

SIGNATURE PAGE

Country: Republic of Kazakhstan

UNDAF Outcome: UNDAF Outcome III: Professional capacity, transparency and accountability of the governance structure and participation of civil society in decision-making enhanced

Expected CPAP Outcome: CPD Outcome 7. Participatory approaches to development are increased through the enhanced capacities of civil society to better represent the interests of various social groups

Expected CPAP Output: Enhanced capacity of civil society to participate in policy-making processes, with specific attention to women's organizations and ICT for development

Implementing partner: National Commission for Women Affairs and Family-Demographic Policy under the President of the Republic of Kazakhstan

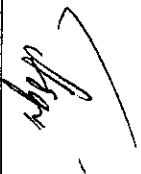
Other parties: Local commissions for Women affairs and Family-Demographic Policy

Programme Period: 2005-2009; 2010-2015
Programme Component 1.6 Gender mainstreaming
Project Title: Promotion of Gender Equality in the Republic of Kazakhstan
Project ID: 00069710
Project Duration: January 2009-December 2011
Management Arrangement: NEX
PAC meeting: 23.10.08


Budget:
Total budget: US\$ 600,000

Direct costs:
Government of Kazakhstan: US\$ 300,000
UNDP: US\$ 229,000
British Embassy: US\$ 66,030
GMS: US\$ 4,970
Total: US\$ 600,000

Agreed by:
National Commission on Women Affairs
and Family-Demographic Policy under the
President of the Republic of Kazakhstan


Gulshara Abdikalikova, Chair
Date 06.02.09

United Nations
Development Programme


Haoliang Xu, Resident Representative
Date 06.02.09

Narrative

Situation Analysis:

Since its independence Kazakhstan has made substantial progress towards building democratic and legal frameworks so as to enhance its national capacities to meet the criteria of the 50 most developed states. Kazakhstan committed itself to promoting gender equality and women empowerment by ratifying major international treaties and protocols, including the International Covenant on Civil and Political Rights (ICCPR) and the International Covenant on Economic, Social and Cultural Rights (ICESCR). The national Constitution and legislation guarantee equal rights for men and women. Kazakhstan signed the Convention on Political Rights of Women, Convention on the Nationality of Married Women, and Convention concerning Equal Remuneration for Men and Women Workers for Work of Equal Value.

In respect to MDG-3, Kazakhstan has achieved it in the area of liquidation of gender inequality in primary and secondary education. However, there are still differences among men and women in Kazakhstan. Women are inadequately represented at the decision-making level – typically, women can be found on the lower and middle level positions and are not present in high-ranking positions at the decision-making level. For example, the number of women-deputies in the lower chamber of the Parliament was 10.5% in 2004, and it has slightly increased to 15.9% in 2007. The total proportion of women in the Parliament in 2007 made up 12.7%.

In 2001 and 2007 Kazakhstan submitted two reports to the Committee on the Elimination of Discrimination against Women (CEDAW) where the Committee commended Kazakhstan for its continued commitment and political will to implement the Convention and on the range of initiatives aimed at eliminating discrimination against women and promoting gender equality, including the Strategy for Gender Equality in the Republic of Kazakhstan for 2006-2016 and the 2006-2008 Plan of Measures for Implementing the Strategy for Gender Equality in Kazakhstan.

While there are positive aspects of Kazakhstan's obligation to systematically and continuously implementing the provisions of the Convention, the Committee called upon Kazakhstan "to take more active measures to disseminate information about the Convention, the procedures under the Optional Protocol and the Committee's general recommendations, and to focus on awareness raising and legal literacy campaigns targeting women, including rural women, as well as non-governmental organizations working on women's issues". The Committee urged Kazakhstan to undertake measures to eliminate discrimination against women and ensure both de jure and de facto equality between women and men in line with the Convention, and to encourage and empower women to avail themselves of available procedures and remedies for violation s of their rights under the Convention. It also called upon Kazakhstan "to ensure the full application of the principles of the Convention in laws, policies and programs, and to evaluate progress achieved towards the practical realization of women's substantive equality with men".

Kazakhstan has strengthened the advancement of women, in particular, by setting up the National Commission for Women's Affairs and Family Demographic Policy under the President of the Republic of Kazakhstan. However, the Committee was concerned that this governmental body, which is responsible for effective implementation of the Gender Policy in Kazakhstan, "may lack sufficient authority, decision-making power and financial and human resources to

coordinate effectively the Government's work to promote gender equality and the full implementation of the Convention". The Committee encouraged Kazakhstan to speedily adopt and implement the proposal aimed at having at least 30 per cent of women in decision-making, in elected and appointed bodies. The Committee requested that Kazakhstan in its next report "provides a comprehensive picture of the de facto situation of rural women and elderly women in all areas covered by the Convention".

Conception on Gender Policy in the Republic of Kazakhstan was adopted by the Governmental Regulation # 1190 on November 27, 2003. The Conception was taken as a base for Strategy on Gender Equality 2006-2016. The National Commission for Women Affairs and Family-Demographic Policy under the President of the Republic of Kazakhstan has developed a 2006-2008 Plan of Measures for Implementing the Strategy for Gender Equality in Kazakhstan and is currently developing the next 2009-2011 Plan of Measures. The Plan encourages central executive and state bodies to ensure that gender balanced participation is provided in the power structures, to provide provisions for equal opportunities for men and women in business and entrepreneurship, and to create conditions for equal exercise of rights and responsibilities in families and freedom from gender-based violence. The Plan calls for the introduction of gender expertise of draft laws, development and application of gender indicators, cooperation between state bodies, public unions, and NGOs, establishment of professional and social centers, crisis centers, development of gender literature, and propaganda of gender equality in mass media.

