



United Nations Development Programme
Country: Kazakhstan
Project Document

Project Title

Strengthening of the Social Protection of Persons with Disabilities within the Convention on the Rights of Persons with Disabilities and Development of the Special Social Services Provision System

UNDAF Outcome(s):

By 2015 population of Kazakhstan and vulnerable groups in particular will enjoy improved social, economic and health status.

Expected CP Outcome(s):

(Those linked to the project and extracted from the CPAP)

Vulnerable groups, especially women, children, migrants, refugees, young and aged people, people with disabilities have improved access to markets, goods, services and social safety nets.

Expected Output(s):

(Those that will result from the project and extracted from the CPAP)

Ratification and implementation of the International Convention on the Rights of Persons with Disabilities and its Optional Protocol in Kazakhstan are facilitated; social protection of persons with disabilities under the Convention on the Rights of Persons with Disabilities is improved; special social services are developed in accordance with gender equality principles.

Implementing Partner:

Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan

Responsible Parties:

Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan

Brief Description

Within this project, the Ministry will be assisted in its work and research aimed at setting the stage for Kazakhstan's ratification and subsequent implementation of the Convention on the Rights of Persons with Disabilities and Its Optional Protocol including: i) development of social protection of persons with disabilities in line with international practices and in accordance with gender equality principles, ii) support in elaborating and improving an Action Plan to set the stage for the ratification and implementation of the Convention, and iii) development of special social services for persons with disabilities in accordance with the gender equality principles.

The project will promote mainstreaming the issues of persons with disabilities into state programs and documents by empowering of policy-makers and civil society through better awareness of disability situation in the country and -Kazakhstan's readiness to ratify and implement the Convention and its Optional Protocol

Programme Period:	2010-2015
Key Result Area (Strategic Plan):	Democratic Governance
Atlas Award ID:	
Start date:	1/03/2010
End Date :	31/12/2011
PAC Meeting	
Management Arrangements	NEX

Total allocated resources:	500,000 USD
Regular:	220,000 USD
Other:	
Government of RK:	280,000 USD
GMS:	8,155 USD
Total:	500,000 USD
In kind contribution:	

Agreed by:

Ministry of Labor and Social Protection
of the Population of the Republic of Kazakhstan



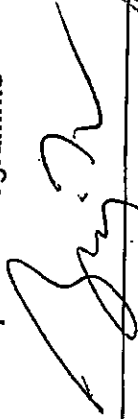
Gulshara Abdykalikova

Minister of Labor and Social Protection of the Population
of the Republic of Kazakhstan

31.04.2010.

Date

United Nations Development Programme



Haoliang Xu
Resident Representative



31.04.2010.

Date



I. SITUATION ANALYSIS

Recently, issues of state policies relating to persons with disabilities have become increasingly topical for Kazakhstan. A number of laws and state programs safeguard the status of persons with disabilities in terms of their social security, education, social integration as well as equal rights to education and employment. Having adopted the Law on Social Protection of Persons with Disabilities and implemented two state programs for rehabilitation of persons with disabilities in 2002-2005 and 2006-2008, Kazakhstan has made a significant progress in promoting active policies relating to persons with disabilities. In order to enable efficient and prompt solution of problems confronted by persons with disabilities at the national level, the Coordination Council for Social Protection of Persons with Disabilities was set up under the RK Government.

The adoption of the Law on Special Social Services in late 2008 triggered a new stage of development of special social services for population and, in particular, for persons with disabilities. The goal of this law is to improve the efficiency and quality of social services through establishment of an integrated system of social services and promotion of the respective competitive market.

In December 2008, the Republic of Kazakhstan signed the UN Convention on the Rights of Persons with Disabilities and its Optional Protocol. The Convention is the first human rights treaty adopted specifically for persons with disabilities that provides for universal legal recognition of persons with disabilities as right holders and agents of change rather than targets of charity. The signing of the Convention is evidence to Kazakhstan's agreement with the basic principles underlying contemporary state policies relating to persons with disabilities as well as the country's willingness to comply with international standards of political, economic, social, legal and other vital rights of persons with disabilities.

In November 2009, the RK Government resolved to set up a working group with a mandate to facilitate the ratification and implementation of the Convention on the Rights of Persons with Disabilities. The group consists of representatives of central executive authorities, leading nongovernmental organizations representing the interests of persons with disabilities and representatives of international organizations. The working group will produce joint system measures to be taken by the Government and civil society to address challenges confronted by persons with disabilities taking into account the provisions of the Convention on the Rights of Persons with Disabilities.

Thus, Kazakhstan is embarking upon a new stage of disability policy-making. While in the past the state dealt with social protection of persons with disabilities only, this mandate is now expanded to cover the need to provide equal opportunities for persons with disabilities to participate in social life.

It should be noted that the country has high numbers of persons with disabilities. As at January 1 2009, there were 466,300 persons with disabilities (3% of the entire population) including 43,100 children. The small monthly social assistance to persons with disabilities suggests that disabled people are still under big risks to be poor. For the vast majority of persons with disabilities, shops, public facilities and transport, and even information are largely out of reach.

Since August 2008 the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan and the UNDP have been implementing a joint project aimed at performing a comprehensive analysis of the Kazakh legislation and socio-economic infrastructure with regard to persons with disabilities and resulted into the 2009 National Human Development Report dedicated to challenges confronted by persons with disabilities in Kazakhstan. The report developed by international and national consultants describes how the society will benefit from integration of persons with disabilities into the political, social, economic and cultural life. Furthermore, in order to raise public awareness of disability matters in general and the Convention, in particular, a series of round tables, debates, training workshops and presentations was held within the project. An important outcome of these activities was better awareness, education and active involvement of all stakeholders into promotion of the Convention and improvement of social disability policies.

In accordance with the project results and the report recommendations and given the intention of the Government of Kazakhstan to ratify the Convention, the Ministry of Labor and Social Protection of the Population, being the key government authority responsible for the country's disability policy-making, is now working on the concept of approach to social policies that is set to address the aforementioned challenges and improve social protection of persons with disabilities.

To ensure progress towards these policies, the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan has taken an initiative to expand the cooperation through a 2010-2011 joint project, on a co-financing basis, and has approached the UNDP for further technical assistance. Project activities will be focused on setting the stage for the ratification in Kazakhstan and further implementation of the Convention on the Rights of Persons with Disabilities and its Optional Protocol including i) development of social protection of persons with disabilities in line with international practices and in accordance gender equality principles, ii) in-depth analysis of current legislative framework and its implementation practices, iii) development of an action plan for accession to and compliance with the Convention, and iv) development of special social services for persons with disabilities in accordance with gender equality principles. In addition, the project will offer innovative measures and specific tools to put in place a platform for national debate and awareness-raising efforts to promote the Convention so as to mainstream disability issues in the country.

II. STRATEGY

By implementing joint projects, UNDP offers assistance in developing basic strategic documents (national and regional programs in various areas of development), analytical reports, draft laws as well as strategies and tactics for bilateral and multilateral negotiations and promotes institutionalization of state authorities at different levels and strengthened monitoring of implementation of programs and Kazakhstan's progress towards the Millennium Development Goals involving international experience and expertise.

The main goal of this project will be to promote mainstreaming the issues of persons with disabilities into state programs and documents by empowering of policy makers and civil society through awareness of the status of persons with disabilities in the country and Kazakhstan's readiness to ratify the Convention. Specific recommendations on improving legislative, institutional, social policy and service aspects, etc. will be developed in line with the Convention and based on the knowledge of its impact on human development acquired through a series of research within this project.

The project will apply the human rights-based approach to promote cooperation between policy-makers, government/public institutions, civil society organizations and mass media, thus creating and demonstrating policy synergies and contributing to dissemination of initiatives throughout Kazakhstan in the context of the provisions of the Convention on the Rights of Persons with Disabilities.

