



United Nations Development Programme
Region: Arab States
Project Document



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| Project Title | Promoting Legal Empowerment of Women in the State of Kuwait-WRACATI |
| Expected CP Outcome: | Enhancement and expansion of the scope of women's participation in economic activities and political decision-making and gender equality |
| Expected CP Output: | Addressing legal, institutional and priority issues for women in Kuwait |
| Implementing Partner: | Women's Cultural and Social Society (WCSS) |
| Responsible Parties: | UNDP Kuwait Country Office, UNOPS |

Brief Description

The project builds on UNDP's mandate and strategic vision and aims to promote the advancement of women through legal empowerment. It corresponds to the commitment of the UNDP Kuwait CO to address the empowerment of women as stated in its *Country Programme Action Plan 2009-2013* and its *Gender Equality Strategy and Action Plan*. Building on the experience and insights gained during the implementation of the *WRACATI* initiative (*Women's and Children's Rights through Access to Information*), the project aims to facilitate and provide access to relevant laws and regulations for women and to raise awareness of women's legal rights among women and key partners as well as the general public. Project activities include the development of relevant legal information in digital format and its dissemination through CDs, website, video and audio radio messages, booklets and telephone hotlines as well as through other means. The project also aims to strengthen women's support mechanisms in order to reinforce their capacity to better access legal information through ICT and to use this information effectively in directing and counselling women. This will be achieved through the training of key stakeholders, in particular representatives from civil society organizations, legal professionals, journalists and MPs in the use of the legal information. A media campaign will ensure that awareness of women's legal rights among women, key partners and the general public is enhanced.

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| Programme Period: 2009-2013 | Project Budget \$ 250,000 |
| Key Result Area (Strategic Plan) | GMS: \$ 7,500 |
| Atlas Project Number: 00075597 | Total Project Budget \$ 257,500 |
| Start date: | |
| End Date | |

Agreed by (Implementing Partner - GSSCPD):

Dr Adel Al Wugayan, General Secretary _____ Date _____

Agreed by UNDP:

Dr. Adam Abdelmoula, Resident Representative _____ Date: _____

Agreed by Women Cultural and Social Society:

Ms. Sheikha Al Nisf, President _____ Date: _____

LIST OF ABBREVIATIONS

| | |
|----------------|---|
| AGFUND | Arab Gulf Programme for United Nations Development Organizations |
| AHDR | Arab Human Development Report |
| APPR | Annual Project Progress Report |
| AWP | Annual Work Plan |
| CAWTAR | Center for Arab Women Training and Research |
| CO | Country Office |
| CoP | Community of Practice |
| CPAP | Country Programme Action Plan |
| CSO | Civil society organization |
| GBV | Gender-based violence |
| GDP | Gross Domestic Product |
| HDI | Human Development Index |
| HDR | Human Development Report |
| ICT | Information and Communications Technology |
| ICTIDAR | Information & Communication Technology for Development in the Arab Region |
| MDG | Millennium Development Goals |
| NGO | Non-governmental Organisation |
| POGAR | Programme on Governance in the Arab Region |
| QPR | Quarterly Progress Report |
| RBAS | Regional Bureau for Arab States |
| RPD | Regional Programme Document |
| SCPD | Supreme Council for Planning and Development |
| SP | Strategic Plan |
| TOR | Terms of Reference |
| UNDP | United Nations Development Programme |
| UNIFEM | United Nations Development Fund for Women |
| UNOPS | United Nations Office for Project Services |
| WRCATI | Women's and Children's Rights through Access to Information |
| WCSS | Women's Cultural and Social Society |

I. SITUATION ANALYSIS

The state of Kuwait is considered a highly developed country in the Arab region as expressed in a number of development indicators. Both its Human Development Index (HDI) of 0.916 and its GDP per capita of US\$ 19,384 rank it high among the Arab countries.¹ Equally, the adult literacy rate is high with the combined ratio of over 98% literacy rate for both sexes and 97.3% for females between the ages of 15 to 24 years.²

Education has been a prime area of progress for women, which is reflected in the percentage of over 70% of female students at the tertiary level.

Progress in terms of economic and political rights has been achieved in particular over the last five years. The economic participation of women has increased from a female employment rate of 46% in 2003 to 51% in 2007, with the majority of women working in the public sector.³

In contrast to the progress made at the level of education and economic activity by women, women's participation in political life has been institutionalized only in 2005 when the election law was changed to allow women to participate in parliamentary elections, both as voters and candidates. While no woman was elected in the 2006 and 2008 parliamentary elections, four women obtained parliamentary seats in the most recent elections of May 2009.⁴

Despite these remarkable breakthroughs, major challenges which impede women in obtaining their legal rights remain, resulting from political, cultural and religious conditions and factors.

Although the constitution underlines the equality of both sexes before the law, discrimination and biases against women remain in various laws and regulations as well as in their application.⁵ The most visible gender discrimination is apparent in personal status laws which regulate matters of marriage, divorce, child custody, and nationality rights where Kuwaiti women are denied the right to confer their nationality to their foreign-born husbands or the children of these marriages, while Kuwaiti men are permitted to exercise these rights.⁶ Discrimination is also found in laws regulating women's property and in housing rights.⁷

¹ See United Nations Development Programme (UNDP), *Human Development Report 2009*, New York, USA, 2009 http://hdr.undp.org/en/media/HDR_2009_EN_Complete.pdf;; http://hdrstats.undp.org/en/countries/country_fact_sheets/cty_fs_KWT.html; UNDP Kuwait: *Country Programme Action Plan Between the Government of Kuwait and the United Nations Development Programme 2009-2013*, April 2013 (CPAP 2009-2013).

² *Human Development Report 2009*.

http://hdrstats.undp.org/en/countries/country_fact_sheets/cty_fs_KWT.html; CPAP 2009-2013.

³ Freedom House, *Women's Rights in the Middle East and North Africa*, New York, USA, 2009; Fatma Khafagy, *Gender Equality Strategy and Action Plan*, UNDP Kuwait, Kuwait, September 2009.

⁴ The weak outcome is attributed to the unfavourable conditions or challenges faced by women, in particular the relative short period of time available to women to prepare for their participation in the elections. See *Women's Rights in the Middle East and North Africa*.

⁵ Article 29 of the Kuwaiti constitution.

See: http://www.kuwait-info.com/a_state_system/state_system_articles4.asp; and <http://www.majlesalommah.net/clt/run.asp?id=6>

⁶ Personal life for Sunnis is regulated by the Personal Status Law (No. 51 of 1984) based on the Maliki school of Sunni Islam, while Shiite family law is based on the Jaafari school of interpretation.

⁷ Housing Assistance Law No. 47 of 1993 excludes women and unmarried men from the right to apply for government-subsidized housing. In addition, the government grants low-interest housing loans only to Kuwaiti men. Kuwaiti women, whether single or married, are ineligible. *Women's Rights in the Middle East and North Africa*, <http://www.freedomhouse.org/template.cfm?page=384&key=171&parent=16&report=76>

The inadequacy of laws is also evident in the lack of protection of women against gender-based violence (GBV). While it is difficult to gauge the prevalence of violence against women in Kuwait, as systematic data is absent, there is evidence that a considerable number of women are affected.⁸

In addition to gender biases in laws and their application, discrimination against women may also result from women's unawareness of laws that are favourable to them or the legal procedures required in order to claim their rights. More specifically, various accounts on women's discrimination suggest that even in those cases where women and men have *de jure* equality, women often fail to claim their rights as they are unaware of these or of the appropriate legal procedures to be followed.

