

## Government of Papua New Guinea

### United Nations Development Programme



### Preparatory Assistance Project

## Project on Support to National Parliament

#### **Brief Description:**

This twelve-month Preparatory Assistance (PA) project aims to develop a full-fledged project document on strengthening institutional capacity of the Parliamentary Services.

The PA will build on the recommendations highlighted in the 2003 PNG Legislative Needs Assessment (LNA) Report. It is understood that the Parliamentary Services plays an important role in improving the Parliament's overall performance in its key roles of representation, legislation and supervisory. All the MPs, the Speaker and the Clerk depend upon the existing Divisions and Departments of Parliamentary Services in receiving technical, administrative and logistic supports.

Given the complex and sensitive issues to be addressed, the PA project will focus on achieving two outputs: (i) A full-fledged project document that will be agreed upon by all parties concerned and securing sufficient funding for its implementation; and (ii) Attending pressing needs of Parliamentary Services in the areas of capacity building, including in-house knowledge development.

In consultation with a wide range of stakeholders, the PA project has been developed by the UNDP PNG Governance Facility, established under the broader UNDP-AusAID Regional Partnership Framework. The required funding for the PA project has been made available by AusAID through the Governance Facility, and UNDP. It is envisaged that, during project implementation, partnership will be built with the national as well as regional stakeholders. Support from the UNDP regional governance project (GovPac), as well as other opportunities will be sought.

## **Section I:**

### **Part I. Situation analysis and Implementation Strategy:**

#### *(a) Situation Analysis:*

In the year 2002, at the request of the Papua New Guinea Speaker of Parliament, UNDP facilitated a Legislative Needs Assessment (LNA). The LNA highlighted forty recommendations for improving the performance of Parliament and its processes. The recommendations focus on, amongst others, improving the institutional capacity of the Parliamentary Services, the training for MPs on their roles and responsibilities, and the enhanced dissemination of information to the public. All of these activities lend themselves to promoting the achievement of the Millennium Development Goals (MDGs), and would be an effective follow-on to the MDG reporting and advocacy process currently underway.

Furthermore, the UNDP PNG based Governance Facility, in collaboration with the regional Capacity Building Advisor, undertook a governance related needs assessment study in May 2004. The assessment identifies the parliamentary support area as a niche for UNDP intervention considering its comparative advantage of neutrality and global experience. After the in-depth consultations with the Office of the Clerk of Parliament and other stakeholders, it was agreed that the Preparatory Assistance (PA) project would focus on the development of a full-fledged project document on supporting institutional capacity building of Parliamentary Services. It is understood that the Parliamentary Services plays an important role in improving the Parliament's overall performance in its key roles of representation, legislation and supervisory. All the MPs, the Speaker and the Clerk depend upon the existing Divisions and Departments of Parliamentary Services in receiving technical, administrative and logistic supports. In addition, the PA project will also address the pressing needs in enhancing institutional capacity of Parliamentary Services.

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#### *(b) Implementation Strategy:*

The Preparatory Assistance project has been designed to deliver two specific outputs. These are a full-fledged project document for the capacity building of Parliamentary Services, and secondly, a cluster of specific pressing needs addressed that will contribute to capacity enhancement of the Parliamentary services.

To achieve the above outputs, a series of workshops, meetings and reviews will be held with the major stakeholders including key officials from the Parliamentary Services, with an objective of assessing the organizational and service delivery effectiveness of the Parliamentary Services. This will include a review of the Parliamentary Services, i.e. its organizational structure, its service delivery mechanism and processes. A set of recommendations for capacity strengthening, both in terms of institution and personnel, will be the result of this exercise. These recommendations will underpin the basis for the full fledged project document.

In addition to this, the project will undertake several capacity building activities to attend the pressing needs of Parliamentary Services. The capacities of the officials of the Parliamentary Services will be improved by building upon the experiences of other countries and the lessons learned from the past experiences. In this respect, the project will establish contacts with the relevant Parliaments, parliamentary support associations and programmes in the region. The officials, who would benefit

from the capacity building initiatives, would be able to share their knowledge and skills amongst other officials of Parliamentary Services.

The PA project will make sure that the activities will focus on (i) developing national capacities; (ii) enhancing national ownership; (iii) advocating and fostering an enabling policy environment; (iv) promoting gender equity; and (v) forging partnerships for results. On the other hand, the project will also take into account of the wealth of UNDP's global experience in the field of parliamentary development. The PA project, being directly executed by UNDP, is expected to have a speedy delivery within one year.

