



PROJECT DOCUMENT
Kazakhstan

Project Title: "Assistance in enhancement of Kazakhstan Nationally Determined Contributions"

Project Number: 00117909

Implementing Partner: Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan

Start Date: 01.04.2020

End Date: 31.12.2022

LPAC Meeting date: 17.02.2020

Brief Description

The Project is going to address implementation of state-of-art MRV framework and adaptation measures to NDCs. A roadmap for fulfilling commitments, where main directions of national activities on adaptation and vulnerability assessment are specified, is planned to be developed to become a technical guideline for the Government of Kazakhstan on achieving nationally determined contribution and on adaptation actions.

To continue UNDP's policy, dedicated to nations' awareness of vulnerability, adaptation and mitigation and climate-related problems and to maximize attention on climate change related issues, set of sessions, workshops and seminars on climate change related topics will be organized as part of international events (AEF, Energy Saving Forum, etc.) held in Kazakhstan and in the regions.

Contributing Outcome (UNDAF/CPD, RPD or GPD): Outcome 1.3: Ecosystems and natural resources are protected, and sustainably used, and human settlements are resilient to natural and human-induced disasters and climate change. Indicative Output(s) with gender marker ² : GEN2	Total resources required:	USD 540,000	
	Total resources allocated:	UNDP Funding Window for Climate Change and Disaster Risk Reduction/Climate Change Sub-window.	USD 540,000

Agreed by (signatures)

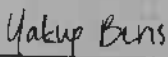
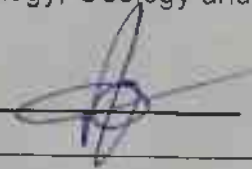
UNDP Yakup Beris Resident Representative 	Implementing Partner Akhmetzhan Primkulov Vice-Minister of Ecology, Geology and Natural Resources 
Date:	Date:

TABLE OF CONTENTS	
I. Development Challenge	3
II. Strategy	4
III. Results and Partnerships	5
Component 1. Introduction and implementation of state-of-art MRV framework.....	5
Component 2. Addition of adaptation measures to NDCs	7
Component 3. Climate change awareness	8
IV. Project Management	16
V. Results Framework.....	18
VI. Monitoring And Evaluation	27
VII. Multi-Year Work Plan	30
VIII. Governance and Management Arrangements.....	34
IX. Legal Context.....	36
X. Risk Management.....	37
XI. ANNEXES.....	40
ANNEX 1: PROJECT QUALITY ASSURANCE REPORT	40
ANNEX 2 UNDP RISK LOG	41
ANNEX 3: CAPACITY ASSESSMENT RESULTS ASSESSMENT OF IMPLEMENTING PARTNERS (INCLUDING HACT MICRO ASSESSMENT).....	44
ANNEX 4: PROJECT BOARD TERMS OF REFERENCE AND TORS OF KEY MANAGEMENT POSITIONS.....	45

I. DEVELOPMENT CHALLENGE

Based on its 'theory of change', and in line with the national priorities identified in the Nurly Zhol medium-term plan and the longer-term Kazakhstan-2050 vision, reflected in the Government-United Nations Partnership Framework for Development, Kazakhstan, 2016-2020, UNDP will work at the nexus of inclusive and sustainable development, governance, and regional cooperation. UNDP will expand current partnerships and strengthen its role of a convener and facilitator between the Government, private sector, non-governmental organizations and communities, as well as United Nations organizations and other international bodies.

Boosting Nationally Determined Contributions is a key part of the above-mentioned UNDP mandate in the region. UNDP and UNFCCC have been working together since 2014 to support countries in developing these NDCs, beginning with the launch of regional NDC dialogue series.

Kazakhstan joined the Paris Agreement on July 20, 2016 when the President of the Republic of Kazakhstan signed the Decree No. 301 which was later ratified by the Law of the Republic of Kazakhstan as of November 4, 2016. Key commitments undertaken by Kazakhstan under the Paris Agreement are called Intended Nationally Determined Contributions (NDC).

According to the Nationally Determined Contribution prepared and submitted in line with Lima Call for Climate Action and decisions of the Conference of the Parties to the UN Framework Convention on Climate Change (UNFCCC) 1/CP.19 and 1/CP.20. Republic of Kazakhstan is fully committed to the UNFCCC negotiation process with a view to adopting a global legally binding agreement applicable to all parties at the Paris Conference in December 2015, with the ultimate aim of ensuring that global temperature rise does not exceed 2°C. Kazakhstan intends to achieve an economy-wide target of 15% (unconditional) and 25% (subject to additional international investments, access to low carbon technologies transfer mechanism, green climate funds and flexible mechanism for country with economy in transition) reduction in greenhouse gas emissions by 2030 compared to 1990¹. Kazakhstan's NDCs include targets for GHG emissions reduction in key economic sectors. GHG emission control system is considered as a supporting factor for implementing NDCs. Transparency and accuracy of estimations are based on 2 factors: annual national inventory of GHG emissions; and reports on GHG Inventory from enterprises emitting more than 10,000 tons of CO₂ equivalent.

By the end of 2020, Parties to the Paris Agreement are expected to present their new or updated NDCs that should be more ambitious than the previous ones. Kazakhstan's NDC builds upon the national strategy for economic transformation that is centered on sustainable development, greater foreign investment, and a push for renewable energy. To enable its implementation, Kazakhstan was the first country in Central Asia to launch a National Emissions Trading System to regulate domestic CO₂ emissions and promote a low-carbon economy. The government has also plans to adopt a platform for measurement, reporting and verification of greenhouse gas emissions and started massive incentives for introducing energy efficiency measures. (Kazakhstan is among the world's top 10 countries with the highest energy consumption per unit of GDP)

An emissions inventory that identifies and quantifies country's sources and sinks of greenhouse gases is essential for addressing climate change. Inventory adheres to both a comprehensive and detailed set of methodologies for estimating sources and sinks of anthropogenic greenhouse gases, and a common and consistent mechanism that enables Parties to the United Nations Framework Convention on Climate Change (UNFCCC) to compare the relative contribution of different emission sources and greenhouse gases to climate change.

International GHG inventory assessment conducted by UNFCCC group of experts, included comments and recommendations in regards of estimations, methodologies and approaches used in Kazakhstan. The core message delivered by the group of experts is the necessity to strengthen the capacity of GHG inventory experts and update the GHG inventory making data measurable, verifiable and available in a reporting format (MRV). Thus, the barrier that Kazakhstan is facing today -insufficient transparency of estimations and inventory reports - will be removed.

Improving the quality of the national GHG inventory is beneficial and will help to identify major sources and sinks of GHGs with greater confidence, and thus to make more informed national policy decisions with respect to appropriate response measures. A technically defensible GHG inventory will serve as the foundation for national public policy as it relates to air quality issues.

¹ https://www4.unfccc.int/sites/submissions/INDC/Published%20Documents/Kazakhstan/1/INDC%20Kz_eng.pdf

Formulation of appropriate control strategies requires a reliable base of accurate emissions estimates and is a core goal of the project.

Another barrier for comprehensive implementation of Kazakhstan's NDCs and its commitment under the Paris Agreement is absence of climate change adaptation in NDC. Adaptation measures requires extensive review and integration into NDC which should be further reflected in Government policies and priorities. From this perspective, the project will create conditions for updating Kazakhstan's NDCs by incorporating the adaptation component into the NDC and enhancing transparency of Kazakhstan's international reporting on greenhouse gas sinks and emissions.

Apart from expected measures addressing the reduction of carbon emission and increased resilience to the impacts of climate change politics and public awareness as a result of introduction of best available methods into national inventory system adaptation measures to NDCs, the Project will have both direct and indirect effects on social and economic development issues.

II. STRATEGY

The project is actually a part of the UNDP portfolio of projects aiming at capacity building initiatives in Kazakhstan, which encourages regional cooperation and knowledge and information exchanges. Partnerships and collaboration will catalyse the transfer of knowledge and competencies among Project participants and stakeholders. Lessons learned from other projects will be included, as appropriate (e.g. during the course of training programmes/workshops). The project's approach to knowledge management is consistent with the Country programme document for Kazakhstan (2016-2020) which emphasizes the need for developing widespread awareness and creating and disseminating decision support tools.

According to the Country programme document for Kazakhstan (2016-2020), adopted by the Executive Board of the United Nations Development Programme, the United Nations Population Fund and the United Nations Office for Project Services during Second regular session held on 31 August - 4 September 2015 in New York, based on its 'theory of change', UNDP will work at the nexus of inclusive and sustainable development, governance, and regional cooperation. UNDP will expand current partnerships and strengthen its role of a convener and facilitator between the Government, private sector, non-governmental organizations and communities, as well as United Nations organizations and other international bodies.

Core goals of the Project:

1. Development of greenhouse gas sinks and emission inventory methodologies for the sectors covered in the GHG emission monitoring system
2. Building national inventory system (data collection and processing) personnel capacity;
3. Trainings on GHG emission inventory for experts, including private sector personnel;
4. Promotion of the inter-agency coordination for GHG emissions inventory;
5. Design of automated GHG inventory system
6. Legal support of the national inventory system.

