliamentary Administration, the Strategic Plan provides a framework for the technical assistance, training and support for aid effectiveness envisaged in this project document. The Strategic Plan's goals relate to the Parliament's performance of its constitutional functions, its promotion of a culture of openness and transparency, its international relations and cooperation, and its consolidation of its administrative operations. The strategies and activities of this project, which are described in the next section, will be oriented towards supporting the goals of the Strategic Plan.

Technical advisers

The National Parliament does not yet have the human resources and technical capacity it needs to institute the necessary checks and balances to effectively oversee executive action. UNDP will respond by deploying technical advisers to provide the Parliament with training and advice. The technical advisers will help Parliament implement the various programmes described in its strategy. They will also implement a capacity building approach to contribute to the professional development of MPs and the parliamentary staff. This approach will be regulated by the Human Resources Department and the Training Centre. The technical advisers will also play a critical role in developing and implementing initiatives related to engaging citizens, reforming the justice sector and decentralizing governance. They will provide support in a way that transfers their knowledge and is sustainable. The project will ensure there is national ownership of this support, by involving Parliament in the recruitment of the advisers.

Parliamentary Training Centre

The project will equip the Parliamentary Training Centre with the human and material resources it needs to provide MPs and parliamentary staff with well-structured training programmes on a range of topics. The training will be sensitive to the different languages spoken at the Parliament (Tetum, Portuguese and English). The project includes a training centre advisor, who will be recruited to assess training needs and design the centre's training curriculum. When the centre cannot source technical advisers from the experts already based in Timor-Leste, including at the Parliament, it will invite experts from abroad to conduct courses on specialized subjects.

The training centre will consult the latest research on behavioural change in the parliamentary context, so that training focuses not only on institutional development but also on changing people's behaviour and motivation.

Regulatory impact analysis

The National Parliament is Timor-Leste's primary legislative organ. To produce better legislation and fulfil its oversight mandate, it needs to better understand the consequences of approved legislation, so that the legislation gains legitimacy and is effective. RIAs are crucial for understanding the impact that state actions, including legislative actions, have on social inclusion—poverty reduction and gender inequality especially. Establishing regular RIAs would enable it to exercise its legislative powers and control function, particularly over government activities.

In partnership with international universities and research centres specialized in RIA, this project will support the National Parliament to develop the legal framework and implementation tools that will give it the capability to conduct RIAs on draft and approved legislation.

The project will also support Parliament in establishing an agreement with UNTL – National University of Timor-Lorosae to Human Rights Center to secure their support in providing legislative analysis on the human rights perspective.

Overall, the project will support National Parliament in conducting RIA's in five key areas: legal, financial, human rights, gender and alignment with SDG's.

The expected outputs of this work are:

1. guidelines for conducting RIAs
2. national officers recruited to conduct RIAs. To ensure sustainability, parliamentary (legal) staff will also be trained on RIA.
3. training programmes for officials and publication of manuals
4. international conferences to raise awareness of RIA initiatives and improve their visibility
5. RIAs conducted on pending and approved legislation.

Justice-sector reform

With the support of UNDP, the National Parliament has been developing relevant draft legislation to reform the justice sector. This support has developed a project initiation plan (PIP) that will be incorporated into this project. A team of senior experts has been developing draft bills. This team will continue this work and will promote discussion of the draft bills at each legislative phase, including debate and public consultation in the Permanent Committee for Constitutional Affairs and Justice (A) and Plenary.

The project will also produce content and materials to assist MPs to have informed debates. Outreach and ongoing contact with civil society groups and citizens will be achieved by

initiatives like TV and radio debates, town hall meetings, podcasts, booklets and an international seminar on justice-sector reform. All materials will be produced in Tetum and Portuguese languages to maximise people's access to the information. The project will also prepare a book about legislative preparation that can be used by scholars and students studying the Timorese justice system and bills-approval processes.

The project will support these types and pieces of legislation:

- Legislation being developed under the PIP (2019–2020)
 - Law on the Judicial Organization
 - Law on Programming/Planning the Justice Training
 - Statute of Judicial Magistrates
 - Statute of Public Ministry
 - Statute of Public Defenders
 - Review of the Penal Code
 - Review of Criminal Procedural Code
- Legislation to be developed by this project (2020–2023)
 - Statute of Political Office Holders
 - Administrative Procedural Code
 - Administrative Litigation Code
 - Rules of Procedure for the Administrative, Tax and Accounts Court
 - Rules of Procedure for the High Court for Administrative, Tax and Accounts
 - Rules for the Appointment of the President for the High Court for Administrative, Tax and Accounts
 - Rules of Procedure on the Tax and Customs Court
 - Law on Constitutional Procedure
 - Commercial Code
 - Review on the Commercial Companies Law
 - Insolvency Code
 - Law on the Bar Association
- Government proposals tabled in Parliament that will be reviewed with the support of this project (2020–2023)
 - Arbitration Law
 - Transitional Justice Law
 - Civil Procedural Code
 - Mediation Law

Lian Povu Initiative

By 2022 the National Parliament aims to become an inclusive and transparent institution that reflects the values of mutual respect, equality and solidarity. This means it will be open to everyone participating in the democratic process, and will support citizens to fulfil their aspirations for a democratic and prosperous nation. To realize these aspirations, the Parliament has developed an innovative programme called the *Lian Povu*, or citizens' voice, initiative. *Lian Povu* includes a citizens' debate component and a citizens' participatory budgeting component. Through these components, civil society groups and MPs can discuss policies and bills, advocate for those they support and choose how to allocate funding. This will help ensure that policymaking better reflects civil society's needs, realities and aspirations. The project's team of legal advisers will assist in implementing *Lian Povu initiative*.

Survey on the quality of democracy and Ethics conferences in Parliament

The project with National University of Timor Lorosae (UNTL)⁶ will develop and implement a survey on the quality of democracy in Timor-Leste. The survey, aims to analyze, rigorously and with a set of theoretically articulated concepts, how the Timorese see the democratic system and how do they evaluate their democratic regime. It will provide a snapshot on the perception and importance of the state of democracy in Timor-Leste.

The Project, with UNTL, will also organize regular of workshops on several matters related with ethics in Parliament. The matters will cover topics like transparency/confidentiality, freedom/State control, leadership/autonomy, loyalty/integrity and equality/equity. These debates will help to consolidate the perspective of the importance to draft, discuss and approve a Parliament Code of Ethics.

Development partners' coordination mechanism

One of this project's central concerns is ensuring that aid effectiveness becomes a priority. The project will support the National Parliament's *Hari'i Hamutuk* programme. This programme envisages a mechanism that coordinates development partners, based on aid-effectiveness principles articulated in the 'Paris declaration' (2005), the 'Accra agenda for action' (2008), the 'Busan outcome document' (2011), the 'Mexico communiqué' (2014), the 'Addis Ababa action agenda' (2015) and the 'Nairobi outcome document' (2016).

Hari'i Hamutuk intends to achieve better management of development results by ensuring mutual accountability for aid, national ownership of aid, harmonisation of aid and aid that is aligned with national development priorities. The coordination mechanism will coordinate aid provided by the National Parliament's longstanding partners (these include the European Union, the Inter-Parliamentary Union, Institute Camoes, the Portuguese parliament, DFAT and ABC), and that provided through parliamentary support components of UN agencies' and international organizations' programmes. The project will recruit a project coordinator (the coordinator will also serve as this UNDP project's chief technical adviser) to support the *Hari'i Hamutuk* programme.

g7+ Parliamentary Assembly

UNDP, through its presence at the National Parliament, has helped the Parliament plan, and produce materials, for the g7+ Parliamentary Assembly. This work has included developing a concept to link the member states by a virtual secretariat based on a mobile phone application. This project will continue supporting the National Parliament to develop the virtual secretariat, and will produce the policy papers and materials needed to successfully implement the g7+ Parliamentary Assembly.

The National Parliament has proposed an agile, low-cost secretariat that uses a technological system, as this will be less dependent on member parliaments' financial contributions. The project will help the Parliament develop an app that is consistent with the Assembly's organizational principles. The twenty member parliaments can use the app to draft documents and communicate with other members. Establishing a virtual secretariat will make the Assembly stronger and less dependent on in-person meetings; it will therefore be more cost effective.

To establish the virtual secretariat, the National Parliament needs access to technology. Since UNDP has led the agenda on using technology to accelerate the SDGs, the project

⁶ In cooperation with the Observatory for the Quality of Democracy (<http://www.oqd.ics.ulisboa.pt/about-the-observatory-history/?lang=en>). The Observatory of Quality of Democracy (OQD) is a permanent research program of the Institute of Social Sciences that promotes and organizes projects focused on the diverse characteristics, functioning and quality of democratic regimes.

will make UNDP's global network available to help develop the technology platform for the virtual secretariat. The project will also help identify development partners and funding to support this relevant multilateral initiative.

Women's political leadership, gender mainstreaming and ending all forms of violence and discrimination against women

The National Parliament Gender Equality and Promotion Centre and Women Caucus will promote the developing policies that aim to change mindsets and build an environment that is conducive to women having a greater role in political leadership. The National Parliament believes that male and female MPs working together can achieve greater equality and help change laws and policies. To support these objectives, the project will recruit an adviser to promote international best practice on gender mainstreaming and women's leadership, provide technical assistance and training aimed at strengthening legal frameworks, and assist with reviewing legislation from a gender perspective.

Results framework for parliamentary development

With support from the development partners' coordination mechanism, the National Parliament Planning, Monitoring and Evaluation Unit will develop a comprehensive results framework to track the progress of parliamentary development. This results framework will include the various parliamentary divisions' indicators, baselines and targets. It will also help monitor how Parliament's development partner activities are progressing.

In addition to monitoring and evaluating the project, the project's monitoring and evaluation (M&E) officer will help develop the capacity of the Planning, Monitoring and Evaluation Unit. The officer will work with each division to ensure it is complying with the Strategic plan of the National Parliament 2017 - 2022, complying with its division work plan and tracking Timor-Leste's progress towards the SDGs.

Agenda 2030 and the Sustainable Development Goals

The project will encourage its reform work and technical assistance to be nationally owned and sustainable. The project aligns with the National Parliament's strategic objectives and Timor-Leste's 'National strategic development plan (2011–2030)'. Both of these plans align with Agenda 2030 and the SDGs. Alignment with the SDGs will also provide a platform for the development partners' participation in the aid effectiveness coordination mechanism. The project will assess the National Parliament's readiness to support the Government with its SDG commitments. It will also help develop an action plan for each of the Parliament permanent specialized committees.

