



**PROJECT DOCUMENT COVERAGE**

UNDEF Project Number: **001/04/2-09-324**

Project Title: **ENHANCEMENT OF ELECTORAL AWARENESS AND INCLUSIVE DEMOCRATIC DEVELOPMENT OF THE KAZAKHSTANI SOCIETY**

Country/Region: **KAZAKHSTAN**

Executing Agency: **UNITED NATIONS DEVELOPMENT PROGRAMME IN KAZAKHSTAN**

Implementing Agency: **PAVLODAR REGIONAL GOVERNANCE SCHOOL**

Implementing Partnership: **CENTRAL ELECTION COMMISSION OF THE REPUBLIC OF KAZAKHSTAN**

Duration: **30 months**

Project Start Date: **1 August 2010**

Project End Date: **30 July 2012**

Funding Round and Year of Grant: **Fourth Funding Round 2009**

Amount of UNDEF Grant in USD: **300 000 USD**

Project is Co-financed: **No** Yes  Co-funding Amount: **USD 30,000**  
 Total Project Budget: **USD 330,000**

**Project Summary:**

The project is aimed at integrating the rural areas into a broad democratic agenda through enhancement of electoral participation of underrepresented categories of society and strengthening capacity of newly formed local electoral bodies. The project intends to utilize new technology based approaches in electoral education and ensure sustainability of the project results through the involvement of the Central Election Commission.

**Sirlaus Nedim**

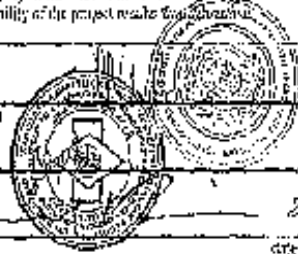
(Country Resident Representative, UNDP Kazakhstan)

**Gulnar Isenova**

(Executive Head of Pavlodar Regional Governance School)

**Rohaili Rieh**

(Executive Head of UNDEF)



27.7.10  
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## **2. Executive Summary**

Kazakhstan being a ninth largest country in the world has been developing new approaches to electoral processes since its independence. The Constitution of the country adopted in 1995 guarantees the rights of citizens for democratic elections stating that “The people shall exercise power directly through an all-nation referendum and free elections as well as delegate the execution of their power to state institutions”. A Constitutional Law “On elections in the Republic of Kazakhstan” adopted in 1995 formed the legal basis for Presidential, Parliamentary and Local Councils elections and has been amended several times since then to reflect new challenges and political developments. Implementation of the law has been consistent in general but was impeded by various obstacles. A number of problems in inclusive participation, voters’ education have been observed in Kazakhstan over this time. Given the vast territory of the country the access to information for vulnerable groups of voters (PWDs, women and unemployed youth) in the remote areas have been remaining an issue. Lack of information about electoral processes, campaigns, difficulties with registering in a voter list, verification of votes given are common for these population groups.

For example, according to the statistics provided by the Central Election Commission and the Statistical Agency of the Republic of Kazakhstan<sup>1</sup> participation of young citizens in elections, and exercise of their civic rights to elect and to be elected is far below the proportion of youth in the country. This might be partially due to absence of systemic approaches raise awareness on electoral processes among youth in Kazakhstan. As a result, young people are not well represented at any level of the governance structure.

The project is aimed at integrating electoral process into a broader democratic agenda, raising awareness of the vulnerable groups of voters and strengthening the capacity of local electoral bodies. This will be achieved through threefold approach based on three core elements: professional skills upgrading, electoral awareness raising and popularization of elections among youth. It is expected that underrepresented and vulnerable groups of population will increase their participation in electoral events and political life by exercising their rights to elect and be elected; capacity of new local election commissions to professionally administer elections and render the timely services of high quality for voters will enhance; and electoral participation of youth will expand.

The project is initiated by the Pavlodar Regional Governance School and co-funded by the UNDP Kazakhstan under the support of the Central Election Commission of Kazakhstan.

## **3. Situation Analysis, Project Strategy and Sustainability**

### **a. Situation Analysis**

Since introduction of the new Law on Elections the Central Election Commission in Kazakhstan has administered: two Presidential Elections, four elections to Majilis (lower House of the Parliament), six elections to the Senate (upper House of the Parliament), and three elections to Maslikhats (local legislative councils). All above-mentioned elections were closely observed by local and international observers and international organizations, including OSCE/ODIHR. The analysis of the electoral participation of different categories of citizens reveals certain discrepancies.

