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Government of The Gambia

2023 Annual Work Plan
Support to the Electoral cycle and Democratic processes in The Gambia

UNDAF OUTCOMES:	By 2021, institutional reforms implemented to ensure rule of law and guarantee the protection of the human rights of all including access to justice, gender equality, access to basic services and democratic participation in decision making processes
EXPECTED CP OUTCOME:	Citizen expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance
EXPECTED PROGRAMME OUTPUTS:	Enhanced transparency throughout the electoral process, Inclusive participation is supported to strengthen the elections credibility throughout the political process, Accountability is enhanced throughout the electoral process, the Capacity of electoral stakeholders is strengthened and dialogue and coordination mechanisms for early warning and early response to election-related violence are implemented throughout the electoral cycle
IMPLEMENTING PARTNERS*:*	UNDP
RESPONSIBLE PARTIES:	IEC, IPC, National Assembly, Ministry of Justice, Ministry of Interior, NCCE, Women's Bureau, GFD, GPU, NYC, CSOs Coalition on Elections, Gambia Police Force and National Human Rights

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Commission- The Gambia

Brief Description

The overall Goal of the project is to strengthen The Gambia's democracy through a functional and inclusive electoral process ensuring the peaceful conduct of the 2020 referendum and following the 2021 electoral cycle through heightened legitimacy and institutionalization of the multiparty system. To achieve this, the project is structured around key results targeting the peacefulness and credibility of the elections conceived around the issues of transparency, inclusion, accountability, capacity, and conflict prevention.

Programme Period: 2020-2023

Key Result Area (Strategic Plan) (Strategic Plan) 2; Citizen's expectation for voice, development, the rule of law and accountability are met by stronger systems of democratic governance

QUANTUM Award ID: 00122425.1

Project ID: 00122425
Start date: 01/01/2021
End Date 31/12/2023

Total resources required: US$ 538,401.54

Total allocated TRAC: US$: 438,401.54

Resource Gap: US$100,000

Government: In-kind Contributions

Name: Mr. Alieu Momar Njai
Title: Chairman
Independent Electoral Commission. **Date**
Agreed by (IEC)

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Aissata De
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Name: Aissata De **Date** 15-Mar-2023
Title: UNDP Deputy Resident Representative

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Agreed by (UNDP)

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Related CP outcome: Citizen expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance. **CP Output: Electoral institutions enabled to perform core functions for improved accountability, participation, and representation; Strengthened operational capacities of oversight and accountability institutions to actively engage in the public sphere.**										
Expected Output And baseline, associated indicators, and annual targets Sub- Output & Results	**Planned Activities** *List activity results and associated actions*	**Time Frame**				**Responsible Party**	**Funding Source**	**Planned Budget**			
		Q1	Q2	Q3	Q4			**Budget description**	**Account Code**	**Amount of Available Trac Resources (US$)**	**Amount of Resources to be Mobilized (US$)**
Output 1: Enhanced transparency throughout the electoral process											
Sub-Output: 1.1 The IEC institutional strategic communication is strengthened **Indicator:** Coordination meeting held at regional and national levels **Baseline:** Limited coordination among electoral stakeholders **Target:** At least 4	**Activity 1.1: Support IEC institutional communication**										
	Action 1.1.1: Regular consultative meetings with electoral stakeholders throughout electoral cycle: ensure consultation are inclusive of women, youth and PWDs at national and local levels					UNDP IEC	TRAC	Meeting costs; Travel, DSA, printing and communications	75700 71600 72500 72400	**13,401.54**	
	Activity 1.1.2: Enhance IEC's communications with electoral stakeholders					UNDP IEC	TRAC	Consultancy, Travel, DSA, Meeting costs, printing and communications	71300 71600 75700 72500 72400	**10,000**	
TOTAL OUTPUT 1										**23,401.54**	
Output 2: Strengthen Inclusive Political Participation in the Electoral processes											
Sub-Output 2.1: IEC supported to strengthen the voter registration for inclusive	**Activity 2.1: Support to the production of Training material, complementarity to voter education**										