Selection of methods depends on the desired degree of estimation detail, the availability of activity data and emission factors, and the financial and human resources available to complete the inventory. MRV framework will be instrumental for establishment of sustainable nationwide greenhouse gas inventory and monitoring systems. The focus of future activities determined by the Project will help to strengthen country's climate change policies which should be primarily consistent with the national poverty reduction strategy, thus facilitating the mainstreaming of these policies into national development plans. This would be achieved through:

1. Identification (through investigations) of the existing National MRV system data and methods.
2. Identification of transferable models of good practice in response to present climate related hazards.

3. Design of methods by which Kazakhstan may improve its National MRV system and improve capacity to respond effectively, efficiently and sustainably to future climate change challenges.

This project contains specific activities to increase the use and sharing of knowledge such as delivering information by organizing trainings, workshops to strengthen individual and institutional capacities to use knowledge in decision making through:

1. Involvement of a wide range of stakeholders from governmental institutions and civil society in these investigations, in the knowledge that appropriate responses will involve the whole of society.
2. Raising awareness of the threat of climate change among policymakers, the private sector and civil society.

III. RESULTS AND PARTNERSHIPS

The Project consists of three major components.

Component 1. Introduction and implementation of state-of-art MRV framework.

Monitoring, Reporting and Verification (MRV) is a term used to describe all measures which countries take to collect data on sinks, emissions, mitigation and adaptation actions and support.

Monitoring means direct measurement or estimated calculations of removals and emissions and emissions reduction following strict guidance and protocols, such as the IPCC Guidelines and CDM Methods. This can include direct measurement using devices or estimation using simple methods or complex models.

Reporting means documentation intended to inform all interested parties. This includes information on methodologies, assumptions and data. Reporting starts from standardized reporting templates, protocols and procedures that are used to feed into National GHG Inventory, NC and BR.

Verification means specific procedures or expert reviews used to verify the quality of the data and estimates. Verification can be internal or external.

Currently, greenhouse gas removals and emissions are estimated in the Republic by two dimensions:

1. National Greenhouse Gas Inventory based mainly on the national energy balance, national statistical reporting and largest GHG emitters' data.
2. GHG inventory of entities participating in the national system of greenhouse gas emissions trading scheme.

National Greenhouse Gas Inventory was established since 2009 and it submits annual reports to the UN Framework Convention on Climate Change. The last inventory report was submitted for the period 1990 - 2017 in NIR and CRF format. To enable the national inventory, special legislation was created, and a responsible organization, Zhasyl Damu JSC, was identified in which a group of 9 experts and 1 team leader works on the national inventory.

Today, according to the latest inventory results, greenhouse gas emissions amount to more than 350 million tons of CO₂-eq., which is already 25 million tons of CO₂-eq. higher than the NDC's required reduction target of 15%.

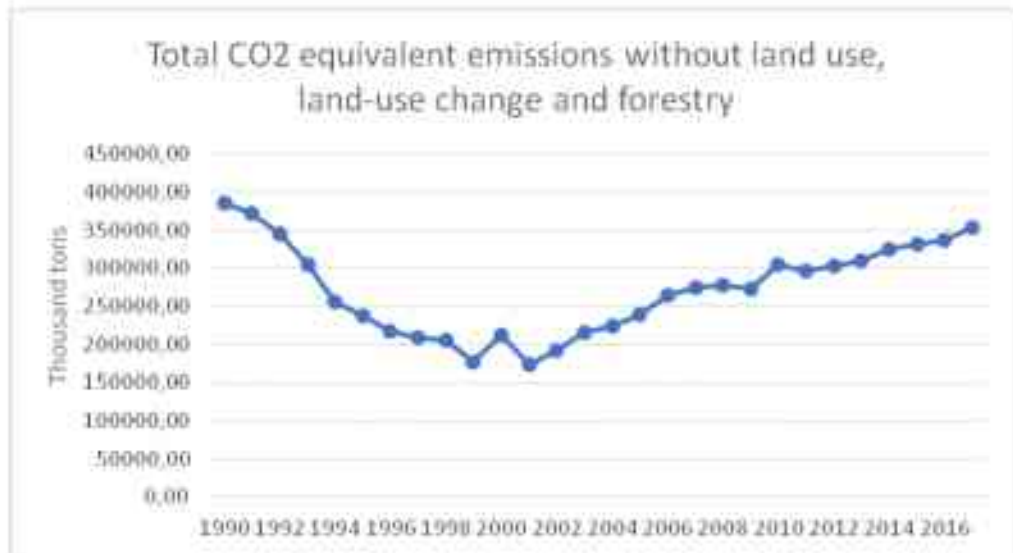


Fig. 1. Total GHG emissions in Kazakhstan.

Figure 1 shows the GHG emissions trend in Kazakhstan. Since 1990, there has been a general decline in emissions due to the economic crisis. Since 2001, emissions began their steady increase due to the recovery from the crisis and production growth in the country. Most of the growth comes from the energy sector (fuel combustion), which accounts for more than 81% (in 2017) of total GHG emissions.

Since 2005, annual GHG emissions in Kazakhstan have grown unevenly. The difference in emissions could reach from -4% to + 12%. (Fig. 2). For example, emissions in 2017 increased by 18 million tons compared to 2016, while in 2016, compared to 2015, emissions increased by 10 million tons. This heterogeneity in the GHG emissions trend provides grounds for building the capacities of experts, creating legislation for the national inventory and establishing inter-sectoral data exchange channels.

UNFCCC experts criticize the methodology and approach to calculation employed in Kazakhstan every time the inventory reports presented for years.

Updating methodologies of inventory and monitoring of GHG emissions by introduction and implementation of Monitoring, Reporting and Verification System based principles will positively change the situation in industry.

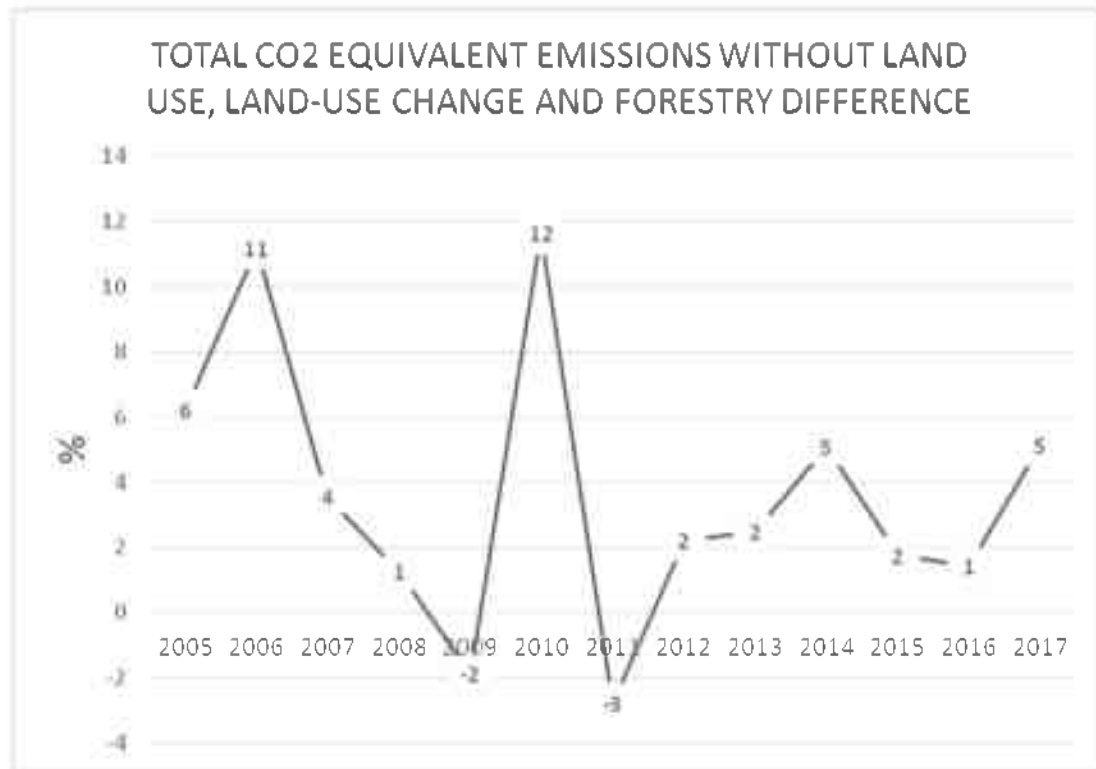


Fig. 2. Difference in emissions trends as a percentage to the previous year.

The project will also arrange awareness raising to demonstrate best practices in GHG emission inventories and automated systems for greenhouse gas emissions recording. Experts will get necessary knowledge, skills, methodologies and approaches for organizing the inventory of GHG emissions and removals.

Component 2. Addition of adaptation measures to NDCs

Currently, the climate change adaptation component is not included in the NDC and it is not reflected in government priorities in general.