Government cost-sharing

The National Parliament seeks a genuine long-term partnership for its development; therefore, it is willing to allocate USD 538,000 to this project. Given the current political circumstances, this is a clear commitment by Parliament to the project's purpose and objectives. In response, the UNDP has committed to allocate USD 100,000 to join efforts. The National Parliament and UNDP together will jointly seek to secure additional funding.

III. RESULTS AND PARTNERSHIPS

This section lists the project's outputs, activities and required resources.

Output 1

MPs and parliamentary staff have enhanced knowledge, awareness and technical capacity, which improves how the National Parliament performs its oversight, legislative and representational roles.

Activities

Under this output, the project will set up a learning management system. This will involve the activities listed in the following table.

1.1 Supporting Parliamentary Training Centre	1.1.1 Conduct Parliament HR Baseline/Needs Assessment
	1.1.2 Draft SOPs and regulations for the Parliamentary Training Centre and the HR sustainability strategy study
	1.1.3 Training/seminar for MPs and Parliamentary staff at the Parliamentary Training Centre
	1.1.4 Regular workshop and seminars on Ethics and develop "Parliament Code of Ethics"
	1.1.5 Establish the physical facility for the Parliamentary Training Centre
1.2 Supporting MPs with legislative and oversight functions	1.2.1 Support MPs to perform legislative functions such as drafting bills and amendments, and reviewing legislation
	1.2.2 Support MPs to improve their oversight functions, including debating skills and ability to hold the government to account during question time and field visits
	1.2.3 Assist MPs to review and debate policies in specific technical areas
1.3 Establishing RIA system in the Parliament	1.3.1 Develop internal guidelines for implementing RIAs as part of the National Parliament's legislative procedure
	1.3.2 Establish a local RIA service in the National Parliament (this will be composed of national legal advisers, economists and other relevant professionals)
	1.3.3 Organize international conferences on RIA for MPs and civil society, to raise their awareness of RIA's importance and make this initiative more visible
	1.3.4 Conduct RIAs on pending legislation
1.4 Technical support to the legislative work of the Justice sector reform	1.4.1 Establish a network of international and national experts to support the National Parliament's legislative work for the reform of the justice sector
	1.4.2 Workshops and training to introduce the justice sector legislative framework
1.5 Strengthening to the Parliament Secretariat	1.5.1 Develop SOPs for finance, procurement and logistics division of the Parliament Secretariat and follow up trainings

Resources:

To carry out these indicative activities, the project requires these resources:

One international consultant to conduct Parliament human resources baseline/needs assessment.
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One national advisor for Parliament Training Center (x2 years) that will assist in establishing the PTC, to draft SOP's and internal regulation, the sustainability strategy report and design the centre's training curriculum.
Internal and external trainers/lecturers/speakers and support costs for workshops, trainings and publications and materials to support the training activities.
Construction of the new Parliament Training Center facilities, including furniture and office equipment.
One international senior legal advisor (3 years) to support the plenary and MP's to improve their oversight functions, including debating skills and ability to hold the Government into account
One international consultant to develop internal guidelines for implementing RIA's as part of the National Parliament legislative procedure.
The Project will also support National Parliament in funding agreements with universities to provide a RIA's service and training to staff, including an agreement with the National University of Timor-Lorosae Human Rights Center to provide human rights impact analysis.
One National Finance, Procurement and Logistics advisor to develop SOP's for finance, procurement and logistics and to strengthen Secretariat capacity on its daily operations.
One team of senior international legal experts to continue to draft legislation for the justice sector reform.
One international legal expert that will review the legislation taking in consideration the local context
One national senior legal advisor that will lead the conduct legal research and lead the presentation of the reform with Parliament, Government and other relevant justice sector stakeholders.
Costs for workshops, trainings and materials will also be provided.

Output 2

The National Parliament is equipped to carry out digital transformation with a clear strategy and pilot initiatives

Activities:

This output will involve the activities listed in the following table.

2.1 Develop the Digital Transformation Strategy and Roadmap 2.2 Equip the National Parliament with digital tools, equipment and training	2.1.1 Undertake a digital readiness assessment of the parliamentary system
	2.1.2 Developing the Digital Transformation Strategy and Roadmap
	2.1.3 Establishing an innovative digital solution - a mobile application for the National Parliament of Timor-Leste
	2.1.4 Equipment to support Parliament digital transformation
	2.1.5 Training to support Parliament's digital transformation

Resources:

To carry out these indicative activities, the project requires these resources:

One consultant for feasibility study for the mobile app development
One consultant to develop the National Parliament mobile app
Hire company or consultant to develop digital transformation solutions
Cost for consultants/company to develop the digital readiness assessment of the parliamentary system

Costs for training Members of Parliament and Parliament staff in working the new digital solutions

Costs for purchasing IT equipment to support Parliament digital transformation initiative

Output 3

The National Parliament is enabling civil society and people to engage in its policymaking work, so people's needs are better reflected in public policies.

Activities:

This output will involve the activities listed in the following table.

3.1 Establish and implement "Lian Povu" programme in the National Parliament	3.1.1 Develop SOPs and provide technical support for the "Lian Povu" programme
	3.1.2 Implement the Lian Povu programme; 1) citizens' debate 2) participatory budgeting 3) right to petition
3.2 Strengthening Communication Capacity of the National Parliament	3.2.1 Support National Parliament to design a communication and outreach strategy
	3.2.2 Organize trainings on how to communicate better with media and citizens
	3.2.3 Equipment to support "TV Parlamento"
3.3 Organize a survey on the quality of democracy in Timor-Leste	3.3.1 With National University of Timor Lorosa'e (UNTL) develop and implement a survey on the quality of democracy in Timor-Leste

Resources:

To carry out these indicative activities, the project requires these resources:

One public relation and outreach officer
One junior legal advisor
One consultant to assist drafting the communication and outreach strategy
Costs for workshops, speakers and materials and support for TV Parlamento to cover all Lian Povu Initiative activities

Output 4

The National Parliament has a stronger capacity in international relations by establishing the g7+ Parliamentary Assembly, and effective aid coordination.

Activities:

This output will involve the activities listed in the following table.

4.1 Enhance aid effectiveness in the National Parliament	4.1.1 Develop standard operating procedures for the Hari'i Hamutuk programme
	4.1.2 Organize annual coordination meetings between the National Parliament and development partners
4.2 Establishment of the g7+ Parliamentary Assembly	4.2.1 Develop the legal framework, and other related documents, to establish the g7+ Parliamentary Assembly
	4.2.2 Develop a virtual secretariat for the g7+ Parliamentary Assembly

Resources:

To carry out these indicative activities, the project requires these resources:

Cost for participantig in g7+ parliaments meeting, organized during the IPU Assemblies
Cost for organizing Harii Hamutuk Aid Effectiveness Mechanism meetings
Hire a IT company to support developing the Virtual Secretariat for g7+ Parliamentary Assembly

Output 5

The National Parliament is gender sensitive by mainstreaming gender throughout its work and promoting gender equality internally and externally.

Activities:

This output will involve the activities listed in the following table.

5.1 Support the operation of the Parliament Center for Promotion of Gender Equality	5.1.1 Review and improve the Gender Equality and Promotion Centre SOPs and support to strengthen technical expertise on gender mainstreaming
	5.1.2 Design and implement a work plan to mainstream gender and women's empowerment into the National Parliament's work
5.2 Strengthen Parliament capacity to mainstream gender throughout its work	5.2.1 Increase MPs' and parliamentary staff's awareness about gender and development-related concepts
	5.2.2 Increase MPs' and parliamentary staff's capacity to create gender-responsive budgets
	5.2.3 Share experience about gender mainstreaming and women's empowerment with other parliaments in the region and parliaments affiliated to the same international organizations as the National Parliament

Resources:

To carry out these indicative activities, the project requires these resources:

One national gender advisor to review and improve the Gender Equality and Promotion Center SOP's and support it's daily operations and activities.
One international consultant to design and implement a work plan to mainstream gender's and women empowerment in the National Parliament
One consultant to provide training in gender responsive budgeting
Costs for workshops, seminars, trainings and materials

Partnerships

The project will establish multilateral partnerships with government and non-government bodies to promote democratic principles and inclusive governance in Timor-Leste. It will use an inclusive approach that aims to create an open and participatory environment in which every partner and stakeholder is represented, including the most excluded groups.

To implement the project's components, UNDP will establish direct partnerships with citizens groups, the g7+ countries, international institutions and CSOs. The project will also facilitate and activate lasting local partnerships, by bringing together representatives from civil society, grassroot citizens groups (including groups that work with socially excluded and vulnerable citizens), the private sector, local institutions, the media and academia. The

project will pay particular attention to involving young people, youth centres and women's organizations.

Private sector and local CSOs and NGOs

The private sector is the source of an increasing share of development finance. The project will therefore coordinate and share information with the private sector and, by monitoring the impact of development, identify opportunities for further cooperation based on mutual interests. It will also engage local CSOs and NGOs that are promoting better governance and participation of women and youth.

Development partners

The project will involve development partners investing in good governance sector, namely Parliament, justice and democracy, through bilateral negotiation and a thematic working group.

Academia

The project's activities will ensure that national and international universities and research centres, including UNTL, are involved. The project will also benefit from, and work with, active cooperatives and other potentially affected groups.

Media

The project will engage national and local media to advance people's understanding about how Parliament legislative processes can be a development tool, and to encourage more people to participate in decision-making, locally and nationally. Parliament radio, social media and TV are all good channels for social change in Timor-Leste. Radio, being a traditional oral form of communication, creates dialogue with vulnerable and marginalized communities that do not have access to other media technology or have limited education.

Staff

The project will have an office hosted in the National Parliament, in Dili and the project budget includes the programme's operational and implementation costs. This section describes the staff that UNDP needs to implement the project. Working together, this team will deliver the project's activities, and its financial and narrative reports, on time.