## **Part II. Management arrangements**

### ***Execution Modality:***

UNDP shall employ its Direct Execution Modality (DEX) to execute the project. The project shall be implemented in close cooperation with the Parliamentary Services where the focal point for contact regarding the project shall be the Clerk to Parliament.

The project will be managed under the guidance of a Project Steering Committee (PSC), which would be chaired by the Clerk of Parliament and will meet at least four times during the project implementation period. The PSC would be represented by:

- Clerk to Parliament - Chairperson;
- Representative of DNPRD - Member;
- UNDP - Member;
- AusAID - Member
- Chief Technical Advisor (CTA) – Secretary-cum-*Ex-Officio*

For smooth implementation, a Project Implementation Unit (PIU), comprising of the CTA (1), National Advisor (1), Administrative Assistant (1) and driver (1), will be established within the Parliamentary Services. The Parliamentary Services will provide necessary support, such as making available office space with the required furniture to the project. In addition, the Parliamentary Services will work closely with the PIU, to facilitate the smooth and effective implementation of the project.

The CTA, under the overall guidance of the PSC and direct supervision of the UNDP Resident Representative, will take responsibility of the smooth management and implementation of project, following the UNDP DEX modality implementation procedures. In this regard, the CTA will work closely with the UNDP CO in management and implementation of the project.

## **Part III. Monitoring and Evaluation**

Monitoring and evaluation of the project are, primarily, the responsibility of the UNDP Country Office.

The project is subject to all conditions of project implementation under the DEX modality. A Tripartite Review (TPR) will be held in the last quarter of the project implementation year. The CTA will prepare a descriptive project report, the latest financial report, and a draft full-fledged project document for the PSC for deliberation and endorsement; and these shall be circulated to all major stakeholders for comments. The TPR meeting will review and deliberate on the progress of the PA project and in particular focusing on the draft full-fledged project document. The TPR will also be considered as the Local Project Appraisal Committee (LPAC) meeting for the draft full-fledged project document. Minutes of the deliberations and decisions, including the signing of the full fledged project document if realised, shall be prepared by the CTA and circulated three weeks after the TPR.

The CTA will develop a full-fledged project document together with resource mobilisation strategy for the future intervention, in close consultation with the sub-regional based Governance Advisor.

#### **Part IV. Legal Context**

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of the Papua New Guinea and the United Nations Development Programme, signed by the parties on 4 April 1986. The host country-implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided that he is assured that the Government has no objections to the proposed changes:

- a) Revisions in, or addition of, any of the annexes of the project document;
- b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project but are caused by the re-arrangement of inputs already agreed to or by cost increases due to inflation; and
- c) Mandatory annual revisions, which rephrase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

Section II: Project Results and Resources Framework

<b>Intended Outcome as stated in the Country Results Framework:</b> Government capacity built to ensure more accountable and efficient policies and strategies, implemented for the allocation and use of resources in priority areas of national poverty strategy		
<b>Outcome indicator as stated in the Country Programme Results and Resources Framework, including baseline and target:</b> (i) Budget documents indicate priority funding for key social service sectors; (ii) Strengthened compliance reported by Constitutional compliance bodies; (iii) Infrastructure budgets reduce impediments to service delivery; and (iv) Provincial and local level budgets indicate effective delivery and use of National Budget allocations to improved delivery of social services		
<b>Applicable MYFF Service Line:</b> Parliamentary Development: Parliament functions in a way that realizes the representative duties of elected members		
<b>Partnership Strategy:</b> The project, in partnership with a wide range of national and regional stakeholders will follow a participatory approach to undertake activities towards achieving the outputs.		
<b>Project title and ID:</b> Preparatory Assistance Project on Support to National Parliament		
<b>Intended Outputs</b>	<b>Indicative Activities</b>	<b>Indicators</b>
<i>1. A full-fledged project document developed and agreed upon by all parties concerned, and sufficient funds secured for implementation</i>	<p>1.1. Review of the existing Parliamentary Services, taken into account the findings of the 2003 PNG LNA Report through a participatory process (review of institutional capacity, including staffing, administration and management processes)</p> <p>1.2. Develop a set of recommendations on improving Parliamentary Services</p> <p>1.3. Develop a full-fledged project document on capacity building of Parliamentary Services, for full-scale intervention</p> <p>1.4. Mobilize resources for the implementation of project, and secure commitments</p>	<p>1. A comprehensive review report</p> <p>2. A set of recommendations on Parliamentary Services Capacity Strengthening.</p> <p>3. A finalized project document for large scale intervention</p> <p>5. Adequate resources mobilized for the implementation of a full fledged project.</p>
<i>2. Pressing needs of Parliamentary Services in the areas of capacity building attended, including in-house knowledge and skills development</i>	2.1. Undertake capacity building activities, built upon the experiences of other countries and the lesson learned, for the officials of Parliamentary Services	<p>1. Number of activities undertaken;</p> <p>2. Number and type of officials and stakeholders participated in the capacity building initiatives;</p> <p>3. Improved skills and knowledge of beneficiaries and clear improvement in performance.</p>