This area of international efforts to combat climate change is an essential factor in ensuring the safety, health and well-being of the country's population, especially in territories or economic sectors that are vulnerable to climate change. Until recently, adaptation initiatives were decentralized and delivered in the framework of individual programs and projects of international organizations. Subsequently, changing environmental conditions and emerging complex threats forced industries that are dependent on weather and climate change, to apply climate change adaptation measures. Most of these measures are focused on the agricultural sector. Studies, conducted in the framework of National Communications of the Republic of Kazakhstan to the UN Framework Convention on Climate Change and other projects, found that there are 5 thematic areas that are most vulnerable to climate change and need urgent adaptation actions in Kazakhstan:

1. Agriculture;
2. Forestry;
3. Emergency response sector;
4. Public health;
5. Water resources.

Therefore, these and other areas should be reflected in the NDC. To implement these actions, it is necessary to prepare a roadmap for fulfilling commitments, where main directions of national activities on adaptation and reduction of greenhouse gas emissions are specified. The roadmap should become a technical guideline for the government of Kazakhstan on achieving greenhouse gas emission reduction goals and on adaptation actions.

Component 3. Climate change awareness

Climate change issues should be widely publicized. This is not only an environmental issue, but also a factor that has a real impact on people's lives. Climate change is undermining the national economy, causing great damage globally and in Kazakhstan today and bringing even greater losses in the future.

Paris Agreement, ratified by Kazakhstan, can be a real mechanism for consolidating country efforts to combat climate change.

In the framework of this component, climate change issues will be covered as widely as possible, with the involvement of all available mass media. To this end, several big integrated events will be organized in Kazakhstan: conferences, workshops, round tables, debates, interviews, press conferences, training modules, live broadcasts, PR actions, flash mobs, contests, etc. Within this project, together with partners and co-financing parties "Climate Forum"² will be prepared and conducted possibly in the framework of the Astana Economic Forum. The project will create conditions for the forum to become an annual event and ultimately become a celebration date along with the Day of Energy Saving and the Day of Environment Protection. On the eve of important international events (meetings of the Conference of the Parties, subsidiary bodies of the Conference, summits, etc.), a massive PR campaign will be organized in Kazakhstan, explaining Kazakhstan's position and informing about global trends in international negotiations. If necessary, the project will provide expert and technical assistance in organizing side events at the Conferences of Parties.

To maximize attention to climate issues, sessions on climate change will be organized as part of international events (AEF, Energy Saving Forum, etc.) held in Kazakhstan and in the region, as well as in the oblasts of Kazakhstan.

Also, the project plans to support Kazakhstan's participation in Climate Change events organized at the UN GA sessions. It is planned to deliver and disseminate the outcomes of the 2019 Climate Change Summit, including the decision - "climate challenge" - and the summit's key message from the Secretary-General: "I am asking leaders not to come with beautiful speeches, but to come with concrete plans".

The summit's decisions include, among other things, specific tasks for the international community, and the project will work on nationalizing those tasks and developing roadmaps for their implementation as part of project components or PR.

Resources Required to Achieve the Expected Results

One of the basic activities in strategy implementation is the allocation of resources. These refer to both financial and non-financial resources that are available and are required for strategy implementation. The working plan and the budget of the Project were designed to meet the need of the Project within the framework of the Project lifetime.

Partnerships

Since the core goal of the Project is delivering methods to improve current GHG inventory system, existing methodologies of GHG inventory and monitoring fail to comply with state-of-art practices. Overall industry suffers from obsolete and insufficient practices. Lack of coordination among stakeholders prevents from integrity and accuracy of GHG emissions and removals accounting. The Project aims to bring together core stakeholders, NGO's and design an up to date GHG inventory methods.

Development of methodologies is the task to be closely monitored by respective public entities and requires close cooperation of key stakeholders as changes are to strengthen overall GHG verification industry and add more political weight for GHG inventory and monitoring.

The Project aims to continue efforts of the Government and NGOs to cooperate closely in the field of improvement of national NDC's and GHG Inventory system.

(1) Ministry of Ecology, Geology and Natural Resource of the Republic of Kazakhstan

The mission of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan is creating conditions for the conservation, restoration and improvement of the quality of environment, water and biological resources, state geological study of the subsoil, reproduction

² International Climate Day.

of the mineral resource base, sustainable development of water, forest, fish and hunting farms, protected natural areas, transition of the Republic of Kazakhstan to low-carbon development and “green economy” to meet the needs of current and future generations.

The main tasks of the Ministry are as follows:

- elaboration and implementation of the state policy, improvement of state control system for protection, use and reproduction of natural resources, production and consumption waste management (excluding municipal, medical, and radioactive waste), improvement of state regulation in the field of environmental protection and state environmental control, economic methods of environmental protection, control over the state policy on development of “green economy”, state geological study, reproduction of mineral resource base and provision of normative legal acts in the field of technical regulation and normative and technical documents within its competence;
- coordination of the activities of central and local executive bodies in the implementation of state policy in the field of activities within the competence of the Ministry;
- implementation of the state policy on international cooperation on issues within the competence of the Ministry;
- improvement of environmental quality, preservation and rational use of natural resources, ensuring of environmental security and achievement of a favorable level of environmentally sustainable development of the society;
- development of a system for information dissemination and outreach in the field of environmental protection and natural resources;
- intersectoral coordination on the implementation of the state policy in the field of environmental protection and use of natural resources and ensuring of the sustainable development of society;
- public administration and state control in regulated areas;
- conservation of biodiversity;
- governance and intersectoral coordination on the implementation of state policy in the field of management of water resources, forests, wildlife, and protected natural areas;
- improvement of legislation related to the management of water resources, forests, wildlife, and protected natural areas;
- improvement of the state regulation in the field of management of water resources, forests, wildlife, and protected natural areas;
- development of international cooperation in the field of management of water resources, forests, wildlife, and protected natural areas;
- state control and supervision in the field of management of water resources, forests, wildlife, and protected natural areas;
- improvement of legislation related to geology and reproduction of minerals and raw base;
- state control over operations on geological study of sub-soil resources, as well as on the use of sub-soil area; and
- fulfilment of other tasks entrusted to the Ministry within its competence.

(2) JSC "Zhasyl damu"

The main mission of JSC "Zhasyl damu" is to create the conditions for the conservation, restoration and improvement of the environment. As part of the execution of the mission have two main objectives:

- Development of the management system and work directly for the management and disposal of all types of waste (within the competence).
- Reduction of greenhouse gas emissions through the establishment and smooth functioning of the system of regulation and emissions trading of greenhouse gas emissions in Kazakhstan.

Core activities based on the objectives:

- Waste inventory and management in close cooperation with the Government (including mercury wastes, PCBs, pesticides, etc.); development of comprehensive measures and projects for the destruction and disposal of wastes economically unattractive;
- Carbon trade issues including capacity building (registry and cadastre) in close cooperation with foreign experts (EU, U.S., Australia, Japan, etc.);
- Monitoring and analysis of the current environmental legislation and preparing recommendations for improving laws and regulations for environmental protection and greenhouse gas emissions and waste management;
- representation in Kazakhstan in negotiations under the UNFCCC;
- professional support of the international conventions of the Republic of Kazakhstan (UNFCCC, Stockholm, Basel, Rotterdam, the Vienna Convention, the Convention on Long-range Trans boundary Air Pollution, the Montreal Protocol to protect the ozone layer);

Risks and Assumptions

Risks/Assumptions	Level	Mitigation measures
Insufficient financial resources for the implementation of the project. (due to devaluation, lack of co-financial contribution and etc).	L (low)	The project will use adaptive financial management allocations to address a current situation in the local markets.
Extreme events other than drought stricken area (severe flood, cyclone, etc.)	L (low)	The project will cooperate with national partners such as KazHydroMet and national DoES to follow early warning systems. The project will cooperate with the DRR projects, community and local partners to apply early response plans and measure.
Organizational changes in the Government structure, which will affect Project schedule and Projects outcomes	M (Medium)	The project will expedite a process of decision making through providing constant monitoring of the current situation with the Government politics
No community commitment for or involvement in improved communication and collaboration with Project participants	M (Medium)	The project will closely communicate with the local communities within the target to ensure bottom-up approaches for appropriate decision making.

Stakeholder Engagement

Effective stakeholder engagement is a cornerstone to achieving sustainable development. Civil society actors and organizations, indigenous peoples, local communities and other key stakeholders are crucial partners for advancing human rights-based development.

In terms of key stakeholders, Ministry of Ecology, Geology and Natural Resources is the responsible institution for the implementation of NDC and managing GHG inventory system at the national level. It will act as Implementing Partner and coordinating body of the Project.

The most effective way to address climate change, is to ensure involvement of all stakeholders (private sector, NGO sector and relevant Ministries and state agencies) in both design and implementation of the climate change related actions through focused discussion and working groups. The integration of the different sectors strengthens the institutional and technical capacity of different stakeholders and institutions and ensures the achievement of optimal sectoral coverage and relevance of the actions and enhance their sustainability. In addition to that, the national knowledge, and awareness of the different stakeholders have been increased, in particular those from the government, nongovernment, private sectors.

Main stakeholders:

Stakeholders	Role of stakeholders
Ministry of Ecology, Geology and	Overall coordination of the project. Ensuring that

Natural Resources	project have support of key national governmental bodies and providing governmental support to the products produced by project
JSC "Zhasyl Damu"	Overall coordination of MRV system development and help to highlight project recommendations in terms of redesign of National inventory reports
KazHydroMet	Providing of data to develop a roadmap on adaptation part of NDC. Development of Partnership to work with national partners such as Scientific and research institutes. Joint research on vulnerability assessment of the Kazakhstan
NGO "Association of GHG verifiers"	Ensuring transparency of national inventory and verification of process of GHG information flow under national inventory.

