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## RESPONSIBLE PARTY AGREEMENT

Between the United Nations Development Programme (UNDP)

and

The Institute for Development of Freedom of Information (IDFI)

1. Country: Georgia	
2. Name of Civil Society Organization (CSO): <b>The Institute for Development of Freedom of Information (IDFI)</b> incorporated under the laws of Georgia with address at 3, Al. Griboedov Street, Tbilisi, Georgia 0108; Tel/Fax: +99532 2921514	
3. Project Number and Title: 00113526 "Consolidating Parliamentary Democracy in Georgia"	
4. Implementation Period: From 11 November 2019 to 30 April 2022	
5. Budget: Up to the amount of USD 322,222.22 (three hundred twenty two thousand two hundred and twenty two point twenty two United States Dollars) payable in GEL according to the official UNXRATE at the date of transfer according to the Schedule of Activities, Facilities and Payments (ANNEX B, section 14).	
6. Information for CSO Bank Account into Which Funds Will Be Disbursed:  Account Name: INSTITUTE FOR DEVELOPMENT OF FREEDOM OF INFORMATION (IDFI) Account Number: GE08BG0000000138095007 Bank Name: Bank of Georgia Bank Address: 29a Gagarin str., Tbilisi 0160, Georgia Bank SWIFT Code: BAGAGE22	
7. Notices to CSO: Name: Giorgi Kldiashvili, Director Address: 3, Al. Griboedov Street, Tbilisi, 0108 Georgia Tel/Fax: +995 32 2921514 Email: <a href="mailto:info@idfi.ge">info@idfi.ge</a>	8. Notices to UNDP: Name: Louisa Vinton, Resident Representative Address: UN House, 9 Eristavi Street, Tbilisi, 0179 Georgia Tel/Fax: +995 32 251126 Email: <a href="mailto:registry@undp.org">registry@undp.org</a>
9. Signed for <b>the Institute for Development of Freedom of Information</b> by its Authorized Representative Mr. Giorgi Kldiashvili, Director  Date: <u>11.11.2019</u> Signature: _____	
10. Signed for the <b>United Nations Development Programme</b> by its Authorized Representative: Ms. Louisa Vinton, Resident Representative Date: <u>8/11/19</u> Signature: _____	



The following documents constitute the entire Agreement (the "Agreement") between the Parties and supersedes all prior agreements, understandings, communications and representations concerning the subject matter: this face sheet ("Face Sheet")

Standard Terms and Conditions

Annex A – Project Document (including the Work Plan)

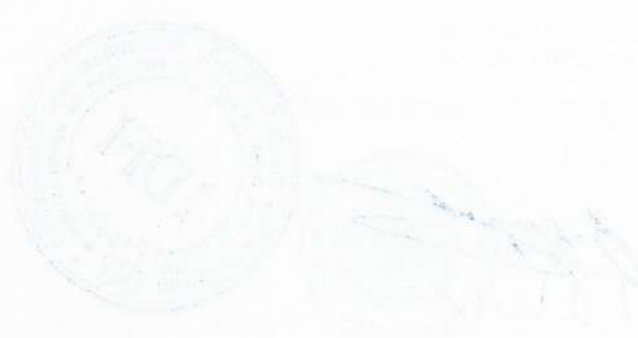
Annex B – Description of Activities

Annex C – Financial and Narrative Reporting format

Annex D – Selected Articles of the General Conditions of EU Contribution Agreement

Annex E – Communication and Visibility Plan of EU-UNDP Project "Consolidating Parliamentary Democracy in Georgia"

If there is inconsistency between any of the documents forming part of this Agreement, the Agreement will be interpreted in the above order of priority.



## **STANDARD TERMS AND CONDITIONS**

WHEREAS the Government of the Host Country indicated in block 1 of the Face Sheet and the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP") concluded a project document (hereinafter the "Project Document") for the project named in block 3 of the Face Sheet (hereinafter the "Project");

WHEREAS, pursuant to the Project Document, UNDP provides support services to the implementing partner under the Project;

WHEREAS in its capacity of providing support services to an implementing partner, UNDP has selected the civil society organization named in block 2 of the Face Sheet (hereinafter the "CSO"), as a responsible party to implement activities (hereinafter the "Activities") and achieve deliverables (hereinafter the "Deliverables") within the time frames and pursuant to the budget set forth in the Work Plan which forms part of the Project Document (hereinafter the "Work Plan");

WHEREAS UNDP and the CSO (together referred to as the "Parties" or, individually, a "Party"), pursuant to their respective mandates and policies, share a common aim in the furtherance of sustainable development; and

WHEREAS the CSO understands and agrees that the overall goal of this Agreement is to contribute to producing the outputs and achieving the outcomes set forth in the Project Document.

NOW, THEREFORE, on the basis of mutual trust and in the spirit of cooperation, the Parties have entered into this Agreement under the terms and conditions set forth herein.

### **1.0 Objectives and General Responsibilities of the Parties**

1.1 The Parties agree that the main objective of this Agreement is to further the goals of the Project through the successful implementation of the Activities and achievement of the Deliverables.

1.2 Consistent with this objective, the CSO shall commence and implement the Activities and achieve the Deliverables with due diligence and efficiency, pursuant to the schedule set forth in the Work Plan, and in accordance with the terms and conditions of this Agreement. The Activities must be consistent with the regulations, rules, policies and procedures of UNDP.

1.3 All deadlines and time limits contained in this Agreement shall be deemed to be of the essence in respect of the implementation of the Activities and achievement of the Deliverables under this Agreement.

1.4 Any information or data provided by the CSO to UNDP for the purpose of entering into this Agreement, as well as the quality of the Activities, Deliverables and reports foreseen under this Agreement, will conform to the highest professional standards.

1.5 The Parties shall on a regular basis keep each other informed of, and consult on matters pertaining to the implementation of the Activities and achievement of the Deliverables under this Agreement.

### **2.0 Financial Arrangements**

2.1 Pursuant to the budget contained in the Work Plan, UNDP shall make available to the CSO funds up to the maximum amount indicated in block 5 of the Face Sheet upon timely achievement of the Deliverables and in accordance with the schedule set forth in the Work Plan.



2.2 The amounts stated above shall not be subject to any adjustment or revision because of price or currency fluctuations, or the actual costs incurred by the CSO in the implementation of the Activities.

2.3 All payments shall be made by UNDP to the CSO bank account indicated in block 6 of the Face Sheet.

2.4 Payments effected by UNDP to the CSO shall be deemed neither to relieve the CSO of its obligations under this Agreement nor as acceptance by UNDP of the CSO's performance of the Activities.

2.5 The CSO shall notify UNDP about any expected budget variations. The CSO shall be authorized to make variations not exceeding twenty (20) per cent on any one budget line item in the Work Plan, provided that the maximum amount allocated by UNDP pursuant to paragraph 2.1 above, is not exceeded. Any variations exceeding twenty (20) per cent on any one budget line item that may be necessary for the proper and successful implementation of the Activities under this Agreement shall be subject to prior consultations with, and written approval by, UNDP.

2.6 UNDP shall not be liable for the payment of any expenses, fees, tolls, or any other costs not expressly provided for in the Work Plan, not authorized by UNDP pursuant to the preceding paragraph, or exceeding the maximum amount referred to in paragraph 2.1 above.

2.7 Unless otherwise agreed in writing by UNDP, the CSO shall return all unspent funds and income (including interest) to UNDP within one (1) month of completion of the Activities or termination of this Agreement, whichever is earlier.

### **3.0 Refund**

3.1 The CSO shall disburse the funds made available to it by UNDP and incur expenditures in connection with the Activities on the terms and conditions set forth in this Agreement and the Work Plan. In the event that the CSO disburses the funds or incurs expenditures in violation of this Agreement and/or the Work Plan, notwithstanding the availability or exercise of any other remedies under this Agreement, the CSO shall refund the amounts to UNDP not later than thirty (30) days after the CSO receives a written request for such refund from UNDP. Failing that, UNDP may deduct the amount of the requested refund from any payments due to the CSO under this Agreement.

### **4.0 The CSO Personnel**

4.1 The CSO shall be fully responsible and liable for all persons engaged by it in connection with the Activities, including employees, consultants, agents, accountants, advisers, and contractors (hereinafter the "CSO Personnel"). The CSO shall ensure that the CSO Personnel meet the highest standards of professional qualifications and competence necessary for the implementation of the Activities and achievement of the Deliverables under this Agreement, are free from any conflicts of interest related to the Activities, respect the local laws and customs, and conform to the highest standards of moral and ethical conduct.

4.2 The CSO Personnel shall not be considered in any respect as being the officials, personnel, employees, staff or agents of UNDP or the United Nations.

4.3 The CSO agrees and shall ensure that the CSO Personnel performing the Activities under this Agreement:

- a) Shall not seek nor accept instructions regarding the Project from any Government or other authority external to the CSO or UNDP;



b) Shall refrain from any conduct that would adversely reflect on UNDP or the United Nations, and shall not engage in any activity that is incompatible with the aims, objectives or mandate of UNDP or the United Nations; and

c) Shall not use information that is considered confidential without the prior written authorization of UNDP, as required by Article 12.0 below.

4.4 The CSO's decisions related to the CSO Personnel, including employment or dismissal, shall be free of discrimination on the basis of race, religion or creed, ethnicity or national origin, gender, sexual orientation, handicapped status, or other similar factors.

## **5.0 Assignment**

5.1 The CSO shall not assign, transfer, pledge or make other disposition of this Agreement or any part thereof, or any of the CSO's rights, claims or obligations under this Agreement except with the prior written consent of UNDP.

## **6.0 Contracting**

6.1 In the event the CSO requires the services of contractors, the CSO shall remain responsible for their acts and omissions in relation to the Activities as if they were the acts and omissions of the CSO. The terms of any contract with any such contractor shall be subject to and conform to the provisions of this Agreement.

## **7.0 Procurement**

7.1 Procurement of goods, services and technical assistance required under the Work Plan will be conducted by the CSO in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

## **8.0 Equipment**

8.1 Any non-consumable supplies, equipment, vehicles and materials financed by UNDP or furnished by UNDP to the CSO under this Agreement (hereinafter the "Equipment") shall remain the property of UNDP.

8.2 The CSO shall be responsible for the proper custody, maintenance and care of the Equipment. It shall also maintain complete and accurate records of the Equipment, and shall regularly verify the inventory thereof. In addition, it shall purchase and maintain appropriate insurance for the Equipment in the amounts agreed upon between the Parties and incorporated in the budget contained in the Work Plan.

8.3 UNDP shall provide reasonable assistance to the CSO in connection with clearing the Equipment through customs at ports of entry into the country where the Activities are to be implemented.

8.4 In the event of damage, theft, loss or other forfeiture of the Equipment, the CSO shall provide UNDP with a complete written report supported, where appropriate, by a police report and any other evidence, giving full particulars of the events leading to the loss of, or damage to the Equipment.

8.5 The CSO shall return the Equipment to UNDP within thirty (30) days upon completion of the Activities or termination of this Agreement, whichever is earlier, or when no longer needed by the CSO.

When returned to UNDP, the Equipment shall be in the same condition as when furnished to the CSO, subject to normal wear and tear.

8.6 UNDP may request compensation for the damaged, stolen, lost or otherwise forfeited Equipment, or the Equipment determined by UNDP to be degraded beyond normal wear and tear. If the CSO fails to compensate UNDP within thirty (30) days of UNDP's request, UNDP may deduct the amount thereof from any payments due to the CSO under this Agreement.

## **9.0 Copyrights, Patents, and Other Proprietary Rights**

9.1 Except as may be otherwise agreed by the Parties in this Agreement, UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the CSO has developed for UNDP under this Agreement and which bear a direct relation to, or are produced, prepared or collected in consequence of, or during the course of, the performance of this Agreement. The CSO acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP.

9.2 The CSO shall be responsible for obtaining any licenses and permits required by national laws in connection with the Activities. UNDP shall cooperate as appropriate and necessary.

## **10.0 Reporting**

10.1 The CSO shall report to UNDP on the implementation of the Activities and achievement of the Deliverables under this Agreement.

10.2 The CSO shall provide UNDP with (a) quarterly reports, due within ten (10) days after the end of each quarter; (b) if the duration of this Agreement exceeds one (1) year, annual reports, due within thirty (30) days after the end of each year; and (c) a final report, due within thirty (30) days after the completion of the Activities or expiration or prior termination of this Agreement. Detailed instructions regarding the Financial and Narrative Reporting is presented in Annex C.

10.3 Each report must be written in the English language and must, *inter alia*, contain information on:

- a) Activities carried out under the Agreement during the reported period;
- b) Progress towards achieving the Deliverables during the reported period;
- c) Corresponding indicators, baselines, sources of data, and data collection methods;
- d) Any new issues, risks, challenges and opportunities that should be considered in implementing the Activities;
- e) Financial data, including cash receipts and disbursements incurred by the CSO, reconciliation of outstanding advances and foreign exchange loss or gain during the reported period, if applicable; and
- f) Cumulative financial data, showing satisfactory management and use of UNDP resources.

10.4 In addition, the annual report and final reports, referred to in paragraph 10.2 above, must contain audited financial statements and records related to the Activities.

10.5 The CSO shall provide such additional reports related to the Activities as may be reasonably required by UNDP under its regulations, rules, policies and procedures.

#### **11.0 Maintenance of Records**

11.1 The CSO shall keep accurate and up-to-date records and documents, including original invoices, bills, and receipts pertinent to each transaction related to the Activities under this Agreement.

11.2 The CSO shall promptly disclose to UNDP any income, including interest, arising from the Activities. Such income shall be reflected in a revised Work Plan and recorded as accrued income to UNDP, unless otherwise agreed by the Parties.

11.3 Upon completion of the Activities, or the termination of this Agreement, the CSO shall maintain the records for a period of at least five (5) years, unless otherwise agreed by the Parties.

#### **12.0 Confidentiality**

12.1 Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties.

12.2 The CSO may disclose information to the extent required by law, provided that and without any waiver of the privileges and immunities of the United Nations, the CSO will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

12.3 UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.

12.4 These obligations shall not lapse upon completion of the Activities or termination of this Agreement, whichever is earlier.

#### **13.0 Insurance and Liabilities to Third Parties**

13.1 The CSO shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used in connection with the Activities under this Agreement.

13.2 The CSO shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to the CSO Personnel to cover claims for personal injury or death in connection with this Agreement.

13.3 The CSO shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the Activities, as well as the use of the Equipment owned or leased by the CSO or the CSO Personnel, or furnished or financed by UNDP pursuant to Article 8.0 above.

#### **14.0 Indemnity**



14.1 The CSO shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials and persons performing services for UNDP from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) or relating to acts or omissions of the CSO, including the CSO Personnel, under this Agreement. This provision shall extend, *inter alia*, to claims and liability in the nature of workmen's compensation, damage to property or other hazards that may be suffered by the CSO Personnel as a result of their services pertaining to the Activities, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the CSO or the CSO Personnel.

## **15.0 Tax Exemptions**

15.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations' exemption from such taxes, duties or charges, the CSO shall immediately consult with UNDP to determine a mutually acceptable solution.

15.2 Accordingly, the CSO authorizes UNDP to deduct from the CSO's invoice any amount representing such taxes, duties or charges, unless the CSO has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically provided written authorization to the CSO to pay such taxes, duties or charges under protest. In that event, the CSO shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

## **16.0 Security and Anti-Terrorism**

16.1 The responsibility for the safety and security of the CSO and the CSO Personnel and property, as well as of the Equipment and other UNDP property in the CSO's custody, shall rest with the CSO.

16.2 UNDP reserves the right to verify whether the necessary security arrangements are in place, and to suggest modifications thereto when necessary. 16.3 The CSO agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Agreement are used to provide support to 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 via <http://www.un.org/sc/committees/1267/1267.htm>. This provision must be included in all contracts entered into under this Agreement.

## **17.0 Audit and Investigations**

17.1 All payments made by UNDP under this Agreement shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of this Agreement and for a period of five (5) years following the completion of the Activities or the termination of this Agreement.

17.2 The CSO acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of this Agreement or the selection of the CSO as a responsible party, the obligations performed under this Agreement, and the operations of the CSO generally relating to the performance of this Agreement. The right of UNDP to conduct an investigation and the CSO's

obligation to comply with such an investigation shall not lapse upon completion of the Activities or the termination of this Agreement, whichever is earlier.