Chief technical advisor for the National Parliament

The chief technical adviser (CTA) will oversee, coordinate and supervise the relationship with the National Parliament. The CTA will also coordinate the *Harii Hamutuk* aid effectiveness mechanism that ensures all support to the Parliament aligns with its priorities avoiding overlapping support. The CTA will manage the project on a day-to-day basis, on behalf of the project management board (PMB). S/he are responsible for ensuring the project achieves the results specified in this document; delivers activities on time and to the required quality standards; and provides accurate and timely financial and narrative reports. The CTA will achieve this by coordinating the project's reporting and evaluation systems and coordinating with its technical leads and project managers. The CTA's role includes ensuring the project's outputs and outcomes are coherent and coordinated. The CTA will be responsible for project administration, human resources, finance, procurement and recruitment. The CTA will be supported by individual contractors when a particular service or skillset is required. The CTA will be an international appointment.

Senior Legal adviser to the Plenary

The legal adviser to the Plenary will support the Plenary meetings by analysing all legislation that is tabled and debated in the National Parliament.

Legal adviser

The legal adviser will work especially with the permanent specialized committees and will provide them with legal support when they review legislation. The legal adviser will ensure that the legislative process is transparent and open, and that international best practices are observed. They will also assist the Parliament to draft legislation and amendments, legal opinions and committee reports.

Legal consultants for Justice Sector Reform

The project will hire external senior legal consultants to help draft legislation for the project's justice-sector-reform component.

Public relations and outreach officer

The public relations and outreach officer will be responsible for maintaining contact with citizens and CSOs. They will help to bring Parliament closer to citizens. They will create opportunities for citizens to engage in parliamentary processes through, for instance, the *Lian Povu* initiative.

Communications officer

Responsible for project communication and visibility strategy including support for the designs, publication and support public communication as per donor's and UNDP communication procedures.

Monitoring and evaluation officer

The M&E officer will be responsible for monitoring, evaluating and reporting on the project. They will assist the project's staff to develop a performance monitoring plan and results framework. They will use UNDP's internal M&E system to measure, analyse and report on the project's results. The M&E officer will also support the National Parliament's Planning, Monitoring and Evaluation Division to develop a performance monitoring plan and results framework for the *Harii Hamutuk* programme.

Interpreter/translator

Responsible to translate and interpret all legislation, presentations made for the project in the two official languages. Also responsible to record project meetings with stakeholders, especially on the justice sector reform.

Administration, procurement and finance officer

The administration, procurement and finance officer will be responsible for the project's administration, procurement, budgeting, financial management and reporting.

Driver

The project's driver will support all the project's staff and consultants with driving and logistics, including during field missions.

Staff at the UNDP country office will also support the project's implementation:

- The Communications team will ensure the project complies with UNDP standard operating procedures (this team includes international communications specialists and a national communications officer).
- The Procurement team will ensure the project's procurement complies with UNDP standard operating procedures on procurement.
- The HR associate will ensure the project's human resource management complies with UNDP standard operating procedures.

- The finance associate will ensure the project's financial management complies with UNDP standard operating procedures.
- The project analyst will ensure the project complies with UNDP standard operating procedures.
- The project associate will advise the project on administrative and implementation matters.

Risks and assumptions

There are two main types of risks: risks related to the dynamic and unpredictable security, political and electoral environment in the regions and countries where UNDP works, and risks related to the prevailing global conditions.

This project faces the following risks:

- **Failing to secure the minimum funding** needed to implement the project would interrupt the continuity of staff contracts and compromise the quality of the activities. To mitigate this risk, the UNDP country office and National Parliament will intensify their efforts to secure funding.
- **Failing to recruit advisers with the right skills, knowledge and experience** would delay implementing initiatives like *Lian Povu*. To mitigate this risk, the CTA will prepare a comprehensive ToR for each position, which will be checked by the UNDP country office and IPU senior parliamentary experts. Positions will be advertised on the UNDP job site and other job search engines.
- **High staff turnover or failing to fill staff gaps quickly** would undermine the effective implementation of the project. To maximise retention, the project will put a career structure in place and offer staff professional development opportunities. Vacant positions will be filled quickly by continuously recruiting high-calibre candidates.

Stakeholders

The project's counterpart organizations and stakeholders are:

- National Parliament of Timor-Leste
- central and local CSOs
- women's organizations
- MPs (including female MPs)
- magistrates and public defenders
- g7+ countries
- citizens of Timor-Leste (including women and youth)
- Inter-Parliamentary Union (IPU)
- Assembleia da Republica Portuguesa (the Portuguese parliamentary assembly)
- European Parliament
- European Union
- Agencia Brasileira de Cooperacao (ABC) (the Brazilian cooperation agency)
- Instituto Camoes
- Department of Foreign Affairs of the Government of Australia (DFAT)
- Assembleia Parlamentar da Comunidade dos Paises de Lingua Portuguesa (AP-CPLP)
- European Union Africa, Caribbean Pacific Parliament (ACP-EU)
- ASEAN Inter-Parliamentary Assembly (AIPA)
- UN agencies

South-to-south and triangular cooperation

The project will work closely with UNOSSC and the IPU, which are also involved in establishing the g7+ Parliamentary Assembly. This will foster south-to-south cooperation in the parliamentary sector.

Knowledge

The project will develop several knowledge products. During the implementation it will develop press releases, media products, posters, banners and videos. Towards the end of the project, it will create a best-practice document that will provide guidance on how to scale-up the approach. The project's support to the Parliament Training Center will also involve developing a range of products aimed at strengthening MPs' and staff's skills and knowledge.

Sustainability and scaling up

The project has a strong focus on building capacity. It will collaborate closely with the Parliament Secretariat to implement its activities. The legal advisory roles, in particular, will transfer skills to MPs and Parliament staff, which will ensure the project has long-lasting effects on how Parliament operates and implements its constitutional mandate. For example, one of the project's expected outcomes involves parliament staff having more capability to efficiently plan and implement the Strategic plan for the National Parliament 2017-2022.

International experts will be recruited mainly to develop training, training curricula and legal frameworks, and to support the implementation of training activities. The budget for most expert positions is for the project's first two and a half years; this assumes that UNDP involvement will progressively decrease as Parliament staff taken over managing the activities.

The project will also provide a sustainability report where recommendations will be proposed regarding the project advisors after the project is finish. Upon a performance evaluation between the project and Parliament the advisors will be able to integrate Parliament staff. The project will also build strong relationships with relevant universities and think-tank and CSO's to help continue sourcing technical (including legal) expertise from them after the project ends.

The project also focuses on increasing citizens' understanding about the work of Parliament and the legislative process and involvement in decisions about policies. The *Lian Povu* initiative will strengthen the government's connections with citizens by engaging with communities, with a view to improving governance and transparency, and the quality and reliability of services in rural areas. By the end of the project, the *Lian Povu* initiative will have established systems and standard operating procedures that take citizens' feedback into account.

Priority for year 1 and 2

Given the budget constraints, the project will prioritize some activities to be implemented in year 1 and 2, while working on the further resource mobilization. The first year will be dedicated to supporting activities that will help to create a multiplier effect on the human resources capacity in the National Parliament and, for that, according to the current funding, the project will prioritize the support of the Parliamentary Training Center and related activities, the establishment of the framework that will allow the National Parliament to conduct the RIA's and the implementation of the *Lian Povu* program that will help to get Parliament closer to the citizens, thus achieving the objectives of the National Parliament

Strategic Plan 2017 - 2022. Following the good results of the previous Justice Sector Reform Project, the project will also continue to promote, debate and approve the justice sector reform legislative framework.

Upon securing the additional funding, the project will focus on the non-budgeted activities and will scale-up the activities initiated on the first year. With the inauguration of the project, UNDP and the National Parliament will initiate the resource mobilization.

IV. PROJECT MANAGEMENT

Cost efficiency and effectiveness

In order to maximise the project's cost efficiency and effectiveness, project management will use a portfolio management approach by leveraging activities and partnerships with two other UNDP projects that are also working with the National Parliament of Timor-Leste: Spotlight initiative and the EU Decentralization project.

Spotlight Initiative

The Spotlight initiative is a joint UN–EU programme that is designed to ensure women and girls live a life free of violence. There are synergies with this programme, which will work with VAWG experts to create an environment that supports changing legislative and policy to end VAWG and other forms of discrimination. The programme also aims to induce MPs to take action to guarantee women's and girls' rights, ensure they have access to justice and help address impunity of perpetrators. The programme will help Parliament to review the criminal code and, if necessary, develop new legislation to end all forms of discrimination against women and girls. The monitoring, communications and procurement aspects of this part of the project will be done through the Spotlight initiative, to reduce the project's operational costs. Additionally, the project will be able to thrive on the expertise of the Spotlight Initiative staff in areas such as gender equality and VAWG to achieve output 4.

Decentralization project

This project will implement the legislative component of the EU-funded Decentralization project. In particular, it will strengthen the capacity of the National Parliament Committees A and C to perform informed discussions and increase the Timorese population's awareness about the decentralization process. The project will enhance the capacity of MPs to debate current and new bills (particularly those related to the decentralization legislative framework and local finance) in an informed, open, participative and transparent way, which involves all relevant stakeholders (stakeholders include government departments, local authorities, CSOs and citizen groups). The monitoring, communications and procurement aspects of this part of the project will be done through the Decentralization project, to reduce the programme's operational costs. Furthermore, the Parliament project will rely on the Decentralization project's staff based in all 13 municipalities to reach as many citizens as possible, especially the most marginalized ones, during activities such as surveys. In doing so, the Parliament project will capitalize on existing human resources and networks, thus minimizing logistics costs.

Beyond the described portfolio management approach, the project will heavily work towards retaining acquired skills within the National Parliament once international experts' assignments are over. Indeed, most of these positions only have funding for the first two and a half years of the project. That means that Parliament staff is predicted to gradually take over the management of activities, ensuring sustainability and therefore cost efficiency.

For instance, the programme's monitoring and evaluation (M&E) officer will help develop the capacity of the Planning, Monitoring and Evaluation Unit through the development of a comprehensive results framework to track the progress of parliamentary development. This results framework will include the various parliamentary divisions' indicators, baselines and targets.

Project management

The project team will be based in National Parliament, at the Uma Komunikasaun. This office is to host the UNDP Parliament project team as well as the radio studio for the Radio Parlamento and the press room. Having an office in Parliament will give the project staff priority access to the partner institution, ensuring it is best positioned to respond to their needs.

The project will be managed by the Chief Technical Advisor and overseen by the UNDP Country Office staff, among which senior management; the Governance Programme for programmatic, delivery and quality assurance issues; and the Finance unit. The CTA will more specifically supervise the technical advisers; the administration, procurement and finance officer; the M&E officer; the driver; and the training centre adviser. The CTA will also coordinate the *Hari'i Hamutuk* program.

