



Project Title: Legislative Support Project (LSP) II
Project Number: 00095419
Implementing Partner: National Assembly of Tanzania

ANNUAL WORK PLAN

Start Date: 1st January 2019 End Date: 31st December 2019

UNDAP/Country Programme Results and Resource Framework Intended Outcome: National Assembly is more open, accessible and inclusive

Outcome Indicator 1: MPs apply knowledge and skills to regularly produce evidence-based recommendations for the scrutiny of bills and the monitoring of legislation
Outcome Indicator 2: Watchdog committees routinely apply knowledge on analysis and overseeing of Government budget, revenue and expenditure
Outcome Indicator 3: MPs and staff apply knowledge and skills to conduct gender-based analysis

EXPECTED OUTPUTS	PLANNED OUTCOMES	ACTIVITIES	INPUTS	Q1	Q2	Q3	Q4	RESPONSIBLE PARTY	COST USD
Output 1. Increase the capacity of National	1.1 Parliamentary committees skilled to conduct and	1.1.1 Legislative drafting training for Committee Clerks and Parliamentary Legal	12 staff for 7 days Local facilitators	X				Committees Department	15,548

Assembly to effectively scrutinise legislation and its implementation and to monitor government performance in a participatory manner	deliver efficiently the review of Bills/Treaties based on public feedback and expert opinion	Counsel Department ¹							
		1.1.2 Support post-graduate legislative training for two Parliamentary Legal Counsel ²	2 staff Tuition Fees Accommodation		X	X		Parliamentary Legal Counsel Department	50,640
		1.1.3 Familiarise newly-added committees ³ with techniques for scrutinising Bills and Treaties using the relevant guidelines	180 MPs (90 per group) Local Facilitators	X	X	X		Committees Department	27,217
		1.1.4 Technical support for Committee Chairpersons and Committee Clerks of newly-added committees to develop	50 participants for two days (25 per group) Local facilitators		X	X		Committees Department	15,643

¹This week-long exercise to be facilitated by both local and international experts builds on a similar exercise undertaken in 2017 and is intended to improve the legislative drafting skills of targeted staff to enable them to assist Committees with draft amendments to Bills, MPs who wish to initiative private members bills.

²Participation in this post-graduate training ranging from one to three months is subject to candidates' individual application to and acceptance by the relevant institutions such as the Zambia Institute of Advanced Legal Studies or Kenya Law School.

³The target committees are Infrastructure Development Committee; Energy and Minerals Committee; Industries, Trade and Environment Committee; Land, Natural Resources and Tourism Committee; Foreign Affairs, Security and Defence Committee; and Subsidiary Legislation Committee; and Agriculture, Livestock Committee

		action plans for Bill analysis using Bill Scrutiny Guidelines ⁴							
		1.1.5 Skills and techniques for scrutinizing Bills and Treaties using the relevant guidelines for staff	50 Committee Clerks for Two days Local Facilitators			X		Committees Department	9,909
		1.1.6 Support Committees' access to expert opinion during Bill scrutiny ⁵	50 Participants Local Facilitators		X	X		Committees Department	14,370
		1.1.7 Compilation of analytical reports on the Bill scrutiny process by each Committee including proposed	20 Committee Clerks 3 days activity (1 day per committee) Local Facilitators				X	Committees Department	6,904

⁴In 2009, the testing of Bill Scrutiny Guidelines will be extended to committees other than the 6 that were piloted in 2018. These are Infrastructure Development Committee; Energy and Minerals Committee; Industries, Trade and Environment Committee; Land, Natural Resources and Tourism Committee; Foreign Affairs, Security and Defence Committee; and Subsidiary Legislation Committee, Agriculture, Livestock Committee

⁵As needed, independent experts and CSOs will be engaged to provide expert opinion and input during bill scrutiny by relevant committees. This is intended to ensure the involvement of CSOs and experts whose input may otherwise not reach the various committees due to lack of resources. Support CSOs' interface with committees during bill scrutiny will be determined on a case by case basis using the CSO database and based on the advice of the Committee chairpersons and clerks.