**Section III. PROJECT INPUTS AND TENTATIVE BUDGET****Project ID:****Preparatory Assistance Project on Support to National Parliament****Period:** 01/12/04 – 31/12/04

ACTIVITY DESCRIPTION	INPUTS DESCRIPTION	BUDGET AMOUNT (US \$)	SOURCE OF FUNDS
Develop a full-fledged project document	Equipment: (1 car, 6 desk tops, 2 lap tops, 2 network printers, 4 normal printers, 1 photocopier, 1 multimedia projector, and 3 hand-set radios)	45,000	AusAID
<b>Period Total</b>		<b>45,000</b>	AusAID

**Project ID:****Period:** 01/01/2005 – 31/12/2005

ACTIVITY DESCRIPTION	INPUTS DESCRIPTION	BUDGET AMOUNT (US \$)	SOURCE OF FUNDS
Develop a full-fledged project document	<u>International Consultants:</u> 1. Chief Technical Advisor (CTA): (12 months) 2. Short-term Consultancy: (3 months)	150,000 45,000	UNDP AusAID
	<b>Sub-total:</b>	<b>195,000</b>	
	<u>Local Consultants:</u> 1. National Advisor (NA): (12 months) 2. Short-term Consultancy: (6 months)	30,000 25,000	AusAID AusAID
	<b>Sub-total:</b>	<b>55,000</b>	
	<u>Contractual Service – Individual:</u> 1. Administrative Assistant: (12 months) 2. Driver: (12 months)	12,000 4,500	AusAID AusAID
	<b>Sub-total:</b>	<b>16,500</b>	
	Rental and Maintenance of Other Equipment:	<b>10,000</b>	AusAID
	<u>Miscellaneous Expenses:</u> 1. Workshops (three): 2. Miscellaneous:	20,000 5,000	AusAID AusAID
	<b>Sub-total:</b>	<b>25,000</b>	
Undertake capacity building/ training activities	<u>Miscellaneous Expenses:</u> Training, workshops, seminars, and inter-country knowledge and skills exchange programmes	<b>70,000</b>	AusAID
	F and A (General Management Services):	<b>15,990</b>	AusAID
<b>Period Total:</b>		<b>387,490</b>	
<b>GRAND TOTAL:</b>		<b>432,490</b>	AusAID (\$282,490)

**Government's In-kind Contributions:**

Area of In-kind Contribution	Institution	US \$
Rental of a full furnished Room/ office space with utilities for 12 months, Rental US \$ 1,000/ month x 12	Parliamentary Services	12,000
Technical assistance by the Parliamentary Support Division/ Specialists, when required.	Parliamentary Services	12,000
<b>TOTAL:</b>		<b>24,000</b>

## SIGNATURE PAGE

**Country:** Papua New Guinea

**UNDAF Outcome(s)/Indicator(s):** 1.1. Government capacity built to ensure more accountable and efficient policies and strategies, implemented for the allocation and use of resources in priority areas of national poverty strategy. *Indicators: (i) Budget documents indicate priority funding for key social service sectors; (ii) Strengthened compliance reported by Constitutional compliance bodies; (iii) Infrastructure budgets reduce impediments to service deliver; (iv) Media reports promote nexus between governance and poverty reduction.*  
 1.2. More accountable and efficient poverty reduction strategies catering for key social service sectors developed and implemented through enhanced decentralization, devolution and participatory processes. *Indicator: Provincial and local level budgets indicate effective delivery and use of National Budget allocations to improved delivery of social services.*

**Expected Outcome(s)/Indicator (s):** Parliament functions in a way that realizes the representative duties of elected members  
 (CP outcomes linked to the SRF/MYFF goal and service line)

