

**GOVERNMENT OF ARAB REPUBLIC OF EGYPT
MINISTRY OF FOREIGN AFFAIRS
&
UNITED NATIONS DEVELOPMENT PROGRAMME**

Project Title:

“Human Rights Capacity Building Project in Egypt”

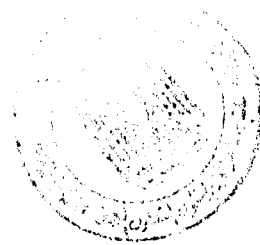
“BENAA”

Project number

00040525

Brief Description

The project is designed to promote a people-centered approach to development and to recognize the centrality of participatory processes, human rights and democratization in realizing this approach, with a focus on capacity building of government organizations. The focal aim of the project is to familiarize Egyptians (Community of Human rights Practitioners) with international standards for human rights in the administration of Justice as well as Egypt's treaty commitments and to provide educational materials so that opinion leaders can disseminate this information and, when appropriate, include in their own training activities. It has one main track with a number of activities: Human Rights training for the Community of Human Rights Practice, such as Law enforcement sector, Legislative sector, educational sector, Media sector, CSOs sector, and others, as well as the dissemination of Human Rights knowledge.



SIGNATURE PAGE

Country: Egypt

UNDAF Outcome(s) ---
 Expected Outcome(s):
 (CP outcomes linked to the
 SRF/MYFF goal and service line)
 Expected Output(s) / Indicator(s):

Goal 2: Fostering democratic governance;
 2.4: Justice and Human Rights.

(CP outcomes linked to the
 SRF/MYFF goal and service line)

Output (A): Human Rights training for the Community of Human Rights Practitioners, such as Law enforcement sector, Legislative sector, educational sector, Media sector, CSOs sector, and others, as well as the dissemination of Human Rights knowledge.

Executing partners:
 Other Beneficiary Partners:

Ministry of Foreign Affairs (MOFA)-Human Rights Department
 - Ministry of Interior, Ministry of Justice, Ministry of Information, Ministry of Education, and the Prosecutors Office as well as others

Programme Period: July 2002-2006 Programme Component: Governance Project Title: Human Rights capacity Building Project in Egypt Project Duration: 4 years January 2006- December 2009 Management Arrangement: NEX	Budget General Management Support Fee: \$241, 440 Total budget: \$4,374,000 Allocated resources: <ul style="list-style-type: none"> • EU: \$3,024,000 • Dutch: \$1,000,000 • UNDP \$ 350,000
--	---

Agreed by: On behalf of the Government
 H.E. Amb. Naglaa El Husseiny, Director, Department of International Cooperation for Development, MOFA

Signature: Nagla El-Husseiny Date: 7-7-05

Agreed by: On behalf of the Executing agency
 H.E. Counsellor. Ahmed Ehab Gamaleldin, Director of Human Rights, & International Humanitarian and Social Affairs -Ministry of Foreign Affairs, MOFA

Signature: [Signature] Date: 7.7.2005

Agreed by: On behalf of UNDP
 Mr. Antonio Vigilante, Resident Representative, UNDP

Signature: [Signature] Date: 17.7.2005

AA

Project Document
for proposed MOFA / UNDP project

“Human Rights Capacity Building in Egypt”

BENAA

June 2005

PH

Contents:

Page no:

PART 1a	<i>Situation Analysis</i>	1
	Egypt's situation	
	National Institutes for HR(NCW, NCCM)	
	National Council for Human Rights	
	Target beneficiaries	
PART 1b	<i>Overall Project Background</i>	2
	National Democratic Party (NDP) initiative	
	Challenges Faced	
PART 1c	<i>Project Focus</i>	5
	Project Target	
	Project Aim	
PART 1d	<i>Strategy</i>	5
	Government strategy	
	Project strategy	
	UNDP strategy	
PART 2	<i>Project Results & Resources Framework</i>	8
PART 3	<i>Management Arrangements</i>	12
PART 4	<i>Legal Context</i>	16
PART 5	<i>Budget</i>	17
Diagrams:		
Fig. 1	Challenges facing MOFA	4
Fig. 2	Strategic Results Framework	7
Fig.3	Management Structure	14
Annexes:		
Annex A	Terms of Reference for Project Director	19
Annex B	Project Operations Plan (POP)	
Annex C	Annual Work Plan for 2005 (AWP)	
Annex D	Budget by line items	

Acronyms and Abbreviations

ISS	Implementation Support service
NCCM	National Council for Childhood and Motherhood
NCW	National Council for Women
NDP	National Democratic Party
MOFA	Ministry of Foreign Affairs
MYFF	Multi-year Funding Framework
PMU	Project Management Unit
SRF	Strategic Results Framework
TOR	Terms of Reference

PART 1a SITUATION ANALYSIS

Egypt's Situation

Egypt is one of the countries that assisted in the formulation of the International Declaration of Human Rights (1948). Egypt is a party to most of the major international human rights conventions. It has ratified 8 United Nations conventions and 60 of those of the International Labour Organization (ILO), as well as the African Charter on Human and People's Rights. Egypt actively participates in international dialogues on the various dimensions of human rights and, during the past decade, has participated in the World Conference on Human Rights (1993), the World Conference on Social Development (1995), the Fourth World Women's Congress (1996) and other important conferences held during the nineties. In 1994 Egypt hosted the International Conference on Population and Development.

