



United Nations Development Programme (UNDP)

Republic of Belarus

Project Document

Министерство экономики Республики Беларусь  
 ОТДЕЛ ПО СОТРУДНИЧЕСТВУ С МЕЖДУНАРОДНЫМИ  
 ОРГАНИЗАЦИЯМИ (МЭО) КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ  
**ЗАРЕГИСТРИРОВАНО**  
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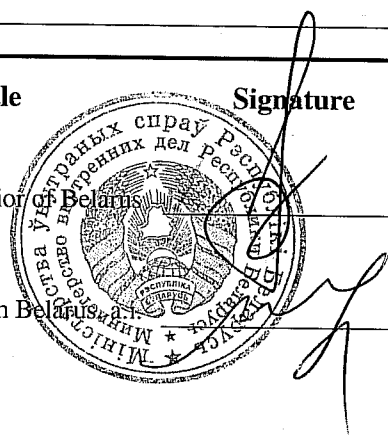
<b>Project title</b>	Preventing, Fighting and Addressing the Social Consequences of Trafficking in Human Beings in the Republic of Belarus
<b>Expected Country Programme Outcome:</b>	6. Multi-stakeholder participation (including women's networks and experts) to set gender-sensitive development agenda and MDG targets established through economic empowerment of women
<b>Expected Outputs:</b>	<ol style="list-style-type: none"> <li>1. Comprehensive research in the field of trafficking in human beings (THB), including trafficking in children, conducted</li> <li>2. A legislative review performed and recommendations for further improvement of THB legislation provided</li> <li>3. A system of coordination and sharing of information between the Ministry of Interior and State Border Committee improved; enhanced capacity of the MoI and SBC in prosecution of traffickers</li> <li>4. The national network of anti-trafficking institutions and institutions rendering assistance and protection services to victims of THB extended</li> <li>5. Enhanced capacity of the hotline and Shelter</li> <li>6. A multi-service centre to promote youth employment created</li> <li>7. Raised awareness on THB among the population</li> <li>8. Improved level of private sector participation of women on the local level</li> <li>9. Improved assistance to victims of THB in the criminal justice system</li> </ol>
<b>Implementing Agency:</b>	The Ministry of Interior of the Republic of Belarus

*Brief description*

The project aims to enhance national capacities in fighting THB with preventive measures and better protection and rehabilitation of victims of trafficking. In particular, the project aims to improve coordination and information-sharing among responsible agencies and NGOs; to scale-up advocacy, training and awareness-raising campaigns geared at various target groups; to develop victim protection and reintegration programmes based on best international experience; to enhance the capacity of rehabilitation centers, NGOs and local centers for social assistance to provide prevention services. The project will also contribute to generating part-time and long-term employment for women and young people.

<b>Programme Period:</b> 2006-2010 <b>Programme Component:</b> Economic growth and increase in living standards <b>ID in Atlas:</b> 00062779 <b>Start Date:</b> December 2008 <b>End Date:</b> December 2010 <b>PAC Meeting Date:</b> 16 December 2008 <b>Management Arrangements:</b> <u>national implementation</u>	<b>Total Budget:</b> EURO 1 334 550 <b>Allocated resources:</b> <b>Including:</b> <ul style="list-style-type: none"> <li>• European Commission EURO 1 200 000</li> <li>• UNDP EURO 119 050</li> <li>• UNICEF EURO 15 500</li> </ul>
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Agreed by	Name	Title	Signature	Date
Implementing Agency:	Mr. Vladimir Naumov	Minister of Interior of Belarus		
UNDP:	Mr. Levan Bouadze	UNDP Resident Representative in Belarus		



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МИНИСТЕРСТВО ЭКОНОМИКИ  
Республики Беларусь  
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С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ  
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## PART I. SITUATION ANALYSIS

Belarus was among the first post-soviet countries to initiate a large scale campaign on fighting THB. Over the past years counter-trafficking in Belarus has become one of the priority orientations of the state policy which is under separate control by the President of the Republic of Belarus.

Belarus is considered to be a country of origin and in some cases, a country of transit for victims of trafficking. Persons from the Republic of Belarus are trafficked to nearly 30 different countries. The most common destinations are Western Europe, the Middle East and the Russian Federation.<sup>1</sup> Moreover, Belarus has recently become a country of destination, especially where labour exploitation is concerned. Between 2004 and 2006, 18 victims were found, among which both Belarusians and foreign nationals were subjected to labour exploitation within the country.<sup>2</sup>

In accordance with the Decree No.3 of the President of the Republic of Belarus as of 9 March 2005 “On Certain Measures Aimed to Combat Trafficking in Human Beings” and “State Programme on Combating Trafficking in Human Beings, Illegal Migration and Connected to it illegal deeds for the Period of 2008 to 2010”, the main coordination body for the state institutions in the field of anti-trafficking in human beings in Belarus is the Ministry of the Interior.

The Republic of Belarus is a participant of the main international legal documents related to the protection of trafficked victims, including the UN Convention Against Transnational Organised Crime and supplementing Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children, supplementing the Convention against Transnational Organised Crime<sup>3</sup>.

At the national level counter-trafficking is one of the priority directions of state policy in its fight against crime. Notably, Belarus is the first state in post-Soviet space to have passed a number of legislative acts that regulate and govern the solution of human trafficking-related issues.

In recognition of the necessity of a comprehensive approach in resolving the problematic issues relating to THB, Belarus is implementing the National Action Plan in the form of a number of specialised State programmes. In 2007 the 5-year State programme on complex measures to counteract THB and the spread of prostitution was completed. Within the Programme, coordination and complementarity in activities of more than 15 state institutions of management and Civil Society Organisations was ensured.

The new “State Programme on Combating Trafficking in Human Beings, Illegal Migration and Connected to it illegal deeds for the Period of 2008 to 2010”, approved with the President Edict № 624 as of 6.12.2007, considers as priorities measures of prevention the prevalence of child prostitution and pornography, and enhancing of a system of social protection and rehabilitation of victims.

Criminal liability for trafficking crime is envisaged in the Penal Code. A number of important legal documents have been adopted recently causing modifications and addenda to the national legislation on fighting THB, including specifically:

<sup>1</sup> IOM statistics from September 2002 through September 2007.

<sup>2</sup> “Review of the actions against trafficking in human beings in the Republic of Belarus”, Ministry of the Interior of the Republic of Belarus and IOM, 2007.

<sup>3</sup> Belarus signed the Protocol in 2000 and ratified it in 2003.

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- The President Decree No. 3 “On Certain Measures Aimed to Combat Trafficking in Persons” as of 09.03.2005;
- The Law “On making alterations in, and amendments to, some codes of the Republic of Belarus to award stricter punishments for trafficking in persons and committing other related offences” as of 14.05.2005;
- The President Edict No. 352 “On Measures to Protect Victims of Trafficking” as of 08.08.2005;
- President Decree No. 15 “On making alterations in, and amendments to, some decrees of the President of the Republic of Belarus in the field of prevention of human trafficking” as of 22.11.2005.

Over the past four years, the number of detected and investigated cases of trafficking in Belarus has grown three-fold (see Table 1 below). 2,582 victims of trafficking in persons were identified between 2001 and 2006. However, the real figure is probably higher due to latent nature of the crime.

**Table 1. The number of detected and investigated cases of trafficking and identified victims according to the data of the Ministry of Interior<sup>4</sup>**

	Year						In total
	2001	2002	2003	2004	2005	2006	
<b>Offences of THB and related crimes</b>	197	443	535	583	650	567	2 975
<b>Offences of THB only</b>	7	22	35	92	159	95	410
<b>Identified victims of trafficking</b>	-	100	350	400	625	1 107	2 582

A joint EC/UNDP project “Combating Trafficking in Women in the Republic of Belarus” (2003-2005) assisted Belarus in the fight against trafficking in women. This three-year project, funded by the European Commission, has been implemented by the Ministry of Labour and Social Protection in close cooperation with the State Border Committee (SBC), Ministry of Interior (MoI), Ministry of Justice and several non-governmental organizations (NGOs) as well as the International Organization for Migration and the Office of the United Nations High Commissioner for Refugees (UNHCR). The project has brought together the government, civil society and international organizations in a successful partnership, which significantly contributed to strengthening the national capacity, consolidating efforts to combat trafficking in women and reduce illegal migration. It has also facilitated cross-border cooperation on anti-trafficking activities between Belarus and the European Union (EU).

The proposed project is designed to continue and follow-up the work done by the first EC/UNDP project. It will address human trafficking in an integrated manner, covering *prevention* of THB, *prosecution* of those who facilitate or commit the crime and *protection* of victims. To be effective in preventing THB, the new project will focus on socio-economic differences that drive people to move to other countries in search of a better future.

The experience gained in the first project also suggests extending the network of institutions/organizations delivering basic anti-trafficking information and rendering assistance to victims, especially to reach the population living in small towns and in remote rural areas. 156 territorial centres for social assistance, employment services, multi-service community centres

<sup>4</sup> Source: Official site of the Ministry of Interior of the Republic of Belarus: <http://mvd.gov.by/modules.php?name=Content&pa=showpage&pid=334>

operate in regions and small communities all over the country and their capacity to provide information can undoubtedly be enhanced.

People become victims of human traffickers mainly due to inequitable resource allocation and the absence of viable sources of income. In Belarus, young people are one of the most vulnerable groups on the labour market. Despite a low rate of official unemployment, young people are disproportionately represented among the unemployed. In 2005, 37% of the unemployed were young people. In Minsk, youth unemployment problem is as relevant as in other parts of Belarus: young people represent 39% of the work force, but constitute 48% of the total number of unemployed people. The lack of knowledge and poor familiarity with the requirements of perspective employers increases young people's risks of long-term unemployment, leading to their social exclusion, a passive attitude to life and the adoption of a lifestyle of dependency. Some seek to apply their knowledge and energy in the shadow economy or leave the country to do seasonal work. To this end, students, graduates from universities and vocational schools, as well as orphanage leavers (the most vulnerable group of young people) are included in the priority target group for a full scope of preventive measures to be undertaken by the project.

The labour market for young women is even more restricted than for young men. Despite having a higher educational and professional status than men, women are disproportionately vulnerable in the labour market, as suggested by the share of women unemployed in Belarus (68%). To improve their chances of re-employment, women understandably seek opportunities to learn new professions, acquire new skills and start up their own businesses. To motivate women to go into business, the project will focus on special training programmes and promotion of positive models for replication.

The project is in line with the UNDP Country Programme Document for Belarus (2006-2010) that foresees "strategic partnership supported to combat trafficking in women and assist in rehabilitation of victims of trafficking".

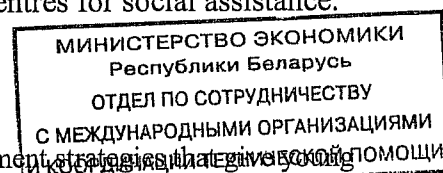
UNDP anti-trafficking interventions relate closely to Millennium Development Goals (MDGs), in particular: promoting gender equality and empowerment of women (Goal 3), combating HIV/AIDS and other diseases (Goal 6) and Goal 8 aimed at establishing a global partnership for development, which explicitly refers to creating employment opportunities for young people<sup>5</sup>.

### ***Beneficiaries of the project***

*The Ministry of Interior (MoI)* will be the implementing agency on behalf of the Government of the Republic of Belarus. The project will be implemented in cooperation with:

#### State/Governmental Entities

Ministry of Labour and Social Welfare, Ministry of Education, Ministry of Health, Ministry of Justice, Ministry of Information, Ministry of Foreign Affairs, State Border Committee, Border Guards Faculty of the Military Academy, MoI Academy, Minsk City Executive Committee, Belarusian State University, the Republican Centre of Youth Professional Orientation, Minsk City social services' centre of Family and Children, territorial centres for social assistance.



<sup>5</sup> In 2000, the Millennium Declaration resolved to develop and implement strategies that give every young person everywhere a real chance to find decent and productive work, a target which was subsequently integrated into the Millennium Development Goals. Youth are defined by the UN as between the age of 15 and 24 years.

*Non-governmental organizations:*

Belarusian Young Women Christian Association (YWCA), Belarusian Association of Social Workers, Minsk City Bar Association, Business Women Club (Brest), Union of Physicians (Mogilev)

***Stakeholders of the Project***

Office of the United Nations High Commissioner for Refugees (UNHCR) in the Republic of Belarus, TACIS office in Minsk, Office of the International Organization for Migration (IOM) in the Republic of Belarus, UNICEF Office in the Republic of Belarus, Organisation for Security and Cooperation in Europe (OSCE), Office for Democratic Institutions and Human Rights (ODIHR) anti-trafficking unit, United Nations Population Fund (UNFPA) Office in the Republic of Belarus, Interpol and United Nations Office on Drug and Crime (UNODC).

**PART II. STRATEGY**

**2.1 Expected Outcome and Outputs of the Project**

*The overall project goals are:*

1. To prevent and fight THB in the Republic of Belarus and to address its social consequences for victims of trafficking;
2. To foster cross-border cooperation between Belarus and the European Union in preventing and fighting THB and to reduce illegal migration into Belarus as well as the European Union;

*The project objectives are as follows:*

- To strengthen the national capacity in preventing and combating THB;
- To enhance and extend the network of institutions rendering prevention and protection services for the population
- To promote policies and interventions addressing root causes of THB;
- To consolidate a system of coordination and sharing of information between the Ministry of Interior and State Border Committee
- To raise awareness of the target groups on THB.

*Expected outputs:*

1. Comprehensive research on the root causes of THB is conducted and used for developing recommendations on preventive measures;
2. Anti-trafficking institutions/organizations are trained in dealing with THB;
3. Study and education in the field of THB conducted;
4. Information exchange facilitated in international cooperation and the capacity of MoI and SBC to prosecute traffickers enhanced;
5. A legislative review performed and recommendations in the field of THB legislation are provided;
6. The national network of institutions extended by including the local centres for social assistance to deliver information on THB in remote areas;

7. Enhanced capacity of the YWCA's La Strada hotline to provide consultations on safe migration abroad, on-line counselling and cooperate with institutions involved in combating THB;
8. Enhanced capacity of the Rehabilitation Shelter to protect victims and render them re-integration services;
9. Improved private sector participation of women on the local level ;
10. Creation of a multi-service centre to promote youth employment and business training and counseling;
11. Raised awareness about THB among the population;
12. Improved assistance in protection of victims in the criminal justice system.