		amendments and lessons learned ⁶							
		1.1.8 MPs' awareness raising sessions on new Bills ⁷	393 MPs 5 Local facilitators (5 bills)	X	X	X		Committees Department	29,490
		1.1.9 Specialised training for parliamentary researchers ⁸ on various aspects including gender responsive research	20 researchers for 7 days Local facilitators Foreign facilitators			X		Library and Research Department	20,800
	1.2 Increased percentage of CSOs, academia and research institutions participating in and	1.2.1 Using the public hearing and field visit guidelines and CSO database, support four additional sectoral committees to develop	35 participants (Chairpersons, Vice Chairpersons and Committee Clerks) Local facilitators	X		X		Committees Department	15,783

⁶For the duration of the bill analysis period, relevant committee clerks will document the process and application of the Bill Scrutiny Guidelines. At the end of the process, in Q4, a facilitated session will review the entire cycle and capture lessons as well as recommendations for amendment of the toolkit and/or relevant Standing Orders.

⁷Based on the legislative agenda of the Government and the needs of relevant committees, the project will facilitate half-day awareness-raising sessions for MPs on the proposed legislation. This intervention will involve all MPs, will target **five** bills of which all MPs (other than the relevant committee) should be familiar with. The intervention is in addition to and complementary to focused bill scrutiny support to selected committees and.

⁸In 2017, the project supported the development of a Parliament Research Manual. Based on M & E data regarding MPs' use of the research and library unit, in 2018, the project will support specialised training and mentorship for the research unit and the use of the research manual by the unit. This will be achieved through collaboration with seasoned parliamentary researchers in other parliaments in the global South. The researchers will also be provided with training on gender response research.

	engaging parliamentary committees	and implement action plans on public consultations							
	1.3 Multiple fora for citizens' engagement in parliamentary affairs	1.3.1 One working session with CSOs on public hearings ⁹	120 CSO representatives Local facilitators	X				Committee Department	20,470
	1.4 Project Monitoring	1.4.1 M & E-related capacity development and data collection and analysis ¹⁰	M & E Specialist 7 M & E Task Force Project Team	X				M & E Specialist M & E Task Force	5,000
	1.5 Technical Support	1.5.1 Long Term Technical Assistance	Chief Technical Advisor M & E Specialist	X	X	X	X	UNDP	62,748
SUBTOTAL FOR OUTPUT 1									294,522
Output 2: More effective parliamentary scrutiny of	2.1 Increased number of evidenced-based recommendations emerging from	2.1.1 MPs' familiarisation session on the 2019/2020 budget process with specific reference to the	393 MPs local facilitators			X		Budget Department	29,769

⁹This activity is aimed at creating awareness among CSOs of the opportunities for public input in the legislative process. The public hearing and bill scrutiny guidelines will be used as reference material.

¹⁰M & E focal persons have been identified in each of the key departments of the NA. These include Committees, Table Office, Hansard, and Parliamentary Legal Counsel. Their primary tasks include *inter alia*, tracking project-related results and recording evidence of impact. At least once a quarter, the M & E Specialist will convene training sessions (to familiarise the focal persons with specific project outcomes, outputs and indicators as well data collection techniques), as well as data collection and validation sessions. The sheer size of the parliament makes it difficult for the LSP Team to systematically monitor and track systemic changes/impact of the project across the institution.

government budget and expenditure, including monitoring of the SDGs	Budget Committee reports	relevant budget guidelines ¹¹							
		2.1.2 Support Budget Committee in making follow up on the implementation of Government plans and programs ¹²	<i>Outside Dodoma</i> local facilitators 30 MPs and staff	X				Budget Department	42,587
		2.1.3 Targeted support for selected newly-added sectoral Committees ¹³ and staff on budget review using the Budget Analysis Manual	220 MPs and staff (divided into their respective committees) local facilitators		X			Budget Department	21,383

¹¹This working session will be attended by all MPs - divided in two groups and will focus on the 2019/2020 budget guidelines and the role of Parliament and its Committees in the budget process.