Gender Equality and Empowering Women

There are some addressing/ contributing to social dimensions such as gender equality within the project. However, as long as adaptation related projects open more jobs for broad selection of skilled and non-skilled workforce from certain social groups as women and people with disabilities could be employed once objectives are met. Gender perspective will be taken into account in planned implementation of adaptation policies and measures detailed within respective NDC drafts.

The need in continuing efforts in developing comprehensive policy for climate change adaptation and mitigation that also addresses vulnerability of the poor with particular emphasis on gender related challenges and problems is of primary significance. Despite significant changes and progress in country programs and activities, Kazakhstan still faces development challenges: in terms of economic development the country still has a lot of challenges and outstanding issues; there is imbalance between regions and core cities; and gender inequality is widespread. Moreover, Kazakhstan's progress could be considerably reduced by various internal as well as external threats.

Continuous efforts in implying mitigation and adaptation measures Kazakhstan will have the following added value effect in the following spheres:

- Health and environmental benefits stemming from reduced air pollution, better sources quality and sanitation;
- improved quality of life for the population, stemming from better living conditions and a safer environment, increase in commuter safety, social cohesion, and improved physical access to jobs and amenities.

Gender issues are an important element of project sustainability. The UNFCCC and the CoP Lima Work Programme on Gender recognize that all aspects of climate change have gender dimensions. The project implementation will be carried out in line with the Gender Action Plan adopted at COP25. This strategy is consistent and complementary to UNDP's 2018-2021 Strategic Plan that similarly calls for projects implemented by UNDP to meet high standards to meeting gender equality criteria. Similarly, UNDP has prepared important guidance on their policy on Gender Equality, notably the UNDP Gender Equality Strategy 2014-2017 and Powerful Synergies: Gender Equality, Economic Development and Environmental Sustainability. The UN Country team supports the Government of Kazakhstan in its respective efforts through direct projects targeting women, and also incorporates respective gender-related activities into the project design when preparing, and then, implementing projects. The gender dimension has been considered when preparing the program for further UN cooperation with the Government of Kazakhstan in Framework document

Although the Government of Kazakhstan is taking steps to eliminate gender inequality (which will be briefly analyzed below), in practice the situation of women in Kazakhstan requires further improvement to ensure their full equality with men.

In 2017 the population at the end of the year amounted to 18 157 337 people, 51.6 percent of which were women. In rural areas 7 733 768 Kazakhs (or 42.6% of total population), 49.8% of which were female. Life expectancy at birth for women was 76.92 years, while for men it was 68.72 years. The average age of marriage was 25 years for women and 27.5 years for men. Women are characterized by a lower level of economic activity – in 2017, 63.8 percent of women and 76.2 percent of men were economically active. The ratio of wages of women and men in 2017 was 67.8 percent (in 2006 – 60%).³ Women still account for more than 70 percent of employees in the health, education and social services sectors, while women's representation in the financial and public sectors is just over half. Traditionally, these types of sectors are less profitable in comparison to "male" industries, such as construction, oil and gas, mining, transportation, etc.⁴

The issue of economic empowerment of rural women, who lack access to community and public resources and services, remains relevant. According to national statistics, one in three rural women in Kazakhstan is self-employed and living on income from subsistence farming, which includes personal consumption. Income, which includes personal consumption, initially deprives women of the opportunity to invest in human capital to return to the real sector of the economy.⁵

According to the "Global Gender Gap Index" Report⁶, in Kazakhstan, the gender imbalance decreased from 0.693 to 0.712 (where 1.0 is lack of imbalance) between 2006 and 2018. At the same time, in the Global Ranking of the gender gap, Kazakhstan went down from 32 to 60 place, that, on the one hand, is due to the rating expansion (from 115 countries in 2006 to 149 countries in 2018), and the fact that in other countries there is more successful progress in the gender gap reduction. The strongest imbalance in Kazakhstan is in the area of political rights and opportunities (0.089 in 2006 and 0.130 in 2018), which includes three indicators: women in Parliament, women in Ministerial positions, the number of years with a woman at the Head of the country.

The Government of Kazakhstan has demonstrated its commitment to the principles and standards of gender equality by acceding to international Agreements⁷ and adopting national policy and legislative instruments for the advancement of women.

In 2006, the National Commission for Family and Women and Demographic policy was established in Kazakhstan⁸. It is a consultative and advisory body under the President of Kazakhstan for the most effective measures development to improve the situation of women, children and families, as well as to protect the interests of the family, to ensure the necessary conditions for women's participation in the political, social, economic and cultural life of the country. Similar structures were created under the akimats of regions, cities and districts.

In 2005, the Strategy for gender equality in the Republic of Kazakhstan for 2006-2016 was approved. This decree defined for the first time the Concept of Gender Equality at the legislative level ("equal access for women and men to resources and benefits regardless of gender in the

³ Statistical compilation "Women and Men of Kazakhstan" (2013 - 2017), Astana. Ministry of National Economy of the Republic of Kazakhstan, 2018.

⁴ The concept of Family and Gender Policy in the Republic of Kazakhstan until 2030.

⁵ Ibid

⁶ The Global Gender Gap Report 2018, World Economic Forum (http://www3.weforum.org/docs/WEF_GGGR_2018.pdf)

⁷ Kazakhstan has ratified a number of fundamental international instruments, including the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Beijing Declaration and the Beijing Platform for Action, Convention on the Political Rights of Women, Convention on the Nationality of Married Women, Six Conventions of the International Labor Organization (ILO) and Sustainable Development Agenda 2030

⁸ Its history begins with the Council for Family, Women and Demographic Policy, which was established under the President of the Republic of Kazakhstan in 1995 and in 1999 was transformed into the National Commission for Family and Women under the President of the Republic of Kazakhstan.

performance of social functions”). The decree obliged state bodies directly subordinate and accountable to the President of Kazakhstan, central and local executive bodies to provide information on the implementation of the Strategy of the National Commission for Women and Family and Demographic policy, which in turn was to inform the Head of State annually.

In 2009, Kazakhstan adopted the law “On state guarantees of equal rights and equal opportunities of men and women”⁹, which clarified the gender equality concept (“legal status ensuring equal rights and equal opportunities for men and women and real access to participation in political, economic, social and cultural spheres of life regardless of gender”). In particular, the law guarantees:

- 1) further improvement of the legislation of the Republic of Kazakhstan and adoption of measures to preserve the reproductive health of men and women, reduce mortality and reduce the gap between the average life expectancy of men and women;
- 2) ensuring equal conditions for men and women's access to all types of retraining and advanced training;
- 3) prevention of advantages at admission to study, except for the cases provided by the laws of the Republic of Kazakhstan;
- 4) prevention of advertising containing text, visual, sound information that violates the generally accepted norms of humanity and morality through the use of offensive words, comparisons, images with respect to gender;
- 5) gender education in accordance with the state policy on equal rights and equal opportunities for men and women.

In 2016, the President of the Republic of Kazakhstan approved¹⁰ the Concept of Family and Gender Policy until 2030, the implementation of which is designed to ensure equality in the enjoyment of all rights regardless of gender and to prevent discrimination and gender asymmetry.

The effective principles set out in public policies and ratified international instruments will serve as guidance for project activities related to gender mainstreaming. For gender mainstreaming, the Project will coordinate its work with UN Women Agency, the National Commission for Women and Family and Demographic policy under the President of Kazakhstan and will be guided by the following documents:

- Pocket Guidelines on Gender Equality under the UNFCCC;¹¹
- UNDP Kazakhstan Strategy for Gender Equality 2019-2020

Gender inequality can be a major obstacle to Kazakhstan's low-carbon development, as it significantly limits the productive capacity of half the population. In particular, rural women in Kazakhstan are engaged in household activities, manufacturing products (agriculture, fuel collection, water supply) and performing reproductive work (cooking, cleaning, childcare). Some of these activities, due to lack of access to clean and efficient energy sources, lead to increased greenhouse gas emissions.

Gender Mainstreaming in the Project

At the initial stage, the project will develop principles to ensure adequate participation of women and the public (NGOs) in project activities (within the framework of the public relations Strategy). In all project activities (surveys, consultations, trainings, forums, etc.), at least 30% of participants will

⁹ Law of the Republic of Kazakhstan dated December 8, 2009 No.223-IV.

¹⁰ Decree of the President of Kazakhstan dated December 6, 2016 No.384.

¹¹ <https://wedo.org/wp-content/uploads/2017/11/Final-Gender.pdf>

be women. The project will also provide equal opportunities for women and men in an open competition to find experts: an expert of any gender will be able to apply for a job and be considered regardless of gender. As for the technical team involved in the incentive activities, a gender balance will also be observed.