The project focuses both on men and women, as THB involves and affects both genders. It is especially important to give women an opportunity to actively participate in the project since they are disproportionately affected by the THB. The project will strive to achieve a gender balance of male and female staff in the project. A gender analysis of this project document has been carried out and the work will be based on the recommendation originating from this analysis. The data used and collected during project implementation and project reporting will be gender-disaggregated, where possible. A gender expert will review the awareness-raising and training preparation materials from the point of view of gender sensitivity to the extent possible and hold separate training sessions on gender aspects of trafficking.

## 2.2 Activities of the Project

### *Output 1. Comprehensive research of THB root causes is conducted and used for developing recommendations on preventive measures*

This activity consists of data collection and research on THB, in particular:

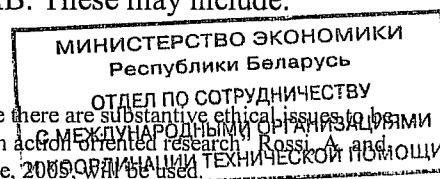
- 1.1.1. A survey among **victims of trafficking** to understand their situation, needs and challenges will be conducted in order to let them express their opinions and better adapt the rehabilitation and protection activities in Belarus to their requirements.
- 1.1.2. A country poll with focus groups and correlations (age, gender, regions) will be conducted by sociologists to assess the information needs and preferences on THB among the general population and particular risk groups such as youth, rural population, economically disadvantaged and unemployed.
- 1.1.3. In cooperation with UNICEF and national stakeholders, a situation analysis in the field of **trafficking in children** will be conducted. The analysis will target vulnerable categories of children: children deprived of parental care and placed in state care institutions, children in conflict with the law, and children in disadvantaged families.<sup>6</sup> The report's recommendations will focus on vulnerability factors that might put children at risk of becoming victims of trafficking.

### *Output 2. Anti-trafficking institutions/organizations are trained in dealing with THB*

#### 2.1. Study tours:

Study tours will be organized for law-enforcement officials, border officials, law-drafting officials, judiciary, prosecutors, immigration officials, social workers from state social centres, and NGOs to become acquainted with all known aspects of THB. These may include:

<sup>6</sup> The research on (potential) child victims will be carried out with special care since there are substantive ethical issues to be considered while carrying out this type of research. Materials such as "Handbook on Accredited research Rossi, A. and "Ethical issues in researching child trafficking", UNICEF Innocenti Research Centre, 2005, will be used.



- participation of Ministry of Interior (MoI) officials in missions abroad in order to exchange information with law-enforcement representatives of destination countries and to develop joint initiatives to combat organized criminal groups and obstruct the delivery channels of human beings;
- participation in seminars in the framework of Interpol's project on trafficking in women for sexual purposes;
- assistance in arranging international missions of MoI and SBC representatives to participate in joint investigations of criminal cases related to trafficking offences, exchange information based on best practices in that area with law enforcement agencies of countries of destination, and make relevant practical contacts.

These study visits abroad will help to build cross-border and national networks, enhance the information exchange and outline priorities for trans-boundary co-operation. Particular consideration is to be given to human rights, child- and gender-sensitive aspects and co-operation with national NGOs and relevant international agencies (e.g. Interpol, Europol and OSCE).

## **2.2. Training courses and informational materials**

### 2.2.1. Counter trafficking courses in state academies

In order to raise awareness and improve skills in the field of THB, a short-term training course on combating THB will be developed and introduced into the study programme of the Border Guards' faculty/Military Academy, the Academy of Post-Diploma education for teachers and social workers. The thematic programme of the International Training Centre on Migration and Combating Trafficking in Human Beings of the MoI will be extended as well.

The courses will embrace subjects such as investigation techniques, pro-active identification of (potential) victims (in particular child victims and foreign victims), communication skills in relation to interaction with victims of THB, victims' reintegration, child rights, gender sensitivity etc.

Separate trainings for specialist law-enforcement officers and prosecutors (excluding NGO representatives) on pro-active investigative and evidence gathering techniques will be carried out. In line with recent recommendations, which pointed out that officials in the capital have received more training than those based in the regions, the project will focus on regional MoI and border officials.<sup>7</sup>

Recognised international experts from law-enforcement institutions from the countries of destination will serve as lectures. The UNDP Rehabilitation Shelter and NGOs active in the field of counter-trafficking will contribute to the trainings by sharing practical experience.

### 2.2.2. Prevention trainings targeted at children and parents

Interactive prevention trainings, including games and group exercises, will be carried out for school children, especially targeting vulnerable groups such as children in the regions, orphans<sup>8</sup>, children in disadvantaged families. The trainings/meetings will be organized in cooperation with the relevant state institutions and NGOs that already have consistent experience in developing and carrying out this type of trainings in Belarus.

In addition, separate awareness raising meetings on THB will be held with teachers and parents and provide advice on treatment and reintegration of trafficked children. Other vulnerable

<sup>7</sup> IOM Belarus conference paper, 2006.

<sup>8</sup> Belarus has a large proportion of orphans relative to the total population. In 2005 the number of orphans amounted to 32 207 persons (source: web site of the National centre for Law-drafting activity).



segments of the population will be identified during the research phase above (Output 1) and especially designed training programmes might be developed on the basis of the recommendations.

### 2.2.3. Prevention trainings and consultations as well as assistance with access to education and professional training targeted at vulnerable and marginalized groups<sup>9</sup>

Individual and general sessions, consultations and group sessions will be held with the target groups mentioned above to raise their awareness of potentially risky situations, in particular connected with work abroad, and how to respond to them. This should serve to empower the target groups and provide them with necessary psychological and social support to improve their situation.

A number of motivated young women from difficult family situations or commercial sex workers (CSW) in Brest region will be selected for assistance with completing central tests to access college and university education. Other CSW will undergo a selection to access professional education (i) on the basis of Brest Regional Executive Council or (ii) state or private organizations offering re-qualification courses.

### 2.2.4. Reference literature

The already existing library on anti-trafficking issues of the International Training Centre on Migration and Combating Trafficking in Human Beings of the MoI and the La Strada Programme<sup>10</sup> will be replenished and interested organizations and individuals will be provided access to reference literature on the subject. This will ensure the sustainability of the purchase of reference literature within the framework of the project as the International Training Centre and YWCA/ La Strada will continue to function after the completion of the project and possess a unique collection of specialized literature on the subject.

## ***Output 3. A legislative review performed and recommendations in the field of THB legislation are provided***

### **3.1. Legislative review and support to reform**

The project will promote and support legislative review and reform efforts in compliance with international standards, as well as to further develop co-operation with other relevant partners and organizations. The review will focus on:

- rendering assistance and protection to victims of THB, especially during investigation and in court proceedings;
- examining secondary legislation acts that should be aimed at outlining inter-agency cooperation in regard to referral of THB cases. This, in order to facilitate development of internal instructions between law-enforcement (anti-trafficking units) and territorial centres for social assistance on how trafficked persons should be referred to social services and who will act as case managers responsible for the victims' rehabilitation and reintegration processes;
- protection of minors and foreign victims, since this has emerged as an area for further improvement.

<sup>9</sup> This activity will be carried out on a pilot basis by the Club of business women (Brest oblast). They have 5 years experience in working with anti-trafficking issues with both UNDP and IOM and good working contacts with national and regional authorities. Moreover, they have more than 9 years experience in working with HIV/AIDS prevention among commercial sex workers and constant contact with about 80 women of this target group.

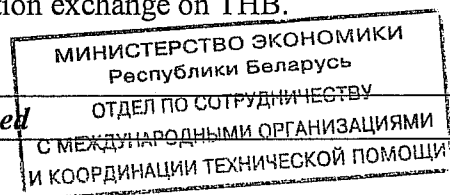
<sup>10</sup> In 2002 YWCA/La Strada established a thematic library with over 2,000 items (books, reports, researches, handouts, training manuals, information packages, etc.) both printed/hard copies and electronic versions. Items are available for a very broad range of specialists – law-enforcement representatives, social workers, psychologists, and NGOs and cover such aspects as gender, children and juridical themes. Annually it is registered that over 100 visitors, mainly students and NGOs activists use the services of the library.

***Output 4. Equipment supplied to facilitate improvement and development of the electronic system of coordination and information sharing between the MoI and SBC***

**4.1. Supplying equipment to the MoI and the SBC**

Equipment will be supplied to the Ministry of Interior and the State Border Committee (SBC) on the basis of a needs assessment of a project expert in order to enhance prevention and prosecution of THB crimes; this will facilitate consolidation of a system of coordination and information sharing on THB between the MoI and SBC. The previous project has provided the central headquarters of MoI and SBC, border detachments and regional departments of MoI with equipment facilitating information exchange. However, the lower-tier departments, in particular the regional militia departments (Baranovichi, Pinsk, Mozyr, Slutsk, Lida, Orsha) and check points with the highest frequency of passenger and goods transports (Varshavsky Most, Bryzgi, Kamenny Log, Beniakoni, Novaia Guta, Brest-Central) also need to be provided with necessary equipment in order to consolidate the entire system of information exchange on THB.

***Output 5. Inter-agency cooperation and coordination is ensured***



**5.1. Conducting round tables for inter-agency coordination**

Round tables will aim at exchange of information, plans, best practices/achievements and encountered difficulties between involved agencies. At the round tables, emerging trends in the trafficking domain and national strategies to address new challenges will be discussed. Moreover, the project findings and recommendations will be validated by participants and, therefore, increase ownership of the Project implementation. Round tables will be focused on specific thematic issues such as different forms of human trafficking, innovative strategies, addressing root causes etc. The events will be conducted in Minsk and regional centres.

**5.2. Managing a thematic website of the project**

A thematic anti-trafficking website will be established aimed at facilitating exchange of relevant information between different stakeholders. The website will also contain chapters with specific information such as safe migration advice, visa regulation and contacts of institutions where assistance for possibly trafficked persons could be obtained. Information placed on the Internet will be used by the target groups, practitioners and media. Some elements of the electronic database with anti-trafficking institution contacts developed in the previous EC/UNDP project will be incorporated into the website structure and made accessible to the general public. This will enhance the coordination and information exchange between agencies involved in combating human trafficking in Belarus. The website will be managed in Russian and English.

***Output 6. The national network of anti-trafficking institutions extended by including local centres for social assistance to deliver information on THB in remote areas***

**6.1. Trainings of personnel of centres for social assistance**

The existing network of 156 territorial centres for social assistance, 143 socio-pedagogic centres providing social services for children and children's homes will serve as a basis to provide essential preventive measures at the local level, in particular in small/single-industry cities, rural and remote areas.

The personnel of social assistance and employment services will be trained in provision of support and preventive measures to combat THB on the local level. The Red Cross, La Strada 'hotline' specialists and other NGO representatives will participate in the development and

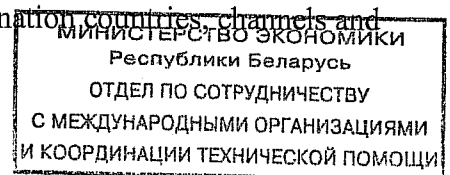
delivery of the courses and provide ad-hoc counselling to the centres. The involved NGOs that have undergone training and operate locally will be able to provide assistance and counselling to (potential) victims on the basis of their organisations. The trainings will include such topics as current THB problems and prevention measures, provision of adequate services to different types of clients (vulnerable categories such as children, youth, minorities) and gender equality. Social workers that work with children and their families will be targeted since, according to international recommendations that regard child victims in particular<sup>11</sup>, (i) child victims should be cared by professionals that are appropriately trained; including on gender issues and related needs; (ii) social service authorities should ensure that an individual integration plan is elaborated for every child victim.

To complement the trainings, an information kit with guidelines on THB will be developed for the centres, and awareness raising campaigns and materials on THB will be targeted at the visitors of the centres. In order to promote the project's visibility and long-term effect each centre will be equipped with notice boards, where information about human trafficking, domestic violence prevention and gender issues will be placed to be used by clients of the centres.

## **6.2. La Strada's hotline operation**

The operation of the La Strada hotline dealing with issues of safety departure and living abroad is an integral part of the "YWCA"'s activities. The hotline operation will be organized at the "YWCA"<sup>12</sup> and will serve the following purposes:

- the toll-free telephone "hotline" is to act as a first point of contact providing access to a referral mechanism for victims of THB;
- the toll-free telephone "hotline" is to act as an independent source of advice and guidance to potential victims who may be considering job opportunities or other offers to go abroad;
- to facilitate the anonymous reporting of cases or suspected cases of THB;
- to analyse present migration trends such as new destination countries, channels and methods of trafficking.



## **6.3. Strengthening of the hotline capacities**

### **6.3.1. Internal Examination**

Hotline quality management and capacity-building will include monthly internal meetings focusing on the quality control of the counselling, meeting with a psychologist supervisor upon request, biannual written examination of all staff and capacity building activities such as ad-hoc exchange of information with foreign embassies.

### **6.3.2. Biannual seminars with relevant institutional stakeholders**

Two-day seminars will broaden knowledge in the sphere of prevention of trafficking and strengthen social links between consultants of the hotline and representatives of NGOs, state and international organizations. This will enhance the operational capacity and reliability of the consultations to the (potential) victims of trafficking. The seminars will involve representatives of MoI, Ministry of Foreign Affairs, lawyers and psychologists and allow consultants to acquire information about new legislation and law-enforcement practices, and strengthen their knowledge on psychological counselling.

## **6. 4. Broadening Internet counselling**

The prevention activities should be of constant character and every new generation has the need to obtain information on the THB problem and rules of safe migration abroad. Among young

<sup>11</sup> Source: "Guidelines on the protection of child victims of trafficking", UNICEF, September 2006.

<sup>12</sup> See Appendix 5

people in Belarus, the Internet is one of the most popular information channels on job opportunities, studies, travelling etc. Therefore, Internet and e-mail counselling are excellent tools to inform this risk group about THB issues and safe migration.

The Internet and e-mail counselling will be carried out on the basis of the La Strada web site (www.lastrada.by). The rules, forms and structure of e-mail answers, up-dating of the web site and special advertising materials for the younger audience (e.g. fly-cards, banner advertisement, articles in Internet media) will be developed.

***Output 7. Enhanced capacity of the Shelter to protect victims and render rehabilitation and re-integration services***

**7.1. Support to the Shelter for victims of trafficking, upgrading the Shelter personnel's skills**

The Shelter for trafficked women established within the joint UNDP and EC project "Combating Trafficking in Women in the Republic of Belarus" (2003-2005) was abolished in September 2007 due to lack of financing. In order to retain the project component aimed at rehabilitation and reintegration services of the trafficked victims and in order to ensure sustainability of those efforts, the project will provide the abovementioned services on the basis of YWCA/La Strada and under YWCA/La Strada management. The YWCA Shelter is an integral part of this NGO and it has been functioning since 2004<sup>13</sup>.