¹²The Budget Committee will engage with officials from the Ministry of Finance and Planning for a detailed review of the national budget after 6 months (July to December 2018) of implementation. This will enable the Committee to assess performance against the approved budget.

¹³Target committees for this activity are some of the newly added committees whose respective sectoral budgets will be reviewed, feeding into the forthcoming budget cycle.

		2.1.4 Support Budget Committee access to expert opinion during the Finance Bill	Local facilitators	X	X			Budget Department	9,417
2.2 Build capacity of Budget Department for strategic involvement with committees and support to the budget process in timely manner	2.2.1 Familiarisation of Budget Department and Committee Clerks with the macroeconomic forecasting model ¹⁴	70 staff for 2 days local facilitators				X		Budget Department	13,461
	2.2.2 Support post graduate course for budget staff in Finance and Public Policy	2 staff Tuition fees Research costs				X		Budget Department	29,402
	2.3 Relevant committees supported to monitor the implementation of	2.3.1 National Assembly's Self-Assessment Exercise on the Sustainable Development Goals ¹⁵	1 local facilitator 100 MPs and staff (interviews and focus group discussions) UNDP Economics			X		Committees Department	20,404

¹⁴The International Monetary Fund is currently assisting the Parliament's Budget Department to develop a macroeconomic forecasting model. The reports produced using this model will be for use by the Budget and sectoral committees.

¹⁵Self-assessment is a method that parliaments can use to start their own process of internal benchmarking and to assess their state of preparedness for engagement with the SDGs. The process will enable the parliament to set priorities for reform to strengthen their response to the SDGs by identifying strategies, mechanisms and partnerships to support implementation of the SDGs more effectively. In the context of South-South cooperation, this exercise will be supported by the UNDP's Bureau for Programme and Policy Support for enrichment through sharing of experiences with other parliaments of the global South. The self-assessment exercise will be led by the Committees Department supported by external advisors from IPU and UNDP. The process will entail focus-group discussions and administration of questionnaires targeting MPs and staff from Committees and other relevant units. The assessment will focus on the progress of the Parliament of Tanzania's engagement with the SDGs to identify opportunities and challenges faced by MPs, committees and the secretariat.

the Sustainable Development Goals (SDGs) using best practice tools and guidelines		Advisor 1 international facilitator (off-budget ¹⁶)						
	2.3.2 Expert supports to three committees to produce SDG reports ¹⁷ and workshop it.	local facilitators UNDP Senior Economics Advisor 220 MPs and Committee Clerks		X	X		Committee Department	31,596
	2.3.3 Parliamentary briefing and consultation in the 2019 Voluntary National Review of SDGs ¹⁸	Parliamentary Group on SDGs and Chairpersons of Committees facilitators	X	X			Committee Department	28,522
	2.4 Improved public knowledge of the budget	2.4.1 Prepare and distribute 2019/2020 Constituency Budget Handbooks ¹⁹	local facilitators 20 Budget Department staff and Committee Clerks			X	Budget Department	13,622
	2.5 Improved	2.5.1 Support two practical sessions on	100 participants (MPs and committee staff –			X	Budget Department	19,583

¹⁶Supported by the UNDP's Bureau for Programme and Policy Support

¹⁷In consultation with the committee chairpersons, the project will support research, validation and production of a report on at least 1 SDG relevant to such committees.

¹⁸The Government of the Tanzania has decided to participate in the Voluntary National Reviews (VNRs) process. The process involves inclusive reviews of progress made towards implementation/achievements of the 2030 Agenda at the national and subnational levels which culminates with an annual United Nations High Level Political Forum (HLPF) in July each year. Tanzania will present its SDGs National Voluntary Review Report in July 2019. This will be the first time for Tanzania to undertake a VNR.