GENDER ACTION PLAN FOR THE PROJECT

Objective	Action	Indicator	Responsible Institution
<i>Component 1 Introduction and implementation of state-of-art MRV framework.</i>			
Ensure women's representation and active participation in capacity strengthening activities and in the capacity platform	Develop a gender inclusion strategy at the project inception stage.	Presence of gender inclusion strategy and documentation of monitoring implementation and gender-related indicators in the PRF	UNDP, Gender, Focal point
	Monitor women's representation in the NDC platform	% of women representatives in the NDC platform	
	Monitor representation in training activities related to NDC progress tracking	% of women participating in training activities under Component 1	
	Enhance user understanding of MRV System and ability to use the system to prepare gender sensitive policies and measures related to climate change.	Presence of specific guidelines and tools on how to prepare gender-sensitive climate change policies and measures, based on the data and information produced under the MRV.	
<i>Component 2: Addition of adaptation measures to NDC</i>			
Ensure women's representation and active participation in the development of Adaptation NDC	Ensure reports and economic analysis on vulnerability and adaptation highlight differentiated sectoral impacts on women and men, particularly in agriculture and DRR	Presence of documented analysis that mainstreams gender considerations	UNDP, Gender, Focal point
	Monitor representation in training activities related to adaptation	% of women participating in training activities under component 2	

	related training		
<i>Component 3: Climate change awareness</i>			
Ensure that data is disaggregated where possible	Provide specific recommendations for the gender issues during awareness raising campaign. Monitor representation in training activities	Presence of documented recommendations # of inputs that are disaggregated by sex % of women participating in training activities and international exchanges under Component 3	UNDP, Gender, Focal point
Raise awareness regarding gender mainstreaming in transparency frameworks	Consult both men and women in the development of promotional materials Assess the most appropriate communication channels for disseminating information about project activities, keeping in mind that they may be different for girls and women as opposed to boys and men	Increase in awareness levels regarding climate change issues among both men and women The project communication strategy utilizes men's and women's communication channels	Increase in awareness levels regarding climate change issues among both men and women The project communication strategy utilizes men's and women's communication channels

South-South and Triangular Cooperation (SSC/TrC)

South-south cooperation will take the form of interchanges of lessons learned and experiences generated through the project, with other countries in Central Asian region and, where possible and appropriate, beyond. These will be particularly important given the innovative nature of the project in terms of concepts and methodologies for economic valuation and the incorporation of its results in decision making. UNDP will play an important role in facilitating these interchanges, taking advantage of its global network of country offices, and links will also be developed with sister agencies in the UN system and beyond for further such exchanges in the region.

Knowledge

Climate change awareness level is low across the nation which 87% of total power and heating generation is based on fossil fuel combustion both directly and indirectly. The fact is that national living standards are highly depended to activities leading to emissions of substantial amounts of GHG makes promotion of projects related to climate change mitigation and adaptation complicated as implementation of such project could lead to excess of capital spending or limitations to activities of certain industries and/or social groups.

Awareness over climate issues and related adaptation/mitigation measures will last well beyond the project timeframe serving to further extension of Green and Sustainable development agenda for decades.

Climate change awareness will be strengthened and delivered to wider audience through:

1. Project's PR strategy;
2. Expert assistance for preparing Kazakhstan delegation to various international meetings;
3. Delivering workshops, seminars, forums on topics related to the climate change issues to educate representatives of stakeholders.

Sustainability and Scaling Up

The sustainability of the project's impacts will be ensured through its focus on capacity development, particularly in relation to capacities for the generation, management and use of information by well-established State institutions, and for the development and application of resource management practices by Ministries, NGO's and Project stakeholders. This capacity development will be backed up and institutionalized through the initiatives for further development of regulatory instruments and methodological tools.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

The cost effectiveness and expected outputs of this Project is based on best practices and lessons learnt of previous UNDP projects that were previously implemented in the areas the climate change and disaster risk reduction. Also, the cost effectiveness of the Project will be ensured by the observance of standard rules and procedures applied in the UNDP system.

In its implementation the project will widely use new programme and project management methods, mechanisms and financial instruments to ensure cost efficiency and effectiveness throughout the project implementation.

This project contributes to Kazakhstan's efforts under the UNFCCC and the Paris Agreement commitments to enable the country to address climate change considerations (adaptation and mitigation of GHG emissions and reduction of vulnerability to climate change). Several elements of the project promote cost efficiency. First, the project will promote efficiency by analyzing current laws and regulations connected with NDC's and GHG system and will design recommendations to be further implemented into legislative and regulatory framework for transparency.

Second, the project will reduce the cost of key analytical work over time by increasing the capacity of experts in Kazakhstan to conduct key analyses in close cooperation with international experts. Third, the project will reduce costs and increase efficiency over the long term by generating data that can be used to inform policy-making. More robust projections and economic analyses will provide policy-makers in Kazakhstan with the information necessary to avoid costly mitigation or adaptation policies that may not be supported by evidence.

Project Management

The Implementing Partner of this project is the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (MEGNR). The Implementing Partner is responsible and accountable for managing this project, including monitoring and evaluating project activities, achieving project outcomes and using UNDP resources efficiently.

The Implementing partner is responsible for:

- Approval and signing of annual work plans;

- Approval and signing of a consolidated performance report at the end of the year;
- Signing a financial report or authorization for funding and statement of expenses.

MEGNR is Primary beneficiary of the project. Ministry will be kept posted over each component output and involved as appropriate. Documentary outcomes will be eventually submitted to Ministry in order to be implemented within legislation and NDCs.

The main oversight and high-level coordination will be the responsibility of UNDP. It will steer the project team and monitor the project activities. UNDP will also ensure that the recommendations of the project are integrated into overall national development planning process.

Project Manager (PM) will be appointed to coordinate the day-to-day execution of activities to be carried out by thematic working groups, which will include experts both from public and private sectors, research and education institutions, local communities and NGO. Additionally hired Project Administrative Assistant (SC) and Technical Thematic Experts (SC's and IC) will report to PM.

The following thematic working groups will be formed to assist with the preparation of various components of the project: (i) Clear MRV system for the purposes of National GHG Inventory, (ii) Development of roadmap for the inclusion of adaptation to the NDC; (iii) PR and information task force. Each thematic working group will comprise of a number of experts both from public and private sectors, communities, and NGOs, as appropriate.

National expert for GHG emissions inventory, adaptation and monitoring system (SC) with national experts (IC) will work on MRV. Adaptation related NDC drafts will be considered by the team of National expert for GHG emissions inventory and adaptation and monitoring system (SC) international with national experts (IC). National coordinator for Climate related PR and communications (IC) and national experts (IC) will form the team responsible for third component related works and events.

Verifiers and Jasył Damu JSC will be represented within working groups and contribute to elaboration of the ultimate outputs by appointment or suggestion of both in-house and third party expert personnel. Led by UNDP Country Office Programme Officer Association of verifiers and Jasył Damu JSC will assist in three-stage project quality assurance (country, regional and global) workflow.

V. RESULTS FRAMEWORK

Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework: Ecosystems and natural resources are protected and sustainably used, and human settlements are resilient to natural and man-made disasters and climate change

Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets:

Ecosystems and natural resources are protected, and sustainably used, and human settlements are resilient to natural and man-made disasters and climate change

Applicable Output(s) from the UNDP Strategic Plan:

UNDAF/Outcome of the UNDP Strategic Plan (2018–2021): Outcome 1: Advance poverty eradication in all its forms and dimensions

Interim outcomes of the UNDP Strategic Plan (2018 – 2021): 1.1.1 Capacities developed across whole of government to integrate the 2030 Agenda, the Paris Agreement and other international agreements in development plans and budgets, and to analyse progress towards the SDGs, using innovative and data driven solutions

Project title and Atlas Project Number: “Assistance in enhancement of Kazakhstani Nationally Determined Contributions”

Project Number: 00117909

EXPECTED OUTPUTS		OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)				DATA COLLECTION METHODS & RISKS
				Value	Year	Year	Year	Year	Final	
						1	2	3		
Output 1	1.1	Greenhouse gas emission inventory methodologies for the	Evaluation and feedback			50%	50%			Project Team through data and

		sectors covered in the GHG emission control system developed	sheets through monitoring and evaluation missions							information collection.
MRV framework for National Greenhouse Gas Inventory and greenhouse gas emissions monitoring system.	1.1.1	Inventory methodology for the oil and gas sector developed and agreed		Methodology designed and delivered to the Ministry for further approval	Years 1-3	35%	40%	25%	100%	
	1.1.2	Refined inventory methodology for the energy sector is developed and agreed		Methodology designed and delivered to the Ministry for further approval	Years 1-3	35%	40%	25%	100%	
	1.1.3	Inventory methodology for other industries developed and agreed		Methodology designed and delivered to the Ministry for further approval	Years 1-3	35%	40%	25%	100%	
	1.1.4	Consultations workshops for finding gaps and barriers are conducted		Workshop attended by at least 20-30 participants related to the sphere	Year 1	25	25		50	
	1.1.5	Presentation of developed methodologies are conducted		Workshop attended by at least 20-30 participants related to the sphere	Year 2-3		25	25	50	
	1.1.6	Workshops for ultimate methodologies are conducted		Workshop attended by at least 20-30 participants related to the sphere	Year 2-3		25	25	50	