17.3 The CSO shall provide its full and timely cooperation with any post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the CSO's obligation to make available the CSO Personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions, and to grant to UNDP access to the CSO's premises at reasonable times and on reasonable conditions. The CSO shall cause the CSO Personnel to reasonably cooperate with any post-payment audits or investigations carried out by UNDP hereunder.

17.4 UNDP shall be entitled to a refund from the CSO for any amounts shown by audits and investigations to have been paid by UNDP other than in accordance with the terms and conditions of this Agreement.

#### **18.0 Force Majeure**

18.1 In the event of, and as soon as possible after, the occurrence of any cause constituting *force majeure*, the Party affected by it shall give the other Party notice and full particulars in writing of such occurrence. If the affected Party is thereby rendered unable, in whole or in part, to perform its obligations or meet its responsibilities under this Agreement, the Parties shall consult on the appropriate action to be taken, which may include termination of this Agreement by UNDP pursuant to Article 28.0, or termination of this Agreement by the CSO with at least seven (7) days written notice of such termination.

18.2 In the event that this Agreement is terminated owing to causes constituting *force majeure*, the provisions of Article 28.0 below, shall apply.

18.3 *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Party invoking *force majeure*. The CSO acknowledges and agrees that, with respect to any obligations under this Agreement that the CSO must perform in areas in which the United Nations is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas, or to any incidents of civil unrest occurring in such areas, shall not, in and of itself, constitute *force majeure* under this Agreement.

#### **19.0 Use of the Name, Emblem and Official Seal of UNDP**

19.1 The CSO shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.

19.2 The Parties shall cooperate in any public relations or publicity exercises when UNDP deems these appropriate or useful.

#### **20.0 Privileges and Immunities**

20.1 Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

## **21.0 Officials Not to Benefit**

21.1 The CSO represents and warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Agreement or the award thereof, to any representative, official, employee, or other agent of UNDP.

## **22.0 Observance of the Law**

22.1 The CSO shall comply with all laws, ordinances, rules, and regulations applicable to the performance of its obligations under this Agreement.

## **23.0 Child Labor**

23.1 The CSO represents and warrants that neither it, its parent entities (if any), any of the CSO's subsidiary or affiliated entities (if any) nor the CSO Personnel are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

## **24.0 Mines**

24.1 The CSO represents and warrants that neither it, its parent entities (if any), any of the CSO's subsidiaries or affiliated entities (if any) nor any CSO Personnel is engaged in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

## **25.0 Sexual Exploitation**

25.1 In the performance of this Agreement, the CSO shall comply with the Standards of Conduct set forth in the Secretary-General's bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse." In particular, the CSO shall not engage in any conduct that would constitute sexual exploitation or sexual abuse, as defined in that bulletin.

25.2 The CSO shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by the CSO Personnel. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the CSO shall refrain from, and shall take all reasonable and appropriate measures to prohibit the CSO Personnel or any other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The CSO acknowledges and agrees that the provisions of this Article 25.0 constitute an essential term of the Agreement and that any breach of these provisions shall entitle UNDP to terminate the Agreement immediately upon notice to the CSO, without any liability for termination charges or any other liability of any kind.

25.3 UNDP shall not apply the foregoing standard relating to age in any case in which the CSO Personnel is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such CSO Personnel.



## **26.0 Conflicts of Interest; Anti-Corruption**

26.1 The Parties agree that it is important that all necessary precautions are taken to avoid conflicts of interest and corrupt practices. To this end, the CSO shall maintain standards of conflict that govern the performance of the CSO Personnel, including the prohibition of conflicts of interest and corrupt practices in connection with the award and administration of contracts, grants, or other benefits.

26.2 The CSO and persons affiliated with it, including the CSO Personnel, shall not engage in the following practices:

- a) participating in the selection, award, or administration of a contract, grant or other benefit or transaction funded by UNDP, in which the person, members of the person's immediate family or his or her business partners, or organizations controlled by or substantially involving such person, has or have a financial interest;
- b) participating in such transactions involving organizations or entities with which or whom that person is negotiating or has any arrangement concerning prospective employment;
- c) offering, giving, soliciting or receiving gratuities, favors, gifts or anything else of value to influence the action of any person involvement in a procurement process or contract execution;
- d) misrepresenting or omitting facts in order to influence the procurement process or the execution of a contract;
- e) engaging in a scheme or arrangement between two or more bidders, with or without the knowledge of the CSP, designed to establish bid prices at artificial, non-competitive levels; or
- f) Participating in any other practice that is or could be construed as an illegal or corrupt practice under domestic law.

26.3 If the CSO has knowledge or becomes aware of any of the practices outlined in paragraph 2 of this Article 26 undertaken by anyone affiliated with the CSO, the CSO shall immediately disclose the existence of such practices to UNDP.

26.4 The CSO acknowledges and agrees that each of the provisions in Articles 21 to 26 hereof constitutes an essential term of the Agreement and that any breach of any of these provisions shall entitle UNDP to terminate the Agreement or any other contract with UNDP immediately upon notice to the CSO, without any liability for termination charges or any other liability of any kind. In addition, nothing herein shall limit the right of UNDP to refer any alleged breach of the said essential terms to the relevant national authorities for appropriate legal action.

## **27.0 Dispute Settlement**

27.1 The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Agreement, or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the Parties in writing.

27.2 If such dispute, controversy or claim between the Parties is not settled amicably under the preceding paragraph within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, it shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration

Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim measures") and Article 34 ("Form and effect of the award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

## **28.0 Termination of this Agreement**

28.1 The Parties recognize that successful implementation and completion of the Activities and achievement of the Deliverables are of paramount importance, and that UNDP may find it necessary to terminate or to modify the Activities, should circumstances arise that jeopardize successful completion of the Project. The provisions of the present Article shall apply to any such situation.

28.2 UNDP shall consult with the CSO if any circumstances arise that, in the judgment of UNDP, interfere or threaten to interfere with the successful implementation or completion of the Activities, or achievement of the Deliverables. For its part, the CSO shall promptly inform UNDP of any such circumstances that might come to its attention. The Parties shall cooperate towards the rectification or elimination of the circumstances in question and shall exert all reasonable efforts to that end, including prompt corrective steps by the CSO, where such circumstances are attributable to it or within its responsibility or control. The Parties shall also cooperate in assessing the consequences of possible termination of this Agreement on the beneficiaries of the Project.

28.3 UNDP may, at any time after occurrence of the circumstances in question, and after appropriate consultations with the CSO, suspend or terminate this Agreement by written notice to the CSO, without prejudice to the initiation or continuation of any of the measures envisaged in the preceding paragraph.

28.4 Upon receipt of a notice of termination by UNDP under the present Article, the CSO shall take immediate steps to terminate the Activities under this Agreement, in a prompt and orderly manner, so as to minimize losses and further expenditures. The CSO shall undertake no forward commitments and shall return to UNDP, within thirty (30) days, all unspent funds made available to it by UNDP under Article 2.0, and the Equipment financed by UNDP or furnished to it by UNDP pursuant to Article 8.0.

28.5 In the event of termination by UNDP under this Article 28.0, UNDP shall only reimburse the CSO the costs incurred in connection with the Activities carried out in accordance with the terms and conditions of this Agreement. Such reimbursement, when added to the amounts previously made available to the CSO by UNDP in accordance with Article 2.0 above, shall not exceed the maximum amount of funds referred to in paragraph 2.1 of that Article. 28.6 Following the termination, in the event UNDP decides to transfer the responsibilities of the CSO for the Activities to another entity, the CSO shall cooperate with UNDP and the other entity to ensure the orderly transfer of such responsibilities.

28.7 Notwithstanding anything in this Agreement to the contrary, UNDP may terminate this Agreement at any time without having to provide any justification therefor upon sixty (60) days' advance written notice to the CSO.

## **29.0 Notices**

29.1 Any notice, request, document, report, or other communication submitted by either the CSO or UNDP shall be in writing and sent to the other party at the address information set forth in block 7 or block 8 of the Face Sheet, as appropriate.

## **30.0 Survival**

30.1 The provisions of Article 3.0 (Refund), Article 4.0 (The CSO Personnel), Article 7.0 (Procurement), Article 8.0 (Equipment), Article 9.0 (Copyrights, Patents, and Other Proprietary Rights), Article 10.0 (Reporting), Article 11.0 (Maintenance of Records), Article 12.0 (Confidentiality), Article 14.0 (Indemnity), Article 17.0 (Audit and Investigations), Article 20.0 (Privileges and Immunities), and Article 27.0 (Dispute Settlement) shall survive and remain in full force and effect regardless of the expiry of the Project term or the termination of this Agreement.

## **31.0 Other CSO Representations and Warranties**

31.1 The CSO represents and warrants that: (a) it is a legal entity validly existing under the laws of the jurisdiction in which it was formed and it has all the necessary powers, authority and legal capacity to: (i) own its assets, (ii) conduct Project activities, and (iii) enter into this Agreement; and (b) this Agreement has been duly executed and delivered by the CSO and is enforceable against it in accordance with its terms.

## **32. Entry into Force, Duration, Extension and Modification of this Agreement**

32.1 This Agreement shall enter into force on the date of its signature by both the CSO and UNDP, acting through their duly Authorized Representatives identified in blocks 9 and 10 of the Face Sheet, and terminate on the Implementation Period end date indicated in block 4 of the Face Sheet.

32.2 Should it become evident to the CSO during the implementation of the Activities that an extension beyond the Implementation Period end date set forth in block 4 of the Face Sheet will be necessary to achieve the Deliverables, the CSO shall, immediately, inform UNDP and give full particulars. UNDP shall take such action as, in its sole discretion, it considers appropriate or necessary under the circumstances, including the granting to the CSO of a reasonable extension of time in which to perform its obligations under this Agreement.

32.3 This Agreement, including its Annexes, may be modified or amended only by written agreement between the Parties.

32.4 Failure by either Party to exercise any rights available to it, whether under this Agreement or otherwise, shall not be deemed for any purposes to constitute a waiver by the other Party of any such right or any remedy associated therewith, and shall not relieve the Parties of any of their obligations under the Agreement.



# ANNEX A

## PROJECT DOCUMENT

UNITED NATIONS DEVELOPMENT PROGRAMME



Empowered lives.  
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### PROJECT DOCUMENT

Georgia

**Project Title:** Consolidating Parliamentary Democracy in Georgia

**Project Number:** 00113526 **Output number:** 00111651

**Implementing Partner:** Parliament of Georgia

**Start Date:** 7 November 2019 **End Date:** 6 November 2022 **LPAC Meeting date:** 6 November 2019

#### Brief Description

Georgia made some significant amendments to its constitution in 2017 becoming a parliamentary republic by the end of 2018 when the constitution predominantly entered into force after presidential elections. The role of the Parliament has consequently increased, particularly vis-à-vis the Government which has become more accountable toward the legislative branch. This has been further secured through the reform of the Parliament's Rules of Procedure in 2018 which expanded parliamentary functions and introduced new and effective mechanisms for exercising the legislative, oversight and representative functions by the Parliament. To realize its new potential the Parliament will need to substantially enhance its institutional functioning and capacities to efficiently apply the new mechanisms into practice.

Building on the success of the previous EU-funded and UNDP-delivered parliamentary support initiative, the new project will focus on consolidating the new system of parliamentary democracy in the country in line with the Institution's development strategy developed with the assistance from the EU-UNDP project. The new initiative will support specific strategically important reforms aimed at ensuring sustainable institutional development and national ownership. In addition, a smaller component will be devoted to extending the strategic development approach to Ajara legislature – the Supreme Council of the Autonomous Republic of Ajara. The support to the Supreme Council will leverage on the development work conducted with the Parliament of Georgia and the tools and capacity building activities will be shared between the two institutions, leveraging additional value from the project resources.

The project contributes to:

**UNPSD 2016-2020 Outcome 1/CPD 2016-2020 Outcome 1:** By 2020, expectations of citizens of Georgia for voice, rule of law, public sector reforms, and accountability are met by stronger systems of democratic governance at all levels;

**CPD 2016-2020 Output 1.3.** By 2020, representative legislature, independent judiciary and accountable executive powers are underpinned by functioning system of checks and balances.

**UNDP Strategic Plan 2018-2021: Outcome 2.** Accelerate structural transformations for sustainable development/2.2.2... Constitution-making, electoral and parliamentary processes and institutions strengthened to promote inclusion, transparency and accountability

Indicative Output with gender marker:

Output 00111651: GEN2 (Gender equality as a significant objective)

Agreed by:

<b>Total resources required:</b>	1,850,000.00USD
<b>Total resources allocated:</b>	
<b>EU:</b>	1,666,666.67USD equivalent of EUR 1,500,000 per UNXRATE for Nov-2019 (0.9)
<b>Parliament:</b>	165,151.11USD equivalent of EUR 148,636 per UNXRATE for Nov-2019 (0.9)
<b>Ajara Supreme Council:</b>	18,182.22USD equivalent of EUR 16,364 per UNXRATE for Nov-2019 (0.9)
<b>In-Kind:</b>	Project Office in the Parliament Palace
<b>Unfunded:</b>	-

The Parliament of Georgia:	United Nations Development Programme (UNDP):
Archil Talakvadze Chairman of the Parliament	Louisa Vinton Resident Representative
Date:	Date:



## Results Framework

Impact	Results Chain	Objectively verifiable/Indicators of achievement	Baseline (April 2019)	Target (June 2022)	Sources and means of verification	Assumptions & Risks
Outcome	Democratic governance in Georgia improved	(a) Democratic governance rate at national level (b) Georgia Nationalized SDG indicator 16.6.2.3 Voice and Accountability Index (c) Georgia Nationalized SDG indicator 16.7.2 Rate of population that thinks that decision-making process is inclusive and rapid	(a) In Freedom House Country Report for 2018, Georgia scored 5.50 for National Democratic Governance (b) 2015: 55% (c) To be measured after the development of a methodology at global level	(a) Increase to <6.50 (b) & (c) TBD	(a) Freedom House Country Report <a href="http://www.freedomhouse.org">www.freedomhouse.org</a> (b) & (c) Georgia SDG implementation progress report (data aggregated through SDG tracker)	N/A
	1. Strengthened parliamentary performance in the new context of constitutional and legislative framework	1.1/ Rate of achievement of IRP 2019-2020 1.2/ Rate of achievement of Open Parliament Action Plans	1.1/ 0% 1.2/ 20% of openness commitments are implemented	1.1/ 70% of strategic goals and objectives 1.2/ 70% of openness commitments are implemented	1.1/ IRP progress review report 1.2/ Open Parliament Action Plans progress reports <a href="http://www.parliament.ge">www.parliament.ge</a> <a href="http://www.transparency.ge">www.transparency.ge</a>	<u>Assumptions:</u> Political system remains stable prior and after the parliamentary elections. The Parliament and SCA engage in the Project's interventions and ensure continuous and smooth level of cooperation.  <u>Risks:</u> 2020 Parliamentary elections may, on one hand, raise political temperatures and involve MPs in pre-electoral campaign, thereby slowing down the pace of reforms; on the other hand, the newly elected lawmakers might be reluctant or not assign priority to reforms thereby preventing their implementation.
	2. Improved institutional performance of the SCA	2.1/ Status of institutional reforms in the SCA 2.2/ Rate of the institutional reforms implemented	2.1/ Strategic framework for institutional reforms is not in place 2.2/ 0%	2.1/ Strategic framework for institutional reforms is in place 2.2/ At least 50% of institutional reforms implemented	2.1/ SCA's Institutional Development Strategy 2.2/ Strategy implementation review <a href="http://www.sca.ge">www.sca.ge</a>	