¹⁹Constituency Budget Handbooks will be prepared and distributed to MPs, and local councils for their use in monitoring budget allocations relating to their constituencies/localities.

	capacity of committees to effectively monitor public expenditure	monitoring public expenditure the Public Accounts Committee and Local Authorities Accounts Committee ²⁰	50 per session) Two days local facilitators						
		2.5.2 Support practical session on monitoring public expenditure by the Public Accounts Committee ²¹	<i>Outside Dodoma</i> 30 MPs and staff Local facilitators	X				Budget Department	42,587
	2.6 Development and institutionalization of oversight best practice tools and guidelines	2.6.1 Support three sectoral committees from the newly added committees to develop action plans and undertake field visits	40 MPs and staff Two days local facilitators	X				Committees Department	9,126
		2.6.2 Review session on field visits and compilation of analytical reports on the process including lessons learned ²²	35 Committee Clerks local facilitators		x		X	Committee Department	10,996
2.7 Project Monitoring	2.7.1 M & E-related capacity development and data collection and analysis	M & E Specialist 7 x M & E Task Force Project Team Venue and Refreshments		X			M & E Specialist and M & E Task Force	5,000	

²⁰In addition to improved skills development, this activity will include practical work on public expenditure reports of the relevant ministries, departments and agencies under the supervision of the 3 sectoral committees (Agriculture, Livestock and Water Committee; Energy and Minerals Committee as well as Social Development and Services Committees) with the participation of the National Audit Office.

²¹This activity, which will be held in partnership with the CAG (National Audit Office) will be organised **outside** the parliamentary session to facilitate in-depth review of selected accounts of government ministries, departments and agencies

²²During field visits, relevant committee clerks will document the process and lessons learned. At the end of the process, in Q3, a facilitated session will review the entire cycle and capture lessons to inform possible improvements of the toolkit.

			Stationery and printing						
	2.8 Technical Support	2.8.1 Long Term Technical Assistance	Chief Technical Advisor M & E Specialist	X	X	X	X	UNDP	62,748
SUB TOTAL FOR OUTPUT 2									390,203
Output 3: Enhance the capacity of the National Assembly to engage citizens and represent their interests in the work of the parliament	3.1 Establish best practices pilot program for constituencies	3.1.1 Validation of Constituency Offices' Needs Assessment ²³	50 participants (technical review, management review, PSC approval) local facilitator		X			Admin and HR department	10,435
		3.1.2 Orientation of the third cohort of Constituency Office assistants on effective constituency office management ²⁴	50 Constituency Office assistants local facilitators		X			Admin and Human Resources Department	17,543
	3.2 Increased public awareness and understanding of the parliament's role and work ²⁵	3.2.1 Support Saba Saba and Nane Nane outreach events and related civic education	7 staff for 20 days Exhibition fees Outreach materials		X			International Relations and Public Education Department	18,152
		3.2.2 Production of two TV and two radio programmes	Production costs Broadcasting Fees		X	X		International Relations and Public Education Department	16,804

²³This study was commissioned during the fourth quarter of 2018.

²⁴In 2017, 25 constituency offices staff participated in this pilot training. In 2018, this was extended to 25 other constituencies. In 2019, all remaining constituencies are being targeted.

²⁵The planned activities under this Outcome are as recommended in the Communication Strategy

		3.2.3 Production and distribution of civic education material ²⁶		X				International Relations and Public Education Department	13,043
3.3 Support development of Youth outreach programs and institutionalize Youth Parliament.		3.3.1 Conduct Youth Parliament event in line with Youth Parliament Guidelines ²⁷	100 participants local facilitators Publicity				X	International Relations and Public Education Department	40,065
		3.3.2 Support Tanzania's participation in the Commonwealth Youth Parliament ²⁸	2 participants International travel	X				International Relations and Public Education Department	8,167
		3.3.3 Design and print Youth Parliament Toolkit and Communication Strategy	Production and printing costs		X			LSP Team	3,261
	3.4 Support All-Parliamentary Party Groups (APPG) to strengthen knowledge base for	3.4.1 Consultative session between APNAC, media, CSOs and Government on corruption and Good Governance ²⁹	170 participants local facilitators		X			Committees APPG Desk Officers	24,528

