



**Country/Region/Global: Kazakhstan  
Initiation Plan**

**Project Title:** Building Foundation for Sustainable HIV Response in Kazakhstan, KAZ-H-RAC № 1578

**Expected UNDAF/CP Outcome(s):** Outcome 2.2: Judicial and legal systems, and public institutions, are fair, accountable and accessible to all people.

**Expected CPD Output(s):** Output 3. National and sub-national level institutions enabled to deliver quality and responsive public services

**Initiation Plan Start/End Dates:** 11/12/2020 – 31/03/2021

**Implementing Partner:** The Republican state enterprise on the right of economic management "Kazakh Scientific Center of Dermatology and Infectious Diseases" of the Ministry of Health of the Republic of Kazakhstan

**Responsible Partner:** UNDP

**Brief Description**

Within the framework of the project, UNDP supports the development of the capacity of the Republican State Enterprise on the REM "Kazakh Scientific Center of Dermatology and Infectious Diseases" in the procurement of medicines, medical supplies and medical equipment in accordance with UNDP rules, regulations, policies and procedures as required in accordance with the approved procurement plan and budget agreed between UNDP and Kazakh Scientific Center of Dermatology and Infectious Diseases. In particular, the project will focus on the following:

- Conducting competitive bidding at the international and national levels; Placing orders for goods, freight, insurance;
- Monitoring of orders Exchange of information on the progress of purchases and expected deliveries;
- Maintaining all records and reports on purchases; Registration of incoming goods;
- Processing payments under concluded contracts in accordance with UNDP regulations and rules based on completion certificates or receipt reports duly signed by the recipients of the goods and / or services;
- Support the review and exchange of information on technical specifications, scope of work and / or other terms of reference;

Programme Period: 2016-2020

Atlas Project Number: 00125200

Gender Marker: GEN2

Total resources required	42,805.84 USD
Total allocated resources:	42,805.84 USD
Donor:	
Government:	42,805.84 USD

Agreed by UNDP: \_\_\_\_\_ Date: \_\_\_\_\_

Vitalie Vremis,  
Deputy Resident Representative

Agreed by \_\_\_\_\_ Date: \_\_\_\_\_

The RSE on REM "Kazakh Scientific Center of Dermatology and Infectious Diseases" of the Ministry of Health of the Republic of Kazakhstan

Baurzhan Baiserkin,  
Director

---

## **LIST OF ABBREVIATIONS**

AIDS - Acquired Immunodeficiency Syndrome

AWP – Annual Work Plan

CO – Country Office

COVID-19 - Coronavirus Disease of 2019

CPD – Country Programme Plan

GF – Global Fund

GMS – General Management Support

HIV – Human Immunodeficiency Virus

MOH RK – Ministry of Health of the Republic of Kazakhstan

NGOs – Non-Governmental Organizations

OECD – Organization for Economic Co-operation and Development

PR – Primary Recipient

RRF – Results and Resources Framework

KNCDIZ – Republican state enterprise on the right of economic management "Kazakh Scientific Center of Dermatology and Infectious Diseases" of the Ministry of Health of the Republic of Kazakhstan

UN – United Nations

UNDP – United Nations Development Programme

UNFPA – United Nations Population Fund

UNPFD – United Nations Programme Framework Development

---

## **I. PURPOSE AND EXPECTED OUTPUT**

The main objective of the project for UNDP is to support capacity development of the RSE on the REM “Kazakh Scientific Center of Dermatology and Infectious Diseases” of the Ministry of Health of the Republic of Kazakhstan by organizing the smooth process of procurement of medicines, health products and medical equipment as per UNDP rules, regulations, policies and procedures as required as per project’s AWP.

The project will focus on the improvement of health status and socio-economic well-being of Populations at Greatest Risk getting HIV infection and HIV/AIDS patients, through improved access to qualitative medicines, health products and medical equipment, timely diagnostics, prompt and effective treatment. Thus, the project will support the MoH RK in the full-scale realization of the national health care strategy and promote fighting against HIV/AIDS.

The project’s activity on procurement of required medicines, health products and medical equipment will contribute to prevention, early detection of HIV/AIDS, effective, timely and prompt treatment and thus will promote decreasing the rate of HIV/AIDS prevalence in the Republic of Kazakhstan.