Output	1.1.1 Support the Development of Parliament's Policy Making Capacities				Assumptions:
	1.1.1(a) Availability of guidelines on the Parliament's role in legislative process	1.1.1(b) Number of MPs and staff (both men and women) trained on policy-planning standards	1.1.1(a) Parliament's role in legislative process is envisaged under the Constitution and RoP; however, a clear process description paper is required to highlight Parliament's role at each stage of the legislative process	1.1.1(a) Parliament's Guide to the Legislative Process is developed and becomes integral part of the Parliament's training program 1.1.1(b) At least 30 MPs and 60 staff members (with balanced gender representation) trained on policy-planning standards	
1.1 Evidence-based policy and law-making processes strengthened in the Parliament	1.1.2 Provide Support to Parliamentary Committees and Thematic Rapporteurs				<u>Risks:</u> Committee leadership might attempt to exclude opposition/minority MPs from Project activities. Thematic rapporteurs might not be active or interested in taking lead in different areas of policy and law making. The interest and demand from MPs/committees toward the new Research Centre might be insufficient.
	1.1.2(a) Number of committees equipped with skills to effectively perform their policy-making function and engage in legislative process	1.1.2(b) Percentage of newly-elected MPs and staff (both women and men) trained on the basic principles of diversity and inclusion within and throughout the Parliament's work	1.1.2(a) 3 committees have been provided with expertise to perform their policy and law-making function within the frames of the previous EU-UNDP Parliament project	1.1.2(a) At least 6 out of 15 committees equipped with respective skills 1.1.2(b) At least 60% of newly-elected MPs and staff are trained	
			1.1.2(a) 3 committees have been provided with expertise to perform their policy and law-making function within the frames of the previous EU-UNDP Parliament project 1.1.2(b) 0	1.1.2(a) Draft legislative amendments/concepts/recommendations produced by committees and thematic rapporteurs; training materials, agendas, lists of participants; workshop/study visit reports 1.1.2(b) Training materials, agendas, lists of participants and participants' evaluations	
	1.1.3 Strengthen Parliamentary Research Centre				
	1.1.3(a) Availability of strategic development vision of the Parliamentary Research Centre	1.1.3(b) Availability of knowledgeable and skilled staff (both men and women) to provide high-quality research and analytical services to MPs	1.1(c) Parliamentary Research Centre is established but not yet operational is not staffed yet and has no strategic development vision 1.1.3(b) Research Centre is not yet staffed	1.1(c) Parliamentary Research Centre development strategy and action plan are produced and applied in practice 1.1.3(b) At least 70% of staff (with balanced gender representation) trained and exposed to best international	
				1.1.3(a) Parliamentary Research Centre Strategy and action plan 1.1.3(b) Staff satisfaction survey (by MPs); Training, workshop, study visit materials, agendas, lists of participants;	



				practices; Staff satisfaction rate is above average	workshop/study visit reports			
1.2. Parliament's capacities for the Government oversight increased	1.2.1 Facilitate the process of Thematic Inquiries across Parliamentary Committees							
	1.2.1(a) Number of conducted thematic inquiries and committees supported	1.2.1(a) No thematic inquiries have been supported by the previous EU-UNDP project	1.2.1(a) At least 6 thematic inquiries and at least 4 out of 15 committees supported	1.2.1(a) Thematic inquiries reports by committees; meeting agendas, media coverage; trainings/study visit reports, agendas.	<b>Assumptions:</b> Committees assign priority to the exercise of their oversight function. There is also interest in better collaboration with the civil society and independent state institutions to further the oversight role of the Parliament.  <b>Risks:</b> Committee leadership might attempt to exclude opposition/minority MPs from Project activities. Political changes in the parliamentary leadership and committees might limit the local ownership and sustainability of Project outputs.			
	1.2.1(b) Number of CSOs equipped with skills to engage and contribute to thematic inquiries	1.2.1(b) Around 8 CSOs exclusively working in the environmental field were trained on thematic inquiries as part of UNDP GRF project	1.2.1(b) At least 15 CSOs both from Tbilisi and regions trained on thematic inquiries	1.2.1(b) CSOs evidence-based submissions; training / workshop materials, agendas, participants' lists, evaluations.				
	1.2.2. Support Parliamentary Committees in PLS							
	1.2.2(a) Number of conducted PLSs and committees supported	1.2.2(a) None	1.2.2(a) At least 4 PLSs and 4 out of 15 committees supported	1.2.2(a) PLSs reports by committees; meeting agendas, media coverage; trainings/study visit reports, agendas				
	1.2.3 Improve collaboration between the Parliament and Independent State Institutions							
	1.2.3/ Availability of best international practices of collaboration between the Parliament and independent state institutions	1.2.3/ General framework for collaboration is provided under the Constitution and RoP; more detailed process based on best international practices is required	1.2.3/ Options paper including best international practices is developed and presented to parliamentary leadership	1.2.3/ Options paper				
	1.2.4 Support the Improvement of Parliamentary Capacity to Exercise Better Oversight of Security Sector							
	1.2.4(a) Availability of recommendations on codification of military legislation	1.2.4(a) Defense Code of Georgia is currently drafted by the Government	1.2.4(a) Conclusions and recommendations on the draft Code are produced by the Parliament	1.2.4(a) Conclusion /recommendations	1.2.4(b) Training, study visit materials, agendas,			



	1.2.4(b) Number of trainings and study visits on best practices in security oversight	1.2.4(b) Trainings/study visits provided in the frames of EU-funded project in 2017-2019	1.2.4(b) At least 4 trainings and 1 study visit implemented	reports, lists of participants	
1.3. Enhanced public engagement in parliamentary processes through promotion of participatory democracy and open governance principles	1.3.1 Support the Parliament in the implementation of Legislative Openness Reforms				<p><b>Assumptions:</b></p> <p>Parliament continues to be committed to legislative openness reforms and views public/citizen engagement as an integral part of its legislative and oversight activities.</p> <p><b>Risks:</b></p> <p>Newly elected MPs do not have openness reforms on their priority agenda; newly-formed Open Governance Council cannot reach cross-party consensus on the reforms to be implemented. Limited staff capacities and insufficient political backing prevent the effective implementation of the communications strategy and action plan.</p>
	1.3.1(a) Availability of 2020-2021/2 Action Plan	1.3.1(a) 2020-2021/2 Action Plan is not yet developed	1.3.1(a) 2020-2021/2 Action Plan adopted	1.3.1(a) Action Plan and Parliament Bureau Resolution on approving the Action Plan	
	1.3.1(b) Number of openness commitments implemented	1.3.1(b) None	1.3.1(b) At least 3 commitments implemented	www.parliament.ge	
	1.3.1(c) Availability of information for a full spectrum of citizens on how to engage in parliamentary processes	1.3.1(c) 2 types of leaflets available on legislative initiative and citizen petition; no information available to citizens on other Parliament engagement tools	1.3.1(c) Citizen Guide on Legislative Engagement developed and available at the Parliament website, also disseminated during different public outreach meetings in rural and urban areas	1.3.1(b) Open Parliament Action Plan	
	1.3.1(d) Status of engagement of diverse groups (women, ethnic and other minorities, youth from rural and urban areas) enjoying access to the public information on engaging in parliamentary process	1.3.1(d) No disaggregated data is being collected	1.3.1(d) Disaggregated data on citizens engagement is collected demonstrating engagement status	implementation progress reports; strategic documents/legislative amendments www.parliament.ge www.matsne.ge	
1.3.2 Support improvement of the Parliament's communications capacities					
	1.3.2/ Availability of updated Communications Strategy and Action Plan	1.3.2/ Parliament's communications strategy and action plan of 2016 is outdated and does not reflect the current institutional needs	1.3.2/ Parliament's Communications Strategy and Action Plan is developed with special emphasis on diversity and inclusion	1.3.2/ Communications Strategy and Action Plan	
1.3.3 Facilitate introduction of Post-2020 constituency outreach framework					
	1.3.3/ Availability of conceptual background on Parliament's constituency outreach in proportional electoral system	1.3.3/ Lack of knowledge of constituency outreach methods in proportional electoral systems	1.3.3/ Comparative study and a concept on constituency outreach in proportional electoral systems is developed	1.3.3/ Comparative study report and a concept paper	



1.4. Improved institutional effectiveness and efficiency through strategic planning and capacity development initiatives	<b>1.4.1 Provide on demand institutional and capacity building support to the Parliament's administrative and committee staff</b>				<u>Assumptions:</u> Parliament continues to be committed to institutional reforms. Parliament's administrative and committee staff identify their capacity development needs and address the project with respective requests. There's an interest from the Parliament to introduce efficient parliamentary monitoring methodology and CSOs are willing to apply new methodology in practice.
	1.4.1(a) Capacity building programs for administrative and committee staff (both men and women) to aid performance of their duties in the new constitutional and legal framework	1.4.1(a) Trainings are regularly offered to administrative and committee staff	1.4.1(a) At least 80 staff members (with balanced gender representation) trained	1.4.1(a) Training materials, agendas, lists of participants, trainings evaluations	<u>Risks:</u> 2020 parliamentary elections slow down the implementation of parliamentary reforms, including IRP 2019-2020.
	1.4.1(b) Availability of distance learning courses	1.4.1(b) One distance learning course on parliamentary oversight is prepared	1.4.1(b) At least 2 distance learning courses produced and accessible at the Training Centre webpage	1.4.1(b) 2 distance learning courses <a href="http://www.parliament.ge">www.parliament.ge</a>	
	1.4.1(c) Availability of updated MP Induction Program	1.4.1(c) MP Induction Program is outdated and does not respond to new constitutional and legal framework	1.4.1(c) MP Induction Program upgraded for newly-elected MPs to reflect new constitutional and legal framework	1.4.1(c) MP Induction program design and Training Centre curriculum <a href="http://www.parliament.ge">www.parliament.ge</a>	
	<b>1.4.2 Facilitate the Introduction of Parliamentary Monitoring Methodology</b>				
	1.4.2 Availability of parliamentary monitoring methodology reflecting best international practices	1.4.2 Parliamentary monitoring methodology used by different CSOs does not comply with best international standards	1.4.2 New Parliamentary monitoring methodology is produced based on best international practices	1.4.2/ Parliamentary monitoring methodology	
	<b>1.4.3 Provide support in Post-2020 Parliament Reform</b>				
	1.4.3(a) Rate of implementation of the Parliament's IRP 2019-2020	1.4.4(a) 0%: 2019-2020 IRP is developed and pending approval from Parliament	1.4.4(a) At least 70% of IRP 2019-2020 is implemented	1.4.4(a) Report on the Implementation progress of IRP 2019-2020	1.4.4(b) Institutional development strategy; Parliament Bureau Resolution <a href="http://www.parliament.ge">www.parliament.ge</a> 1.4.3(c) Evaluation report of 2018 RoP and recommendations
	1.4.3(b) Availability of the Parliament's institutional development strategy for 2020-2024	1.4.4(b) None	1.4.4(b) Institutional development strategy is developed	1.4.4(b) Institutional development strategy; Parliament Bureau Resolution <a href="http://www.parliament.ge">www.parliament.ge</a>	
	1.4.3(c) Status of 2018 RoP reform	1.4.3(c) Parliament's RoP were adopted in December 2018 and tested in practice	1.4.3(c) Evaluation of the application of the RoP conducted and recommendations for possible legislative amendments/adjustments produced	1.4.3(c) Evaluation report of 2018 RoP and recommendations	



2.1. Improved institutional framework and strategic planning at the SCA	2.1.1 Support the SCA in Strategic Planning Process				<b>Assumptions:</b> Council is willing and committed to launch institutional reforms and there's a cross-party consensus on the topic.  <b>Risks:</b> Different levels of engagement of elected members and administrative staff in strategic planning process; and/or the process is not consultative nor participatory resulting in unrealistic planning and lack of local ownership.
	2.1.1(a) Availability of the Council's comprehensive needs assessment	2.1.1(a) No comprehensive institutional assessment of the Council has been done	2.1.1(a) Comprehensive needs assessment report of the Council is produced	2.1.1(a) Comprehensive needs assessment report	
	2.1.1(b) Availability of the Council's Institutional Development Strategy	2.1.1(b) Lack of the Council's Institutional Development Strategy	2.1.1(b) Institutional Development Strategy of the Council is developed	2.1.1(b) Institutional Development Strategy	
	2.1.2 Facilitate the implementation of institutional reforms and capacity building of the SCA				
2.2. Framework for implementing open governance reforms in the SCA introduced	2.1.2/ Number of actions under the Council's Institutional Development Strategy implemented	2.1.2/ 0	2.1.2/ At least 3 actions under the Strategy implemented	2.1.2/ Evaluation/ assessment reports	
	2.2.1 Support the SCA in ensuring an institutional framework for open governance reforms				
	2.2.1(a) Availability of a dedicated body in the SCA to undertake open governance reforms	2.2.1(a) No special body assigned in the Council on openness topics	2.2.1(a) A special body/working group created in the Council to implement and monitor OGP-related reforms	2.2.1(a) Working group charter	
	2.2.1(b) Availability of openness action plan	2.2.1(b) None	2.2.1(b) Openness action plan developed by the Council	2.2.1(b) Openness Action Plan	
	2.2.2 Provide Capacity Building support to the local civil society on open governance				
	2.2.2/ Awareness of local CSOs on OGP initiative and their role in the process	2.2.2/ None	2.2.2/ At least 5 local CSOs trained on OGP initiative to effectively engage with the Council's OGP-related work	2.2.2/ Workshop reports, training materials, agendas, participants' lists and evaluations	
	<b>Risks:</b> There is limited understanding of the importance and benefits of openness reforms; Local CSOs lack capacities to efficiently contribute into the process.				



## ANNEX B

### DESCRIPTION OF ACTIVITIES

#### **UNDP Project: "Consolidating Parliamentary Democracy in Georgia" (Project # 00113526/ Output # 00111651)**

##### **1/ Background**

In the recent years, the Parliament of Georgia has become a frontrunner of legislative openness reforms in the South Caucasus region and beyond; it has become widely recognized as one of the leading parliaments in the world in this sphere. Since its engagement in the Open Government Partnership (OGP) initiative, the Parliament of Georgia has developed three openness action plans (2015-2016; 2017 and 2018-2019), and has been efficient in implementing its commitments. As the result of the openness reforms, the Parliament has become more open towards the public and its transparency level has increased, citizen participation in legislative processes has been promoted through various engagement tools and several measures have been institutionalized to enhance parliamentary accountability.

Considering the overall success of the country in OGP initiatives, in September 2017 Georgia was elected as an OGP Chair and in July 2018 hosted the OGP Global Summit. Government of Georgia (represented by the Head of the Government Administration in the Steering Committee) was re-elected in the OGP Steering Committee in 2019.

Despite achieved results, the Parliament shall further continue the reforms and open avenues for more effective initiatives and innovative mechanisms. Continued commitment to openness principles will be crucial for implementing institutional reforms in the Parliament and maintaining the status of a frontrunner of legislative openness reforms in the region and beyond.

Implementation of the commitments undertaken under the Action Plans calls for an intensive engagement of the Parliament in this exercise. Although the Plan is approved for the period of 2018-2019, yet only a few commitments have been fully carried out, mostly due to the limited human and financial resources available at the Parliament. On one hand, Parliament requires support in overall monitoring of the process; and, on the other hand, the actual implementation of a selected number of commitments, those requiring additional resources, are needed.

In 2020, Parliamentary Elections are to be held that will renew the composition of the Parliament of Georgia. This process will not affect the functioning of the Parliamentary Council on Open Governance as it is a permanent/institutionalized body, but the members of the Council will have to be selected anew. Therefore, the orientation/capacity building and supporting the actions of the Permanent Parliamentary Council on Open Governance, guiding in elaboration and implementation of the next Action Plans will be crucial.

Furthermore, situational analysis conducted as part of the Communications Strategy of the Council and the Social Media Concept of the Parliament of Georgia has demonstrated that the Parliament of Georgia faces various challenges in engaging public in legislative processes as well as forming informational campaigns across social media channels. There is low awareness on the implemented reforms and citizen engagement tools which limits public participation in the legislative processes and the use of

available resources. Hence, the Parliament should enhance its communications activities and outreach to different groups of society, including the most vulnerable and hard to reach groups. A comprehensive and consistent public awareness campaign is critical for showcasing all the new tools and mechanisms introduced by the Parliament under the Open Parliament plans and to encourage citizens to actively use those tools to ensure participatory democracy and parliamentary accountability.

The Supreme Council of Adjara (SCA) is legislative body and therefore, a major decision making governance institution in the Autonomous Republic. It should be mentioned that the local governments have also engaged in OGP process since 2016 (cities: Tbilisi, Batumi, Zugdidi, Akhaltsikhe, Rustavi, Ozurgeti, etc.). Therefore, engagement of regional government in this process, namely the SCA, will create a unique precedent in the OGP community and will support the implementation of the unified system of legislative openness, transparency, accountability, citizen engagement and best practice sharing in Georgia.

UNDP, in the frames of its EU funded Project "Consolidating Parliamentary Democracy in Georgia", supports the Parliament of Georgia and Supreme Council of Adjara (SCA) in raising their openness, transparency, accountability and citizen participation in decision-making processes through engagement in the OGP initiative. Engagement involves development of the legislative openness action plans and implementation of the commitments undertaken under those action plans, as well as raising public awareness on the citizen participation tools created as a result of openness reforms.