In order to achieve gender equality in family relations, the National Commission will improve legislation and legal normative base for the regulation of social support to families and strengthening of marriage and family relations, develop a program for enhancing the family status, and implement activities to enhance the image of a marriage and family and improve literacy of the population on the issues of gender equality in marriage and family relations.

In the light of the upcoming Kazakhstan's OSCE chairmanship in 2010, the Government has reaffirmed its intentions towards the implementation of MDG goals and promotion of gender equality in Kazakhstan. Two draft laws on "Equal Rights and Equal Opportunities for Men and Women in Kazakhstan" and on "Prevention of Domestic Violence" are scheduled for introduction in 2009. The adoption of these laws will incorporate the principles of equal rights and opportunities of men and women into the national legislation and offer practical mechanisms for its implementation.

Strategy

UNDP has been closely working with the National Commission for Women Affairs and Family Demographic Policy under the President of the Republic of Kazakhstan to implement gender mainstreaming of public resources at local and national levels, promote equal rights and equal opportunities for women and men, and increase public awareness on gender equality in Kazakhstan. Through its technical assistance and sharing experiences from other countries with successful development outcomes and established gender-sensitized policies and mechanisms, UNDP helped to develop recommendations for national gender legislation and policy papers in compliance with the international standards and best practices.

This project builds on the success of the previous cooperation with the Swedish International Development Agency (SIDA) in advancing gender equality in Kazakhstan through Tomiris and Tomiris 2 projects. In the context of existing framework between the National Commission for Women Affairs and National Demographic Policy under the President of the Republic of Kazakhstan and UNDP, it was suggested to expand this cooperation to include the work in the areas of gender analysis, promotion of economic rights of women and expansion of access to economic resources, strengthening of family values, women leadership and women empowerment.

The project is aimed at strengthening capacity for gender mainstreaming at decision-making, executive and local administrative levels, improving legislative and policy areas, increasing gender awareness, including through mass media, and improving gender lobbying through the following component scheme: conduct of trainings, provision of policy advice and research, and increase of public awareness. As a result, institutional capacities of the National Commission and its regional branches will be enhanced, opportunities for women to be equally present in the political and economic spheres, as well as in business, will be increased, and gender indicators in all budget and state programs will be implemented. A comprehensive Gender Analysis and a Gender Policy review will be undertaken.

Part I. PROJECT RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Results and Resource Framework:			
Participatory approaches to development are increased through the enhanced capacities of civil society to better represent the interests of various social groups			
Outcome indicators as stated in the Country/ Regional/ Global Programme Results and Resources Framework, including baseline and targets. : Number of formally registered NGOs. Baseline: In 2005, 5,000 NGOs were registered in Kazakhstan, out of which 8% were women and gender organizations. Target: By 2009, a higher number of NGOs.			
Applicable MYFF Service Line: 1.6 Gender mainstreaming			
Partnership Strategy: Main partners: National Commission for Women Affairs and Family Demographic Policy under the President of Kazakhstan, local commissions in pilot regions.			
Project title and ID (ATLAS Award ID): Promotion of Gender Equality in RK. Project ID: _____ ; Award ID: _____			
Intended Outputs	Indicative Activities	Inputs	
		GoK	UNDP