²⁶At least 10,000 fliers and brochures will be produced for use in outreach activities and distribution to regional libraries and constituency offices

²⁷For the second year in a row, some 100 youth - students from higher learning institutions - will participate in the annual Youth Parliament for five days that will be held in Dodoma Region. The relevant toolkit for Youth Parliament was developed in 2017. This activity is intended to expose youth to the central place of the legislature in governance, as well as increase visibility of the institution within the population in general and the youth in particular.

²⁸This seeks to expose Tanzania youth representatives to the workings of youth parliaments in the Commonwealth- African Region, promote networking and information sharing as well as support youth development and leadership skills.

²⁹This activity complements other APNAC activities which are supported by other partners.

multiparty dialogue platforms on issues of interest.	3.4.2 Support TAPAFE and the Committee on Environment and Natural Resources' assessment of the impact of climate change ³⁰	30 participants local facilitators			X		Committees APPG Desk Officers	11,713
	3.4.3 Development of the Tanzania Youth Parliamentarians Forum's Strategic Plan ³¹	150 participants (cumulative total) local facilitators		X			Committees TYPF Desk Officers	13,293
3.5 Comprehensive communication strategy developed and approved	3.5.1 Communication skills capacity development for the Education and Communication Unit ³²	15 participants for 3 days local facilitators	X				International Relations and Public Education Department	8,315
	3.5.2 Publish annual LSP newsletter ³³	Production and printing costs				X	LSP Team and International Relations and Public Education Department	9,752

³⁰This activity builds on support provided to TAPAFE in 2018 in furtherance of the group's climate change-related agenda

³¹The development of a strategic plan is one of the priority activities that has been identified by the Tanzania Youth Parliamentarians Forum.

³²The Communication Strategy identified various capacity gaps and made recommendations. Area for development includes script writing, preparing press statements, and newsletters, interview techniques, among others.

³³The newsletter is a communication tool for the project serving project stakeholders and beneficiaries as well as the public. It is available mainly online with limited hard copy circulation primarily to the 393 MPs, development partners and CSOs. Based on lessons learned in 2018, the team recommends a once a year publication as opposed to twice a year.

	3.6 Increased capacity of MPs to access online and web-based tools	3.6.1 Launch of mobile application on the Parliament of Tanzania ³⁴	Banners Fliers		X			ICT Department	4,043
		3.6.2 Orientation sessions for key staff on the newly developed system (EDRMS) ³⁵	100 participants (divided according to related departmental groups) local facilitator		X			ICT Department	16,761
	3.7: Project Monitoring	3.7.1 M & E-related capacity development and data collection and analysis	M & E Specialist 7 x M & E Task Force members Project Team Venue and Refreshments Stationery and printing			X		M & E Specialist M & E Task Force	7,087
	3.8 Project Technical Support	3.8.1 Long Term Technical Assistance	Chief Technical Advisor M & E Specialist	X	X	X	X	UNDP	62,748
SUBTOTAL FOR OUTPUT 3									285,710

³⁴The mobile app will complement the ILMS by increasing public access to parliamentary materials such as Acts of Parliament, Bill supplements, newspaper clips, Hansard, Committee reports, Government Gazette, policies, plans etc. through hand-held devices.

³⁵This activity targets staff in the key units that will interface with the system. These are the Private office of the Clerk, Human Resource Department, Committee Department, Budget Department, Table Office Department, Hansard Department, International Relations and Public Education Department.