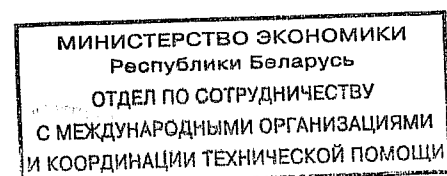
The Shelter will be able to accommodate two persons contemporary and be open both for night and day-care of victims with 24-hours staff presence. Pregnant women as well as clients with dependants (children) will be admitted to the Shelter. The coordination with the IOM Rehabilitation Centre will be ensured.

The shelter will provide trafficked persons with a safe and secure place, where they can have a reflection period, to make decisions on what services/assistance they need, whether they are returning to their families, and where they can elaborate an individual plan for the future. The Shelter employees will act as case managers and accompany the clients to external specialists. The Shelter support will include provision of accommodation, food and basic necessities to the victims, psychological/social counselling and referral to medical and social service institutions and vocational trainings paid by the project. Measures to reintegrate and activate victims will play an important role since, in captivity, many of them have lost the habit and the stimulus of taking care of themselves.

The fact that both the Shelter and the anti-trafficking hotline will be managed by YWCA/La Strada will ensure synergy and an integrated approach while addressing needs of potential and current trafficked victims. Exchange of data, trends and analysis between the two components would facilitate provision of services meeting the victims' needs to the highest extent possible and bring added value to the project.

On the one hand, the Shelter employees will have a possibility to upgrade their skills through exchanges with relevant structures and study visits abroad. On the other hand, they will provide trainings for social workers of the centres for social services and law enforcement structures on the basis of the experience gained. The Shelter employees will ensure that information about victims' profile, needs and challenges, as well as their feedback about the Shelter services to better adapt the rehabilitation to their requirements, is collected and analyzed.

<sup>13</sup> See appendix 6



## ***Output 8. Improved legal assistance and protection of victims in the criminal justice system***

### **8.1. Provide legal assistance to victims of THB**

Victims are often deterred from participating in various legal proceedings because simple, accessible, affordable and timely legal advice is not always available to them when they seek assistance and support. Because many victims of trafficking are fearful of being of criminal liability, the provision of legal assistance and representation is especially important.<sup>14</sup> This is why legal advice will be made available as part of the integrated support offered to victims.

The partnership with the National Bar Association will be broadened in order to develop attorney assistance to the victims (including legal support at court hearings). The professional legal counsellors should be familiar with the needs and situations of victims of human trafficking and have acquired the required expertise to represent them effectively during the various legal proceedings.

Legal assistance will include not only assistance to those victims of trafficking serving as witnesses in criminal cases, but also providing counselling and representation services in civil issues (e.g., divorce, retrieval of property, civil liability).

These components will be implemented in cooperation with Shelter staff, NGOs and state social institutions (such as territorial centres for social assistance) providing assistance to the trafficked persons. The role of care givers will be in facilitating access of victims of trafficking to the legal services and referral of concerned clients to specialised lawyers of the Bar Association.

## ***Output 9. Improved private sector participation of women on the local level***

### **9.1. Identification of the most vulnerable small cities with regard to unemployment among women**

With assistance from relevant oblast authorities, a shortlist of four pilot cities in Brest region will be made according to the following criteria: (i) the readiness of regional and district authorities to collaborate with the project in order to improve women's participation in the private sector, in particular by finding suitable premises and leasing them to the entrepreneurs at a reduced cost for at least three years; (ii) priority will be given to areas that face the most acute unemployment problems (according to statistics); (iii) priority will be given to areas with less developed services, hence, which have more prospects for women private sector activities (according to statistics). The project will also investigate the prospect of selecting mono-industry towns as pilots since they suffer from unemployment and have convenient office space available.

### **9.2. Carry out training and ad-hoc consultations in business management**

Basic training in business management and operation, including business planning, registering of businesses by the government, pricing, accounting and bookkeeping, will be organised. Upon completion of the training, each student will be expected to draft and defend a business plan. The business plans will be evaluated by a board consisting of UNDP project personnel, representatives of the local executive committee and relevant consultants. If all the characteristics are equal, preference will be given to business projects that create more work places. The women whose business plans have received a positive evaluation will become project participants.

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<sup>14</sup> Source: "Toolkit to combat trafficking in persons" ([http://www.unodc.org/pdf/Trafficking\\_toolkit\\_Oct06.pdf](http://www.unodc.org/pdf/Trafficking_toolkit_Oct06.pdf)), UNODC, 2006.

Under the leadership of the project personnel, project participants and hired personnel will attend practical training in operating a business in their field of activity. The project participants will be offered:

- workshops on pricing, taxation, accounting and bookkeeping;
- advice on the above issues – as needed;
- a study visit to a European country to gain exposure to the work of similar businesses.

The project personnel and local government members will visit each project-supported business at least every three months to evaluate its performance.

To facilitate networking and exchange of best practices and practical experiences in the relevant lines of business, project participants will create a network of businesses owned by women. Meetings of the network will take place regularly with the presence of relevant authorities and consultants. The experiences of the project participants will result in a practical training manual for aspiring businesswomen running dry cleaners, fitness clubs or any other type of small business in the service sector. Project experiences will be reviewed and summarized in a final workshop, during which areas of future work will be proposed. The project will result in 15 businesses run by women. Those businesses will be presented at the final workshop.

### **9.3. Technical and logistical assistance to participants**

To implement the approved business plans, the required equipment and supplies will be procured to the selected entrepreneurs. The cost of each equipment set will be around USD 5,000. The equipment will be used by the participants free of charge up until the end of the project. Then, if the business is successful, the equipment will be donated to the business owner, otherwise the participants will be required to return it so it can be used to support other business projects in the same community or elsewhere.

The local governments will be expected to assist in finding suitable premises and leasing them to the participants at a reduced cost for at least three years.

The project participants will be required to:

- register as private entrepreneurs or as an incorporated business, or register the new activity for which they have been selected (the latter applies to those already active in the private sector);
- lease or otherwise secure the premises for the business;
- sign a no-cost lease for the equipment provided by the project;
- make contracts with the would-be employees.

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## ***Output 10. A multi-service centre to promote youth employment and business training and counseling created***

### **10.1. Promotion of youth employment and self-employment**

The aim of this output is to promote youth employment and self-employment, as well as to provide education, information and advice to clients who wish to become entrepreneurs. As a preventive counter-trafficking measure targeted at youth, the project will establish a pilot multi-service centre for young people in Minsk City that could provide a model for similar centers in other parts of Belarus.

An existing structure that will serve as a basis for a multi-service centre for young people and business training and counseling will be identified by the Minsk City Executive Committee in coordination with the implementing organization and the donors.

A multi-service centre to promote youth employment and business training and counseling will comprise of 2 components (i) a youth labour exchange and (ii) a business centre.

The **labour exchange** will supply clients with current information on job vacancies in a format that best suits their specific needs. It will also provide young people with informational, advisory and other types of support needed to improve their chances of finding employment. This will include:

- Continuously updated information on jobs (full-time and spare-time), re-qualification, first employment, volunteering/internships opportunities in a user-friendly format for youth, also through cooperation with the Minsk city employment services;
- Active search of potential employers and promotion of the labour exchange services among employers;
- Employment of youth through contracts between the Centre and the employing companies/organisations;
- Counselling, juridical advising and mentoring of the youth in the field of employment;
- Creation of a database with CVs of job candidates;
- Mediation services between employers and youth through meetings and job fairs, where young people will have the opportunity to meet with potential employers and experts of the state employment services in order to get a better grasp of the job market and possibly find a job;
- Training in job search and presentation techniques, CV drafting, career building.

The **business centre** will focus on encouraging entrepreneurial initiative among young people by:

- conducting workshops about basic skills of starting up/running and managing a business;
- providing advice on business start-up, business planning, investor search, organisation, accounting/book-keeping, juridical issues;
- providing office services for start-ups (computer use, printing, faxing).

In order to build the Centre's staff expertise in matters of employment and private sector support, they will have the opportunity to carry out study tours, participate in international conferences and do internships at similar centres in Europe.

#### 10.2. A study of the situation of youth on the labour market

A study of youth problems on the labour market, the labour market trends and recommendations to address youth unemployment and risk of trafficking will be developed. This will include studies of labour demand, needs of employers, and young people's employment expectations. The results of the study will be presented at the web site and discussed at round tables and conferences.

The target groups of the Centre are secondary school graduates, students and university graduates. The Centres' services will be especially actively promoted among boarding schools and orphanages in order to attract this particularly vulnerable group in terms of trafficking. A web portal will be created and maintained for PR purposes and to enable client access to the centre's informational resources. Informational pamphlets on how to write a CV and how to carry out successful job interviews will be developed. The Centre staff will also periodically make presentations of the Centre's services and tools at Minsk universities.

The pilot multi-service centre strengths and challenges are planned to be discussed at a conference with participation of high-level representatives from state authorities and relevant organisations that could multiply the pilot-model.

## **Output 11. Raised awareness about THB among the population**

### **11.1. Awareness-raising campaigns**

The project will undertake information campaigns to generate public awareness about trafficking in its various forms, including the methods employed by traffickers. This will include producing and disseminating anti-trafficking billboards, posters, leaflets, t-shirts and other hand-outs; advertising materials of the hotline for the younger audience (e.g. fly-cards, banner advertisement, exhibitions), organising live radio and TV-broadcasts with participation of qualified experts, high-ranking officials and youth. The services of the youth multi-service centre (Output 10) will also be promoted using the tools mentioned above.

Additionally, as a part of the campaign film festivals will be organized annually in Minsk and the 5 Belarusian regions. During the festivals, thematic films will be shown in public cinemas, activities on hotline promotion will be organized, print-outs will be disseminated. The festivals will be accompanied by presentations of THB experts, Q&A sessions and entertaining events such as concerts, photo exhibitions with the scope of giving the project visibility, promote the anti-trafficking hotline and distribute awareness-raising materials.

Rural residents in Belarus seem to have the lowest level and quality of human trafficking awareness. They tend to underestimate the risk of becoming a trafficking victim.<sup>15</sup> Therefore, awareness-raising campaigns will be extended to smaller towns and villages, whose populations are at particular risk. In addition, a targeted campaign will be carried out in schools and orphanages.

In addition, the social advertisement for the hotline is an utmost necessity for obtaining a high level of public awareness. The stress in the advertisement should be given to both safe migration rules and social assistance components. The following advertisement forms will be used: creation and broadcasting of radio-spots, billboards, TV-clips. The campaign will be based on the country poll (Output 1).

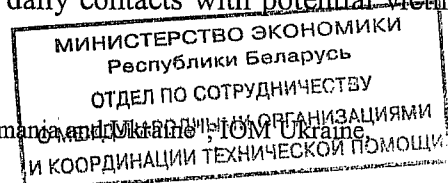
### **11.2. Documentaries on THB**

A series of 5 documentary films, 10 minutes-long, with the working title "Stop THB", will be produced in consultation with the relevant civil society organisations as well as potential and actual THB victims. The films will be devoted to various aspects of THB, point to its causes and consequences and strive to provoke adequate reactions in society. The films will be bound by a concept common to them all; although they may be shown separately. The cycle of films will be attractive to the general viewer and, at the same time, meet the requirements set for serious and gender-sensitive documentaries. The cycle of films will be shown on the national TV and at the regional trainings and project events. Presentation of documentaries will be organised aimed at its promotion and publicity of the project results.

### **11.3. Workshops and informational materials for immigration authorities, consular/diplomatic personnel and foreign embassies in Belarus**

Biannual workshops will be carried out for representatives of immigration authorities, consular/diplomatic personnel and foreign embassies in Belarus, La Strada hotline staff and other relevant NGOs, to exchange information on THB, migration processes and news in the field of visa regimes. This should increase awareness about trafficking among the participating authorities and enable them to use the knowledge in their daily contacts with potential victims.

<sup>15</sup> Source: "Human trafficking survey: Belarus, Bulgaria, Moldova, Romania and Ukraine", IOM Ukraine and IOM Ukraine, December 2006.





These workshops will also help the hotline staff to enhance the capacity and validity of hotline consultations.

The consular and visa sections of the diplomatic missions in Belarus will be encouraged to use information materials produced within the project in their work with at-risk individuals.

#### **11.4. Media training**

Interactive training of media representatives to increase their knowledge in the field, and to promote zero tolerance towards all forms of trafficking, will be carried out. Seminars will be organised for local media representatives.

Additionally special lectures will be developed targeting future mass-media specialists e.g. students of journalistic faculties of relevant universities. Lectures will include not only human trafficking issues, but also related topics such as gender-based violence, gender inequality, migration etc.

### ***Output 12. Effective management and administration of the project***

#### **12.1. Project management**

Project management is described in part V. «Management arrangements».

#### **Coordination with other initiatives in the state**

The project will coordinate its activities with other ongoing initiatives in the area of combating human trafficking in Belarus. These include:

- UNDP initiatives in the field of promotion of human rights, gender equality, border management, and local sustainable development, and socio-economic development of small cities and in Chernobyl affected areas. In addition, the project will ensure close coordination with UNDP activities in the CIS region in the field of THB to utilize experience and knowledge already acquired.
- International and donor agencies:
  - IOM programme “Combating Trafficking in Human Beings” supported by the US Department of State (PRM and INL), Swedish International Development Cooperation Agency (Sida), Swiss Agency for Development and Cooperation (SDC), the United States Agency for International Development (USAID) and the Danish Ministry of Foreign Affairs. The programme takes an integrated approach which includes prevention, protection, reintegration, criminalisation and prosecution.
  - UNICEF, which conducts child-focused research and advocacy, will contribute both financially and expert-wise to the project proposed in the ToR.
  - Other coordination opportunities might arise with UNHCR, for aspects related to refugees, and UNFPA, which provides reproductive health assistance to victims.
- NGO initiatives such as:
  - YWCA’s Programme “La Strada” aiming at awareness-raising about the issue of THB, at referring the victims to support networks, and at raising the awareness of the population on possible dangers of trafficking.

- The NGO “Children - Not for Abuse”, affiliated with ECPAT International<sup>16</sup> providing social and psychological support to children who have experienced abuse and their parents, raising awareness about the problem of cruel treatment of children by their parents or other persons and analysis of experiences from other countries in this field.
- The Belarusian Red Cross Society (BRCS) programme “Hands of support” in the regions aimed at provision of psychological and reintegration support, information of the population about the risks of THB and publications.