To provide the above support to two beneficiary institutions, UNDP is collaborating with the IDFI, the leading Georgian CSO with a long-standing experience in engaging both with the Government and Parliament in OGP-related reforms. IDFI has been cooperating with UNDP since 2014 (in the framework of the previous 2 phases of EU-UNDP "Strengthening the System of Parliamentary Democracy" Project) when intensive support was provided to the Parliament in achieving all the above-mentioned results in parliamentary openness in Georgia.

In conclusion, in the framework of this RPA, the IDFI will support expanded engagement of the Parliament of Georgia and SCA in the OGP initiative to enhance its transparency and accountability including through closer interaction with citizens.

## **2/ Strategy**

The strategy is to support expanded engagement of the Parliament of Georgia in the OGP initiative to enhance its transparency, accountability and public engagement including through closer interaction with citizens. Apart from facilitating the work of the Permanent Parliamentary Council on Open Governance and its cooperation with the Consultative Group (comprised of civil society and international organizations), the RPA will focus on strengthening the role of the Council in *monitoring the implementation of open governance principles* across the country. Within the frames of the RPA, the Council, along with other stakeholders, will be supported in elaborating a special methodology to design the respective process and define concrete monitoring mechanisms. The initiative will also include facilitation of national openness conferences held under the aegis of the Parliament and involving representatives of central government and local municipalities, CSOs, international organizations, business sector, etc. This shall promote nation-wide discussion of open governance in Georgia, including its achievements and challenges.

Engagement of civil society will be ensured at every stage of the process. Support will be also directed towards *implementation of selected commitments under the Parliament's openness plans*, including establishment of a cooperation framework with the business community, raising awareness on openness initiatives, etc.

The SCA exercises legislative powers in Adjara, and thus it is an important governance institution in the Autonomous Republic. The aim of the project is to test the grounds and promote the involvement of the SCA in the Georgian National OGP process by creating a special working group with local civil society organizations and experts. Engagement of regional legislature in the OGP process will create a unique practice in the OGP community and will support the implementation of the unified system of legislative openness, transparency, accountability, citizen engagement and best practice sharing in Georgia.

The IDFI will facilitate the sharing of expertise and best practices of co-creation between the Parliament and SCA. The RPA activities will also have an impact on building capacities of local civil society to engage more actively in the Council's activities in the framework of OGP.

Proposed activities will contribute towards achieving the UNDP project's *Output 1.3. - Activity 1.3.1. Support the Parliament in the implementation of Legislative Openness Reforms*; and, *Output 2.2. - Activity 2.2.1 Support the SCA in ensuring an institutional framework for open governance reforms* and *Activity 2.2.2 Provide Capacity Building support to the local civil society on open governance*.

### **3/ Results to be achieved**

#### **3.1/ Objective, Outputs and Activities of the assignment**

The RPA has two main objectives, which are (1) enhancing public engagement in parliamentary processes through promotion of participatory democracy and open governance principles; and (2) increasing the SCA's institutional openness, transparency and citizen engagement in its activities.

The above is reached through the implementation of following activities:

#### **Output 1. Enhanced public engagement in parliamentary processes**

##### ***Activity 1.1. Support the operation of the Permanent Parliamentary Council on Open Governance***

One of the main functions of the Council is the implementation of the commitments of the Open Parliament Action Plans, prepared in close cooperation with the Council's Consultative Group (comprised of civil society and international organizations) where regular meetings between the Council and the Group is an essential part of work/co-creation process.

- Within the scope of this RPA, the Council will be supported in organizing meetings with different stakeholders and interest groups to ensure effective elaboration, implementation and monitoring of progress towards the fulfillment of the commitments undertaken under the Action Plans, identifying gaps and challenges and planning further actions.
- After 2020 Parliamentary Elections, the IDFI will engage with the newly-elected MPs and renewed composition of the Council with a strong advocacy and awareness raising campaign (through workshops, study visits, trainings, conferences, etc) to support the new Council members in absorbing the knowledge on OGP and working towards continued engagement in the OGP initiative.

- Charter of the Council obligates the Council to elaborate the Action Plan within 6 months after the expiration of the last Action Plan. It may take over 6 months for the new Council to draft the fourth Action Plan (AP) of the Parliament of Georgia. Project will facilitate the action plans, including the fifth AP (for 2022-2023 years) elaboration/finalization process. Constant meetings and workshops will be ensured in support of this process. Each commitment needs to have detailed description and must be in accordance with the best principles of OGP.
- The IDFI will also facilitate the public participation during the fourth Action Plan (2020-2021/2) elaboration process. Active consultations will be held in Tbilisi and in other parts of Georgia, involving local governments, civil society, academia, private sector, youth and media. Open call/contests for ideas/promoted via social pages will be used for the citizens to present new ideas for the action plan.

***Activity 1.2. Support the Council in monitoring the implementation progress of Open Parliament Action Plans***

The Council is obliged by the Charter to present the interim results of the implementation progress of the Open Parliament Action Plans twice a year. The IDFI will support the Council (and the new Chair of the Council - if applicable because of the 2020 Parliamentary elections) in collecting and analyzing data and developing the progress reports and organizing respective events. Presentation of the Interim Results (of the 3<sup>rd</sup> and 4<sup>th</sup> action plans) will reflect the main achievements during the period as well as the challenges to be addressed in the coming months.

***Activity 1.3. Support the Parliament in raising public awareness on openness reforms and promote citizen participation in legislative processes***

Public awareness campaign is a crucial element for the successful implementation of Parliamentary Openness in Georgia. The IDFI will continue its support of the Council / Parliament in awareness raising actions by implementing a number of activities reflected in the Communications Action Plan of the Council and Social Media Concept of the Parliament of Georgia. The visibility/communications materials about new e-services developed within the Council framework and their distribution through various social network channels will increase public awareness of Council/Parliament activities, as well as interest of citizens to participate in the legislative process.

- IDFI will work with the Parliament to prepare a short promo/informational videos/printed materials (billboards – in the regions of Georgia; brochures, leaflets, etc.) about: a) e-Petition Portal; b) Parliament's Mobile App; c) Achievements of the Parliament of Georgia in terms of legislative openness; d) Public Information Module; e) "Online / Live Chat" of the website; f) e-registration for citizens willing to attend Committee Meetings; g) leaving a comment on the draft law; and h) explanatory note video tutorial (prepared based on the already-produced guide). The videos will be shared via social media pages, while printed materials will also be used during various meetings/informational sessions planned by the Council throughout Georgia. In addition, the printed materials will be used extensively by the staff members of the Citizen Engagement Center of the Parliament.
- Special citizens' guide and infographics on legislative engagement will be also produced which will be circulated among the public via various channels.



- To promote the usage of the Public Information Module, a contest will be organized for analytical articles (analyzing public information requested/received from the Parliament).
- In addition, electronic monitor/dashboard will also be designed/prepared and placed in the entrance of the Parliament of Georgia. The monitor will include the information about the Parliament, committee meetings, laws being discussed, open parliament processes, etc.
- Meetings will be facilitated with high school students throughout the country and students from higher educational institutions; contests will be arranged among the designers/artists on Open Parliament theme; various online quizzes will be developed/shared via social media for the public to promote the role of Parliament and Georgia's achievements in legislative openness.
- CSO Day to be held by the Parliament with the support of the IDFI will be yet another activity to display the results and discuss new ideas for legislative openness.

To monitor the effect of the awareness raising actions aimed at increased usage of the new technologies & innovative approaches offered by the Parliament to the public, the data (registered petitions, legislative initiatives and proposals, public statements, request for freedom of information requests, attendance at the committee meetings, comments left on the draft legislation, etc) on the citizens' engagement in the legislative activities will be collected and published on annual bases. The key findings of the study will also be followed by the recommendations and specific actions to enhance the public engagement and usage of different legislative engagement tools by the Parliament of Georgia.

In the frames of the RPA, support will be provided to the Council to hold meetings with the representatives of international organizations and mass media to report on the progress of the Parliament in ensuring parliamentary openness.

***Activity 1.4. Build the capacity of the Communications Teams of the Parliament on social network content management and tools***

Situational analysis conducted while preparing the Social Media Concept of the Parliament of Georgia has demonstrated that the Parliament of Georgia faces various challenges in forming informational campaigns across social media channels. Mostly, the information shared on social networks relates to events or activities in the Parliament. Additional informational or topic-based social campaigns with educational and interactive data is not produced or distributed. There is a lack of interactive posts, which would enable public engagement in parliamentary actions/discussion and feedback through comments on social media accounts of the Parliament.

Therefore, the project IDFI will facilitate training cycles for the staff of Social Media Development Division of the Public Relations Department as well as other respective staff from committees in modern/interactive social media campaign development. A special mini guide about content generation using international practices tailored for the social media pages of the Parliament will be developed and handed over to the Parliament for further usage/effective social network management.

***Activity 1.5. Support the building and reinforcing partnerships between the Parliament and other OGP member parliaments***

In order to exchange best practices with the OGP member states, and follow the modern trends of OGP community, it is important to take part in OGP related events, such as regional conferences, legislative openness working group meetings, etc. Participation in international events is the best place for peer exchange as well as for promoting the achievements of Georgia internationally. Participation of the Council members as well as the relevant parliamentary staff in international events will be facilitated.

**Output 2. SCA's Increased institutional openness, transparency and citizen engagement**

***Activity 2.1. Facilitate the Institutionalization of a legislative openness mechanism in the SCA***

IDFI will work with the SCA leadership to form a special inter-factional working group responsible for the implementation and monitoring of openness processes in the SCA. Respective Charter of the group will be also developed to be further approved by the SCA. Advice will be provided for creating a consultative council comprised of local civil society organizations that will support the SCA's working group during the development of openness action plans as well as discussing challenges and issues related to public participation mechanisms in SCA work.

***Activity 2.2. Provide support to the SCA's working group on legislative openness***

The newly created working group on openness will require extensive support to ensure its effective and results-oriented operation. Best practices will be shared by the Parliament's Council on Open Governance to the SCA's working group. In that regard, meetings and workshops will be organized to discuss nationalization of open governance principles in the country. Working group members and respective staff will be provided with various trainings to raise their awareness on OGP and legislative openness. They will be also invited to participate in international OGP events to share best international practices.

***Activity 2.3. Support the SCA's working group in developing and monitoring the implementation of openness action plans***

IDFI will support the SCA's working group in the development of the first ever openness action plan that will target reforms aiming at increasing openness, transparency and accountability of the SCA as well as ensuring citizen participation in the local legislative processes. Meetings and workshops will be organized on regular basis to launch consultations with the civil society and citizens locally and ensure co-creation of openness plans. For broader discussion, the seminars and public meetings will be held.

The IDFI will conduct a study collecting, analyzing and publishing statistics on citizens' engagement in governance process in the SCA, which will serve as a baseline indicator for the implemented openness initiatives at a later stage.

Once the action plan is elaborated and approved by the SCA, the IDFI will facilitate awareness raising campaign to inform the local population of the openness commitments undertaken by the SCA and their impact on the lives of citizens. This will ensure that interested parties and active citizens engage in the monitoring of the implementation process. Various communication sources will be used including local media coverage and publications/infographics to support the SCA in raising public awareness on OGP and SCA openness action plan.

### 3.2/Beneficiaries

The Action includes the following target groups:

- Members of the Parliament of Georgia and SCA;
- Consultative Group Members (CSOs and International organizations) of the Permanent Parliamentary Council on Open Governance at the Parliament;
- Speaker's Cabinet of the Parliament;
- PR Departments of the Parliament and SCA;
- IT Department of the Parliament;
- Youth, ethnic minorities, academia, CSOs, media and public in general.

Members/staff of the Parliament and the SCA are the direct beneficiaries; while the youth, ethnic minorities, academia, CSOs, media and public in general are counted as indirect beneficiaries of the project. Throughout its duration, the project expects to reach more than 100, 000 indirect beneficiaries (including the # of Facebook viewers based on the sponsored posts). Greater attention will be paid to issues related to gender equality and equal representation of both men and women in project-planned activities.

### 4/ Results Framework

Expected outputs per UNDP project	Indicator	Baseline (Value, Year)	Targets
The RPA contributes to the following outputs of the UNDP project:			
<b>Output 1.3.</b> Enhanced public engagement in parliamentary processes through promotion of participatory democracy and open governance principles	<u>1.3.1(a)</u> Availability of 2020-2021/2 Open Parliament Action Plan <u>1.3.1(b)</u> Number of openness commitments implemented <u>1.3.1(c)</u> Availability of information for a full spectrum of citizens on how to engage in parliamentary processes <u>1.3.1(d)</u> Status of engagement of diverse groups (women, ethnic and other minorities, youth from rural and urban areas) enjoying access to public information on engaging in parliamentary processes	<u>1.3.1(a)</u> 2020-2021/2 Action Plan is not yet developed <u>1.3.1(b)</u> None <u>1.3.1(c)</u> 2 types of leaflets available on legislative initiative and citizen petition; no information available to citizens on other Parliament engagement tools <u>1.3.1(d)</u> No disaggregated data is being collected	<u>1.3.1(a)</u> 2020-2021/2 Open Parliament Action Plan adopted <u>1.3.1(b)</u> At least 3 openness commitments implemented <u>1.3.1(c)</u> Citizen Guide on Legislative Engagement developed and available at the Parliament website, also disseminated during different public outreach meetings in rural and urban areas <u>1.3.1(d)</u> Disaggregated data on citizens engagement is collected demonstrating engagement status
<b>Output 2.2.</b> Framework for implementing open governance reforms in the SCA introduced	<u>2.2.1(a)</u> Availability of a dedicated body in the SCA to undertake open governance reforms <u>2.2.1(b)</u> Availability of openness action plan <u>2.2.2/</u> Awareness of local CSOs on OGP initiative and their role in the process	<u>2.2.1(a)</u> No special body assigned in the Council on openness topics <u>2.2.1(b)</u> None <u>2.2.2/</u> None	<u>2.2.1(a)</u> A special body/working group created in the Council to implement and monitor OGP-related reforms <u>2.2.1(b)</u> Openness action plan developed by the Council <u>2.2.2/</u> At least 5 local CSOs trained on OGP initiative to effectively engage with the Council's OGP-related work



RPA Expected outputs	Indicator	Baseline (Value, Year)	Targets
<b>Outputs to be achieved by the RPA:</b>			
Output 1 Enhanced public engagement in parliamentary processes	1.1. Availability of 2020-2021/2 Open Parliament Action Plan (AP) 1.2. Number of openness commitments implemented 1.3. Availability of information to citizens on how to engage in parliamentary processes 1.4. Status of engagement of different target groups, including the vulnerable and hard to reach groups, in the legislative openness reforms/citizen engagement tools and contribute their ideas to Open Parliament APs 1.5. Availability of data on citizen engagement, including of vulnerable and hard to reach groups (persons with special needs, women, ethnic and other minorities, youth from rural and urban areas) in parliamentary processes 1.6. Number of staff of the Communications Team of the Parliament trained on social media management	1.1. 2020-2021/2 AP is not yet developed 1.2. 2 commitments under 2018-2019 plan are implemented; 2020-2021/2 plan is not yet developed. 1.3. 2 types of leaflets available on legislative initiative and citizen petition; no information available to citizens on other engagement tools and methods. 1.4. 12 informational/public outreach events and 1 youth contest was held in the period of September 2018-May 2019; no systematic outreach actions are applied by the Parliament. 1.5. Baseline study on citizen engagement available but no disaggregated data is being collected 1.6. Social media management training was not provided for the Communications Team	1.1. 2020-2021/2 Open Parliament AP adopted 1.2. At least 3 openness commitments under 2018-2019 plan implemented; at least 3 commitments under 2020-2021/2 plan implemented. 1.3. Citizen Guide on Legislative Engagement developed and available at the Parliament website, also disseminated during public outreach meetings; 7 videos, 10 infographics, 1 information desk, 7 types of leaflets produced (on e-petition portal, Mobile App, Public Information Module, Online / Live Chat of the website). 1.4. 20 public outreach meetings/events throughout Georgia are held and participants are aware on the legislative openness reforms/citizen engagement tools. Contest for Raising new ideas for the AP held and # of proposed ideas included in the AP. 2 contest for Analytical Articles (using Public information Module) held. 1.5. Citizen engagement study with disaggregated data collected 1.6. At least 70% of communications team members trained on social media communication methods
Output 2 SCA's Increased institutional openness, transparency and citizen engagement	2.1. Availability of a dedicated body in the SCA to undertake open governance reforms 2.2. Number of capacity development activities provided to the working group members in SCA 2.3. Availability of openness AP at the SCA 2.4. Number of local CSOs informed on OGP initiative and their role in the process 2.5. Availability of information on SCA's openness work for the target groups in Ajara (CSOs, academia, youth media and public in general)	2.1. No special body assigned in the SCA on openness topics 2.2. None 2.3. None 2.4. None 2.5. None	2.1. A special body/working group created in the SCA to implement and monitor openness reforms 2.2. At least 3 trainings/meetings and exchange visits involving SCA members 2.3. Openness AP developed by the SCA 2.4. At least 5 local CSOs trained on OGP initiative to effectively engage with the SCA's openness work 2.5. At least 5 public outreach meetings/events/contests are held with the participation of different target groups