The statistical data from the Central Election Commission<sup>2</sup> shows that participation of young citizens in elections, and exercise of their civic rights to elect and to be elected is far below the proportion of youth in the country. In 2007 during the last elections to local legislative bodies (maslikhats) only 7,5% of candidates were young people under 30 and only 1,5% of all elected MPs of maslikhats were young citizens. This is quite low for

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<sup>1</sup> Information Collection about elections and republican referenda, conducted in the Republic of Kazakhstan from 25 March 1990 till 4 October 2008, Astana, 2010 and Demographic Annual Review of the Statistical Agency of the Republic of Kazakhstan, Astana, 2008

<sup>2</sup> Information Collection about elections and republican referenda, conducted in the Republic of Kazakhstan from 25 March 1990 till 4 October 2008, Astana, 2010

the actual share of this age group as the citizens at the age between 16-29 constitute 36,5% of the adult population of the country<sup>3</sup>.

Though the women constitute majority in the electoral commissions (61,7%), women comprised 17,3% of those elected to local (rayon) and 10,9% of those elected to regional (oblast) maslikhats. This is far below than that of several benchmarking EU countries, including Denmark - 27%, Finland – 34%, Norway – 42%, Sweden -46,3%, France – 48%.

People with disabilities have been also experiencing challenges to elect and to be elected. So far no disabled person had been elected to legislative bodies. Due to their physical challenges this group of population has difficulties in registering, voting and participating in campaigns. As of June 2010 there are 484,000 disabled people registered in the country, constituting 3% of the population of Kazakhstan.

The local election commissions were reappointed in 2009 throughout the country after the expiration of 5-year term of the previous commissions. The new members are from different institutions, have different educational backgrounds and represent different political parties. According to the Central Election Commission<sup>4</sup> 22,1% or 20582 members of local election commissions are young people under 35 and majority of them (15 492 members) are at the level of precinct stations where the bulk of the work is. Though the CEC pays attention to qualifications of election commissions there are still serious deficiencies in their work. They include weaknesses in the key stages of the process such as votes counting. The OSCE report for 2007 elections stated that: “In marked contrast to observers’ generally positive assessment of the voting phase, 39 per cent of observers assessed the count as ‘bad’ or ‘very bad’. Serious procedural errors or omissions were reported in 36 per cent of polling stations, and serious irregularities were observed in 25 per cent”. This signifies a need for a thorough and systemic approach in training of local election commissions’ members to be able to raise their capacity before the Presidential and Parliamentary Elections in 2012. Despite the fact that a big number of voters are university and college students, there are no systemic approaches to raise awareness on electoral process through innovative tools. Considering the interest of young people in the innovation technologies, one of the entry points could be development of an interactive web-portal or a computer game that could attract the attention of young people to the electoral process

The intended project beneficiaries include:

- Women and disabled people, youth from rural area
- Young members of 3335 district election commissions and 9728 precinct stations throughout the country
- Young voters – users of the Internet in Kazakhstan, out of 3,2 million users as of June 2010 (National Telecommunication Association) more than 2 million are young people between 15 and 30.

The problems the project is trying to address are of particular interest and importance to UNDEF since the objectives and ideas envisaged by the project are in line with the UNDEF strategy of enhancing democracy. The proposed activities suggest innovative ways to share knowledge, transfer skills and bring democratic changes in the society. UNDEF involvement will also give an opportunity to disseminate the project information and achieved results on a wider scale. The additional important factor is that UNDEF will ensure neutrality of funding.

## **b. Project Strategy**

The Project is aimed at integrating electoral process into a broader democratic agenda, raising awareness of the vulnerable groups of voters and strengthening the capacity of local electoral bodies.

<sup>3</sup> Demographic Annual Review of the Statistical Agency of the Republic of Kazakhstan, Astana, 2008

<sup>4</sup> Information Collection about elections and republican referenda, conducted in the Republic of Kazakhstan from 25 March 1990 till 4 October 2008, Astana, 2010

The Project strategy is to consolidate the efforts of the Election administering entity, NGO, specializing in electoral area and the UNDP Kazakhstan as a source of international expertise.