**Expected Output(s)/Indicator(s):** 1. A full-fledged project document developed and agreed upon by all parties concerned and sufficient funds secured for its implementation  
 2. Pressing needs of Parliamentary Services in the areas of capacity building attended, including in-house knowledge and skills development  
 (See Section II)

**Implementing partner:** Papua New Guinea Parliamentary Services

**Other Partners:** Government of Papua New Guinea, Ombudsman, Office of the First Legislative Counsel; PNG IPA; UPNG, TI (PNG), and Commonwealth Parliamentary Support Group

Programme Period:	<b>January 2005 to December 2005</b>
Programme Component:	<b>Democratic Governance</b>
Project Title:	<b>Support to National Parliament (PA)</b>
Project ID:	_____
Project Duration:	<b>One year</b>
Management Arrangement:	Direct Execution

Budget:	<b>\$416,500</b>
GMS Fee:	<b>\$15,990</b>
Total Budget:	<b>\$432,490</b>
Allocated resources:	<b>\$432,490</b>
• Government:	_____ Nil _____
• Regular (UNDP)	_____ <b>\$150,000</b> _____
• Other:(including in-kind contributions)	
○ Donor (AusAID):	_____ <b>\$ 282,490</b> _____
○ In kind Contributions:	_____ <b>\$ 24,000</b> _____
Unfunded budget:	_____ Nil _____

**Agreed by (UNDP):** \_\_\_\_\_

## **Annex: 1**

### **Terms of Reference for Chief Technical Advisor (CTA)**

<b>Job Title:</b>	<b>Chief Technical Advisor (CTA)</b>
<b>Project Name and ID:</b>	Preparatory Assistance (PA) Project on Support to National Parliament
<b>Duty Station:</b>	Port Moresby, Papua New Guinea
<b>Duration:</b>	12 Months
<b>Starting Date:</b>	January 2005

#### **Background:**

In the year 2002, UNDP provided assistance for a Legislative Needs Assessment (LNA), at the request of the Papua New Guinea Speaker of Parliament. The LNA has highlighted forty recommendations for improving the performance of Parliament and its processes. The recommendations focus on, amongst others, improving the institutional capacity of the Parliamentary Services, the training for MPs on their roles and responsibilities, and the enhanced dissemination of information to the public. All of these activities lend themselves to promoting the achievement of the Millennium Development Goals (MDGs), and would be an effective follow-on to the MDG reporting and advocacy process currently underway.

The UNDP Country Office, in consultation with the Office of the Clerk of Parliament and other stakeholders, decided to support institutional capacity building of Parliamentary Services as well as to attend the prevailing pressing needs of Parliamentary Services in the area of capacity building. It is understood that the Parliamentary Services plays an important role in improving the Parliament's overall performance in its key roles of representation, legislation and supervisory. All the MPs, the Speaker and the Clerk depend upon the existing Divisions and Departments of Parliamentary Services in receiving technical, administrative and logistic supports.

Having considered the complex and sensitive issues to be addressed, it was agreed by all the parties that UNDP should support the Parliamentary Services, through formulation of a Preparatory Assistance (PA) project document as well as facilitation of the future needs of Parliamentary Services. It was understood that the PA project would provide a suitable platform to review the findings of the LNA Report and Parliamentary Services in a participatory way. This review would lead to the development of a full-fledged project document to support Parliamentary Services.

On the other hand, it is realized that the Parliamentary Services has been facing different pressing issues in the area of capacity building that need to be addressed soon. By addressing the pressing needs, the Parliamentary Services would be better off in dealing with the day-to-day confronting issues relating to technical, administrative and management matters. It was decided by all the parties that the PA project would be flexible enough in attending some pressing needs of Parliamentary Services in the areas of capacity building, that would build upon the experiences of other countries and the lesson learned of the past experiences.