## 5/ Budget (USD)

Activities/sub-activities	Atlas activity	Account	Unit	Unit rate	# of Units	TOTAL USD	Total 2019 USD	November	December	Total budget 2020	Total budget 2021	Total budget 2022	Total budget
<b>Output 1: Enhanced public engagement in parliamentary processes</b>													
<b>Activity 1.1: Support the operation of the Permanent Parliamentary Council on Open Governance</b>													
1.1.1 Expenses related to meetings/workshops/presentations/trainings/conferences (including Parliament & SCA)	1	72120	Per event	2,148.72	6.50	13,966.67	1,556.67	-	1,666.67	4,100.00	6,150.00	2,050.00	13,966.67
1.1.2 Interpretation	1	74220	Per day	372.22	8.00	2,977.78	333.33	-	333.33	1,133.33	1,511.11	-	2,977.78
<b>Activity 1.2: Support the Council in monitoring the implementation progress of Open Parliament Action Plans</b>													
1.2.1 Written Translation services	1	74220	Per Page	16.67	70.00	1,166.67	-	-	-	333.33	833.33	-	1,166.67
<b>Activity 1.3: Support the Parliament in raising public awareness on openness reforms and promote citizen participation in legislative processes</b>													
1.3.1 Expenses related to public awareness: contests, production of videos, social promos/boosts, designing Action Plans, leaflets, brochures, infographics, guides, reports, banners, posters (including in Braille), e-dashboard, promo decks, etc.	1	74205	Per month	1,829.88	13.00	23,788.47	7,222.22	1,111.11	6,111.11	1,666.67	12,912.97	1,986.61	23,788.47
1.3.2 Local Consultants (2) fee (study on citizens' usage of different legislative engagement/GeoParl and baseline study on SC of Adjara and guide about content generation)	1	71305	Per day	222.22	10.00	2,222.22	-	-	-	-	2,222.22	-	2,222.22
1.3.3 International Consultants (2) fee to contribute (with study and/or trainings) to project planned actions.	1	71205	Per day	333.33	6.00	2,000.00	-	-	-	2,000.00	-	-	2,000.00
1.3.4 Written Translation services	1	74220	Per Page	16.67	90.00	1,500.00	-	-	-	1,166.67	333.33	-	1,500.00
1.3.5 International Consultants air fare costs	1	71205	Per flight	666.67	1.00	666.67	-	-	-	666.67	-	-	666.67
1.3.6 International Consultants per diem	1	71205	Per Person/day	188.89	7.50	1,416.67	-	-	-	1,416.67	-	-	1,416.67
1.3.7 Expenses related to meetings/workshops/presentations/trainings/conferences (including Parliament & SCA)	1	72120	Per event	2,021.30	6.00	12,127.78	-	-	-	4,100.00	8,027.78	-	12,127.78
1.3.8 Interpretation	1	74220	Per day	377.78	5.00	1,888.89	-	-	-	1,888.89	-	-	1,888.89
<b>Activity 1.4: Build the capacity of the Communications Teams of the Parliament on social network content management and tools</b>													
1.4.1 International Consultants (2) fee to contribute (with study and/or trainings) to project planned actions.	1	71205	Per day	333.33	6.00	2,000.00	-	-	-	-	2,000.00	-	2,000.00
1.4.2 Interpretation	1	74220	Per day	377.78	5.00	1,888.89	-	-	-	-	1,888.89	-	1,888.89
1.4.3 Written Translation services	1	74220	Per Page	16.67	15.00	250.00	-	-	-	-	250.00	-	250.00
1.4.4 International Consultants air fare costs	1	71205	Per flight	666.67	1.00	666.67	-	-	-	666.67	-	-	666.67
1.4.5 International Consultants per diem	1	71205	Per Person/day	188.89	7.50	1,416.67	-	-	-	-	1,416.67	-	1,416.67
1.4.6 Expenses related to meetings/workshops/presentations/trainings/conferences (including Parliament & SCA)	1	72120	Per event	2,050.00	1.00	2,050.00	-	-	-	-	2,050.00	-	2,050.00
<b>Activity 1.5: Support the building and reinforcing partnerships between the Parliament and other OGP member parliaments</b>													
1.5.1. Per diem international travel (including accommodation and meals)	1	71615	Per person/night	222.22	7.00	1,555.56	-	-	-	-	1,555.56	-	1,555.56
1.5.2 International travel-airport transfer	1	71635	Per transfer	55.56	3.00	166.67	-	-	-	-	166.67	-	166.67
1.5.3 International travel-air fare	1	71605	Per flight	666.67	3.00	2,000.00	-	-	-	-	2,000.00	-	2,000.00



Activities/sub-activities	Atlas activity	Account	Unit	Unit rate	# of Units	TOTAL USD	Total 2019 USD	November	December	Total budget 2020	Total budget 2021	Total budget 2022	Total budget
<b>Output 2: SCA's Increased institutional openness, transparency and citizen engagement</b>													
<b>Activity 2.1: Facilitate the Institutionalization of a legislative openness mechanism in the SCA</b>													
2.1.1. Per Diem local travel (including accommodation and meals)	2	71620	Per person/night	155.56	15.00	2,333.33				1,088.89	1,088.89	155.56	2,333.33
<b>Activity 2.2: Provide support to the SCA's working group on legislative openness</b>													
2.2.1. Per Diem local travel (including accommodation and meals)	2	71620	Per person/night	155.56	9.00	1,400.00	466.67	466.67		933.33			1,400.00
2.2.2. International travel - Visas	2	71635	Per visa/person	55.56	4.00	222.22				222.22			222.22
2.2.3. Per diem international travel (including accommodation and meals)	2	71615	Per person/night	222.22	13.00	2,888.89				2,888.89			2,888.89
2.2.4. International travel-airport transfer	2	71635	Per transfer	55.56	5.00	277.78				277.78			277.78
2.2.5. International travel-air fare	2	71605	Per flight	666.67	5.00	3,333.33				3,333.33			3,333.33
<b>Activity 2.3: Support the SCA's working group in developing and monitoring the implementation of openness action plans</b>													
2.3.1. Expenses related to meetings/workshops/presentations/trainings/conferences (including Parliament & SCA)	2	72120	per event	1,977.78	6.50	12,855.56	555.56		555.56	6,150.00	6,150.00		12,855.56
2.3.2. Local Consultants (2) fee (study on citizens' usage of different legislative engagement/GeoParl and baseline study on SC of Adjira, and guide about content generation)	2	71305	Per day	222.22	20.00	4,444.44	2,222.22	1,111.11	1,111.11		1,777.78	444.44	4,444.44
2.3.3. Interpretation	2	74220	Per day	400.00	2.00	800.00				377.78	422.22		800.00
2.3.4. Written Translation services	2	74220	Per Page	16.67	25.00	416.67				300.00	116.67		416.67
2.3.5. Per Diem local travel (including accommodation and meals)	2	71620	Per person/night	155.56	16.00	2,488.89	466.67		466.67	1,244.44	777.78		2,488.89
2.3.6. Expenses related to public awareness: contents, production of videos, social promo/boosts, designing Action Plans, leaflets, brochures, infographics, guides, reports, banners, posters (including in Braille), e-dashboard, promo disks, etc.	2	74205	Per month	728.63	7.00	5,100.42				2,550.21	2,550.21		5,100.42
<b>3. Activity Management</b>													
<b>Personnel</b>													
3.1 Project Director	3	71810	Per month	1,222.22	30.00	36,666.67	2,444.44	1,222.22	1,222.22	14,666.67	14,666.67	4,888.89	36,666.67
3.2 Project Coordinator	3	71810	Per month	1,333.33	30.00	40,000.00	2,666.67	1,333.33	1,333.33	16,000.00	16,000.00	5,333.33	40,000.00
3.3 Analyst/Assistant	3	71810	Per month	811.11	30.00	24,333.33	1,622.22	811.11	811.11	9,733.33	9,733.33	3,244.44	24,333.33
<b>Equipment and supplies</b>													
3.4 Computer equipment	3	72210	Per item	805.56	2.00	1,611.11	833.33	833.33		388.89	333.33	55.56	1,611.11
<b>Local office</b>													
3.5 Transportation costs	3	71635	Per month	422.22	30.00	12,666.67	844.44	422.22	422.22	5,066.67	5,066.67	1,688.89	12,666.67
3.6 Office rent	3	73105	Per month	277.78	30.00	8,333.33	555.56	277.78	277.78	3,333.33	3,333.33	1,111.11	8,333.33
3.7 Consumables - office supplies	3	72505	Per month	55.56	30.00	1,666.67	111.11	55.56	55.56	666.67	666.67	222.22	1,666.67
3.8 Other services (tel/fax, electricity/heating, maintenance)	3	73120	Per month	111.11	30.00	3,333.33	222.22	111.11	111.11	1,333.33	1,333.33	444.44	3,333.33
<b>Other costs, services</b>													
3.9 SCA Consultant	3	71810	Per month	888.89	30.00	26,666.67	1,777.78	888.89	888.89	10,666.67	10,666.67	3,555.56	26,666.67
3.10 Accounting and Finance	3	71810	Per month	577.78	30.00	17,333.33	1,155.56	577.78	577.78	6,933.33	6,933.33	2,311.11	17,333.33
3.11 Communications/Visibility services	3	71810	Per month	1,133.33	30.00	34,000.00	2,266.67	1,133.33	1,133.33	13,600.00	13,600.00	4,533.33	34,000.00
<b>Miscellaneous</b>													
3.12 Miscellaneous	3	74525	Per month	111.11	30.00	3,333.33	222.22	111.11	111.11	1,333.33	1,333.33	444.44	3,333.33
<b>GRAND total</b>						<b>322,222.22</b>	<b>27,655.56</b>	<b>10,466.67</b>	<b>17,188.89</b>	<b>121,561.32</b>	<b>140,535.40</b>	<b>32,469.94</b>	<b>322,222.22</b>



## 6/ Work plan of activities (November 2019 – April 2022)

Outputs & Activities	2019				2020												2021				2022										
	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	
Output 1: Enhanced public engagement in parliamentary processes																															
Activity 1.1. Support the operation of the Permanent Parliamentary Council on Open Governance																															
Activity 1.2. Support the Council in monitoring the implementation progress of Open Parliament Action Plans																															
Activity 1.3. Support the Parliament in raising public awareness on openness reforms and promote citizen participation in legislative processes																															
Activity 1.4. Build the capacity of the Communications Teams of the Parliament on social network content management and tools																															
Activity 1.5. Support the building and reinforcing partnerships between the Parliament and other OGP member parliaments																															
Output 2: SCA's increased institutional openness, transparency and citizen engagement																															
Activity 2.1. Facilitate the Institutionalization of a legislative openness mechanism in the SCA																															
Activity 2.2. Provide support to the SCA's working group on legislative openness																															
Activity 2.3. Support the SCA's working group in developing and monitoring the implementation of openness action plans																															



## **7/ Management**

IDFI's team will be responsible for implementing the actions outlined in this Description of Activities. The team will include four full-time staff members: Project Director, Project Coordinator, Adjara Coordinator and Analyst/Assistant. Financial management, PR, translation and interpretation of the RPA products/funds will be provided on contractual bases. CSO management will supervise and oversee work of the project team and coordinate monitoring and evaluation activities.

The Project Director is a primary contact for the UNDP in Georgia. The Director manages and reports on all project funds in accordance with the UNDP's rules and regulations, as well as EU rules and regulations, where applicable. The Director leads the project team and plans all activities. S/he engages with the UNDP in Georgia and the overall management of the programme in compliance with EU-UNDP guidelines and regulations and provides regular progress reports. The Director coordinates activities in close collaboration with all partners. S/he also liaises regularly with Parliamentary authorities and the Project Board to evaluate and review project progress and ensure Parliament's ownership of the project outputs at each step.

Project Coordinator is accountable to Project Director. S/he is responsible for analytical work of the project, also involved in the organizational issues such as planning meetings, workshops, and round tables. S/he is also in charge of legislative activities, including preparation of legislative amendments where required.

Adjara Coordinator is a liaison person between the project team and the SCA authorities and is responsible for the implementation of the planned activities in Adjara.

Analyst/Assistant assists the project team in research, administrative and organizational activities (correspondence with partners, organizing conferences, workshops, round tables, meetings).

As UNDP's grant beneficiary under the EU Contribution Agreement, IDFI shall ensure compliance with the General Conditions of the Contribution Agreement, specifically Articles: 2.6; 5. Conflict of interests; 7. Data protection; 8. Communication and Visibility; 16. Accounts and archiving; and, 17. Access and financial checks (Annex D).

## **8/ Visibility**

IDFI ensures full compliance with the EU and UNDP visibility guidelines and implements activities in accordance with the Communications and Visibility Plan of the EU-UNDP project "Consolidating Parliamentary Democracy in Georgia" (Annex E).

## **9/ Gender mainstreaming**

IDFI tends to pay greater attention to the issues related to gender equality. Accordingly, the Action has been developed with consideration of this crosscutting theme. Throughout the Action duration, IDFI will focus on creating systematic/equal opportunities for both male and female groups to be involved in all planned events/awareness raising campaigns. The selection of local and international experts/trainers/speakers will reflect gender balance and both female and male

representatives will be included in the agenda and list of invitees for trainings, workshops, study tours, conferences, etc. All data generated by IDFI in the course of RPA implementation will be gender disaggregated, wherever possible.

## 10/ Sustainability

The IDFI offers several actions that will guarantee its long-lasting effect. After 2020 Parliamentary Elections, IDFI will ensure that the newly elected MPs and renewed composition of the Council absorb the knowledge on OGP and work towards continued engagement in the OGP initiative.

Prepared informational/visibility (printed, online and video) materials on the various innovative e-tools/mechanism and awareness raising campaigns will mobilize public attention and foster oversight on the legislative openness implementation process. Furthermore, expanding/institutionalizing the OGP in the SCA will spark public interest about performance of Georgia with regard to prioritized commitments and relevant targets in the openness reforms.

Communications staff trained within the frames of the RPA will be responsible for continuation of the awareness raising activities after completion of this RPA. Creating a citizen engagement guidebook will support the sustainability and transfer of knowledge among MPs and staff and other stakeholders.

## 11/ South-South and Triangular cooperation

The RPA will ensure thematic South-South and Triangular cooperation with the relevant OGP member states, to ensure best practices are shared, learned, replicated and scaled up for the benefit of the Parliament of Georgia and other OGP member states. Participation in various international conferences, workshops, events will enable knowledge sharing as well as establishment of the peer networks that will further ensure collaboration, learning and coordination in more sustainable and systematic manner.

## 12/ Risk log

<u>Risks Associated with the outputs from the results framework:</u>	<u>Management responses for mitigation of risks</u>	<u>Risk owner</u>
1/ Newly elected MPs do not have openness reforms on their priority agenda; newly formed Open Governance Council cannot reach cross-party consensus on the reforms to be implemented.	1/ IDFI unfolds individual consultations with all the political groups to raise their awareness on the openness reforms and Parliament's achievements globally. IDFI proposes including openness topics in the MP Induction Program to be supported by the UNDP project.	1/ CSO Program Director
2/ There is limited understanding of the importance and benefits of openness reforms; Local CSOs	2/ IDFI facilitates sharing of experience between the SCA and the Parliament of Georgia to highlight Parliament's achievements and emphasize on the impact of openness reforms. Similar type of exchange meetings will be organized between the	2/ CSO Program Director

lack capacities to efficiently  
contribute into the process.

local CSOs and the members of the Consultative  
Group of the Permanent Parliamentary Council.



