

Project Document

Project Title:	Support to capacity development of the National Center of Tuberculosis Problems of the Ministry of Health of the Republic of Kazakhstan in implementation of grants of the Global Fund to Fight AIDS, Tuberculosis and Malaria
UNDAF Outcome:	By 2015 the population of Kazakhstan and vulnerable groups in particular, will enjoy improved social, economic and health status.
Expected outcome (UNDP Country Programme Action Plan):	Vulnerable groups, especially women, young and aged people, oralman, people with disabilities have improved access to markets, goods, services and social safety nets
Implementing Partner:	NATIONAL CENTER OF TUBERCULOSIS PROBLEMS
Responsible parties	NATIONAL CENTER OF TUBERCULOSIS PROBLEMS

Brief Description

This project is a part of umbrella TB programme on expanding quality multidrug-resistant TB control activities in Kazakhstan ran by the NCTP funded by GFATM. Within this particular project, UNDP will support capacity development of NCTP in accordance with UNDP regulations, rules, policies and procedures as required by the Approved Procurement Plan and Budget agreed between GFATM and the NCTP. In particular, the project will focus on the following:

- Conducting competitive bidding processes at international and national levels
- Placement of the orders for goods, freight and insurance
- Monitoring of orders
- Sharing of information on progress of the procurement processes and expected deliveries on a quarterly basis
- Contracting for maintenance, installation and repair of equipment and for installation of a ventilation system, as well as for logistics services such as storage and transportation
- Keeping all procurement records and reports
- Providing to NCTP all necessary documents for clearing of incoming shipments on a timely basis
- Processing payments for concluded contracts as per UNDP regulations and rules and based on certificates of completion of works or receipt reports duly signed by the recipients of goods and/or services
- Supporting the review of, and conducting communications on the technical specifications, scope of work

<p>Country Programme Period: 2010-2015 Key Result Area (Strategic Plan): Socio-economic well Atlas Award ID: Start date: June 2014 End Date: March 2015 Management Arrangements: NIM</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">2014&2015 project budgets</td> <td style="text-align: right;">USD 1,602,756</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Total budget:</td> <td style="text-align: right;">USD 1,602,756</td> </tr> <tr> <td>Direct costs:</td> <td style="text-align: right;">USD 1,602,756</td> </tr> <tr> <td>• Regular _____</td> <td></td> </tr> <tr> <td>• Other:</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">○ NCTP</td> <td style="text-align: right;">USD 1,602,756</td> </tr> </table>	2014&2015 project budgets	USD 1,602,756			Total budget:	USD 1,602,756	Direct costs:	USD 1,602,756	• Regular _____		• Other:		○ NCTP	USD 1,602,756
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Agreed by the National Center of Tuberculosis Problems of the Ministry of Health of the Republic of Kazakhstan:
Director **Tleukhan Abildaev**