<p>Output#1: Advancement of women in society and achievement of de-facto gender equality in Kazakhstan</p> <p>Indicator: Number of women on leading positions at decision making level; Baseline: Percentage of women in decision making is less than 30%; Target: To increase by 30% representation of women in decision-making of RK by 2015;</p> <p>Indicator: Number of successful women in business; Baseline: Number of women-run businesses is less than men's. Women-run businesses are fewer than of men's. The so-called "self-employed population" is mainly made up of women for whom trade is the only source of income and support for their families; Target: Number of women in business increased.</p> <p>Indicator: Number of families with two parents Baseline: One-parent families consist from mother and child. Target: Number of families with both parents increased.</p>	<p>Activity 1 Enhancement of National Commission's institutional capacities:</p> <p>1.1 Seminars for regional branches of National Commission (4 x 30 ppl) in 4 regions; 1.2 Seminars for representatives of state bodies and MPs on gender sensitivity (2 x 25 ppl) 1.3 Development of e-library, video and website 1.4 Support to republican network of women leadership schools 1.5 Increase of public awareness, a small-grants program 1.6 Fee for international experts-consultants</p> <p>Activity 2 Strengthening of family institution and increase of family prestige (short: Gender and Family)</p> <p>2.1 Research on strengthening of family institute and family-marital relations 2.2 Information campaign, TV and brochures 2.3 Assistance to special social institutions 2.4 Seminars on promotion of family values, positive image of families and marriages in regions (4 x 30 ppl) 2.5 Information seminars and PR, work with representatives from state bodies, MPs and mass media (3 x 25 ppl) 2.6 Fee for international experts-consultants</p> <p>Activity 3 Promotion of economic rights of women, access to economic resources, employment, professional training and promotion of full participation of women in economy (short: Gender and Economy)</p> <p>3.1 Seminars and consultations to develop entrepreneurship among women, including women-oralmans, and women from rural areas through creation of professional centers for development and economic education (4 x 2days x 35 ppl) 3.2 Conduct of a research to develop action plan to improve conditions for women with children</p>	<p>50,000 USD</p> <p>16,000</p> <p>8,000</p> <p>16,000</p> <p>5,000</p> <p>5,000</p> <p>50,000 USD</p> <p>7,000</p> <p>5,000</p> <p>5,000</p> <p>16,000</p> <p>12,000</p> <p>5,000</p> <p>50,000 USD</p> <p>24,000</p> <p>7,000</p>	<p>77,000 USD</p> <p>16,000</p> <p>4,000</p> <p>16,000</p> <p>5,000</p> <p>36,000</p> <p>34,000 USD</p> <p>7,000</p> <p>10,000</p> <p>5,000</p> <p>6,000</p> <p>6,000</p> <p>24,000 USD</p> <p>6,000</p> <p>6,000</p>
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	3.3 Development of incentives for employers to create conditions for a combination of work and family responsibilities	2,000	2,000
	3.4 Conduct of a research on women's participation in economy and access to economic resources	7,000	5,000
	3.5 Work with mass media and public awareness among population	5,000	5,000
	3.6 Fee for international experts-consultants	5,000	
	Activity 4 Enhancement of women's representation in decision making (short: Gender and Politics)	55,000 USD	49,000 USD
	4.1 Conduct of research in the area of promotion of women's participation in public, political and management life	8,000	2,000
	4.2 Seminars on the topic of women's representation in decision making (4 x 2 x 30 ppl)	19,000	5,000
	4.3 Seminar for representatives of state bodies (2 times)	8,000	6,000
	4.4 Work with mass media and public	5,000	5,000
	4.5 Trainings for women groups	10,000	31,000
	4.6 International experts-consultants	5,000	
	Activity 5 Promotion of gender mainstreaming and gender policy (short: Gender Policy)	50,000 USD	15,000 USD
	5.1 International Conference on the theme of gender mainstreaming and gender policy development	26,000	15,000
	5.2 Seminars on gender mainstreaming and gender policy (4 x 2days x 30 ppl)	24,000	
	Activity 6 Effective Project Management	45,000 USD	101,000 USD
	6.1 Project personnel	15,000	72,000
	6.2 Equipment	5,000	2,000
	6.3 Rental	9,000	13,000
	6.4 Communication	4,000	4,000
	6.5 Travel	6,000	4,000
	6.6 Supplies	3,000	3,000
	6.7 Other	3,000	3,000

Part II. Annual Work Plan Budget Sheet

Year: 2009

EXPECTED OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY		PLANNED BUDGET		
		Q1	Q2	Q3	Q4			Source of Funds	Budget Description	Amount
<p>Advancement of women in society and achievement of de-facto gender equality in Kazakhstan</p> <p>Baseline: - Percentage of women in decision making is less than 30%; - Number of women-run businesses is less than men's. Women-run businesses are fewer than of men's. The so-called "self-employed population" is mainly made up of women for whom trade is the only source of income and support for their families; One-parent families consist from mother and child.</p> <p>Indicators: - Number of women on leading positions at decision making level; - Number of successful women in business; - Number of families with two parents.</p> <p>Goal: - To increase by 30% representation of women in decision-making of RK; - To increase number of women in businesses - to increase number of families with both parents.</p>	<p>Enhancement of Institutional capacity and public awareness:</p> <ul style="list-style-type: none"> Seminars for regional branches of National Commission 	X	X	X	X	UNDP	NCWFDP	UNDP Government of Kazakhstan	Local Consultants Travel Rental & Maintenance Sundry	32000
	<ul style="list-style-type: none"> Seminars for state officials on gender sensitivity component 	X	X	X	X	UNDP	NCWFDP		Local Consultants Travel Rental & Maintenance Miscellaneous	6000
	<ul style="list-style-type: none"> Development of e-library, video and website 	X	X	X	X	UNDP	NCWFDP		Consultants Design of e-library Design of a website Video / Audio Communications	20000
	<ul style="list-style-type: none"> Support to the Republican network for women leadership schools 	X	X	X	X	UNDP	NCWFDP		Travel Rental & Maintenance Miscellaneous	10000
	<ul style="list-style-type: none"> Public awareness, including awarding small grants and publication of gender analysis 	X	X	X	X	UNDP		British Embassy UNDP	Consultants Publication Travel Communication Miscellaneous	36000
	<ul style="list-style-type: none"> International experts-consultants 	X	X	X	X	UNDP	NCWFDP	UNDP Government of Kazakhstan	Consultants	5000
	<p>Gender and Family</p> <ul style="list-style-type: none"> Research on family institute and family-marital relations 		X	X	X	UNDP	NCWFDP	UNDP GoK UNDP Government of Kazakhstan	Consultants Publication Travel Communication Miscellaneous	14000
	<ul style="list-style-type: none"> Information campaign, TV and brochures 		X	X	X	UNDP	NCWFDP		Consultants Design of brochures Publications Communications Travel	7500