### 13/ Monitoring & Evaluation Matrix

Quality monitoring and timely evaluation of the activities is ensured through 'M&E Matrix' presented below:

Expected Outputs	Indicator	Baseline (Value, Year)	Targets	Means of Verification	How often/when	Responsible party
Output 1 <b>Enhanced public engagement in parliamentary processes</b>	<p>1.1. Availability of 2020-2021/2 Open Parliament Action Plan (AP)</p> <p>1.2. Number of openness commitments implemented</p> <p>1.3. Availability of information to citizens on how to engage in parliamentary processes</p> <p>1.4. Status of engagement of different target groups, including the vulnerable and hard to reach groups, in the legislative openness reforms/citizen engagement tools and contribute their ideas to Open Parliament APs</p> <p>1.5. Availability of data on citizen engagement, including of vulnerable and hard to reach groups (persons with special needs, women, ethnic and other minorities, youth from rural and urban areas) in parliamentary processes</p> <p>1.6. Number of staff of the Communications Team of the Parliament trained on social media management</p>	<p>1.1. 2020-2021/2 AP is not yet developed</p> <p>1.2. 2 commitments under 2018-2019 plan are implemented; 2020-2021/2 plan is not yet developed.</p> <p>1.3. 2 types of leaflets available on legislative initiative and citizen petition; no information available to citizens on other engagement tools and methods.</p> <p>1.4. 12 informational/public outreach events and 1 youth contest was held in the period of September 2018-May 2019; no systematic outreach actions are applied by the Parliament.</p> <p>1.5. Baseline study on citizen engagement available but no disaggregated data is being collected</p> <p>1.6. Social media management training was not provided for the Communications Team</p>	<p>1.1. 2020-2021/2 Open Parliament AP adopted</p> <p>1.2. At least 3 openness commitments under 2018-2019 plan implemented; at least 3 commitments under 2020-2021/2 plan implemented.</p> <p>1.3. Citizen Guide on Legislative Engagement developed and available at the Parliament website, also disseminated during public outreach meetings; 7 videos, 10 infographics, 1 informational desk, 7 types of leaflets produced (on e-petition portal, Mobile App, Public Information Module, Online / Live Chat of the website).</p> <p>1.4. 20 public outreach meetings/events throughout Georgia are held and participants are aware on the legislative openness reforms/citizen engagement tools. Contest for Raising new ideas for the AP held and # of proposed ideas included in the AP. 2 contest for Analytical Articles (using Public Information Module) held.</p> <p>1.5. Citizen engagement study with disaggregated data collected</p> <p>1.6. At least 70% of communications team members trained on social media communication methods</p>	<p>1.1. AP and Parliament Bureau Resolution on approved AP</p> <p>1.2. Open Parliament AP implementation progress reports; adopted strategic documents/legislative amendments at <a href="http://www.parliament.ge">www.parliament.ge</a> <a href="http://www.matsne.ge">www.matsne.ge</a></p> <p>1.3. Available guide on Legislative Engagement as well as videos, leaflets, informational desk, electronic monitor/dashboard, infographics for the citizens on new e-tools and mechanism for parliamentary engagement</p> <p>1.4. Participant registration lists; agendas; photo/visual materials; media advisories/press releases available on web and social pages; media coverage links; contest announcements; received ideas/proposals for APs; information on the contest winners and their articles available on web and social pages.</p> <p>1.5. Citizen engagement study with disaggregated data</p> <p>1.6. Training reports; participant registration lists; photo/visual materials; training materials; agenda; evaluations</p>	<p>1.1. 2020</p> <p>1.2. Throughout the project duration</p> <p>1.3. Available by the end of 2021</p> <p>1.4. Throughout the project duration</p> <p>1.5. Throughout the project duration</p> <p>1.6. Throughout the project duration</p>	<p>1.1. Council on Open Governance with the support of the project/CSO</p> <p>1.2. Council on Open Governance with the support of the project/CSO</p> <p>1.3. Council on Open Governance with the support of the project/CSO</p> <p>1.4. Council on Open Governance with the support of the project/CSO</p> <p>1.5. Project/CSO</p> <p>1.6. Communications Teams of the Parliament with the support of the project/CSO</p>

Expected Outputs	Indicator	Baseline (Value, Year)	Targets	Means of Verification	How often/when	Responsible party
Output 2 <b>SCA's Increased institutional openness, transparency and citizen engagement</b>	<p>2.1. Availability of a dedicated body in the SCA to undertake open governance reforms</p> <p>2.2. Number of capacity development activities provided to the working group members in SCA</p> <p>2.3. Availability of openness AP at the SCA</p> <p>2.4. Number of local CSOs informed on OGP initiative and their role in the process</p> <p>2.5. Availability of information on SCA's openness work for the target groups in Ajara (CSOs, academia, youth media and public in general)</p>	<p>2.1. No special body assigned in the SCA on openness topics</p> <p>2.2. None</p> <p>2.3. None</p> <p>2.4. None</p> <p>2.5. None</p>	<p>2.1. A special body/working group created in the SCA to implement and monitor openness reforms</p> <p>2.2. At least 3 trainings/meetings and exchange visits involving SCA members</p> <p>2.3. Openness AP developed by the SCA</p> <p>2.4. At least 5 local CSOs trained on OGP initiative to effectively engage with the SCA's openness work</p> <p>2.5. At least 5 public outreach meetings /events/contests are held with the participation of different target groups</p>	<p>2.1. SCA resolution</p> <p>2.2. Participant registration lists; agendas; photo materials</p> <p>2.3. SCA resolution on AP adoption</p> <p>2.4. Workshop reports, training materials, agendas, participants' lists and evaluations</p> <p>2.5. Participant registration lists; agendas; photo/visual materials; media advisories/press releases available on web and social pages; media coverage links</p>	<p>2.1. 2020</p> <p>2.2. Throughout the project duration</p> <p>2.3. 2020</p> <p>2.4. 2020</p> <p>2.5. Throughout the project duration</p>	<p>2.1. SCA with the support of project/CSO</p> <p>2.2. SCA with the support of project/CSO</p> <p>2.3. SCA with the support of project/CSO</p> <p>2.4. Project/CSO</p> <p>2.5. SCA with the support of project/CSO</p>

# 14/ Schedule of Activities, Facilities and Payments (USD)

EXPECTED CP OUTPUTS	Atlas Activity	Planned Budget		Schedule of payments by UNDP												2022	
		Budget Description	Amount	2019			2020			2021			2022			Q1	Q2
				Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3		
Output 1: Enhanced public engagement in parliamentary processes	Activity 1 - Strengthened parliamentary performance in the new context of constitutional and legislative framework (including RPA activities 1.1 - 1.5)	72120 Svc Co-Trade and Business Serv	28,144.45	1,666.67	3,084.44	3,084.44	3,084.44	2,031.11	16,227.78	4,056.95	4,056.95	4,056.94	4,056.94	2,050.00	2,050.00		
		71205 Intl Consultants Sht Term Tech	8,166.67	-	4,083.33	4,083.33	-	-	4,083.33	-	-	-	-	-	-	-	-
		71305 Local Consult Sht Term Tech	2,222.22	-	-	-	-	-	2,222.22	-	-	-	-	-	-	-	-
		71605 Travel Tickets International	2,000.00	-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-
		71615 Daily Subsistence Allow Intl	1,555.56	-	-	-	-	-	1,555.56	-	-	-	-	-	-	-	-
		71635 Travel - Other	166.67	-	-	-	-	-	166.67	-	-	-	-	-	-	-	-
		74205 Audio Visual Productions	23,788.27	7,222.22	333.33	1,956.45	833.33	609.33	12,912.97	3,228.24	3,228.24	3,228.24	1,225.00	1,986.61	1,986.61	-	1,986.61
		74220 Translation Costs	9,672.22	333.33	4,522.23	1,956.45	-	-	4,816.67	1,098.33	1,098.33	1,225.00	-	-	-	-	-
		71305 Local Consult Sht Term Tech	4,444.44	2,222.22	-	-	-	-	1,777.78	-	-	-	-	444.44	444.44	-	444.44
		71605 Travel Tickets International	3,333.33	-	3,333.33	-	-	1,666.67	-	-	-	-	-	-	-	-	-
Output 2: SCA's increased institutional openness, transparency and citizen engagement	Activity 2 - Improved institutional performance of the SCA (including RPA activities 2.1 - 2.3)	71615 Daily Subsistence Allow Intl	2,888.89	-	2,888.89	-	-	1,444.44	-	-	-	-	-	-	-	-	-
		71620 Daily Subsistence Allow Local	6,222.22	933.33	3,266.66	816.67	816.67	816.67	1,866.67	466.67	466.67	466.67	155.56	155.56	155.56	-	-
		71635 Travel - Other	500.00	-	500.00	-	-	250.00	-	-	-	-	-	-	-	-	-
		72120 Svc Co-Trade and Business Serv	12,855.36	555.56	6,150.00	1,537.50	1,537.50	1,537.50	6,150.00	1,537.50	1,537.50	1,537.50	-	-	-	-	-
		74205 Audio Visual Productions	5,100.42	-	2,550.21	637.55	637.55	637.55	2,550.21	637.55	637.55	637.55	-	-	-	-	-
		74220 Translation Costs	1,216.66	-	677.78	488.89	-	188.89	538.88	327.78	-	-	-	-	-	-	-
		71810 Personnel costs	179,000.00	11,933.33	71,600.00	17,900.00	17,900.00	17,900.00	71,600.00	17,900.00	17,900.00	17,900.00	23,866.67	23,866.67	23,866.67	17,900.00	5,966.67
		71635 Travel - Other	12,666.67	844.44	388.89	194.44	194.44	194.44	333.33	166.67	166.67	166.67	55.56	55.56	55.56	55.56	-
		72210 Machinery and Equipment	1,611.11	833.33	5,066.67	1,266.67	1,266.67	1,266.67	5,066.67	1,266.67	1,266.67	1,266.67	1,688.89	1,688.89	1,688.89	1,266.67	422.22
		72505 Stationery & other Office Supp	1,666.67	111.11	3,333.33	833.33	833.33	833.33	3,333.33	833.33	833.33	833.33	1,111.11	1,111.11	1,111.11	833.33	277.78
Activity 3 - Project Management	Activity 3 - Project Management	73105 Rent	8,333.33	555.56	666.67	166.67	166.67	166.67	666.67	166.67	166.67	166.67	222.22	222.22	222.22	166.67	55.56
		73120 Utilities	3,333.33	222.22	1,333.33	333.33	333.33	333.33	1,333.33	333.33	333.33	333.33	444.44	444.44	444.44	333.33	111.11
		74525 Sundry	3,333.33	222.22	1,333.33	333.33	333.33	333.33	1,333.33	333.33	333.33	333.33	444.44	444.44	444.44	333.33	111.11
		<b>Total</b>	<b>322,222.22</b>	<b>27,655.56</b>	<b>121,561.32</b>	<b>29,893.72</b>	<b>27,380.61</b>	<b>30,015.50</b>	<b>140,535.40</b>	<b>38,363.68</b>	<b>37,829.02</b>	<b>36,196.35</b>	<b>32,469.94</b>	<b>20,888.89</b>	<b>11,581.05</b>		

**Note:** No new advances will be approved/transferred before at least 80% of the previous advance and 100% of all earlier advances have been liquidated.





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### **Instruction for filling FACE form**

**Funding Authorization and Certificate of Expenditures (FACE)** form is designed to request Direct Cash Transfers (DCT) and reflect expenditures accumulated by quarter.

Requests for the Direct Cash Transfer (DCT) should be prepared in line with the project or annual work plan, and must be signed by the implementing partner. The Cash transferred to the project are under the total responsibility of the implementing partner and must only be used for the activities and inputs stated in the annual work plan, and following UNDP's policies and procedures as referred to in the project document. The implementing partner/project must have a good system of accounting recording and appropriate filing of financial documentation on the project (in order to maintain records of all payments made with advances and original expenditure backup documentation). All these requirements and information will be reviewed at the project site during the project audit.

In order to receive the funds transferred by UNDP, the implementing partner for the project may open a bank account to be used only for receiving UNDP cash transfers and to make payments of the project. The bank account should be opened under the name of the project. This bank account should not be used for purposes other than receiving UNDP advances and making payments with these advances. This account must not have access to any credit nor be used for investments. If the project needs advances to make payments in local currency and non-local currency, then two bank accounts should be opened, or one bank account with two separate controls of currency.

At the finalization of the project, it is the responsibility of the implementing partner to close this/these account(s) and reimburse any remaining balances to UNDP.

The implementing partner must maintain strict control of such bank accounts, making bank reconciliations at least quarterly (monthly is advisable), and must keep on file all documentation related to account transactions. Any interest earned on the project bank account from the advances must be included by the implementing partner in the Funding Authorization and Certificate of Expenditures (FACE) and credited to the project, recording it as miscellaneous income. Bank statements must be filed by the project and a copy should be submitted to the country office with the FACEs.

Together with the signed FACE form, the project has to send a copy of the bank statement as up to the date of the end of the period reported, to enable the country office to compare bank balances with FACE balances (UNDP will not make reconciliation between bank statements and expenditures reported in the Financial Report or FACE. This is the responsibility of the implementing partner and correctness of this reconciliation will be determined by the audit exercise.). The following main instructions apply:

- The normal disbursement cycle for the FACE is quarterly. More frequent reporting is encouraged if agreed to by the UNDP country office and the implementing partner
- Advances shall only be made in non-local currency in those instances where all payments arising out of such will also be in the same non-local currency. If the project has received advances in more than one currency, a separate financial report or FACE must be submitted for each currency received;
- The approval of a request for cash transfer for a particular project is subject to the verification by the CO that at least 80% of the previous advance given and 100% of all earlier advances have been liquidated.
- The implementing partner must submit the corresponding FACEs every time the project needs more funds **and** at the end of each quarter, within the first **10 days** of the following quarter. The FACE must include detailed information on payment instructions (bank account where advances should be deposited).

The FACE supports several important functions:

- Request for funding authorization: The section "Requests / Authorizations" will be used by the implementing partner to enter the amount of funds to be disbursed for use in the new reporting period. The country office can accept, reject or modify the amount approved;

- Reporting of expenditures: The section "Reporting" will be used by the implementing partner to report to the country office the expenditures incurred in the reporting period. The country office can accept, reject or request an amendment to the expenditures reported;
- Certification of expenditures: The section "Certification" will be used by the designated official from the implementing partner to certify the accuracy of the data and information provided.

In the process of certification, the designated official attests to one or both of the following statements:

- That the funding request shown represents estimated planned expenditures as per the Annual Work Plan (AWP)/Budget and that itemized cost estimates have been attached and/or;
- That the actual expenditures for the reported period have been disbursed in accordance with the annual work plan and previously approved itemized cost estimates. Further, the designated official attests that the supporting accounting documentation will be made available, upon request, for a period of five years.

### **FACE: Overall Approach and Guiding Principles**

The FACE is intended to use by partners for requesting funds and reporting expenditure. Not all sections of the form will be used at all times. For instance, for an initial disbursement, only the request section of the form will be completed. For a final payment upon AWP completion, only the reporting section will be used. The following guiding principles apply:

- No FACE will be processed without the appropriate signature from the designated implementing partner official;
- The FACE is aligned with the annual work plan/budget. The activities for which funds authorization is requested, or for which expenditure is reported, will be the activities specified in the annual work plan;
- The FACE is normally certified by the designated official who signs the annual work plan. In all other circumstances, the annual work plan will specify any other official authorized to certify the FACE. For instance, the designated official signing the annual work plan may be from the central Ministry of Health while the actual expenditures may be incurred by a regional health office. In such cases, the annual work plan should specify whether the central authority will process and sign a consolidated FACE or whether individual FACE forms will be processed by other authorized officials from the subordinate offices and implementing partners. The respective reporting relationship must be specified in the annual work plan;
- A request for funding included in the FACE must be accompanied with an itemized cost estimate of the activities to be funded according to UNDP guidelines.

### **FACE: Header Area**

The header area of the FACE allows the implementing partner to report on the reason and purpose of the funding/ reporting request. This data is usually needed for correct coding in financial and management accounting systems. The specific data elements include:

- Name of the agency (UNDP);
- Date of the request;
- Type of request (direct cash transfer, direct payment, reimbursement);
- Country where the program takes place;
- project title and code;
- Responsible officer(s);
- Implementing partner;
- Currency of the request and disbursement.