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participation **Indicator: 2.3.1:** Political Parties/IPC engage in Civic and Voter Education **Baseline:** 0 **Target:** 3 Civic and Voter Education engagements.	**Action 2.1.1:** Printing of the IEC polling manual for nationwide distribution, installation of billboards and printing of advocacy material.					UNDP, IEC	TRAC	Contractual services	71300 72500	**50,000**	
	Activity 2.3: Civic Education Campaign on local gov't promoted										
	Action 2.3.1: Political Parties engage on Civic and Voter education on local gov't election processes.					NCCE	TRAC	Consultancy, Travel, DSA, Meeting costs, printing and communications	71300 75700 71600 72500 72400	**10,000**	
	Action 2.3.2: Support voter's education on local gov't election using different methodologies.					NCCE	TRAC	Consultancy, Travel, DSA, Meeting costs, printing and communications	71300 75700 71600 72500 72400	**25,000**	
	Action 2.3.3: Dialogue with local authorities, community women, youth leaders and PWD. Including nationwide Community outreach and Media engagements					Women's Bureau	TRAC	Consultancy, Travel, DSA, Meeting costs, printing and communications	71300 75700 71600 72500 72400	**10,000**	
Sub-Output 2.2: Increase women participation as candidates in local gov't election **Indicator:** Number of elected women at local government area **Baseline**: < 5% elected women **Target:** 15% increase	**Activity 2.4: Women participation in local gov't election**										
	Action 2.4.1: Support advocacy for women to contest in local gov't election					Women's Bureau	TRAC	Consultancy, Travel, DSA, Meeting costs, printing and communications	71300 75700 71600 72500 72400	**10,000**	
	Action 2.4.2: Campaign to inform female candidates on the electoral laws & procedures and political participation.					Women's Bureau	TRAC	Consultancy, Travel, DSA, Meeting costs, printing and communications	71300 75700 71600 72500 72400	**15,000**	

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	Activity 2.5: PWD participating in local gov't election									
Indicator: Number of elected PWDs at local government area **Baseline:** < 2% elected PWDs **Target:** 10% increase	**Action 2.5.1:** Support outreach and advocacy programs to encourage PWDs participation in the electoral process, particularly in the upcoming local elections					Women's Bureau NCCE	TRAC	Consultancy, Travel, DSA, Meeting costs, printing and communications	71300 75700 71600 72500 72400	**10,000** **10,000**	
TOTAL OUTPUT 2										**140,000**	
Output 3: Strengthen Peaceful Electoral Process											
Sub-Output:3.1 Strengthen peaceful election at community levels **Indicated:** Number of engagements held at regional and national levels **Baseline: 0** **Target:** 10	**Activity 3.1: Support to the deployment of a peace campaign through the electoral phases**										
	Action 3.1.1: Nationwide campaign on peaceful electoral campaign, before during and after the voting process					NYC	TRAC	Consultancy, Travel, DSA, Meeting costs, printing and communications	71300 75700 71600 72500 72400	**10,000**	
	Action 3.1.2: Mechanism in place to address hate speech during the local gov't election**.**					NYC	TRAC	Consultancy, Travel, DSA, Meeting costs, printing and communications	71300 75700 71600 72500 72400	**10,000**	
	Activity 3.2: Citizen Consultation Platform										