Approved by UNDP:
Resident Representative **Stephen Tull**

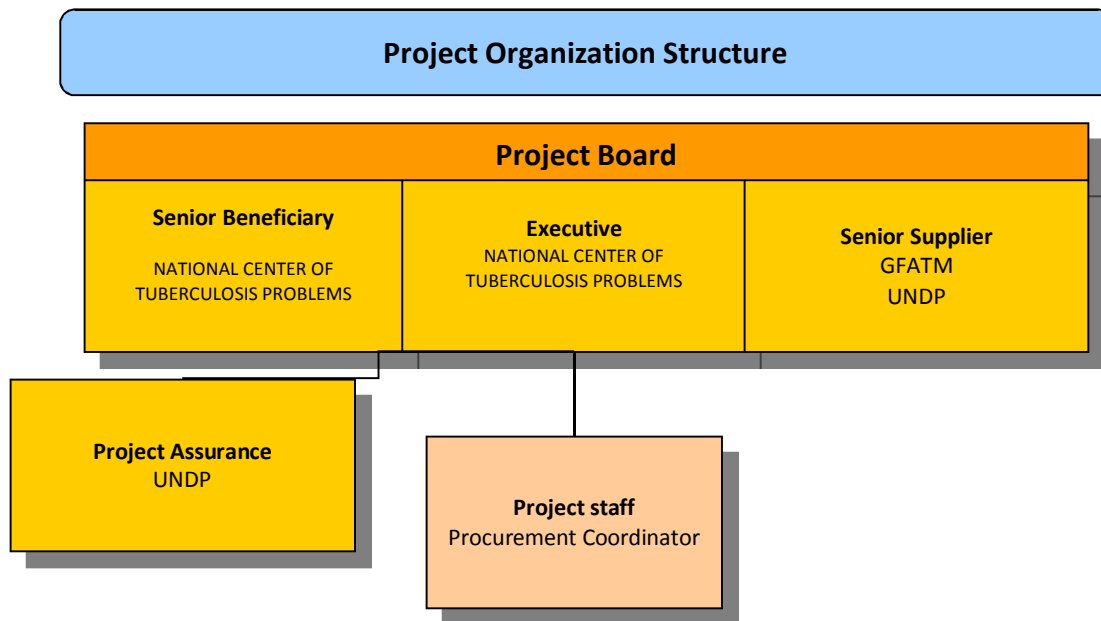
1. Annual work plans: 2014&2015

OUTPUT	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTIES	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding source	Budget description	Amount
Output 1 Supporting the National Center for TB problems in order to expanding quality multidrug-resistant TB control activities <u>Baseline:</u> <u>Indicator 1:</u>	1. Planning and administration. Quality procurement support required by the approved Procurement Plan							1,457,488	
	1.1. Consumables (reagents) for DST (traditional method - position - 1.2.6.)		X	X	X	UNDP GF NCTP	GF	Total 72100 contractual services - company 74200 newspaper announcement 74500 others	192,250 189,950 300 2,000
	1.2. Purchase of consumables for DST (traditional method - position 1.2.6. Loewenstein medium and referenece substances for DST)		X	X	X	UNDP GF NCTP	GF	Total 72100 contractual services - company 74200 newspaper announcement 74500 others	200,579 197,279 300 3,000
	1.3. Purchase of consumables for DST (traditional method - position - 1.2.5.+ 1.3.3.)		X	X	X	UNDP GF NCTP	GF	Total 72100 contractual services - company 74200 newspaper announcement 74500 others	367,431 364,131 300 3,000
	1.4 Inquiry for 2014 out of plan - from savings on budget positions - 1.1.11. + 1.1.12 (Installation of the ventilation system in the TB dispensary Akmola region - the situation in the laboratory does not meet the infection control).		X	X	X	UNDP GF NCTP	GF	Total 72100 contractual services - company 74200 newspaper announcement 74500 others	74,000 73,300 200 500

1.5. Internal logistics		X	X	X	UNDP GF NCTP	GF	Total 72100 contractual services - company 74200 newspaper announcement 74500 others	180,000 178,700 300 1000
1.6. Purchase of respirators - position 1.3.3.		X	X	X	UNDP GF NCTP	GF	Total 72100 contractual services - company 74200 newspaper announcement 74500 others	20,359.5 19,860 300 199.5
1.7. Freezers, minus 85 degrees Celsius for storage of cultures.		X	X	X	UNDP GF NCTP	GF	Total 72100 contractual services - company 74200 newspaper announcement 74500 others	261,639 260,339 300 1000
1.8. Large Centrifuge for 7 regions. 7 p.		X	X		UNDP GF NCTP	GF	Total 72100 contractual services - company 74200 newspaper announcement 74500 others	123,200 122,700 300 200
1.9. Purchase of filters for biosafety cabinets		X	X	X	UNDP GF NCTP	GF	Total 72100 contractual services - company 74200 newspaper announcement 74500 others	38,029 37,529 200 300
2. Effective project management								145,268

2.1. Procurement Coordinator with health and logistics expertise for 10 months		X	X	X	UNDP GF NCTP	GF	Total 71400 contractual services – service contracts	33,000 33,000
2.2. Office rent, equipment, stationary & utilities for 10 months offered by the CO		X	X	X	UNDP GF NCTP	GF	Total 73100 rent 72500 stationery 74200 copy 74500 others 72200 Equipment	7,415 4,415 300 200 500 2000
GMS		X	X	X	UNDP GF NCTP	GF	75100 F &A	104,853
TOTAL								1,602,756

2. Management Arrangements



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

- Project Board;
- Project Assurance;
- Procurement Coordinator

Project Board:

The Project Board is responsible for making management decisions for the project and providing guidance to a Procurement Coordinator 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:

- **Chairman** – Representative of the National Center of Tuberculosis Problems Sh.Sh.Ismailov
- **Senior Supplier** – representative of GFATM, UNDP Deputy Resident Representative
- **Project Assurance** – UNDP Operations Manager (or Head of the Governance and Local Development Unit)

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 support: UNDP is responsible for overall project implementation, financial and programme reporting, as well as for monitoring and evaluation of the project. UNDP will prepare and sign contracts and other administrative and financial records, process payments in accordance with UNDP rules and UNDAF procedures and requirements.