V. RESULTS FRAMEWORK⁷

Expected outputs	Output indicators	Data source	Baseline		Targets				Remark
			Value	Year	Year 1	Year 2	Year 3	Final	
Output 1 MPs and parliamentary staff have enhanced knowledge, awareness and technical capacity, which improve how the National Parliament performs its oversight, legislative and representational roles	1.1: Number of oversight actions (such as legal opinions, memoranda, remarks on executive programmes and field visits) taken by MPs	Parliament records Project records	N/A	2019	10	10	10	30	Review Parliament records Risk that Parliament records do not report all the oversight actions that MPs use
	1.2: Parliamentary Training Centre established and operational	Parliament Secretariat	No	2019	No	Yes	Yes	Yes	Parliament Secretariat
	1.3: Percentage of MPs and parliamentary staff trained at the Parliamentary Training Centre who have greater competency	Parliamentary Training Centre records	0	2019	25%	50%	75%	Gender balance	Collect sex-disaggregated data through pre- and post-training evaluations (Parliamentary Training Centre)
	1.4: Percentage of MPs and parliamentary staff	Project records	N/A	2019	10%	30%	50%	Gender balance	Collect sex-disaggregated data from

⁷ The RR

	that have greater knowledge and skills related to the justice sector and the justice legislative framework									surveys, focus groups, pre/post monitoring and parliamentary debates
Output 2 The National Parliament is equipped to carry out digital transformation with a clear strategy and pilot initiatives	1.5: A work plan to enact the justice sector reform framework in Parliament has been designed and implemented	Parliament Secretariat	0	2019	No	Yes	TBD	Work plan designed and implemented	Endorse the work plan (National Parliament)	
	2.1: Digital Transformation Strategy and Roadmap for the National Parliament developed	Parliament Secretariat	0	2020	No	Yes	TBD	Work plan designed and implemented	Endorsed the work plan (National Parliament)	
	2.2: Number of Parliamentarians and Parliamentary staff received digital training	Parliament Secretariat	0	2020	25	50	50	At least 75% of the MP's and staff	Monitor training sessions	
Output 3 The National Parliament is enabling civil society and people to engage in its policymaking work, so people's needs are better	3.1: Number of citizen debates held by the Lian Povu initiative	Lian Povu records	0	2019	1	2	2	5	Monitor Lian Povu records	
	3.2: Percentage of legislative analysis and amendments presented by legislature that	Project records Parliament records	0	2019	25%	50%	75%	Standardized process to engage with citizens and CSOs	Monitor legislative analysis and amendments by committees	

reflected in public policies	include feedback from CSOs										Meet CSOs to discuss their feedback and how it is integrated into final analysis Risk that not all committees will systematically monitor this indicator
	3.3: Number of civil society assessments of parliamentary responsiveness	0	2019	1	1	1	1	3			Roll out, and analyse the results of, surveys to assess civil society's satisfaction with parliamentary responsiveness
	3.4: Percentage of MPs that are more aware of what the most disadvantaged citizens need	0	2019	1	1	1	1	3			Organise focus groups and surveys to assess how aware MPs are of the needs and priorities of the most disadvantaged citizens
Output 4	4.1: Number of efforts made by development partners	N/A	2019	2	2	2	2	Biannual coordination meetings			Monitor <i>Hari'i Hamutuk</i>

The National Parliament has a stronger capacity in international relations by establishing the g7+ Parliamentary Assembly, and effective aid coordination.	to coordinate, through the <i>Hari'i Hamutuk</i> programme	g7+ Parliamentary Assembly establishment	No	2019	No	Yes	TBD	g7+ Parliamentary Assembly presented to the g7+ Parliaments	coordination meeting minutes
	4.2: g7+ Parliamentary Assembly presented to g7+ Parliaments		No	2019	No	Yes	TBD	g7+ Parliamentary Assembly presented to the g7+ Parliaments	Monitor g7+ Parliamentary Assembly meeting minutes
Output 5 National Parliament is gender sensitive by mainstreaming gender throughout its work and promoting gender equality internally and externally	4.3: Number of times that the Parliament benefits from, or contributes to, the g7+ Parliamentary Assembly	g7+ Parliamentary Assembly virtual Secretariat records National Parliament Secretariat records	0	2019	0	0	2	2	Monitor interactions between the Parliament and the g7+ Parliamentary Assembly Risk that not all interactions are systematically recorded
	5.1: Number of laws analysed from a gender perspective	Jornal da Republica Committee F records	0	2019	2	3	4	9	Monitor (Committee F)
	5.2: Gender mainstreaming and women's empowerment work plan developed, as part of the National Parliament's strategy	Parliament Secretariat	No	2019	No	No	Yes	Yes	Endorse the work plan (National Parliament)
	5.3: Percentage of MPs and staff who	Gender Equality and	0	2019	10%	30%	60%	Gender balance	Collect sex-disaggregated

	complete training on gender-related concepts and participate in twinning activities with other parliaments	Promotion Centre records							data from the by Gender Equality Promotion Centre training sessions for MPs
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VI. MONITORING AND EVALUATION

In accordance with UNDP's policies and procedures, the project will be monitored using a monitoring plan

Monitoring plan

Monitoring activity	Purpose	Frequency	Expected action	Partners (if joint)	Cost (if any)
Track progress towards results	Collecting and analysing data related to the indicators in the results framework will enable the project team to assess the project's progress towards achieving the agreed outputs.	Quarterly, or the frequency required for each indicator	The CTA will address slower-than-expected progress.		
Monitor and manage risks	This involves identifying risks to achieving the intended results; identifying risk-management actions; and monitoring the effect of those actions using a risk log. This includes monitoring measures and plans required by UNDP's social and environmental standards. In accordance with UNDP's audit policy, audits will be conducted to manage financial risks.	Quarterly	The CTA will identify risks, take actions to manage them, and record risks and actions in a risk log.		
Learn	This involves regularly capturing knowledge, good practice and lessons, including from other projects and partners, and integrating this into the project.	At least annually	The project team will capture relevant lessons and use them to inform management decisions.		
Annual quality assurance	Assessing the quality of the project against UNDP's quality standards will identify the project's strengths and weaknesses. This will inform management decisions and help to improve the project.	Twice in two years	UNDP will review strengths and weaknesses and use this to inform decisions to improve the project's performance.		

Review and make course corrections	This involves reviewing and using data and evidence gained by monitoring to inform decisions.	At least annually	The PMB will discuss performance data, risks, lessons and quality to make course corrections.	
Project report	A progress report will be presented to the PMB and key stakeholders. The report will include the progress made towards annual targets for the outputs; an annual project-quality rating summary; an updated risk table with risk-mitigation measures; and evaluation or review reports prepared over the period.	Annually, and at the end of the project (final report)		
Project review	The PMB will hold regular reviews to assess the project's performance and review the multi-year work plan to ensure the budget remains realistic. In the project's final year, the PMB will hold a final review to capture lessons learned; discuss opportunities to scale up; and share the results and lessons learned with relevant audiences.	At least annually	The PMB will discuss any quality concerns or slower-than-expected progress and agree actions to address the problems.	