Within this project, the Ministry will be assisted in its work and research aimed at setting the stage for Kazakhstan's ratification and subsequent implementation of the International Convention on the Rights of Persons with Disabilities and its Optional Protocol.

The following actions and research will be performed:

- 1) review of international experience in the ratification and subsequent implementation of Optional Protocol;
- 2) based on international experience, efforts will be taken to develop the Action Plan for accession to the Convention and its Optional Protocol;
- 3) development the draft law "On amendments and additions in some legislative acts of the RK on ratification of the Convention on the Rights of Persons with Disabilities" based on the results of the comparative-legislative analysis of the Kazakhstani legislation with the Convention;
- 4) modelling economic costs to be incurred in the undertaking of current and proposed steps to support persons with disabilities in the context of the ratification and implementation of the Convention on the Rights of Persons with Disabilities and its Optional Protocol;
- 5) arrangement of a series of regional workshops and trainings on the Convention on the Rights of Persons with Disabilities and its Optional Protocol for representatives of executive authorities and nongovernmental organizations.
- 7) improving access to information on the status of persons with disabilities in Kazakhstan through social videos, TV programs, articles, dedicated publications and training materials on the ratification and implementation of the Convention on the Rights of Persons with Disabilities and its Optional Protocol.
- 8) improvement of the system of social services for persons with disabilities in pilot oblasts in line with the Convention on the Rights of Persons with Disabilities.

Part I. PROJECT RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Results and Resource Framework: By 2015 population of Kazakhstan and vulnerable groups in particular will enjoy improved social, economic and health status

Outcome indicators as stated in the Country/ Regional/ Global Programme Results and Resources Framework, including baseline and targets: Vulnerable groups, especially women, children, migrants, refugees, young and aged people, people with disabilities have improved access to markets, goods, services and social safety nets

Partnership Strategy: Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan

Project title and ID (ATLAS Award ID):

Intended outputs		Project activities	
<p>The Government of Kazakhstan will receive access to required tools and information for the ratification of the Convention on the Rights of Persons with Disabilities based on the analysis of best international practices as well as an improved mechanism of special social services for persons with disabilities</p> <p>Baseline:</p> <ul style="list-style-type: none"> No definite action plan for promoting the ratification of the Convention is in place. The Government is not sufficiently informed and aware of related costs and actions to be taken for its ratification and subsequent implementation. No clear-cut mechanism for destigmatizing medical and social institutions is in place. Challenges faced by persons with disabilities are insufficiently covered by 		<p>1. CAPACITY BUILDING OF THE MINISTRY OF LABOR AND SOCIAL PROTECTION IN ANALYSIS OF THE RIGHTS OF PERSONS WITH DISABILITIES ON THE RIGHTS OF PERSONS WITH DISABILITIES</p>	
	88,580	63,000	
<p>1.1. Development recommendations and proposals to the Action Plan on creation of the conditions for the ratification of the Convention</p> <p>1.1.1 Research for development of the Action Plan on creation of the conditions for ratification and implementation of the Convention;</p> <p>1.1.2 International consultant (s).</p>		18,000	
		10,000	
		8,000	
<p>1.2. Round tables on development of the Action Plan on creation of the conditions for ratification of the Convention</p>		22,000	
<p>1.3. Development the draft law "On amendments and additions in some legislative acts of the RK on ratification of the Convention on the Rights of Persons with Disabilities"</p>		13,000	
Government RK		UNDP	

<p>Disabilities" based on the results of the comparative-legislative analysis of the national legislation with the Convention</p> <p>1.2.1 In depth analysis and development of recommendations on amendments in national legislation;</p> <p>1.2.2 International consultant (s);</p> <p>10,000</p>		<p>1.4.1 Research on modeling economic costs and period of the ratification of the Convention;</p> <p>1.4.2 International consultant (s);</p> <p>13,000</p>		<p>1.5. Study tours on international experience in ratification and implementation of the Convention and social services provision</p> <p>63,000</p>		<p>1.4. Administration</p> <p>2,580</p>		<p>2. IMPROVEMENT OF THE SPECIAL SOCIAL SERVICES PROVISION SYSTEM IN ACCORDANCE WITH GENDER EQUALITY PRINCIPLES</p> <p>121,510</p> <p>53,000</p>		<p>2.1 Development of de-institutionalisation mechanism of medico-social institutions for persons with disabilities</p> <p>8,000</p>		<p>2.2 International consultant(s)</p> <p>10,000</p>		<p>2.3. Piloting of the de-institutionalisation mechanism in selected regions</p> <p>49,000</p> <p>53,000</p>		<p>3.4. Workshops/trainings for regional representatives of the Employment and Social Programs Department on improvement of special social services</p> <p>51,000</p>		<p>3.4. Administration</p> <p>3,510</p>	
<p>Indicators:</p> <ul style="list-style-type: none"> An action plan for promoting the ratification and subsequent implementation of the Convention is in place. The mechanism for deinstitutionalizing medical and social institutions has been developed and tested. Number of disability-related articles and TV programs (videos). <p>Outputs:</p> <ul style="list-style-type: none"> An action plan for promoting the ratification and subsequent implementation of the Convention is in place. Recommendations for deinstitutionalizing medical and social institutions have been developed. Disability issues in general and the Convention on the Rights of Persons with Disabilities, in particular, are better covered by mass media. <p>mass media; persons with disabilities themselves and population in general are hardly aware of the Convention.</p>																			

TOTAL			280,000	220,000
4. EFFECTIVE PROJECT MANAGEMENT			22,530	67,000
3.1. Support of the National Coordination Council on social protection issues under the Government of RK				17,000
3.2. Preparation of the TV programs, articles, publications and training materials on the Convention's realization			46,000	20,000
3.3. Administration			1380	
4.1. Project personnel			17,000	55,000
4.2. Rent				7,000
4.3. Communication			2,000	
4.4. Travel			2,845	
4.5. Other				5,000
4.6. Admin			685	
3. AWARENES RISING ON DISABILITY PROBLEM			47,380	37,000

EXPECTED OUTPUTS and baseline, associated indicators and annual targets	The Government of Kazakhstan will receive access to required tools and information for the ratification of the Convention on the Rights of Persons with Disabilities based on the analysis of best international practices as well as an improved mechanism of special social services for persons with disabilities	Baseline: No definite action plan for promoting the Convention in place. The government is not sufficiently informed and aware of related costs and actions to be taken for its ratification and subsequent implementation. No clear-cut mechanism for deinstitutionalizing medical and social institutions is in place. Challenges faced by persons with disabilities are insufficiently covered by mass media; persons with disabilities themselves	PLANNED ACTIVITIES List activity results and associated actions					RESPONSIBLE PARTIES	Funding source	Budget description	Amount
			TIMEFRAME								
			Q1	Q2	Q3	Q4					
Research for development of the Action Plan on creation of the conditions for ratification and implementation of the Convention	X	X	X	X	X	X	UNDP, MLSP	MLSP	72100 contractual services- companies 74215 newspaper announcement	10000	
International consultations within development of the Action Plan			X	X			UNDP, MLSP	MLSP	71200 international consultant 71605 travel 71615 DSA	8000	
In depth analysis of the existing legislations and development of the recommendations on legislative amendments	X	X	X	X			UNDP, MLSP	MLSP	72100 contractual services- companies 74215 newspaper announcement	10000	
International consultation within analysis of the current legislation and development recommendations		X	X				UNDP, MLSP	MLSP	71200 international consultant	3000	
Research on modeling economic costs and period of the ratification of the Convention	X	X	X	X	X		UNDP, MLSP	MLSP	72100 contractual services- companies 74215 newspaper announcement	20 000	
International consultations on modeling economic costs		X	X	X	X		UNDP, MLSP	MLSP	71200 international consultant 71605 travel 71615 DSA	8000	
Study tour on international experience in ratification and implementation of the Convention and social services provision	X						UNDP, MLSP	UNDP	71605 travel 71615 DSA 74220 translation	30000	

GMS	Project staff	TIMEFRAME				RESPONSIBLE PARTIES	Funding source	Budget description	Amount
		Q1	Q2	Q3	Q4				
		X	X	X	X	UNDP, MLSP	71400 individual contracts 73100 rent 72400 communication 71635 travel 74500 other	43884	
TOTAL						MLSP/UNDP		296	
								268,500	

EXPECTED OUTPUTS

And baseline, associated indicators and annual targets

The Government of Kazakhstan will receive

access to required tools and information for the ratification of the Convention on the Rights of Persons with Disabilities based on the analysis of best international practices as well as an improved mechanism of special social services for persons with disabilities

Baseline:

No definite action plan for promoting the ratification of the Convention is in place. The government is not sufficiently informed and aware of related costs and actions to be taken for its ratification and subsequent implementation. No clear-cut mechanism for deinstitutionalizing medical and social institutions is in place. Challenges faced by persons with disabilities are insufficiently covered

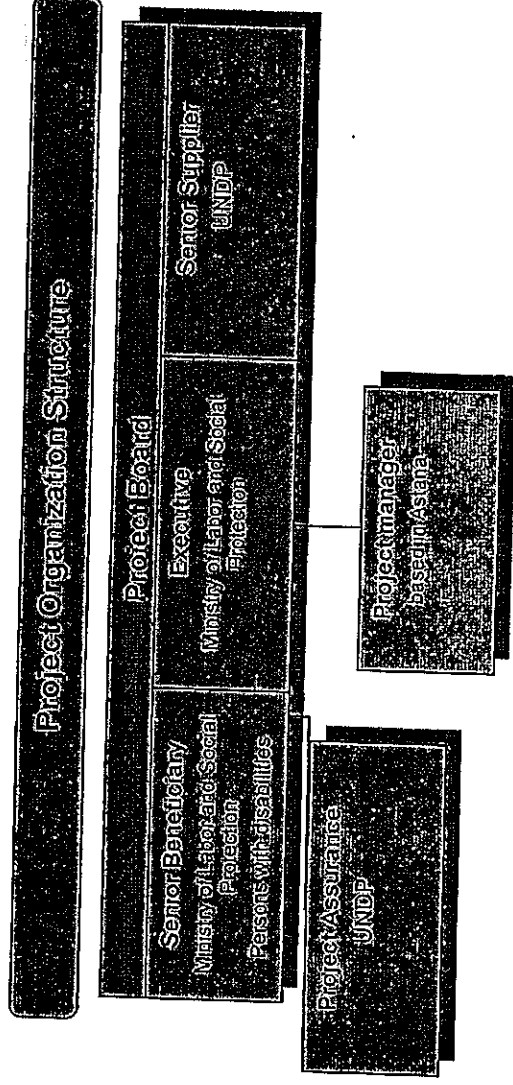
PLANNED ACTIVITIES

List activity results and associated actions

GMS	Activity	TIMEFRAME				RESPONSIBLE PARTIES	Funding source	Budget description	Amount
		Q1	Q2	Q3	Q4				
	International consultations on modeling economic costs	X	X	X		UNDP, MLSP	71200 international consultant 71605 travel 71615 DSA	5000	
	Round tables on development of the Action Plans		X	X	X	UNDP, MLSP	71620 DSA 71610 travel 72505 stationery 73100 rent 74210 copy 74525 other 71605 travel	22000	
	Study tour on international experience in ratification and implementation of the Convention and social services provision	X				UNDP, MLSP	71605 travel 71615 DSA 74220 translation	33000	
		X	X	X	X			5,150	
								5,150	

2. Improvement of the special social services provision system in accordance with the gender equality principles

III. MANAGEMENT ARRANGEMENTS



The project will be nationally executed with the Ministry of Labour and Social Protection acting as an Implementing Partner. The implementing partner was selected based on

- a) Ministry of Labour and Social Protection is a key governmental agency responsible for social policy and social protection schemes including for disabled people in Kazakhstan. Also, this project is a response to the needs of the Ministry identified through joint meetings and discussions;
- b) Ministry has adequate capacity in terms of expertise as well as the authority to further implement recommendations resulting from project activities;
- c) UNDP's previous experience working with the Ministry, which has proved its project- implementing, advisory and technical capacity to be a full-fledged project partner.

UNDP Kazakhstan will be responsible for the overall project implementation and attainment of project results as well as for monitoring and evaluation of the project.

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

- Project Board;
- Project Assurance;
- Project Manager.

Project Board:

The Project Board is responsible for making management decisions for the project and providing guidance to a Project Manager in case of significant deviations in the delivery of project outputs from established time and budget limits. Final decision-making rests with UNDP in accordance with its applicable regulations, rules, policies and procedures. During the running of the project the Project Board will meet semi-annually, i.e. after 2 quarters through the project to assess the project's progress against planned outputs, give strategic directions to the implementation of the project and identify any corrective action to be taken and at the end of the project to assess how well the outputs were achieved.

The Project board consists of:

- **Executive** – National project Director/Minister of Labor and Social Protection (or alternative person from the Ministry)
- **Senior Supplier** – UNDP Deputy Resident Representative (or Head of the Good Governance and Local Development Department)
- **Senior Beneficiary** – the Ministry of Labour and Social Protection (Director of the Social Services and Social Assistance Department)
- **Member** – UNV Programme Coordinator (or UNV Programme Assistant)
- **Member** – Programme Coordinator, UNDP Good Governance and Local Development Department (or Programme Associate of UNDP Good Governance and Local Development Department).

Project Assurance: including project oversight and monitoring functions, is assumed by the Project Board, while UNDP Governance Team carries out objective project oversight and monitoring functions.

Project Manager: To strengthen capacity of the Implementing Partner in terms of administrative and managerial support, a Project Manager will be recruited. The Terms of Reference are attached as Annex 2. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the outputs specified in the project document, to the required standard of quality and within the specified constraints of time and cost, in which regard the tolerance levels will be 3 weeks deviation in implementation of project activities and up to 10% beyond the approved project budget amount.

Project support: UNDP will provide support services for project implementation as per the Annex 1 in accordance with UNDP rules and procedures.

IV. MONITORING FRAMEWORK AND EVALUATION

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

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 3), 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.

Evaluation

- About six months prior to the end of the project. The evaluation will assess relevance, effectiveness, efficiency, impact and sustainability of the project, identify lessons and make recommendations for any future face of the project and for potential scaling up of piloted initiatives.
- The project evaluation will be carried out in accordance with UN/UNDP rules and regulations on monitoring and evaluation.

Quality Management for Project Activity Results

OUTPUT 1: The government of Kazakhstan will receive access to required tools and information for the ratification of the Convention on the Rights of Persons with Disabilities based on the analysis of best International practices as well as an improved mechanism of special social services for persons with disabilities	
Activity Result 1 (ATLAS Award ID)	Capacity building of the Ministry of Labor and Social Protection Start date: 1/02/2010 End date: 31/12/2011
Purpose	Strengthening capacities of the Ministry of Labor and Social Protection in disability related issues
Description	Series of analytical studies on development of the Action Plan, modelling of the cost on ratification and implementation of the Convention, two study tours on international experience in ratification and implementation of the Convention and social services provision
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>
Number of analytical studies	Expert review
Participation of key stakeholders in researches and recommendations development	Minutes of meetings, round tables, and discussions, reports
Activity Results 2 (ATLAS Award ID)	Improvement of the special social services provision system in accordance with the gender equality principles Start date: 1/02/2010 End date: 31/12/2011
Purpose	Improvement of the special social services provision system in accordance with the gender equality principles
Description	Development of deinstitutionalisation mechanism, piloting in selected regions and conducting of WSHs/trainings
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>
Evaluation form of participants of WSHs/trainings	Registration forms, , minutes of wsh/trainings
Multi-stakeholder participation in trainings and recommendation's development	Minutes of the meetings, workshops, round tables and debates, feedback of participants, reports
Activity results 3 (ATLAS Award ID)	Awareness rising on disability issues Start date: 1/02/2010 End date: 31/12/2011
Purpose	Improve access to information on disability issues
Description	Preparation of TV programmes, articles, publications, and training materials: support of the National Coordination Council on social protection of persons with disabilities
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>
Advocacy campaign on disability issues	Reports, debates, discussions
	Quarterly

Multi-stakeholder participation at the public debates/consultations	Minutes of meetings, round tables, and discussions	Quarterly
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V. LEGAL CONTEXT

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 and UNDP agree to undertake all reasonable efforts to ensure that none of the UNDP funds allocated to the Project are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts allocated 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>.

VI. ANNEXES

Annex 1: UNDP support services

The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:

- (a) Identification and/or recruitment of project and programme personnel;
- (b) Identification and facilitation of training activities;
- (a) Procurement of goods and services;

The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.

The relevant provisions of the UNDP Standard Basic Assistance Agreement with the Government of Kazakhstan, signed on 5 October 1994, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.

Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

ANNEXES 2

TERMS OF REFERENCES

Project manager

Grade: SB-3

Supervisor: Governance and Local Development unit

Place: Astana, Kazakhstan

Period: January 2010 – December 2011

MANDATES

Under overall guidance from UNDP Resident Representative/Deputy Resident Representative and day-to-day supervision from the Head of Good Governance and Local Development Department manager will be responsible for implementation of the project in accordance with the Project Document and Approved Work plan.

The project manager is expected to closely cooperate with project counterpart Ministry of Labour and Social Protection and other government bodies involved in project activity.

- 1) Ensure smooth implementation of project activities and attainment of the overall project objectives as stated in the project documents;
- 2) Coordinate project activities with the activities of national counterparts and other projects of UNDP;
- 3) Draft annual project work plan in consultation with major project stakeholders and UNDP;
- 4) Ensure sound management of financial resources of the project, analyse and monitor the project budget, and prepared revisions to ensure optimal use of resources;
- 5) Develop Terms of Reference for project personnel and consultants and ensure proper delivery of technical services and submission of technical and other report;
- 6) Develop Terms of Reference for the evaluations and its reports;
- 7) Organise workshops and outreach activities as planned in the project document;
- 8) Draft project progress reports and organise other monitoring actions as per the project document;
- 9) Responsible for administration of the projects in accordance with UNDP Programming rules and regulations;
- 10) Supervise work of project consultants/sub-contractors.
- 11) Perform other duties as required.

Recruitment Qualifications

Education:	<ul style="list-style-type: none"> ▪ A degree (preferably, Master) in public administration, politics, social science
Experience:	<ul style="list-style-type: none"> • At least 4 years of professional experience in the related sphere, extensive experience of project management and a demonstrated ability to manage complex technical assistance projects • Profound knowledge of the region's socio-economic situation • Good interpersonal and communication skills ▪ PC skills
Language Requirements:	<ul style="list-style-type: none"> ▪ Good written and spoken English and Russian ▪ Knowledge of Kazakh is essential

Annex 3: Offline risk log

Project title: Strengthening the Social Protection of Persons with Disabilities within the Convention on the Rights of Persons with Disabilities and Development of the Special Social Services Provision System

Award ID: _____ Date: _____

#	Description	Date identified	Type	Impact & Probability	Countermeasures / Mgmt response	Owner	Submitted by	Last Update	Status
1	Change of national political priorities in the area social protection of persons with disabilities	01.02.2010	political	P = low I = high	CO will closely monitor the political situation and will hold discussions with national partners.	Project manager			
2	Failure to deliver work to the expected standard entailing delay in time and extra cost due to poor performance of national consultants	01.02.2010	operational	P = low I = high	In order to avoid this situation, project staff/manager will ensure detailed description of the assignment in the term of reference and break the work package into stages with specified check points to minimize the probability of any underperformance	Programme analyst			
3	Possible loss of institutional memory and delay in project activities due to rotation in the government counterpart agencies	01.02.2010	political	P = medium I = high	Ensure a wide range of government counterpart agencies employees at various levels are aware of and involved in the project	Project manager			
4	Fluctuations in USD/KZT exchange rate/ High inflation	01.02.2010	financial	P = medium I = medium	Project manager will adjust the project budget to the situation and consult with the national	Project manager			