UNDP will provide support services to NCTP for project implementation on terms and conditions set forth Letter of Agreement between UNDP and NCTP (Annex 4).

Procurement Coordinator:

Procurement Coordinator will be hired to organize the procurement of goods and services contracted by UNDP at both the national and international levels. Terms of Reference is attached as Annex 3. The Procurement Coordinator will provide operational management and project implementation. Recruitment of project and procurement shall be in accordance with the UNDP rules and procedures. The Procurement Coordinator will work under the guidance of UNDP.

Partnership information:

*Organization: The United Nations Development Programme in Kazakhstan
Address: 26, Bukeikhan Str., Astana, Kazakhstan
Tel. / Fax: +7 7172 59 25 50, 7 7172 592 540
www.undp.kz*

*UNDP Contact person: Ainur Baimyrza
Job Title: Head of Governance and Local Development Unit, UNDP Kazakhstan
Tel/Fax: +7 7172 592550
E-mail: Ainur.Baimyrza@undp.org*

*Organization: National Center of tuberculosis problems of the Ministry of healthcare of the Republic of Kazakhstan
Tel/ Fax: 8 (727) 291-86-57
www.ncpt.kz*

*Contact person: Ismailov Shakhimurat Shaimovich
Job Title: Coordinator
Tel/Fax: 8 (727) 293-80-00*

3. 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 Procurement Coordinator 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 Procurement Coordinator to the Project Board through Project Assurance.
- 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 Procurement Coordinator and shared with the Project Board.
- **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. This review is driven by the Project Board and may involve other stakeholders as required.

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.

In addition, the following monitoring tools will be used:

- quarterly and annual progress reports;
- visits of a staff of the UNDP Governance and Local Development Unit, including project activity trips;
- the Project Board will meet at least twice a year;
- review of workshop evaluation forms.

4. Quality Management for Project Activity Results

OUTPUT 1: Supporting the National Center for TB problems in order to expanding quality multidrug-resistant TB control activities

Quality Management for Project Activity Results

Outcome 1: Planning and administration.		
Activity Result 1	Quality procurement support required by the approved Procurement Plan	Start Date: June 2014 End date: March 2015
Goal	Phase I Action Plan is successfully implemented	
Description	<p><i>Planned actions for achievement of activity outcome.</i></p> <p>1.1 Consumables (reagents) for DST (traditional method - position -1.2.6.)</p> <p>1.2 Purchase of consumables for DST (traditional method - position 1.2.6. Loewenstein medium and reference substances for DST)</p> <p>1.3 Purchase of consumables for DST (traditional method - position - 1.2.5.+ 1.3.3.)</p> <p>1.4 Inquiry for 2014 out of plan - from savings on budget positions - 1.1.11. + 1.1.12 (Installation of the ventilation system in the TB dispensary Akmola region - the situation in the laboratory does not meet the infection control).</p> <p>1.5 Internal logistics</p> <p>1.6 Purchase of respirators - position 1.3.3.</p> <p>1.7 Freezers, minus 85 degrees Celsius for storage of cultures.</p> <p>1.8 Large Centrifuge for 7 regions.</p> <p>1.9 Purchase of filters for biosafety cabinets</p>	
Quality Criteria		Quality Method
Number of procurement		<ul style="list-style-type: none"> Activity result report
		Date of Assessment June 2014 - March 2015

Activity Result 2	Effective project implementation	Start Date: June 2014 End date: March 2015
Goal	Phase I Action Plan is successfully implemented	
Description	<p><i>Planned actions for achievement of activity outcome.</i></p> <p>2.1. Procurement Coordinator with health and logistics expertise for 10 months</p> <p>2.2. Office rent, equipment, stationary & utilities for 10 months offered by the CO</p>	
Quality Criteria		Quality Method
Number of procurement		<ul style="list-style-type: none"> Activity result report
		Date of Assessment June 2014 - March 2015

5. Legal Context

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

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

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

The Implementing Partner agrees to undertake all reasonable efforts to ensure that 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/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document".