Output 3: Parliament is enabling civil society and people to engage in its policymaking work, so people's needs are better reflected in public policies	3.1 Establish and implement "Lian Pou" programme in the National Parliament	3.1.1 Develop SOPs and provide technical support for the "Lian Pou" programme	1	\$ 48 000,00	1	\$ 48 000,00	NF	1	\$ 48 000,00	NF	1	\$ 48 000,00	NF	144 000,00		
		1 Junior legal advisor	1	\$ 60 000,00	1	\$ 60 000,00	NF	1	\$ 60 000,00	NF	1	\$ 60 000,00	NF	180 000,00		
		Cost for debate events between MPs, citizens and CSOs	1	\$ 30 000,00	1	\$ 10 000,00	PN	1	\$ 10 000,00	NF	1	\$ 10 000,00	NF	30 000,00		
		Costs for field missions to the municipalities (travel and DSA)	1	\$ 30 000,00	1	\$ 10 000,00	NF	1	\$ 10 000,00	NF	1	\$ 10 000,00	NF	30 000,00		
		Costs for printed materials	0	\$ -	0	\$ -	OF	1	\$ 5 000,00	NF	1	\$ 5 000,00	NF	10 000,00		
		1 Consultant to assist drafting the communication and outreach strategy	1	\$ 5 000,00	1	\$ 5 000,00	NF	0	\$ -	NF	0	\$ -	NF	5 000,00		
		Consultants to deliver specific trainings on how to better communicate with media and citizens to MPs and staff	0	\$ -	0	\$ -	OF	0	\$ -	NF	0	\$ -	NF	0,00		
		Technical equipment to support TV Parlamento do conduct regular TV contents	1	\$ 50 000,00	1	\$ 50 000,00	NF	0	\$ -	NF	0	\$ -	NF	50 000,00		
		Organize a survey across the 13 municipalities in cooperation with UNTL - National University of Timor Lorosa'e	1	\$ 10 000,00	1	\$ 10 000,00	PN	0	\$ -	NF	0	\$ -	NF	10 000,00		
		Subtotal Output 3		\$ 459 000,00	PN	\$ 193 000,00			\$ 133 000,00			\$ 133 000,00		\$ 133 000,00		459 000,00
Output 4: National Parliament is gender sensitive by mainstreaming gender throughout its work and promoting gender equality internally and externally	4.1 Enhance aid effectiveness in the National Parliament	4.1.1 Organize annual coordination meetings between the National Parliament and development partners	1	\$ 15 000,00	1	\$ 15 000,00	NF	1	\$ 15 000,00	NF	1	\$ 15 000,00	NF	45 000,00		
		4.1.2 Technical support to the National Parliament to establish the g+ Parliamentary Assembly, including developing the legal framework, and other related documents and coordination with international partners and member parliaments	1	\$ 12 000,00	1	\$ 18 000,00	PN	1	\$ 9 000,00	NF	1	\$ 9 000,00	NF	36 000,00		
		4.2.2 Develop a virtual secretariat for the g+ Parliamentary Assembly	1	\$ 10 000,00	1	\$ 10 000,00	PN	0	\$ -	NF	0	\$ -	NF	10 000,00		
		Subtotal Output 4		\$ 91 000,00	PN	\$ 43 000,00			\$ 24 000,00			\$ 24 000,00		91 000,00		
		Output 5: National Parliament is gender sensitive by mainstreaming gender throughout its work and promoting gender equality internally and externally	5.1 Support the Parliament Center for Promotion of Gender Equality	5.1.1 Review and improve the Gender Equality and Promotion Centre SOPs and support to strengthen technical expertise on gender mainstreaming	1	\$ 60 000,00	1	\$ 180 000,00	NF	1	\$ 60 000,00	NF	1	\$ 60 000,00	NF	180 000,00
				5.1.2 Design and implement a work plan to mainstream gender and women's empowerment into the National Parliament's work	1	\$ 5 000,00	1	\$ 5 000,00	NF	0	\$ -	NF	0	\$ -	NF	5 000,00
				5.2.1 Increase MPs' and parliamentary staff's awareness about gender and development-related concepts	1	\$ 15 000,00	1	\$ 15 000,00	NF	1	\$ 5 000,00	NF	1	\$ 5 000,00	NF	15 000,00
				5.2.2 Increase MPs' and parliamentary staff's capacity to create gender-responsive budgets	1	\$ 7 500,00	1	\$ 7 500,00	NF	1	\$ 7 500,00	NF	1	\$ 7 500,00	NF	22 500,00
				5.2.3 Share experience about gender mainstreaming and women's empowerment with other parliaments in the region and parliaments affiliated to the same international organizations as the National Parliament	1	\$ 25 000,00	1	\$ 25 000,00	NF	1	\$ 25 000,00	NF	1	\$ 25 000,00	NF	75 000,00
				Subtotal Output 5		\$ 297 500,00	PN	\$ 102 500,00			\$ 97 500,00			\$ 97 500,00		297 500,00
Output 6: Effective Project Management	6.1 Project reporting and evaluation systems			Mid term evaluation	1	\$ 20 000,00	1	\$ 20 000,00	NF	1	\$ 20 000,00	NF	1	\$ 20 000,00	NF	20 000,00
				Final evaluation	1	\$ 20 000,00	0	\$ -	NF	0	\$ -	NF	0	\$ -	NF	20 000,00
				1 GTA	0,5	\$ 150 000,00	0,5	\$ 75 000,00	PN	0,5	\$ 75 000,00	PN	1	\$ 150 000,00	NF	300 000,00
				1 MBE officer	1	\$ 36 000,00	0	\$ -	OF	0,44	\$ 16 000,00	NF	1	\$ 36 000,00	NF	52 000,00
		1 communications officer	1	\$ 54 000,00	0,25	\$ 9 000,00	PN	0,25	\$ 9 000,00	PN	1	\$ 54 000,00	NF	54 000,00		
		1 interpreter/translator from Portuguese/return	1	\$ 36 000,00	1	\$ 12 000,00	PN	1	\$ 12 000,00	NF	1	\$ 12 000,00	NF	36 000,00		
		1 project assistant	1	\$ 24 000,00	0,5	\$ 12 000,00	PN	0,5	\$ 12 000,00	PN	1	\$ 24 000,00	NF	48 000,00		
		1 Driver	1	\$ 6 000,00	1	\$ 6 000,00	NF	1	\$ 6 000,00	NF	1	\$ 6 000,00	NF	18 000,00		
		Office furniture & equipment	1	\$ 10 000,00	1	\$ 10 000,00	NF	0	\$ -	NF	0	\$ -	NF	10 000,00		
		Office supplies & Stationery	1	\$ 18 000,00	1	\$ 18 000,00	NF	1	\$ 6 000,00	NF	1	\$ 6 000,00	NF	18 000,00		
6.3 General expenses	Office rental, internet and emails	Office rental, internet and emails	1	\$ 15 000,00	1	\$ 15 000,00	NF	1	\$ 5 000,00	NF	1	\$ 5 000,00	NF	15 000,00		
		Subtotal Output 6		\$ 500 000,00	PN	\$ 102 500,00			\$ 97 500,00			\$ 97 500,00		500 000,00		

	Car	\$ 50 000,00	1,00	1,00	\$ 50 000,00	1	\$ 50 000,00	NF	0	\$	0	\$	0	NF	0	\$	0	NF	50 000,00
6.4 Viability	Communication/phones	\$ 5 000,00	1,00	3,00	\$ 15 000,00	1	\$ 5 000,00	NF	1	\$	5 000,00			NF	1	\$	5 000,00	NF	15 000,00
	Banners, brochures, stickers, folders, etc.	\$ 21 550,22	1,00	1,00	\$ 21 550,22	1	\$ 1 550,22	NF	1	\$	10 000,00			NF	1	\$	10 000,00	NF	21 550,22
6.3 Pre-financing	Pre-financing to set up the project	\$ 35 500,00	1,00	1,00	\$ 35 500,00	1	\$ 35 500,00	PN	0	\$	-			NF	0	\$	-	NF	35 500,00
	Subtotal Output 6				\$ 713 050,22		\$ 227 050,22			\$	176 000,00					\$	310 000,00		713 050,22
						PN	\$ -146 050,22			\$	96 000,00					\$	-		241 050,22
						NF	\$ 87 000,00			\$	80 000,00					\$	310 000,00		477 000,00
	Sub total (output 1 to 6)	\$ 1 683 550,22					1 948 550,22				1 130 000,00						1 148 000,00		3 627 550,22
Total Project	Project GMS	163 239,76					60 684,76				50 850,00						51 705,00		163 239,76
	Project DPC	113 723,70					42 277,05				35 425,50						36 021,15		113 723,70
	GRAND TOTAL	3 904 513,68					1 451 512,03				1 216 275,50						1 236 726,15		3 904 513,68
	Not funded	3 266 513,67					914 524,13				1 115 263,40						1 236 726,15		3 266 513,67
	Sub-total: Prodoc 2020 (Funding secured)						597 050,22				96 000,00						-		597 050,22
	Actual GMS (4.5%)	22 367,26					20 297,26				2 070,00						-		22 367,26
	Actual DPC (5%)	18 582,52					15 640,42				2 942,10						-		18 582,52
Total 2020	TOTAL 2020	638 000,00					536 987,60				301 012,10						-		638 000,00
	Parliament Contribution	538 000,00					485 987,60				51 012,10						-		538 000,00
	UNDP TRAC	100 000,00					50 000,00				50 000,00						-		100 000,00

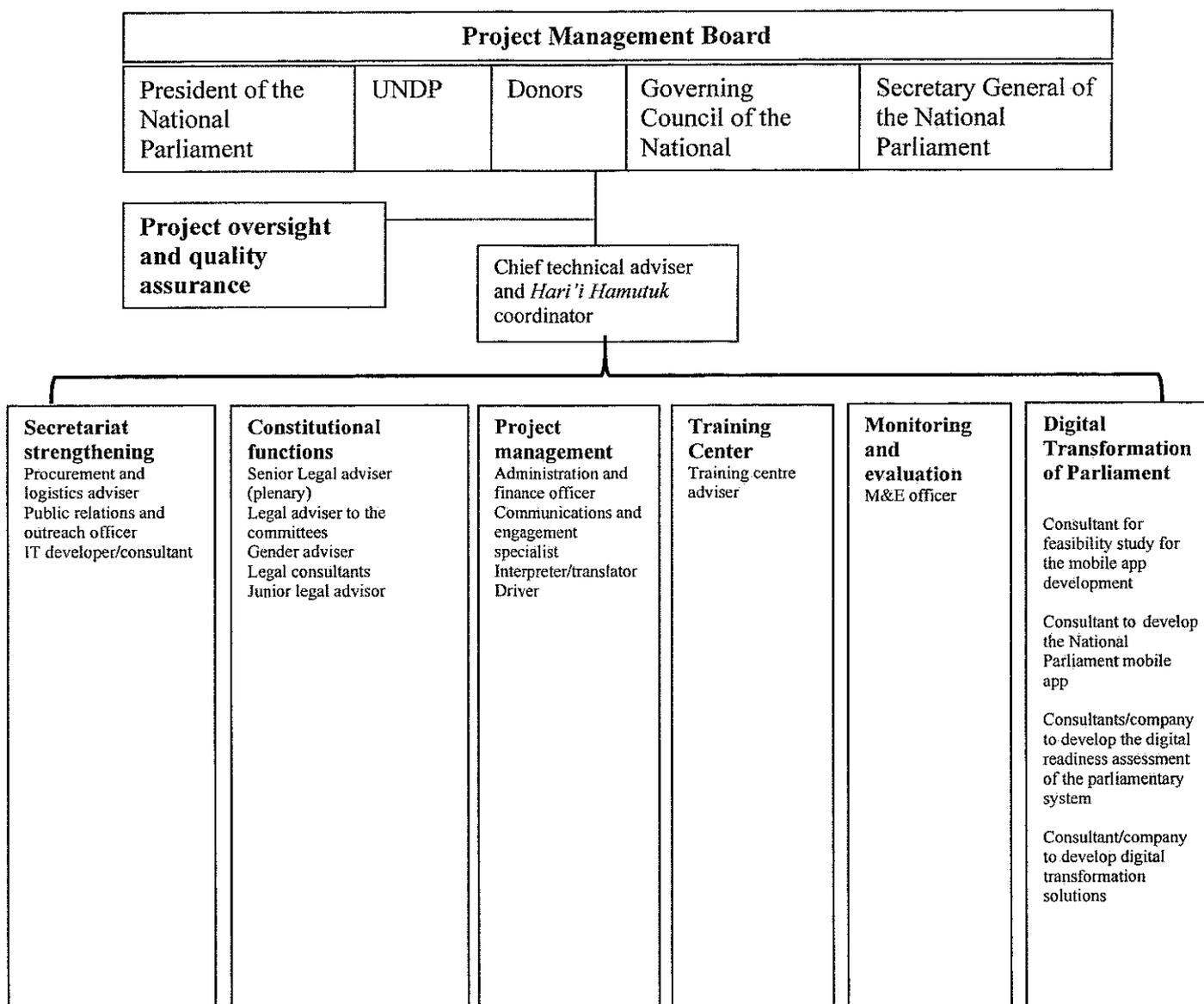
VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The Project Management Board (PMB) will have authority over, and responsibility for, the direction, review and eventual closure of the project. Representatives of the counterpart and donors will be invited regularly to the PMB meetings and given an opportunity to express their views on the direction of the project and its activities.