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<sup>16</sup> ECPAT is a network of organisations and individuals working together to eliminate the commercial sexual exploitation of children. The ECPAT acronym stands for 'End Child Prostitution, Child Pornography and Trafficking of Children for Sexual Purposes'. ECPAT has Special Consultative Status with the Economic and Social Council of the United Nations (ECOSOC).

### PART III. RESULTS AND RESOURCES FRAMEWORK

The project will start its implementation upon its registration with the Ministry of Economy in line with the relevant national legislation.

<b>Country Programme outcome:</b> 6. Multi-stakeholder participation (including women's networks and experts) to set gender-sensitive development agenda and MDG targets established through economic empowerment of women
<b>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</b> Training and round-table discussions
<b>Applicable MYFF Service Line:</b> 1.6 Gender mainstreaming
<b>Partnership Strategy:</b> Implementing Agency - Ministry of Interior
<b>Project title and ID (ATLAS Award ID):</b> 00062779 Preventing, Fighting and Addressing the Social Consequences of Trafficking in Human Beings in the Republic of Belarus

INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS, EURO
<p><b>1. Comprehensive research of THB root causes is conducted and used for developing recommendations on preventive measures</b></p> <p><u>Indicators:</u></p> <p>1.3 surveys on different aspects of THB conducted</p> <p>2. Analytical reports published and disseminated</p> <p>3. Submission of the recommendations to the relevant governmental representatives, the Parliament and other stakeholders</p>	<p><b>Second year (2009)</b></p> <p>1. Situation analysis in the field of trafficking in children is carried out</p> <p>2. Survey on situation, needs and challenges of victims of trafficking conducted</p> <p>3. Country poll conducted</p> <p>4. At least 3 separate analytical reports prepared and disseminated among the interested organizations and stakeholders</p> <p>5. Recommendations of the three surveys submitted to relevant state institutions, the Parliament and NGOs</p> <p><b>Third year (2010)</b></p> <p>1. Findings of the comprehensive research are used to strengthen strategies on THB counteraction</p>	<p>1.1. Data collection and research</p> <p>1.1.1. Conduct a victims survey</p> <p>1.1.2. Conduct a country poll</p> <p>1.1.3. Carry out a situation analysis in the field of trafficking in children jointly with UNICEF</p>	<p>Ministry of Interior UNDP State Border Committee UNICEF Ministry of Education Ministry of Labour and Social Welfare NGOs</p>	<p>National and international consultants, publications, expendables <b>27 527</b></p> <p>9 589</p> <p>12 720</p> <p>5 218</p>
<p>МИНИСТЕРСТВО ЭКОНОМИКИ Республики Беларусь</p> <p>ОТДЕЛ ПО СОТРУДНИЧЕСТВУ С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ</p>				

INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS, EURO
<p><b>2. Anti-trafficking institutions/organizations are trained in dealing with THB</b></p> <p><u>Indicators:</u></p> <p>1. At least 8 study tours are organized for 80 representatives from state bodies and NGOs</p> <p>2. A course of 50 days-length developed for the Academy of post-diploma education</p> <p>3. A course of 15 days-length developed for the Military Academy</p> <p>4. A course of 15 days-length at the MoI Academy supplemented with new themes</p> <p>5. 4 multi-agency trainings conducted</p> <p>6. 25 trainings have been carried out for 625 parents and children</p> <p>7. 55 trainings carried out for 1375 children</p> <p>8. 6 debate clubs have been organised for children and parents</p> <p>9. 500 individual sessions and consultations of the target groups are carried out</p>	<p><b>Second year (2009)</b></p> <p>1. At least 4 study tours are organized</p> <p>2. Three courses developed and probated at state academies</p> <p>3. Teaching materials for the participants developed.</p> <p>3. 2 multi-agencies trainings conducted</p> <p>4. 12 trainings for 300 parents and teachers conducted</p> <p>5. 27 trainings for 675 children conducted</p> <p>6. 3 debate clubs conducted for parents and children</p> <p>7. 500 individual sessions and consultations conducted for representatives of the vulnerable groups</p> <p>8. 20 women enrolled in college/university</p> <p>9. 450 copies of reference literature purchased in line with a list</p> <p><b>Third year (2010)</b></p> <p>1. At least 4 study tours organized</p> <p>2. Counter-trafficking courses included into curricula of state academies</p> <p>3. 1 multi-agency training conducted</p>	<p>2.1. Study tours</p> <p>2. 2 Training courses and information materials</p> <p>2.2.1. Counter trafficking courses in state academies</p> <p>2.2.2. Prevention trainings targeted at children and parents</p> <p>2.2.3. Prevention trainings and consultations as well as assistance with access to education and professional training targeted at vulnerable and marginalized groups</p> <p>2.2.4. Reference literature</p>	<p>MoI UNDP UNICEF MFA SBC Ministry of Education NGO</p>	<p>National and international consultants, publications, workshops, trainings, expendables <b>234 959</b></p> <p>116 890</p> <p>118 069</p> <p>64 645</p> <p>15 314</p> <p>33 364</p> <p>4 746</p>
<div style="border: 1px solid black; padding: 5px;"> <p>МИНИСТЕРСТВО ЭКОНОМИКИ Республики Беларусь ОТДЕЛ ПО СОТРУДНИЧЕСТВУ С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ</p> </div>				

INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS, EURO
<p>10. 30 women have successfully passed tests and enrolled in college/university</p> <p>11. 5 women from vulnerable groups have started a job</p> <p>12. More than 800 copies of reference literature purchased</p> <p><u>Baseline:</u></p> <p>1. Military Academy and APDE lack counter-trafficking courses</p> <p>2. Training for parents are not conducted</p> <p>3. Women from vulnerable and marginalized groups lack motivation to receive professional education</p>	<p>4. 13 trainings for 325 for parents and teachers conducted</p> <p>5. 28 trainings for 700 children conducted</p> <p>6. 3 debate clubs for parents and children conducted</p> <p>7. 20 women enrolled in college/university</p> <p>8. 5 women from vulnerable groups have started a job</p> <p>9. 400 copies of reference literature purchased according to a list</p>			
<p><b>3. A legislative review performed and recommendations in the field of THB legislation are provided</b></p> <p><u>Indicators:</u></p> <p>1. A review conducted</p> <p>2. Conclusions and recommendations of the review will be submitted to the relevant governmental institutions</p> <p>3. Report on the review published</p> <p><u>Baseline:</u></p> <p>1. Legislation on protection of minors and foreign nationals who are victims of THB needs improvement</p>	<p>3.1. Legislative review and support to reform</p> <p><b>Second year (2009)</b></p> <p>1. A review of the current legislation conducted</p> <p>2. Conclusions and recommendations of the review submitted to professionals and the public</p> <p>3. Conclusions and recommendations of the review published</p> <p><b>Third Year (2010)</b></p> <p>1. Elaborated recommendations are incorporated in the national legislation</p>		<p>Mol UNDP Ministry of Justice Parliament</p>	<p>National and international consultants, publications, conferences, expendables <b>9 421</b></p> <div data-bbox="1115 176 1312 628" style="border: 1px solid black; padding: 5px; transform: rotate(-90deg); transform-origin: center;"> <p>МИНИСТЕРСТВО ЭКОНОМИКИ Республики Беларусь ОТДЕЛ ПО СОТРУДНИЧЕСТВУ С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ</p> </div>

INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS, EURO
<p><b>4. Equipment supplied to facilitate improvement and development of the electronic system of coordination and information sharing between the MoI and SBC</b></p> <p><u>Indicators:</u></p> <ol style="list-style-type: none"> <li>1. MoI and SBC received equipment</li> <li>2. Organizational and technical capacity of the MoI and SBC strengthened</li> </ol> <p><u>Baseline:</u></p> <ol style="list-style-type: none"> <li>1. Technical capacities of local structures of MoI and SBC are insufficient</li> </ol>	<p><b>Second Year (2009)</b></p> <ol style="list-style-type: none"> <li>1. Needs assessment of MoI and SBC conducted by an expert</li> <li>2. A list of equipment coordinated</li> <li>3. Equipment supplied to MoI and SBC in line with the list</li> </ol> <p><b>Third Year (2010)</b></p> <ol style="list-style-type: none"> <li>1. MoI and SBC ensured proper technical maintenance of the equipment</li> </ol>	<p>4.2. Supplying equipment to the MoI and SBC</p>	<p>MoI UNDP SBC</p>	<p>National consultants, equipment <b>65 000</b></p>
<p><b>5. Inter-agency cooperation and coordination ensured</b></p> <p><u>Indicators:</u></p> <ol style="list-style-type: none"> <li>1. 5 round tables for 150 participants conducted</li> <li>2. Recommendations on enhancement of cooperation between relevant parties developed</li> <li>3. Thematic website established and supported</li> <li>4. 2000 visitors used information from the project's web-site</li> </ol>	<p><b>Second year (2009)</b></p> <ol style="list-style-type: none"> <li>1. 3 round tables conducted with participation of at least 90 people</li> <li>2. Recommendations on enhancement of cooperation and coordination between relevant parties developed</li> <li>3. The project website established, regularly updated and widely available to the public</li> <li>4. At least 1000 visitors of the web-site registered</li> </ol>	<p>5.1. Conducting round tables for inter-agency coordination</p> <p>5.2. Managing a thematic website of the project</p>	<p>MoI UNDP SBC MFA Ministry of Labour and Social Welfare Ministry of Education Ministry of Health Ministry of Justice Ministry of Information Belorussian State University NGO</p>	<p>10 190</p> <p>4 332</p>

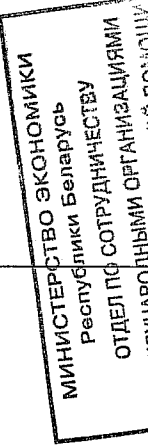
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INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS, EURO
<p>Baseline:</p> <p>1. Regular information exchange between agencies aimed at combating THB required</p> <p>2. UN activities on counter-trafficking are not regularly covered in Internet</p>	<p><b>Third year (2010)</b></p> <p>1. 2 round tables conducted with at least 60 participants</p> <p>2. Recommendations on enhancement of cooperation and coordination among stakeholders developed</p> <p>3. The project website is regularly updated and available to the broad public</p> <p>4. At least 1000 visitors of the web-site registered</p>			
<p><b>6. The national network of anti-trafficking institutions extended by including local centers for social assistance to deliver information on THB in remote areas</b></p> <p><u>Indicators:</u></p> <p>1. 18 trainings conducted for at least 450 specialists of local centers for social assistance</p> <p>2. 2450 hotline consultations provided</p> <p>3. 220 Internet/e-mail consultations provided.</p> <p>4. 3 trainings for hotline consultants conducted</p>	<p><b>Second year (2009)</b></p> <p>1. 9 trainings for at least 225 specialists of the centers</p> <p>2. 56 local centers for social assistance provided with notice boards and information materials for visitors</p> <p>3. At least 2000 hotline consultations provided</p> <p>4. Monthly reports from hotline consultants on statistics of the calls received</p> <p>5. Annual analytical reports from hotline on observed migration trends, new channels and methods of trafficking</p> <p>6. 2 trainings for hotline personnel conducted</p>	<p>6.1. Trainings of personnel of centers for social assistance</p> <p>6.2. La Strada hot line operation</p> <p>6.3. Strengthening the hotline capacities</p>	<p>MoI UNDP Ministry of Labour and Social Welfare NGO</p>	<p>National consultants, publications, workshops, trainings, equipment, expendables <b>156 803</b></p> <p>98 635</p> <p>45 470</p> <p>8 302</p>
<p>5. Quality of hotline consultations improved</p>	<p>7. Written examination of hotline personnel conducted</p>	<p>6.3.1. Internal Examination</p>	<p>МІНІСТЕРСТВО ЭКОНОМІКИ Республіки Беларусь</p>	<p>1 900</p>
<p>ОТДЕЛ ПО СОТРУДНИЧЕСТВУ С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ</p>				

INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS, EURO
<p>6. Trends in the THB field analyzed</p> <p><u>Baseline:</u></p> <ol style="list-style-type: none"> <li>Staff of local centers for social assistance possess only basic knowledge on THB</li> <li>Local centers for social assistance lack visual information on THB aimed at visitors</li> <li>Hotline provides 1300-1500 consultations annually</li> </ol>	<ol style="list-style-type: none"> <li>At least 100 consultations provided via e-mail</li> <li>Needs assessment of centers personnel conducted</li> </ol> <p><b>Third Year (2010)</b></p> <ol style="list-style-type: none"> <li>9 trainings conducted for at least 225 specialists of local centers of social assistance</li> <li>100 local centers of social assistance provided with notice boards and information materials for visitors</li> <li>At least 2000 hotline consultations provided</li> <li>Monthly reports from hotline consultants on statistics of the calls received</li> <li>Annual analytical reports from the hotline on observed migration trends, new channels and methods of trafficking</li> <li>1 training for hotline staff conducted</li> <li>Written examination of hotline personnel conducted</li> <li>At least 100 consultations provided via e-mail</li> </ol>	<ol style="list-style-type: none"> <li>6.3.2. Biannual seminars with relevant stakeholders</li> <li>6.4. Broadening Internet counseling</li> </ol>		<p>6 402</p> <p>4 396</p>
<p><b>7. Enhanced capacity of the Shelter to protect victims and render rehabilitation and reintegration services</b></p> <p><u>Indicators:</u></p> <ol style="list-style-type: none"> <li>At list 45 victims of THB received support in the Shelter: by day/night care modality, type of assistance (psychological, legislative, medical)</li> </ol>	<p><b>Second Year (2009)</b></p> <ol style="list-style-type: none"> <li>At least 20 victims of trafficking received support at the Shelter</li> <li>The Shelter personnel took part in at least 8 trainings for specialists and 1 study tour</li> </ol>	<ol style="list-style-type: none"> <li>7.1. Support for the Shelter for victims of trafficking, upgrading the skills of the Shelter's personnel</li> </ol>	<p>MoI UNDP NGO</p>	