In addition to unfavourable laws, women have also been affected by the lack of strong support mechanisms. Existing mechanisms in Kuwait include institutions at the national level, such as the *Committee for Defending Human Rights* or the *Women's Committee* at the National Assembly. Other institutions include specialized units in ministries, such as specialized departments (e.g. the Department for Women and Children) in the Ministry of Social Affairs and Labor,⁹ the *Mediation Center* at the Ministry of Justice, or the *Social Development Office*.¹⁰ An efficient mechanism is the *Listening Center* at the *Kuwait Awqaf Public Foundation*, which provides a hotline, counseling on legal concerns and on family and other issues.¹¹

Whereas women's support mechanisms exist, their capacity is often considered insufficient to meet the needs of women and to provide them with the necessary guidance. Similarly, at the civil society level, existing mechanisms appear to be inadequate. As a result, Kuwaiti women often resort to lawyers for obtaining information and guidance with regards to their legal rights.

The current project seeks to address the above deficits and aims to promote the legal rights of women by facilitating access to legal information, strengthening the capacity of women's support mechanisms and by raising awareness of women's legal rights. It builds on the insights and achievements of the regional initiative *WRCATI, (Promoting) Women's and Children's Rights through Access to Information*, which was implemented by national partners in six countries, Egypt, Jordan, Lebanon, Morocco, Palestine and Tunisia.¹²

The *WRCATI* initiative was launched by UNDP/RBAS's program *Information & Communication Technology for Development in the Arab Region (ICTDAR)*, with the aim to facilitate and improve access to and knowledge of women's legal rights through the use of ICT. It constituted a comprehensive approach to the legal empowerment of women by facilitating women's access to information about their rights and the rights of their children. This was achieved through the development of relevant legal information in a digital format and the dissemination of this information through CDs, website, video and radio messages as well as telephone hotlines. The content of CDs and radio messages includes the full key-word searchable legal text as well as FAQ formulated in a simplified language. The legal texts covered issues dealing with civil, legal, and religious issues relating to family law, including child support payments, marriage and divorce,

⁸ The *Arab Human Development Report 2009* underlines the need to address gender-based violence, to raise awareness of violence against women and to fight its concealment. See *Arab Human Development Report 2009. Challenges to Human Security in the Arab Countries*, UNDP/RBAS, New York, USA (see in particular Chapter 4, pp. 79-98). (AHDR 2009) <http://www.arab-hdr.org/publications/other/ahdr/ahdr2009e.pdf> In Kuwait, gender-based violence such as rape and sexual assault that occurs outside the home tends to receive more scrutiny from the police and the press than incidents of domestic violence. Figures obtained from the *Listening Center* from the *Kuwait Awqaf Public Foundation* indicate a high level of incidence. For information on the *Listening Center* see <http://www.awqaf.org/portal.aspx?tabid=169>.

⁹ See http://www.mosal.gov.kw/MOSAL/static/index_1.jsf.

¹⁰ [The Social Development Office provides counseling services. For details, see: <http://sdo.gov.kw/link3-vision.htm>.

¹¹ See <http://www.awqaf.org/portal.aspx?tabid=169>.

¹² See <http://www.ictdar.org/Projects/WRCATI/WRCATI.htm> and <http://www.cawtar.org>. In each of the participating countries, project initiatives are anchored in an NGO: Egypt: *National Council for Women*, Lebanon: *KAFA*, Tunisia: *CAWTAR*, Jordan: *The Jordanian National Commission for Women (JNCW)*, Morocco: *Moroccan Organization of Human Rights (OMDH-Organisation Marocaine des Droits Humains)* and Palestine: *Women's Centre for Legal Aid and Counseling (WCLAC)*.

labour, adoption, and custody. This information enabled women to make informed decisions about their legal rights. Social workers and volunteers at social and community centers were given both IT training as well as training on the use of the material itself, in order for them to act as conveyors of this information to women in need.

Building on the experience and insights gained during the implementation of the *WRACTI* initiative, the project will replicate some of its key components, taking into account Kuwaiti specificities and needs. It will facilitate women's access to information about their rights. This will be achieved through the development of relevant information in a digital format and its dissemination through CDs, website, video and audio radio messages, booklets, and telephone hotlines as well as through other means. The content will include full key-word searchable legal texts as well as FAQ in a simplified language. Legal information will deal with family law, marriage and divorce, child custody as applied in the various confessions as well as other relevant legal issues.

The project also aims to strengthen women's support mechanisms in order to reinforce their capacity to better access legal information through ICT and to use this information effectively in directing and counselling women and especially women in difficult circumstances. This will be achieved through the training of key stakeholders, in particular representatives from civil society organizations, legal professionals, journalists and MPs in the use of the information.

A media campaign will ensure that awareness of women's legal rights among women, key partners and the general public is enhanced.

This national project will be linked to the regional project *Empowering Women in the Arab Region through Access to Legal Information* and will benefit from a key dimension, the *Community of Practice* (CoP). By integrating national activities into the regional framework, the impact of the project will be strengthened and its sustainability maintained. The present project will further make sure that close links are maintained with all country projects and initiatives to ensure cost-effective project implementation and to benefit from synergy effects.

The project will also complement other efforts of the UNDP Kuwait Country Office to empower women, in particular those related to *Gender Based Violence* and the *Establishment of a Women Research Center*.

The project corresponds to the commitment of the UNDP Kuwait Country Office to address the empowerment of women as expressed in its *Country Programme Action Plan* (CPAP) 2009-2013 and its *Gender Equality Strategy and Action Plan*. It further supports the endorsement of the government of Kuwait's commitment to human rights.¹³

¹³ See the pledges made before the Human Rights Council. Human Rights Council – Universal Periodic Review (UPR), <http://www.ohchr.org/EN/HRBodies/UPR%5CPAGES%5CKWSession8.aspx>.

II. STRATEGY

The main objective of the project is to address the deficit of legal knowledge of Kuwaiti women and to assist them in understanding and claiming their rights and entitlements. It will focus on the challenges identified in the *Arab Human Development Reports* of 2005 and 2009 which highlights the need of addressing the shortfalls of women's legal empowerment.

The project is based on the premise that only through the access to easily understandable legal information and to effective support mechanisms women are able to make informed decisions relating to their legal concerns.

The project's objective to promote the legal empowerment of women is achieved by facilitating their access to relevant legal information. In addition to the compilation, production and dissemination of legal information, the project will build and strengthen the support mechanisms available to women to address their legal concerns and rights. This will be achieved through training and capacity building enabling women's support mechanisms to effectively use the compiled legal information in directing and counselling women.

Building on the *WRACTI* initiative and insights gained during its implementation in six Arab countries, Egypt, Jordan, Lebanon, Morocco, Palestine and Tunisia, the project will apply a comprehensive approach combining compilation and dissemination of information, capacity building of key stakeholders and the raising of awareness of women's rights among them and the general public.

The project will contribute to Kuwait's effort to empower women to attain their rights and to enable them to effectively contribute to the country's political, economic, and social development. Project objectives correspond to the priorities stated in the *Country Programme Action Plan* of 2009-2013 (CPAP) and the *Gender Equality Strategy and Action Plan* of UNDP's Country Office (CO) in Kuwait.

The CPAP has identified four strategic areas for its programme for 2009-2013:

- Governance and Development Planning,
- Gender and Social Development,
- Economic and Private-Sector Development, and
- The Environment.

The project addresses *National Priority Area 2: Gender and Social Development*, in particular *Outcome 2.1 Enhancement and expansion of the scope of women's participation in economic activities and political decision-making and gender equality*, which seeks to empower women politically, economically, and socially.

The project also corresponds to the CO's *Gender Equality Strategy and Action Plan* of September 2009 which is in line with UNDP/RBAS global *Gender Equality Strategy* (2008-2011) (GES). The latter seeks to promote women's empowerment as a means to achieve the MDGs and to contribute to the achievement of gender equality by addressing the deficits of legal empowerment of women.¹⁴ It confirms that women's rights, gender equality, the MDGs and the human development paradigm are integral to each other, mutually reinforcing and irreducible.¹⁵

Further, a key objective of the project is the strengthening of women's support mechanisms. By promoting the cooperation, coordination and the exchange of information among the participating Civil Society Organizations (CSOs) – notably those working in the field of women's and human rights - the project will also contribute to the CPAP's *Outcome 2.2 Strengthening of CSOs and expansion of their role in development, including entities working with culture, youth and children*

¹⁴ *Gender Equality Strategy 2008-2011*.

¹⁵ The *Gender Equality Strategy* follows a two-track approach: it aims at empowering women within the development practice, on the one hand, and the mainstreaming of gender in development work, ensuring that women's as well as men's concerns are integral part of all phases of project design, implementation, monitoring and evaluation on the other hand.

with learning disabilities. This involves the development of CSOs' capacity and strengthening their role in society to effectively contribute to the political, economic, social and cultural development of Kuwait and more specifically, to positively influence policies and initiatives towards the legal empowerment of women and to raising awareness of women's rights among the general public.

The project complements other efforts of the UNDP Kuwait Country Office to empower women, in particular the *Establishment of a Women Research Center* and those addressing *Gender Based Violence*.

The project will benefit from the regional project *Empowering Women in the Arab Region through Access to Legal Information* by actively contributing to the building of a regional *Community of Practice* (CoP) through the sharing of knowledge and experience and the dissemination of good practice. The integration of the project into this regional framework will increase project impact through cross-fertilization. Moreover, as a network of support the regional CoP will help accelerate the empowerment of women in Kuwait.

The project will be implemented by the national partner *Women's Cultural and Social Society* (WCSS). The WCSS, established in 1963 as the first women's organization in Kuwait, has implemented projects aiming at empowering women. These include among others its support for women's political rights¹⁶ and the organization of an awareness campaign on the status of women in the Kuwaiti Personal Status Law.¹⁷ It also played a major role in supporting women candidates during parliamentary elections.

The *Women's Cultural and Social Society* will be supported by the *Kuwait Society for Human Rights*, the *Kuwait Lawyers Association* and by other entities on various legal issues relevant to the project activities.

The UNDP Kuwait Country Office (CO) will supervise project implementation. The CO will ensure that project outcomes and quality correspond to UNDP requirements and standards and that all project activities correspond to the Country Programme Action Plan (CPAP). In its implementation the project will coordinate and collaborate closely with other specialized UN agencies, to achieve high levels of project efficiency and effectiveness.

The project activities build on the experience and achievements of the *WRCATI* initiative and will benefit from the guidance provided by the regional *Community of Practice* (CoP) in applying good practice. The project will also rely on technical assistance to ensure that project activities benefit from the achievements of *WRCATI* and that the national project is integrated into the framework created by the regional project *Empowering Women in the Arab Region through Access to Legal Information*. The provision of technical assistance by CAWTAR would ensure that the project will benefit from the achievements and insights gained in the implementation of the pilot projects in Egypt, Jordan, Lebanon, Morocco, Palestine and Tunisia

Particular efforts will be targeted towards achieving project sustainability which will be enhanced through the *Training of Trainers* (ToT) scheme applied in the capacity building component. Sustainability and national ownership will also be achieved through mixed advisory board and steering committee comprising a broad range of stakeholders.

¹⁶ Other activities included visits to the electoral offices, inviting press and media covering the Kuwaiti parliamentary elections at the local, Arab, and international levels, raising awareness of women's voting rights among the general public, attending National Assembly sessions and conducting research on women's political participation.

¹⁷ This awareness campaign, *Nourek Kanounek* (Your Law is Your Light) was launched in March 2008, in cooperation with UNDP, UNIFEM and Freedom House and consisted of banners, newspaper, buses and street posts advertisements. It built on the past cooperation between UNDP Kuwait and the WCSS during the political awareness campaign "Exercise Your Rights; Let Your Voice be Heard", launched for the 2006 elections.

This two-year project will consist of the following outputs:

- Output 1 Access to legal information for women is facilitated
- Output 2 Capacity of key partners and stakeholders to provide and facilitate access to legal information for women enhanced
- Output 3 Knowledge and awareness of women's rights among major groups enhanced through national outreach
- Output 4 Media campaign implemented to raise awareness of women's legal rights among the general public in Kuwait

The project will be launched at a one-day event in which key partners, representatives from institutions and organizations, both governmental and non-governmental, in Kuwait and the media will participate.

Output 1: Access to legal information for women is facilitated

This output focuses on providing women with access to information about their rights and the legal means provided for by national legislation. Particular attention is paid to reach the most vulnerable.

The generated information serves two purposes: on the one hand, as a legal resource guide, it will enable women to make informed decisions in relation to their legal concerns and rights; on the other hand, it will provide NGOs, MPs and journalists with relevant information. Journalists will be able to use this information in their reporting on women's issues and together with MPs will be able to advocate for the review and change of those laws that discriminate against Kuwaiti women.

Legal information will be compiled by the *Kuwait Lawyers Association* as well as other relevant entities or organizations. It will cover laws relevant to both Sunni and Shiite populations. Legal issues addressed will cover a range of topics and include family law, housing rights, political rights and social security laws as well as laws and regulations addressing violence against women. The specific topics will be identified through surveys and/or desk reviews by the *Kuwait Lawyers Association*, the *Kuwait Human Rights Society*, the *Mediation Center*, the *Listening Center* and other relevant parties. The process of law compilation will benefit from the efforts already undertaken by the *Kuwait Lawyers Association* in 2010 and will involve the Ministry of Justice.¹⁸

In order to identify the most frequently asked questions (FAQ) related to legal concerns and rights of women, a questionnaire will be distributed to a selected number of institutions, bodies and entities. FAQ will be compiled and replies to the FAQ formulated by legal experts and lawyers from the *Kuwait Lawyers Association*, the *Listening Center*,¹⁹ the *Kuwait Human Rights Society*, with the support of the Ministry of Social Affairs and Justice. Replies will be formulated in a language that is easily understandable to lay persons.

The generated information, i.e. various legal texts, court decisions, FAQ and their replies, will be made available on CDs, the project website, audio radio messages and in booklets. The legal text will be fully searchable through keywords.

¹⁸ The *Association* has covered laws and regulations related to the following: the Constitution of Kuwait, the marine commerce, civil law, the illustrative memorandum for the civil law, personal status law, the penal procedure's law (1 and 2), rental law, labour law, real estate registration law, commercial law (1 and 2), commercial companies law, civil procedures law, the unified customs law, traffic law and the municipality law.

¹⁹ It will benefit from information and data compiled by the *Listening Center* during the last decade. This data is classified according to the nature of counseling cases the *Center* has dealt with.

A national interactive website will be dedicated to the project and include the legal frameworks, legal texts, relevant studies and publications and project-related information identified as relevant.

This output will also include the production of a documentary on the project which will serve three purposes: to present the project, its outcomes and impact; to raise awareness on the importance of legal literacy for women and as training material.

Related activities

1. Compilation and review of relevant legal information
2. Identification of FAQ through questionnaires, surveys and other means
3. Formulation of replies to FAQ
4. Production of legal information in form of CDs, radio messages and booklets
5. Development of a national interactive website
6. Production of a documentary on *WRCATI* in Kuwait
7. Production of leaflets, brochures, posters and banners.

Output 2: Capacity of key partners and stakeholders to provide and facilitate access to legal information for women enhanced

This output focuses on the building of capacity of key partners and stakeholders in Kuwait, such as CSO actors, court staff and legal practitioners (judges, prosecutors, lawyers and public attorneys), to provide and facilitate access to legal information for women. They also include representatives from the media, MPs, in particular from the Human Rights, Women and Legislative committees, and staff/counsellors from the *Listening Center*, the *Mediation Center* and the *Ministry of Social Affairs and Labour* as well as others. Key partners and stakeholders will be identified and selected by the *WCSS* in close coordination and cooperation with UNDP Kuwait Country Office.

Capacity building in form of training will be tailored to the specific target groups and will be based on a needs assessment.

Capacity building will be implemented in workshops to provide training of trainers in the use of the website, CDs and radio messages. Key partners will also be trained on basic IT.

Additional training based on a Training of Trainers (ToT) scheme will be offered. The objective of the ToT scheme is to build a core team of trainers among lawyers, NGOs and the media who in turn will train at least one hundred persons during the project.

In addition, university students from various disciplines will be trained during a workshop on the content and use of the material.

Capacity building will also consist of upgrading listening and counselling skills of relevant staff, for example from the *Listening Center*, the *Ministry of Social Affairs and Labour* as well as others.

The aim of the training is to strengthen women's support mechanisms and to enable trainees to contribute to the promotion of and advocacy for gender-sensitive legislation, regulations and policies.

More specifically, the 10 training sessions under output 2 will be provided as follows:

3 training sessions on the basic IT skills and on the effective use of the produced material (CDs, radio messages, website etc.) will be provided for key women's support mechanisms and will involve the training of 50 to 60 persons.

2 training sessions on listening and counselling will be conducted to train up to 30 staff members from the *Listening Center*, the *Social Development Office*, the *Mediation Center* and the *Kuwait Human Rights Society* as well as others.

Training sessions for up to 40 university students will be provided on the use of the material produced by the project (CDs, radio messages, website etc.).

1 two-day training session on the effective use of the project material (CDs, radio messages, website etc.) will be offered to a maximum of 20 MPs.

1 two-day training session will be offered for journalists (up to 20) on the effective use of the project material (CDs, radio messages, website etc.)

A 2-day training of trainers (ToT) will be offered to train a core team of 5-10 trainers.

All training will be provided at the premises of the local partner, WCSS, and/or at the UN house.

Costs estimated for each workshop includes trainers' fees, covering training days, preparation of the training and reporting on/documenting the training.

Related activities

1. Assessment of training needs
2. 2 training workshops on guidance and counselling to train up to 30 staff members from the *Listening Center*, the *Social Development Office*, the *Mediation Center* and the *Kuwait Human Rights Society* as well as others.
3. 3 two-day training workshops on basic IT skills and on the effective use of the material (CDs, radio messages, website) for staff of key women's support mechanisms, in particular the *Listening Center*, the *Mediation Center*, the *Social Development Office* and the *Kuwait Human Rights Society*. Up to 60 persons will be trained.
4. 2 (one/two-day) training workshops for students from key universities on the content of the material. Up to 20 students from various disciplines will participate in each workshop.
5. 1 (2-day) workshop for MPs on the effective use of the produced material (CD, radio messages and website). Up to 20 MPs will be trained.
6. 1 (2-day) workshop for journalists on the content on the CD and website. (Up to 20 journalists will be trained).
7. 1 (2 day) Training of Trainers (ToT) workshop will be held to train a core team of up to 10 trainers.

Output 3: Knowledge and awareness of women's rights among major groups enhanced through national outreach

A key component of the project is to disseminate project achievements among interested parties in Kuwait and to contribute to a national debate on women's legal rights.

In order to initiate and contribute to a national debate on women's legal empowerment and women's rights in Kuwait, the project will hold a national workshop addressing selected topics relevant to women's legal empowerment. Participants of the workshop will include a broad spectrum of Kuwaiti society, from representatives from universities, relevant ministries (e.g.

Ministry of Education), religious authorities to representatives from other relevant national government and non-governmental institutions and bodies. The aim of the workshop is to explore further issues relevant to women's empowerment, building on the achievements of the project.

In another workshop, university students from various disciplines will be introduced to the project content, tools, impact and achievements. An important objective of the workshop is also to raise awareness of laws regulating women's rights and their importance in relation to citizenship.

At the workshops CDs, and booklets will be distributed to the relevant parties to enhance their knowledge on their legal rights.

Related activities

1. Organization of 1 national seminar for university students from various disciplines.
2. Organization of 1 national workshop for key groups involving up to 50 participants. The event will involve national and regional facilitators.

Output 4: Media campaign implemented to raise awareness of women's legal rights among the general public in Kuwait

Based on a media strategy developed by a media expert, a media campaign will be launched to increase the visibility of the project, promote its impact and to raise awareness of women's rights among the general public in Kuwait.

Throughout the project, the media will be involved through the publication of press articles and the conducting of TV interviews intended to publicize best practice.

The media campaign will be supported by a public competition aiming at identifying and publicizing best practice in Kuwait.

Related activities

1. Development of a media strategy by media expert to increase the visibility of the project, promote its impact and to raise awareness of women's rights among the general public in Kuwait.
2. Press coverage of the launch of the project and workshops held to inform the public about the outputs of the project, including the documentary, and to raise awareness of women's rights among the general public in Kuwait. Two workshops will be covered are under output 3.
3. Public awareness activities will be organized to identify and publicize best practice.

III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the CPAP and Resource Framework: Enhanced & expanded scope of women's participation in economic activities, political decision making and gender equality - Addressing legal, institutional and priority issues for women in Kuwait

Outcome indicators as stated in the CPAP and Resources Framework, including baseline and targets:

Baseline: Scattered efforts to change the laws relevant to women. Target: The institutional mechanism for follow-up to women's issues established

Applicable Key Result Area: Gender and Social Development (National Priority Area 2) - Promoting gender equality and empowering civil society

Partnership Strategy The project seeks to strengthen collaboration among organizations committed to the advancement of women's rights. Implementing national partner will be WCSS.

Project title and ID (ATLAS Award ID):

| INTENDED OUTPUTS | OUTPUT TARGETS FOR (YEARS) | INDICATIVE ACTIVITIES | RESPONSIBLE PARTIES | INPUTS (ESTIMATES) |
|---|---|--|--|--|
| <p>Project initiation conference (including 100 persons from media, key partners, institutions and organizations (both governmental and non-governmental) in Kuwait.</p> <p>Output 1: Access to legal information for women is facilitated</p> <p>Baseline:</p> <p>1. Systematic compilation of legal information on laws and court rulings is incomplete or is not available.</p> <p>2. Existing legal information is not user-friendly and not easily</p> | <p><u>Targets (year 1)</u></p> <ul style="list-style-type: none"> ▪ Project initiation conference held ▪ Relevant legal information (legal texts, court decisions and FAQ) compiled and available in user-friendly way ▪ Project website (including legal texts, FAQ; interactive communication) developed and operational | <p>1 Activity Result</p> <p>Compilation of relevant legal information finalized</p> <p>Action</p> <ul style="list-style-type: none"> ▪ Compiling legal texts and court decisions ▪ Identifying FAQ on legal issues ▪ Recruiting legal consultant to review legal information and FAQ ▪ Presentation of information in user-friendly way by national steering committee ▪ Recruiting IT consultant to develop website (including legal texts, FAQ; interactive communication) | <p>WCSS CAWTAR IT Consultant Media Expert Project Manager (Consultant guiding the compilation and review of relevant legal information, identification of FAQ and presentation of information in a user-friendly way and the development of an interactive website.)</p> | <p>Legal Consultant & Project Manager 150,000 USD</p> <p>IT Consultants 2,000 USD</p> <p>Media expert 2,000 USD</p> <p>Project Initiation Conference 2,000 USD</p> |

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| <p>accessible.</p> <p>Indicators:</p> <ol style="list-style-type: none"> 1. Relevant legal information is compiled, reviewed and presented in user-friendly format. 2. Relevant legal information is produced on CDs, radio messages, in booklets, on the project website and disseminated. 3. Number of users of project documentary 4. Number of project website users 5. Number of persons accessing legal information. 6. Number of users of CDs, and booklets. | <p><u>Targets (year 1)</u></p> <ul style="list-style-type: none"> ▪ CDs, and booklets produced and made available for relevant institutions and organizations ▪ Leaflets, brochures, posters and banners produced. ▪ Documentary and radio messages on project produced | <p>2 Activity Result Production and distribution of CDs, radio messages, booklets and production of documentary</p> <p>Action</p> <ul style="list-style-type: none"> ▪ Digitizing legal information for CD and tape production ▪ Producing CDs by company ▪ Producing radio messages by company (involving well-known public figures, such as actors or journalists) ▪ Producing booklets ▪ Production of leaflets, brochures, posters and banners. ▪ Production of documentary | <p>WCCS CAWTAR</p> <p>Company (CD, booklet production)</p> <p>Company (Documentary production)</p> <p>Consultant for producing the documentary</p> <p>Project Manager</p> | <p>CD production 3,000 USD</p> <p>Radio Messages 5,000 USD</p> <p>Production of booklets, leaflets, brochures, posters and banners 4,000 USD</p> <p>Production of Documentary 10,000 USD</p> |
| <p>Output 2: Capacity of key partners and stakeholders to provide and facilitate access to legal information for women enhanced</p> <p>Baseline:</p> <ol style="list-style-type: none"> 1. Lack of effective mechanisms for supporting women to access legal information. 2. Key partners, stakeholders (such as journalists and MPs) and university students do not have the capacity to use CD and website to address the legal rights of women. 3. Core group of trainers does not exist. | <p><u>Targets (year 2)</u></p> <ul style="list-style-type: none"> ▪ Training needs identified ▪ 3 training workshops on IT skills and on the use of CD held ▪ 2 Workshop on listening and counselling skills held ▪ One ToT to build core group of trainers held ▪ 2 workshop for university students on use of material held ▪ 1 workshop for journalists held ▪ 1 workshop for MPs held | <p>1 Activity Result Training needs identified and 10 training workshops held</p> <p>Action</p> <ul style="list-style-type: none"> ▪ Identifying training needs ▪ Recruiting Consultant ▪ Holding 2 workshops on listening and counselling skills ▪ Holding 3 training workshops on IT skills and on the use of CD Holding 2 workshops for university students on the use of material ▪ Holding 1 ToT to build core group of trainers ▪ Holding 1 workshop for journalists ▪ Holding 1 workshop for MPs | <p>WCSS CAWTAR Media Expert Project Manager IT Consultant Training Consultants</p> | <p>2 Workshops on listening and counselling skills based on needs assessment: Training Consultant 10,000 USD Material Costs 1,000 USD Total: 11,000 USD</p> <p>2 Workshops for university students Training Consultant 10,000 USD</p> |

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| <p>Indicators:</p> <ol style="list-style-type: none"> 1. Key partners, stakeholders (including MPs and journalists) and university students have the capacity to use CD and website to address the legal rights of women as indicated in an assessment. 2. Awareness of women’s rights among key stakeholders is raised. 3. Number of women who use support mechanisms to access legal rights. 4. A core group of trainers is built. | | | <p>Material Costs 1,000 USD Total: 11,000 USD</p> <p>3 Workshops on basic IT skills on the use of media (CDs, website etc) based on needs assessment) : Training Consultant 15,000 USD Material Costs 1,000 USD Total: 16,000 USD</p> <p>Two -day workshop for MPs: Training Consultant 5,000 USD Material Costs 1,000 USD Total: 6,000 USD</p> <p>One-day workshop for Journalists : Training Consultant 4,500 USD Material Costs 500 USD Total: 5,000 USD</p> |
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| | | | | <p>Two-day ToT training to build core group :</p> <p>Training Consultant 5,500 USD</p> <p>Material Costs 500 USD</p> <p>Total: 6,000 USD</p> |
| <p>Output 3: Knowledge and awareness of women's rights among major groups enhanced through national outreach</p> <p>Baseline:</p> <p>1. Major groups in Kuwait are not aware of issues faced by women in claiming their legal rights.</p> <p>2. University students are not aware of implications of laws regulating women's legal rights.</p> <p>Indicators</p> <p>1. Knowledge and awareness of women's legal rights among major groups in Kuwait enhanced.</p> <p>2. Knowledge and awareness of women's legal rights among university students enhanced.</p> | <p><u>Targets (year 2)</u></p> <ul style="list-style-type: none"> ▪ Workshop for key groups held ▪ Seminar for university students from law & various disciplines held | <p>1 Activity Result</p> <p>Knowledge and awareness of women's rights among students and major groups enhanced</p> <p>Action</p> <ul style="list-style-type: none"> ▪ Holding of seminar for university students from law & various disciplines ▪ Holding of workshop for key groups | <p>WCSS CAWTAR</p> | <p>Seminar for Students</p> <p>Training Consultant 5,500 USD</p> <p>Material Costs 500 USD</p> <p>Total: 6,000 USD</p> <p>Workshop for key groups</p> <p>Training Consultant 5,000 USD</p> <p>Material Costs 1,000 USD</p> <p>Total: 6,000 USD</p> |

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| <p>Output 4: Media campaign implemented to raise awareness of women’s legal rights among the general public in Kuwait</p> <p>Baseline:</p> <p>1. Media does not have sufficient knowledge and or qualifications to report on gender-related issues.</p> <p>2. Awareness of women’s legal rights among the general public not well developed.</p> <p>Indicators:</p> <p>1. Number and quality of press releases on gender in national and regional media enhanced.</p> <p>2. Major activities (project initiation conference and training) of the project are covered by the media and receive public attention.</p> <p>2. Results of public awareness activities receive broad national attention.</p> <p>4. Awareness of women’s legal rights among the general public enhanced.</p> | <p><u>Targets (year 1)</u></p> <ul style="list-style-type: none"> Media strategy developed | <p>1. Activity Result</p> <p>Media strategy developed</p> <p>Action</p> <ul style="list-style-type: none"> Recruiting of media expert Developing media strategy by Media Expert | <p>WCSS CAWTAR Project Manager</p> <p>Media Expert</p> | <p>Media Expert 3,000 USD</p> | |
| | <p><u>Target (year 1)</u></p> <ul style="list-style-type: none"> Initiation of the project is covered by media <p><u>Target (Year 2)</u></p> <ul style="list-style-type: none"> Workshop for key groups is covered by the media Workshop for university students is covered by the media | <ul style="list-style-type: none"> 2. Activity Result <p>Media coverage of project</p> <p>Action</p> <ul style="list-style-type: none"> Inviting media to cover project initiation conference Inviting media to cover workshop for key groups <p>Inviting media to cover workshop for university students</p> | <p>Media coverage of project initiation and workshops</p> | | |
| | <p><u>Targets (year 2)</u></p> <ul style="list-style-type: none"> Best practice publicized | <p>3 Activity Result</p> <p>Best practice publicized through public awareness activities</p> <p>Action</p> <p>Organization of awareness activities</p> | <p>WCSS CAWTAR</p> | <p>Awareness Activities 2,000 USD</p> | |

IV. ANNUAL WORK PLAN: YEAR I (2011)

| EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i> | PLANNED ACTIVITIES <i>List activity results and associated actions</i> | TIMEFRAME (2010) | | | | RESPONSIBLE PARTY | PLANNED BUDGET (ESTIMATES) | | |
|--|---|------------------|----|----|----|---|----------------------------|---|------------|
| | | Q1 | Q2 | Q3 | Q4 | | Funding Source | Budget Description | Amount |
| <p>Project initiation conference (including 100 persons from media, key partners, institutions and organizations (both governmental and non-governmental) in Kuwait.</p> <p>Output 1: Access to legal information for women is facilitated</p> <p>Baseline:</p> <p>1. Systematic compilation of legal information on laws and court rulings is incomplete or is not available.</p> <p>2. Existing legal information is not user-friendly and not easily accessible.</p> <p>Indicators:</p> <p>1. Relevant legal information is compiled, reviewed and presented in user-friendly format.</p> <p>2. Relevant legal information is produced on CDs, radio</p> | <p>Project initiation conference event held</p> | X | | | | <p>WCSS CAWTAR Media Expert Project Manager IT Consultant</p> | | Project Manager | 75,000 USD |
| | <p>1 Activity Result</p> <p>Compilation of relevant legal information finalized</p> <p>Action</p> <ul style="list-style-type: none"> ▪ Compiling legal texts and court decisions ▪ Identifying FAQ on legal issues | X | | | | | | Organization of project initiation conference | 2,000 USD |
| | <ul style="list-style-type: none"> ▪ Recruiting legal consultant to review legal information and FAQ | X | | | | | | IT Consultants | 2000 USD |
| | <ul style="list-style-type: none"> ▪ Presentation of information in user-friendly way by national steering committee ▪ Recruiting IT consultant to develop website (including legal texts, FAQ; interactive communication) | X | | | | | | Media Expert | 2,000 USD |

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| <p>messages, in booklets, on the project website and disseminated.</p> <p>3. Number of users of project documentary</p> <p>4. Number of project website users</p> <p>5. Number of persons accessing legal information.</p> <p>6. Number of users of CDs, and booklets.</p> | | | | | | | | |
| <p>2. Activity Result Production and distribution of CDs, radio messages, booklets and production of documentary</p> <p>Action</p> <ul style="list-style-type: none"> ▪ Digitizing legal information for CD production ▪ Producing CDs by company ▪ Producing radio messages by company (involving well-known public figures, such as actors or journalists) ▪ Producing booklets ▪ Production of leaflets, brochures, posters and banners. <p>Production of documentary</p> | | | X | | WCCS CAWTAR | | CD production | 3,000 USD |
| | | | X | | Company (CD, booklet production) | | Radio messages production | 5,000 USD |
| | | | X | | Company (Documentary production) | | Production of booklets, leaflets, brochures, posters and banners | 3,000 USD |
| | | | | X | Consultant for producing the documentary | | Production of Documentary | 10,000 USD |
| | | | | | Project Manager | | | |

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| <p>Output 4: Media campaign implemented to raise awareness of women's legal rights among the general public in Kuwait</p> <p>Baseline:</p> <ol style="list-style-type: none"> 1. Media does not have sufficient knowledge and or qualifications to report on gender-related issues. 2. Awareness of women's legal rights among the general public not well developed. <p>Indicators:</p> <ol style="list-style-type: none"> 1. Number and quality of press releases on gender in national and regional media enhanced. 2. Major activities (project initiation conference and training) of the project are covered by the media and receive public attention. 2. Results of public awareness activities receive broad national attention. 4. Awareness of women's legal rights among the general public enhanced. | <p>1 Activity Result Media Strategy Developed</p> <p>Action</p> <ul style="list-style-type: none"> ▪ Recruiting of media expert ▪ Developing media strategy by Media Expert | | | X | | <p>WCSS CAWTAR</p> <p>Project Manager</p> <p>Media Expert to develop a media strategy</p> | | Media Expert | 2,000 USD |
| | <ul style="list-style-type: none"> ▪ 2. Activity Result Media coverage of project <p>Action</p> | X | | | | <p>WCSS CAWTAR</p> | | Media coverage (project | 1,000 |

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| | <ul style="list-style-type: none"> ▪ Inviting media to cover project initiation conference | | | | | | | initiation conference) | |
| TOTAL (Year 1) | | | | | | | | | 105,000 USD |

IV. ANNUAL WORK PLAN: YEAR II (2012)

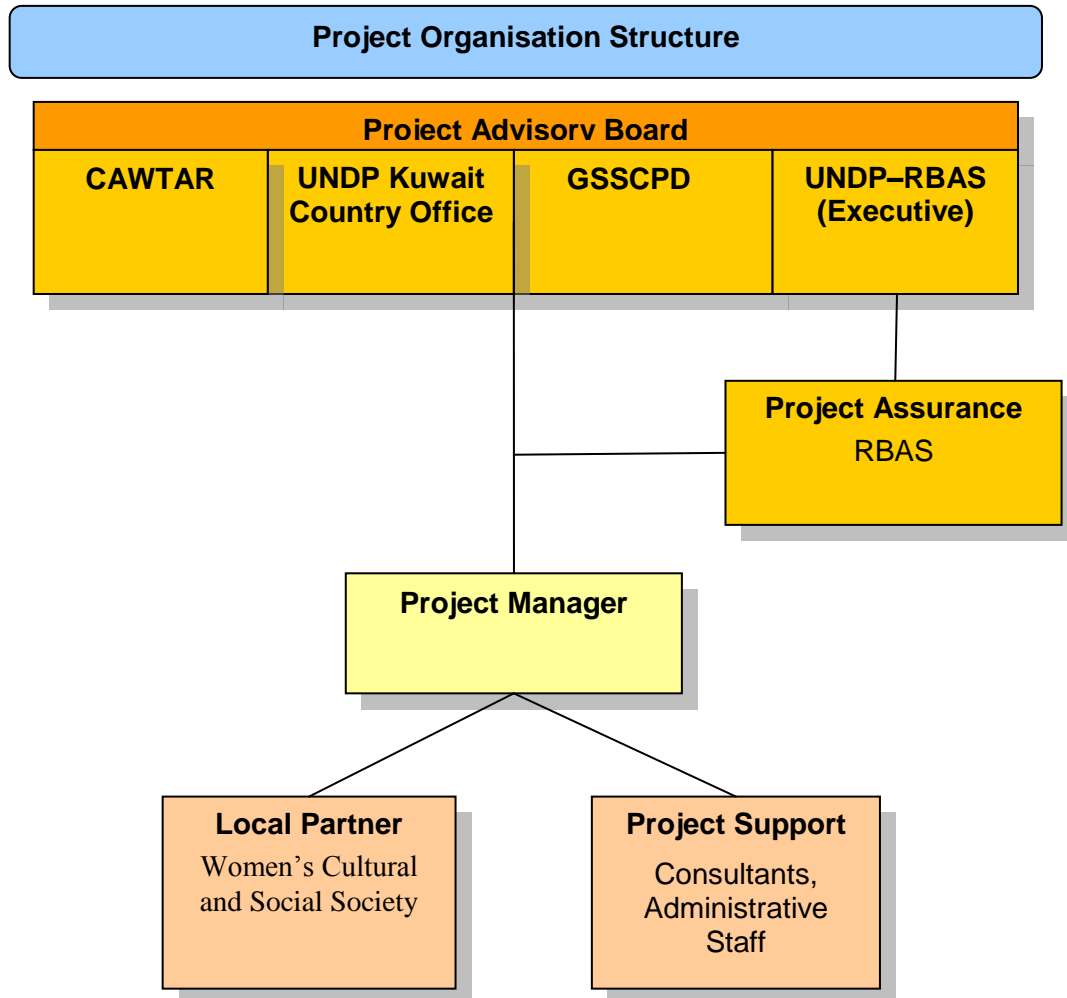
| EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i> | PLANNED ACTIVITIES <i>List activity results and associated actions</i> | TIMEFRAME (2011) | | | | RESPONSIBLE PARTY | PLANNED BUDGET (ESTIMATES) | | | |
|--|--|------------------|----|----|----|--|----------------------------|--------------------|--|------------|
| | | Q1 | Q2 | Q3 | Q4 | | Funding Source | Budget Description | Amount | |
| <p>Output 2: Capacity of key partners and stakeholders to provide and facilitate access to legal information for women enhanced</p> <p>Baseline: 1. Lack of effective mechanisms for supporting women to access legal information. 2. Key partners, stakeholders (such as journalists and MPs) and university students do not have the capacity to use CD and website to address the legal rights of women. 3. Core group of trainers does not exist.</p> <p>Indicators: 1. Key partners, stakeholders (including MPs and journalists) and university students have the capacity to use CD and website to address</p> | <p>1. Activity Result Training needs identified and 10 training workshops held</p> <p>Action</p> <ul style="list-style-type: none"> ▪ Identifying training needs ▪ Recruiting Consultant ▪ Holding 2 workshops on listening and counselling skills ▪ Holding 3 training workshops on IT skills and on the use of CD ▪ Holding 2 workshops for university students on the use of material ▪ Holding 1 ToT to build core group of trainers ▪ Holding 1 workshop for journalists ▪ Holding 1 workshop for MPs | X | X | | | <p>WCSS CAWTAR</p> <p>Training Consultants</p> <p>IT Consultant Project Manager Media Expert</p> | | Project Manager | 75,000 | |
| | | | | | | | | | 2 Workshops on listening and counselling skills based on needs assessment) | 11,000 USD |
| | | | | | X | | X | | 2 Workshops for university students | 11,000 USD |
| | | | | X | X | | X | | 3 Workshops on basic IT skills on the use of media (CDs, website etc) based on needs assessment) | 16,000 USD |
| | | | | X | | | Two -day workshop for MPs | 6,000 | | |

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| <p>the legal rights of women as indicated in an assessment.</p> <p>2. Awareness of women's rights among key stakeholders is raised.</p> <p>3. Number of women who use support mechanisms to access legal rights.</p> <p>4. A core group of trainers is built.</p> | | | | X | | | | <p>One-day workshop for Journalists</p> <p>Two-day ToT training to build core group</p> | <p>6,000 USD</p> <p>6,000 USD</p> |
| <p>Output 3: Knowledge and awareness of women's rights among major groups enhanced through national outreach</p> <p>Baseline:</p> <p>1. Major groups in Kuwait are not aware of issues facing women in claiming their legal rights.</p> <p>2. University students are not aware of implications of laws regulating women's legal rights.</p> <p>Indicators</p> <p>1. Knowledge and awareness of women's legal rights among major groups in Kuwait enhanced.</p> <p>2. Knowledge and awareness of women's legal rights among university students</p> | <p>1 Activity Result</p> <p>Knowledge and awareness of women's rights among students and major groups enhanced</p> <p>Action</p> <ul style="list-style-type: none"> ▪ Holding of seminar for university students from law & various disciplines ▪ Holding of workshop for key groups | | | X | | <p>WCSS</p> <p>CAWTAR</p> <p>IT Consultant</p> <p>Project Manager</p> <p>Media Expert</p> | | <p>Seminar for Students</p> <p>Workshop for key groups</p> | <p>6,000USD</p> <p>6,000 USD</p> |

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| enhanced. | | | | | | | | | |
| <p>Output 4: Media campaign implemented to raise awareness of women’s legal rights among the general public in Kuwait</p> <p>Baseline:</p> <p>1. Media does not have sufficient knowledge and or qualifications to report on gender-related issues.</p> <p>2. Awareness of women’s legal rights among the general public not well developed.</p> <p>Indicators:</p> <p>1. Number and quality of press releases on gender in national and regional media enhanced.</p> <p>2. Major activities (project initiation conference and training) of the project are covered by the media and receive public attention.</p> <p>2. Results of public awareness activities receive broad national attention.</p> <p>4. Awareness of women’s legal rights among the general public enhanced.</p> | <p>▪ 1. Activity Result</p> <p>Media coverage of project</p> <p>Action</p> <p>▪ Inviting media to cover workshop for key groups</p> <p>▪ Inviting media to cover workshops for university students</p> <p>▪</p> | | | X | | <p>WCSS</p> <p>CAWTAR</p> <p>Project Manager</p> <p>Media Expert</p> | | <p>Media coverage of 2 workshops</p> | <p>1000 USD</p> |

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|----------------|---|--|--|--|---|--------------------------------|--|-----------------------------|--------------------|
| | 2. Activity Result Best practice publicized through public awareness activities Action Organization of public awareness activities | | | | X | WCSS CAWTAR Media Expert | | Public awareness activities | 2,000 USD |
| TOTAL (Year 2) | | | | | | | | | 145,000 USD |

V. MANAGEMENT ARRANGEMENTS



Project Advisory Board

The objective in creating a Project Advisory Board is to provide overall direction and strategic guidance for the effective and smooth implementation of the project. The Committee is responsible for making strategic management decisions for the project when guidance is required by the Project Manager, including recommendation for solving problems, approval of project amendments and revisions.

The Project Advisory Committee shall be composed of representatives from the UNDP Regional Bureau for Arab States (UNDP-RBAS), UNDP Kuwait Country Office, representatives from CAWTAR, the *Women's Cultural and Social Society*, and from the *Supreme Council for Planning and Development (SCPD)*. The Committee will meet at least once every six month and have special meetings as needed. The Board will be chaired by UNDP Kuwait Country Office. The Project

Manager, who will be hosted with the WCSS, shall provide the secretariat and prepare meetings, minutes and facilitate information flow among the Committee members.

National Steering Committee

A National Steering Committee will be established to oversee project implementation at the national level. The Committee will be composed of UNDP Kuwait Country Office, SCPD, the national implementing project partner, the *Women's Cultural and Social Society* and key national stakeholders, in particular the *Kuwait Lawyers Society* and the *Kuwait Human Rights Society* as well as legal experts, representatives from NGOs working on women's issues, and from the ministries of Justice, of Social Affairs and of Labour.

Project Implementation

The project will be implemented by the local partner the *Women's Cultural and Social Society* (WCSS) under the direct supervision of UNDP Kuwait Country Office. Additional entities that the project will partner with will be selected on the basis of needs and include the *Kuwait Lawyers Association* and the *Kuwait Human Rights Society* as well as others.

The WCSS will be responsible for the implementation of the project. It will be responsible for the collection and digitizing of legal information, the listing of the FAQ, the content and the delivery of CD ROMs, the project website, the identification of the target groups to be trained and for the conduct of the TOT. The Project Team will consist of a full-time Project Manager, who will report directly to the UNDP Kuwait Country Office. The Project Manager will provide secretarial assistance to the Project Advisory Board.

The WCSS will keep the UNDP Country Office abreast of all project-related developments through progress reports and other means. All activities will be coordinated with the Country Office.

In order to ensure the full benefit from the regional project *Empowering Women in the Arab Region through Access to Legal Information*, technical assistance required during the project implementation will be provided by CAWTAR. This will ensure that the project will also benefit from the expertise and knowledge CAWTAR has accumulated in the implementation of the 6 WRCATI pilot projects in Egypt, Jordan, Lebanon, Morocco, Palestine and Tunisia.

V. MONITORING FRAMEWORK AND EVALUATION

Monitoring and Evaluation mechanisms will be integrated in the Country Programme. Results-Based Management will be used to plan, implement, monitor and evaluate the project.

Within the annual cycle

- On a quarterly basis, a substantive Quarterly Progress Report (QPR) shall record progress towards the completion of key results.
- An Issue Log shall be activated and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted, a risk log shall be activated and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, an Annual Project Progress Report (APPR) shall be submitted by the Project Manager to the Project Advisory Board through Project Assurance, using the standard report format.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project.
- A Monitoring Schedule Plan shall be activated and updated to track key management actions/events. Monitoring will make use of information provided by the partner countries.