	• Seminars on promotion of family values		X	X	X	UNDP	NCWFDP		Travel Rental Premises / Equipment Printing Costs Sundry	11000
	• Information seminars and PR		X	X	X	UNDP	NCWFDP		Consultants Travel Premises / Equipment Rental Printing Costs Communications Miscellaneous	11000
	• International experts-consultants	X	X	X	X	UNDP	NCWFDP		Consultants	5000
	Gender and Economy • Seminars to develop entrepreneurship among women		X	X	X	UNDP	NCWFDP	UNDP GoK	Consultants Travel Rental / Equipment Premises Printing Communication Sundry	12000
	• Research to conduct Action Plan to improve conditions for women with children		X	X	X	UNDP	NCWFDP		Consultants Travel Communication Publication Miscellaneous	13000
	Gender and Politics • Trainings for women groups		X	X		UNDP	NCWFDP	UNDP British Embassy GoK	Consultants Travel Rental / Equipment Premises Communication Miscellaneous	25000
	Administrative	X	X	X	X	UNDP, NCWFDP		UNDP GoK	Personnel Equipment Communication Travel Miscellaneous	17000 3000 4000 4000 4000
TOTAL										239500

Annual Work Plan Budget Sheet

Year: 2010

EXPECTED OUTPUTS	PLANNED ACTIVITIES <i>List all activities including M&E</i>	TIMEFRAME	RESPONSIBLE	PLANNED BUDGET
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and indicators including annual targets	to be undertaken during the year towards stated CP outputs	Q1	Q2	Q3	Q4	PARTY	Source of Funds	Budget Description	Amount
Advancement of women in society and achievement of de-facto gender equality in Kazakhstan	Institutional capacity strengthening <ul style="list-style-type: none"> Seminars for state officials on gender sensitivity component 	X	X	X	X	UNDP, NCWFDP	UNDP GoK	Consultants Travel Premises Printing Costs Communications Miscellaneous	6000
	<ul style="list-style-type: none"> Development of e-library, video and website 	X	X	X	X			Consultants Maintenance of e-library Maintenance of a website Video / Audio Communications	12000
	Gender and Family <ul style="list-style-type: none"> Information campaign, TV and brochures 		X	X	X	UNDP, NCWFDP	UNDP GoK	Consultants Travel Premises Publication Miscellaneous	7500
	<ul style="list-style-type: none"> Assistance to special social institutions 		X	X	X			Consultants Communications Travel	5000
	Gender and Economy <ul style="list-style-type: none"> Seminars to develop entrepreneurship among women 		X	X	X	UNDP, NCWFDP	UNDP GoK UNDP Government of Kazakhstan	Consultants Travel Premises Printing Costs Communications Miscellaneous	12000
	<ul style="list-style-type: none"> Development of incentives for employers 		X	X	X			Consultants Communications Miscellaneous	4000
	<ul style="list-style-type: none"> Research on women's participation in economy 		X	X	X			Consultants Travel Copying/ Publication Communication Miscellaneous	12000
	<ul style="list-style-type: none"> Work with mass media 		X	X	X			Travel Publication Communication Miscellaneous	10000
	<ul style="list-style-type: none"> International experts-consultants 		X	X	X			Consultants	5000

	Gender and Politics • Trainings for women groups		X	X		UNDP, NCWFDP	UNDP British Embassy	Consultants Travel Premises Printing Costs Communications Miscellaneous	16000	
	• Research on promotion of women's participation		X	X					Consultants Travel Publication Communication Miscellaneous	10000
	• Work with mass media		X	X					Travel Publication Communication Miscellaneous	5000
	• International experts-consultants		X	X			UNDP Government of Kazakhstan	Consultants	5000	
	Gender policy • Seminars on gender policy	X	X			UNDP, NCWFDP	UNDP GoK	Travel Premises Printing Costs Communications Miscellaneous	12000	
	Administrative	X	X	X	X	UNDP, NCWFDP	UNDP GoK	Personnel Communication Rental Travel Miscellaneous	35000 3000 11000 3000 4000	
TOTAL									177500	

Annual Work Plan Budget Sheet

Year: 2011

EXPECTED OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount
Advancement of women in society and achievement of de- facto gender equality in Kazakhstan	Gender and Family • Assistance to special social institutions	X	X	X	X	UNDP, NCWFDP	UNDP GoK	Consultants Communications Miscellaneous	5000
	• Seminars on family values and family and marriages in regions	X	X	X	X			Consultants Travel Premises / Equipment Rental Printing Costs Communications Miscellaneous	11000

Management Arrangements

The project will be implemented by the National Commission for Women's Affairs and Family Demographic Policy under the President of RK, hereinafter, referred to as the **Implementing Agency**. The National Commission is one of the key state bodies, which is responsible for the implementation of Gender Policy in the Republic of Kazakhstan. The National Commission has a lot of experiences and expertise, as well as authorities to implement recommendations, which will be received at the end of the project. The project is a response to the needs of the National Commission identified through joint meetings and discussions.