The project features several new initiatives, so the first year will be an inception phase. At the end of the first year the PMB can review achievements and decide which activities to continue or amend.

The project will be managed by the CTA and overseen by the UNDP country office. The CTA will supervise the technical advisers; the administration, procurement and finance officer; the M&E officer, the driver, the training centre adviser. The CTA will also coordinate the *Hari'i Hamutuk* programme. The M&E officer will oversee the project's M&E and advise the Parliament Secretariat's Planning, Monitoring and Evaluation Division.

The following diagram illustrates the project's organization structure.



IX. LEGAL CONTEXT

This project document will be referred to as such in Article 1 of the Standard Basic Assistance Agreement (SBAA) between the Government of Timor-Leste and UNDP, signed on 20 May 20. All references in the SBAA to "Executing Agency" refer to the implementing partner (UNDP is the implementing partner).

UNDP will implement the project in accordance with UNDP's financial regulations, rules, practices and procedures. When the implementing partner's financial governance does not provide the required guidance to ensure best value for money, fairness, integrity, transparency and effective international competition, UNDP's financial governance will apply.

X. RISK MANAGEMENT

As the implementing partner, UNDP will comply with the United Nations Security Management System policies, procedures and practices.

As the implementing partner, UNDP will make all reasonable effort to ensure that none of the project's funds are used to support individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999) (the list can be accessed at www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under this project document.

UNDP will enhance social and environmental sustainability by applying UNDP's social and environmental standards (the standards are available at www.undp.org/ses) and social and environmental compliance review and stakeholder response mechanism (details of this mechanism are available at www.undp.org/secu-srm). UNDP will ensure that communities and other stakeholders know about, and have access to, this mechanism.

As the implementing partner, UNDP will:

- conduct project and project-related activities in a manner consistent with the UNDP social and environmental standards
- implement any management or mitigation plan prepared for the project or project to comply with social and environmental standards

address any concerns and complaints raised through the social and environmental compliance review and stakeholder response mechanism in a constructive and timely manner.

When it implements the activities described in this project document, UNDP, as the implementing partner, will handle any sexual exploitation and abuse (SEA) and sexual harassment (SH) allegations in accordance with UNDP's regulations, rules, policies and procedures.

All signatories to the project document will cooperate in good faith with any exercise to evaluate any project or project-related commitments or compliance with the UNDP social and environmental standards. This includes providing access to project sites, relevant personnel, information and documents.

As the implementing partner, UNDP will ensure that the following obligations are binding on each responsible party, subcontractor and sub-recipient:

1. Consistent with the Article III of the SBAA, the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP's property in such responsible parties', subcontractors' and sub-recipients' custody, rests with such responsible party, subcontractor and

sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:

- a. put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried
 - b. assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.
2. UNDP reserves the right to verify whether an appropriate security plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the responsible party's, subcontractor's and sub-recipient's obligations under this project document.
 3. In performing the activities described in this project document, UNDP, as the implementing partner, will ensure, with respect to the activities of any of its responsible parties, sub-recipients and other entities engaged under the project, either as contractors or subcontractors, their personnel and any individuals performing services for them, that those entities have adequate and proper procedures, processes and policies in place to prevent or address SEA and SH.
 4. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, subcontractors and sub-recipients when they implement the project or programme or use UNDP funds. They will ensure that they have financial management, anti-corruption and anti-fraud policies in place and will enforce them for all funding received from, or through, UNDP.
 5. The requirements of the following documents, in force when the project document is signed, apply to each responsible party, subcontractor and sub-recipient:
 - a. UNDP policy on fraud and other corrupt practices
 - b. UNDP Office of Audit and Investigations investigation guidelines.Each responsible party, subcontractor and sub-recipient agrees to the requirements of these documents, which are an integral part of this project document. They are available online at www.undp.org
 6. If an investigation is required, UNDP will investigate any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation. This includes making personnel and relevant documents available, and granting access to its, and its consultants', subcontractors' and sub-recipients', premises, for such purposes at times and on conditions that are reasonable for the investigation. Should this obligation not be fulfilled by a responsible party, subcontractor or sub-recipient, UNDP shall consult with it to find a solution.
 7. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP, as the implementing partner, of any inappropriate use of funds, or credible allegation of fraud or corruption, with due confidentiality.

Where it becomes aware that a UNDP project or activity, in whole or part, is being investigated for alleged fraud or corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP resident representative or head of office, who will promptly inform the UNDP Office of Audit and Investigations (OAI). It will regularly update the head of UNDP in the country, and the OAI, about the status of, and actions relating to, the investigation.
 8. If any funds provided to responsible party, subcontractor or sub-recipient have been used inappropriately, including through fraud or corruption, or not paid in accordance with the terms and conditions of this project document, UNDP will be entitled to a refund. UNDP may deduct the amount from any payment due to the responsible party, subcontractor or sub-recipient under this or any other agreement. UNDP's

recovery of the amount will not diminish or curtail any responsible party's, subcontractor's or sub-recipient's obligations under this project document.

If the responsible party, subcontractor or sub-recipient does not refund the amount to UNDP, they agree that UNDP's donors (including the Government), whose funding is the source, in whole or part, of funds for the activities described in this project document, may seek to recover from the responsible party, subcontractor or sub-recipient for the recovery any funds that UNDP has determined have been used inappropriately, including through fraud or corruption, or not paid in accordance with the terms and conditions of this project document. (In this clause, the term 'project document' includes any relevant subsidiary agreement to the project document, including those with responsible parties, subcontractors and sub-recipients.)

9. Each contract that a responsible party, subcontractor or sub-recipient issues in connection with this project document will include a provision that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the project document, are to be given, received or promised in connection with selecting or executing a contract, and that recipients of funds will cooperate with any and all investigations and post-payment audits.
10. Should UNDP refer to the relevant national authorities for legal action related to alleged wrongdoing relating to the project or programme, the government will ensure that the relevant national authorities actively investigate the alleged wrongdoing, take appropriate legal action against all individuals found to have participated in it, and recover and return any recovered funds to UNDP.
11. Each responsible party, subcontractor and sub-recipient will ensure that all its obligations set out in this 'Risk management' section are passed on to its subcontractors and sub-recipients, and that all the clauses in the 'Risk management standard clauses' section are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements related to this project document.

Risk management special clauses

In case of the government sharing the cost of the project, these clauses will be included:

1. The schedule of payments and UNDP bank account details.
2. The schedule of payments takes into account that payments will be made before planned activities are implemented. It may be amended so it is consistent with the progress the project is making with implementing activities.
3. If the payments are not received in accordance with the payment schedule, or if additional financing required, in accordance with paragraph 7, is not forthcoming from the government or other sources, UNDP may reduce, suspend or terminate its funding for the project.
4. The value of the payment. If payments are not made in United States dollars, the value of payments will be determined by applying the United Nations operational rate of exchange in effect on the date of the payment. Should the United Nations operational rate of exchange change before UNDP fully utilizes the payment, the value of the balance of funds held at that time will be adjusted accordingly. If, in such a case, there is a loss in the value of the balance of funds, UNDP will inform the government and determine if the government can provide more funding. If further financing is not available, UNDP may reduce, suspend or terminate funding for the project.
5. UNDP will receive and administer payments in accordance with UNDP regulations, rules and directives.
6. All financial accounts and statements will be expressed in United States dollars.
7. If unforeseen increases in expenditures or commitments are expected or realized (due to inflation, fluctuating exchange rates or other unforeseen circumstances), UNDP will provide the government with a timely supplementary estimate that shows

- how much more funding is needed for the project. The Government will use its best endeavors to obtain the additional funds required.
8. Any interest income attributable to the Government contribution will be credited to UNDP's account and utilized in accordance with UNDP procedures.
 9. In accordance with UNDP Executive Board decisions and directives, the government's contribution will be charged:
 - a. 4,5% cost recovery for general management support provided by UNDP headquarters and country offices
 - b. direct cost for implementation support services provided by UNDP, or an executing entity or implementing partner.
 10. Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP will be determined in accordance with UNDP policies and procedures.
 11. The contribution will be subject exclusively to internal and external auditing procedures described in UNDP's financial regulations, rules and directives.

XI. ANNEXES

1. Theory of Change Table
2. Project quality assurance report
3. Social and environmental screening template [[English](#)] [[French](#)] [[Spanish](#)], including additional Social and Environmental Assessments or Management Plans as relevant. *(NOTE: The SES Screening is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences, preparation of communication materials, strengthening capacities of partners to participate in international negotiations and conferences, partnership coordination and management of networks, or global/regional projects with no country level activities).*
4. Risk analysis
5. PMB terms of reference and TORs of key positions

Annex 1: Theory of Change Table

CAUSES	PROBLEM TO BE SOLVED	ACTIVITIES TO SOLVE DEFINED PROBLEMS	OUTPUT	Objectives
<p><i>Cause 1.1.</i> Parliamentarians and staff lack capacity and technical expertise to draft and review bills, and promote informed debate, particularly in the areas of gender, justice, and decentralization.</p>	<p><i>Problem 1.</i> The National Parliament needs to strengthen the overall capacities to perform the legislative, oversight and representational roles.</p>	<p><i>Activity 1.1. 1.1.</i> Supporting Parliamentary Training Centre</p> <p><i>Activity 1.4.</i> Technical support to the legislative work of the Justice sector reform</p>	<p><i>Output 1.</i> MPs and parliamentary staff have enhanced knowledge, awareness and technical capacity, which improves how the National Parliament performs its oversight, legislative and representational roles.</p>	<p>Objectives: National Parliament Strategic Plan 2017 – 2022 vision: “Parliament as a proactive and transparent institution that is open to the participation of all and that supports the fulfillment of citizens aspirations to a democratic and prosperous nation, inspired by values of mutual respect, equality and solidarity.”</p>
<p><i>Cause 1.2.</i> Parliamentarians and staff lack capacity to perform their oversight and representational roles.</p>		<p><i>Activity 1.2.</i> Supporting MPs with legislative and oversight functions</p>		
<p><i>Cause 1.3.</i> Parliament lacks the system for sustainable human resources management and capacity development.</p>		<p><i>Activity 1.3.</i> Establishing RIA system in the Parliament</p>		
<p><i>Cause 2.1.</i> The National Parliament has limited digital capacities in terms of both human resources and equipment.</p>	<p><i>Problem 2.</i> The National Parliament needs to build the digital capacity.</p>	<p><i>Activity 1.5.</i> Strengthening to the Parliament Secretariat</p>	<p><i>Output 2.</i> The National Parliament is equipped to carry out digital transformation with a clear strategy and pilot initiatives.</p>	
<p><i>Cause 2.2.</i> The National Parliament lacks an institutional strategy and/or roadmap for digital transformation.</p>		<p><i>Activity 2.2.</i> Equip the National Parliament with digital tools, equipment and training</p>		
<p><i>Cause 3.1.</i> The public has limited information about the work of the National Parliament.</p>	<p><i>Problem 3.</i> The National Parliament needs to enhance the representational role by</p>	<p><i>Activity 2.1.</i> Develop the Digital Transformation Strategy and Roadmap</p> <p><i>Activity 3.2.</i> Strengthening Communication Capacity of the National Parliament</p>	<p><i>Output 3.</i> The National Parliament is enabling civil society and people to engage in its policymaking work, so</p>	