National Institutes for Human Rights

Egypt has made many improvements in the area of human rights, such as the establishment of the National Council for Women (NCW) and the establishment of the National Council for Childhood and Motherhood (NCCM). The National Council for Women (NCW) is involved in promoting legislative changes aiming at equality between men and women, in enhancing the capacity of women to enter the workforce, assisting female-headed household families to start small projects, and observing the attitude of mass media on women's affairs. The National Council for Childhood and Motherhood (NCCM) is involved in proposing the general strategies and policies in the field of childhood and motherhood, and laying down a comprehensive plan within the framework of the general national plan to protect childhood and motherhood. This is done through increasing the number of enrolment in schools, improving the quality of health services, helping children in difficult circumstances, and raising public and government awareness of pressing issues, such as care of children with special needs, juvenile delinquency, and child labour. Both NCW and NCCM are engaged in policy and institutional coordination. Another positive development occurred recently when the President of Egypt issued a decree abolishing "Hard Labour Sentence", some Military Orders, and the State Security Courts. Furthermore, the People's Assembly issued a law of creating the National Council for Human Rights, law 94 of 2003.

National Council for Human Rights

The government of Egypt endorsed the paper, "Democracy and Citizenship", issued by the NDP, and accordingly issued law 94 of 2003, which established the National Council of Human Rights as an independent body. Its first member composition was formed by decree 1 of 2004 from the Shura Council. The National Council of Human Rights is a core instrument for human rights promotion and protection and will complement the efforts of the previously established institutions and organizations, such as the National Council of Women and the National Council of Childhood and Motherhood. During its first year, the National Council for Human Rights is starting to exercise its mandate. There

s a political will from the Egyptian government to improve the current situation in order to realize a qualitative change in the area of Human Rights to ensure a better implementation. That was clearly manifested in its first annual report (2004), which listed a number of recommendations that would enhance the current situation. This is where our project, "Human Rights capacity Building Project", comes to assist the Egyptian Government to fulfil its obligations towards Human Rights

Target Beneficiaries

The Human Rights Capacity Building Project is addressing the issue of awareness raising for employees dealing with Human Rights issues. The focal aim of the project is to familiarize Egyptians **Community of Human Rights Practitioners** – police officers, prosecutors (General Prosecution, Administrative Prosecution, Administrative Control), judges (Ministry of Justice, State's Council, Supreme Constitutional Court), lawyers, women, and the media(Public and Private) with the international standards of human rights in the administration of justice, Egypt's treaty commitments as well as different aspects of the human rights culture. The project aims to provide Arabic materials so that opinion leaders can disseminate this information and, when appropriate, include it in their own training activities.

PART 1b OVERALL PROJECT BACKGROUND

The National Democratic Party initiative

The Government adopted the paper issued by The National Democratic Party (NDP), "Rights of Citizenship and Democracy", which, asserted the importance of Human Rights through its reform initiative based on equality. This paper shed lights on the status quo and the achievements accomplished throughout the last years:

- Reviving the concept of citizenship and improving citizen-state relations.
- Providing effectual justice for the citizens.
- Upgrading the cultural infrastructure.
- Activating the role of civil society institutions in the reform process.

The NDP's paper also addresses the issue of modernizing the local administration system, and the local councils' authorities so they would contribute effectively in the planning, managing and funding of the local development process.