#### **Duties and Responsibilities:**

Under the overall guidance of the Project Steering Committee (PSC) and direct supervision of the UNDP Resident Representative, the CTA will undertake the following duties and responsibilities for smooth implementation and management of the project:

##### **1. Project Management (day-today):**

- Set up a Project Implementation Unit (PIU) at Parliamentary Services, National Parliament

- Recruit project personnel, and provide orientation on their job responsibilities, according to the developed TORs
- Develop the Terms of References (TORs) of the international and local consultants, and recruit them whenever required for the implementation of activities
- Supervise and provide guidance to the project personnel and consultants in achieving the results efficiently
- Manage and account for all project finances, and provide quarterly financial reports, and maintain project budget, in consultation with the UNDP Country Office.
- Develop project annual work plan, quarterly and terminal reports, following the UNDP procedures
- Organize to hold the periodic Project Steering Committees (PSC) meetings, and act as a Secretary in the meetings
- Participate in the project evaluation and monitoring exercises
- Procure the required project equipment and assets, and keep daily maintenance with an inventory

## **2. Technical Support in Reviewing the Parliamentary Services:**

- § Provide substantial technical guidance and support to the project personnel and consultants
- § Conduct workshops in reviewing the findings of the 2003 PNG Legislative Needs Assessment Report and Parliamentary Services
- § Participate in the review processes, and analyse the prevailing issues technically
- § Develop a comprehensive review report on capacity development of Parliamentary Services, with a set of recommendations

## **3. Development of a Full-fledged Project Document:**

- § Conduct a workshop amongst the stakeholders to discuss on the findings of the review of Parliamentary Services
- § Develop a concept paper on the capacity development of the Parliamentary Services, based on the findings of the Parliamentary Services review and stakeholders' workshop.
- § Draft a full-fledged project document on the capacity building of Parliamentary Services, based on the developed concept paper
- § Hold stakeholders' consultations on the draft project document, and receive feedbacks for amendments
- § Hold a LPAC meeting amongst the stakeholders; and finalize the draft document, based on the inputs of the meeting

## **4. Attending the Pressing Needs of Parliamentary Services:**

- § Identify the priority pressing needs of Parliamentary Services in the field of capacity building
- § Establish working relations with the regional programmes, partners and Parliaments
- § Network with the suitable Parliaments and governments of other countries in the region to undertake capacity building activities for the officials of Parliamentary Services
- § Organize capacity building initiatives, built upon the experiences of other countries and the lesson learned

## **5. Networking and Partnership Development:**

- § Identify the relevant national stakeholders and establish working relations with them
- § Network with the regional as well as global partners in parliamentary development, including UNDP Regional Centre in Fiji, Australian Parliament, Commonwealth Parliamentary Association, etc.

- § Involve, where needed, the experience of the national, regional and global partners in the project implementation

## **6. Advocacy and Fundraising:**

- § Develop a strategy of resource mobilization
- § Hold regular consultative meetings on the review findings with the wide range of national stakeholders, including government departments, UN agencies, donors, NGOs and other civil society.
- § Disseminate the information, findings of the reviews and project activities through mass media and UNDP web site
- § Liaise with the donor community, and involve them in project activities

### **Qualifications:**

#### **Education:**

- Masters degree in public administration, law, political science, international relations, development studies, Economics or any related social science discipline relevant.

#### **Experience Required:**

- Several years of demonstrated experience in management of parliamentary development programmes
- In-depth technical knowledge and skills in capacity building initiatives, specifically in Parliamentary Services
- Strong analytical skills in contexts of reviewing Parliamentary Services;
- Experience in organizing and facilitating workshops, seminar and meetings, preferably in governance matters;
- Highly developed literacy skills related to writing complex proposals and constructing results-focused reports;
- A track record of working independently on a parliamentary support project without need for day-to-day supervision and technical backstopping, preferably in the context of a parliamentary support project;
- Demonstrated ability to work with a broad range of clientele and resource persons of diverse backgrounds, religious and political persuasions, and educational attainments;
- Prior experience of workplace contexts in less-developed countries;
- Complete fluency in verbal and written English, and highly developed inter-cultural communication and negotiation skills
- Computer literacy in the professional office software or equivalent

#### **Advantageous:**

- Workplace experience that encompasses both the public and the independent sectors, preferably in specific contexts of parliamentarians, Government, UN agencies, non-government sector agencies and civil society organizations;
- Previous experience with the UN and/or familiarity with UNDP rules and regulations;
- Working experience in the Pacific Region.

## **Annex: 2**

### **Terms of Reference for National Advisor**

<b>Job Title:</b>	<b>National Advisor (NA)</b>
<b>Project Name and ID:</b>	Preparatory Assistance (PA) Project on Support to National Parliament
<b>Duty Station:</b>	Port Moresby, Papua New Guinea
<b>Duration:</b>	12 Months
<b>Starting Date:</b>	January 2005

### **Background:**

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The UNDP Country Office, in consultation with the Office of the Clerk of Parliament and other stakeholders, decided to support institutional capacity building of Parliamentary Services as well as to attend the prevailing pressing needs of Parliamentary Services in the areas of capacity building. It is understood that the Parliamentary Services plays an important role in improving the Parliament's overall performance in its key roles of representation, legislation and supervisory. All the MPs, the Speaker and the Clerk depend upon the existing Divisions and Departments of Parliamentary Services in receiving technical, administrative and logistic supports.