### **FACE: Body of the Form**

**Activity Description:** activity ID and Budget Items description as it appears in the annual work plan/budget.

**Coding Column:** The second column is ATLAS chart of accounts: Account, Fund, Donor. This data is required for UNDP's financial accounting system.

### **Reporting Area**



The FACE is a dynamic form that must balance and reconcile from one reporting period to the next. The first column, column A, on the form repeats the last one, column G, from the previously submitted and authorized FACE form. Note that columns C, D, F and G are shaded. They are blank when the FACE is submitted to the country office. They are filled out by the country office prior to the financial processing of the form. All non-shaded columns are to be completed by the implementing partner.

**Column A – Authorized Amount:** Column A will be blank for the first request from an implementing partner. It should include the date of the most recent previous authorization.

**Column B – Actual Expenditure:** Column B reports the actual expenditures by the implementing partner for the period. The expenditures reported by the implementing partner are, at this point, still subject to review and approval by the country office. The designated official of the implementing partner is certifying that these expenditures are reported in accordance with the provisions of the annual work plan, country programme action plan and/or other related agreements with UNDP.

**Column C – Expenditures Accepted by Agency:** Column C is used by the country office to review and approve, reject or amend to expenditures reported by the implementing partner. If the amounts are accepted as reported, no further adjustments to this part of the FACE or communication with the implementing partner about these expenditure is required. However, if changes are made (e.g., to query or reject a reported expenditure), then the amount recorded by the country office in column C will differ from that reported in column B. In this case, the change needs to be communicated with the implementing partner.

**Column D – Balance:** Column D records the balance of funds authorized for use in the reporting period that remained unspent as of the date of the form. The term 'unspent' can also reflect expenditures which are either known or ongoing as of the date of the FACE, but which cannot be certified by the implementing partner due to timing or internal reporting delays. The outstanding balance of funds authorized by activity can be carried forward, reprogrammed or refunded, depending on the particular circumstances of the signed agreement..

#### Requests and Authorizations Area

**Column E – New Request Period and Amount:** Column E determines the period of the new request, which is normally contiguous to the last reporting period. The column contains the requests for the authorization to spend or receive funds, by activity and for that period. Each time a request for new or additional funds is submitted, it will be accompanied by an itemized list of expenditures in line with the annual work plan. This column can also reflect any balance for an activity in column D, which is requested for reprogramming. This will reduce the total amount of the new disbursement request accordingly.

**Column F – Authorized Amount:** Column F is used by the country office to establish the amount of new funds, by activity, to be disbursed for the new reporting period. This column is filled in by the country office. It can be used to accept, reject or modify the amounts requested in column E. Any credits for reprogramming will be reflected in this column for reconciliation of the amounts.

**Column G – Outstanding Authorized Amount:** Column G is the sum of columns D and F, and indicates the total outstanding authorized amount. For subsequent period reporting, the amount of this column will be carried forward to the column A of the new FACE form

#### Certification Area

The Certification Area is used by the designated official of the implementing partner to request funds and/or to certify expenditures. This area requires a date, the signature of the official and his/her title.

**For Agency Use Only Area Approvals Box:** The "For All Agencies" box in the lower left hand corner of the FACE form should be signed by the appropriate UNDP official. This indicates the review and approval of the request for funds and authorizes the recording of the reported expenditures. The official should sign, date and provide his/her title.

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#### Bank accounts

In order to receive the funds advanced by UNDP, the IP may open a bank account to be used only for receiving UNDP advances and to make payments under this agreement. If local conditions permit, the bank account should be opened under the name of the RPA. Opening a separate bank account for the RPA will usually lower risk but may also place an additional administrative burden on the IP.

Alternatively, the IP may use an existing bank account under the IP's name, but this option may only be used with the agreement of UNDP's Project Manager. In making this decision, the Project Manager will consider the inherent risk involved, using the assurance mechanisms described in HACT.

## **b/ Narrative Report Format**

**Date:** \_\_\_\_\_

**Reporting period:** \_\_\_\_\_

**Recipient Institution:** \_\_\_\_\_

The interim and final reports shall explain the progress of the project against original objectives and describe implementation of the agreement according to the outputs envisaged in the Logframe. The level of detail shall match that of Attachment 2: Description of Activities and the Logframe.

Proposed structure of interim and final reports shall be in full compliance with the EU-UNDP guidelines as provided under the General Conditions of the EU Contribution Agreement. Each report shall include the project's results matrix demonstrating progress towards targets. Suggested template provided below.

### **RESULTS MATRIX**

EXPECTED OUTPUTS	INDICATOR	BASELINE	PERFORMANCE TARGETS	PROGRESS TOWARDS TARGETS



## Annex D

### Selected Articles of the General Conditions of the EU Contribution Agreement

#### Article 2: Implementation of the Action

2.6 The Organisation shall promote the respect of human rights and respect applicable environmental legislation including multilateral environmental agreements, as well as internationally agreed core labour standards. The Organisation shall not support activities that contribute to money laundering, terrorism financing, tax avoidance, tax fraud or tax evasion.

#### Article 5: Conflict of interests

5.1 The Organisation shall refrain, in accordance with its Regulations and Rules, from any action which may give rise to a conflict of interests.

5.2 A conflict of interest shall be deemed to arise where the impartial and objective exercise of the functions of any person implementing the Agreement is compromised.

#### Article 7: Data Protection

The Organisation shall ensure an appropriate protection of personal data in accordance with its applicable Rules and Procedures. Personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to the data subject;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; and
- processed in a manner that ensures appropriate security of the personal data.

#### Article 8: Communication and visibility

8.1 The Organisation shall implement the Communication and Visibility Plan detailed in Annex VI.

8.2 Unless the European Commission requests or agrees otherwise, the Organisation shall take all appropriate measures to publicise the fact that the Action has received funding from the EU. Information given to the press and to the Final Beneficiaries, as well as all related publicity material, official notices, reports and publications shall acknowledge that the Action was carried out "with funding by the European Union" and shall display the EU logo (twelve yellow stars on a blue background) in an appropriate way. Publications by the Organisation pertaining to the Action, in whatever form and whatever medium, including the internet, shall carry the following disclaimer: "This document was produced with the financial assistance of the European Union. The views expressed herein can in no way be taken to reflect the official opinion of the European Union." Such measures shall be carried out in accordance with the Communication and Visibility Requirements for EU External Action<sup>2</sup> published by the European Commission, or with any other guidelines agreed between the European Commission and the Organisation.

8.3 If, during the implementation of the Action, equipment, vehicles or major supplies are purchased using the EU Contribution, the Organisation shall display appropriate acknowledgement on such vehicles, equipment or major supplies, including the display of the EU logo (twelve yellow stars on a blue background). Where such display could jeopardise the Organisation's privileges and

immunities or the safety of the Organisation's staff or of the Final Beneficiaries, the Organisation shall propose appropriate alternative arrangements. The acknowledgement and the EU logo shall be of such a size and prominence as to be clearly visible in a manner that shall not create any confusion regarding the identification of the Action as an activity of the Organisation, nor the ownership of the equipment, vehicles or major supplies by the Organisation.

8.4 If, pursuant to Article 9.5, the equipment, vehicles or remaining major supplies purchased with the EU Contribution have not been transferred to the local authorities, local Grant Beneficiaries or Final Beneficiaries when submitting the final report, the visibility requirements as regards this equipment, vehicles or major supplies (in particular display of the EU logo) shall continue to apply between submission of the final report and the end of the overall action, if the latter is longer. Where the Organisation retains ownership in accordance with Article 9.6, the visibility requirements shall continue to apply as long as the relevant equipment, vehicles or remaining major supplies are used by the Organisation.

8.5 Unless otherwise provided in the Special Conditions, if disclosure risks threatening the Organisation's safety or harming its interests, the European Commission and the Contracting Authority (if other than the European Commission) may publish in any form and medium, including on its internet sites, the name and address of the Organisation, the purpose and amount of the EU Contribution.

8.6 The Organisation shall ensure that reports, publications, press releases and updates relevant to the Action are communicated to the addresses stated in the Special Conditions upon their issuance.

8.7 The Parties will consult immediately and endeavour to remedy any detected shortcomings in implementing the visibility requirements set out in this Article. This is without prejudice to measures the Contracting Authority may take in case of substantial breach of an obligation.

## **Article 16: Accounts and archiving**

### **Accounting**

16.1 The Organisation shall keep accurate and regular records and accounts of the implementation of the Action. The accounting Regulations and Rules of the Organisation shall apply to the extent that they ensure accurate, complete, reliable and timely information. Financial transactions and financial statements shall be subject to the internal and external auditing procedures laid down in the Regulations and Rules of the Organisation.

### **Archiving**

16.2 For a period of five (5) years from the End Date and in any case until any on-going audit, verification, appeal, litigation or pursuit of claim or investigation by the European Anti-Fraud Office (OLAF), if notified to the Organisation, has been disposed of, the Organisation shall keep and make available according to Article 17 all relevant financial information (originals or copies) related to the Agreement and to any Procurement Contracts and Grant agreements financed by the EU Contribution.

## **Article 17: Access and financial checks**

17.1 The Organisation shall allow the European Commission, or any authorised representatives, to conduct desk reviews and on-the-spot checks on the use made of the EU Contribution on the basis of supporting accounting documents and any other document related to the financing of the Action.

17.2 The Organisation agrees that OLAF may carry out investigations, including on-the-spot checks and inspections, in accordance with the provisions laid down by EU law for the protection of the financial interests of the EU against fraud, corruption and any other illegal activity.

17.3 The Organisation agrees that the execution of this Agreement may be subject to scrutiny by the Court of Auditors when the Court of Auditors audits the European Commission's implementation of

EU expenditure. In such case the Organisation shall provide to the Court of Auditors access to the information that is required for the Court to perform its duties.

17.4 To that end, the Organisation undertakes to provide officials of the European Commission, OLAF and the European Court of Auditors and their authorised agents, upon request, information and access to any documents and computerised data concerning the technical and financial management of operations financed under the Agreement, as well as grant them access to sites and premises at which such operations are carried out. The Organisation shall take all necessary measures to facilitate these checks in accordance with its Regulations and Rules. The documents and computerised data may include information that the Organisation considers confidential in accordance with its own established Regulations and Rules or as governed by contractual agreement. Such information once provided to the European Commission, OLAF, the European Court of Auditors, or any other authorised representatives, shall be treated in accordance with EU confidentiality rules and legislation and Article 6. Documents must be accessible and filed in a manner permitting checks, the Organisation being bound to inform the European Commission, OLAF or the European Court of Auditors of the exact location at which they are kept. Where appropriate, the Parties may agree to send copies of such documents for a desk review.

17.5 Where applicable, the desk reviews, investigations, on-the-spot checks and inspections referred to in Article 17.1 to 17.4 shall refer to a verification that shall be performed in accordance with the verification clauses agreed between the Organisation and the European Commission. This is without prejudice to any cooperation arrangement between OLAF and the Organisation's anti-fraud bodies.

17.6 The European Commission shall inform the Organisation of the planned on-the-spot missions by agents appointed by the European Commission in due time in order to ensure adequate procedural matters are agreed upon in advance.

17.7 Failure to comply with the obligations set forth in Article 17 constitutes a case of breach of a substantial obligation under this Agreement.





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## EU-UNDP PROJECT CONSOLIDATING PARLIAMENTARY DEMOCRACY IN GEORGIA

### Communication and Visibility Plan

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#### Introduction

Building on the success of the previous EU-UNDP parliamentary support project, the new initiative focuses on consolidating parliamentary democracy in Georgia in line with the institutional needs of the Parliament of Georgia and its expanded role vis-à-vis the Government. A smaller component of the project is devoted to extending a strategic approach of development and learning to the Supreme Council of Ajara Autonomous Republic (AR). Support provided to the Supreme Council of Ajara AR (SCA) will leverage on the development work conducted with the Parliament of Georgia. Tools and capacity building activities will be shared between the two beneficiary institutions.

The overall objective of the proposed project is to contribute to the **improved democratic governance in Georgia through strengthened performance of the Parliament of Georgia and institutional effectiveness of the Supreme Council of Ajara AR (SCA).**

This will be achieved through supporting specific strategically important reforms in the Parliament aimed at applying new legislative and oversight mechanisms into practice, ensuring sustainable institutional development and national ownership. Support to the SCA will focus on introducing strategic institutional planning and open governance principles.

#### **The project has six outputs:**

1. Evidence-based policy and law-making processes strengthened in the Parliament;
2. Parliament's capacities for the Government oversight increased;
3. Enhanced public engagement in parliamentary processes through promotion of participatory democracy and open governance principles;
4. Improved institutional effectiveness and efficiency through strategic planning and capacity development initiatives;
5. Improved institutional framework and strategic planning at the SCA;
6. Framework for implementing open governance reforms introduced in the SCA.

The project will be implemented in close cooperation with its main partners/beneficiaries – Parliament of Georgia and the SCA. Other stakeholders, such as civil society, academia, youth and other interest groups, will be involved during the project implementation. The project will also align with other donors and international organizations involved in the parliamentary development field,

including other EU-funded programs and the parliamentary projects run by the USAID, NDI, GIZ and other.

**The Communications & Visibility Plan proposes a set of activities that will contribute to the implementation of the EU-UNDP project ensuring effective public outreach, strategic communication and visibility of the project actors, beneficiaries/partners and donors.**

## **Objectives**

### **1. Overall Communication Objectives**

The purpose of this Communications and Visibility Plan is to contribute to the effective implementation of the EU-UNDP project "Strengthening Parliamentary Democracy in Georgia" by achieving the following objectives:

1. Communicate on the project goals, objectives, outputs and results to the relevant partners and stakeholders interested in the project implementation and/or seeking to facilitate synergies.
2. Communicate on the project goals, objectives, outputs and results to the public to promote and support the project activities and increase awareness about the positive developments in the field, their impact on strengthening democratic governance in Georgia, and direct benefits for the citizens that derive from the improved transparency and accountability of the Parliament and greater citizen engagement in legislative processes.

Promote the EU and UNDP values, such as rule of law, transparency, openness, gender equality, inclusiveness, engagement.

3. Acknowledge and emphasize the EU's role in supporting parliamentary democracy and in strengthening democratic institutions in Georgia. Communicate successful cooperation between the EU and UNDP.

The above will be achieved in strategic coordination with the Press and Information Team of the EU Delegation to Georgia and their relevant contractors.

This plan is in line with the Joint Visibility Guidelines for EC-UN Actions in the Field (2014) and the specific visibility standards as spelled out in page 11 of this plan. This plan is furthermore in line with the Supplementary Guidelines for Communication and Visibility of the Delegation of the European Union to Georgia.

### **2. Target Groups**

#### **Target group 1:**

- Parliament of Georgia – Members and Staff, parliamentary committees, departments and secretariats directly engaged in project planning and implementation.
- SCA – Members and Staff directly engaged in project planning and implementation.

#### **Target group 2:**

- Government of Georgia and independent state institutions collaborating with the Parliament.

- Civil society organizations, academia, youth and different interest groups throughout the country cooperating with the Parliament and/or seeking to engage in legislative processes and parliamentary activities in general.
- Civil society organizations in Ajara cooperating and/or seeking to engage in the SCA activities.
- Donors and international organizations engaged in the field of parliamentary development and/or supporting the SCA.

#### **Target group 3:**

- Population of Georgia.
- Multipliers – the mainstream and social media in Georgia with the focus on political processes.

#### **Target group 4:**

- The European Union and its institutions, particularly the European Parliament; the parliaments and other state institutions of EU member states which cooperate with the Parliament of Georgia and are interested in the development processes in Georgia.
- Population of the EU Member States seeking to find out about the EU activities in the neighbourhood countries.

### **3. Specific Objectives**

#### **Specific objectives for the Target Group 1:**

- Raise awareness about the project, its goals and objectives during the project inception period. Facilitate active engagement of the target group at the project planning and implementation stages.
- Position parliamentary strengthening as the key to establishing a fully-fledged parliamentary republic in Georgia and a cornerstone of democratic transformation. Highlight the importance of a strong, open and accountable parliament as one of the preconditions for the EU integration.
- Underline the role of regional legislature in securing open and democratic governance processes at the local level.
- Communicate the achieved results throughout the project cycle.
- Communicate the prominent role of the European Union in promoting parliamentary development in Georgia. Highlight competitive advantages related to the EU and UNDP interventions.