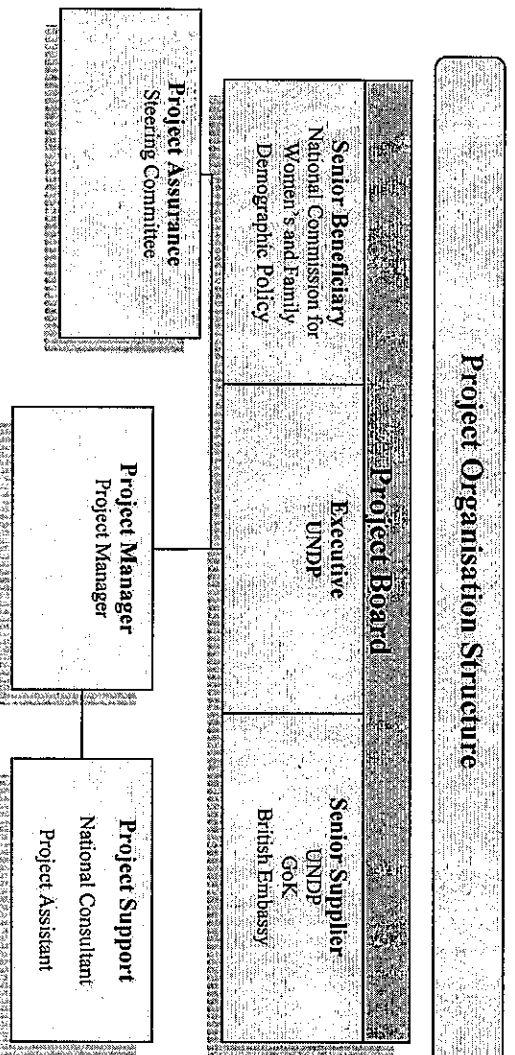
The **Implementing Agency** is leading in project implementation and has ownership of project results. UNDP Kazakhstan will provide support services and will assist in monitoring and evaluation (as per Annex 3 in accordance with UNDP rules and procedures. UNDP is also responsible for financial and program reporting to the British Embassy in Kazakhstan.

Implementing Agency:

- Approves and signs the Annual Work Plan (AWP) for the following year;
- Approves and signs the Combined Delivery Report (CDR) at the end of the year;
- Signs the Financial Report (FR) of the Funding Authorization and Certificate of Expenditures (FACE),

For effective implementation the project structure requires the following roles / focal points:

- Project Board
- Project Assurance
- Project Manager



The **Project Board (PB)** is responsible for making management decisions for the project and providing guidance to the Project Manager in case of significant deviations in the delivery of project outputs from established time and budget limits. During the running of the project the Project Board will meet at least semi-annually to assess project progress against planned outputs, provide overall strategic directions to the implementation of the project and identify any corrective action to be taken, and to assess how well the outputs were achieved.

The Project Board:

- Provides overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the Project Manager;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Agree on Project Manager's tolerances as required;
- Review the Project Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Appraise the Project Annual Review Report, make recommendations for the next AWP, and inform the Outcome Board about the results of the review;
- Provide ad-hoc direction and advice for exception situations when project manager's tolerances are exceeded;
- Assess and decide on project changes through revisions.

The Project Board is comprised of:

- **Executive** – UNDP Deputy Resident Representative in Kazakhstan;
- **Main supplier** - UNDP Deputy Resident Representative in Kazakhstan, representative of GLD Team, Government of Kazakhstan, British Embassy in Kazakhstan;
- **Main beneficiary** – National Commission for Women Affairs and Family Demographic Policy under the President of Kazakhstan.

The role of **Project Assurance**, including project oversight and monitoring functions, is assumed by the Project Board, while UNDP Governance Team carries out daily project oversight and monitoring functions.

Project Assurance:

- Ensure that funds are made available to the project;
- Ensure that risks and issues are properly managed, and that logs in Atlas are regularly updated;
- Ensure that Project Progress Reports are prepared and submitted on time;
- Ensure that financial reports are submitted to UNDP on time, and that CDRs are prepared and submitted to the Project Board;
- Perform oversight activities, such as periodic monitoring visits and “spot checks”.

Project Manager is responsible for supporting the Implementing Agency in the project realization. A Project Assistant will be hired. TORs are attached as Annexes 1 and 2.

Project Manager is responsible for:

- Plan the activities of the project and monitor progress against the initial quality criteria;
- Mobilize goods and services to initiative activities, including drafting TORs and work specifications;
- Monitor events as determined in the Project Monitoring Schedule Plan, and update the plan as required;
- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement using the FACE;
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Responsible for preparing and submitting financial reports to UNDP and Government of RK on a quarterly basis;
- Manage and monitor the project risks initially identified, submit new risks to the Project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Be responsible for managing issues and requests for change by maintaining an Issues Log;
- Prepare the project progress report (progress against planned activities, update on Risks and Issues, and expenditures) and submit the report to the Project Board and Project Assurance;
- Prepare the Annual review report, and submit the report to the Project Board and the Outcome Board;
- Prepare the AWP for the following year, as well as Quarterly Plans if required;
- Update the Atlas Project Management Module if external access is made available.

Project Support:

- Set up and maintain project files;
- Collect project related information data;
- Update plans;
- Administer project board meetings;
- Administer project revision control;
- Establish document control procedures;
- Compile, copy and distribute all project reports;
- Assist in financial management tasks under the responsibility of the PMI;
- Provide support in the use of Atlas for monitoring and reporting;
- Review technical reports;
- Monitor technical activities carried out by responsible parties.