The Pavlodar Regional Governance School as an Implementing Agency has the capacity and experience to deliver the services required by the project. Since its establishment in 2001 the School had worked closely with a number of international partners– European Union (Commission), Soros Foundation, Eurasia Foundation and implemented joint projects with Central Electoral Commission and UNDP Kazakhstan on electoral awareness among youth in Eastern and Central Kazakhstan in 2009. It has a long-term support from the Local Government and the Academy of Public Administration under the President of the Republic of Kazakhstan.

The Project objective will be achieved through threefold approach based on three core elements and specific needs of the target groups:

1. Electoral awareness raising and training for vulnerable groups;
2. Professional skills training for new election commissioners; and
3. Popularization of electoral participation among youth via innovative technologies.

It is expected that objectives achieved will be of particular value and importance in the view of the upcoming both Presidential and Parliamentary Elections in 2012. The following key activities will be carried out during the project cycle:

**1A.** Training needs assessment of vulnerable groups in exercising their rights to vote and to be elected performed on the basis of the available data, questionnaires sent to the regional NGOs representing underrepresented groups.

Training needs assessment is needed to develop tailor made training courses matching the needs of target group. UNDP Kazakhstan has some data on surveys made earlier and will provide it to Pavlodar Regional Governance School for analysis.

**1B.** Trainings should be conducted in 5 regions for the underrepresented groups of voters (women, PWDs, rural youth) with involvement of former election commissions members, youth activists. Selection of trainees will be made by contacting social protection departments, associations of PWDs and women support centers. The trainings will be conducted in the regions with the largest share of voters and in rural area.

**2A.** Training needs assessment for new members of the local election commissions should be performed on the basis of the available data, questionnaires sent to the regional local election commissions. This assessment is needed to identify most problematic areas where the young members of election commissions feel they lack knowledge and skills. Training course will be developed to address these particular issues.

**2B.** Trainings should be conducted in 5 regions for the young members of the election commissions with involvement of former election commissions' members, representatives of CEC. Selection of trainees will be made with involvement of the Central Election Commission. The trainings will be conducted in the regions where there are many young members in the local election commissions.

**3A.** A contractor, selected on the competitive basis, should develop a computer game in 3D format and interactive flash game in accordance with the Terms of Reference prepared by Project IT specialist and submit on CDs for further dissemination. Computer games should be interactive with attractive design, easy to play online and in the networks. They will be developed in two languages: Russian and Kazakh.

**3B.** The webportal for trainings on election should be developed by a contractor on a competitive basis, reconciled with the Project Board and tested before launching. The web portal will give opportunities for youth leaders try to win Internet based mock-up elections and other Internet users, mainly young generation, will be

able to participate as voters. The web portal will have such features as well designed graphics, statistics and newsletters service.

3C. Round table on participation of youth in electoral process where the launch of the web portal will be announced. This round table will allow attracting attention to the web portal and elaborate on why the elections should be of great interest to the young voters. Media, NGOs, election experts, Central Election Commission representatives can take part in discussions.

3D. Final conference to discuss and disseminate the project results with involvement of all project stakeholders and beneficiaries. The conference will be a final activity of the project and the project outcomes will be discussed and analyzed. It is expected that recommendations and proposals will be put forward as a result of the conference.

The underlying assumptions necessary for the project outcomes to be reached include:

1. The CSO will be supported by the Executing Agency and the Implementing Partner at all stages of the project, including assistance in organizing trainings in the region, selecting trainees from the local election commissions and liaising with local authorities
2. The Executing Agency will be responsible for the full management of the project, including contracts with all implementing entities; financial disbursements to them; sending narrative and financial reports to UNDEF; and arranging external project evaluation
3. The UNDEF funds will be made available at the period specified by the UNDEF Guidelines on condition of submitting all the necessary documents and reports.

Risk factors identified at the beginning of the project and mitigation measures that will be in place at occurrence are presented in the table below.