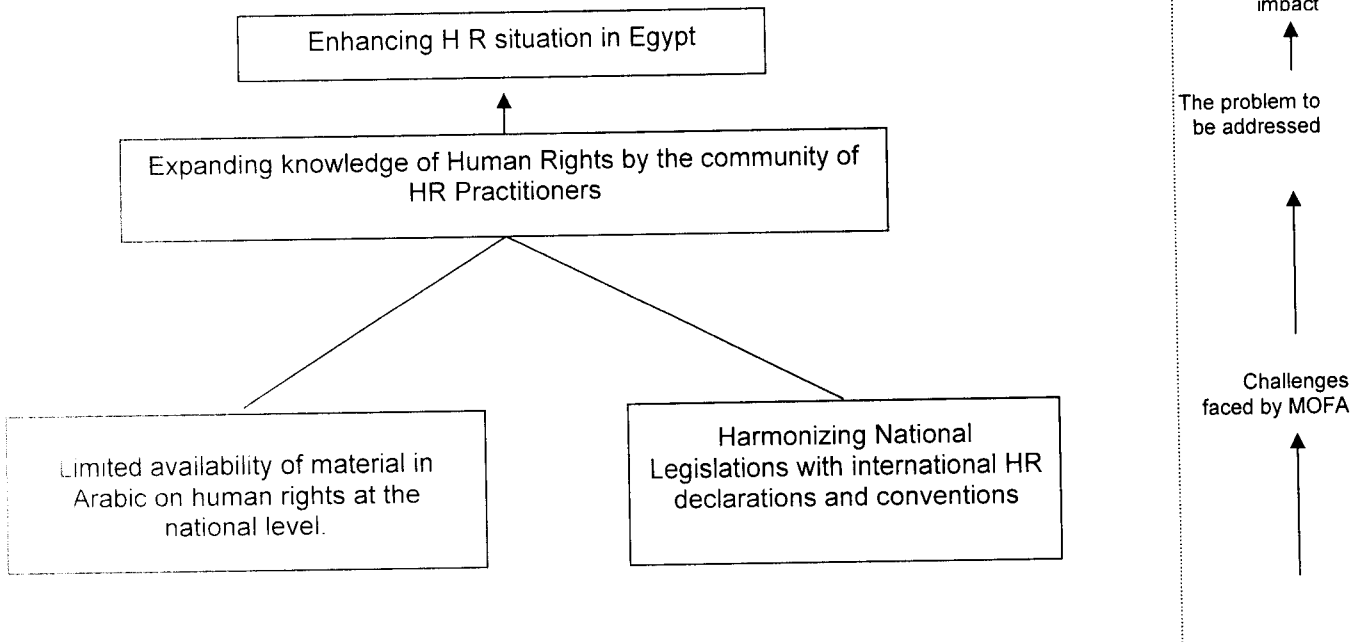
The NDP also calls for amendment of the laws governing political parties and practice of basic political rights in order to remove all hurdles which face the political parties' action, stating this to be an important step towards the enhancement of the partisan life in Egypt. The NDP analysis has been endorsed by the Government.

Challenges faced

The government's interest in promoting and increasing the awareness on human rights issues among employees working in human rights issues, such as law enforcement sectors judicial institutions, lawyers, Parliamentarians, women, media and the educational sector by means of education will remain of the utmost importance for the years to come. Obstacles in the process of promoting human rights awareness in Egypt are (i) the limited availability of material in Arabic on human rights, and (ii) the material that is available in Arabic is mainly about international declarations and conventions, without integrating them into the Egyptian context or discussing their implications for the local legal system.

PA

Challenges faced in relation to Human Rights issues



PART 1c PROJECT FOCUS

Project Target

The objective is to conduct training for at least 10% of the targeted community i.e., (1,200 Judges, 3,000 police officer, 700 prosecutors, 1,800 media personnel, and 750 Lawyers, 650 teachers as well as others). Besides training 20% of the Family Courts members i.e. (500 member). This will create a critical mass that can support a change of behaviour and attitude which will have a beneficial outcome on Egyptian citizens.

An important target of the project is introducing impact study for all the past participants in the different sectors being trained by the project (Police Officers, Prosecutors, Judges, Media Personnel, ...etc) in previous training workshops. This would be done through a neutral evaluating team to show the level of benefit by participants from such workshops and all the recommendations raised by them. This would be done by distributing evaluation forms for all past participants for the impact analysis.. Moreover, there would be a random sample /selection, roughly 20% of the trainees for face to face interviews.

Project Aim

The focal aim of the project is to familiarize Egyptians (Community of Human rights Practitioners) with international standards on human rights in Arabic as well as Egypt's treaty commitments and to provide educational materials so that opinion leaders can disseminate this information and, when appropriate, include it in their own awareness and capacity building activities. This objective is realized through training workshops conducted for selected groups.

PART 1d STRATEGY

Government Strategy

The training workshops will increase the understanding of the provisions of the Egyptian Constitution. The Egyptian Constitution stipulates human rights measures that are parallel to its international obligations under human rights instruments. The Constitution guarantees the basic principles of civil and political rights, such as the principle of equality among citizens, equal opportunities, safeguarding personal freedom and the freedom of privacy and residence, and the right

to freedom and movement, emigration, belief and opinion. It also guarantees freedom of association, and forming and joining trade unions, freedom of the press and scientific research, the right to participation, and the basic principles of economic, social and cultural rights, such as the right to employment, education and health. However, although the Egyptian Constitution places international covenants and conventions on human rights above national Egyptian law, implementation and knowledge of this fact is sometimes lacking in the judicial system.

Project Strategy

Strengthening abilities to promote human rights – including economic, social, civil, cultural, and political rights – and promoting the role of civil society and participation of intended beneficiaries are all elements of effective governance. The enhancement of capacities of the **Community of Human Rights Practitioners**, such as Police officers, judges, prosecutors, media personnel, women groups, parliamentarians, lawyers, teachers, CSOs, and other sectors, is crucial for the implementation and meeting of the obligations imposed by the International Human Rights Laws, Conventions, and Covenants.

By organizing training courses for well-defined target-groups it will be more able to focus on problems of common importance to a given professional group. From a general point of view, it can be very effective to train local trainers, i.e. by training the instructors in either the police academies or the judges' training institute, who could play an important role in reaching grass roots. This will ensure the sustainability of human rights discussions, as this will become a natural part in the education of state officials.

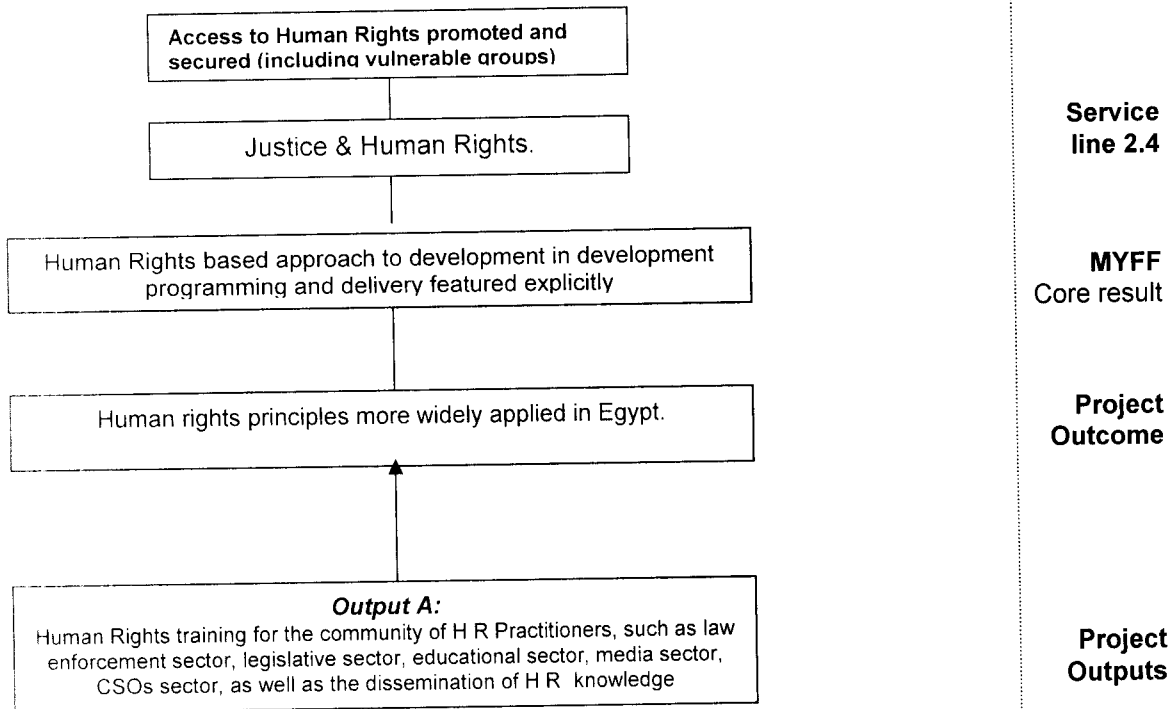
The SRF (Strategic Results Framework) diagram on the next page sets out the relationship between outputs and activities and Section II: Project Results describes the expected impact of those activities.

UNDP Strategy

UNDP focuses on promoting human rights primarily through support for the development of national capacity in programming countries and through sustainable human development activities. The approach should recognize the mutual dependency and complementarities of sustainable human development and social, economic, cultural, civil, and political rights. UNDP strives to develop a human rights-based framework in its antipoverty, pro-sustainable human development work.

DA

Fig.2: SRF under UNDP Multi-year Funding Framework (MYFF)¹



- Cairo-based training in human rights issues
Categories of participants:
- A1: Police Officers
 - A2: Prosecutors (General Prosecution, Administrative Prosecution, Administrative Control)
 - A3: Judges (Ministry of Justice, State's Council, Supreme Constitutional Court)
 - A4: Family Court members
 - A5: Media (Public and Private Media)
 - A6: Women's Groups
 - A7: Parliamentarians
 - A8: Lawyers

- Training in human rights issues outside of Cairo
Categories of participants:
- A9: Police Officers
 - A10: Prosecutors (General Prosecution, Administrative Prosecution)
 - A11: Judges (Ministry of Justice, State's Council, Supreme Constitutional Court)
 - A12: Family Court members
 - A13: Media (Public and Private Media)
 - A14: Women's Groups
 - A15: Parliamentarians
 - A16: Lawyers
 - A17: Publications about Human Rights issues

A18: Training of teachers/trainers at the Ministry of Education.

A19: Assist in curriculum development in Egyptian Universities to include various human rights issues.

A20: Dialogue with CSOs on human rights issues for them to promote awareness

A21: Provide Study Tours/ Scholarships on Human Rights

A22: Institutional Direct Support.

Indicative Activities

P-A

Output A:

Human Rights training for the community of H R practitioners, such as law enforcement sector, legislative sector, educational sector, media sector, CSOs sector, as well as the dissemination of H R knowledge

Main Activities A1 to A16: Provide training in human rights issues for selected sectors in both Cairo and outside Cairo (police, prosecutors, judges, judges of family courts, parliamentarians, media personnel, lawyers and women)

All workshops are designed to strike a balance in the training of employees dealing with human rights issues. Providing this sort of training will give all participants the chance and ability to practice their newly acquired knowledge on human rights issues in their everyday lives.