UNDP Programme Manager (UNDP Resident Representative or delegated authority):

- Approve and sign the Annual Work Plan for the following year;
- Approve the budget for the first year in Atlas.

Partnership Information:

Executing Agency

Organization: United Nations Development Program in Kazakhstan

Address: 26 Bukei Khan Str., Astana, Kazakhstan
Phone/Fax: +7 7172 59 25 50, +7 7172 592540
Web site: www.undp.kz

Name of the person responsible for the Execution of the Project: Ms. Ainur Baimyrza

Position: UNDP Programme Analyst

Phone/Fax: +7 7172 592550

E-mail: ainur.baimyrza@undp.org

Implementing Agency

Organization: National Commission for Women's Affairs and Family Demographic Policy under the President of the Republic of Kazakhstan

Address: House of Government, Astana, Kazakhstan

Phone: +7 7172 745478,

Fax: +7 7172 745723

Name of the person responsible for Implementation of the Project: Ms. Gulshara Abdikalikova

Position: Chair

Phone/Fax: +7 7172 745478

Monitoring Framework And Evaluation

The project will be subject to monitoring and evaluation policy and procedures of UNDP in accordance with Communication and Monitoring plan (see Annex).

Within the annual cycle

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

Annually

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

In addition, the following monitoring tools will be used:

- Quarterly and Annual progress reports;
- Monitoring visits to the project sites by the UNDP Governance Program Team to every project event;
- Review of workshop evaluation forms.

Quality Management for Project Activity Results

Replicate the table for each activity result of the AWP to provide information on monitoring actions based on quality criteria. To be completed during the process "Defining a Project" if the information is available. This table shall be further refined during the process "Initiating a Project".

Activity Result 1 (Atlas Activity ID)	Gender analysis & public awareness	Start Date: 1-09-08 End Date: 1-12-11
Purpose	<i>Institutional support the National Commission for Women's Affairs and Family Demographic Policy under the President of RK Small grants to NGOs</i>	
Description	<ol style="list-style-type: none"> 1. Enhancement of capacity of the Commission; 2. Conduct of a gender research; 3. Support to regional branches; 4. Assistance with knowledge and expertise for the Republican Women's Leadership Centers; 5. Work with the Parliament of RK; 6. Creation of video, design and maintenance of a website; 7. Creation of e-library. 8. Small grants and publication of a gender analysis 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Feedback from the National Commission on the report	Reports, monitoring and evaluation	By 1-02-09
Public discussion of the report	Articles, reports	By 1-04-09
Feedback from journalists and project beneficiaries	Evaluations, news coverage, number of interviews	By 1-12-09 By 1-12-10 By 1-12-11
Activity Result 2 (Atlas Activity ID)	Gender and Family	Start Date: 1-1-09 End Date: 1-12-11
Purpose	To strengthen the institute of family and promote gender equality in families	
Description	<ol style="list-style-type: none"> 1. Improvement of legislation regarding family and gender; 2. Training for key stakeholders, including legislators and parliamentarians to be gender-sensitive when drafting a law and passing a legislation; 3. Training for key stakeholders on gender values in families; 4. Information dissemination among population regarding gender equality in families. 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Development of a gender policy database	Availability of a live database, expert reports	By 1-12-10
Meetings and interviews with key stakeholders	Results, peer reviews	By 1-12-09 By 1-12-11

Draft manuals on legislative procedures and operations	Availability of draft manuals	By 1-12-09
Conduct of activities together with the Commission members and regional chairs	Reports	By 1-12-09 By 1-12-10 By 1-12-11
Activity Result 3 (Atlas Activity ID)		
<i>Women training programs</i>		Start Date: 1-01-09 End Date: 1-12-11
Purpose	<i>To increase women's participation in political and economic spheres</i>	
Description	<ol style="list-style-type: none"> 1. Development of women entrepreneurship; 2. Conduct of a research for development of Plan of Action to improve labour conditions for women with children; 3. Pilot projects in Aysrau and Petrovaylovsk; 4. Training for the National Commission members and other stakeholders on women's participation and leadership; 5. Seminars for women who run for political offices, electoral campaigning and political agenda; 6. Seminars for women in business, taxation, and reporting mechanisms; 7. Seminars for gender-sensitive journalists. 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Consultations with stakeholders	Meeting reports, monitoring and evaluation	Mid term review by 1-12-10
Pilot projects	Results	2010
Outreach and communication campaigns	Reports, Discussions, Presentations	2010-2011
Work of national women's partnerships and centers	Discussions, Minutes, Publicity	2010
Trainings and seminars	Reports	2009 - 2011
Activity Result 4 (Atlas Activity ID)		
<i>Women leadership</i>		Start Date: 1-1-09 End Date: 1-12-11
Purpose	<i>To increase number of women in decision making by 30%</i>	
Description	<ol style="list-style-type: none"> 1. Trainings for women in power and decision-making; 2. Work with MPs, mass media and journalists; 3. Information campaigns; 4. Trainings for women groups 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Trainings	Reports, feedback	2009-2011
National information campaign	Campaign materials, Meeting minutes, Discussions, Reports, Media coverage and presentations	2009-2011
Consultations with media, and	Results, Materials, Presentations,	2009-2011