	1.1.7	Methodological issues included into national legislation		Methodology designed and delivered to the Ministry for further approval. Expert support for inclusion in legislation provided	Year 3		100%		100%	
	1.2	Deliver trainings on GHG emission inventory for experts, including experts from enterprises								
	1.2.1	At least one trainings per year for inventory experts together with the GHG verifiers association conducted.		Workshop attended by at least 20-30 participants related to the sphere	Years 1-3	25	50	25	100	
	1.3	Automated GHG inventory system for the national GHG emission control system is developed								
	1.3.1	Proposals for automated GHG inventory system design at organized sources, for its implementation in Kazakhstan are submitted to the national partner		Concept for automated inventory system delivered to the Ministry	Year 1	100%			100%	

	1.3.2	Legislative barriers to the system implementation are identified		Amendments to legislation proposal submitted	Year 2		100%		100%	
	1.4	Inter-agency coordination of GHG emissions inventory is promoted								
	1.4.1	Information report on the GHG emission inventory system is developed		Report prepared and submitted	Year 1	100%			100%	
	1.4.2	Barriers for the GHG emission inventory is identified		Barriers identified and included to report	Year 2	100%			100%	
	1.4.3	Barriers in terms of legislation and technical cooperation is eliminated		Barriers removed from the legislation and technical cooperation is organized	Year 3		100%		100%	
	1.4.4	2 technical meetings per year to improve cooperation on GHG inventory are conducted		Meetings conducted	Years 1-3	2	2	2	6	
	1.5	Capacity of participants of the national inventory system (data collection and processing) are build								
	1.5.1	Trainings for the		Training attended by	Years 1-3	25	25		75	

			inventory team of JSC "Zhasyl Damu" conducted		at least 20-30 participants				25		
		1.5.2	A study tour to learn best practices for inventory of greenhouse gas emissions are conducted		Study tour attended by at least 2-3 national inventory team members	Year 1	2	2		4	
		1.5.3	Suitable software for GHG inventory is developed		Suitable software implemented for GHG inventory	Year 2		100%		100%	
	1.6	Legal support of the national inventory system provided									
		1.6.1	Package of legal documents for the national GHG emission inventory system developed		Documents prepared and delivered for review	Years 1-2	50%	50%		100%	
		1.6.2	Series of workshops (at least 3) to discuss the inventory system organized		Workshop attended by at least 20-30 participants related to the sphere	Years 1-3	25	25	25	75	
Output 2	2.1	Drafting adaptation-related NDCs									
NDCs for the adaptation sector		2.1.1	Vulnerability assessments in the key sectors are conducted		Vulnerabilities assessed and specified within report submitted	Year 1	100%			100%	
		2.1.2	Vulnerable groups of population		Vulnerable groups specified within report	Year 1	100%			100%	

		identified;		submitted						
	2.1.3	Analytical report on vulnerable sectors and population groups developed (including the needs of women)		Vulnerable groups specified within report submitted	Year 1		100%		100%	
	2.1.4	Financial needs for adaptation identified		Financial need evaluated and specified within report submitted	Year 1		100%		100%	
	2.1.5	Consolidated report on adaptation including an assessment of financial needs developed		Consolidated report submitted	Year 2			100%	100%	
	2.1.6	Presentation of research results at national workshop conducted		Research results presented at national workshop	Year 2			100%	100%	
	2.2	Develop a roadmap for the implementation of adaptation-related NDCs								
	2.2.1	Roadmap for the implementation of the NDCs, including sections on current, medium-term and long-term action developed		Roadmap developed and sent for review	Year 2	100%			100%	

		(mainstreaming gender responsive measures)								
	2.2.2	National roadmap with estimated national and international funding for NDC goals presented		<i>Roadmap developed and sent for review</i>	Years 2-3		50%	50%	100%	
	2.2.3	National workshops for discussing NDC roadmap conducted		<i>Workshop attended by at least 20-30 participants</i>	Years 2-3		25	25	50	
	2.2.4	Ultimate national NDC roadmap submitted for national review		Roadmap developed and submitted for approval to Ministry	Year 2		100%		100%	
	2.3	Public awareness on climate change adaptation								
	2.3.1	Publications on adaptation designed and developed (at least 30% of publications shall contain information about gender equality)		Publications at mass media	Years 1-3	3	3	2	8	
	2.3.2	Climate change adaptation section of PR strategy developed		Adaptation added to PR strategy	Year 1		100%		100%	
Output 3	3.1	Project's PR strategy								

Awareness raising for combating climate change.	3.1.1	Project's PR strategy developed	PR is developed and submitted for review	Year 1	100%			100%
	3.1.2	National Climate Forum organized and conducted	National climate forum organized	Year 2		100%		100%
	3.1.3	At least 50 publications on climate change issues (interviews, booklets, articles, videos, etc.) developed and well distributed	Publications at mass media	Years 1-3	15	20	15	50
	3.2	Expert assistance for preparing Kazakhstan delegation to various international meetings provided						
	3.2.1	Side events and other events in support of the negotiating position during the COP are conducted	Event organized	Years 1-3	1	1	1	3
	3.2.2	Technical documents and expertise for participation in international events developed and provided;	Documents prepared and experts participated in international events	Years 1-3	30%	40%	30%	100%
	3.3	Results of international and national events						

		disseminated								
	3.3.1	At least 2 press conferences per year conducted		Conferences organized	Years 1-2	2	2		4	
	3.3.2	Press conference materials disseminated at national media events and during national and international events		Materials disseminated at national events	Years 1-2	50%	50%		100%	
Output on advocacy, learning and visibility		Number of communication papers produced to share good practices and key results				At least 1	At least 1			
		Number of strategic analyses undertaken to build evidence base for advocacy of climate change and influence policy							At least 1 high-level evidence-based report published for strategic advocacy	

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	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.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.	Project team Project steering committee	
Monitor and Manage Risk	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 standards.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log will be designed and then actively maintained to keep track of identified risks and actions taken.	UNDP Country Office Project team	
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	Annually	Relevant lessons are captured by the project team and used to inform management decisions.	UNDP Country Office Project team	
Annual Project Quality Assurance	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	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	UNDP Country Office Project team	

	improve the project.				
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	Annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	UNDP Country Office Project team Project steering committee	
Project Report	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 Country Office Project team	
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the 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.	Annually	Any quality concerns or slower than expected progress would be discussed by the project board and management actions agreed to address the issues identified.	Project team Project steering committee	

Evaluation Plan¹²

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNDAF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
UNDP standard monitoring and reporting requirements specified in UNDP POPP	UNDP Country Office Project team			Quarterly, annually	National partner	N/A
Monitoring of indicators in the results framework of the project	Project Manager UNDP Country Office			Annually	National partner	<i>Per year: 2,750 USD Total: 5,500 USD</i>
NIM audit in accordance with UNDP audit policy	Project Board , UNDP Country Office, Project Manager			Annually or with a different frequency in accordance with the UNDP Audit Policy	National partner	<i>4500 Once in a lifetime of project</i>
The meeting of the Project Board	Project Board , UNDP Country Office, Project Manager			At least once a year	National partner	<i>1000 -2000</i>
Final Evaluation	Project team, Project steering committee, External Consultants (Evaluation Team)			December 2022	National partner project board	10000

¹² Optional, if needed

VII. MULTI-YEAR WORK PLAN ¹³¹⁴

All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.

Note: all countries are required to:

- 1- Create visibility and knowledge products highlighting lessons learned from the project, and include these activities in the budget
- 2- Allocate funding to facilitation activities when UNDP is nominated as facilitator for the NDC Partnership

EXPECTED OUTPUTS	Atlas budget account code	Atlas budget description	Planned Budget by Year			RESPONSIBLE PARTY	PLANNED BUDGET		
			Y1	Y2	Y3		Funding Source	Budget Description	Amount
			February 2020-December 2020	January 2021-December 2021	January 2022-December 2022				
Output 1: MRV framework for National Greenhouse Gas Inventory and greenhouse gas emissions	71400	Contractual services individuals –	9,490	9,490	9,490	UNDP, Ministry of Ecology, Geology and Natural Resources, Zhasyl Damu	28310	1	28,470
	71200	International Consultants	7,000	7,000	6,000			2	20,000
	71300	Local Consultants	11,000	14,000	11,000			3	36,000
	75700	Training, Workshops and Conference	10,000	18,000	13,000			4	41,000

¹³ Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

¹⁴ Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

monitoring system	73100	Rental & Maintenance-Premises	700	700	600			5	2,000
	74200	Audio Visual&Print Prod Costs	3,000	3,000	2,000			6	8,000
	72800	IT Equipment	700	700	600			7	2,000
	72400	Communications	1,000	1,000	1,000			8	3,000
	72500	Supplies	900	700	700			9	2,300
	72200	Equipment and Furniture	2,000	0	0			10	2,000
	71600	Travel	7,500	7,500	7,000			11	22,000
	72100	Contractual services - Companies	5,500	5,500	5,000			12	16,000
	74500	Miscellaneous	800	700	700				2,200
	8% fee		4,767	5,463	4,567				14,797
	Sub-Total for Output 1		64,357	73,753	61,657				199,767
Output 2:	71400	Contractual services individuals -	4,745	4,745	4,744			1	14,234
NDCs for the adaptation sector	71300	Local Consultants	10,000	13,500	11,500	UNDP, Ministry of Ecology, Geology and Natural Resources, Zhasyl Damu	28310	3	35,000
	71200	International Consultants	13,500	15,000	13,500			2	42,000