Having considered the complex and sensitive issues to be addressed, it was agreed by all the parties that UNDP should support the Parliamentary Services, through formulation of a Preparatory Assistance (PA) project document. It was understood that the PA project would provide a suitable platform to review the findings of the LNA Report and Parliamentary Services in a participatory way. This review would lead to the development of a full-fledged project document to support Parliamentary Services.

On the other hand, it is realized that the Parliamentary Services has been facing different pressing issues in the area of capacity building that need to be addressed soon. By addressing the pressing needs, the Parliamentary Services would be better off in dealing with the day-to-day confronting issues relating to technical, administrative and management matters. It was decided by all the parties that the PA project would be flexible enough in attending some pressing needs of Parliamentary Services in the areas of capacity building.

The National Advisor, in consultation with the Chief Technical Advisor (CTA), is required to provide technical support, in project planning, implementation, monitoring and evaluation of project activities, liaise with the stakeholders, in order to achieve overall outputs of the project in a timely and effective manner.

### **Duties and Responsibilities:**

Under the overall supervision of the CTA, the National Adviser will undertake the following duties and responsibilities, to assist the CTA in achieving the overall outputs of the project:

- Liaise with the Parliamentary Services and other relevant authorities, UN agencies, NGOs and Civil Society Organizations for effective collaboration with the project activities;
- Identify and provide a recommendatory list of potential implementing partners for implementation of project activities, based on their successes, strengths and weaknesses in the relevant fields;
- Establish a working group committee for the implementation of the project outputs, involving relevant stakeholders, and participate in the committee's meetings to provide advice and technical support in discussions;
- Assist in development of TORs and Agreements, and participate in the recruitment process to recruit consultants or assign organizations to be involved in the implementation of the project activities;
- Conduct and participate in the in-depth reviews, workshops, seminars and meetings, to achieve outputs of the project, and participate in them to provide advice and technical supports;
- Organize capacity building initiatives, such as sharing inter-country knowledge and skills, and create a knowledge networking system in the Parliamentary Service, in liaison with the Office of the Clerk;
- Assume overall responsibility for implementation of activities under PA, and monitor them on regular basis;
- Assist in preparation of the monthly (brief), quarterly and Annual/ terminal project reports;
- Ensure that the funds allocated to each activity are spent in an efficient way to achieve maximum outcome.

### **Qualifications**

#### **Educational:**

Masters or bachelors degree in political science, law, social science, economics, or related development disciplines

#### **Experience Required:**

- Demonstrated experience in planning, designing, implementing and monitoring projects/ activities in collaboration with the development partners, in the field of parliamentary development
- Familiarity with the PNG Parliament, and its systems and processes
- Sound capacity building skills, with a special focus to the Parliamentary Services
- Proven record and experience in similar institutional strengthening/review/needs assessment of programs or projects
- Ability to draft, edit and produce written proposals and results-orientated reports;
- Organizational capacity to conduct workshops, seminars, seminars and meetings amongst the high level officials
- Networking ability at the national and regional level, in the field of parliamentary development
- Ability to organize capacity building initiatives, such as the regional knowledge and skills exchange programmes, and others
- Substantial experience in coordinating and working with the parliamentarians, Government, UN agencies, non-government sector and civil society.
- A good working knowledge of the system of government in PNG and relevant laws applicable in the implementation phase of the project.

**Advantageous:**

- Ability to work independently on the support to parliament project without day-to-day access to supervision and technical backstopping;
- Previous experience working with the UN environment

**Special / additional skills** needed (in specific training areas, negotiation, computers, management, etc.):

- Good communication, interpersonal, liaison and negotiating skills;
- Excellent command of written and spoken English;
- Ability to work under pressure and to meet strict deadlines; results-driven;
- Analytical writing skills;
- Computer literacy.

**Personal characteristics:**

- Ability to work with a broad range of clientele and resource persons of diverse backgrounds, religious and political persuasions, and educational attainments.