#### **Specific objectives for the Target Group 2:**

- Raise awareness about the project, its goals and objectives throughout the project implementation.



- Position the parliamentary development as a cornerstone of democratic transformation of Georgia and a critical precondition for the EU integration. Underline the role of the Parliament in building strong democratic institutions.
- Equally, underline the role of the SCA in promoting democratic processes and contributing to greater public engagement in decision-making processes in Ajara.
- Highlight a critical role of the target group in contributing to parliamentary strengthening and participatory democracy in Georgia. Facilitate active engagement in the project activities, including as communications agents.
- Communicate the achieved results throughout the project cycle.
- Communicate a prominent role of the European Union in promoting parliamentary development in Georgia. Highlight competitive advantages and benefits related to the EU and UNDP interventions.

#### **Specific objectives for the Target Group 3:**

- Raise awareness about the project, its goals and objectives throughout the project implementation. Facilitate engagement of the target group in relevant project activities.
- Position the parliamentary strengthening as key to establishing a fully-fledged parliamentary republic in Georgia and as a cornerstone of democratic transformation. Highlight the importance of a strong and open parliament as one of the preconditions for EU integration.
- Communicate the project results focusing on its social impact and the benefits for people.
- Communicate a prominent role of the European Union and UNDP in promoting parliamentary development in Georgia and bringing citizens closer to the political process and decision-making.

#### **Specific objectives for the Target Group 4:**

- Communicate a prominent role of the European Union and UNDP in promoting parliamentary development in Georgia and bringing citizens closer to the political process and decision-making.
- Highlight the importance of the European experience and practices in building a fully-fledged parliamentary republic in Georgia. Facilitate the engagement of the European partners in the selected project activities.

### **Communication Activities**

#### **1. Communication Tools**

The communications and visibility activities undertaken under the project will be designed for the specific target audiences described above, covering all consecutive stages of the project cycle.

All activities will be agreed with and approved by the EU Delegation to Georgia.

In agreement with the EU Delegation to Georgia, some specific activities will be highlighted by EU Delegation communication contractors.

Coordination with the EU Delegation to Georgia will be implemented through regular information-sharing, reporting, consultations and discussions.

The following main tools will be applied at different stages of the project cycle:

1. **High-profile public events** to draw public attention to some specific highlights and results of the project implementation. This includes the project kick-off and summary events to showcase the results and achievements, international conferences and workshops.
2. **Regular public events** to support the daily implementation of the project and ensure regular public outreach. This includes the low and medium-profile public events, presentations, civil society workshops and public discussions.
3. **Public campaigns** to communicate the project to the wider public. Public campaigns will target the wide circles of the Georgian society to raise awareness on the citizen engagement tools and promote greater public participation in legislative processes.
4. **Websites** (EU and UNDP corporate websites in Georgia) to provide regular updates about the project implementation. In addition, the information will be pitched to the websites of both beneficiary institutions – the Parliament of Georgia and the Supreme Council of Ajara Autonomous Republic.
5. **Social media** (EU and UNDP corporate social media channels in Georgia) to provide regular updates about the project activities, reach out to wider audiences beyond the target groups and facilitate the engagement of stakeholders and the public. In addition, the information will be pitched to the relevant social media channels of both beneficiary institutions the Parliament of Georgia and the Supreme Council of Ajara Autonomous Republic.
6. **Media** (mainstream media in Georgia and EU) to keep the project on the media radar and ensure its regular and accurate coverage.
7. **Multimedia content** (videos, photos, blogs, success stories) for the media pitches in Georgia and EU, as well as for enhancing the impact of websites and social media.
8. **Distinguished visual identity** (banners, rollups, press kit headers, social media covers, signs, stationary, publications) to enhance the EU and UNDP positioning in the field of parliamentary development.

## 2. Communication Plan

#	Activity	Time	Message	Target Group	Communication Tools Used	Expected Impact
1	Development of visual identity – banners, rollups, press kit headers, signs, branded stationary	First three months of the project cycle for the initial package. Continues throughout the project cycle.	<ol style="list-style-type: none"> <li>1. Strong and open parliament is key to establishing a fully-fledged parliamentary republic in Georgia.</li> <li>2. Strong and open parliament is a precondition to Georgia's European integration.</li> <li>3. Strong and effective regional legislature promotes open and democratic governance at the local level.</li> <li>4. EU and UNDP support parliamentary development in Georgia and assist in building democratic institutions.</li> </ol>	All target groups	8 - distinguished visual identity	<p>The activity contributes to the achievement of the project's overall communication and visibility objectives.</p> <p>The activity ensures strong positioning of the EU and UNDP as development partners in parliamentary strengthening in Georgia.</p>
2	Arrangement of the project kick-off and summary events	<p>Kick-off event - during first six months of the project cycle</p> <p>Summary event – during the final month of the project cycle.</p>	<ol style="list-style-type: none"> <li>1. Parliamentary strengthening is the key to establishing a fully-fledged parliamentary republic in Georgia.</li> <li>2. Strong, open and accountable parliament is a precondition to Georgia's European integration.</li> <li>3. Strong, open and effective regional legislature promotes democratic governance at the local level.</li> <li>4. EU and UNDP support parliamentary development in Georgia and assist in building democratic institutions.</li> </ol>	All target groups	<ol style="list-style-type: none"> <li>1 - high-profile public events</li> <li>4 - websites</li> <li>5 - social media</li> <li>6 - media</li> <li>7 - multimedia content</li> </ol>	<p>The activity contributes to the achievement of the project's overall communication and visibility objectives.</p> <p>Launch - the activity ensures the effective kick-off of the project and active engagement of partners and stakeholders.</p> <p>Summary - the activity ensures effective communication of the project results and achievements to all partners and stakeholders.</p>
3	Development, kick-off and promotion of strategic documents and knowledge products	Throughout the project cycle and as per the	<ol style="list-style-type: none"> <li>1. Parliamentary strengthening is the key to establishing a fully-</li> </ol>	1, 2, 3	<ol style="list-style-type: none"> <li>2 - regular public events</li> <li>4 - websites</li> </ol>	The activity contributes to the achievement of the project's overall communication and visibility objectives.



#	Activity	Time	Message	Target Group	Communication Tools Used	Expected Impact
	produced with the EU and UNDP assistance throughout the project cycle – concept papers, strategies and action plans, reports	project workplan.	<p>fledged parliamentary republic in Georgia.</p> <p>2. Strong, open and accountable parliament is a precondition for Georgia's European integration.</p> <p>3. Parliamentary engagement with civil society and the public contributes to establishing participatory democracy in Georgia.</p> <p>4. Strong, open and effective regional legislature promotes democratic governance at the local level.</p> <p>5. EU and UNDP support parliamentary development in Georgia and assist in building democratic institutions.</p>		<p>5 – social media</p> <p>6 – media</p> <p>7 – multimedia content</p>	The activity draws attention of partners, stakeholders and the wider public to the specific project outputs, ensures regular and accurate coverage of its activities, and contributes to the EU and UNDP positioning in the field of parliamentary development.
4	Arrangement of high-level conferences and workshops	Throughout the project cycle and as per the project workplan	<p>1. Parliamentary strengthening is the key to establishing a fully-fledged parliamentary republic in Georgia.</p> <p>2. Strong, open and accountable parliament is a precondition for Georgia's European integration.</p> <p>3. Parliamentary engagement with civil society and the public contributes to establishing participatory democracy in Georgia.</p> <p>4. EU and UNDP support parliamentary development in Georgia and assist in building democratic institutions.</p>	All target groups	<p>1 – high-profile public events</p> <p>4 – websites</p> <p>5 – social media</p> <p>6 – media</p> <p>7 – multimedia content</p>	<p>The activity contributes to the achievement of the project's overall communication and visibility objectives.</p> <p>The activity targets partners and stakeholders in Georgia, as well as in the EU countries. It contributes to the wider positioning of the EU and UNDP as the lead development partners in parliamentary strengthening in Georgia.</p>

#	Activity	Time	Message	Target Group	Communication Tools Used	Expected Impact
5	Print and audio-visual informational products	Throughout the project cycle and as per the project workplan	<p>1. Parliamentary strengthening is the key to establishing a fully-fledged parliamentary republic in Georgia.</p> <p>2. Parliamentary engagement with civil society and the public contributes to establishing participatory democracy in Georgia.</p> <p>3. EU and UNDP support parliamentary development in Georgia and assist in building democratic institutions.</p>	1, 2, 3	<p>2 – regular public events</p> <p>4 – websites</p> <p>5 – social media</p> <p>6 – media</p> <p>7 – multimedia content</p>	<p>The activity contributes to the achievement of the project's overall communication and visibility objectives.</p> <p>The activity showcases some of the key achievements of the projects, spreads the message across the target audiences and positions EU and UNDP as the expertise and innovation holders in the field of parliamentary development.</p>
6	Public awareness campaigns	Throughout the project cycle and as per the project workplan	<p>1. Parliamentary strengthening is the key to establishing a fully-fledged parliamentary republic in Georgia.</p> <p>2. Strong, open and accountable parliament is a precondition for Georgia's European integration.</p> <p>3. Parliamentary engagement with civil society and the public contributes to establishing participatory democracy in Georgia.</p> <p>4. Strong, open and effective regional legislature promotes democratic governance at the local level.</p> <p>5. EU and UNDP support parliamentary development in Georgia and assist in building democratic institutions.</p>	1, 2, 3	<p>2 – regular public events</p> <p>3 – public campaigns</p> <p>4 – websites</p> <p>5 – social media</p> <p>6 – media</p> <p>7 – multimedia content</p>	<p>The activity contributes to the achievement of the project's overall communication and visibility objectives.</p> <p>The activity draws attention of a wider public to some of the project outputs; it raises awareness and encourages engagement of citizens in the political and decision-making processes. It also draws attention of the beneficiary institutions to the importance of public engagement in legislative processes.</p> <p>The activity positions EU and UNDP as strong supporters of participatory democracy in Georgia.</p>



## Indicators of Achievement

#	Activity	Indicator(s)	How will the indicator be measured?
1	Development of visual identity –banners, rollups, press kit headers, signs, branded stationary, branded parliamentary calendars, other promotional products	<ul style="list-style-type: none"> <li>At least 1500 units of visibility items produced and distributed throughout the project cycle, fully capturing the EU visibility and contributing to the visual identity of the project.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from the donor.</li> <li>Feedback from the beneficiary institutions and project stakeholders.</li> </ul>
2	Arrangement of the project kick-off and summary events	<ul style="list-style-type: none"> <li>Two events in Tbilisi (kick-off and summary).</li> <li>High-level representation.</li> <li>Wide outreach in the traditional and social media – at least 10 mainstream and social media hits.</li> <li>Multimedia content – success stories, blogs, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Level of representation from the beneficiary institutions and other stakeholders (civil society, international community).</li> <li>Attendance record.</li> <li>Statistics and quality of the media coverage.</li> <li>Social media statistics (hits, likes, shares, views).</li> </ul>
3	Development, launch and promotion of the strategic documents and knowledge products produced with the EU and UNDP assistance	<ul style="list-style-type: none"> <li>At least 15 public events arranged throughout the project cycle.</li> <li>Wide outreach in the traditional and social media– at least 8 mainstream and social media hits per event.</li> <li>Multimedia content – success stories, blogs, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Level of representation from the beneficiary institutions and other stakeholders (civil society, international community).</li> <li>Attendance record.</li> <li>Statistics and quality of the media coverage.</li> <li>Social media statistics (hits, likes, shares, views).</li> <li>Feedback from the donor, beneficiaries, partners.</li> </ul>
4	High-level conferences and workshops	<ul style="list-style-type: none"> <li>At least 2 high-level conferences and workshops throughout the project cycle.</li> <li>Wide outreach in the traditional and social media– at least 8 mainstream and social media hits per event.</li> </ul>	<ul style="list-style-type: none"> <li>Level of representation from the beneficiary institutions, other stakeholders (civil society, donors, international organizations) and partners from EU institutions and/or member states.</li> <li>Attendance record.</li> <li>Statistics and quality of the media coverage.</li> </ul>



#	Activity	Indicator(s)	How will the indicator be measured?
		<ul style="list-style-type: none"> <li>• Multimedia content – success stories, blogs, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Social media statistics (hits, likes, shares, views).</li> <li>• Feedback from the donor, beneficiaries, partners.</li> </ul>
5	Print and audio-visual informational products	<ul style="list-style-type: none"> <li>• At least 5 publications and 4 videos produced with the focus on new legislative, oversight and citizen engagement tools available as a result of the Parliament's Rules of Procedure and legislative openness reforms.</li> <li>• Wide outreach in the traditional and social media – at least 1 pitch per story to the mainstream and social media.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from the beneficiaries, partners, donor.</li> <li>• Statistics on the usage of the e-products (google analytics or similar).</li> <li>• Number of trainings and trainees where the products have been used.</li> </ul>
6	Public awareness campaigns	<ul style="list-style-type: none"> <li>• At least 2 public awareness campaigns arranged with the focus on the new and innovative citizen-engagement tools available as a result of the Parliament's Rules of Procedure and legislative openness reforms.</li> <li>• Each of the campaigns target different groups of society both in Tbilisi and regions, including local population, ethnic minorities, youth, women, etc.</li> <li>• At least two media events organized with at least 30 journalists from 10 media outlets take part</li> <li>• Wide outreach in the traditional and social media ensured – at least 10 mainstream and social media hits follow each of the media tours.</li> <li>• Multimedia content created – success stories, blogs, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of participants in different events of the campaigns.</li> <li>• Feedback from campaign participants, beneficiary institutions, donor.</li> <li>• Qualitative and quantitative changes in media reporting on parliamentary reform, citizen engagement tools.</li> <li>• Intensive and qualified coverage of the project activities.</li> </ul>

## Visibility Standards

- The **EU logo usage** shall be strictly in line with the Guidelines for EU Visibility in Georgia. This applies to all visibility materials and items, as well as to branding of the events and public occasions. The EU logo usage shall be coordinated and agreed with the EU Delegation on every occasion.

The following formats of the EU logo shall be applied to visibility and branding items depending on their design specifications:



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- Press kits in English and Georgian – **media advisories and/or press releases** – will be prepared for every milestone event of the project and submitted to the EU Delegation for approval, including on the quotes by EU representatives.
- All important events and activities will be photo documented and **photos** will be shared with the EU Delegation at least a day after the event.
- A respective EU project manager will be informed about the upcoming **project events** at least one week in advance to seek and confirm EU speakers.
- All communication materials, including press kits, photos and visual items, will be submitted to the EU Delegation through the online tool **Krebuli** (<https://krebuli.eu>).
- A comprehensive **project profile** will be created at the public website of UNDP Georgia ([www.ge.undp.org](http://www.ge.undp.org)). All important project updates will be posted to the UNDP **website and social media** (Facebook, Instagram, Twitter).
- All **public communication** (press releases and media advisories, emails, invitations, announcements) will clearly state that the project is EU-funded.
- The above rules will apply to both UNDP and the responsible parties of the project.

## **Resources**

### **1. Human Resources**

The communications and visibility activities will be implemented by the project staff with the substantial support and guidance of the UNDP Communications Team and with the direct assistance of the UNDP Communications Analyst. Close cooperation will be ensured with the Press and Information Team of the EU Delegation.

At the time of public events and campaigns, the project will serve as a liaison between the communications teams of the EU Delegation to Georgia/UNDP Georgia and the Public Relations and Information Department of the Parliament of Georgia.

External expertise will be hired for some specific activities, such as the production of high-quality visibility items and arrangement of public awareness campaigns.

### **2. Financial Resources**

The total visibility budget is **EUR 113,573** which constitutes 6.8% of the total project budget.

#	Communication Activity	Amount (EUR)
1	Development of visual identity	5,000.00
2	Arrangement of the project kick-off and summary events	3,500.00
3	Development, launch and promotion of the strategic documents and knowledge products	34,673.00
4	Organization of high-level conferences and workshops	15,000.00
5	Print and audio-visual informational products	30,400.00
6	Public awareness campaigns	25,000.00

**TOTAL**

**PERCENTAGE OF PROJECT BUDGET**

**EUR 113,573**

**6.8%**

## **Reporting**

Apart from the standard annual and final reporting, all visibility-related activities and outputs will be duly reflected in the <https://krebuli.eu/> database..