#	Description of the risk	Risk Type	Impact & Probability	Countermeasures / Mngmt response
1	<i>Ad-hoc elections may result in a heavy workload for the Central Election Commission and local Election Commissions.</i>	Political	<i>Probability - medium Impact - high</i>	<i>Project staff will be monitoring the situation closely to be able to respond in a timely manner. In case of occurrence of the risk the project work plan will be revised quarterly to enable timely corrective actions and smooth implementation of the project.</i>
2	<i>Unwillingness or lack of support from the implementing partner to cooperate in implementation of the project</i>	Political	<i>Probability - medium Impact - high</i>	<i>Commitment of implementing partner is stated in the project document. Previous experience of work with the entity show that both PRGS and CEC are reliable and committed partners.</i>
3	<i>Drastic decrease in USD to Tenge exchange rate may result in a deficit of funds for the project implementation.</i>	Financial	<i>Probability low Impact medium</i>	<i>In this case planned activities will be revised and reduced, if needed, in order to fit to the actual project budget.</i>

**c. Sustainability**

Project sustainability will be ensured institutionally through the active involvement of the Central Election Commission, local election commissions and civil society organizations. The manuals and handouts will be made available by the training participants to their colleagues in the regions. They will also be posted on the developed web portal. The web-portal will be developed at the Pavlodar Regional Governance School domain. The School will take the lead in hosting, updating and supporting that resource by the end of the project. Computer games developed within the framework of the project will be disseminated in schools and Universities.

It is expected that the project will have a long-term impact on capacities of all project beneficiaries, including increased participation of vulnerable groups in electoral processes and the way the local election commissions interact with other participants of electoral process. In other words, the project will foster inclusive democratic development of Kazakhstan by increased participation of vulnerable groups as voters, candidates, observers and election commissioners.

#### **4. Gender and Marginalized or Vulnerable Groups**

A gender balanced approach will be used for identifying trainees from the target groups. Participation of people with disabilities (PWDs) in the election processes, their knowledge of electoral issues, as well as the way they are represented in the local councils are the most challenging issues faced by the national and local authorities. In this regard, the project will ensure PWDs participation in the project activities through the associations of disabled people, local social protection departments. The trainings will be designed in a way that provides best conditions for this category of voters, including special facilities and devices.

The participation of young citizens from remote areas in election, their attitude towards their constitutional rights is significant for the continuous and sustainable democratic development. The past elections results show that young citizens are the least represented and involved category of voters. The project will try to cover young citizens from remote areas, children studying in orphanage school and involve them in project activities.

**5. Results Framework: Activities, Outputs and Outcomes****RESULTS FRAMEWORK**UNDEF Project Title: **Enhancement of electoral awareness and inclusive democratic development of the Kazakhstani society**

<b>Project objective(s):</b> The project is aimed at integrating electoral process into a broader democratic agenda through enhancement of electoral participation of underrepresented categories of society and strengthening the capacity of newly formed local electoral bodies.														
<b>Intended Outcome(s)<sup>5</sup>:</b> <i>Please number each outcome.</i> e.g.. 1/ Increased participation and electoral awareness of underrepresented and vulnerable groups of population in electoral events and political life by exercising their rights to elect and be elected 2/ Enhanced capacity of new local election commissions to professionally administer elections and render the timely services of high quality for voters 3/ Increased participation and electoral learning of youth														
<b>Outcome Indicators:</b> <i>(Qualitative or quantitative)</i> e.g.. 1/ The electoral awareness level of underrepresented groups is raised and they play more active role in electoral process: with 5% increase of candidates to local legislative councils from underrepresented groups (under 30, PWD, women). 2/ The training courses conducted have significantly contributed to improvement of the knowledge of young members of local election commissions and at least 80% of trainees rate the courses as very applicable and useful; 3/ Interest of youth in elections related issues increased and project produced election games and web portal are used by young citizens.														
Baseline Data	Intended Outputs	Key Activities	Milestones	Timeframe (2 years – 8 quarters)								Responsible Party(ies)	Budgetary Inputs (US\$)	
				Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8			
1) In 2009 local elections, only 7,5% of candidates were young people under 30.	1. Five trainings conducted in the regions of the country with 500 participants (vulnerable groups) trained by the national election specialists, experts	1. Hire one accountant and national trainers 2. Conduct training needs assessment . 3. Develop training module and publish training materials 4. Conduct trainings in 5 regions for 500		X									Implementing Entity – Pavlodar Regional Governance School Implementing partner – Central Election	<b>Total \$57648</b> , of which: • travel costs of 500 participants – <b>\$20000</b> (500*40\$) • rent of premises in 5 towns – <b>\$2500</b> (5*\$500) • 5 coffee breaks - <b>\$2500</b> (5*500\$) • airtickets for 3 organizers – <b>\$5250</b> (3*\$350*5 times)

<sup>5</sup> **Inputs:** Resources used in your project (experts, equipment, funds).

**Activity:** A specific action or process undertaken by an organization to convert resources (inputs) into products or services (outputs).