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	Action 3.2.1: Engagement with citizens at the community level to disseminate peaceful messages before, during and after the electoral process					NYC	TRAC	Consultancy, Travel, DSA, Meeting costs, printing and communications	71300 75700 71600 72500 72400	**15,000**	
Sub- Output 3.2: Coordination and information sharing in the monitoring of election-related risks of violence **Indicator:** Coordination engagement held with stakeholders **Baseline:** 0 **Target**: 3	**Activity 3.2. Mechanism implemented for monitoring and information sharing**										
	Action 3.2.1: Establishment of a functional situation room					CSO Election Coalition (TANGO)	TRAC	Travel, DSA, Meeting costs, printing and communications, equipment	71300 75700 71600 72500 72400 72200	**35,000**	
Sub-Outputs: Strengthen the security personnel capacity and coordination for peaceful election **Indicator**: Number of security personnel trained, and equipment procured to mitigate security threat **Baseline:** 0 **Target:** 100	**Activity 3.3: Coordination and capacity of security personnel to mitigate any potential security threat**										
	Action 3.3.1: Support the operationalization of the police command Centre					UNDP Police/IEC	TRAC	Equipment, meeting costs, consultancy, printing and communications, travel and DSA	72200 71300 75700 71600 72500 72400		25,000
	Action 3.3.2: Provide joint training to the electoral combine security service officers					UNDP Police/IEC	TRAC	meeting costs, consultancy, printing and communications, travel and DSA	71300 75700 71600 72500 72400		25,000
TOTAL OUTPUT 3										**70,000**	**50,000**

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OUTPUT 4: Capacity of electoral stakeholders strengthened											
Sub-output 4.1.: Institutional and technical capacity of the IEC strengthened and supported **Indicator:** Number of IEC offices rehabilitated across the country **Baseline:** 5 rehabilitated IEC offices **Target:** 7 rehabilitated IEC offices	**Activity 4.1.3: Rehabilitation of IEC Regional Offices and field logistics**										
	Action 4.1.3.1: Rehabilitation of IEC Regional offices and storage facilities at Kanifing					UNDP, IEC	TRAC	Consultancy	71300 71200	**60,000**	
	Action 4.1.3.2: Rehabilitation of IEC Regional offices and storage facilities at Jangjangbureh					UNDP, IEC	TRAC	Consultancy	71300 71200	**60,000**	
TOTAL OUTPUT 4										**120,000**	
Output 6: Programme management, Evaluation and Auxiliary services.											
Project Management Monitoring, Evaluation and Auxiliary services	**Activity 6.1**: PMU Salary- February to July 2023					UNDP	TRAC	IC salary	71400	60,000	
	Activity 6.2: Monitoring					UNDP	TRAC	Travel and DSA	71600	2,000	
	Activity 6.3: Communications					UNDP	TRAC	Consultancy fees	71300	5,000	
	Activity 6.4: Terminal Evaluation					UNDP	TRAC	Consultancy fees	71200 71300		50,000
	Activity 6.5: General management support and direct project cost					UNDP	TRAC	Equipment, Furniture, Consultancy, meeting costs, Travel, DSA	72200 71300 71600 75700	10,000	
	DPC					UNDP	TRAC		**75100**	8,000	
Total Output										**85,000**	**50,000**

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Grand Total	**438,401.54**	**100,000**

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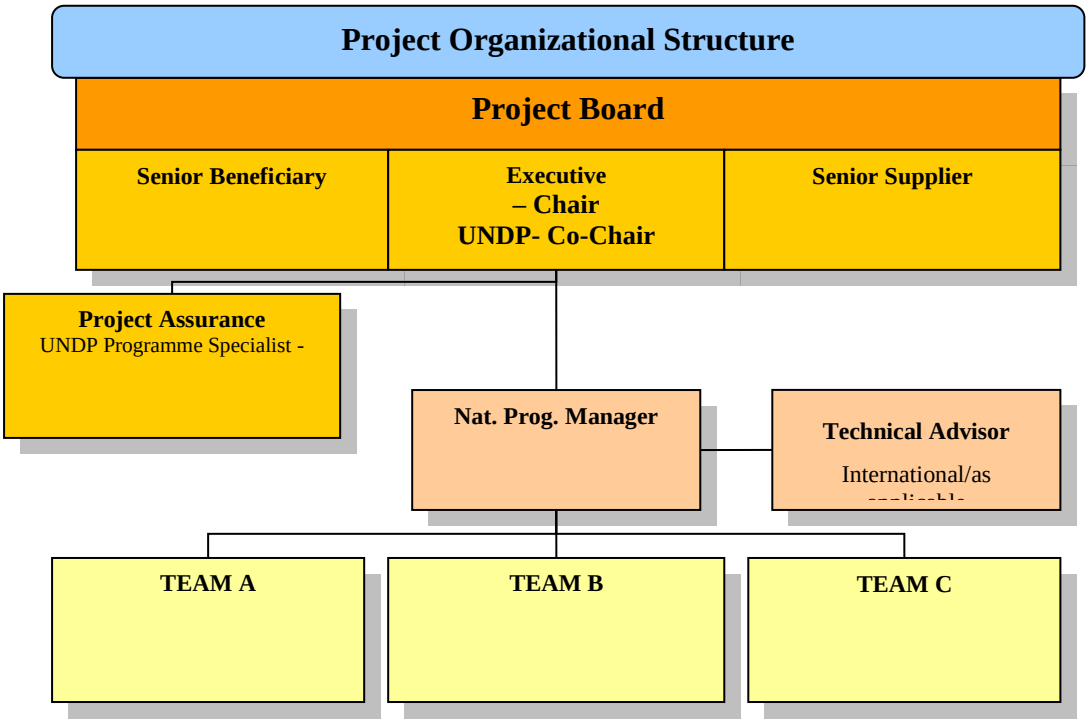
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IMPLEMENTATION ARRANGEMENTS