communication techniques	Availability of Media toolkits	
Activity Result 4 (Atlas Activity ID)	<i>Gender and Media</i>	Start Date: 1-1-09 End Date: 1-12-11
Purpose	<i>To increase public and mass media awareness on gender mainstreaming and gender equality</i>	
Description	<ol style="list-style-type: none"> 5. Trainings for journalists on covering gender mainstreaming topics; 6. Trainings for the National Commission members and other stakeholders on working with mass media and journalists. 7. Publication of brochures and dissemination of materials. 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
National campaign on gender mainstreaming	Campaign materials, Meeting minutes, Discussions, Reports, Media coverage and presentations	2009-2011
Consultations with media, and communication techniques	Results, Materials, Presentations, Availability of Media toolkits	2009-2011
Activity Result 4 (Atlas Activity ID)	<i>Administrative</i>	Start Date: 1-09-08 End Date: 1-12-11
Purpose	<i>To effectively manage and implement project</i>	
Description		
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Final narrative and financial reporting	Reports	By 1-12-11

Legal Context

If the country has signed the Standard Basic Assistance Agreement (SBAA), the following standard text must be quoted:

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document.

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

The implementing partner shall:

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

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner 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".

Attachment list:

- 1) Annex I: Risks log
- 2) Annex II: Communication and Monitoring Plan
- 3) Annex III: UNDP Country Office Support Services to be provided to Project
- 4) Annex IV: Terms of reference for Gender Projects Coordinator
- 5) Annex V: Terms of reference for Gender Projects Assistant

Annex I: Risks Log

#	Description	Category	Impact & Probability	Countermeasures / Mngt response	Date Identified	Last Update	Status
1.	Political changes in the central and local government	Political	Impact: delay in implementation of the project activities. Probability of the changes in the Government is low.	Government officials are sensitized on gender issues			

Annex II: Communication and Monitoring Plan

Type of Action	Stakeholders	Due by	Completed	Status
Quarterly Progress Reports	PM	15 th of March, July, October and 20 th of December		
Quarterly review and update of the workplan	PM	Each Quarter		
Semi-Annual Executive Board Meeting	Project Board	End of second Quarter		
Annual review	Project Board	End of December		
Annual Progress Report	PM	20 th of December		
Field Visit by Programme Staff	Programme staff	Each project activity		
Annual Procurement Plan	PM	February		
Quarterly Combined Delivery Report	PD	Quarterly		
Annual Inventory	PM	Annually		
Transfer of Assets	PM	At the end of the project		
Final Conference	PM, Project Board	At the end of the project		

Annex III: UNDP Country Office Support Services to be provided to Project

1. Recruitment of Project Personnel
 - Assist in conducting search for suitable candidates (advertisement, website, rosters)
 - Assist in preparing TORs
 - Involve in interviewing candidates
 - Assist in issuing contracts (when necessary)
 - Authorize salary/consultancy fee/missions
 - Assess performance
2. Sub-contracting/Procurement
 - Assist in identifying suitable subcontractors (advertisement, website, rosters)
 - Assist in preparing TORs
 - Assist in evaluating bids
 - Assist in issuing contracts (when necessary)
 - Assess sub-contractors work
 - Ensure inputs as per contract TOR's
 - Ensure payments are made accordingly
 - Ensure milestones are met
 - Critical review of sub-contractors performance
3. Project Co-ordination
 - Regular meetings with project counterparts to ensure smooth project implementation
4. Technical Reporting
 - Ensuring progress report are prepared and submitted timely
 - Ensuring Monitoring Visits
 - NEX Audit exercise
 - Support to project/budget revisions
5. Financial Management and Accountability
 - Making direct payments and ensuring flow of funds for project activities
 - Training of staff of implementing agency on financial disbursement and reporting
 - Financial monitoring and record keeping
 - Financial reporting
 - Budget revisions
6. Training/Workshop/Conferences
 - Making appropriate arrangements for the logistical and technical support of the training and workshop activities and conferences
7. Equipment
 - Review specifications
 - Identify suppliers of goods and services
 - Approve specifications
 - Assist in evaluating contract
 - Assist in awarding contract (when necessary)
 - Undertake Customs clearance
 - Authorize payment