The project is a continuation of more than 6 years of experience of successful cooperation with the Government of the Republic of Kazakhstan represented by large scientific medical centers in the implementation of grants from the Global Fund to Fight AIDS, Tuberculosis, and Malaria.

---

## **II. MANAGEMENT ARRANGEMENTS**

Cost efficiency and effectiveness of the project is based on previous experience gained with similar TB and HIV/AIDS Projects successfully implemented in 2014-2016, 2017 – 2019 and 2015-2017 respectively. The project will be implemented in line with the approved AWP and Procurement and Budget Plan. All activities initiated within the project will be regulated by UNDP rules, regulations, policies and procedures. Any procurement activity will be organized only after verification and clearance made by local or international responsible procurement focal points, commissions (if applicable), who consider such activities in view of the best value for money principle.

The project staff will be located in Almaty and Nur-Sultan, offices of the Project team will be rented in UN Building located at 67, Tole bi Str., 050000 in Almaty, Kazakhstan and at 14, A.Mambetov Str., 010000 in Nur-

Sultan, Kazakhstan. The Project team will align project activities with a current portfolio of thematically relevant projects. Project team will report to the Project Board, the Director of the Republican State Enterprise on the Right of Economic Management “Kazakh Scientific Center of Dermatology and Infectious Diseases” of the Ministry of Health of the Republic of Kazakhstan and respective UNDP programme staff. The Audit will be conducted in accordance with UNDP Financial Regulations and Rules and applicable audit policies on UNDP projects.

### III. MONITORING

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
<b>Track results progress</b>	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Annually	Slower than expected progress will be addressed by project management.	UNDP, Kazakh Scientific Center of Dermatology and Infectious Diseases	N/A
<b>Monitor and Manage Risk</b>	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP’s Social and Environmental Standards. Audits will be conducted in accordance with UNDP’s audit policy to manage financial risk.	Annually	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	UNDP	N/A
<b>Learn</b>	Knowledge, good practices and lessons learnt will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the Project team and used to inform management decisions.	UNDP, Kazakh Scientific Center of Dermatology and Infectious Diseases	N/A
<b>Annual Project Quality Assurance</b>	The quality of the project will be assessed against UNDP’s quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project’s activity.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	UNDP	N/A
<b>Review and Make Course Corrections</b>	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the Project Board and used to make course corrections.	UNDP	N/A
<b>Project Report</b>	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.	Annually, and at the end of the project (final report)		UNDP	N/A
<b>Project Review (Project Board)</b>	The project’s governance mechanism (i.e., Project Board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project’s final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	At least annually	Any quality concerns or slower than expected progress should be discussed by the Project Board and management actions agreed to address the issues identified.	UNDP, Kazakh Scientific Center of Dermatology and Infectious Diseases	