6. ANNEXES

Annex 1: Risks log

Annex 2: Communications and monitoring plan

Annex 3: Terms of reference for Procurement Coordinator

Annex 4: Letter of Agreement between UNDP and NCTP

Annex 1: Risks log

#	Description	Impact & Probability	Countermeasures / Mngt response	Submitted, updated by	Last Update	Status
1	Change of national and local political priorities	P = low I = high	Involving a wider range of partners; matching project goals with objectives set out in the country's policy documents and programmes			
3	Duplication or conflict with other initiatives of donor agencies/government projects	P = medium I = medium	Regular coordination meetings with donors and national partners working in this area			

Annex 2: Communications and Monitoring Plan

Type of action	Parties involved	Deadline	Completion	Status
Quarterly progress reports	Procurement Coordinator	Quarterly		
Quarterly review report and work plan update	Procurement Coordinator	Quarterly		
Annual project review by the Project Board	Project Board	December 2014		
Annual project progress report	Procurement Coordinator	December 2014.		
Onsite project monitoring	UNDP programme staff	Each project activity		
Annual Procurement Plan	Procurement Coordinator	May 2014		
Annual Inventory taking	Procurement Coordinator	Quarterly		
Transfer of Assets	Procurement Coordinator	At the end of the project		
Final project outcome review meeting	Procurement Coordinator Project Board	At the end of the project		

Annex 3: Terms of Reference of the Procurement Specialist

1. Procurement Specialist with health and logistics expertise (at GS7 level)

Objectives of the assignment:

The UNDP Procurement Specialist will be responsible for organization of procurement of goods and services under the UNDP contracts both nationally and internationally for TB grant in Kazakhstan. The Procurement Specialist will ensure uninterrupted supply of goods and services in accordance with the timelines set in the Procurement Action Plan and Procurement and Supply Management Plan. The Procurement Specialist promotes a client-focused, quality and results-oriented approach in the project. He/she will liaise with a variety of parties, including supplying companies, customs agents, transportation companies, National TB Programme, Ministry of Health and other authorities.

The Procurement Specialist works in close collaboration with the national PR and UNDP Procurement Specialists and other staff, operations and programme staff in the CO for resolving complex procurement-related issues and information exchange. The initial assignment is for **10** months. Further extension of the contract is subject of the project extension and is based on annual performance evaluation.

The Procurement Specialist will be responsible for:

- Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control.
- Preparation of the procurement plan for the project and their implementation monitoring.
- Organization of procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations.
- Preparation of Purchase orders and contracts in and outside Atlas, preparation of Recurring Purchase orders for contracting of services, vendors' creation in Atlas. Buyers profile in Atlas.
- Preparation of submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP).
- Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems.
- Organizing procurement and delivery to the PR of health products and equipment as well as other goods and services under signed contracts;
- Maintaining contacts with suppliers to ensure compliance with contract terms, shipping terms and insurance, and obtaining shipping documentation and other documents for provision to the PR who will do necessary customs clearance of project cargoes;
- Maintaining on-going contacts with all parties involved in order to keep up-to-date procurement information and to ensure completeness and correctness of shipping documentation;
- Negotiation with the national counterparts, obtaining responses from the national side for clarification requests from suppliers with regards to specifications, quantities, shelf-life, delivery time and other procurement related information;
- Initiating and drafting letters (in English, Kazakh and Russian) required for obtaining approvals, permits from the Ministry of Health and other authorities (if applicable);
- Monitoring the quality of procured goods in accordance with GF Quality Assurance Policy, of quantities, cost and efficiency of procurement;
- Providing support to the national side in selection, quantification and forecasting of products, development of specifications, including consultations, drafting correspondence, contact with external entities, related to procurement;
- Translation of specifications, letters, emails and other procurement related documentation into/from English, Kazakh and Russian (if and when required);
- Processing necessary insurance obtaining for goods storage (if applicable);
- Development and constant maintaining of procurement monitoring tables and reports for procurement, deliveries and transfer progress as requested;
- Constant data input into UNDP web-based management system (Atlas);
- Performing of other tasks as necessary for high performance of procurement and supply management activities.

Professional experience:

- Up to 4 years of progressively responsible procurement and administrative experience is required at the national or international level with a minimum of 3 years relevant experience in procurement, supply and use of health products, particularly in developing countries with:
 - experience/expertise in the procurement of health products including regulations and tendering process;
 - experience/expertise in supply chain/logistics management systems;
 - experience in quantification and forecasting of health product needs in public health programs would be an asset.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
- Ability to process large information content with due quality; drive for results.
- Strong organizational and analytical skills.
- High degree of personal initiative and willingness to accept a wide range of responsibilities.
- Ability to work independently.

- Excellent planning and organizational skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent activities.
- Excellent communication spoken, written and presentation skills, including ability to present sensitive issues /positions, write reports and quantitatively justify procurement decisions.

Language requirements: English, Kazakh, Russian languages.

Education: A University degree in Business Administration, Procurement, Logistics or other related discipline. Professional training in procurement and supply management (PSM), logistics and/or public health would be an asset.

A graduate degree (MSc. equivalent) in Public Health, Pharmacy, Medicine or other related discipline would be an asset.