Output 4: The National Assembly is more effectively engaged in strategic leadership, transparency and external engagement	4.1 Build capacity of NA and MPs to be effectively involved in regional cooperation and represent country at regional parliaments	4.1.1 Organise expert-supported briefing sessions for delegates to the Pan African Parliament, SADC Parliamentary Forum and East African Legislative Assembly, before scheduled sessions ³⁶	20 participants (divided according to inter-parliamentary group) local facilitators (two per group)			X		International Relations and Public Education Department and Desk Officers	10,652
	4.2 Strengthening coordination process for support to National Assembly	4.2.1 Two review session for project implementation team, project advisors and National Assembly management ³⁷	30 participants (divided into 2 sessions) local facilitators		X		X	LSP Team	13,248
		4.2.2 Project management, monitoring and evaluation training for the National Assembly's LSP unit	7 participants		X			LSP Team	16,565

³⁶The project will support the relevant inter-parliamentary groups' desk officers in supporting MPs' informed engagement in the selected regional bodies. This may include access to subject-matter expertise especially for pre-conference briefings and development of position papers.

³⁷The activity is aimed at enhancing synergies between the project and the parliament's own internal processes. These sessions will evaluate the extent to which the project is supporting change and reform in the workings of the National Assembly. They will enable the project team to receive and engage feedback from various national Assembly structures.

	4.3 Establish and maintain effective NA-Civil Society Dialogue Process	4.3.1 Annual National Assembly-CSO Dialogue ³⁸	70 participants for two days local facilitators				X	Committees Department	17,591
	4.4 NA leadership supported in relationship with Government of Tanzania	4.4.1 Consultative session between senior NA and Government officials on coordination and collaboration ³⁹	70 participants local facilitators				X	Table Office	13,609
		4.4.2 Follow up training for Clerks at the Table on management of parliamentary proceedings ⁴⁰	20 participants local facilitators (mentors)				X	Table Office	17,826
	4.5 Revision of National Assembly procedures and policies, code of conduct	4.5.1 Customise code of ethics and code of conduct for staff ⁴¹	10 participants (technical and management review) local facilitators				X	Administration and Human Resource Department	13,687

³⁸Based on lessons learned from the 2017 and 2018 exercise, the proposed framework would involve key CSO leaders and Chairpersons and Vice Chairpersons of Committees as well as one Committee Clerk per every Committee to work through an agreed set of issues and provide guidance to CSOs and make recommendations to parliamentary management and leadership on effective and inclusive Parliament-CSO engagement. Over the past two years the number and profile of participating CSOs have improved, along with the quality of interactions between the CSOs and Parliament.

³⁹The sessions will involve relevant senior Government and Parliament officials to enhance collaboration in Executive-Legislature relations. In 2018, a significant improvement was noted in the timeliness of the Government's submissions to Parliament.

⁴⁰Building on the work done in 2018, the Clerks at the Table will receive mentorship support in 2019 with a view to further strengthen their capacity to assist presiding officers in managing the House.

⁴¹Currently, the National Assembly does not have its own code of ethics and code of conduct and relies on the relevant policies that are in use in the rest of the civil service. This activity seeks to support the development of a new code of ethics that is aligned to benchmarks for democratic legislatures. Linked with 3.1.2 of the Gender Strategy, the 3.2.1 new code will also ensure that gender is fully mainstreamed.

	4.6 National Assembly internal document management system improved (software, IT/LAN procedures)	4.6.1 Skills development for IT personnel on the use of the acquired state of art IT equipment/server, database and system management ⁴²	10 participants for three days Venue local consultants		X			IT Department	4,217
	4.7 Project Monitoring	4.7.1 M & E-related capacity development and data collection and analysis	M & E Specialist 7 x M & E Task Force Project Team Venue and Refreshments Stationery and printing	X	X	X	X	M & E Specialist and M & E Task Force	5,000
	4.8. Technical Support	4.8.1 Long Term Technical Assistance	Chief Technical Advisor M & E Specialist	X	X	X	X	UNDP	62,748
SUB TOTAL FOR OUTPUT 4									175,143
Output 5 Gender is mainstreamed in all functions of the National Assembly	5.1 Selected sectoral and oversight Committees have capacity to conduct gender analysis and gender mainstreaming in legislation	5.1.1 Validation, Approval and Printing of Handbook on Gender Mainstreaming and Programming	40 participants for 2 days (technical and management review phase)		X			National Assembly	12,352
		5.1.2 Orientation Session on Gender Mainstreaming Handbook for Committee Chairpersons, Committee Clerks and senior staff	70 participants local facilitators		X			National Assembly	9,739