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INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS, EURO
<p>2. Shelter personnel participated in at least 18 trainings and 2 study tours</p> <p>3. Experience in assisting victims of trafficking shared with stakeholders</p> <p><u>Baseline:</u></p> <p>1. Annually the Shelter provides support to 15-18 trafficked victims</p> <p>2. Other agencies specialists are not well aware of the Shelter experience</p>	<p><b>Third Year (2010)</b></p> <p>1. At least 20 victims of trafficking received support at the Shelter</p> <p>2. The Shelter personnel took part in at least 10 trainings for specialists and 1 study tour</p>			<p>National consultants, publications, workshops, trainings, equipment, expendables <b>92 300</b></p>
<p><b>8. Improved legal assistance and protection of victims in the criminal justice system</b></p> <p><u>Indicators:</u></p> <p>1. At least 20 victims of trafficking received juridical assistance and support free of charge</p> <p>2. 4 seminars held for at least 120 attorneys of the National Bar Association</p> <p><u>Baseline:</u></p> <p>1. Attorneys have limited knowledge on how to assist victims of trafficking</p>	<p><b>Second Year (2009)</b></p> <p>1. At least 10 victims of trafficking received juridical support and defense</p> <p>3. 2 training seminars conducted for attorneys</p> <p>4. Attorneys' needs assessment in information on trafficked victims conducted</p> <p><b>Third year (2010)</b></p> <p>1. At least 10 victims of trafficking received juridical support and defense</p> <p>2.2 training seminars conducted for attorneys</p>	<p>8.1. Provision of legal assistance to victims of THB</p>	<p>MoI UNDP Ministry of Justice NGO</p>	<p>National consultants, trainings, expendables <b>39 502</b></p>
<p><b>9. Improved private sector participation of women on the local level</b></p> <p><u>Indicators:</u></p>			<p>MoI UNDP Local executive and administrative bodies</p>	<p>National consultants, publications, seminars, equipment, expendables <b>134 477</b></p>

INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS, EURO
<p>1. Partnerships established with local authorities, business associations and NGOs.</p> <p>2. At least 60 women trained in business management</p> <p>3. At least 80 women underwent thematic hands-on business trainings;</p> <p>4. 15 women registered own private businesses</p> <p>5. The local governments assisted in finding suitable premises and leasing them to the participants at a reduced cost</p> <p>6. Technical and logistical support to project participants provided</p> <p>7. 1 study tour organized for the participants</p> <p>8. Training materials are prepared</p> <p><u>Baseline:</u></p> <p>1. Women's participation in private sector is inadequate</p>	<p><b>Second Year (2009)</b></p> <p>1. 4 pilot cities are determined in collaboration with the relevant regional authorities.</p> <p>2. At least 7 people in each of the 4 selected cities trained in business management</p> <p>3. At least 40 people underwent thematic hands-on business training</p> <p>4. 1 study tour organized for the selected participants</p> <p>5. Training and information materials developed, printed and disseminated</p> <p><b>Third Year (2010)</b></p> <p>1. At least 7 people in each of the 4 selected cities trained in business management</p> <p>3. At least 40 people underwent thematic hands-on business training</p> <p>4. 15 women registered their private businesses</p> <p>5. The local governments assisted in finding suitable premises at a reduced cost for 15 registered businesses</p> <p>6. At least 15 no-cost lease contracts for equipment signed</p>	<p>9.1 Identification of the most vulnerable small cities with regard to unemployment among women</p> <p>9.2. Carry out training and ad-hoc consultations in business management</p> <p>9.3. Technical and logistical assistance to participants</p>		<p>86 777</p> <p>47 700</p>

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INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS, EURO
<p>10. A multi-service centre to promote youth employment and business training and counseling created</p> <p><u>Indicators:</u></p> <p>1. 60 one-day trainings on business start-up/running held.</p> <p>2. 20 one-day trainings on CV writing and presentation skills held.</p> <p>3. 20 one-day trainings on sales psychology held.</p> <p>4. 6 one-week trainings on leadership held.</p> <p>5. 12 one-week trainings on IT held.</p> <p>6. Data base with business ideas created;</p> <p>7. Brochures on effective job seeking and business start-up published</p> <p>8. Study about youth employment conducted</p> <p>9. The Center's personnel took part in a study tour</p> <p>10. A conference to discuss the center's activities and share experiences will be organised</p> <p><u>Baseline:</u></p> <p>1. Low level of youth preparation to participate in business</p>	<p><b>Second Year (2009)</b></p> <p>1. 30 one-day trainings on business start-up/running held.</p> <p>2. 10 one-day trainings on CV writing and presentation skills held.</p> <p>3. 10 one-day trainings on sales psychology held.</p> <p>3. 10 one-day trainings on sales psychology held.</p> <p>4. 3 one-week trainings on leadership held</p> <p>5. 6 one-week trainings on IT held.</p> <p>6. Centre's resources available on web site.</p> <p>7. Job vacancy data base established, updated and available</p> <p>8. Data base with business ideas established, updated and available</p> <p>9. Brochures on effective job seeking and business start-up published</p> <p>10. Study about youth employment conducted, its findings submitted to the interested parties</p> <p>11. Conference to discuss the Centre's activities conducted</p> <p>12. 6 persons have benefited from a study visit.</p> <p><b>Third Year (2010)</b></p> <p>1. 30 one-day trainings on business start-up/running held.</p>	<p>10.1. Promotion of youth employment and self-employment</p> <p>10.2. A study of the situation of youth on the labour market and information campaign</p>	<p>Mol UNDP Organization selected within the project implementation period</p>	<p>National and international consultants, publications, workshops, trainings, equipment, expendables <b>110 736</b></p> <p>91 312</p> <p>19 424</p>
<p>МИНИСТЕРСТВО ЭКОНОМИКИ Республики Беларусь ОТДЕЛ ПО СОТРУДНИЧЕСТВУ С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ</p>				

INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS, EURO
<p><b>11. Raised awareness about THB among the population</b></p> <p><u>Indicators:</u></p> <p>1. 5 workshops for immigration authorities conducted</p> <p>2. 10000 copies of information materials produced for dissemination among population</p> <p>3. 5 documentaries produced</p>	<p>2. 10 one-day trainings on CV writing and presentation skills held.</p> <p>3. 10 one-day trainings on sales psychology held.</p> <p>4. 3 one-week trainings on leadership held</p> <p>5. 6 one-week trainings on IT held.</p> <p>6. Centre's resources available on web site.</p> <p>7. Job vacancy data base regularly updated and available</p> <p>8. Data base with business ideas available</p> <p>9. Brochures on effective job seeking and business start-up published</p> <p>10. Findings of study about youth employment applied with a view to the improving the centre's functioning</p> <p><b>Second Year (2009)</b></p> <p>1. More than 10000 copies of information materials produced and disseminated among population</p> <p>2. 5 documentaries produced and showed nationwide</p> <p>3. 3 film festivals conducted for at least 3000 people</p> <p>4. 4 workshops for immigration authorities conducted</p> <p>5. 2 workshops for regional mass-media are carried out</p> <p>6. 15 lectures for students of journalism conducted</p>	<p>11.1. Awareness-raising campaigns</p> <p>11.2. Documentaries on THB</p> <p>11.3. Workshops and informational materials for immigration authorities, consular/diplomatic personnel and foreign embassies in Belarus</p> <p>11.4. Media training</p>	<p>Mol UNDP Ministry of Information MFA</p>	<p>National consultants, publications, workshops, trainings, expendables <b>178 385</b></p> <p>94 907</p> <p>51 518</p> <p>9 240</p> <p>22 720</p>

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INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS, EURO
<p>4. 6 film festivals organized aimed at 6000 people</p> <p>5. 4 workshops for regional mass-media are carried out</p> <p>6. 30 lectures for students of journalism conducted</p> <p><u>Baseline:</u></p> <p>1. Citizens of small cities and rural areas are poorly aware of THB</p>	<p>7. Strategy of the campaign developed</p> <p><b>Third Year (2010)</b></p> <p>1. Information materials disseminated among population</p> <p>2. 5 documentaries showed nationwide</p> <p>3. 3 film festivals conducted for at least 3000 people</p> <p>4. 3 workshops for immigration authorities conducted</p> <p>5. 2 workshops for regional mass-media are carried out</p> <p>6. 15 lectures for students of journalism conducted</p>			
<p><b>12. Effective management and administration of the project</b></p> <p><u>Indicators:</u></p> <p>1. Human, organizational and technical capacities of the project are present</p> <p>2. Communication strategy of the project developed</p> <p>3. Audit conducted in line with Belorussian legislation and international standards</p> <p><u>Baseline:</u></p> <p>1. Need for a project team to ensure effective management of the project</p>	<p><b>First Year (2008)</b></p> <p>1. Project personnel contracted</p> <p><b>Second Year (2009)</b></p> <p>1. Office premises are rented</p> <p>2. Office equipment and expendables purchased</p> <p>3. Communication strategy of the project developed</p> <p>4. 60% of project budget implemented</p> <p><b>Third Year (2010)</b></p> <p>1. Audit conducted</p> <p>2. 40% of project budget implemented</p>	<p>12.1. Project management</p>	<p>MoI UNDP</p>	<p>National consultants, office equipment, expendables <b>270 918</b></p>
<b>TOTAL PROJECT BUDGET</b>				<b>1 334 550</b>

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**PART IV. WORK PLAN**

Actions	Year 1												Year 2												Year 3													
	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
Project team assembling																																						
<b>Output 1. Comprehensive research of THB root cases is conducted and used for developing recommendations on preventive measures</b>																																						
1.1. Data collection and research																																						
1.1.1. Conduct a victims survey																																						
1.1.2. Conduct a country poll																																						
1.1.3. Carry out a situation analysis in the field of trafficking in children																																						
<b>Output 2. Anti-trafficking institutions/organisations are trained in dealing with THB</b>																																						
2.1. Study tours																																						
2.2. Training courses and information materials																																						
2.2.1. Counter trafficking courses in state academies																																						
2.2.2. Prevention trainings targeted at children and parents																																						
2.2.3. Prevention trainings and consultations as well as assistance with access to education and professional training targeted at vulnerable and marginalized groups																																						
2.2.4. Reference literature																																						
<b>Output 3. A legislative review performed and recommendations in the field of THB legislation are provided</b>																																						
3.1. Legislative review and support to reform																																						
<b>Output 4. Equipment supplied to facilitate improvement and development of the electronic system of coordination and information sharing between the MoI and SBC</b>																																						
4.1. Supplying equipment to the MoI and SBC																																						
<b>Output 5. Inter-agency cooperation and coordination ensured</b>																																						
5.1. Conducting round tables for inter-agency coordination																																						
5.2. Managing a thematic website of the project																																						
<b>Output 6. The national network of anti-trafficking institutions extended by including local centers for social assistance to deliver information on THB in remote areas</b>																																						
6.1. Trainings of personnel of centers for social assistance																																						
6.2. La Strada hot line operation																																						
6.3. Strengthening the hot line capacities																																						
6.3.1. Internal Examination																																						

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Actions	Year 1												Year 2												Year 3													
	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
6.3.2. Biannual seminars with relevant institutional stakeholders																																						
6. 4. Broadening Internet counseling																																						
<b>Output 7. Enhanced capacity of the Shelter to protect victims and render rehabilitation and reintegration services</b>																																						
7.1. Support for the Shelter for victims of trafficking, upgrading the Shelter's personnel skills																																						
<b>Output 8. Improved legal assistance and protection of victims in the criminal justice system</b>																																						
8.1. Provide legal assistance to victims of THB																																						
<b>Output 9. Improved private sector participation of women on the local level</b>																																						
9.1 Identification of the most vulnerable small cities with regard to unemployment among women																																						
9.2. Carry out training and ad-hoc consultations in business management																																						
9.3. Technical and logistical assistance to participants																																						
<b>Output 10. A multi-service centre to promote youth employment and business training and counseling created</b>																																						
10.1. Promotion of youth employment and self-employment																																						
10.2. A study of the situation of youth on the labour market and information campaign																																						
<b>Output 11. Raised awareness about THB among the population</b>																																						
11.1. Awareness-raising campaigns																																						
11.2. Documentaries on THB																																						
11.3. Workshops and informational materials for immigration authorities, consular/diplomatic personnel and foreign embassies in Belarus																																						
11.4. Media training																																						
<b>Output 12. Effective management and administration of the project</b>																																						
Project staff contracted. Office premises rented and functioning. Project activities implemented in time and in line with the approved budget. Project reports submitted in line with the timeframe approved.																																						

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## PART V. MANAGEMENT ARRANGEMENTS

The project will be implemented in the national execution modality in accordance with the guidelines and recommendations contained in Resolution 47/199 of the UN General Assembly, directed towards greater decentralization of UNDP-funded activities. As a follow-up to the Resolution, a letter from the UNDP Administrator of 17 December 1993 authorizes UN/UNDP Resident Representatives to provide direct organizational, administrative and other technical support to the national organization implementing project activities. UNDP guidelines UNDP/ADM/93/46 also authorize the UN/UNDP Resident Representatives to conduct procurement of equipment, contract local consultants and other technical expertise and undertake other expenditures in accordance with the project budget, as well as to maintain bookkeeping and financial records of nationally executed activities by analogy with the maintenance of the UN/UNDP Office Administrative Budget.

UNDP will be responsible for the implementation of the project and the use of the project funds under a contribution agreement with the European Commission. UNDP will ensure the achievement of the project results and outputs as listed above. In order to achieve these results, UNDP may propose alternative or complementary project activities to those identified in this ToR, where it can clearly justify them.

*The Ministry of Interior* is the Implementing agency for the project. MoI is responsible for implementation of the “State Programme on Combating Trafficking in Human Beings, Illegal Migration and Connected to it illegal deeds for the Period of 2008 to 2010” and is the lead government agency in the fight against THB in Belarus.

The Ministry will be primarily responsible for the planning and overall management of the project activities and reporting to the Belarusian state authorities. Where necessary and justified, the Ministry may use support services of the UNDP Office in Belarus to meet the responsibilities mentioned above. The UNDP will provide support in administrative and financial matters, the recruitment of consultants, and the organisation of study visits and international travel as well as the cooperation with partner services in other European countries. The Ministry will appoint a *National Project Coordinator*, who will be responsible for the overall co-ordination of the project, representing and supporting the project objectives at high decision making levels.

*The Ministry of Labour and Social Welfare* is involved in the implementation of the social component of the state counter-trafficking programme – prevention, education and information campaigns, victim reintegration and rehabilitation, assistance in employment of trafficked individuals as well as potential risk groups, and coordinating NGOs dealing with counter-trafficking. At the moment there are 156 social centers throughout the Republic. Minsk City Social Centre is the largest one. The Ministry started its counter-trafficking activities in the late 1990s by cooperating with La Strada in organizing seminars for NGOs, social centers and social workers with the purpose of training the target groups to develop an appropriate approach towards victims.