<p>Cause 3.2. Civil society organisations and people have limited involvement in the Parliament's legislative work.</p>	<p>more effective engagement with citizens.</p>	<p>Activity 3.1. Establish and implement "Lian Povu" programme in the National Parliament</p>	<p>people's needs are better reflected in public policies.</p>	
<p>Cause 3.3. The openness and transparency strategy approved in the 'Strategic plan of the National Parliament 2017–2022' has not been implemented.</p>		<p>Activity 3.3. Organize a survey on the quality of democracy in Timor-Leste</p>		
<p>Cause 4.1. The National Parliament lacks sufficient capacity to establish the g7+ Parliamentary Assembly.</p>	<p>Problem 4. The National Parliament needs to develop its capacity in managing international relations and coordinating development partners.</p>	<p>Activity 4.2. Establishment of the g7+ Parliamentary Assembly</p>	<p>Output 4. The National Parliament has a stronger capacity in international relations by establishing the g7+ Parliamentary Assembly, and effective aid coordination.</p>	
<p>Cause 4.2. The work of development partners supporting the National Parliament needs more effective coordination.</p>		<p>Activity 4.1. Enhance aid effectiveness in the National Parliament</p>		
<p>Cause 4.3. International aid is not sufficiently well aligned with the 'Strategic plan of the National Parliament 2017–2022' development objectives.</p>				
<p>Cause 5.1. The National Parliament lacks sufficient capacity to mainstream gender throughout its work.</p>		<p>Activity 5.1. Support the operation of the Parliament Center for Promotion of Gender Equality</p> <p>Activity 5.2. Strengthen Parliament capacity to mainstream gender throughout its work</p>	<p>Output 5. The National Parliament is gender sensitive by mainstreaming gender throughout its work and promoting gender equality internally and externally.</p>	

Annex 2. Project Quality Assurance Report

PROJECT QA ASSESSMENT: DESIGN AND APPRAISAL					
OVERALL PROJECT					
EXEMPLARY (5) ●●●●●	HIGHLY SATISFACTORY (4) ●●●●○	SATISFACTORY (3) ●●●○○	NEEDS IMPROVEMENT (2) ●●○○○	INADEQUATE (1) ●○○○○	
At least four criteria are rated Exemplary, and all criteria are rated High or Exemplary.	All criteria are rated Satisfactory or higher, and at least four criteria are rated High or Exemplary.	At least six criteria are rated Satisfactory or higher, and only one may be rated Needs Improvement. The Principled criterion must be rated Satisfactory or above.	At least three criteria are rated Satisfactory or higher, and only four criteria may be rated Needs Improvement.	One or more criteria are rated Inadequate, or five or more criteria are rated Needs Improvement.	
DECISION					
<ul style="list-style-type: none"> • APPROVE – the project is of sufficient quality to be approved in its current form. Any management actions must be addressed in a timely manner. • APPROVE WITH QUALIFICATIONS – the project has issues that must be addressed before the project document can be approved. Any management actions must be addressed in a timely manner. • DISAPPROVE – the project has significant issues that should prevent the project from being approved as drafted. 					
RATING CRITERIA					
For all questions, select the option that best reflects the project					
STRATEGIC					
1. Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change? <ul style="list-style-type: none"> • 3: The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks. • 2: The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change. • 1: The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change. <p><i>*Note: Projects not contributing to a programme must have a project-specific Theory of Change. See alternative question under the lightbulb for these cases.</i></p>	3	2			
	1		Project document (p.3) has clearly stated project's Theory of Change and how it is linked and contributing to outcome level change in the UNDAF, SDGs and Government's development priorities.		
2. Is the project aligned with the UNDP Strategic Plan? <ul style="list-style-type: none"> • 3: The project responds to at least one of the development settings as specified in the Strategic Plan⁸ and adapts at least one Signature Solution⁹. The project's RRF includes all the relevant SP output indicators. <i>(all must be true)</i> • 2: The project responds to at least one of the development settings as specified in the Strategic Plan⁴. The project's RRF includes at least one SP output indicator, if relevant. <i>(both must be true)</i> 	3	2			
	1		Project document clearly stated the how the project is		

⁸ The three development settings in UNDP's 2018-2021 Strategic Plan are: a) Eradicate poverty in all its forms and dimensions; b) Accelerate structural transformations for sustainable development; and c) Build resilience to shocks and crises

⁹ The six Signature Solutions of UNDP's 2018-2021 Strategic Plan are: a) Keeping people out of poverty; b) Strengthen effective, inclusive and accountable governance; c) Enhance national prevention and recovery capacities for resilient societies; d) Promote nature based solutions for a sustainable planet; e) Close the energy gap; and f) Strengthen gender equality and the empowerment of women and girls.

<ul style="list-style-type: none"> • 1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF. 	linked and contributing to the achievement of UNDP Strategic Plan.	
3. Is the project linked to the programme outputs? (i.e., UNDAF Results Group Workplan/CPD, RPD or Strategic Plan IRRF for global projects/strategic interventions not part of a programme)	Yes	No
RELEVANT		
4. Does the project target groups left furthest behind? <ul style="list-style-type: none"> • 3: The target groups are clearly specified, prioritising discriminated and marginalized groups left furthest behind, identified through a rigorous process based on evidence. • 2: The target groups are clearly specified, prioritizing groups left furthest behind. • 1: The target groups are not clearly specified. <p><i>*Note: Management Action must be taken for a score of 1. Projects that build institutional capacity should still identify targeted groups to justify support</i></p>	3	2
	1	
	The project clearly specified the target groups and prioritizing groups left furthest behind.	
5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design? <ul style="list-style-type: none"> • 3: Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project. • 2: The project design mentions knowledge and lessons learned backed by evidence/sources, but have not been used to justify the approach selected. • 1: There is little or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	3	2
	1	
	Prodoc (p. 7) clearly stated UNDP's previous engagements in supporting the National Parliament	
6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national/regional/global partners and other actors? <ul style="list-style-type: none"> • 3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. <i>(all must be true)</i> • 2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans. • 1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	3	2
	1	
	Prodoc (pp. 7, 20-21) clearly explains how this project contributes to the National Parliament Strategic Plan 2017–2022 and how it is partnering with relevant national and international stakeholders.	
PRINCIPLED		
7. Does the project apply a human rights-based approach? <ul style="list-style-type: none"> • 3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. <i>(all must be true)</i> • 2: The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. <i>(both must be true)</i> • 1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered. <p><i>*Note: Management action or strong management justification must be given for a score of 1</i></p>	3	2
	1	
	The project promotes a human-rights based, accountable, inclusive and participatory approach in project activities	

<p>8. Does the project use gender analysis in the project design?</p> <ul style="list-style-type: none"> 3: A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and indicators of the results framework include explicit references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. <i>(all must be true)</i> 2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. <i>(all must be true)</i> 1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> <tr> <td colspan="2">Project document (pp.4 and 8) clearly identifies gender as one of the problem for this project to address and Output 5 is specifically for this</td> </tr> </table>	3	2	1		Project document (pp.4 and 8) clearly identifies gender as one of the problem for this project to address and Output 5 is specifically for this	
3	2						
1							
Project document (pp.4 and 8) clearly identifies gender as one of the problem for this project to address and Output 5 is specifically for this							
<p>9. Did the project support the resilience and sustainability of societies and/or ecosystems?</p> <ul style="list-style-type: none"> 3: Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. <i>(all must be true)</i>. 2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. <i>(both must be true)</i> 1: Sustainability and resilience dimensions and impacts were not adequately considered. <p><i>*Note: Management action or strong management justification must be given for a score of 1</i></p>	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> <tr> <td colspan="2">The project design integrates sustainability and resilience dimensions in both project activities and management.</td> </tr> </table>	3	2	1		The project design integrates sustainability and resilience dimensions in both project activities and management.	
3	2						
1							
The project design integrates sustainability and resilience dimensions in both project activities and management.							
<p>10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [if yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]</p>	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td colspan="2">Yes, SESP test has been conducted and attached as an annex to the Prodoc attached.</td> </tr> </table>	Yes	No	Yes, SESP test has been conducted and attached as an annex to the Prodoc attached.			
Yes	No						
Yes, SESP test has been conducted and attached as an annex to the Prodoc attached.							
MANAGEMENT & MONITORING							
<p>11. Does the project have a strong results framework?</p> <ul style="list-style-type: none"> 3: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. <i>(all must be true)</i> 2: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. <i>(all must be true)</i> 1: The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. <i>(if any is true)</i> <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> <tr> <td colspan="2">According to the prodoc (pp.4-7 and 23-27), outputs are accompanied by SMART and with target group focused, sex-disaggregated indicators.</td> </tr> </table>	3	2	1		According to the prodoc (pp.4-7 and 23-27), outputs are accompanied by SMART and with target group focused, sex-disaggregated indicators.	
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According to the prodoc (pp.4-7 and 23-27), outputs are accompanied by SMART and with target group focused, sex-disaggregated indicators.							
<p>12. Is the project's governance mechanism clearly defined in the project document, including composition of the project board?</p> <ul style="list-style-type: none"> 3: The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. <i>(all must be true)</i>. 2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. <i>(all must be true)</i> 	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> <tr> <td colspan="2">Prodoc (p. 32) clearly defines the project's governance mechanism and lists important responsibilities of the project board</td> </tr> </table>	3	2	1		Prodoc (p. 32) clearly defines the project's governance mechanism and lists important responsibilities of the project board	
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<ul style="list-style-type: none"> • 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided. <p>*Note: Management Action or strong management justification must be given for a score of 1</p>							
<p>13. Have the project risks been identified with clear plans stated to manage and mitigate each risk?</p> <ul style="list-style-type: none"> • 3: Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders. Clear and complete plan in place to manage and mitigate each risk, reflected in project budgeting and monitoring plans. <i>(both must be true)</i> • 2: Project risks related to the achievement of results are identified in the initial project risk log based on a minimum level of analysis and consultation, with mitigation measures identified for each risk. • 1: Some risks may be identified in the initial project risk log, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified and/or no initial risk log is included with the project document. <p>*Note: Management Action must be taken for a score of 1</p>	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> <tr> <td colspan="2"> Prodoc (pp.46-49) clearly defines the project's governance mechanism and lists important responsibilities of the project board </td> </tr> </table>	3	2	1		Prodoc (pp.46-49) clearly defines the project's governance mechanism and lists important responsibilities of the project board	
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Prodoc (pp.46-49) clearly defines the project's governance mechanism and lists important responsibilities of the project board							
EFFICIENT							
<p>14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include, for example: i) using the theory of change analysis to explore different options of achieving the maximum results with the resources available; ii) using a portfolio management approach to improve cost effectiveness through synergies with other interventions; iii) through joint operations (e.g., monitoring or procurement) with other partners; iv) sharing resources or coordinating delivery with other projects, v) using innovative approaches and technologies to reduce the cost of service delivery or other types of interventions.</p> <p><i>(Note: Evidence of at least one measure must be provided to answer yes for this question)</i></p>	<table border="1"> <tr> <td>Yes (3)</td> <td>No (1)</td> </tr> </table>	Yes (3)	No (1)				
Yes (3)	No (1)						
<p>15. Is the budget justified and supported with valid estimates?</p> <ul style="list-style-type: none"> • 3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated. • 2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates. • 1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget. 	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> <tr> <td colspan="2"> The project has a multi-year budget and clearly mentions which activities are funded and about further resource mobilization plan </td> </tr> </table>	3	2	1		The project has a multi-year budget and clearly mentions which activities are funded and about further resource mobilization plan	
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The project has a multi-year budget and clearly mentions which activities are funded and about further resource mobilization plan							
<p>16. Is the Country Office/Regional Hub/Global Project fully recovering the costs involved with project implementation?</p> <ul style="list-style-type: none"> • 3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.) • 2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant. • 1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project. <p>*Note: Management Action must be given for a score of 1. The budget must be revised to fully reflect the costs of implementation before the project commences.</p>	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> <tr> <td colspan="2"> Despite the considerable amount of unfunded activities in the project document, the project has identified and is consulting with several potential funding sources </td> </tr> </table>	3	2	1		Despite the considerable amount of unfunded activities in the project document, the project has identified and is consulting with several potential funding sources	
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EFFECTIVE							
<p>17. Have targeted groups been engaged in the design of the project?</p>	<table border="1"> <tr> <td>3</td> <td>2</td> </tr> <tr> <td colspan="2">1</td> </tr> </table>	3	2	1			
3	2						
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<ul style="list-style-type: none"> • 3: Credible evidence that all targeted groups, prioritising discriminated and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.) • 2: Some evidence that key targeted groups have been consulted in the design of the project. • 1: No evidence of engagement with targeted groups during project design. 	This project is an outcome of UNDP's long-lasting engagement with the and consultation with the National Parliament	
18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?	Yes (3)	No (1)
19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.	Yes (3)	No (1)
*Note: Management Action or strong management justification must be given for a score of “no”		
The project outputs are marked at GEN 2. The prodoc emphasizes gender as a crossing issues and has one output (Output 5) specifically addressing gender promotion		
SUSTAINABILITY & NATIONAL OWNERSHIP		
20. Have national/regional/global partners led, or proactively engaged in, the design of the project? <ul style="list-style-type: none"> • 3: National partners (or regional/global partners for regional and global projects) have full ownership of the project and led the process of the development of the project jointly with UNDP. • 2: The project has been developed by UNDP in close consultation with national/regional/global partners. • 1: The project has been developed by UNDP with limited or no engagement with national partners. 	3	2
1		
National partners have full ownership of the project. UNDP Regional office has been closely consulted in the development of prodoc.		
21. Are key institutions and systems identified, and is there a strategy for strengthening specific/comprehensive capacities based on capacity assessments conducted? <ul style="list-style-type: none"> • 3: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly. • 2: A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment. • 1: Capacity assessments have not been carried out. 	3	2
1		
The project's primary approach to achieve development is through capacity building.		
22. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.,) to the extent possible?	Yes (3)	No (1)
23. Is there a clear transition arrangement/ phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?	Yes (3)	No (1)

Annex 2. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks		Answer (Yes/No)
Principles 1: Human Rights		
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? ¹⁰	No
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	No
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	No
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Principle 2: Gender Equality and Women's Empowerment		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3.	Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
4.	Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	No
Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? <i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	No
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No
1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4	Would Project activities pose risks to endangered species?	No
1.5	Would the Project pose a risk of introducing invasive alien species?	No
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No

¹⁰ Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9	Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
Standard 2: Climate Change Mitigation and Adaptation		
2.1	Will the proposed Project result in significant ¹¹ greenhouse gas emissions or may exacerbate climate change?	No
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
Standard 3: Community Health, Safety and Working Conditions		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	No
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
Standard 4: Cultural Heritage		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No

¹¹ In regards to CO₂, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]

Standard 5: Displacement and Resettlement		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? ¹²	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? <i>If the answer to the screening question 6.3 is “yes” the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i>	No
6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.8	Would the Project potentially affect the physical and cultural survival of indigenous peoples?	No
6.9	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
Standard 7: Pollution Prevention and Resource Efficiency		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No
7.3	Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No

¹² Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

Annex 3: risk analysis

#	Description	Category	Probability (P) Impact (I)	Countermeasures and management response
1	Failing to secure the minimum funding needed to implement the project would interrupt the continuity of staff contracts and compromise the quality of the activities.	Institutional Political	P = medium I = high	UNDP country office and National Parliament will intensify their efforts to secure funding, especially from donors based in Timor-Leste and Jakarta. As part of their resource-mobilization strategy, they will meet donors before the election of the new president; during the inaugural session of the <i>Hari'i Hamutuk</i> programme; and at the round table resource-mobilization meeting held alongside the IPU General Assembly in Geneva.
2	MPs not approving/endorsing the legislative framework of the <i>Lian Povu</i> initiative would negatively affect the implementation of this initiative.	Political	P = low I = high	CTA will frequently consult with the president of Parliament, the Governing Council and party bench leaders to ensure they continue to support the <i>Lian Povu</i> initiative.
3	The National Parliament not allocating enough funding to the project would negatively affect the implementation of project activities and the execution of the 'National Parliament strategic plan 2017–2022'.	Operational Political	P = low I = medium	If this risk eventuates, UNDP could help the National Parliament mobilize resources by regularly engaging with the president of Parliament, the Governing Council and party bench leaders to they continue to support the 'Strategic plan of the National Parliament 2017–2022' and this project.

4	The change of government can affect the president of the Parliament's and the Governing Council's support to this project.	Political	P = low I = high	This project's initiatives were developed when the CNRT was leading parliament, but the FRETILIN-led parliament has continued to support them. As all political parties within the Parliament's Governing Council approved the initiatives, the likelihood of this risk materializing is low. However, the CTA will continue to engage with parliament to ensure it continues to support the project.
6	In the past, the political neutrality and organizational capacity of CSOs has been questioned, since some have strong political connections.	Political	P = medium I = high	The project will maintain clear parameters about political neutrality and timelines when it works with CSOs, and will monitor this aspect of the project rigorously.
7	Unanticipated technical assistance needs may arise while the project is being implemented.	Operational Strategic	P = medium I = low	UNDP and the National Parliament should be able to manage this situation adequately. If technical assistance is needed quickly, the project team can ask UNDP and other development partners for support through the <i>Hari'i Hamutuk</i> programme. Alternatively, UNDP could raise new resources and amend the results and resources framework.
8	External partners do not provide enough short-term technical support to the <i>Hari'i Hamutuk</i> programme.	Political	P = low I = medium	Project staff will regularly communicate with partners. This includes through sending them project reports, updates and invitations to join <i>Hari'i Hamutuk</i> meetings.

9	Failing to recruit advisers with the right skills, knowledge and experience would delay implementing initiatives like <i>Lian Povu</i> .	Operational	P = medium I = high	The CTA will prepare a comprehensive ToR for each position, which will be checked by the UNDP country office and IPU senior parliamentary experts. Positions will be advertised on the UNDP job site and other job search engines UNDP will ensure that recruitment is targeted at candidates who have the required mix of technical knowledge of parliamentary institutions, and that the selection process is sufficiently thorough to identify the right candidates.
10	High staff turnover or failing to fill staff gaps quickly would undermine a sound support to the Parliament and, therefore, undermine the project implementation.	Operational	P = high I = medium	To maximise retention, the project will put a career structure in place and offer staff professional development opportunities. Vacant positions will be filled quickly by recruiting high-calibre candidates.
11	MPs that oppose temporary special measures (affirmative action for female MPs) may criticize the project's gender activities.	Political	P = low I = high	Clarify UNDP's position on gender. Then reach out to the international legislative framework Timor-Leste acceded o support the Parliament develop recommendations about increasing women's participation in political and parliamentary life.
12	Some of the project's outcomes will be hard to achieve, because many of the population and some MPs are illiterate.	Performance	P = medium I = medium	Develop outreach methodologies that will reach more Timorese citizens, such as visits to constituencies and radio broadcasts. Support the Parliamentary Training Centre to run projects for MPs.

13	Failing to deliver the project within the agreed timeframe and budget will affect Parliament productivity	Performance	P = medium I = high	Ensure that activities are appropriately phased, and emphasise the quality of activities implemented, rather than the quantity. Regularly communicate with the project's stakeholders about the project's challenges, as well as its progress and achievements.
14	The Parliament's IT, including internet connectivity, makes effective communication, outreach and daily work difficult.	Operational	P = medium I = high	Ensure the project provides sufficient information to the National Parliament about technology support services, so it can troubleshoot IT issues.