**Annex: 3**

**Terms of Reference for Administrative Assistant**

<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Project Name and ID:</b>	Preparatory Assistance Project on Support to National Parliament (PSNP)
<b>Duty Station:</b>	Port Moresby, Papua New Guinea
<b>Duration:</b>	12 Months
<b>Starting Date:</b>	January 2005

**Duties and Responsibilities:**

Under the overall supervision of the PSNP Chief Technical Advisor (CTA), and in close collaboration with the National Advisor, based at Project Implementation Unit (PIU) at Parliamentary Services, the Administrative Assistant will assist in the smooth management of the project's day-to-day administrative, financial and office matters. As the execution of PA project will follow the Direct Execution Modality (DEX) of UNDP, the incumbent, in consultation with the UNDP Country Office (CO), will follow the UNDP procedures in performing his/ her following duties and responsibilities:

- Liaise with the Administrative and Finance Sections of UNDP CO to ensure authorization and prompt processing of all relevant requests in relation to project activities
- Ensure that all the requests for administrative action include necessary documentation, and follow up with the relevant parties, if the documentation is incomplete
- Monitor the administrative and other related expenditures, and ensure that these are within the allocation approved by the UNDP CO
- Prepare detailed cost estimates and participate in budget analysis and projections as required
- Assist in project budget revisions required time to time
- Maintain records for keeping track of payments under subcontracts
- Analyze and evaluate procurement requisitions, verify and ascertain the adequacy of specifications, TORs, target dates, sources of materials and contracts/ vendors, and assist in preparing shortlists for procurement
- For travel authorizations, ensure that the account code is correct and compute the DSA of the traveller and process the travel claims submitted
- Make project related travel arrangements, required during the implementation of activities

- Organize and coordinate shipping of orders as and when required; and resolve post order problems for purchases, i.e. shipping delays, commissioning of equipment, incorrect deliveries, order cancellations, liquidated damages and other issues
- Assist in organizing project activities, such as workshops, training sessions, seminars and meetings
- Assist in organizing overseas knowledge and skills exchange activities for the officials of Parliamentary Services
- Participate, if required, in the meetings, and prepare minutes of the meetings
- Provide administrative and logistic backstopping in recruitment of consultants
- Maintain supervisor's calendar of activities and appointments
- Liaise with Parliamentary Services, other government organizations, UN agencies and NGOs on work-related matters
- Maintain attendance and leave records of project personnel
- Prepare contracts of project personnel in coordination with UNDP, and follow up on contract extensions
- Receive, screen, log and route correspondence, attach necessary background information and maintain a follow-up system
- Maintain project files, incoming and outgoing chronological files and confidential files
- Prepare correspondence for the CTA's signature in conformity with the established procedures and accuracy of statements before being signed
- Maintain the project equipment and assets, and update the inventories
- Monitor the vehicle logbooks
- Perform other duties, if required.

**Qualifications and Experience:**

- Completion of Secondary Education
- Fully conversant with computer and office automation techniques
- Five years working experience in general administration
- Full working knowledge of English
- Working experience in any UN agencies and NGOs will be desirable, but not required
- Familiarity with the UNDP "Atlas" financial management skills will be an advantage

**Other Skills:**

- Excellent organizational skills
- Ability to perform multi-tasks
- Hardworking and meeting deadlines
- Pleasant personality

## **Annex - 4**

### **Terms of Reference for Project Driver**

<b>Job Title:</b>	<b>Driver</b>
<b>Project Name and ID:</b>	Preparatory Assistance Project on Support to National Parliament
<b>Duty Station:</b>	Port Moresby, Papua New Guinea, with travel within PNG
<b>Duration:</b>	12 Months
<b>Starting Date:</b>	January 2005

### **Duties and Responsibilities:**

Under the overall supervision of the Chief Technical Advisor (CTA) and in close collaboration with National Advisor and Administrative Assistant, the Project Driver will undertake the following duties and responsibilities:

- Drive the project team members to and from appointments on daily basis;
- Deliver messages, letters and other official documents/ papers to the officials of different departments, agencies and organizations;
- Maintain vehicles in a clean and safe condition, including vehicle radio communications;
- Maintain vehicle logs and keep records;
- Undertake administrative, reception and other duties as required;
- Work flexible hours as required.

### **Qualifications**

- Must have a valid driving license
- High School/ Middle English School certificate
- Have a years of safe driving experience
- Punctual
- Reliable and honest
- Must be of sober habits