	75700	Training, Workshops and Conference	7,000	4,000	5,000			4	16,000
	74200	Audio Visual&Print Prod Costs	4,000	5,000	4,000			6	13,000
	71600	Travel	4,000	4,000	4,000			11	12,000
	72100	Contractual services - Companies	5,500	5,500	5,000			12	16,000
	74500	Miscellaneous	800	700	700				2,200
	8% fee		3,964	4,196	3,876				12,036
	Sub-Total for Output 2		53,509	56,641	52,320				162,470
Output 3: Awareness raising for combating climate change.	71400	Contractual services individuals -	4,032	4,032	4,032	UNDP, Ministry of Ecology, Geology and Natural Resources, Zhasyl Damu	28310	1	12,096
	75700	Training, Workshops and Conference	5,500	17,000	11,000			4	33,500
	74200	Audio Visual & Print Prod Costs	3,000	3,000	2,000			6	8,000
	71300	Local Consultants	10,000	10,000	10,000			3	30,000
	72100	Contractual services - Companies	8,800	8,000	8,000			12	24,800
	71600	Travel	5,000	5,000	4,000			11	14,000
	74500	Miscellaneous	800	700	700				2,200

	64397 / 74596	Direct costs project	13,500	13,500	13,000			13	40,000
	8% fee		4,051	4,899	4,218				13,168
	Sub-Total for Output 3		54,683	66,131	56,950				177,764
GRAND TOTAL			172,549	196,525	170,926				540,000

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Political and institutional frameworks are important for successful NDC implementation to form the organizational structures, processes, and rules that allow to effectively address climate change core issues. In the context of NDC implementation the following parties are going to be involved in the Project:

Public sector

Ministry of Ecology, Geology and Natural Resources (MEGNR) is governing body and policy maker for climate change management at the national level. It oversees the preparation of National Greenhouse Inventory and responsible for GHG emissions monitoring. Execution of NDCs is among main duties of this body. Extension of NDC by adding adaptation measures to nationwide agenda is important step for MEGNR. Development and further implementation of methodologies must be supervised and realized by MEGNR.

Ministry of Agriculture (MoA) is another key stakeholder from public sector for adaptation measures to be included in NDCs since those measures are primarily set for improvement of life standards and business environment of rural population and entities. Forestry and wildlife issues are covered by respective Committee reporting to MoA as integral part of this government body.

Quasy Public sector

JSC "Zhasyl damu" was created by converting the Republican State Enterprise on the right of business, "Kazakh Research Institute of Ecology and Climate" of the Ministry of Environmental Protection, pursuant to Government Decree #978 of 26.07.2012, and registered in the judiciary in March 2013 year. JSC "Zhasyl damu" is the authorized organization of the Ministry of Environmental Protection, management and distribution of reserve quotas for greenhouse gas emissions. GHG Inventory management - a direct function of the Company's GHG inventory, fixed the Environmental Code of the Republic of Kazakhstan. GHG inventory is a detailed online program that keeps track of GHG emissions by enterprises of Kazakhstan. Annual reports shall be submitted on paper and then entered into the inventory manually. The registry of carbon units – the software product to account for carbon units and making transactions on exchange. JSC "Zhasyl damu" being a working body of the Ministry of Environmental Protection in the implementation of the Kyoto Protocol is the registrar.

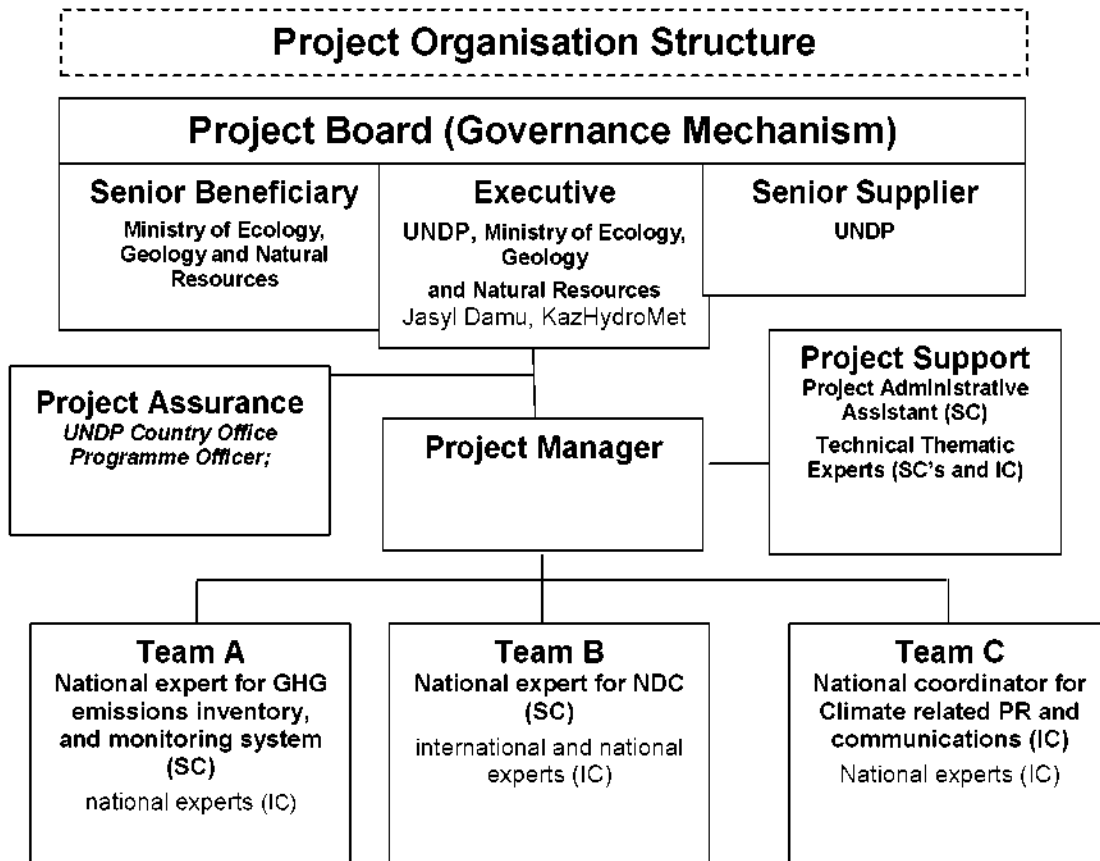
NGO

Association of GHG verifiers is entity established to promote interests of independent verifiers before public entities and form joint representation of independent verifiers for the legislative initiatives. Association organizes trainings and workshops for exchange of experience, develops international relations with foreign verification entities. MRV methodologies are to affect verifiers, the business itself and the status of verification services.

Private sector

Independent verifiers are among main contributors and beneficiaries of the Project since MRV system, enhancement of NDC by adaptation measures and raise of climate change awareness will strengthen overall market of GHG emissions verification and monitoring. Outcome components will have direct effect to general terms and conditions of their business activities. Broad involvement of verifiers and their association will bring strength to outputs of the project.

Additional assistance will be taken from regional and international organizations based in Kazakhstan where needed.



IX. LEGAL CONTEXT

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Reference is made to consultations between officials of the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan (hereinafter referred to as "MINISTRY") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the MINISTRY hereby agree that the UNDP country office may provide such support services at the request of the MINISTRY through its institution designated in the relevant project document of the joint project of the UNDP and the MINISTRY.

The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the MINISTRY – designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

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

- (a) Identification and recruitment of project personnel; handling administrative issues related to the project personnel;
- (b) Identification and facilitation of training activities, seminars and workshops;
- (c) Procurement of goods and services;
- (d) Processing of direct payments.

The procurement of goods and services and the recruitment of project 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 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 project, the annex to the project document is revised with the agreement of the UNDP resident representative and the designated institution.

The MINISTRY shall retain overall responsibility for the nationally managed 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 project document.

The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.

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.

Any modification of the present arrangements shall be affected by mutual written agreement of the parties hereto.

If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between the MINISTRY and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed project the United Nations Development Programme (UNDP) and the Ministry of Kazakhstan (Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan) Project title: "Assistance in enhancement of Kazakhstani Nationally Determined Contributions"

X. RISK MANAGEMENT

Government Entity (NIM)

1. Consistent with the Article III of the SBAA *[for the Supplemental Provisions to the Project Document]*, 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.

2. 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.

3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no 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.

4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
 - (a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").
 - (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.

5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:
 - i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;

- ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
- iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
- iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and,
- v. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.

b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.