Criteria for selecting participants:

Workshops for police:

Training of police will be according to their function i.e. police officers related to prison institutions, to police stations, to investigation unit as well as State Security Police. Targeted workshop participants will have a two to fifteen years experience, provided they are below the rank of lieutenant. This will enable the participants to utilize the gained knowledge in everyday police affairs.

Workshops for prosecutors:

Workshop participants will be between the ages of 24 and 30, but will not otherwise be restricted by certain selection criteria.

Workshops for lawyers:

Participants in these workshops will be lawyers specializing in Personal Status Law and those practicing law in general social, economic, and political avenues. The training workshops in this area will establish how the links between the Egyptian Constitution and international human rights conventions can be utilized in conjunction with National Laws to support cases in which human rights issues are addressed.

Workshops for middle-level judges:

The middle-level judges invited to participate in these workshops will have a minimum of three to ten years experience and will be specifically from the lower courts.

Workshops for high-level judges:

The targeted high-level judges are the most senior member of the higher courts. The type of training will be primarily constituted of discussion and analyzing case studies.

Workshops for Family Courts:

The targeted group in Family Courts will be judges, social and legal specialists as well as social workers who are required to bring settlement to disputed families before bringing the cases to the courts. Family Courts were established to enable the settlement of family cases in a manner which will preserve and protect the human rights of the contenders. The project will support such an initiative by organizing training programs.

Workshops for State's Council:

The targeted group is the judges of the State's Council Starting from Representative Assistant to Counselor's Assistant (Grade A)

Workshops for the Supreme Constitutional Court:

The targeted group is the judges of the Supreme Constitutional Court. It is important to conduct such training since Egypt's Supreme Constitutional Court ranks the third Court after Germany and Italy

Workshops for media personnel:

Seminar participants will be drawn from regional TV and radio stations (Television and radio Union) as well as the local correspondents for Egyptian newspapers. Seminars will also be drawn from Satellite TV station.

Workshops for women:

Seminar participants will basically be the leaders of the Egyptian National Council for Women (NCW). The seminars will focus on educating women about their rights according to Egyptian laws. Seminars will also focus on encouraging women's active political participation in local elections, in addition to encouraging them to work through the existing political parties. There will also be a focus on the International agreements of Human Rights, which Egypt has signed and ratified; in addition to focusing on the Convention of the elimination of all forms of discrimination against women.

Activities for A1 to A16:

- Select the focus and input materials of each training module for focus participants. Prepare draft agendas for workshops
- Arrange logistics (location, transportation, catering, podium facilities etc)
- Establish selection criteria for participants
- Engage in dialogue with relevant government institutions
- Prepare and issue announcements and invitations
- Arrange facilitation and documentation of the workshop
- Select independent evaluator
- Conduct workshop, ensure evaluation sheets are completed and returned
- Supervise the assembly, editing and production of the final report
- Ensure information sharing and hand-out of publications

Activity A17: *Training of teachers at the Ministry of Education*

The project shall provide training for teachers at different levels on human rights issues as well as training of the trainers.

Activities:

- Identify appropriate material to provide a general perspective on human rights issues
- Prepare and issue TOR for editing and printing of study materials
- Establish selection criteria for participating teachers
- Engage in a dialogue with the Ministry of Education to identify proposed participants
- Conduct Training Programs

Activity A18: *Dissemination of information on various Human Rights issues through publications*

Activities:

- Prepare and issue TOR for an editor
- Consultant editor to prepare the publication, showing various options for layout and print style
- Collect material to be edited
- Prepare and issue tenders for printing
- Select printing contractor, supervise work
- Prepare distribution list for the publication and make storage arrangements for the quantities needed for training programs
- Distribute the book of lectures to all participants in the pilot project; and others as per the distribution list.

Activity A19: Assist in the curriculum development of Egyptian Universities to include various human rights issues.

Sub-Activities:

- Conduct meetings with professors at different Egyptian universities to identify appropriate content and course length.
- Roundtable meetings with representatives of the Higher Council of Universities to discuss/fine tune course content, titles, etc..
- Prepare and issue TOR for an NGO working in the field of HR to formulate tailored program and design curricula for program courses.

Activity A20: Dialogue with CSOs on Human Rights issues and promote Public Awareness

MOFA and UNDP will jointly organize dialogue sessions with CSOs on Human Rights issues to promote Public Awareness. The modalities and procedures for these dialogues will be discussed between MOFA and UNDP. Potential areas of training will be identified through these dialogue sessions with a view to consider the various possibilities for addressing the identified needs including the following sub-activities:

Sub-Activities:

- Select the focus and input materials of the training workshops for focus participants (CSOs).
- Arrange logistics (location, transportation, catering, podium facilities etc)
- Establish selection criteria for participants
- Prepare and issue announcements and invitations
- Arrange facilitation and documentation of the workshops
- Select independent evaluator
- Attend workshops, ensure evaluation sheets are completed and returned
- Supervise the assembly, editing and production of the final report
- Media and communication activities
- Providing counselling and conduct or commission background studies on HR matters

Activity A21: Provide Study Tours / Scholarships on Human Rights

The project shall provide study tours to international universities (Tureen, Strasburg, Belgium, ...etc) for post graduate students to acquire knowledge on Human Rights- short term studies- as well as local graduate degrees - Master Degrees- in Egypt.