## IV. WORK PLAN

Period: 11/12/2020 – 31/03/2021

Expected outputs	Planned activities	Planned budget by year, USD	Implementing / responsible parties	Planned budget, USD		
		Y1		Funding Source	Budget Description	Amount*
<b>Output</b> <i>Effective and efficient procurement of health products with respective delivery to populations at the greatest risk of getting HIV infection and patients diagnosed with HIV/AIDS to contribute to better prevention, diagnosis, and treatment of HIV/AIDS in the Republic of Kazakhstan</i> <b>Baseline:</b> National medical facilities suffer from shortages of contraceptives (lubricants packed into individual sachets) to provide effective uninterrupted prevention of the spread of HIV/AIDS among populations at the greatest risk of getting HIV infection and patients diagnosed with HIV/AIDS. <i>Indicator 1: Procurement and delivery of 430,000 sachets of water-based lubricant</i>	1.1 Water-based lubricant, packed in sachets	37,436.44	Kazakh Scientific Center of Dermatology and Infectious Diseases / UNDP	GF	Total: 72300 – medical kits 74500 – miscellaneous expenses (Contingency fee**)	<b>37,436.44</b> 31,197.34 <b>6,239.10**</b>
	1.2 Internal logistic	1,531.03	Kazakh Scientific Center of Dermatology and Infectious Diseases / UNDP	GF	Total: 72100 – contractual services 74500 - miscellaneous expenses	<b>1,531.03</b> 1,400.00 131.03
	1.3 DPC	440.00	Kazakh Scientific Center of Dermatology and Infectious Diseases / UNDP	GF	Total: 74500 – miscellaneous operating expenses	<b>400.00</b> 400.00
	1.4 GMS (5%)	1,968.37	Kazakh Scientific Center of Dermatology and Infectious Diseases / UNDP	GF	75100 F & A	<b>1,968.37</b>
	<b>Sub-Total</b>					<b>41,335.84</b>
	2.1 Project Manager	500.00	Kazakh Scientific Center of Dermatology and Infectious Diseases / UNDP	GF	Total: 71400 - contractual services - SC	<b>500.00</b> 500.00
	2.2 Project Specialist	200.00	Kazakh Scientific Center of Dermatology and Infectious Diseases / UNDP	GF	Total: 71400 - contractual services - SC	<b>200.00</b> 200.00
	2.3 Office rent, equipment, stationary&utilities, travel expenses	700.00	Kazakh Scientific Center of Dermatology and Infectious Diseases / UNDP	GF	Total: 72400 – postage services 72200 – equipment and stationary 73100 – rent 71600 – travel expenses 74500 – miscellaneous expenses	<b>700.00</b> 40.00 40.00 200.00 400.00 20.00
	2.4 GMS (5%)	70.00	Kazakh Scientific Center of Dermatology and Infectious Diseases / UNDP	GF	75100 F & A	<b>70.00</b>
	<b>Sub-Total</b>					<b>1,470.00</b>
<b>Total</b>					<b>42,805.84</b>	

\*Rough indicative estimates. In case of changes of quantities, specifications of products, adding/deleting new products the total amount for products and services

\*\*UNFPA's requirement: a contingency buffer which needs to be included due to COVID-19. The use of these funds is subject to the Donor's approval. If not utilized, the amount will not be charged and will be returned to the Donor

## V. RESULTS FRAMEWORK<sup>1</sup>

<b>Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework:</b>							
<b>Outcome 2.2:</b> Judicial and legal systems, and public institutions, are fair, accountable and accessible to all people							
<b>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</b>							
Level of transparency of government policymaking; Baseline: 40/144 (2013); Target: 24/144 (Global Competitiveness Index and OECD data)							
<b>Indicator 3.1</b> Number of sub-national administrations in select localities with strengthened capacities to plan, budget and/or monitor public services							
Baseline: 10							
Target: 30							
<b>Indicator 3.2.</b> Level of satisfaction of relevant stakeholders with the responsiveness of local authorities in providing quality public services, including e-services							
Baseline: Low							
Target: Medium							
<b>Applicable Output(s) from the UNDP Strategic Plan:</b> Inclusive and effective democratic governances							
<b>Project title and Atlas Project Number:</b> Building Foundation for Sustainable HIV Response in Kazakhstan, KAZ-H-RAC № 1578							
EXPECTED OUTPUTS	OUTPUT INDICATORS <sup>2</sup>	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	FINAL	
<b>Output 1</b> <i>Effective and efficient procurement of health products with respective delivery to populations at the greatest risk of getting HIV infection and patients diagnosed with HIV/AIDS to contribute to better prevention, diagnosis, and treatment of HIV/AIDS in the Republic of Kazakhstan</i>	<b>1.1</b> Procurement and delivery of 430,000 sachets of water-based lubricant	Kazakh Scientific Center of Dermatology and Infectious Diseases	0	2020	430,000 sachets	430,000 sachets	<i>Reports on manufacturer, supplier, freight forwarder, transport bills and acceptance acts signed by Kazakh Scientific Center of Dermatology and Infectious Diseases representatives while goods transfer on the warehouse of Almaty International Airport or Kazakh Scientific Center of Dermatology and Infectious Diseases's warehouses (international and local shipments); The goods will be delivered on DAP conditions, thus the risk of goods damage or loss during transportation is mitigated.</i>
<b>Baseline:</b> National medical facilities suffer from shortages of contraceptives (lubricants packed into individual sachets) to provide effective uninterrupted prevention of the spread of HIV/AIDS among populations at the greatest risk of getting HIV infection and patients diagnosed with HIV/AIDS.							

<sup>1</sup> UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

<sup>2</sup> It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant