

**United Nations Development Programme  
Country: Azerbaijan  
Project Document**

<b>Project Title</b>	Creating new platforms to support active youth engagement in global policy debates
<b>UNDAF Outcome(s):</b>	3.1. By 2015 civil society, media and vulnerable groups enjoy an increased role in policy formulation and implementation processes
<b>Expected CP Outcome(s):</b>	3.1. By 2015 civil society, media and vulnerable groups enjoy an increased role in policy formulation and implementation processes
<b>Expected Output(s):</b>	First Global Youth Policy Forum creates additional opportunities for youth engagement in global policy debates
<b>Executing Entity:</b>	Ministry of Youth and Sport of the Republic of Azerbaijan
<b>Implementing Agencies:</b>	United Nations Development Programme

**Brief Description**

Given the urgency of addressing the challenges hindering the development and participation of youth, the Government of Azerbaijan was among the first to respond to the call of the UN Secretary General Mr. Ban Ki-moon to support the Office of the Youth Envoy.

In partnership with UNDP, the Ministry of Youth and Sport will support the Office of the Secretary General's Envoy on Youth in preparing for and conducting First Global Youth Policy Forum in the 4<sup>th</sup> quarter of 2014. It is expected that the Forum will result in adoption of Global Guiding Principles for the preparation and implementation of youth policies.

The secondary objective of this partnership is to support the institutionalization of the Model UN in Azerbaijan, building on the successful organization of 1<sup>st</sup> Baku Model UN Security Council in October 2013.

Programme Period:	2011-2015
Key Result Area (Strategic Plan):	Development debates and actions at all levels prioritise poverty, inequality and exclusion
Project ID:	00089685
Atlas Award ID:	00079801
Start date:	April 1, 2014
End Date:	December 31, 2015
PAC Meeting Date:	_____

Total resources required:	USD 1,379,460
Total allocated resources:	USD 1,379,460
• Regular:	USD 100,000
• Other:	
o Government:	USD 1,279,460
Unfunded budget:	\$ 0
In-kind Contributions:	\$ 0
GMS (5%):	USD 60,960

Agreed by (Government): \_\_\_\_\_

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

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## I. SITUATION ANALYSIS

Young population of the planet is currently estimated at 1.8 billion people, making it the largest generation of youth the world has ever known. Growing number and size of the youth has brought about the necessity of creating new paradigms at local, regional and international levels on working with and for the young people.

The United Nations has long recognized that the imagination, ideals and energies of young people are vital for the continuing development of the societies in which they live.

In 1995 the Member States of the United Nations directed the international community's response to youth issues by adopting the "World Programme of Action for Youth to the Year 2000 and Beyond (WPAY)". Complemented (officially) in 2007, the WPAY constitutes the first global blueprint for effective national youth policies. It also provides a policy framework and practical guidelines for national action and international support to improve the situation of youth around the world.

Several other global initiatives were taken by the United Nations to address the issues concerning youth since that WPAY. These efforts culminated in the announcement of "working with and for young people" as one of his five priorities for his second term in office by the Secretary General Ban Ki-moon and appointment of first-ever Envoy on Youth in early 2013.

In order to advance this cause, the Secretary General has called upon the governments of the member states to support the work of the Office of the Youth Envoy. Given the urgency of addressing the challenges hindering the development and participation of youth, the Government of Azerbaijan was among the first to respond to this call by stating its readiness to support and host the First Global Youth Policy Forum- an initiative proposed by the Office of the Youth Envoy. The purpose of the Global Youth Policy Forum is to provide a physical platform for stockholders involved on youth policies to share their experiences and build a better understanding on what works on youth policies.

Despite being a country with relatively short history of independence, Azerbaijan is one of the most advanced when it comes to the investments into the youth sector. Currently approximately 30% of the total population (~3 million people) falls into the category of youth (aged between 14-29), making the youth one of the top priorities in the political agenda. The country has quickly established a legislative basis in this direction by adopting the Law on Youth Policy (2002). The law was further supplemented with 2 State Programs on Youth which contains concrete action plans with clear focus on enhancing youth engagement in socio-economic, political and cultural life of the country.

Spearheaded by the Ministry of Youth and Sport and supported by the Youth Foundation under the President of the Republic of Azerbaijan, the youth policy of the country can serve as example for other countries around the world. Government investment in the field of youth sector has increased by 100 times over the past 10 years. Annual investment is around 30 million USD, not taking into account investments into education and health. All of these initiatives have resulted in tremendous increase of youth in all spheres of the country profile. For example, youth comprise 60% of the current civil service force and the number of registered youth NGOs has increased nearly 5 times since 2003 reaching more than 250 in 2014. Youth Council under the Ministry of Youth and Sport comprised of young people of Azerbaijan participates and can influence decision making processes by the Ministry. In November 2013, Ganja, the second biggest city of Azerbaijan, won the bid to become the European Youth Capital for 2016.

Considering the above-mentioned achievements in its national youth policy, Azerbaijan is a perfect fit for hosting First Global Youth Policy Forum in 2014. The Government is also dedicated to support the UN led initiatives aimed at promoting UN values among youth from Azerbaijan and other countries through supporting Model UN events.

In a nutshell, the Government is interested in creating new platforms for youth from all countries for their active engagement in global policy debates.

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## II. STRATEGY

The project will be implemented in close partnership with the Ministry of Youth and Sport of the Republic of Azerbaijan.

The project has two main objectives. **The primary objective of the project is to support the Office of the Secretary General's Envoy on Youth in preparing for and conducting First Global Youth Policy Forum in the 4<sup>th</sup> quarter of 2014.** The forum will be the first global gathering of experts, researchers, officials, and youth involved on youth policies development. It is expected that more than 500 participants comprised of representatives of aforementioned groups will attend the event. The aim of the forum is to build a community of experts to help future national youth policy developments. It will focus on the opportunities

provided by inclusive and participatory public policies on youth, as well as the challenges affecting their formulation and implementation. It will address the question of what are the key elements and criteria in the development and the implementation of a National Policy on Youth that can ensure increased effectiveness and inclusiveness, as well as greater accountability.

The expected outputs of the Forum are: (1) database displaying up to date landscape of national youth policies implemented across the globe (2) enhanced understanding of quality standards for youth policies and a common understanding of youth policy formulation, including best practices and how to address challenges, **also labelled as Guiding Principles for formulating and implementing youth policies**; and (3) community of experts at the global level to support the formulation of evidence based youth policies.

Major international organizations, such as UNDP, UNESCO, Council of Europe and the Office of the Secretary General Envoy on Youth have pledged to join forces in organization of this event. They will partner with regional youth networks/NGOs and youth policy oriented think tanks. Information from all interested UN member state governments on their national youth policies will be collected and the database on national youth policies will be made available prior to the Forum. An experienced international consultant will be hired to prepare all necessary substantive documents and planning for the event and coordinate the efforts of different interested stakeholders. In order to ensure high level of political support for the Forum prominent world leaders will be invited to attend the event. The official language of the Forum will be English and Russian. Other official UN languages can be added if necessary and supported by the partners.

The indicative activities for the organization of the **First Global Youth Policy Forum** will include:

- Creation of a governmental working group on First Global Youth Policy Forum
- Creation of a steering committee comprised of representatives of main stakeholders
- Organization of the preparatory steering committee meetings of the Forum
- Preparation of national youth policy template and creation of global youth policy database based on inputs from member states
- Selection of an international consultant to assist with the organization of the First Global Youth Policy Forum, preparation of substantive documents and coordination
- Preparation of the Concept Note, Agenda, and Application Form of the First Global Youth Policy Forum
- Preparation of First Global Youth Policy Forum web-site
- Preparation and dissemination of invitation letters to the First Global Youth Policy Forum participants
- Selection/identification of local and international participants of the First Global Youth Policy Forum
- Establishment of local consultant team to assist with the organization of the First Global Youth Policy Forum
- Selection of a company to assist with the organizational matters (venue, travel, logistics, etc.) of the First Global Youth Policy Forum
- Publication of conference and press related materials
- Finalization of major Forum outputs/documents
- Organization of 3 day First Global Youth Policy Forum in Baku in the 4<sup>th</sup> quarter of 2014
- Organization of 1 day follow up meeting after the First Global Youth Policy Forum
- Preparation of the final report/outcome document
- Follow up on the recommendations of the outcome document

**The secondary objective of the project is to support the institutionalization of the Model UN in Azerbaijan.** Model United Nations is an excellent tool for publicizing UN values among young people, raising awareness among youth on UN work, as well as building capacities of young people (research, negotiations, speech, writing, and diplomacy). Model UN also creates an opportunity for young people to get engaged in global policy debates.

In October 2013, the Ministry of Youth and Sport in partnership with UNDP organized the first ever International Model UN Security Council on cyber-security in Baku. The event was quite successful and sparked a lot of interest in the youth community. However, lack of institutional mechanisms and financing makes it very difficult to make Model UN initiatives sustainable. Taking this into account, the major outputs of this component is to: (1) creation of national Model UN mechanism or network associated with UNDPI; (2) delivering financial means to support the participation of national youth in international MUN initiatives; (3) organizing national MUN and one international MUN by the end of Year 2 of the project implementation.

Natural partners for this project will be the Ministry of Education, universities, and UNDPI and local youth NGOs. The indicative activities for the **Model United Nations component** will include:

- Creation of national MUN mechanism, i.e. club, NGO, association
- Preparation of national MUN guidelines and documentation aligned with UNDPI guidelines
- Training of trainers on preparing and running a Model UN Conference

- Engagement of different universities to join the national MUN network
- Supporting national youth to participate in international MUN conferences
- Assistance in organizing MUNs at the university level
- Organization of large scale national MUN Conference in the 3<sup>rd</sup> quarter of 2015
- Organization of Baku 1<sup>st</sup> Model UN Conference in the 4<sup>th</sup> quarter of 2015

**III. RESULTS AND RESOURCES FRAMEWORK**

<p><b>Intended Outcome as stated in the Country Programme Results and Resource Framework:</b></p> <p>3.1. By 2015 civil society, media and vulnerable groups enjoy an increased role in policy formulation and implementation processes</p> <p><b>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</b></p> <p>N/A</p> <p><b>Applicable Key Result Area (from 2014-2017 Strategic Plan):</b> Development debates and actions at all levels prioritise poverty, inequality and exclusion</p> <p><b>Partnership Strategy:</b> Ministry of Youth and Sport of the Republic of Azerbaijan, Office of the United Nations Secretary General's Envoy on Youth, UNESCO, Council of Europe, Regional Youth Networks, UNDP</p> <p><b>Project title and ID (ATLAS Award ID):</b> Creating new platforms to support active youth engagement in global policy debates (Award ID: 00079801 Project ID: 0000089685)</p>				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p><b>Output 1:</b> Global Guiding Principles for formulating and implementing youth policies are agreed upon</p> <p><b>Baseline as of Jan 2014:</b> There are no Global Guiding Principles for formulating and implementing youth policies</p> <p><b>Indicators:</b></p> <ol style="list-style-type: none"> <li>Global guiding principles for formulating and implementing youth policies in place (yes/no)</li> <li>No. of agreed global guiding principles for formulating and implementing youth policies agreed upon</li> </ol>	<p><b>Targets (2014)</b></p> <p>First Global Youth Policy Forum organized</p>	<ul style="list-style-type: none"> <li>Creation of a governmental working group on First Global Youth Policy Forum</li> <li>Creation of a steering committee comprised of representatives of main stakeholders</li> <li>Organization of the preparatory steering committee meetings of the Forum</li> <li>Preparation of national youth policy template and creation of global youth policy database based on inputs from member states</li> <li>Selection of an international consultant to assist with the organization of the First Global Youth Policy Forum, preparation of substantive documents and coordination</li> <li>Preparation of the Concept Note, Agenda, and Application Form of the International MUN Security Council</li> <li>Preparation of First Global Youth Policy Forum web-site</li> <li>Preparation and dissemination of invitation letters to the First Global Youth</li> </ul>	<p>UNDP, MYS</p>	<p>See the AWP below</p>

<p><b>Output 2:</b> Model United Nations in Azerbaijan institutionalized</p> <p><b>Baseline as of Jan 2014:</b> There is no institutionalized MUN network in Azerbaijan</p> <p><b>Indicators:</b></p> <ol style="list-style-type: none"> <li>1. National MUN network created (yes/no)</li> <li>2. No. of academic institutions participating in the national MUN network</li> <li>3. No. of youth participating in</li> </ol>	<p><b>Targets (2014):</b></p> <p>National MUN network established</p> <p><b>Targets (2015):</b></p> <ul style="list-style-type: none"> <li>- At least 3 academic institutions participate in the national MUN network</li> <li>- At least 200 youth participate in MUN initiatives</li> </ul>	<p>Policy Forum participants</p> <ul style="list-style-type: none"> <li>▪ Selection/identification of local and international participants of the First Global Youth Policy Forum</li> <li>▪ Establishment of local consultant team to assist with the organization of the First Global Youth Policy Forum</li> <li>▪ Selection of a company to assist with the organizational matters (venue, travel, logistics, etc.) of the First Global Youth Policy Forum</li> <li>▪ Publication of conference and press related materials</li> <li>▪ Finalization of major Forum outputs/documents</li> <li>▪ Organization of 3 day First Global Youth Policy Forum in Baku</li> <li>▪ Organization of 1 day follow up meeting after the First Global Youth Policy Forum</li> <li>▪ Preparation of the final report/outcome document</li> <li>▪ Follow up on the outcome recommendations of the outcome document</li> </ul>	<p>UNDP, MYS</p>	<p>See the AWP below</p>
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MUN initiatives		national MUN Conference in the 2 <sup>nd</sup> quarter of 2015; <ul style="list-style-type: none"> <li>▪ Organization of Baku 1st Model UN Conference in the third quarter of 2015</li> </ul>		
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**IV. ANNUAL WORK PLAN**

Year: 2014

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount in USD
<b>Output 1:</b> Global Guiding Principles for formulating and implementing youth policies are agreed upon  <b>Baseline as of Jan 2014:</b> There are no Global Guiding Principles for formulating and implementing youth policies	Creation of a governmental working group on First Global Youth Policy Forum					30071 (GOV)	71200 (Intl Consultants)	50,000	
	Creation of a steering committee comprised of representatives of main stakeholders					30071 (GOV)	71300 (Local Consultants)	50,000	
<b>Indicators:</b> 1. Global Guiding Principles for formulating and implementing youth policies in place (yes/no)  2. No. of agreed provisions of the Global Guiding Principles for formulating and implementing youth policies agreed upon	Organization of the preparatory steering committee meetings					30071 (GOV)	72100 (Companies)	600,000	
	Preparation of national youth policy template and creation of global youth policy database based on inputs from member states					30071 (GOV)	74200 (Printing)	70,000	
<b>Targets (2014):</b>  1. First Global Youth Policy Forum organized  2. Global Guiding Principles for formulating and implementing youth policies are agreed upon	Selection of an international consultant to assist with the organization of the First Global Youth Policy Forum					30071 (GOV)	74500 (Miscellaneous)	2,000	
	Preparation of the Concept Note, Agenda, and Application Form					30071 (GOV)	75100 (F&A)	42,900	
	Preparation of First Global Youth Policy Forum web-site								
	Preparation and dissemination of invitation letters								
	Selection/identification of local and international								









Output 3 PROJECT MANAGEMENT	Ongoing management project	UNDP, MYS	Sub-total for Output 2 (UNDP)	0	
			Sub-total for Output 2 (GOV)	190,575	
			<b>Total for Output 2</b>	<b>190,575</b>	
			30071 (GOV)	71400 (Personnel)	35,700
			04000 (UNDP)	71400 (Personnel)	10,000
			04000 (UNDP)	71600 (Travel)	5,000
			04000 (UNDP)	72100 (Companies)	2,000
			04000 (UNDP)	72400 (Communication)	3,000
			04000 (UNDP)	72500 (Supplies)	2,000
			04000 (UNDP)	74200 (Printing)	2,000
			04000 (UNDP)	74500 (Miscellaneous)	2,000
			30071 (GOV)	75100 (F&A)	1,785
			Sub-total for Output 3 (UNDP)	26,000	
			Sub-total for Output 3 (GOV)	37,485	
			<b>Total for Output 3</b>	<b>63,485</b>	
<b>TOTAL</b>			<b>254,060 USD</b>		

Year	Funding Source	Amount in USD
2014	GOV	1,051,400
2015	GOV	228,060
2014	UNDP	74,000
2015	UNDP	26,000
<b>Total GOV:</b>		<b>1,279,460</b>
<b>Total UNDP:</b>		<b>100,000</b>
<b>Grand Total:</b>		<b>1,379,460</b>

## V. MANAGEMENT ARRANGEMENTS

**National Execution (NIM).** The project will be nationally executed by the Ministry of Youth and Sport (MYS). Implementation support will be provided by the UNDP Country Office (see Project Governance Arrangements below). In its capacity as Implementing Partner, the MYS will be responsible for overall project management. Besides, the MYS will be responsible for the facilitation of all project activities such as international consultant missions, trainings for respective staff, ensuring appropriate access to project sites, relevant data, records, agencies and authorities. UNDP will provide procurement and contracting services in accordance with the relevant UNDP rules and regulations, policies and procedures for procurement, human resources management and RBM guidelines.

**B. Project Governance Arrangements.** The project will have a governance structure, aligned with UNDP's new rules for Results Based Management (see Figure: Project Governance Arrangements below).

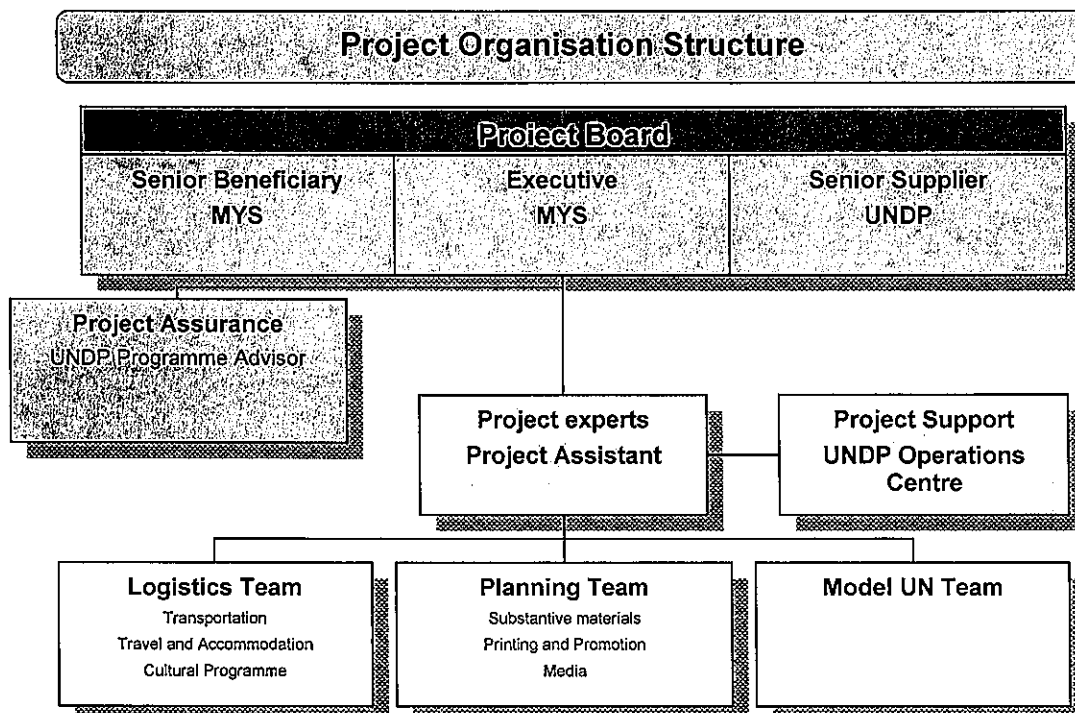
i. **Project Executive Board.** The Project Executive Board will be the executive decision making body for the project, providing guidance to the Project team, and approving project revisions. It will be responsible for reviewing and updating the project risk log, issue log, lessons learnt log and the project monitoring and communication plan. The Project Executive Board will consist of three members:

- The Executive (Implementing Partner) will convene the Project Executive Board. This position will be held by the representative of the MYS;
- The Senior Supplier. This position will be held by the UNDP DRR, or a designated UNDP Development Advisor.
- The Senior Beneficiary. This position will be held by the representative of the MYS.

ii. **Project Management.** A Project Expert will be selected through competitive process. He/she will be tasked with the day-to-day management of project activities, as well as with financial and administrative reporting. The Project expert will be responsible for project implementation and will be guided by Annual and Quarterly Work Plans and follow the RBM standards.

iii. **Project Assurance.** UNDP will designate a Programme Advisor to provide independent project oversight and monitoring functions, to ensure that that project activities are managed and milestones accomplished.

iv. **Project Support.** UNDP will provide financial and administrative support to the project including procurement, contracting, payments, and travel arrangements



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## VI. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

### Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project expert to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project expert to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- 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 in Atlas and updated to track key management actions/events

### Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project expert and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas 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.
- **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 last year, this review will be a final assessment. This review is driven by the Project 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.

## Quality Management for Project Activity Results

<b>OUTPUT 1: Global Guiding Principles for formulating and implementing youth policies are agreed upon</b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	<i>Global Youth Policy Forum</i>	Start Date: Jan, 2014 End Date: Dec, 2014
<b>Purpose</b>	<i>The purpose of this activity is prepare for and organize the First Global Youth Policy Forum in 4<sup>th</sup> quarter of 2014</i>	
<b>Description</b>	<ul style="list-style-type: none"> <li>• <i>Organization of the 1<sup>st</sup> Global Youth Policy Forum in Baku</i></li> <li>• <i>Preparation of necessary background documents and material</i></li> <li>• <i>Development of Global Guiding Principles on youth policies</i></li> </ul>	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Global Guiding Principles for formulating and implementing youth policies in place	Final Forum Outcome Document	4 <sup>th</sup> quarter of 2014

<b>OUTPUT 2: Model United Nations in Azerbaijan institutionalized</b>		
<b>Activity Result 2 (Atlas Activity ID)</b>	<i>Model United Nations</i>	Start Date: Jan, 2014 End Date: Dec, 2015
<b>Purpose</b>	<i>The purpose of this activity is to institutionalize the Model United Nations in Azerbaijan</i>	
<b>Description</b>	<ul style="list-style-type: none"> <li>• <i>Creation of national MUN network affiliated with UNDP</i></li> <li>• <i>Enrolment of national academic institutions in the MUN initiatives</i></li> <li>• <i>Organization of national and international MUN in Azerbaijan</i></li> </ul>	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
No. of youth enrolled in national institutional MUN initiative	Affiliation with UNDP, registration lists, field visits, participant testimonies	On-going

<b>OUTPUT 3:</b>		
<b>Activity Result 4 (Atlas Activity ID)</b>	Project Management	Start Date: Jan, 2014 End Date: Dec, 2015
<b>Purpose</b>	To ensure day-to-day implementation of project activities in line with UNDP guidelines	
<b>Description</b>	Project expert will be responsible for ensuring day-to-day implementation of the project.	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Outlined targets met	Performance appraisal of the project staff	On-going

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**VII. 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 Azerbaijan and UNDP, signed on January 06, 2001.

Consistent with the Article III of the SBAA, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

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**VIII. ANNEXES**



Annex 1. Risk Analysis

OFFLINE RISK LOG

<b>Project Title:</b> Creating new platforms to support active youth engagement in global policy debates	<b>Award ID:</b>	<b>Date:</b> 23 December 2013
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures/Mngt response
1	Considering high number of engaged stakeholders and the importance reaching consensus on Global Guiding Principles on for formulating and implementing youth policies effective coordination and clear communication strategy is needed for the First Global Youth Policy Forum	23 December 2013	Strategic	I:5 P:3	Creation of project steering group representing all necessary stakeholders  Creation of consultation group to ensure active engagement of all necessary stakeholders  Identification of person/organization to fulfil the function of the coordinator for the event

## Annex 2. Agreements

### **THIRD-PARTY COST-SHARING AGREEMENT BETWEEN THE UNITED NATIONS DEVELOPMENT PROGRAMME AND THE GOVERNMENT OF the REPUBLIC OF AZERBAIJAN**

WHEREAS the United Nations Development Programme (hereinafter referred to as "UNDP") and the **Government of the Republic of Azerbaijan** (hereinafter referred to as the "Government") have agreed to co-operate in the implementation of a project/programme in the **Azerbaijan** (hereinafter referred to as "the Programme/Project"), as described in the Project document **CREATING NEW PLATFORMS TO SUPPORT ACTIVE YOUTH ENGAGEMENT IN GLOBAL POLICY DEBATES (PROJECT NO: 00089685)** in **Azerbaijan**, and submitted to the Government for information.

WHEREAS the Government has informed UNDP of its willingness to contribute funds (hereinafter referred to as "the contribution") to the UNDP on a cost-sharing basis to increase the resources available for the **CREATING NEW PLATFORMS TO SUPPORT ACTIVE YOUTH ENGAGEMENT IN GLOBAL POLICY DEBATES (NO: 00089685) PROJECT**;

WHEREAS the UNDP shall designate an Implementing Partner for the implementation of **CREATING NEW PLATFORMS TO SUPPORT ACTIVE YOUTH ENGAGEMENT IN GLOBAL POLICY DEBATES (NO:00089685) PROJECT** financed from the contribution (hereinafter referred to as "Implementing Partner")

NOW THEREFORE, UNDP and the Government hereby agree as follows:

#### **Article I**

1. The Government shall, in the manner referred to in paragraph 2 of this Article, place at the disposal of UNDP the contribution of **USD 1,279,460**.
2. The Government shall, in accordance with the schedule of payments set out below, deposit the contribution in **AZ10KABA00000000000000021016** (USD) or **AZ32KABA00000000000000021008** (AZN) at the Yapi Kredi Bank Azerbaijan located at J. Jabbarli str. 32/12 Baku Azerbaijan.

<b>No. of instalment</b>	<b>Date payment due</b>	<b>Amount (USD)</b>
(a)	<b>April 30,2014</b>	<b>USD 525,700</b>
(b)	<b>June 30, 2014</b>	<b>USD 525,700</b>
(c)	<b>February 27, 2015</b>	<b>USD 228,060</b>

3. The Government will inform UNDP when the Contribution is paid via an e-mail with remittance information to [contributions@undp.org](mailto:contributions@undp.org), providing the following information: Government's name, UNDP country office, **CREATING NEW PLATFORMS TO SUPPORT ACTIVE YOUTH ENGAGEMENT IN GLOBAL POLICY DEBATES (NO: 00089685) PROJECT**, Government reference (if available). This information should also be included in the bank remittance advice when funds are remitted to UNDP.
4. The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is

recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the **CREATING NEW PLATFORMS TO SUPPORT ACTIVE YOUTH ENGAGEMENT IN GLOBAL POLICY DEBATES (NO: 00089685) PROJECT** may be reduced, suspended or terminated by UNDP.

5. The above schedule of payments takes into account the requirement that contributions shall be paid in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.
6. All financial accounts and statements shall be expressed in United States dollars.
7. UNDP may agree to accept Contributions in a currency other than United States dollars provided such currency is fully convertible or readily usable by UNDP and subject to the provisions of paragraph 6 above. Any change in the currency of the Contribution shall be made only in agreement with UNDP.
8. Any interest revenue attributable to the contribution shall be credited to the UNDP Account and shall be utilized in accordance with established UNDP procedures.

#### **Article II**

1. In accordance with the decisions and directives of UNDP's Executive Board reflected in its Policy on Cost Recovery from Other Resources, the Contribution shall be subject to cost recovery for indirect costs incurred by UNDP headquarters and country office structures in providing General Management Support (GMS) services. To cover these GMS costs, the contribution shall be charged a fee equal to 5%. Furthermore, as long as they are unequivocally linked to the specific project(s), all direct costs of implementation, including the costs of implementing partner, will be identified in the project budget against a relevant budget line and borne by the project accordingly.
2. The aggregate of the amounts budgeted for the project, together with the estimated costs of reimbursement of related support services, shall not exceed the total resources available to the project under this Agreement as well as funds which may be available to the project for project costs and for support costs under other sources of financing.

#### **Article III**

1. The contribution shall be administered by the UNDP in accordance with UNDP regulations, rules, policies and procedures, applying its normal procedures for the execution of its projects.
2. Project management and expenditures shall be governed by the regulations, rules, policies and procedures of UNDP and, where applicable, the regulations, rules, policies and procedures of the Implementing Partner.

#### **Article IV**

1. The implementation of the responsibilities of the UNDP and of the Implementing Partner pursuant to this Agreement and the relevant project document shall be dependent on receipt by the UNDP of the contribution in accordance with the schedule of payments set out in Article I, paragraph 2, above. UNDP shall not start implementation of the activities prior to receiving the Contribution or the first tranche of the Contribution (whichever is applicable).

2. If unforeseen increases in expenditures or commitments are expected or realized (whether due to inflationary factors, fluctuation in exchange rates or unforeseen contingencies) UNDP shall submit to the Government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavors to make available to UNDP the additional funds required.
3. If the Contribution referred to in Article I, paragraph 2, above, are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 2, above, is not forthcoming from the Government or other sources, the assistance to be provided to the Project under this Agreement may be reduced, suspended or terminated by UNDP.

#### **Article V**

Ownership of equipment, supplies and other property financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

#### **Article VI**

The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules, policies and procedures of UNDP.

#### **Article VII**

UNDP shall provide the Government on request with financial and other reports prepared in accordance with UNDP reporting procedures.

#### **Article VIII**

1. UNDP shall notify the Government when all activities relating to the **CREATING NEW PLATFORMS TO SUPPORT ACTIVE YOUTH ENGAGEMENT IN GLOBAL POLICY DEBATES (NO: 00089685) PROJECT** has been completed in accordance with the Prodoc.
2. Notwithstanding the completion of all activities relating to the [Programme/Project], UNDP shall continue to hold unutilized funds from the Contribution until all commitments and liabilities incurred in implementation of the activities finance by the contribution have been satisfied and these activities brought to an orderly conclusion.
3. If the unutilized funds prove insufficient to meet such commitments and liabilities, UNDP shall notify the Government and consult with the Government on the manner in which such commitments and liabilities may be satisfied.
4. In cases where the Project is completed in accordance with the project document any funds below 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP. Any funds above 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Government.

## Article IX

1. After consultations have taken place between the two Parties to this Agreement and provided that the funds from the Contribution already received are, together with other funds available to the **CREATING NEW PLATFORMS TO SUPPORT ACTIVE YOUTH ENGAGEMENT IN GLOBAL POLICY DEBATES (NO: 00089685) PROJECT**, sufficient to meet all commitments and liabilities incurred in the implementation of the **CREATING NEW PLATFORMS TO SUPPORT ACTIVE YOUTH ENGAGEMENT IN GLOBAL POLICY DEBATES (NO: 00089685) PROJECT**, this Agreement may be terminated by UNDP or by the Government. The Agreement shall cease to be in force thirty days after either of the Parties may have given notice in writing to the other Party of its decision to terminate the Agreement.
2. If the unutilized contribution-payments, together with other funds available to the **CREATING NEW PLATFORMS TO SUPPORT ACTIVE YOUTH ENGAGEMENT IN GLOBAL POLICY DEBATES (NO: 00089685) PROJECT**, are insufficient to meet such commitments and liabilities, UNDP shall notify the Government and consult with the Government on the manner in which such commitments and liabilities may be satisfied.
3. Notwithstanding termination of this Agreement, UNDP shall continue to hold unutilized funds until all commitments and liabilities incurred in implementation of the activities financed by the contribution have been satisfied and these activities brought to an orderly conclusion.
4. In cases where this agreement is terminated before Project completion any funds below 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be automatically reallocated by UNDP. Any funds above 5,000 USD (five thousand US Dollars) that remain unexpended after all commitments and liabilities have been satisfied shall be reallocated by UNDP after consultation with the Government.

## Article X

Any notice or correspondence between UNDP and the Government will be addressed as follows:

(a) To the Government:

Address: 4, Olympia Street, Baku Azerbaijan, AZ1072

(b) Upon receipt of funds, UNDP shall send an electronic receipt to the Government email address provided below as confirmation that the remitted funds have been received by UNDP

Government email address: [hindira@mys.gov.az](mailto:hindira@mys.gov.az)

Attention: Ms. Indira Hajiyeva, Head of Department on Work with Youth

(c) To UNDP: Ulviyya Mirzoyeva, Head of Finance Unit

Address: United Nations Development Programme  
3, UN Anniversary Street, Baku Azerbaijan, AZ1001

**Article XI**

This Agreement shall enter into force upon the signature of this Agreement by parties hereto, on the date of the last signature.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in the English language in two copies.

For the Government:

For the United Nations Development Programme:

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Name: Mr. Azad Rahimov

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Name: Mr. Antonius Broek

Title: Minister of Youth and Sport

Title: UNDP Resident Representative

Date:

Date:

Place: Baku, Azerbaijan

Place: Baku, Azerbaijan

## DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Ministry of Youth and Sports, the institution designated by the Government of the Republic of Azerbaijan and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed **“Creating New Platforms To Support Active Youth Engagement In Global Policy Debates”** Project (Award ID: 00079801 Project ID: 00000089685)
2. In accordance with the provisions of the Letter of Agreement signed on 15.02.10 between the Government of Azerbaijan and UNDP, above Project Document, the UNDP country office shall provide support services for the Project as described below.
3. Support services to be provided:

Support services (insert descriptions)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
1. Procurement services	As needed		
2. Financial services	Continuously		
3. Project personnel selection and recruitment services	As needed		
4. Consultant selection and recruitment	As needed		
5. Service contract management	As needed		
6. Visa support services	As needed		
7. Travel support services including ticket booking and purchase	As needed		
8. Hotel reservation	As needed		
9. Equipment disposal	At the end of the Project		

## Annex 3. Terms of Reference for Key Project Personnel

### PROJECT EXPERT

#### Background

The Project expert will be locally recruited, based on an open competitive process. He/She will be responsible for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. The Project expert will report to the NPD and Programme Adviser for all of the project's substantive and administrative issues. From the strategic point of view of the project, the Project expert will report on a periodic basis to the Project Board (PB). Generally he/she will be responsible for meeting government obligations under the project, under the national implementation modality (NIM). The incumbent will perform a liaison role with the Government, UNDP, and other stakeholders, and maintain close collaboration with other agencies supporting project activities.

#### Duties and Responsibilities

- Supervise and coordinate the production of project outputs, as per the project document;
- Mobilize all project inputs in accordance with procedures for nationally implemented projects;
- Supervise and coordinate the work of all project staff, consultants and sub-contractors;
- Coordinate the recruitment and selection of project personnel;
- Prepare and revise project work and financial plans;
- Liaise with UNDP, relevant government agencies, and all project partners for effective coordination of all project activities;
- Facilitate administrative backstopping to subcontractors and training activities supported by the Project;
- Oversee and ensure timely submission of the project progress reports;
- Disseminate project reports and respond to queries from concerned stakeholders;
- Report progress of project to the PB, and ensure the fulfilment of PB directives
- Oversee the exchange and sharing of experiences and lessons learned with relevant community based integrated conservation and development projects nationally and internationally;
- Ensure the timely and effective implementation of all components of the project;
- Carry out the function of coordinator for successful organization of the main project events, namely First Global Youth Policy Forum, national and international Model UN Conferences

#### Qualifications

- University degree in Management, Business Administration, Social sciences or related field;
- **At least 3 years** of experience in project management;
- **Previous experience in working with youth from different age, sex, ethnic categories**
- Working experience with the project national stakeholder institutions and agencies is desired;
- Ability to effectively coordinate a large, multi-stakeholder project;
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project;
- Strong drafting, presentation and reporting skills;
- Strong computer skills;
- Excellent written communication skills; and
- A good working knowledge of Azeri and English is a requirement, while knowledge of Russian will be an advantage.



## PROJECT ASSISTANT

### Background

The Project Administrative Assistant (PAA) will be locally recruited based on an open competitive process. He/She will be responsible, on a part-time basis, for the overall administration of the project. The Project Assistant will report to the Project expert. Generally, the Project e Assistant will be responsible for supporting the Project expert in meeting government obligations under the project, under the national implementation modality (NIM).

### Duties and Responsibilities

- Collect, register and maintain all information on project activities;
- Contribute to the preparation and implementation of progress reports;
- Monitor project activities, budgets and financial expenditures;
- Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;
- Maintain project correspondence and communication;
- Support the preparations of project work-plans and operational and financial planning processes;
- Assist in procurement and recruitment processes;
- Assist in the preparation of payments requests for operational expenses, salaries, insurance, etc. against project budgets and work plans;
- Follow-up on timely disbursements by UNDP CO;
- Receive, screen and distribute correspondence and attach necessary background information;
- Prepare routine correspondence and memoranda for Project experts signature;
- Assist in logistical organization of meetings, training and workshops;
- Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
- Maintain project filing system;
- Maintain records over project equipment inventory; and
- Perform other duties as required.

### Qualifications

- A post-school qualification (diploma, or equivalent);
- **At least 2 years of administrative and/or financial management experience;**
- Demonstrable ability to administer project budgets, and track financial expenditure;
- Demonstrable ability to maintain effective communications with different stakeholders, and arrange stakeholder meetings and/or workshops;
- Excellent computer skills, in particular mastery of all applications of the MS Office package;
- Past experience with international organizations is desirable;
- Excellent written communication skills; and
- A good working knowledge of Azeri and English is a requirement, while knowledge of Russian will be an advantage.

## INTERNATIONAL YOUTH POLICY CONSULTANT

### Background

The international youth policy consultant will play a key role in the implementation of the project Output 1. Under the supervision of the Project expert and in close consultation with the Project Board, he/she will be responsible for strategic planning for the Global Youth Policy Forum and coordinate the stakeholder consultation and preparation process. He/she will be working on home based basis with frequent travel to Baku and Project Steering Committee meetings taking elsewhere as necessary.

### Duties and Responsibilities

- Consult the key stakeholders of the Global Youth Policy Forum on the composition, structure, roles and responsibilities of the Steering Committee and Consultation Board;
- Assist in the establishment of the Global Youth Policy Forum Steering Committee and Consultation Board;
- Provide logistic and substantive support in planning and organization of the Steering Committee meetings of the Global Youth Policy Forum;
- Coordinate the preparation of the national youth policy template and national youth policy database/landscape;
- Analyze the inputs received from the different stakeholders on the global youth policy landscape based on national inputs;
- Assist in preparation of content for the Global Youth Policy Forum website;
- Further elaborate and improve Global Youth Policy Forum Concept Note;
- In consultation with the key stakeholders prepare Forum Agenda and Registration Form;
- In consultation with the key stakeholders, prepare selection criteria for Forum participants and prepare initial and final version of Forum participants list;
- Perform the duties of the major coordinating link between various stakeholders and interested parties;
- Prepare Forum management plan, substantive and logistics plans;
- Coordinate and contribute to the preparation of the major Forum outputs (i.e. Global Guiding Principles, Forum format, sessions, logistics planning, selection of panel topics, key speakers and overall structure and content the Forum);
- Contribute to the preparation of the Forum dissemination and outreach documents and publications;
- In partnership with the Project expert, supervise the preparation, on-site execution and follow up activities;
- Compile data and draft Final Report of the event with concrete recommendations for future follow-up; and
- Implement other duties as requested

### Qualifications

- Advanced university degree in social sciences, management, administration or related field
- **At least 5 years of direct engagement in the youth policy/work with youth sphere;**
- Excellent knowledge of global and regional youth policy outlook and trends;
- Past experience in management/coordination of large-scale youth events;
- Previous experience with international organizations/think tanks dealing with youth issues will be considered as an asset;
- Strong drafting, presentation, management and reporting skills;
- Strong computer skills;
- Excellent written communication and coordination skills; and
- A good working knowledge of English is a requirement, while knowledge of other UN languages will be considered as an asset;

## Annex 4. UNDP Environmental and Social Screening

### 4.1 Environmental and Social Screening Checklist

#### QUESTION 1:

Has a combined environmental and social assessment/review that covers the proposed project already been completed by implementing partners or donor(s)?

Select answer below and follow instructions:

**NO** ⇒ Continue to Question 2 (do not fill out Table 1.1)

**YES** ⇒ No further environmental and social review is required if the existing documentation meets UNDP's quality assurance standards, and environmental and social management recommendations are integrated into the project. Therefore, you should undertake the following steps to complete the screening process:

1. Use Table 1.1 below to assess existing documentation. (It is recommended that this assessment be undertaken jointly by the Project Developer and other relevant Focal Points in the office or Bureau)
2. Ensure that the Project Document incorporates the recommendations made in the implementing partner's environmental and social review.
3. Summarize the relevant information contained in the implementing partner's environmental and social review in Annex 4.2 of this Screening Template, selecting Category 1.
4. Submit Annex 4 to the PAC, along with other relevant documentation.

#### QUESTION 2:

Do all outputs and activities described in the Project Document fall within the following categories?

- Procurement (in which case UNDP's Procurement Ethics and Environmental Procurement Guide need to be complied with)
- Report preparation
- Training
- Event/workshop/meeting/conference (refer to Green Meeting Guide)
- Communication and dissemination of results

Select answer below and follow instructions:

**NO** → Continue to Question 3

**YES** ⇒ No further environmental and social review required. Complete Annex 4.2, selecting Category 1, and submit the completed template (Annex 4) to the PAC.

### QUESTION 3:

Does the proposed project include activities and outputs that support *upstream* planning processes that potentially pose environmental and social impacts or are vulnerable to environmental and social change (refer to Table 3.1 for examples)? (Note that *upstream* planning processes can occur at global, regional, national, local and sectoral levels)

Select the appropriate answer and follow instructions:

**NO** → Continue to Question 4.

**YES** → Conduct the following steps to complete the screening process:

1. Adjust the project design as needed to incorporate UNDP support to the country(ies), to ensure that environmental and social issues are appropriately considered during the upstream planning process. Refer to Section 7 of this Guidance for elaboration of environmental and social mainstreaming services, tools, guidance and approaches that may be used.
2. Summarize environmental and social mainstreaming support in Annex A.2, Section C of the Screening Template and select Category 2.
3. If the proposed project **ONLY** includes upstream planning processes then screening is complete and you should submit the completed Environmental and Social Screening Template (Annex A) to the PAC. If downstream implementation activities are also included in the project then continue to Question 4.

<b>TABLE 3.1</b> <b>EXAMPLES OF UPSTREAM PLANNING PROCESSES WITH POTENTIAL DOWNSTREAM ENVIRONMENTAL AND SOCIAL IMPACTS</b>	Check appropriate box(es) below
1. Support for the elaboration or revision of <b>global- level</b> strategies, policies, plans, and programmes.  <i>For example, capacity development and support related to international negotiations and agreements. Other examples might include a global water governance project or a global MDG project.</i>	
2. Support for the elaboration or revision of <b>regional-level</b> strategies, policies and plans, and programmes.  <i>For example, capacity development and support related to transboundary programmes and planning (river basin management, migration, international waters, energy development and access, climate change adaptation etc.).</i>	
3. Support for the elaboration or revision of <b>national-level</b> strategies, policies, plans and programmes.  <i>For example, capacity development and support related to national development policies, plans, strategies and budgets, MDG-based plans and strategies (e.g. PRS/PRSPs, NAMAs), sector plans.</i>	
4. Support for the elaboration or revision of <b>sub-national/local-level</b> strategies, polices, plans and programmes.  <i>For example, capacity development and support for district and local level development plans and regulatory frameworks, urban plans, land use development plans, sector plans, provincial development plans, provision of services, investment funds, technical guidelines and methods, stakeholder</i>	

TABLE 4.1	EXAMPLES OF UPSTREAM PLANNING PROCESSES WITH POTENTIAL DOWNSTREAM ENVIRONMENTAL AND SOCIAL IMPACTS	Check appropriate box(es) below
	<i>engagement.</i>	

## QUESTION 4:

Does the proposed project include the implementation of *downstream* activities that potentially pose environmental and social impacts or are vulnerable to environmental and social change?

To answer this question, you should first complete Table 4.1 by selecting appropriate answers. If you answer “No” or “Not Applicable” to all questions in Table 4.1, then the answer to Question 4 is “NO”. If you answer “Yes” to any questions in Table 4.1 (even one “Yes” can indicate a significant issue that needs to be addressed through further review and management) then the answer to Question 4 is “YES”.

**NO** → No further environmental and social review and management required for downstream activities. Complete Annex A.2 by selecting “Category 1”, and submit the Environmental and Social Screening Template to the PAC.

**YES** → Conduct the following steps to complete the screening process:

1. Consult Section 8 of this Guidance, to determine the extent of further environmental and social review and management that might be required for the project.
2. Revise the Project Document to incorporate environmental and social management measures. Where further environmental and social review and management activity cannot be undertaken prior to the PAC, a plan for undertaking such review and management activity within an acceptable period of time, post-PAC approval (e.g. as the first phase of the project) should be outlined in Annex A.2.
3. Select “Category 3” in Annex A.2, and submit the completed Environmental and Social Screening Template (Annex A) and relevant documentation to the PAC.

TABLE 4.2 ADDITIONAL SCREENING QUESTIONS TO DETERMINE THE NEEDED AND POSSIBLE EXTENT OF FURTHER ENVIRONMENTAL AND SOCIAL REVIEW AND MANAGEMENT		
1.	Biodiversity and Natural Resources	Answer (Yes/No/Not Applicable)
1.1	Would the proposed project result in the conversion or degradation of <u>modified habitat, natural habitat or critical habitat</u> ?	
1.2	Are any development activities proposed within a legally protected area (e.g. natural reserve, national park) for the protection or conservation of biodiversity?	
1.3	Would the proposed project pose a risk of introducing invasive alien species?	
1.4	Does the project involve natural forest harvesting or plantation development without an independent forest certification system for sustainable forest management (e.g. PEFC, the Forest Stewardship Council certification systems, or processes established or accepted by the	

**TABLE 4.1 ADDITIONAL SCREENING QUESTIONS TO DETERMINE THE NEED AND POSSIBLE EXTENT OF FURTHER ENVIRONMENTAL AND SOCIAL REVIEW AND MANAGEMENT**

	<i>relevant National Environmental Authority)?</i>	
1.5	Does the project involve the production and harvesting of fish populations or other aquatic species without an accepted system of independent certification to ensure sustainability ( <i>e.g. the Marine Stewardship Council certification system, or certifications, standards, or processes established or accepted by the relevant National Environmental Authority</i> )?	
1.6	Does the project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction.</i>	
1.7	Does the project pose a risk of degrading soils?	
<b>2.</b>	<b>Pollution</b>	<b>Answer (Yes/No/ Not Applicable)</b>
2.1	Would the proposed project result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and transboundary impacts?	
2.2	Would the proposed project result in the generation of waste that cannot be recovered, reused, or disposed of in an environmentally and socially sound manner?	
2.3	Will the propose project involve the manufacture, trade, release, and/or use of chemicals and hazardous materials subject to international action bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Convention on Persistent Organic Pollutants, or the Montreal Protocol.</i>	
2.4	Is there a potential for the release, in the environment, of hazardous materials resulting from their production, transportation, handling, storage and use for project activities?	
2.5	Will the proposed project involve the application of pesticides that have a known negative effect on the environment or human health?	
<b>3.</b>	<b>Climate Change</b>	
3.1	Will the proposed project result in significant <sup>1</sup> greenhouse gas emissions? <i>Annex E provides additional guidance for answering this question.</i>	
3.2	Is the proposed project likely to directly or indirectly increase environmental and social vulnerability to climate change now or in the future (also known as maladaptive practices)? You can refer to the additional guidance in Annex C to help you answer this question. <i>For example, a project that would involve indirectly removing mangroves from coastal zones or encouraging land use plans that would suggest building houses on floodplains could increase the surrounding population's vulnerability to climate change, specifically flooding.</i>	

<sup>1</sup> Significant corresponds to CO<sub>2</sub> emissions greater than 100,000 tons per year (from both direct and indirect sources). Annex E provides additional guidance on calculating potential amounts of CO<sub>2</sub> emissions.



**TABLE 4.3 ADDITIONAL SCREENING QUESTIONS TO DETERMINE THE NEED AND POSSIBLE EXTENT OF FURTHER ENVIRONMENTAL AND SOCIAL REVIEW AND MANAGEMENT**

4. <b>Social Equity and Equality</b>	<b>Answer (Yes/No/ Not Applicable)</b>
4.1 Would the proposed project have environmental and social impacts that could affect indigenous people or other vulnerable groups?	
4.2 Is the project likely to significantly impact gender equality and women's empowerment <sup>2</sup> ?	
4.3 Is the proposed project likely to directly or indirectly increase social inequalities now or in the future?	
4.4 Will the proposed project have variable impacts on women and men, different ethnic groups, social classes?	
4.5 Have there been challenges in engaging women and other certain key groups of stakeholders in the project design process?	
4.6 Will the project have specific human rights implications for vulnerable groups?	
<b>5. Demographics</b>	
5.1 Is the project likely to result in a substantial influx of people into the affected community(ies)?	
5.2 Would the proposed project result in substantial voluntary or involuntary resettlement of populations? <i>For example, projects with environmental and social benefits (e.g. protected areas, climate change adaptation) that impact human settlements, and certain disadvantaged groups within these settlements in particular.</i>	
5.3 Would the proposed project lead to significant population density increase which could affect the environmental and social sustainability of the project? <i>For example, a project aiming at financing tourism infrastructure in a specific area (e.g. coastal zone, mountain) could lead to significant population density increase which could have serious environmental and social impacts (e.g. destruction of the area's ecology, noise pollution, waste management problems, greater work burden on women).</i>	
<b>6. Culture</b>	
6.1 Is the project likely to significantly affect the cultural traditions of affected communities, including gender-based roles?	
6.2 Will the proposed project result in physical interventions (during construction or implementation) that would affect areas that have known physical or cultural significance to indigenous groups and other communities with settled recognized cultural claims?	
6.3 Would the proposed project produce a physical "splintering" of a community? <i>For example, through the construction of a road, powerline, or dam that</i>	

<sup>2</sup> Women are often more vulnerable than men to environmental degradation and resource scarcity. They typically have weaker and insecure rights to the resources they manage (especially land), and spend longer hours on collection of water, firewood, etc. (OECD, 2006). Women are also more often excluded from other social, economic, and political development processes.

<b>TABLE 4.1 ADDITIONAL SCREENING QUESTIONS TO DETERMINE THE NEED AND POSSIBLE EXTENT OF FURTHER ENVIRONMENTAL AND SOCIAL REVIEW AND MANAGEMENT</b>	
<i>divides a community.</i>	
<b>7. Health and Safety</b>	
<b>7.1</b> Would the proposed project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions? <i>For example, development projects located within a floodplain or landslide prone area.</i>	
<b>7.2</b> Will the project result in increased health risks as a result of a change in living and working conditions? In particular, will it have the potential to lead to an increase in HIV/AIDS infection?	
<b>7.3</b> Will the proposed project require additional health services including testing?	
<b>8. Socio-Economics</b>	
<b>8.1</b> Is the proposed project likely to have impacts that could affect women's and men's ability to use, develop and protect natural resources and other natural capital assets? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their development, livelihoods, and well-being?</i>	
<b>8.2</b> Is the proposed project likely to significantly affect land tenure arrangements and/or traditional cultural ownership patterns?	
<b>8.3</b> Is the proposed project likely to negatively affect the income levels or employment opportunities of vulnerable groups?	
<b>9. Cumulative and/or Secondary Impacts</b>	<b>Answer (Yes/No/Not Applicable)</b>
<b>9.1</b> Is the proposed project location subject to currently approved land use plans (e.g. roads, settlements) which could affect the environmental and social sustainability of the project? <i>For example, future plans for urban growth, industrial development, transportation infrastructure, etc.</i>	
<b>9.2</b> Would the proposed project result in secondary or consequential development which could lead to environmental and social effects, or would it have potential to generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested land will generate direct environmental and social impacts through the cutting of forest and earthworks associated with construction and potential relocation of inhabitants. These are direct impacts. In addition, however, the new road would likely also bring new commercial and domestic development (houses, shops, businesses). In turn, these will generate indirect impacts. (Sometimes these are termed "secondary" or "consequential" impacts). Or if there are similar developments planned in the same forested area then cumulative impacts need to be considered.</i>	



**ANNEX 4.2: ENVIRONMENTAL AND SOCIAL SCREENING SUMMARY**  
**(to be filled in after Annex 4.1 has been completed)**

**Name of Proposed Project:**

**A. Environmental and Social Screening Outcome**

Select from the following:

- X Category 1. No further action is needed
- Category 2. Further review and management is needed. There are possible environmental and social benefits, impacts, and/or risks associated with the project (or specific project component), but these are predominantly indirect or very long-term and so extremely difficult or impossible to directly identify and assess.
- Category 3. Further review and management is needed, and it is possible to identify these with a reasonable degree of certainty. If Category 3, select one or more of the following sub-categories:
- Category 3a: Impacts and risks are limited in scale and can be identified with a reasonable degree of certainty and can often be handled through application of standard best practice, but require some minimal or targeted further review and assessment to identify and evaluate whether there is a need for a full environmental and social assessment (in which case the project would move to Category 3b).
- Category 3b: Impacts and risks may well be significant, and so full environmental and social assessment is required. In these cases, a scoping exercise will need to be conducted to identify the level and approach of assessment that is most appropriate.

**B. Environmental and Social Issues** (for projects requiring further environmental and social review and management)

In this section, you should list the key potential environmental and social issues raised by this project. This might include both environmental and social opportunities that could be seized on to strengthen the project, as well as risks that need to be managed. You should use the answers you provided in Table 4.1 as the basis for this summary, as well as any further review and management that is conducted.

**C. Next Steps** (for projects requiring further environmental and social review and management):

In this section, you should summarize actions that will be taken to deal with the above-listed issues. If your project has Category 2 or 3 components, then appropriate next steps will likely involve further environmental and social review and management, and the outcomes of this work should also be summarized here. Relevant guidance should be obtained from Section 7 for Category 2, and Section 8 for Category 3.

**D. Sign Off**

<b>Project expert</b>	<b>Date</b>
<b>PAC</b>	<b>Date</b>
<b>Programme Manager</b>	<b>Date</b>