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Advisory Board. As minimum requirement, the Annual Review Report shall consist of the standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level. The Review will involve information provided by the partner countries through regular reports on project progress.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the second year, this review will be a final assessment. This review is driven by the Project Advisory Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes. The Review will involve information provided by the partner countries through regular reports on project progress.

An annual evaluation will be conducted at the end of the project by an independent expert who will assess project achievements against stated objectives, effectiveness and efficiency, management arrangements and the project impact at the regional and national levels.

VI. ANNEXES

Risk Analysis. Use the standard Risk Log Template

Project ID:

Project Title:

Date:

| ID | Type | Date Identified; Author | Description | Current Risk Level ²⁰ | | | Comments | Status | Status Change Date | Owner |
|----|-----------|-------------------------|--|----------------------------------|----------|--------|---|--------|--------------------|-------|
| | | | | L | C | R | | | | |
| 1 | Political | | The National Assembly will be dissolved and as a result MPs are not able to participate in project activities. | Possible | Moderate | Medium | An important component of the project, i.e. the training of MPs, may not be achieved. | | | |
| 2 | Technical | | Main implementing partner withdraws from the project. | Low | Major | Low | The implementing partner has been involved in the project preparatory phase and as a result has developed a high level of project ownership. | | | |
| 3 | Technical | | One or more of the supporting project partners withdraw from the project. | Low | Moderate | Low | By involving major supporting project partners in the project preparatory phase, project ownership has been enhanced. | | | |
| 4 | Legal | | Laws promulgated negatively affect project activities and outcome. | Possible | Moderate | Medium | Media, MPs, NGOs and other key stakeholders will have received capacity building as part of the project and as a result are able to advocate for favourable laws. | | | |

²⁰ L = likelihood; C = Consequence; R = Risk Level

CAWTAR's expertise (Technical Assistance)

CAWTAR provides technical assistance in the following areas:

- Mainstreaming Gender and Human Rights approaches
- Mobilizing specialized experts
- Producing Arab Woman Development Reports
- Conducting National and Regional Research (design, implementation; M&E)
- Elaborating training materials and deliver training sessions (design, implementation; M&E)
- Building Specialized Networks
- Setting and managing websites
- Elaborating Data Bases
- Producing Multi-Media resources
- Peer Reviewing
- Executing activities, including the above mentioned, for several International and Regional Organizations

Specifications of the activities CAWTAR will be implementing/coordinating for WRACATI are:

As to the **official initiation conferenceing of the project**, CAWTAR can be one of the invitees and can present the other experiences, the lessons learnt and introduce the regional project.

With regard to the activities listed in the project document, CAWTAR can have different types of interventions. By activity, CAWTAR can:

- 1- Provide technical assistance, or
- 2- Provide scientific contribution, or
- 3-Be responsible of the implementation of a whole activity.

Output 1: Access to legal information for women is facilitated

CAWTAR can contribute through the provision of advices and information to the following activities:

- 1- The Compilation and review of relevant legal information
- 2- The identification of FAQ and the presentation of information in user-friendly way
- 3-The Development of a national interactive website
- 4-The production of a documentary on WRACATI pilot in Kuwait

A lump-sum of US \$ 4000 is earmarked for implementing the activities under Output 1.

Output 2: Capacity of key partners and stakeholders to provide and facilitate access to legal information for women enhanced

CAWTAR can contribute as co-organizer to implement the following activities:

- 1-Organize 2 workshops (design of the sessions, identification of trainers) on listening skills (3/4 training days each time)

2-Organize 2 TOT s (design of the sessions, identification of trainers) on the content and use of the material produced (2/3 training days each time)

A lump-sum of US \$ 6000 is earmarked for implementing the activities under Output 2.

Output 3: Knowledge and awareness of women's rights among major groups enhanced through national outreach

In partnership with the national partner, CAWTAR will:

1. -Participate in the workshop for students through the provision of technical assistance
2. -Participate in the workshop for key groups through the provision of good practices on women legal empowerment from the region

A lump-sum of US \$ 2,500 is earmarked for implementing the activities under Output3.

Output 4: Media campaign implemented to raise awareness of women's legal rights among the general public in Kuwait

CAWTAR will assist through the provision of information and directions to:

-Develop the strategy for the media campaign (design and identification of the media experts) on the basis of the CAWTAR's experience.

A lump-sum of US \$ 1500 is earmarked for implementing the activities under Output 4.

Terms of Reference

DRAFT

Local Implementing Partner

The Women's Cultural and Social Society (WCSS)

I. Background

The project aims at raising the legal empowerment of women in Kuwait and will be implemented during a period of 2 years. It will benefit from the insights and knowledge gained through the WRCATI initiative and will build on best practice in the region. In this process it will be guided by the Community of Practice (CoP) operating at the regional level and by the Project's Advisory Committee.

Project outputs consist of the following:

- Output 1 Access to legal information for women is facilitated
- Output 2 Capacity of key partners and stakeholders to address women's legal rights **and** to promote gender sensitive legislation and policies enhanced
- Output 3 Knowledge and awareness of women's rights among major groups **enhanced** through national outreach
- Output 4 Media campaign implemented to raise awareness of women's legal rights **among** the general public in Kuwait

II. Objective

The main responsibility of the *Women's Cultural and Social Society* is the smooth and timely implementation of project activities on the basis of the AWP.

III. Key Responsibilities:

On the basis of the Project Document and the Annual Work Plan, the Partner NGO shall be responsible for the following:

- ◇ Preparation and implementation of project activities in line with the AWP
- ◇ Submission of project deliverables on the basis of AWP
- ◇ Coordination with project partner institutions and organizations involved in the project, in particular the Kuwait Lawyer Association and the Kuwait Human Rights Society
- ◇ Submission of quarterly progress donor reports (using the standard UNDP reporting forms) for review by the Steering Committee
- ◇ Submission of quarterly progress financial reports (using the standard UNDP reporting forms) for review by the Steering Committee
- ◇ Close coordination and collaboration with UNDP-Kuwait Country Office
- ◇ Ensure donor reporting is timely and adheres to UNDP standards
- ◇ Recruitment of relevant staff and consultants and experts on the basis of TORs and UNDP rules and regulations
- ◇ Human Resource Management (Project Manager and Project Assistant, consultants and experts)
- ◇ Participation in Project Advisory Committee

Annex: Project Document

Terms of Reference

DRAFT

Project Manager

I. Purpose

The post of Project Manager is a key position in support of the project. He/she will ensure the smooth and timely implementation of the project.

II. Key Responsibilities

The Project Manager will carry out his/her responsibilities on the basis of the Project Document and the Annual Work Plan. Key responsibilities of the Project Manager include the following:

- ◇ Monitor and manage project progress on the basis of the AWP
- ◇ Ensure timely submission of project deliverables by local partner
- ◇ Management of the budget allocation for local partner and ensure that expenditure is for activities as agreed in the AWP
- ◇ Liaise and coordinate with UNDP's Country Office and ensure that they are kept abreast of project progress
- ◇ Oversee content development of project website
- ◇ Coordinate with CAWTAR the implementation of regional activities
- ◇ Prepare TOR for consultants and experts
- ◇ Supervise consultants and experts on the basis of TOR
- ◇ Prepare Quarterly and yearly Progress Reports
- ◇ Prepare Quarterly and yearly Financial Reports
- ◇ Coordinate the dissemination of project products (CDs, radio messages, booklets)
- ◇ Participate in local and regional workshops

The Project Manager will report to UNDP Kuwait Country Office.

Annex: Project Document