**Output:** Tangible products and services that emerge from processing inputs through project activities. Outputs relate to the completion of activities. A measure of the quantity of a service or product provided (may include a quality component).

**Outcome:** Actual or intended changes in conditions that the project is seeking to support. The basic unit of measurement of progress toward achieving an objective.

**Outcome indicator:** a qualitative or quantitative measure of the achievement of the outcome.



2) 22,1% or 20 582 members of local election commissions are young people under 35 and majority of them (15 492 members) are at the level of precinct stations where the bulk of the work is.		<p>participants</p> <p>5. Evaluation</p> <p>6. Publish brochure on trainings</p>				X	X						Commission (CEC)	<ul style="list-style-type: none"> <li>• DSA for 3 organizers – <b>\$4500</b> (3*15days*\$100)</li> <li>• Purchase of notebook and screen – <b>\$2038</b></li> <li>• Phone/Internet/post charges– <b>\$1200</b>, supplies, postage, bank charges- <b>\$960</b></li> <li>• Remuneration of Project coordinator and accountant - <b>\$4800</b> (\$200*12months*2)</li> <li>• 2 trainers for 6 months - <b>\$2400</b></li> <li>• Manuals and handouts, badges for 500 participants – <b>\$5000</b></li> <li>• Publication of brochure on trainings – <b>\$4000</b></li> <li>• Translation of manuals and brochure (Kazakh, English) – <b>\$2000</b></li> <li>• Photo services – <b>\$500</b></li> </ul>
	2. Five trainings conducted in the regions of the country with 200 participants (members of local election commissions) trained by the election specialists, with participation of CEC members	<p>1. Conduct training needs assessment .</p> <p>2. Develop training module and publish training materials</p> <p>3. Conduct trainings in 5 regions for 200 participants (40 in each region)</p> <p>5. Evaluation</p>						X					Implementing Entity – Pavlodar Regional Governance School Implementing partner –Central Election Commission (CEC)	<p><b>Total \$ 51610</b> of which:</p> <ul style="list-style-type: none"> <li>• travel costs of 200 participants – <b>\$8000</b> (200*\$40)</li> <li>• DSA for 2 days – <b>\$16000</b> (200*(40*2))</li> <li>• rent of premises in 4 towns(free in Pavlodar) – <b>\$2000</b> (4*\$500)</li> <li>• 10 coffee breaks - <b>\$2000</b> (10*\$200)</li> <li>• airtickets for 3 organizers – <b>\$5250</b> (3*\$350*5 times)</li> <li>• DSA for 3 organizers – <b>\$4500</b> (3*15days*\$100)</li> <li>• Phone/Internet/post charges,– <b>\$1200</b>,</li> <li>• supplies, postage, bank charges- <b>\$960</b>,</li> <li>• Remuneration of Project coordinator and accountant - <b>\$4800</b> (\$200*12months*2)</li> <li>• Salary of 2 trainers for 6 months - <b>\$2400</b> ((200*2)*6 m.</li> </ul>
									X					



3) No any single interactive game or web portal designed to popularize election process in Kazakhstan																		<ul style="list-style-type: none"> <li>• Manuals and handouts for 200 participants – <b>\$2000</b>,</li> <li>• Translation of manuals and brochure (Kazakh, English) – <b>\$2000\$</b></li> <li>• Photo services – <b>\$500</b></li> </ul>
	3. Two interactive computer games (3D and flash) are developed, tested and disseminated online and on CDs	<ol style="list-style-type: none"> <li>1. Hire one IT specialist</li> <li>2. Publish announcement on tender in media and UNDP website</li> <li>3. Sign contract with a winner of the tender</li> <li>4. Disseminate developed 3D and flash games.</li> </ol>	X	X														<p><b>Implementing Entity – Pavlodar Regional Governance School, Implementing partner – Central Election Commission</b></p> <p><b>Total \$ 32600,</b></p> <ul style="list-style-type: none"> <li>• development of 3D game <b>\$12000</b></li> <li>• designing of the flash game <b>\$6000</b></li> <li>• translation into Kazakh, English <b>\$ 3000</b></li> <li>• DVDs for computer games for dissemination - <b>\$2000</b> (\$2*1000)</li> <li>• IT specialist for 12months (\$800*12) - <b>\$9600</b></li> </ul>
	4. More than 10 000 participants voted through Internet based mock-up election.	<ol style="list-style-type: none"> <li>1. Publish announcement on tender in media and UNDP website</li> <li>2. Sign contract with a winner of the tender</li> <li>3. Disseminate advocacy TV clips</li> <li>4. Conduct Round table and launch of the webportal</li> </ol>	X	X														



		5. Project Board meetings in Astana for 10 participants		X		X		X		X			<ul style="list-style-type: none"> <li>Notes, pens, folders for participants – <b>\$520</b></li> <li>4 meetings in 2 years - <b>\$1600</b></li> </ul>
		5. Conduct final conference to discuss and disseminate the project results 6. Translate and publish brochures								X	X	Implementing Entity – Pavlodar Regional Governance School, Implementing partners – Central Election Commission	<b>Total \$10080</b> rent of premises– <b>\$1500</b> 1 coffee break - <b>\$500</b> train tickets for 3 organizers – <b>\$180</b> (3*\$60) DSA for 3 organizers – <b>900</b> (3*3 days*\$100) travel cost of 100 participants - <b>\$4000\$</b> (\$40*100) Publication of brochure on project outcomes– 1000\$ Photo services – <b>\$500</b> Notes, pens, folders for participants – <b>\$1500</b>





## 6. Management Arrangements

According to UNDP rules and regulations, there will be a Project Cooperation Agreement signed between the UNDP Kazakhstan and Pavlodar Regional Governance School where the following arrangements will be agreed upon:

- UNDP Kazakhstan will provide quality assurance and monitoring of the project and act as UNDEF's agent for project oversight and will be responsible for ensuring that all substantive, financial, monitoring, reporting and evaluation requirements are met.
- Pavlodar Regional Governance School will be responsible for the project's outputs delivery.
- UNDP Kazakhstan will be responsible for entering into contracts with companies or individuals selected to provide IT services as specified in the descriptions of activities 3A, 3B and 3C.
- Pavlodar Regional Governance School will be responsible for entering into contracts with Project National Staff (accountant and trainers) required to implement activities 1A, 1B, 2A and 2B with a prior approval of UNDP Kazakhstan
- The indicative timeline of payments and report cycle is presented below

	Oct 2010	Jan 2011	Mar 2011	Apr 2011	Sept. 2011	Oct 2011	Jan 2011	Mar 2012	Jan 2013
Signing of MoU between UNDP and PRGS	X								
First tranche from UNDEF to UNDP and first tranche from UNDP to PRGS	X								
Financial and narrative report from UNDP to UNDEF		X							
Financial and narrative report from PRGS to UNDP			X						
Second tranche from UNDP to PRGS				X					
Financial and narrative report from PRGS to UNDP					X				
Second tranche from UNDEF to UNDP and third tranche from UNDP to PRGS						X			
Financial and narrative report from UNDP to UNDEF							X		
Financial and narrative report from PRGS to UNDP								X	
Financial and narrative report from UNDP to UNDEF									X

- The tranches to Pavlodar Regional Governance School will be made on a 6-months basis by UNDP Kazakhstan on conditions that relevant narrative and financial reports in the format compliant with the UNDEF requirements are submitted with the necessary supporting documents.

## **7. Partnership and Donor Information**

### **a. Funding Sponsors**

UNDP Kazakhstan is a funding sponsor for the project in the amount of USD 30 000 to ensure the quality assurance support associated with the project. These funds will go in parallel as the project succeeds.

### **b. Implementing partners and contributions**

Central Election Commission is a key Implementing Partner whose role is providing administrative and organizational support in implementation of the project activities. This will be done throughout the country since the Central Election Commission has representatives in all regions of Kazakhstan and established relations with all local election commissions. There will be in-kind contribution from the side of Implementing Agency in the form of provision of premises for the training of young members of election commissions in Pavlodar.