*The State Border Committee* is one the main counterparts in the project due to their competence and functions in implementing border controls and identifying cases of THB. The SBC will participate in the Project Steering Committee and provide support to UNDP in order to ensure smooth project implementation.

NGOs will be actively involved in the implementation of the project by providing their expertise and sharing their contact networks throughout Belarus

Key NGO-partners for the project are mentioned below:

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С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ  
И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ



*Young Women Christian Association of Belarus (YWCA)* <sup>17</sup>. Its mandate includes protection of the rights of young women, encouragement of women's personal ambitions and leadership, and the moral and spiritual renaissance of the society based on Christian values. The Association has local independent branches in six Belarusian cities and towns (Bobruisk, Gomel, Minsk, Mozyr, Novopolotsk, and Smorgon). In the year 2000, YWCA of Belarus took part in the elaboration of the State Programme of Comprehensive Measures Designed to Counteract Trafficking in Human Beings and the Spread of Prostitution for the Period of 2002 to 2007. Since January 2002 the Association has been running the La Strada Programme. Within the Programme a toll-free hot line dedicated to safe travelling and living abroad is in operation.

*Business Women Club in Brest.* Protection of women's rights and interests; enhancing women's social standing and economic sustainability; incorporating women into business activities and exchanging experiences of businesses run by women.

The current project will cooperate closely with the IOM technical assistance project "Combating Trafficking in Human Beings in the Republic of Belarus" implemented by the IOM Office in Belarus and coordinated by MoI. The IOM project consists of the following components:

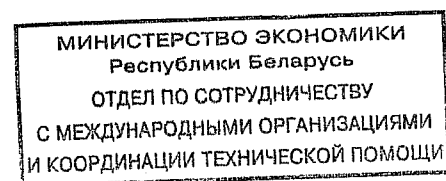
- 1) Preventing and stopping crimes related to THB, criminally prosecuting and penalising people who commit such crimes;
- 2) THB prevention;
- 3) Protection of victims of criminal acts related to THB (Victims of trafficking).

A project team will directly implement the project. A Project Manager (PM) will be responsible for the day-to-day management of the project in accordance with UNDP rules and procedures, the national legislation of the Republic of Belarus and his/her Terms of References

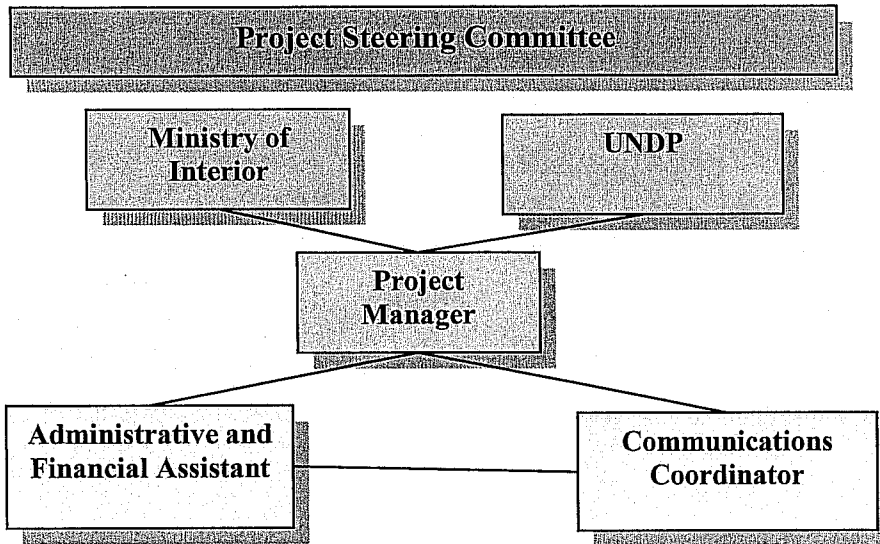
The PM will be accountable to both UNDP and the National Project Coordinator and will manage the rest of the project team. The project team will also include an Administrative and Finance Assistant who will support the PM in administrative matters and a Communications Coordinator in charge of coordinating the PR and media-related activities. The Communications Coordinator will bear personal responsibility that all project activities and implementation partners adhere to the requirements on EC visibility.

A Project Steering Committee (PSC) will monitor and analyze the project implementation process and give recommendations on the most effective project implementation strategy to ensure that results are achieved, related activities are coordinated, advocate on behalf of the project and approve annual work plans (see Appendix 1 for details).

### **Diagram 1. Project Organisation Structure**



<sup>17</sup> More information is available on the YWCA site: [www.lastrada.by](http://www.lastrada.by)



Information given to the press, the beneficiaries of the project, all related publicity material, official notices, reports and publications, shall acknowledge that the project was carried out "with funding by the European Union" and shall display in an appropriate way the European logo (twelve yellow stars on a blue background) and the logo of UNDP. In cases where equipment or vehicles and major supplies have been purchased using funds provided by the European Community, the UNDP shall include appropriate acknowledgement on such vehicles, equipment and major supplies (including display of the European logo (twelve yellow stars on a blue background) provided that such actions do not jeopardise the UNDP's privileges and immunities and the safety and security of the UNDP's staff.

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## **PART VI. MONITORING AND EVALUATION**

Project monitoring and evaluation will be conducted in accordance with established UNDP procedures. The Project Manager (PM) will regularly report to the UNDP Office on the progress achieved. Upon the launch of the project a detailed annual work plan will be prepared by the PM and coordinated with the PSC and agreed by MoI and UNDP, indicating key milestones, timeframe and progress indicators that will guide the implementation and monitoring of the project. Separate activities (study tours, trainings) will be evaluated by the participants via questionnaires prepared by the project team to evaluate the quality and ensure improvement of these activities.

From the point of view of the Government of Belarus, project monitoring and evaluation will be carried out in accordance with the established procedure for evaluation of international technical assistance projects as approved by Decree of the Council of Ministers No.1513 dated November 26, 2004. The PM will prepare reports on project implementation in a form and in accordance with the procedure mentioned above and agree on them with the National Coordinator. These reports, signed by the PM and the National Coordinator are submitted to the Ministry of Economy according to deadlines stated in the national legislation.

Monitoring of the project will be an ongoing activity aiming at ensuring the transformation of inputs through activities into outputs and the planned and stated results according to the work plan. Specifically the monitoring process will include the following:

- standardised exchange of information between all involved parties in the implementation of the project to ensure that activities are implemented in an appropriate and coordinated way;
- recording of minutes of envisaged meetings organised by the various actors involved in project implementation aid the monitoring processes and procedures.

Representatives of the EC shall be invited to participate in the main monitoring activities and in the evaluation missions relating to the performance of the project. The results of such missions shall be reported to the EC. This is without prejudice to any evaluation mission which the EC as a donor may wish to perform.

Project audit will be conducted in accordance with the UNDP requirements and relevant Belarusian legislation.

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## QUALITY MANAGEMENT

<b>Output 1: Comprehensive research in the field of THB is conducted and used for developing recommendations on preventive measures</b>		
<b>Activity 1</b>	Data collection and research	Start Date: January 2009 End Date: November 2009
<b>Purpose</b>	Enhancement of the system of THB prevention and assistance to victims	
<b>Description</b>	1. Conduct a victims survey 2. Conduct a country poll 3. Carry out a situation analysis in the field of trafficking in children	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
The survey's recommendations to adjust rehabilitation and reintegration programmes' services to needs of trafficked persons, enhance awareness among the population, prevent risk for children to face THB situations	Analytical Report Publication of recommendations Annual Project Report for year 2009	4 quarter 2009
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">           МИНИСТЕРСТВО ЭКОНОМИКИ Республики Беларусь ОТДЕЛ ПО СОТРУДНИЧЕСТВУ С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ         </div>		
<b>Output 2. Anti-trafficking institutions/organizations are trained in dealing with THB</b>		
<b>Activity 1</b>	Study tours	Start Date: March 2009 End Date: October 2010
<b>Purpose</b>	Cooperation development at international and national levels, exchange of information and experience, strengthening of cross-border cooperation.	
<b>Description</b>	Study tours for law enforcement officials, law-drafting officials, judiciary, prosecutors, immigration officials, social workers from territorial centers of social assistance and NGOs to the countries of origin and destination.	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
1. Number of study tours and participants	Agenda of study tours. Study tour reports. Annual project reports.	2, 4 quarter 2009 2, 4 quarter 2009
<b>Activity 2</b>	Training courses and information materials	Start Date: January 2009 End Date: December 2010
<b>Purpose</b>	Enhancing counter-trafficking awareness of state officials, vulnerable groups, upgrading skills of counter-trafficking specialists	
<b>Description</b>	1. Counter trafficking courses in state academies 2. Prevention trainings targeted at children and parents 3. Prevention trainings and consultations as well as assistance with access to education and professional training targeted at vulnerable and marginalized groups 4. Purchasing of reference literature	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
1. Number and contents of training courses and number of courses attendees	Programs of courses. Signed agreement on inclusion of the courses into the curricula of state academies Analytical reports. Lists of attendees. Annual project reports	1, 4 quarter 2009 2, 4 quarter 2010
2. Number of trainings targeted at children, parents, and teachers conducted	Agenda of trainings. Lists of participants. Annual project reports	1, 4 quarter 2009 2, 4 quarter 2010
3. Number and contents of trainings targeted at vulnerable groups	Agenda of trainings. Reports by focus-groups. Lists of participants. Annual project reports	3, 4 quarter 2009

4. Amount of literature purchased	Lists of reference literature. Statistics on use. Annual project reports	4 quarter 2009 4 quarter 2010
<b>Output 3. A legislative review performed and recommendations in the field of THB legislation are provided</b>		
<b>Activity 1</b>	Legislative review and support to reform	Start Date: March 2009 End Date: June 2009
<b>Purpose</b>	Reforms on legislation on counter-trafficking in line with international standards	
<b>Description</b>	Conduction of legislative review in counter-trafficking and elaboration of recommendations	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Review recommendations are taken into account in connection with reform of the existing legislation	Analytical reports, minutes from national report discussion, publication of recommendations. Annual project reports	3, 4 quarter 2009 Final project report
<b>Output 4. Equipment supplied to facilitate improvement and development of the electronic system of coordination and information sharing between the MoI and SBC</b>		
<b>Activity 1</b>	Supplying equipment to the MoI and SBC	Start Date: March 2009 End Date: August 2009
<b>Purpose</b>	Consolidation of a system of coordination and information sharing on THB between the MoI and SBC	
<b>Description</b>	1. Needs assessment regarding equipment conducted by an expert 2. Equipment supplied in line with the assessment results and list	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Strengthened capacities of MoI and SBC	Report on findings of expert assessment. List of equipment. Signed agreement on transfer of equipment. Annual project report.	4 quarter 2009
<b>Output 5. Inter-agency cooperation and coordination ensured</b>		
<b>Activity 1</b>	Conducting round tables for inter-agency coordination	Start Date: February 2009 End Date: October 2010
<b>Purpose</b>	Facilitation of exchange of information, plans, best practices/achievements and challenges between stakeholders	
<b>Description</b>	1. Conduction of needs assessment of potential participants, defining of relevant topics to discuss at round tables 2. Organization of round tables with participation of state institutions, international organizations and NGOs	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
1. Number of round tables and participants	Round tables agendas. Lists of participants. Annual project reports	1, 3 quarter 2009 1, 4 quarter 2010
2. Recommendations developed at round tables taken into account in activities aimed at counter-trafficking	Publication of materials (presentations). Reports from governmental institutions. Annual project reports	4 quarter 2009 4 quarter 2009 Final Project Report
<b>Activity 2</b>	Managing a thematic website of the project	Start Date: January 2009 End Date: December 2010
<b>Purpose</b>	Simplification of access and relevant information exchange among different interested parties, risk groups and population	
<b>Description</b>	Development, management and regular updating of the project web-site	

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Quality Criteria	Quality Method	Date of Assessment
1. Number of site visitors	Number of visitors, duration of visits. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
2. Quoting index (references) of information from web-site	Informational project archive and press-clipping Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
<b>Output 6. The national network of anti-trafficking institutions extended by including local centers for social assistance to deliver information on THB in remote areas</b>		
<b>Activity 1</b>	Trainings of personnel of centers for social assistance	Start Date: April 2009 End Date: November 2010
<b>Purpose</b>	Enhancing capacities of personnel of territorial centers of social assistance in prevention THB and providing support to victims	
<b>Description</b>	1. Needs assessment of personnel of local centers of social assistance conducted 2. 18 trainings are held for centers for social assistance. 3. Centers provided with information boards for visitors.	
Quality Criteria	Quality Method	Date of Assessment
1. Number of trainings and participants	Training agendas. Lists of participants. Publications. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
2. Local centers of social assistance conduct own activities aimed at THB prevention and providing support to victims	Reports from state institutions. NGO's statistics. Publications. Annual project reports	4 quarter 2009 4 quarter 2010 Final Project Report
<b>Activity 2</b>	La Strada hotline operation	Start Date: January 2009 End Date: December 2010
<b>Purpose</b>	Informing population on rules of safe migration and behavior abroad; initial identification of the victims of trafficking	
<b>Description</b>	Hotline operation for 12 hours per day on a daily basis for population, groups at risk and trafficked persons	
Quality Criteria	Quality Method	Date of Assessment
Number of phone calls received	Statistics of calls received. Annual and monthly hotline reports. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
<b>Activity 3</b>	Strengthening the hotline capacities	Start Date: January 2009 End Date: December 2010
<b>Purpose</b>	Enhancing effectiveness of anti- trafficking hotline	
<b>Description</b>	1. Organizational capacity building 2. Seminars with relevant institutional stakeholders	<div style="border: 1px solid black; padding: 5px;"> <p>МИНИСТЕРСТВО ЭКОНОМИКИ Республики Беларусь</p> <p>ОТДЕЛ ПО СОТРУДНИЧЕСТВУ С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ</p> </div>
Quality Criteria	Quality Method	
1. Written examination of staff.	Results of written examination of staff. Annual reports of hotline manager. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
2. Number of seminars and participants	Seminars' agendas. Lists of participants. Reports of hotline manager on seminars results. Annual project reports	1, 3 quarter 2009 4 quarter 2010
<b>Activity 4</b>	Broadening Internet counselling	Start Date: January 2009