Annex IV: Terms of reference – Gender Projects Coordinator

<p>I. Position Information</p> <p>Job Code Title: Gender Projects Coordinator</p> <p>Project reference:</p> <ul style="list-style-type: none">- TOMIRIS 2: Equal opportunities for men and women in Kazakhstan- Fostering capacities of the National Commission for Women's Affairs and Family-Demographic Policy under the President of Kazakhstan <p>Grade: SB-3</p> <p>Supervisor: Programme Analyst/Portfolio Manager, Governance and Local Development Programme Team</p> <p>Duty station: Astana, Kazakhstan</p> <p>Duration of employment: October 2008 – December 2011</p>
<p>II. Organizational Context</p> <p>The project TOMIRIS 2: Equal opportunities for men and women in Kazakhstan aims to support the mainstreaming of gender aspects in management of public resources at the local and regional level, raising awareness on men and gender, gender-sensitizing media and increase gender equality for women in decision-making. Activities include trainings on gender mainstreaming in Taraz and Kostanay.</p> <p>The project Fostering capacities of the National Commission for Women's Affairs and Family-Demographic Policy under the President of Kazakhstan aims to strengthen institutional capacity of the National Commission to implement its policy priorities.</p>
<p>III. Functions / Key Results Expected</p> <p>The Project Coordinator has overall responsibility for project management with the support of the project assistant.</p> <p>Core duties include:</p> <ul style="list-style-type: none">▪ Project and financial management▪ Support to resource mobilization▪ Advocacy and Co-ordination <p>1. <i>Function / Expected Results</i></p> <p>Project and Financial Management:</p> <ul style="list-style-type: none">▪ Prepare and update work plans and budgets;▪ Manage the Project Assistant, local consultants and conduct performance reviews in accordance with UNDP rules, regulations and procedures;▪ Manage financial allocations, ensure timely payments in accordance with UNDP rules,

<ul style="list-style-type: none"> ▪ regulations and procedures; generate Atlas reports, including combined delivery reports ▪ Prepare procurement plans and oversee procurement and logistics for project implementation; ▪ Monitor and analyze the project environment and progress, using applicable M&E and risk management tools where relevant, and advise on timely readjustments of strategies and corrective actions as necessary; ▪ Produce periodical annual project progress reports and financial reports for the Project Board and donors; ▪ Provide regular reports on the project progress issues to the Programme Analyst/Portfolio Manager; ▪ Comply with security and safety requirements and regulations and ensure the same are respected by all local consultants; ▪ Work closely with other UNDP local governance initiatives to ensure that the project is contributing effectively to overall performance of the UNDP Governance Cluster.
<p>2. Function / Expected Results</p> <p>Support to resource mobilization:</p> <ul style="list-style-type: none"> ▪ Establish and further develop contacts and cooperation with the relevant UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the area of gender based on strategic goals of UNDP, country needs and donors' priorities; ▪ Seek information on donors and share information on opportunities for resource mobilization with the Portfolio Manager
<p>3. Function / Expected Results</p> <p>Advocacy and Co-ordination:</p> <ul style="list-style-type: none"> ▪ Encourage full participation of all the stakeholders in order to promote empowerment and ownership of national counterparts; ▪ Ensure regular communication and coordination with project donors and partners and develop and maintain effective mechanisms for integrating and responding to their feedback and insights; ▪ Play an active advisory role on gender within the UNDP governance team and in other settings as required
<p>IV. Impact of Results</p> <p>The general impact of this post will be reflected in the results achieved by the Tomiris 2 Project as defined in the project document. Specific impact should be created through: active dialogue and coordination with the National Commission, project activities implemented at local level.</p>
<p>V. Competencies</p>
<p>Core values</p> <ul style="list-style-type: none"> ▪ Demonstrates integrity and fairness by modelling UN values and ethical standards ▪ Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results

<ul style="list-style-type: none"> ▪ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability <p>Core competencies</p> <ul style="list-style-type: none"> ▪ Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations, both orally and in writing, in a clear and persuasive style tailored to match different audiences. ▪ Team work: Ability to interact, establish and maintain effective working relations with a culturally diverse team, as a team member, to build trust, and to manage in a deliberate, transparent and predictable way. ▪ Client orientation: Ability to establish and maintain productive partnerships with national partners and stakeholders and pro-activeness in identifying of beneficiaries and partners' needs, and matching them to appropriate solutions. <p>Managerial competencies</p> <ul style="list-style-type: none"> ▪ Managing Performance: Ability to develop clear goals that are consistent with agreed strategies; to identify priority activities and tasks and allocate appropriate time and resources for effective and efficient work completion; Ability to monitor progress against milestones and deadlines; Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships; Ability to foresee risks and develop mitigation strategies.

VI. Recruitment Qualifications

<p>Education:</p>	<ul style="list-style-type: none"> ▪ An advanced university degree (masters or equivalent) in social sciences, public administration or related field.
<p>Experience:</p>	<ul style="list-style-type: none"> ▪ At least 5 years of substantive experience working on or directly related to project/ programme management and development; ▪ Proven record of theoretical knowledge and practical experience in the area of gender ▪ Proven communication and advocacy skills, and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, donors and other stakeholders; ▪ Maturity, excellent inter-personal, negotiation and team leading skills required; ▪ Ability to work to tight deadlines and to handle multiple concurrent project components; ▪ Good computer skills (especially Microsoft office applications) and ability to use information technology as a tool and resource.
<p>Language Requirements:</p>	<ul style="list-style-type: none"> ▪ Fluency in Russian and English with proven drafting and presentation skills; ▪ Knowledge of Kazakh is an asset.

Annex V: Terms of reference – Gender Projects Assistant

Projects assistant is responsible for implementation of the project components under the supervision of project manager and supervision of head of UNDP GLD team. Projects assistant is responsible for:

- Assisting of project management;
- Preparing necessary documents for procurement and financial operations;
- Logistical support of the project and preparing information for seminars, trainings, meetings;
- Filing the documents, saving information;
- Gathering information and developing tables and parts of the reports;
- Preparing letters, reports, correspondence;
- Answering on calls and receiving applications;
- Non-official translations;
- Other tasks.