⁴²This activity will target staff in the IT department to ensure effective utilisation of the newly acquired It equipment. Once trained, the IT staff will in turn, train National Assembly staff.

		5.1.3 Gender mainstreaming orientation for all MPs ⁴³	393 MPs local facilitators			X		National Assembly	29,447
		5.1.4 Training for Committee Clerks on integrating gender in their work ⁴⁴	60 participants local facilitators		X			National Assembly	9,296
		5.1.5 Gender analysis of selected bills ⁴⁵	Local consultants	X		X		National Assembly	12,530
	5.2. Budget and oversight committees conduct gender budget analysis	5.2.1 Gender Responsive Budget training for the Budget Committee and Budget Department	40 participants local facilitators		X			National Assembly	10,174

⁴³This activity is aligned with 5.1.6 of the Gender Strategy on provision of *regular trainings to all MPs and staff on gender mainstreaming*.

⁴⁴The practical exercise will specifically focus on gendered committee reports, draft bills; gender responsive budget scrutiny and oversight

⁴⁵Once presented to Parliament for the first time, the project will support gender analysis of selected Bills, which analysis will then be presented to the relevant Committee or to all MPs during Bill awareness sessions (Activity 1.1.8). This activity targets at least 5 bills where experts will undertake detailed reviews of such bills

	5.3. Build the capacity of women MPs (including women special seats) in	5.3.1 Targeted trainings for women MPs ⁴⁷	160 participants local facilitators			X	X	National Assembly	23,522
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⁴⁷In addition to the Gender Strategy, such capacity building will be complementary to the support currently being provided by UN Women to women MPs through TWPG. The training will be determined together with TWPG/UN Women based on other capacity building initiatives. This activity seeks to improve the capacity and participation of women MPs in their leadership roles within the National Assembly as well as in Committee and Plenary deliberations.

	transformational leadership and gender responsive legislation to ensure informed decision making ⁴⁶	5.3.2 Exchange visits to other Parliaments for women MPs ⁴⁸	5 participants for 5 days International travel costs			X		National Assembly	34,502
	5.4 Technical (gender expertise) support provided to the NA Secretariat to institutionalize gender	5.4.1 Training of trainers including the Gender Desk Officer to support gender mainstreaming and implementation and monitoring Gender Strategy ⁵⁰	20 participants for 2 days facilitators				X	National Assembly	6,443

⁴⁶This women's empowerment component of the project seeks to increase capacity of women/special seats through tailored training sessions.

⁴⁸This activity is aimed as facilitating peer to peer learning, experiential learning and exchange of views and experiences among women MPs to build transformational leadership beyond workshops and seminars. In 2018, the project supported an exchange visit by women MPs to the Parliament of South Africa where the delegation exchange views with women leaders and drew lessons from the experiences of women MPs in that country. It is expected that these lessons will be shared with other women parliamentarians and where applicable, within their respective political parties. Feedback sessions will be held under TWPG.