Schedule of payment (Kazakhstani contribution) for 2010

№	Expenses	Financial plan for year, US dollars			Plan by months, US dollars			Plan by months, tenge			Financial plan for year, tenge
		10 000,0	5 000,0	5 000,0	october	october	october	october	october	october	
1	Research for development of the Action Plan on creation of the conditions for ratification and implementation of the Convention	8 000,0	5 000,0	3 000,0	750 000	750 000	750 000	750 000	750 000		1 500 000
2	International consultant (s) on development of the Action Plan	10 000,0	3 000,0	3 000,0	450 000	450 000	450 000	450 000	450 000		1 500 000
3	In depth analysis and development of recommendations on amendments in national legislation	3 000,0	3 000,0	3 000,0	450 000	450 000	450 000	450 000	600 000		1 500 000
4	International consultant(s) on development of recommendations on amendments in national legislation	3 000,0	3 000,0		450 000			450 000			450 000
5	Research on modeling economic costs and period of the ratification of the Convention	20 000,0	6 000,0	10 000,0	4 000,0	900 000	1 500 000	600 000			3 000 000
6	International consultant(s) on modelling economic costs and period of the ratification of the Convention	8 000,0	8 000,0				1 200 000				1 200 000
7	Preparation of the TV programs, articles, publications and training materials on the Convention's realization	21 000,0	5 000,0	8 000,0	7 000,0	1 000,0	750 000	1 200 000	1 050 000	150 000	3 150 000
8	Workshops/trainings for regional representatives of the Employment and Social Programs Department on improvement of special social services	27 000,0	13 500,0	13 500,0			2 025 000	2 025 000		2 025 000	405 000
9	Development of de-institutionalisation mechanism of medico-social institutions for persons with disabilities	8 000,0	4 000,0	4 000,0			600 000	600 000			1 200 000
10	Piloting of the de-institutionalisation mechanism in selected regions	19 000,0	14 000,0	5 000,0					2 100 000	750 000	285 000
11	International consultant (s) on development of de-institutionalisation mechanism of medico-social institutions for persons with disabilities	10 000,0	5 000,0	5 000,0			750 000	750 000			1 500 000
12	Project staff	14 500,0	7 000,0	2 500,0	2 500,0	1 050 000	375 000	375 000	375 000	375 000	2 175 000
	TOTAL	158 500,0	43 000,0	62 000,0	31 500,0	22 000,0	6 450 000	9 300 000	4 725 000	3 300 000	23 775 000

Schedule of UNDP contribution payment for 2010

№	Expenses	Financial plan for year, US dollars			Plan by months, US dollars			Financial plan for year, тенге		
		march	june	october	march	june	october	august	october	
1	Study tours on international experience in ratification and implementation of the Convention and social services provision	30 000,0	30 000,0				4 500 000			4 500 000
2	Support of the National Coordination Council on social protection issues under the Government of RK	9 000,0	4 500,0	4 500,0						
3	Piloting of the de-institutionalisation mechanism in selected regions	27 000,0	13 500,0	13 500,0			675 000	675 000		1 350 000
4	Preparation of the TV programs, articles, publications and training materials on the Convention's realization	10 000,0	5 000,0	5 000,0			2 025 000	2 025 000		4 050 000
	Административные расходы	34 000,0	10 000,0	8 000,0		750 000	750 000			1 500 000
	TOTAL	110 000,0	45 000,0	31 000,0	26 000,0	8 000,0	8 000,0	1 500 000	1 200 000	4 650 000
							6 750 000	4 650 000	3 900 000	12 000 000
										16 500 000