Sub- Activities:

- Select consultants as an independent committee.
- Prepare and issue TOR for the consultants.
- Establish selection criteria for topics to be studied.

PART 3 MANAGEMENT ARRANGEMENTS

The project will be nationally executed by the Department of Human rights in the Ministry of Foreign Affairs (MOFA) and implemented in collaboration with UNDP as well as other donor partners. The project is planned to run for four years commencing January 2006 and ending December 2009. The Project will rent a premise, clearly marked with the UNDP logo and equipped with the necessary furniture and equipment. For operations in remote areas, the project will require one 4x4 vehicle and a car to monitor various activities.

The project will operate in accordance with UNDP's regulations, including those for procurement and accounting. The TORs for all staff should clearly identify the outputs, remuneration and evaluation process and should be agreed upon by both the Government and UNDP. There will be an annual assessment of the performance of the Project Director and the Output Manager, against criteria specified at the commencement of their contracts.

The Project Director will be responsible for the overall management of the project. Terms of reference for the Project Director is attached.

There will be a 3-month inception phase. The project will utilize the technical capacity of existing Egyptian civil society human rights organizations, academics and other experts working in the field of Human Rights. The project will attempt to mobilize additional resources for specific activities. For each activity a work plan will be developed during the inception phase of the project.

Close cooperation will be maintained with the Office of the High Commissioner for Human Rights (OHCHR). OHCHR will provide as appropriate any necessary advisory services for the selection, design and implementation of the training and educational programme where appropriate.

Ad hoc Technical Advisory Committee

This Committee will provide independent technical advice to the project and may assist with the implementation of project activities by, facilitating access to key decision makers, providing high-level

legitimization for the project's activities, and assisting with solving any bottlenecks that are encountered by the project, for instance. Meetings of the committee will be held at the Ministry of Foreign Affairs (MOFA) upon invitation from MOFA and UNDP. The Ad hoc Technical Advisory Committee is composed of:

- 3 Human Rights Council Representatives.
- NGO Representatives.
- Academia Representatives.
- Ministry of Foreign Affairs Representative (HR)
- UNDP Representative
- Representatives of line Ministries
- Media Representatives.

Steering Committee

This Committee has overall oversight of the project's strategic objectives. The Steering Committee must approve each year's annual work plan and any variations that alter the Project Outputs or overall budget figure (variations to indicative activities and lower levels in the workplans can be made by the Management Committee). The Steering Committee will meet annually in January (or more frequently if necessary). Meetings of the committee will be held at MOFA and UNDP alternatively upon the invitation of both together, and will be composed of:

Chairman: Minister of Foreign Affairs (or representative)

- UNDP Representative
- Representatives from Participatory donor agencies in the project

Ex officio: The Project Director and/or Coordinator

Minutes: The Project Director will act as secretariat for the committee, being responsible for convening the meetings, preparing the agenda, overseeing preparation of materials for presentation to the meeting and for preparing and distributing minutes of the meetings.

Working Committee.

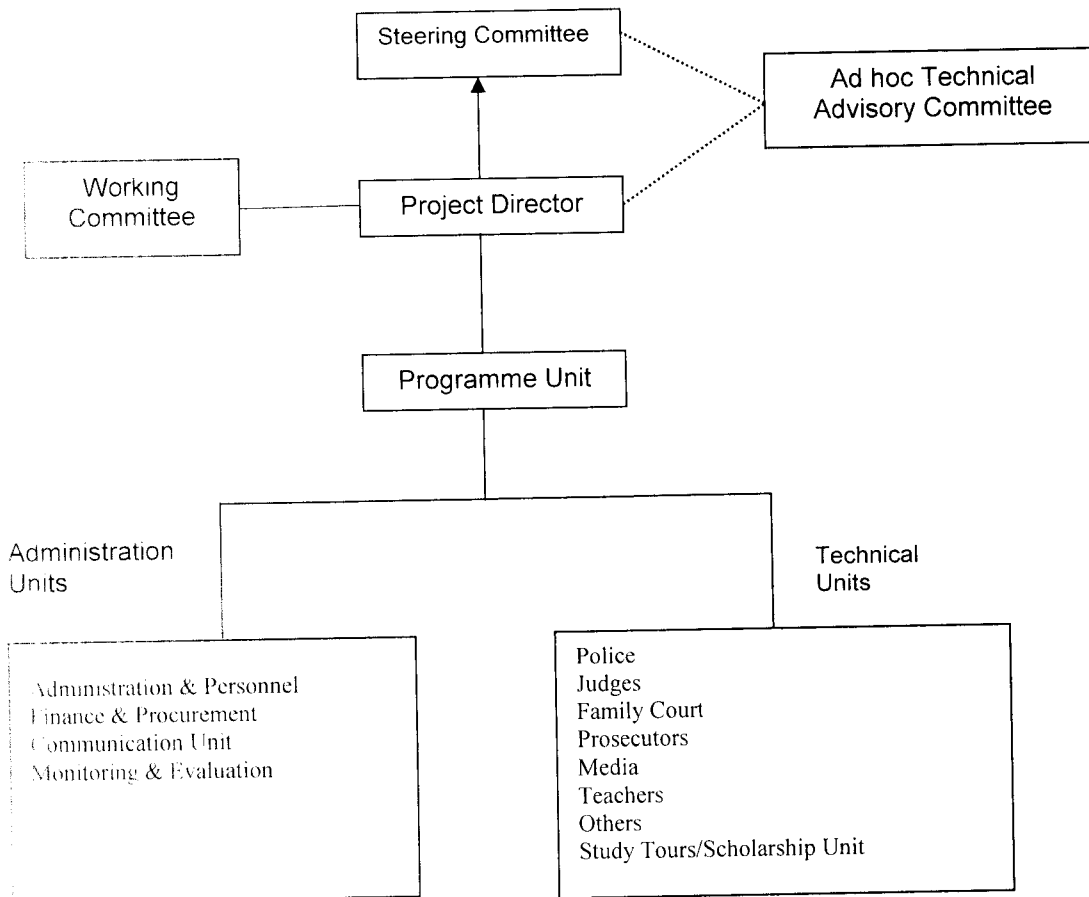
A Working Committee will deal with operational issues and will also meet with donors supporting the project. This Committee is responsible for approving quarterly work plans (including variation up to the level of Indicative Activities) and budget line changes within activities. The project will send each quarter all the technical and financial reports to MOFA and will only send the quarterly technical reports to the different beneficiaries. Meetings of the committee will be held at the project and UNDP alternatively. MOFA will be informed with the date of the meeting and has the option to attend if it wishes to. The Project Management Committee will meet at least every 6 weeks and will be composed of:

- UNDP Representative
- The Project Director and /or Coordinator
- Representative from the Participatory donors in the project

The Project Director will act as secretariat for the committee

PA

Organizational / Management structure for the Project



Staff appointments:

Staff selection will be made in accordance with the principles of UNDP and should therefore be transparent and open, giving full and equal opportunities to all candidates. Selection should be made on a competitive basis with paramount consideration to efficiency, competence and integrity. Selection should be made by a Committee composed of:

- UNDP Responsible Program Officer
- The Project Director or his nominee.

Project Staff (Project Management Unit – PMU)

The Project will have, at a minimum the following full time staff:

- Monitoring & evaluation (to advise individual activity managers on project reporting requirements and follow up on their work and collate into quarterly and annual reports for UNDP; coordinate preparation of evaluations and Joint working Committee meeting presentations and minutes)
- Procurement & finance (to carry out these functions in accordance with UNDP regulations)
- Administration & Personnel (to prepare Terms of Reference for Short Term Assistance contracts and job descriptions for monthly contracts, and act as liaison between persons hired by the project and the finance department).
- Communications officers (to update UNDP website and published materials about this project and its activities; to liaise between MOFA staff and UNDP on matters that fall outside the purview of the other Project Management Unit staff).
- Senior and Junior Activity Coordinators (to carry out the technical and logistical procedures for conducting the training workshops for all related sectors)
- Messengers: (outdoor related errands before and during the workshops)

Monitoring and Evaluation:

Results-Based project monitoring by the Project M&E unit and UNDP will be through the preparation and use of a Project Operation Plan (POP), a detailed Annual Workplan (AWP) for each year of the project's duration, quarterly progress reports, and annual progress reports (APRs). The Project Director is responsible for the timely submission of the mentioned documents to UNDP. The format for these documents will be provided by UNDP.

Other sources of information for monitoring are the minutes of Management and Steering Committee meetings as well as presentations prepared for the Steering Committees and JMCs. These presentations will provide the basis for macro-level internal project evaluation. The annual workplans, annual reports and presentations to the SC & JMCs may also provide the basis for external evaluations. The project will also be subject to a Tripartite Review (joint review by representatives of government, executing agency and UNDP) a least once every twelve months.

External evaluation of the project should be conducted twice during the lifetime of the project by external consultants. The project shall be subject to a mid-term evaluation as well as a final evaluation. The Terms of Reference for the evaluations will be agreed upon by the Project Steering Committee.

Methodology of work concerning the Training Programs for the different sectors:

In order to maintain neutrality and effectiveness as well as good targeting, the project is entitled to prepare an outline to discuss the proposed agenda with all its topics and lecturers before engaging in dialogue with the Beneficiary Institute (Ministry of Justice, Police Academy, General Prosecutor's Office, Television and Radio Union,...etc). This will be reviewed with such institutes through bilateral discussions. 20%-30% of the topics and the lecturers will be left for the selected institute to decide and the remaining 70%-80% of the topics and lecturers will be decided upon by the project, which will follow UNDP regulations in all of the procedures.