6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
10. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

11. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.
12. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

13. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

14. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
15. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
16. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

XI. ANNEXES

ANNEX 1: PROJECT QUALITY ASSURANCE REPORT

UNDP Project Quality Assurance Report (to be completed in UNDP online corporate planning system by UNDP Country Office, does not need to be attached as separate document)

<https://intranet-apps.undp.org/ProjectQA/Forms/Design?fid=3423&year=2020&ou=KAZ&pid=00122245&ftr=PROJECT>

1. Risk Analysis. Use the standard [Risk Log template](#). Please refer to the [Deliverable Description of the Risk Log](#) for instructions

ANNEX 2 UNDP RISK LOG

Project Title: Assistance in enhancement of Kazakhstani Nationally Determined Contributions	Award ID:	Date:
--	------------------	--------------

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Lack of strong political support for the preparation of NDC	05/2019	Political	Project will face the uncertainty in the delivery system and will not be able to communicate documents to international community through national partners and focal points P =2 I = 3	Measures have been taken: Climate change indicators (e.g CO2 reduce target, RES share in the energy sector, adaptation in the legislation) are included in the national strategic documents and legislation Measures will be taken: The project manager and UNDP will negotiate with main stakeholders of the project to explain the importance of the International climate Change process and keep political image of the country in foreign international affairs.	Project manager National focal point	Project manager	09/2019	No change

2	Changes in Government structure and public policy	05/2019	Political	Project may face necessity to change the implementing partner. P = 2 I = 3	Project team should work in close cooperation with experts from the state authorities, constant monitoring of changes and reforms. Meeting of PMC will be organized to update partners structure	Project manager	Project manager	09/2019	No change
3	Introduction of new reporting guidelines under NDC and GHG inventory with broader commitments after project launch	05/2019	Organizational	Project may face necessity to change some of the experts ToR's or purchase new services with inclusion of the new guidelines. P = 1 I = 3	Project team should participate in the technical trainings and meetings of the bodies of UNFCCC. Kazakhstani delegation to the Conference of the parties and subsidiary bodies of UNFCCC will be supported by at least 1 technical expert of the project to update current knowledge and situation. Organization of training to the national project team with participation of the ERT members and if possible, elaborators of the new methodologies.	Project manager Technical experts	Project manager	09/2019	Reducing
4	Insufficient data and data quality	05/2019	Organizational	The quality of the GHG Inventory will face the lot of comments and recommendation from ERT. P = 2 I = 4	Project experts will work with national statistic entities and academia to gain more quality information. Academia will work on the matter of interpretation of the information to mitigate insufficient data situation.	Technical experts on adaptation and mitigation	no change	09/2019	no change

5	Lack of highly qualified experts in the field of development of NDC and GHG Inventory, etc	05/2019	Organizational	The quality of the technical reports will be poor. Some of the outcomes will not be developed or will be developed in insufficient manner. P =2 I = 4	Project team will work with international society in the field of development of NC and BR. Capacity building activities will be organized to intensify experts' capacities	Technical experts on adaptation and mitigation	no change	09/2019	no change
---	--	---------	----------------	---	---	--	-----------	---------	-----------

ANNEX 3: CAPACITY ASSESSMENT RESULTS ASSESSMENT OF IMPLEMENTING PARTNERS (INCLUDING HACT MICRO ASSESSMENT)

According to the UNDP rules and regulations, UNDP uses Streamlined Capacity Assessment tool in the project and programme. Capacity assessments are applicable if UNDP transfers the funds directly to the Implementing Partner in the amount above USD 300 000. This project is Direct Support to NIM and does not imply transfer to or management of funds by the Implementing Partner. Thus, capacity assessment as well as HACT is not applicable for the project.

ANNEX 4: PROJECT BOARD TERMS OF REFERENCE AND TORS OF KEY MANAGEMENT POSITIONS

Position	Tasks
Project Board:	<p>The Project Board will be the executive decision-making body for the project and supports with the following key tasks:</p> <p>Provide guidance based upon project progress assessments and related recommendations from the Portfolio Manager.</p> <p>Review and approve annual project reviews and work plans, technical documents, budgets and financial reports.</p> <p>Provide general strategic and implementation guidance to the PM.</p> <p>Able to meet at least one times annually and make decisions by consensus.</p> <p>Provide an enabling conditions and interaction with the local authorities, contributing to the successful implementation of project activities.</p> <p>Assessment, recommendations and expertise consultation on the content, scope and timing of specific project.</p> <p>Provide technical and expertise support during development and revision of the project work-plan.</p>
Local staff (SC)	
<p>Project Manager (Based in Astana)</p>	<p>Coordination of project activities, planning, coordination and oversight of experts and administrative staff.</p> <p>Personal responsible for timely execution of project activities under agreed Terms of Reference of the project, accurate submission of reports in the manner acceptable by the management, regular M&E of outputs.</p> <p>Coordination of project implementation with national project director, executive agencies, organizations, businesses and other stakeholders, as well as representatives of international organizations, public and media</p> <p>Assurance of disbursements of financial resources and is personally responsible for intended use following approved estimates and applicable standards.</p> <p>Organizes planned activities related to public outreach and information of stakeholders, experience exchange, training and staff development, distribution/publication of project progress materials, development and support of project web page.</p>
<p>Projects administrative and finance specialist (Based in Astana)</p>	<p>Provides programme and administrative support under the supervision of the project team</p> <p>Fulfills accounting, systematization and archiving of all project documents, including incoming and outgoing correspondence, baseline and target statistical data, interim and final technical and financial reports, M&E reports, publications etc. Contributes to data base dissimilation between stakeholders as agreed by the portfolio manager.</p> <p>Conducts accounting, archiving of financial project documents according to requirements</p> <p>Under guidelines of the portfolio manager regularly fulfills procurement, accounting and ensures efficiency of disbursement of operational and management costs</p> <p>Regularly ensures procurement and logistics of trainings, seminars, missions, filed visits and publications etc.</p>

Position	Tasks
	Provides systemic organizational and technical support to national and international experts.
	Ensures sustainable access of project staff to internet resources, communications and transport.
NDC Expert (SC)	Coordinating NDC related works Ensuring interagency cooperation for development of NDC parts Build capacity of the national implementing partners and other key stakeholders in all NDC aspects of the project. Provide technical assistance to project team and project portfolio managers in strategic planning process and programme coordination; Document and analyze the programme's effectiveness
GHG Inventory specialist (SC)	Coordinating of GHG inventory works Development and verification of the GHG inventory methodologies Analyze all available GHG data Recommendations for improving the GHG inventory systems Review and analysis of innovative GHG inventory methods Build capacity of the national implementing partners and other key stakeholders in all GHG inventory aspects of the project.
PR Specialist (IC)	Coordinating of PR work of the projects Development of articles, posts in social media, success stories Build capacity of the national implementing partners and other key stakeholders in all PR aspects of the project. Development of awareness raising on consequences of possible climate change vulnerabilities . Contributes to training programmes and modules development Collects and process materials and data on climate change issues

ANNEX 5. SUPPORT SERVICES DESCRIPTION OF UNDP COUNTRY OFFICE

Reference is made to consultations between the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan, the institution designated by the Government of Kazakhstan, and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project of UNDP and the Ministry of Ecology, Geology and Natural Resources of the Republic of Kazakhstan “Assistance in enhancement of Kazakhstani Nationally Determined Contributions”.

In accordance with the provisions of the letter of agreement signed and the project document, the UNDP country office shall provide support services for the Project as described below.

Support services to be provided, including:

Support services to be provided, including:

Support services	Schedule for the provision of the support services	Cost of support services provided (if necessary)	Amount and method of reimbursement of UNDP (where appropriate)
Payment Process	Ongoing throughout implementation when applicable	According to the Unified price list (UPL) US\$ 38.49 for each of the services	UNDP will directly charge the project upon provision of services, on a quarterly basis.
Vendor profile entry in ATLAS staff:	Ongoing throughout implementation when applicable	According to the Unified price list (UPL) US\$ 20.66 for each of the services	As above
Project personnel selection and/or recruitment process	Start of project	According to the Unified price list (UPL) US\$ 940	As above
Staff HR & Benefits Administration & Management (one time per staff including medical insurance enrolment, payroll setup and separation process)	Ongoing throughout implementation when applicable	According to the Unified price list (UPL) US\$ 38.49 for each of the services	As above
Recurrent personnel management services: Staff HR & Benefits Administration & Management, Staff Payroll & Banking Administration & Management (per staff per calendar year)	Ongoing throughout implementation when applicable	According to the Unified price list (UPL) US\$ 472 for each of the services	As above
Expert recruitment	Ongoing throughout implementation when applicable	According to the Unified price list (UPL) US\$ 140.55 for each of the services	As above
Procurement of goods and services involving local CAP	Ongoing throughout implementation	According to the Unified price list (UPL) US\$ 540.84 for each of the services	As above

	when applicable		
Procurement of goods and services not involving local CAP	Ongoing throughout implementation when applicable	According to the Unified price list (UPL) US\$ 217.35 for each of the services	As above
Issue/Renew IDs (UN LP, UN ID, etc.)	Ongoing throughout implementation when applicable	According to the Unified price list (UPL) US\$ 38.20 for each of the services	As above
F10 settlement (Travel request + Expense report + tickets)	Ongoing throughout implementation when applicable	According to the Unified price list (UPL) US\$ 66.05 for each of the services	As above
Visa request	Ongoing throughout implementation when applicable	According to the Unified price list (UPL) US\$ 38.54 for each of the services	As above
Hotel reservation	Ongoing throughout implementation when applicable	According to the Unified price list (UPL) US\$ 15.87 for each of the services	As above
Travel Ticket processing	Ongoing throughout implementation when applicable	According to the Unified price list (UPL) US\$ 31.74 for each of the services	As above

Total amount for support services will be up to 24,000 USD.