		End Date: December 2010
<b>Purpose</b>	Extending access to information on THB prevention for groups at risk via the Internet	
<b>Description</b>	Providing information on rules of safe migration and behavior abroad via e-mails	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Number of consultation via e-mail	Number of consultations provided. Annual and monthly reports of hotline manager. Annual project reports.	2, 4 quarter 2009 2, 4 quarter 2010
<b>Output 7. Enhanced capacity of the Shelter to protect victims and render rehabilitation and reintegration services</b>		
<b>Activity 1</b>	Support for the Shelter for victims of trafficking, upgrading the skills of the Shelter's personnel	Start Date: January 2009 End Date: December 2010
<b>Purpose</b>	Provision of the victims of trafficking with access to qualified and complex assistance	
<b>Description</b>	1. Rendering psychological, medical and other assistance to trafficked victims 2. Exchange of experience and training of professionals in assisting victims of trafficking	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
1. Number of victims, who received assistance, and types of assistance	Statistics on requests. Monthly and annual reports of Shelter manager. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
2. Number of seminars/trainings the Shelter personnel will take part in	Seminars' agendas. Lists of participants. Reports of the Shelter manager. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
<b>Output 8. Improved legal assistance and protection of victims in the criminal justice system</b>		
<b>Activity 1</b>	Provision of legal assistance to victims of THB	Start Date: January 2009 End Date: December 2010
<b>Purpose</b>	Provision of victims of trafficking with access to qualified juridical support	
<b>Description</b>	1. Provision of free legal assistance to victims of trafficking 2. Training of juridicals in provision of legal assistance and supporting trafficked persons	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
1. Number of cases of provision of legal assistance and protection	Monthly statistics on requests. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
2. Number of seminars and trained participants	Seminars' agendas. Lists of participants. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
<b>Output 9. Improved private sector participation of women on the local level</b>		
<b>Activity 1</b>	Identification of the most vulnerable small cities with regard to unemployment among women	Start Date: January 2009 End Date: January 2009
<b>Purpose</b>	Identification of regions with groups at risk, potentially exposed to THB	
<b>Description</b>	In collaboration with the relevant Brest regional authorities 4 pilot cities are selected	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
1. Selection of cities fit the project criteria	Minutes by the project group. Annual project reports	1 quarter 2009
2. Local authorities support the project	Signed agreements on cooperation with local executive and management	1 quarter 2009

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		authorities. Annual project reports	
<b>Activity 2</b>	Carry out training and ad-hoc consultations in business management		Start Date: February 2009 End Date: November 2010
<b>Purpose</b>	Raising competitiveness and self-employment of women on the labour-market		
<b>Description</b>	<ol style="list-style-type: none"> <li>1. Basic and practical training in business management</li> <li>2. Creation of support networks between participants</li> <li>3. Publication of a practical kit on business startup</li> <li>4. Summarizing of outputs at the final workshop</li> </ol>		
	<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
	1. Number of women trained	Programs of training courses. Lists of participants. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
	2. Number of published informational materials for training	Publications. Lists of disseminated materials. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
<b>Activity 3</b>	Technical and logistical assistance to participants		Start Date: February 2009 End Date: November 2010
<b>Purpose</b>	Enhancing capacities of women trained in management of registered businesses		
<b>Description</b>	Purchase of equipment and supplies for businesses run by participants		
	<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
	1. Number of registered businesses run by participants	Certificates on business registration. Signed agreement on rent of premises, and staff recruitment. Reports upon visits to the registered businesses.	2, 4 quarter 2009 2, 4 quarter 2010 Final project report
	2. Technical assistance to businesses	Lists of equipment. Signed agreed on transfer of equipment. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010 Final project report
<b>Output 10. A multi-service centre to promote youth employment and business training and counseling created</b>			
<b>Activity 1</b>	Promotion of youth employment and self-employment		Start Date: January 2009 End Date: December 2010
<b>Purpose</b>	Raising youth competitiveness on the labour- market		
<b>Description</b>	<ol style="list-style-type: none"> <li>1. Establishment and operation of a labour exchange</li> <li>2. Establishment and organization of business centre activities</li> <li>3. Organization of study tours for the centre's personnel</li> <li>4. Publication of information materials</li> </ol>		МИНИСТЕРСТВО ЭКОНОМИКИ Республики Беларусь ОТДЕЛ ПО СОТРУДНИЧЕСТВУ С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ
	<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
	1. Number of young people who have used the services of the labour exchange and business centre	Statistics of center visitors. Statistics of Internet site visitors. Monthly reports from the center coordinator. Annual Project reports	2, 4 quarter 2009 2, 4 quarter 2010
	2. Professional qualities of the business center staff	Publications. Report from study tours. Monthly reports from the center coordinator. Annual Project reports	2, 4 quarter 2009 2, 4 quarter 2010



<b>Activity 2</b>	A study of the situation of youth on the labour market and information campaign	Start Date: February 2009 End Date: December 2010
<b>Purpose</b>	Enhancement of activities aimed at raising employment and self-employment at labour market	
<b>Description</b>	1. Conducting a study of youth problems on the labour market, the labour market trends and developing recommendations to address youth unemployment and risk of trafficking. 2. Publishing of informational materials on the center's services.	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
1. Findings of the study about youth employment submitted to the interested parties	Analytical report. Publishing the recommendations. Annual Project report	3 quarter 2009
2. Number of printed materials, channels of their distribution	List of published and disseminated materials. Annual reports from the center coordinator. Annual Project report	2, 4 quarter 2009 2, 4 quarter 2010
<b>Output 11. Raised awareness about THB among the population</b>		
<b>Activity 1</b>	Awareness-raising campaigns	Start Date: March 2009 End Date: December 2010
<b>Purpose</b>	Raising the population's awareness on THB	<div style="border: 1px solid black; padding: 2px;">         МИНИСТЕРСТВО ЭКОНОМИКИ          Республики Беларусь          ОТДЕЛ ПО СОТРУДНИЧЕСТВУ          С МЕЖДУНАРОДНЫМИ ОРГАНИЗАЦИЯМИ          И КООРДИНАЦИИ ТЕХНИЧЕСКОЙ ПОМОЩИ       </div>
<b>Description</b>	1. Printing information materials 2. Conducting thematic film festivals 3. Social advertisement of the hotline	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
1. Number and quality of produced and disseminated materials	Portfolio of publications. Signed agreements on allocation of the project materials. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
2. Increase in number of calls at hotline	Statistics of requests. Monthly reports from the manager. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
3. Number of visitors at the film festivals	Statistics of visits. Publications. Photo-archive. Signed agreements with the cinema's management. Annual project reports	2, 4 quarter 2009 2, 4 quarter 2010
<b>Activity 2</b>	Documentaries on THB	Start Date: May 2009 End Date: August 2009
<b>Purpose</b>	Generating public awareness about trafficking in human beings	
<b>Description</b>	Production and dissemination of 5 documentaries	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Number of documentaries and means of their dissemination	Scenario. Publications. Agreements on copying. Annual project reports.	3 quarter 2009 2, 4 quarter 2010
<b>Activity 3</b>	Workshops and informational materials for immigration authorities, consular/diplomatic personnel and foreign embassies in Belarus	Start Date: February 2009 End Date: September 2010
<b>Purpose</b>	Involving immigration authorities in THB counteraction	
<b>Description</b>	1. Conducting workshops twice a year 2. Distribution of the project materials via the abovementioned institutions	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>

1. Number of workshops and participants	Agendas of workshops. Lists of participants. Annual project reports.	1, 2, 4 quarter 2009 1, 3 quarter 2010
2. Number of project materials disseminated.	Publications. Annual project reports.	2, 4 quarter 2009 2, 4 quarter 2010
<b>Activity 4</b>	Media trainings	Start Date: February 2009 End Date: July 2010
<b>Purpose</b>	Promoting zero tolerance towards all forms of trafficking and adequate coverage of the topic in mass media	
<b>Description</b>	1. Conducting workshops for regional mass-media 2. Conducting lectures for students of journalism	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
1. Number of workshops and participants	Agendas of workshops. Lists of participants. Publications. Annual project reports.	2, 4 quarter 2009 2, 4 quarter 2010
2. Number of lectures and students	Agendas of lectures. Lists of students. Presentations. Annual project reports.	2, 4 quarter 2009 2, 4 quarter 2010
3. Number of publications on the topic	Informational archives of the project and press-clipping. Annual project reports.	2, 4 quarter 2009 2, 4 quarter 2010 Final project report
<b>Output 12. Effective management and administration of the project</b>		
<b>Activity 1</b>	Project management	Start Date: December 2008 End Date: December 2010
<b>Purpose</b>	Efficient implementation of the project activities in line with the approved work plan and within the approved budget	
<b>Description</b>	1. Project staff contracted. 2. Ensuring project office operation. 3. Preparation of annual work plans. 4. Implementation of the project activities. 5. Preparation of reports in line with the schedule approved	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Percentage of the project budget spent	Annual financial project reports	4 quarter 2008 4 quarter 2009 4 quarter 2010

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## PART VII. LEGAL CONTEXT

The project will be implemented in the national execution modality in accordance with the guidelines and recommendations contained in Resolution 47/199 of the UN General Assembly, directed towards greater decentralization of UNDP-funded activities. As a follow-up to the Resolution, letter from the UNDP Administrator of 17 December 1993 authorizes UN/UNDP Resident Representatives to provide direct organizational, administrative and other technical support to national organization implementing project activities. UNDP guidelines UNDP/ADM/93/46 also authorize UN/UNDP Resident Representatives to conduct procurement of equipment, contract local consultants and other technical expertise and undertake other expenditures in accordance with the project budget, as well as to maintain bookkeeping and financial records of nationally executed activities by analogy with the maintenance of the UN/UNDP Office Administrative Budget.

This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Belarus and the United Nations Development Programme, signed by the parties on September 24, 1992. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the Government co-operating agency described in that Agreement.

The UNDP Resident Representative in Minsk, Belarus is authorized to effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- Revision of, or addition to, any of the annexes to the Project Document;
- Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and
- Inclusion of additional annexes and attachments only as set out here in this Project Document.

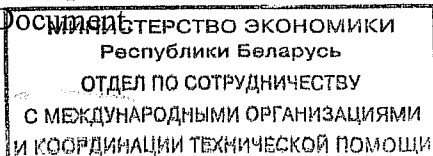
Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency 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 executing agency'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 this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the 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/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

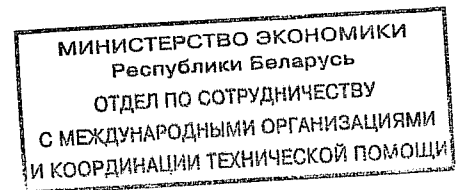


## APPENDIX 1. TERMS OF REFERENCES FOR THE PROJECT STEERING COMMITTEE

A Project Steering Committee (PSC) will be created to monitor the project implementation and advise on strategic project issues

The PSC will be composed by the following representatives of key project partner organizations:

- 1 representative of the Implementing agency, the Ministry of Interior (National Coordinator),
- 1 UNDP representative (Project Coordinator),
- 1 EC representative,
- 1 National Coordinating TACIS Unit representative,
- 1 IOM representative,
- 1 UNICEF representative,
- 1 State Border Committee representative,
- 1 Ministry of Labour and Social Welfare representative,
- 1 Ministry of Justice representative,
- 1 Ministry of Foreign Affairs representative,
- 1 Ministry of Economy representative,
- 1 Ministry of Health representative,
- 1 Ministry of Information representative,
- 1 Ministry of Education representative,
- 1 Belarusian Young Women Christian Association (YWCA) representative,
- 1 Business Women Club in Brest representative.
- 1 Red Cross Society representative.



Each organisation shall appoint its representative to the PSC. The members of the PSC shall be convened by the UNDP for an initial meeting after the project is approved

### 1. FUNCTIONS

The main functions of the PSC include:

- Analysis and elaboration of recommendations on the project implementation strategy and long-term planning.
- Evaluation of the attained results and provision of information on them to the broader public.
- Consideration and selection of ideas and proposals for further development and promotion within the project framework.
- Maintenance of contacts with appropriate national and international institutions.
- Approve annual workplans

### 2. PROCEDURES

2.1. The PSC shall be convened as deemed necessary, but no less than 2 times a year.

2.2. The chairperson, agenda and time-limits shall be adopted at each sitting.

2.3. The project manager shall act as the PSC executive secretary. He/she shall also be responsible for the preparation of the materials required for the PSC sittings.

- 2.4. The time and venue of the sittings shall be coordinated by the executive secretary with its members. Each PSC member must be informed on the venue, time and agenda in advance.
- 2.5. The PSC sittings shall be legally competent if quorum is in place when at least half of the PSC members are present.
- 2.6. In exceptional cases, the PSC members may be polled by telephone.
- 2.7. All organisations involved in the project are entitled to submit proposals to the PSC.
- 2.8. The PSC sitting minutes shall be signed by the chairperson.
- 2.9. The PSC decisions shall be taken on the basis of the consensus of the participants minus one vote.
- 2.10. Representatives of appropriate state structures, business associations and CSOs shall be invited to the PSC sittings as deemed necessary.