The program will be implemented under the **Direct Implementation Modality (DIM**). **UNDP** will assume direct responsibility for the implementation, under the UNDP Governance Programme will manage and co-ordinate the activities of this program. Supported by the Independent Electoral Commission (IEC) as focal point will report to UNDP on the production of outputs, achievement of objectives and the use of resources provided by UNDP.

UNDP will support the implementation of this program, particularly in the deepen accountability and enhance interaction between the Government and Its Citizens which UNDP will support. It will provide support services in the recruitment of staff and in the training and monitoring. In line with UNDP's Executive Board decision 98/2 "all costs associated with the delivery of other resources funded program at country level are to be fully covered through cost recovery mechanisms". In this regards, General Management Service fee of approximately 8% if applicable will be charged on non-core resources mobilized in the implementation of this program and Direct project Costs (DPCs) on UNDP Implementation Support Services.

A Project Board comprising **UNDP Resident Representative, IEC Chairman, Secretary General and Head of Civil Service, UN Resident Coordinator, participating donors, Ministry of Women's Children and Social Welfare, GCCI and TANGO.**



Executive – The IEC Chairman as Chair of the Program Board and UNDP Resident Representative as co-chair will be responsible for the ensuring that the program is delivering value for time and resources, the Executive chairs the Project Board meetings.

National Program Manager (NPM)– to be embedded at the IEC-The Gambia contingent upon the availability of space –will plan and oversee the program's implementation,

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ensuring overall guidance, quality assurance and will ensure compliance with UNDP rules and procedures; the National Project Manager (NPM) will ensure that the program realizes the results described in the AWP under DIM modality; furthermore, the NPM will work closely with the Program support team, helping to define responsibilities of the assigned Government project personnel and other specialist program teams, ensuring progress reporting to the program board.

Program support – this will be the Project Team based at UNDP to coordinate the development of the annual workplan, procurement and M&E plans; setting up and maintaining project documentation; updating plans and assessing impact of changes; defining and maintaining project management standards, taking minutes of meeting and compilation of project reports in consultation and inputs from the technical team comprising of implementing Responsible Parties and supported by the program team.

Senior Supplier – this role, to be played by the Deputy Resident Representative at UNDP will ensure the design, development and procuring the project's products, ensuring compliance to applicable procurement rules and procedures.

Project Assurance - This will be the Programme Specialist (Democratic Governance and Human Rights Unit) will ensure adherence to quality systems; ensure UNDP reporting compliance, assesses all aspects of the project's performance and products, working on behalf of the project board and keeping it fully informed.

Implementing Agency Capacity Assessment
The implementing Partners (IP's) of the project, are the IEC, IPC, National Assembly, Ministry of Justice, Ministry of Interior, NCCE, Women's Bureau, GFD, GPU, NYC, CSOs Coalition on Elections, Gambia Police Force and National Human Rights Commission- The Gambia.

Financial Disbursement and Reporting
Financial Accountability: The Implementing Partner shall be responsible for ensuring that the allocated resources for the Annual Work Plan are utilized effectively in funding the envisaged activities. It shall have a tracking system that it will maintain records and controls for the purpose of ensuring the accuracy and reliability of the Annual Work Plan's financial information. The tracking system in place shall ensure that envisaged disbursements are within the approved budgets. The tracking system shall track the disbursements and the commitments besides capturing expenditure records through direct payments and support services made by UNDP on behalf of the Implementing Partner.

Direct payments: As agreed and reflected in the AWP, UNDP country office shall make direct payments to third parties/vendors for services procured by the Implementing Partner and Responsible Parties in accordance with the Annual Work Plan. Funds will be disbursed to vendors or third parties for obligations incurred by the Implementing Partner (IP) based on requests signed by the designated official of the IP. At the request of IP, Direct payments will also be made to vendors or third parties for obligations incurred by UNDP as support services of activities agreed with the IP. The IP or a designated official will sign the request for direct payment. For UNDP to procure the goods and services included in the AWP, the Implementing Partner will draft the technical specifications for goods and the terms of

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reference for the services to be procured. Documentation of payment by the Country Office must be made available to the Programme Manager. A register for such requests shall be maintained to facilitate follow-up.

Agency Implementation – UNDP as a Responsible Party conducts expenditure from requisition through to disbursement with no cash being transferred to the implementing partner. However, the implementing partner has full programmatic control and so full control over expenditures.

Cost recovery: The cost of the support services provided by UNDP CO will be recovered from the program according to the Direct Project Cost (DPCs) guidelines.

Financial Reporting: UNDP at the end of each calendar quarter will submit to the Office of the Secretary General and Head of Civil Service and the IEC if requested, a detailed expenditure report generated from UNDP Global Integrated System (Atlas) for all program transactions and supporting documents can be availed when necessary. The IPs should verify the disbursements and revert to UNDP for any correction to be made for any erroneous transaction. On quarterly basis, UNDP will submit to the IPs the Combined Delivery Report (CDR) for verification and signature as a true record of quarterly expenditure report.

Fiduciary Compliance: In managing the Annual Work Plan resources, Office of the Secretary General and Head of Civil Service and the IEC has fiduciary and compliance responsibilities to UNDP. It also has compliance responsibility for UNDP's reporting procedures. On the other hand, UNDP CO has the overall fiduciary responsibility for UNDP funded programs and projects.

Procurement of Goods and Services: Gambia's Government established rules and procedures governing procurement may be used when Government procures if it does not contravene UNDP's rules and procedures. However, UNDP must be informed of procurement processes, and when necessary UNDP must be represented in procurement committees that are held to evaluate quotations and bid offers for technically complex or big procurements.

Ownership of equipment, supplies and other properties financed from the UNDP funding shall be considered as UNDP's, unless title is transferred on purchase. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

The Assurance Requirements: The UN Harmonized Approach to Cash Transfer to implementing partner's framework which provides guidance on assurance activities will be followed to plan and implement project assurance activities. The project shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules, and directives of UNDP. Should the biennial Audit Report of the Board of Auditors of UNDP to its governing body contain observations relevant to the project, such information shall be made available to the Donors.

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The project must be audited once in its lifetime (OIL). The objective of the audit is to provide the United Nations Development Program Administrator with the assurance that United Nations Development Program resources are being managed in accordance with the financial regulations, rules, practices and procedures for the project the annual work plan activities, management and implementation arrangements, monitoring evaluation and reporting provisions and the requirements for implementation in the areas of management, administration, and finance.

The United Nations Development Programme will audit the program by sub-contracting private auditors to carry out the audit exercise. The Implementing Partner and Responsible Parties will ensure that final accounts of the year under audit are submitted to United Nations Development Programme by the end of January of the following year.

Thus, an audit of this project must confirm and certify that:

I. Disbursements are made in accordance with the Annual Work Plan;
II. Disbursements are valid and supported by adequate documentation;
III. An appropriate system for internal control is maintained by the Implementing Partner and can be relied upon.
IV. Annual Work Plan financial reports are fair and accurately presented.
V. The Annual Work Plan monitoring and evaluations reports are prepared as required.
VI. Annual Work Plan disbursements are duly verified by the implementing partner and
VII. The procurement use control and disposal of non-expendable equipment's are in accordance with Government or UNDP requirement.

The United Nations Development Programme takes the responsibility to audit the project. A reputable firm sub-contracted by UNDP will conduct the audit. Funds for audit expenses are budgeted within the Annual Work Plan. In the event of such an audit, the Implementing Partner will ensure that auditors are given all records and information that they will need to perform a meaning full performance audit.

It is the responsibility of the Office of the Secretary General and Head of Civil Service and the IEC to ensure that all audit observations are attended adequately. The Office of the Secretary General and Head of Civil Service and the IEC may include the activities of this program in the normal audit for their use. UNDP activities for procurement of goods and services shall be subjected exclusively to the internal and external auditing procedures provided for in the financial regulations, rules, and directives of UNDP.

Monitoring Framework and Evaluation

Tracking of the achievement of benchmarks/indicators for each activity will monitor the performance of the Program. Monitoring of specific Program activities will be the responsibility of the IPs. The aim will be to provide timely information about the progress, or lack thereof, in the production of the outputs and achievement of the Program objectives. Monitoring and evaluation will be undertaken in accordance with standard UNDP policy (http://stone.undp.org/undpweb/eo/evalnet/docstore3/yellowbook/documents/full_draft.pdf). IPs will produce quarterly progress and financial reports according to standard UNDP procedures and format, and/or as required by the UNDP Country Office, formats refer to the National Implementation (NIM) Toolkit.

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The mechanisms that will be used to monitor the Program will include:

I. Quarterly progress reports, including also both technical and financial information, prepared by the Implementing Partner; the format of the report shall follow UNDP standards;
II. Annual progress report, including also both technical and financial information, prepared by the Implementing Partner at the end of the year; the format of the report shall follow UNDP standards;
III. Final report including also both technical and financial information, prepared by the Implementing Partner at the end of the year; the format of the report shall follow UNDP standards;
IV. Field visits undertaken jointly by Implementing Partner and United Nations Development Programme.
V. An evaluation of the activities implemented under the program may be carried out as part of the Outcome Evaluation during the program cycle.

RISKS

Risks identified under this project include:

- A non-functioning Program Board can affect the effective implementation of AWP;
- Lack of consolidated M&E plan of all UNDP programs and earmarked resources to conduct monitoring and field visits may affect effective oversight role of the Office of the President and the IEC as Government Coordinating Agency;
- Non submission on a timely basis of AWP progress/status reports;

Mitigating Factor(s):

- Timely establishment of Project Board members
- Develop and implement a composite monitoring and evaluation plan;
- Tying additional release of funds to the receipt of reports

LEGAL CONTEXT

The country programme document 2018 – 2021 (CPD) and respective multi-year programs shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of The Gambia and the United Nations Development Programme, signed by the parties on 9th March, 2018. Revisions may be made to this project with the signature of the UNDP Resident Representative only, provided he or she is assured the other signatory of the project have no objection to the proposed changes, in the case of revisions which do not involve significant changes in the immediate objectives, output or activities of the project, but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation

PUBLICITY AND PUBLICATIONS

Unless UNDP requests or agrees otherwise, the Implementing Partner and other collaborating parties shall take all appropriate measures to publicize the fact that the project has been funded by UNDP. Information given to the press, project beneficiaries, all related publicity materials, official notices, reports and publications, shall acknowledge that the activity was carried out with funding from the UNDP, and shall display in an acceptable

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way the UNDP logo. In addition, all publications must be reviewed by UNDP before publication, and shall bear the appropriate UNDP disclaimer.

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Annex 1: Project Staff

ANNEX 1: Project staff cost

	Name of Position	International /National	Status	Number of Months	Proforma Cost (US$)
1	Elections Advisor/Project Manager	International	Recruited	7 months	70,000
2					
3					
4					
5					
	Total				