PART 4 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 Egypt and the United Nations Development Programme, signed by the parties on January 19, 1987. The host country-implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government cooperating 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 he or she has assured that the other signatories of the project document have no objections to the proposed changes:

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

PART 5 BUDGET

The preliminary budget for the project (in US dollars):

	Year 1	Year 2	Year 3	Year 4	Total
EU	598,500	598,500	598,500	598,500	2,394,000
EU Scholarship & study tours	157,500	157,500	157,500	157,500	630,000
UNDP	87,500	87,500	87,500	87,500	350,000
Dutch	250,000	250,000	250,000	250,000	1,000,000
Total	1,093,500	1,093,500	1,093,500	1,093,500	4,374,000

Schedule of EU Payments

Due Date	Amount in US \$
January 2006	1,512,000
January 2007	756,000
January 2008	756,000
Total	3,024,000

Schedule of Dutch Payments

Due Date	Amount in US \$
January 2006	500,000
January 2007	250,000
January 2008	250,000
Total	1,000,000

* MOFA and UNDP will be working on resource mobilization to expand the activities of the project.

Implementation Support Service (ISS)

ISS costs will be recovered and charged the same budget line as the project input itself, based on the universal price list.

The budget includes 6% Facilities & Administration to UNDP.

P.A

Attachments

TERMS OF REFERENCE

The National Program Director

A. Job Title:

National Program Director

B. Duty Station:

Egypt

C. Section/Unit:

D. Project Reference:

MOFA / UNDP project

E. Duration of Employment:

One Year, to be renewed based on mutual agreement

F. Organizational Setting:

The candidate shall work as National Program Director to provide support to the MSAD/UNDP projects which aims to a better access to government services, improved responsiveness to feedback, and better management of resources.

G. Back Ground Job Content:

Sustainable Human Development (SHD) combines the concepts of Human Development and Sustainable Development where Human Development focuses on empowering people to make their own choices and sustainable development calls for equality between men and women, optimal utilization of natural resources to allow for a comparable level of resources for future generations as well as lasting value for development efforts. SHD is recognized to have a strong governance component particularly with regards to the creation of an enabling environment for the enhancement of the well being of people which includes the rule of law, the maintenance of peace, security and political stability, and legal and policy frameworks within which people can pursue their aspirations. Capacity building for governance aims at strengthening abilities to promote all human rights – including economic, social, cultural and political rights – and promoting the role of the civil society and participation of intended beneficiaries.

In January 2001 MOFA signed the first extension of the project EGY/99/005 – Pilot Project for Capacity Building in Human Rights with a focus on government institutions. During January 2001 to January 2003 funds were received from Danida, Dutch and Ford Foundation.

In May 2003 MOFA signed the 2nd extension to include a focus in Upper Egypt funded solely from Danida.

In June 2005 MOFA signed the new project document funded by UNDP, Dutch and the EU.

As the project is nationally executed by the Department of Human Rights (DHR) in the Ministry of Foreign Affairs, the project co-ordinator (a full time position) will facilitate the activities of the DHR at MOFA to insure that all project objectives as stated in project document will be achieved as well as in donors agreements. He will be working closely with the UNDP ARR in fulfilling his duties listed below:

In that regard his responsibilities will include the following (both focuses centrally and Upper Egypt) but are not limited to:

- Overall management of project activities in accordance with UNDP policies and procedures
- Draft Workplan for the project activities to be reviewed by UNDP and approved by the project steering committee.

- Work with UNDP Assistant Resident Representative to establish partnerships and draft agreements (agenda) for the Workshops/Seminars with the National Government Institute, National and International NGOs, Universities. Report on final agreements (agenda) to the Steering Committee.
- Administration of the Working project Committee.
- Following-up on different sub-contracts and consultant's assignments
- In collaboration with UNDP ARR work on scheduling the meetings in Cairo and Upper Egypt as well as prepare reporting for donors requirements
- In collaboration with UNDP Assistant Resident Representative identify local staff and necessary national consultants for implementation of various project activities including formulation of TOR.
- Reporting on project progress, provide 6 weekly progress report to UNDP and make necessary presentations
- Liaise with the High Commissioner for Human Rights Office in Geneva as well as local and international NGOs and Human Rights Centers to identify their input into the project and seminars.
- Assist in mobilizing additional resources for expansion and extension of project
- Ensure that UNDP's name is referred to in project activities
- Prepare a draft criteria for selecting participants for the training workshops. Final criteria to be approved by the Steering Committee.
- Prepare all official correspondence on behalf of DHR at MOFA to the outside partners. Copy of all correspondence to UNDP.
- Within the project budget negotiate the project premises and support services.
- Prepare the draft agenda for the Advisory Committee and Steering Committee Meetings and acts as technical secretariat.
- Maintain minutes of the Advisory Committee and Steering Committee and follow up on agreed action.
- Prepare advance request for funds for UNDP approval.
- Prepare all project reporting requirement according to UNDP programme manual.
- Prepare all reporting requirements according to donor requests
- Attend UNDP meetings as necessary and make necessary presentations.
- Any other items as deemed necessary.

Qualification and Experience:

- Specific experience with UNDP and knowledge of its procedures is a plus.
- Solid ability to exercise judgment and discretion in dealing with sensitive matters.
- Ability to monitor multiple projects effectively.