### **ANNEX VI - PARTNERSHIP INFORMATION**

<b><u>Executing Agency</u></b>	
<b><u>Name of Organization:</u></b>	United Nations Development Programme in Kazakhstan
Address:	26 Bukey khan str, Astana, 010000, Kazakhstan
Telephone/Fax:	+7-7172-592809 (tel/fax) +7-7172-592550 (tel) +7-7172-592540 (fax)
Web Site:	www.undp.kz
<b><u>Point of Contact:</u></b>	Ainur Bairmurza, Governance and Local Development Unit, UNDP Kazakhstan
Title:	Programme Analyst
Telephone/Fax:	+7-7172-592550 (ext – 2129)
Web Site:	www.undp.kz
Email:	ainur.baimyrza@undp.org
<b><u>Alternate point of contact</u></b>	Irina Yurchinskaya
Title:	Programme Assistant, Governance and Local Development Unit, UNDP Kazakhstan
Telephone/Fax:	+7-7172-592550
Web Site:	www.undp.kz
Email	Irina.yurchniskaya@undp.org
<b><u>Implementing Agency</u></b>	
<b><u>Name of Organization:</u></b>	Pavlodar Regional Governance School
Address:	Satpayev street, 104, Pavlodar, 140000 Kazakhstan
Telephone/Fax:	7-7182323477
Web Site:	



<b><u>Point of Contact:</u></b>	Gulnara Isenova
Title:	Director
Telephone/Fax:	7-7182323477 (tel/fax), 7-7021031553 (mobile)
Web Site:	
Email:	gulnarai@inbox.ru
<b><u>Alternate point of contact</u></b>	Fatima Kulakhmetova
Title:	Project Accountant
Telephone/Fax:	7-7182-321533 (tel), 7-702-5713957 (mobile)
Web Site:	
Email	
<b><u>Implementing Partner(s)</u></b>	
<b>Please provide for every Implementing Partner as applicable:</b>	
<b><u>Name of Organization:</u></b>	Central Election Commission
Address:	4 Beibitshilik avenue, Astana, 010000, Kazakhstan
Telephone/Fax:	+7-7172-322611
Web Site:	www.election.kz
<b><u>Point of Contact:</u></b>	Marat Sarsembayev
Title:	Member of the Central Election Commission
Telephone/Fax:	+7-7172-752139 (tel)
Web Site:	www.election.kz
Email:	sarsembaev@election.kz
<b><u>Contributions to the project</u></b>	
<b>Please indicate contributions made by every Implementing Partner (in cash or in kind )</b>	
Implementing Agency	In-kind contributions in the form of facilities for training in Pavlodar
Implementing Partner	In kind contributions for the project activities as applicable

## **8. Monitoring, Reporting and Evaluation**

### **a. Monitoring**

Monitoring and Evaluation will be carried out through establishment of the Project Board, consisting of the representatives of the UNDP, Pavlodar Regional Governance School, Central Election Commission. The board will meet on a semiannual basis, oversee and review the project activities to ensure that the project meets the objectives and goals set in the Project Document. All stakeholders will be requested to participate in the project activities in all regions.

Apart from this the Implementing Agency will monitor its own activities. It will overview all operations, and substantive project implementation on a monthly basis. Pavlodar Regional Governance School will be

responsible for the monitoring and will have to inform if any deviations or obstacles arise that prevent or impede the implementation of the project.

Finally, UNDP Kazakhstan will be responsible for monitoring the implementation of the key activities and the use of funds by the Implementing Agency. The tranches to CSO will be made twice a year on conditions that relevant narrative and financial reports submitted with the necessary supporting documents. UNDP Kazakhstan will be responsible for reporting back to UNDEF.

### **b. Narrative and Financial Reporting**

UNDP Kazakhstan will be responsible for submitting all the required reports in consultation with Implementing Agencies. Programme Analyst is a contact responsible in the Executing Agency for submitting the Mid-Term/Annual Progress Reports, Final Narrative Report, Evaluation Report and certified financial report.

UNDP Kazakhstan throughout the project implementation will submit financial reports, which will comply with the following requirements:

- Financial reports shall reflect the expenditures incurred against the amount received from UNDEF.
- All financial reports will be certified by an authorized official of the Executing Agency and submitted to the Accounts Division of the United Nations Office of the Controller (trustfund@un.org) with a copy to UNDEF.
- Financial reports will include interest income accrued on the amount remitted from UNDEF.
- At the completion of the project, any unexpended or uncommitted part of the contribution will be returned to UNDEF, along with all interest income, jointly with the final financial report.
- Final refunds of unspent funds will be deposited to the UN bank account by 30 June of the year following the end of the implementation period. Such refunds will be reflected in the Executing Agency's final certified financial reports.