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## APPENDIX 2. TERMS OF REFERENCES FOR THE PROJECT MANAGER

<b>Duration</b>	12 months, with possible extension based on a performance evaluation
<b>Work schedule</b>	Full-time
<b>Contract type</b>	SC
<b>Specific conditions</b>	Payment according to contract
<b>Place of work</b>	Minsk, Belarus

<b>Duties</b>	
<i>The Project Manager (PM) assumes overall responsibility for the successful implementation of project activities and the achievement of planned project outputs. He/she oversees the day-to-day development of the project. The PM works under guidance of the UNDP Country Office and the National Project Coordinator appointed by the Implementing Agency. The Project Manager will fulfill the following duties:</i>	
<b>Management</b>	To monitor and coordinate project activities to ensure their implementation in line with the Project Document, Annual Work Plan and relevant UNDP rules and procedures stated in UNDP NEX Manual.
	To assume primary responsibility for the daily project management – both in organizational and substantive matters, budgeting, planning and general monitoring of the project.
	Assume overall responsibility for meeting the financial delivery targets set out in the agreed annual work plans
	Prepare work plans in consultation with the Ministry of Interior and the UNDP Country Office
	Ensure adherence of project implementation to the project's work plans, prepare revisions of the work plan, if required
	Supervise the work of all project staff
<b>Organizational tasks</b>	Responsibility for the timely and effective preparation of Project Steering Committee meetings, acting as its Secretary
	To ensure the timely execution of assignments undertaken by the project staff, national consultants and sub-contractors in line with the project work plans.
	To monitor conduction of international, regional, national meetings, seminars, study tours; to provide programmatic expertise on the relevant issues.
	Draft detailed terms of reference for all inputs, incl. experts and subcontractors
	Provision of practical support to foreign consultants visiting Belarus in the framework of the project
<b>Communication</b>	Ensures communication strategy implementation. Ensure adequate information flow, discussions and feedback among the various stakeholders of the project
	Maintain regular contact with the National Project Coordinator and UNDP on project implementation issues of their respective competence
	Ensure high-quality content and updating of the project web site
	Liaise with relevant ministries, national institutes and other relevant institutions in order to involve their staff in project activities, and to gather and disseminate information relevant to the project
<b>Monitoring</b>	Monitor expenditures, commitments and balance of funds under the project budget lines
	Conducting regular project monitoring and reporting
	Prepare mid-year and final project report according to the established procedure for evaluation of international technical assistance projects as approved by Cabinet of Ministers of Belarus as well as progress reports requested by the UNDP

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<b><u>Other</u></b>	Undertaking any other duties in connection with project activities to ensure effective implementation of the project, which are within his/her competence as PM
<b><u>Work experience</u></b>	At least 3 years of experience in international projects management
	Working knowledge of the field of Trafficking in Human Beings
	Experience of cooperation with state institutions in Belarus
<b><u>Background</u></b>	University degree
	Specialization in gender or human rights is highly desirable
	Excellent written and spoken Russian and English
<b><u>Skills</u></b>	Outstanding organizational, administrative and planning skills
	Good analytical skills
	Flexibility and resistance to stress
	Ability for team work, social competence
	Good computer skills (Microsoft office and web resources)

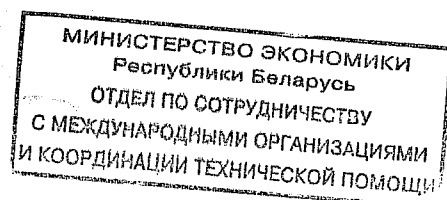
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### APPENDIX 3. TERMS OF REFERENCES FOR THE ADMINISTRATIVE AND FINANCE ASSISTANT

<b>Duration</b>	12 months, with possible extension based on a performance evaluation
<b>Work schedule</b>	Full-time
<b>Contract type</b>	SC
<b>Specific conditions</b>	Payment according to contract
<b>Place of work</b>	Main job in Minsk; travels within Belarus as required,

<b>DUTIES</b>	
<i>In close coordination with and supervision of the Project Manager, he/she is responsible for liaison UNDP, donors, as well as project reporting, financial and administrative matters.</i>	
Prepare project progress reports, as well as any other reports requested by UNDP and the National Implementing Partner	
Provide financial monitoring over project commitments and expenditures, assist in assuring proper project delivery	
Prepare payment documents, compose financial reports, maintain project's disbursement log	
Draft project budget revisions	
Organize and coordinate the procurement of services and goods under the project	
Liaise with UNDP, international project partners, donors to provide timely updates on project development	
Prepare necessary documents to ensure proper operational and financial completion of the project	
Provide general administrative support to ensure the smooth running of the project management unit	
Assist the Project Manager and local consultants in conducting different activities within the project (training, seminars, procurement of tickets, rent of premises, arrangements on study tour, etc.)	
Keep files with project documents, expert reports	
Control the usage of non expendable equipment (record keeping, drawing up regular inventories)	
Draft correspondence and documents; finalize correspondence of administrative nature; edit reports and other documents for correctness of form and content	
Taking part in preparation of mid-year and final project report according to the established procedure for evaluation of international technical assistance projects as approved by Cabinet of Ministers of Belarus as well as progress reports requested by the UNDP	
Undertaking any other duties in connection with project activities to ensure effective implementation of the project, which are within his/her competence as Project Assistant	

<b>QUALIFICATIONS AND SKILLS</b>	
<b>Record of work</b>	At least 2 years experience of administrative and financial work in international projects
<b>Education</b>	University degree in economics, management, or related area
	Major in legislation activities is desirable
	Knowledge of international HR principles is highly desirable
	Proficiency in English and Russian
	Excellent computer literacy
<b>Skills</b>	Outstanding time-management, organizational and inter-personal skills





**ANNEX 4: DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES FOR THE PROJECT "PREVENTING, FIGHTING AND ADDRESSING THE SOCIAL CONSEQUENCES OF TRAFFICKING IN HUMAN BEINGS IN THE REPUBLIC OF BELARUS"**

Support services	Schedule and procedure for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Method of reimbursement of UNDP (where appropriate)
1. General administration: -travel arrangements;  -pouch incoming and outgoing.	upon request of the project manager  as required	According to UPL*  CO Pricelist	Quarterly Implementation Support Services (ISS) charges
2. Finance: processing of direct payment requests;  certified financial reports	upon request of the project manager  annually	According to UPL  GMS charges in percentage of cost-sharing	Quarterly ISS charges  GMS fee
3. Computer related services: Internet connectivity IT consultancy.	as requested		In accordance with the methodology of calculating Internet cost, accepted by UNDP office
4. Procurement services	upon request of the project manager	According to UPL	Quarterly ISS charges
5. Programme support: assistance in personnel selection and issuance of contracts;  assistance in project monitoring and evaluation.	upon request of the project manager  in line with the UNDP Office evaluation plan	According to UPL  GMS charges in percentage of cost-sharing	Quarterly ISS charges  GMS fee
6. Service of the UNDP's Communication Officer to visualize the project outputs (conferences, briefings, publications and so on)	In accordance with the CO communications activities	1% of TRAC resources contributed to the project	

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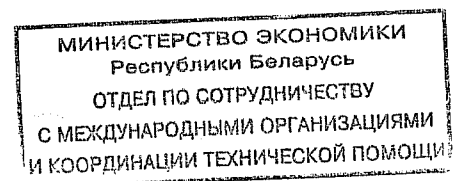
## APPENDIX 5. DESCRIPTION OF LA STRADA HOTLINE ACTIVITIES

La Strada hotline is the first national based counter trafficking hotline set up in January 2001; since April 2004 it is being operated as a toll-free phone line for (potential) victims of trafficking and trafficked persons. The toll-free number was set up in the framework of the UNDP/EU Project "Combating Trafficking in Women in the Republic of Belarus" (2003-2005). Its services are available 12 hours per day on a daily basis from 9 a.m. till 9 p.m. La Strada hotline has both a toll-free number for calls throughout Belarus and an ordinary number for phone calls from abroad.

The provided consultations have both preventive and SOS character, so the hotline serves as a help-line. By the 1<sup>st</sup> of August, 2008 over 13,500 consultations have been provided on the following issues:

- rules of safe migration and behaviour abroad;
- risks of being trafficked;
- working abroad legally;
- studying abroad;
- participation in au-pair programmes;
- marriage and divorce procedures with foreigners,
- children's rights,
- addresses of Belarussian embassies in the countries of destination, international organizations, NGOs and religious organizations abroad etc.

Full-time staff includes 6 consultants with university diplomas in social work, which allow maintaining high level of services. All of the staff also speaks English, which facilitates contacts with foreign partners in destination countries. Consultants are responsible for constant update of an electronic database, which currently includes social, legal, cultural, religious and other relevant information about over 90 countries of destination. On a monthly basis, hotline data is being analysed and reflected in press-releases distributed for media, NGOs, state and international organizations. Results are also utilized for planning and adjusting awareness raising and prevention activities and improving rehabilitation and reintegration services for victims of trafficking. The hotline manager has overall responsibility for proper performance of the activity and its monitoring.



## APPENDIX 6. DESCRIPTION OF OPERATION OF THE SHELTER FOR VICTIMS OF TRAFFICKING BASED ON YWCA OF BELARUS

The Shelter for victims of trafficking based on YWCA of Belarus opened in 2004. The **main** aim of the Shelter is to provide trafficked victims with a short-term stay and further rehabilitation and reintegration assistance.

The main objectives of accommodation of trafficked victims in the Shelter are the following:

- provision of a safe, secure and short-term stay,
- assessment of immediate and long-term needs,
- undergoing urgent rehabilitation course,
- elaboration of an individual plan for long-term rehabilitation and reintegration

Victims are accommodated at the Shelter either upon their independent resort or upon redirection by state, international and civil organizations. Within 2004-2008, the Shelter rendered assistance to more than **60** trafficked women, their children and, in exceptional cases, men (including, a minor). **30%** of the clients used the Shelter services repeatedly. **40%** of the suffered were redirected by the MoI structures, **25%** – by IOM, **22%** addressed La Strada hotline, and others (**13%**) were directed by NGOs from abroad as well state social services of the Republic of Belarus.

Facts of redirection of suffered from IOM due to lack of places in IOM Rehabilitation Center provide evidence on importance of the Shelter services. Taken this in account and with the project support, the Shelter activities will provide **complementarities and coordination** with the services of IOM Rehabilitation Center to satisfy needs of trafficked victims.

**At present**, 15-18 trafficked victims are provided with accommodation at the Shelter annually. The main form of work with the trafficked victims on social rehabilitation is **individual work**. It is conducted based on a developed rehabilitation and reintegration plan elaborated by a social worker together with a client and further approved by the Shelter manager. **Complex** rehabilitation assistance includes redirection to specialists providing psychological, medical and juridical assistance. Shelter social specialists render social and emotional support, assist in restoring family relations, form and distribute humanitarian-aid kit to cover emergency hygienic needs, organize consultations and accompany victims to specialized institutions to obtain qualified assistance. In order to coordinate further rehabilitation and reintegration process, the Shelter staff keeps contacts maintained with trafficked victims. To follow the process the trafficked victims will be directed to state centers for social assistance and local NGOs.

To ensure effective functioning of the Shelter, YWCA staff is being invited for particular tasks. YWCA staff has higher education in social work and psychology as well as at least 3-year practical experience with trafficked victims and international training in interpretation of trauma and posttraumatic disorder of people suffered from (sexual) violence. The Shelter **full-time** staff includes a manager and a social worker. All Shelter staff and staff invited are directly subordinated to the Shelter Manager who is directly subordinated to YWCA Secretary General.

**Support from the project will allow to expand a range of the Shelter services and strengthen its human, organizational and technical capacity.**

Technical Shelter capacities foresee possibilities of simultaneous accommodation for 2 clients with **24-hour** accompaniment by the Shelter staff. It is planned that, at least 25 victims will be accommodated in 2009, and 20 victims will be accommodated in 2010 with the project support. Moreover, the Shelter will provides accommodation for clients more than one time, for example, to those coming to Minsk to undergo a course of psychological and medical assistance, to take part in the criminal and court proceedings. The average period of stay is **2 weeks**, prolongation is possible based

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on individual needs assessment. Clients live in a separate room. Common room will serve for activities with specialists, as well as for spare time. The personnel will occupy an isolated room in the Shelter premises. Additionally, an external psychologist will be invited to perform particular functions and two social workers will be invited for duty at night. Number of night work will be increased up to **400**. An individual approach to clients will be strengthened with extension of duration of stay at the Shelter, spreading course of medical rehabilitation, broadening aid kit to cover emergency situations, extending a monitoring period. The project will enable to change rehabilitation from **short-term to mid-term**, thus allowing to reduce probability of recurring falling in trafficking.

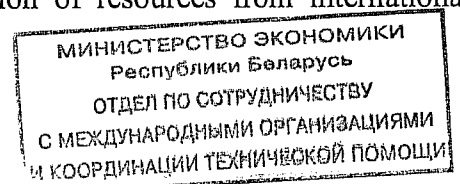
Since the Shelter accepts redirection to accommodate the victims from IOM due to space problems, the allocated resources will allow to equally allocate financial assistance between two projects of international technical assistance and will ensure **continuity** in providing services to trafficked victims.

**Experience** in a Shelter organizing and rendering assistance to trafficked victims will be disseminated among specialists of state institutions and NGOs within **18** seminars and trainings to be conducted in all regions of Belarus (sections 5.1, 6.1, 8.1, 11.3 and 11.4). The Shelter staff will share their experience in defining needs of the clients, understanding of trauma and a phenomenon of posttraumatic stress disorders, preparing individual rehabilitation and reintegration plans, monitoring and case management. To ensure visibility, presentations will be created to present qualitative and quantitative results of work. Results of the Shelter activities will be applied to within a survey among victims of trafficking (section 2.1.), development of counter trafficking courses in state academies (section 2.2.1), production of documentaries on THB (section 11.2).

The Shelter activities (as well as those of YWCA hot-line) **are not financed** by current international technical assistance projects on THB prevention. Thus, support to the YWCA Shelter will be provided **exclusively** with resources of the current project. Project budget foresees allocation of **EURO 92 300** to maintain the Shelter in 2009–2010, including:

- 31 770 EURO – rendering of different types of support to victims<sup>18</sup> – social, medical, psychological and psychotherapeutic, humanitarian, financial; assistance in additional professional training and retraining, provision of food, hygienic items, transportation expenditures within Belarus (including travel in Minsk). Project resources will be directed at rehabilitation activities of the clients in the Shelter – sport, handicraft, reading books, learning languages, etc.
- 29 096 EURO – to pay the Shelter staff and the attracted Shelter specialists (1 Manager, 3 social workers (including 2 workers for night duty), 1 psychologist).
- 31 434 EURO – organization and provision of activities in the Shelter: payment for rent and utilities, communication payments, purchase of bedding and house wares, establishment of a signaling system and supervision of premises, conducting of small-scale cosmetic repairs and regular technical maintenance of the premises. In addition, the following items will be purchased for the Shelter: 4 beds, 2 bed-side tables, 1 sofa, a wardrobe, chairs, book shelves, a desk, a kitchen unit, a DVD-player and disks.

Professionalism and experience on YWCA staff will ensure sustainability of the Shelter work operation upon the current project completion through attraction of resources from international organizations and own volunteer contribution.



<sup>18</sup> Juridical support will be rendered within component 8.1 “Provide legal assistance to victims of THB”

**APPENDIX 7. RISK LOG**

Project title: Preventing, Fighting and Addressing the Social Consequences of Trafficking in Human Beings in the Republic of Belarus		Award ID: 00062779			Date: 30.08.2008				
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Increase in the cost of goods and services	30/08/2008	Financial	Decrease (restrictions) of programme and organizational project activities	Annual budget review, conducting tenders	UNDP MoI	UNDP		
2	Access limitations of vulnerable groups to entrepreneurship activity	30/08/2008	Regulatory	Changes in several legislative acts possible, that could lead to limitations in the recruitment of women at the labour market	Apply to alternative forms of employment and self-employment	UNDP Mo I	UNDP		
3	Lack of coordination of project activities with partner organisations	30/08/2008	Operational	Duplication of project activities with other initiatives on THB	Participation of partners in PSC	UNDP MoI	UNDP		

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