⁵⁰This will target the gender desk officer and focal persons with possible collaboration with the UN Women Training Centre. By supporting in-house capacity, this should ensure the improved implementation of the Gender Strategy and Action Plan, in particular Goal 2: *Mainstreaming gender equality in all policies, programmes, practices and decision-making of the National Assembly*. In their advisory capacity, trained staff will support the leadership and management of the National Assembly in undertaking gender-sensitive institutional reforms.

mainstreaming and analysis, including monitor progress on gender equality ⁴⁹	5.4.2 Conduct comprehensive capacity building for selected committees including on CEDAW implementation and reporting ⁵¹	150 participants (divided into two groups) local facilitators		X	X		National Assembly	25,991
	5.4.3 Develop guidelines for monitoring gender mainstreaming in the National Assembly ⁵²	local consultant 25 participants for two days (technical review and management review phase)		X			National Assembly	14,948
5.5 Mainstreaming Gender equality in all policies, programmes, practices and decision making of	5.5.1 Orientation of Parliamentary Service Commission (PSC) on Gender Strategy and Gender mainstreaming in the National	local consultants PSC members, Clerk of the NA Supporting staff					LSP Team and Administration and Human resource department.	3,913

⁴⁹A gender specialist will be recruited by UN Women to guide the implementation of the recommendations from the assessment and the gender strategy which will aim to institutionalize gender mainstreaming and monitor progress by introducing and testing various gender tools to the NA. Technical assistance will further be provided to the NA Secretariat, the NA's Gender Officer and LSP II to institutionalize gender mainstreaming and monitor progress on gender equality in the various functions and structures of the NA.

⁵¹This activity seeks to advance committee-level capacity and analytical skills in legislative, budget and oversight reviews from a gender perspective. Under the gender strategy, the activity is consistent with strategy 2.1 on provision of *regular training to all Committee members on, inter alia, gender concepts; gender analysis; scrutinizing legislation from a gender perspective; GRB; and interpreting gender statistics for policy making*. Building knowledge and skills in this regard is central to full integration of gender in the work of Parliament.

⁵²Much like other guidelines in bill scrutiny, public hearings and the budget for example, the gender mainstreaming guidelines will provide a step by step framework for gender mainstreaming across all aspects of the National Assembly. It will amplify in some detail, the policy and institutional prerequisites for effective gender mainstreaming. Inter alia, the Gender Strategy identifies the *development of clear gender-based legislative assessment guidelines or toolkits* as a priority intervention.


	the National Assembly	Assembly							
	5.6 Project Monitoring	5.6.1 M & E-related capacity development and data collection and analysis ⁵³	M & E Specialist and M & E Task Force members Venue and Refreshments Stationery and printing	X				M & E Specialist and Task Force	5,000
	5.7 Technical Support	5.7.1 Long Term Technical Assistance	Chief Technical Advisor M & E Specialist	X	X	X	X	UNDP	62,748
SUB TOTAL FOR OUTPUT 5									260,605
OUTPUT 6	UNDP/ National Assembly Project Management		Programme finance, procurement, compliance, contract management, resource mobilization, donor relations, office rental, travel, vehicle maintenance, fuel, and overtime for driver, board meetings, audit fee, HACT assurance, learning and communications.	X	X	X	X	UNDP	82,575

⁵³M & E focal persons have been identified in each of the key departments of the NA. These include Committees, Table Office, Hansard, and Parliamentary Legal Counsel. Their primary tasks include inter alia, tracking project-related results and recording evidence of impact. At least once a quarter, the M & E Specialist will convene training sessions (to familiarise the focal persons with specific project outcomes, outputs and indicators as well data collection techniques), as well as data collection and validation sessions. The sheer size of the parliament presents a for the LSP Team to systematically monitor and track systemic changes/impact of the project across the institution.

		communications.						
		Mid-term evaluation ⁵⁴			X		UNDP	50,000
SUBTOTAL FOR OUTPUT 6								132,575
GRAND TOTAL								1,538,758


 Hon. Dr. Tulia Ackson, MP
 Deputy Speaker

20/12/2018
 Date


 Ms. Natalie Bouchy
 UNDP Resident Representative, a.i.

20/12/18
 Date



⁵⁴In terms of the project's implementation cycle, an independent evaluation of the project is due two and half years into the project. This exercise will be commissioned during the August 2019 parliamentary session.