The following financial reports shall be submitted according to the set timeline and using the required UNDEF format:

1. An **annual interim certified financial report** covering the expenditures from 1 January to 31 December. This report shall be submitted by 31<sup>st</sup> January of the subsequent year, for each completed project year.
2. An **annual final certified financial report** covering the expenditures from 1 January to 31 December. This report shall be submitted by 31<sup>st</sup> May of the subsequent year, for each completed project year.
3. A **final interim certified report** covering the whole project lifespan. This report shall be submitted no later than three (3) months after the end of the project.
4. A **final certified financial report** covering expenditures during the whole project duration. This report shall be submitted within six (6) months of the close of the Executing Agency's books for the financial year during which the contribution was fully expended or the project was financially completed, whichever is first to occur.

### **c. Evaluation and Baseline Data**

UNDP Kazakhstan is responsible for conducting an evaluation at the end of the project. The cost of the evaluation is included in the Executing Agency fee. UNDP Kazakhstan will make sure that the evaluation undertaken by an independent consultant(s).

The baseline data is stated in the situation analysis.

## **9. Legal Commitments**

“Signature of this project document commits all parties to abide by the following:

- a. As per ECOSOC Resolution 1996/31 on consultative relationship, as well as the UN DPI criteria for associated NGOs, the aims and purposes of all Executing and Implementing Agencies are in conformity with the spirit, purposes and principles of the Charter of the UN.
- b. The Executing and Implementing Agency agrees to undertake best efforts to ensure that none of the funds received from UNDEF are used to provide support to individuals or entities associated with terrorism and that the recipient of any amounts provided by UNDEF do not appear on the list maintained by the UN Security Council Committee established pursuant to Security Council Resolution 1267 (1999) and that this undertaking form part of any and all sub-contracts entered into by the grantee.
- c. The Executing and Implementing Agency does not intend to provide any type of support for any member, affiliate or representative of an organization that recommends or is apologetic of the use of violent means in political action in general and of terrorism in all its forms and manifestations in particular, as stated in the 2005 World Summit Outcome document (§81).
- d. All CSO partners to this project are duly constituted nationally or internationally and where applicable, comply with existing national legislation regarding formal registration and public accountability.
- e. All CSO partners to this project have statutes or by-laws providing for a transparent process of decision-making, election of officers and members of the Board, and the CSO has authority to speak for its members through its authorized representatives identified in this project document.
- f. All CSO partners agree to abide by the "UNDEF Branding and Visibility Guidelines" and any related requests from UNDEF in all activities and products of the project in a manner fitting to the local political and cultural context.
- g. The Executing Agency agrees to be responsible for the overall management of the project and will bear all financial and reporting responsibilities including the final evaluation report to UNDEF as per the UNDEF Monitoring and Reporting Guidelines. The Executing Agency also agrees to be responsible for contracts and implementation arrangements with any implementing partners or individuals involved in the project.
- h. All parties agree to take all necessary measures to facilitate monitoring and evaluation as and when required by UNDEF or a third party on its behalf.
- i. All funds will be transferred from UNDEF to the designated Executing Agency in US Dollars. Any onward payments made in currencies other than US Dollars will be determined by applying the rate of exchange in effect on the date of payment. Should there be a change in the rate of exchange prior to the full realization of the project, which may affect the ability to carry out project activities; the Executing and/or Implementing Agency will be expected to adjust project design so as to stay within available resources.
- j. All financial accounts and statements shall be expressed in US Dollars.
- k. Any interest income accrued on the amount remitted from UNDEF will be reported in the financial statements, unless prohibited by the Executing Agency's financial rules and regulations, and returned to UNDEF after project completion.
- l. All parties agree to provide financial expenditure reports and certified financial statements as per the UNDEF Monitoring and Reporting Guidelines available on the UNDEF website.
- m. Receipts and justification documents for project expenditures must be kept and made readily available in case of any audits.
- n. UNDEF reserves the right to terminate this project should in UNDEF's view, circumstances so require. Upon termination, no further funds will be disbursed.
- o. Assets approved and purchased under this project do not fall under the financial or managerial control of UNDEF at any stage of the project. UNDEF is not involved in their acquisition, in decisions concerning access, or in the assumption of risks associated with



these assets. Consequently, the Implementing Agency, in consultation with the Executing Agency if applicable, is responsible for all financial and managerial control and accountability of these assets throughout the life cycle of the project and beyond, in accordance with its own rules.”

**10. Budget**

- a) Project **budget by activity**
- b) Project **budget by resource/input**
- c) **Detailed breakdown of the project budget by resource/input**