

Project Document Format

United Nations Development Programme

Country: Kazakhstan

Project Document

Project Title Support to Country Coordinating Mechanism for 2016-2017

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

Expected Output CP(s): Output 2. Frameworks and dialogue processes engaged for effective and transparent engagement of civil society in national development

Implementing Agencies: Country Coordination Committee on work with international organizations

Brief Description

The Project "Support to Country Coordinating Mechanism (CCM) for 2016-2017" aimed to assist to the CCM to conduct its business by providing the necessary administrative, secretarial, communications, and logistical support. The CCM, a multi-stakeholders body, has been established in 2006 to coordinate country-level activities with the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFAMT) and ensure participatory decision-making. It has been mandated to develop and submit grant proposals to the GFAMT based on priority needs at the national level, oversee progress during implementation and ensure linkages and consistency between GFAMT grants and other national health and development programs.


The project's work includes the following: to assist the CCM to conduct its business through organization of the CCM meetings; to support and update the CCM web - site; to implement oversight visits. UNDP Kazakhstan has been designated as the CCM Funding Recipient to receive and manage the expanded funding on behalf of the CCM.

Programme Period:	2016-2020	Total resources required	USD 197 068
Key Result Area (Strategic Plan):	Inclusive and effective democratic governances	Total allocated resources:	USD 197 068
Atlas Award ID:		GFAMT:	USD 197 068
Start date:	01 January 2016		
End Date:	31 December 2017		
PAC Meeting Date			

Agreed by Country Coordinating Mechanism on work with international organizations



Nurali Amanzholov,
Vice-Chair, Country Coordinating Mechanism

Agreed by UNDP Resident Representative: 

Tuya Altangerel,
UNDP Deputy Resident Representative

I. SITUATION ANALYSIS

The CCM, a multi-stakeholders body, established in 2006 to coordinate country-level activities with the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) and ensure participatory decision-making. The CCM comprises 27 members. It has been mandated to develop and submit grant proposals to the GFATM based on priority needs at the national level, oversee progress during implementation and ensure linkages and consistency between GFATM grants and other national health and development programs. The main Millennium Development Goal “unfinished business” will be in goal 6 related to the HIV/AIDS, tuberculosis and other diseases.

Currently, Kazakhstan has four GFATM grants: HIV/AIDS, Tuberculosis, Harm Reduction, Migrants. The principal recipients (PRs) are the Republic Center to fight and prevention AIDS and National Center for Tuberculosis Problems, both of which are part of Kazakhstan’s Ministry of healthcare and Social Development, International NGO “Project Hope” and local NGO Union of Legal Entities “Kazakh Union of People Living with HIV”.

The CCM achievements include: CCM members, in general, had become more active; the CCM chair and two vice - chairs represent three different sectors: government, non-governmental organization, multilateral and bilateral respectively; this leadership is engaged and committed to the CCM as a multi-sectoral partnership. The CCM updated its framework documentation to reflect the recent changes in the GFATM architecture. This includes having the decree on renewed membership approved. The CCM developed working documentation that has clear descriptions of the necessary procedures to exercise the core functions of the CCM and a communication strategy and policy that ensure procedures for two-way communication between the key affected population and key stakeholders.

II. STRATEGY

The project will achieve its results through organization of CCM meetings and implementation of the CCM oversight functions. The CCM meetings will be designed to promote good governance with participation of high-level stakeholders and key affected population. To improve the effectiveness of CCM meetings the CCM decisions will be circulated and published on the CCM web site, it helps to enhance the quality of decision making. All CCM decisions will be agreed to bring greater transparency in dealing with issues specific to CCM work. Representation of CSOs and key affected population in the CCM compositions is an important source of information for feedback to its constituencies. The CCM Secretariat will assist CCM to build the capacity of new CCM members through organization of briefings and distribution of CCM documents. Results of the oversight visits and minutes will be documented to share good governance practices.

III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework: Outcome 2.2: Judicial and legal systems, and public institutions, are fair, accountable and accessible to all people.				
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: Level of transparency of government policymaking; Baseline: 40/144 (2013) Target: 24/144 (Global Competitiveness Index and OECD data)				
Indicator 2.1 Number of CSOs that have the capacity to engage in critical development and crisis-related issues, disaggregated by women's, youth, persons with disabilities, other excluded groups Baseline: 0 Target: 20				
Applicable Key Result Area (from Strategic Plan): Area of Work 2: Inclusive and effective democratic governances				
Partnership Strategy Strengthening of local governance will be key as it is the level closest to citizens, especially to secure more equitable access to services				
Project title and ID (ATLAS Award ID): Support to CCM for 2016-2017				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
Output: Enhancement of Coordinating Mechanism capacity Baseline: Country Coordination Mechanism need for capacity building for the enhancement of the international cooperation Indicator: CCM operates in a good manner with extensive administrative, secretarial, communication and logistical support of the established Secretariat.	Target Country Coordinating Mechanism provides oversight to grant implementation to ensure successful outcomes aiming to strengthening of CCM capacity	Activity 1. Human resources (2 CCM Secretariat staff - Coordinator and assistants) Salary for the CCM Secretariat Coordinator- level SB4MID: \$1800x12months=\$21,600 (salary); \$200x12 months=\$2,400 (10% pension fund); Medical insurance: \$65x12=\$780 TOTAL: \$24780 x2=\$49560 Salary for the CCM Secretariat Assistant - level SB2Max: \$848x12 months=\$10176 (salary); \$85x12 months=\$1,020 (10% pension fund); Medical insurance: \$65x12=\$780 TOTAL: \$11,976x2=\$23920	<i>CCM, UNDP</i>	USD 73512 (USD 49 560) (USD 23952)
		Activity 2. Planning and administration (oversight visits) 2016: Three-day field visit to Astana to identify progress in implementation of the GFATM Grants will be conducted by 5 specialists, including a finance expert – under the IC with UNDP. Airfare: \$200 x 4 persons = \$800; DSA* Astana: \$335 per night x 3nightsx4prs=\$4020; Terminals: \$152 x 4prs = \$608		

		<p>IC with finance expert will include honorarium and travel costs: Airfare: \$250 x 1 person = \$250; DSA* Astana: \$335 per night x 3 nights x 1 prs = \$1005; Terminals: \$152 x 1 prs = \$152 Honorarium: \$300 x 3 w.d = \$900 Total: \$7735</p> <p>2016: Participation of the CCM and its Oversight Committee members in the meetings, workshops with stakeholders related to the Global Fund Programmes sustainability. Total: \$7190</p> <p>2016: Three-day field visit to Almaty: IC with finance expert: Honorarium: \$300 x 2 w.d = \$600 TOTAL: \$600</p> <p>2017: Three-day field visit to SHYMKENT: Airfare: \$250 x 4 prs = \$1000; DSA* Shymkent: \$162 x 4 nights x 4 prs = \$2592; Terminals: \$152 x 4 prs = \$608; IC with finance expert will include honorarium and travel costs: Airfare: \$250 x 1 prs = \$250; DSA* Shymkent: \$162 x 4 nights x 1 prs = \$648; Terminals: \$152 x 1 prs = \$152 Honorarium: \$300 x 4 w.d = \$1200 TOTAL: \$6450</p> <p>2017: Three-day field visit to PAVLODAR: Airfare: \$200*4 = \$800; DSA (elsewhere): \$162 x 3 nights x 4 prs = \$1944; Terminals: \$152 x 4 prs = \$608 IC with finance expert will include honorarium and travel costs: Airfare: \$200 x 1 person = \$200; DSA* elsewhere: \$162 per night x 3 nights x 1 prs = \$486; Terminals: \$152 x 1 prs = \$152 Honorarium: \$300 x 3 w.d = \$900 Total: \$5090</p> <p>2017: Three-day field visit to AKTAU: Airfare: \$300 x 4 prs = \$1200; DSA* Aktau: \$248/night x 2 nights x 4 prs = \$1984; Terminals: \$152 x 4 prs = \$608; IC with finance expert will include honorarium and travel costs: Airfare: \$300 x 1 prs = \$300; DSA* Aktau: \$248 per night x 2 nights x 1 prs = \$496; Terminals: \$152 x 1 prs = \$152</p>		<p>(USD 7190)</p> <p>(USD 600)</p> <p>(USD 6450)</p> <p>(USD 5090)</p> <p>(USD 5340)</p>
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		<p>Honorarium: \$300x2 w.d=\$600 TOTAL: \$5340</p> <p>2016-2017: Two CCM MEETINGS in ASTANA: Airfare Shymkent – Astana: \$250x 3prs =\$750; Airfare Almaty – Astana: \$200x 17prs = \$3400; DSA Astana: \$335 per night x 1ngtx20prs=\$6700; Lunch for participants from Astana: \$20x10=\$200; Terminals: \$152 x 20prs =\$3040; Printing materials: \$10x27prs = \$270; Stationeries: \$10x27prs= \$270; Venue: \$700. Total Year 1: \$15330*2 meetings=\$30660 Total Year 2: \$15330*2 meetings=\$30660</p> <p>office rent/utilities - \$25x22sq.m=\$550x12months=\$6600, telephone/Internet: \$50x12months=\$600, post services: \$20x12months=\$240 Total: \$7440 Stationery (paper, cartridge, etc.) for 2 CCM Secretariat offices in Astana&Almaty: Cartridge and paper: \$100 x 2 pcs =\$200; Other stationary: \$60 Total budget: \$260 Routine CCM Secretariat's transportation to take part in the CCM events. \$15 per trip1 trip =\$5 x 10 visits/quarter=\$50; Total: \$50x2=\$100</p>		<p>(USD30660) (USD30660)</p> <p>(USD8000) (USD8000)</p>
		<p>Activity 3. Communication materials (Web site improvement and announcements in mass media related to CCM activities) ADVERTISEMENT of the CCM Secretariat Assistant's position: Newspaper: 1 sq.cm.costs=\$3,4x117,64sq.m=\$400; The CCM web-site hosting (Year1): \$22,5x12=\$270. Total to Year 1: \$670 Total to Year 2: \$270</p>	CCM, UNDP	<p>USD940</p> <p>(USD670) (USD270)</p>
		<p>Activity 4. Overheads UNDP Overhead cost 7% (year 1) \$6412 UNDP Overhead cost 7% (year 2) \$6479</p>	CCM, UNDP	<p>USD12891 (USD6412) (USD6479)</p>
TOTAL				USD 197068

Annual Work Plan

Year: 2016

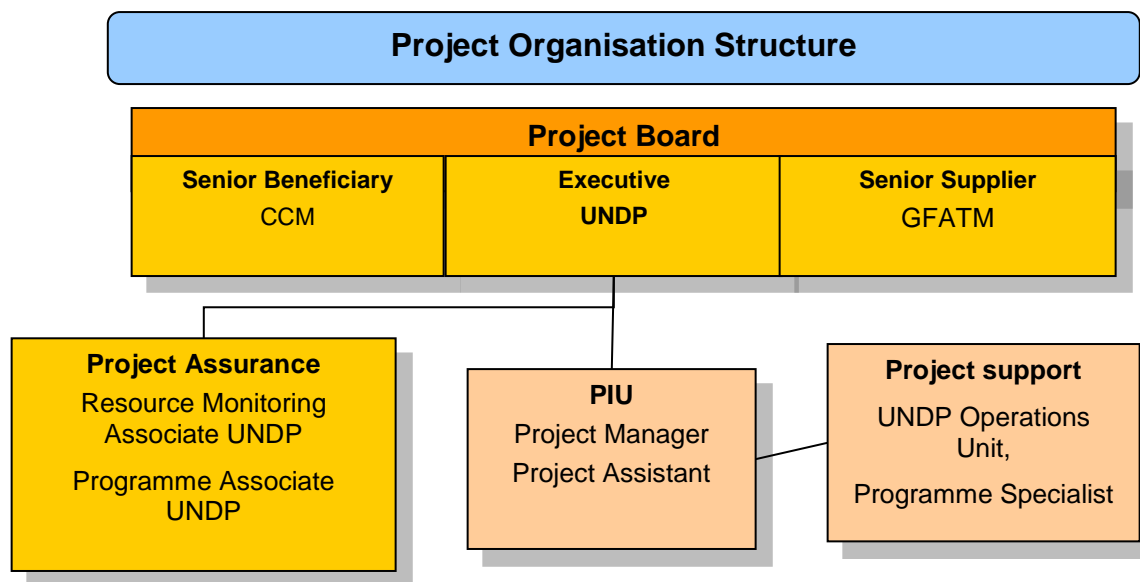
EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
Output: Enhancement of Coordinating Mechanism capacity Baseline: Country Coordination Mechanism need for capacity building for the enhancement of the international cooperation Indicator CCM operates in a good manner with extensive administrative, secretarial, communication and logistical support of the established Secretariat.	1. Human resources (2 CCM Secretariat staff – Coordinator and assistants')	X	X	X	X	UNDP	GFATM	71400 Contractual services 75100 F&A (7%)	USD 36756 USD 2573
	2. Planning and administration (oversight visits, CCM meetings, office rent and stationary)	X	X	X	X	UNDP	GFATM	71600 Travel (field visits) 71600 Travel (CCM meetings) 73100 Rental & Maintenance-Premises and Supplies 75100 F&A (7%)	USD15525 USD30660 USD8000 USD3792
	3. Communication materials (web –site review and improvement, communication strategy and announcement in mass media related to the CCM activities)	X	X	X	X	UNDP	GFATM	74200 Announcement and web-site support 75100 F&A (7%)	USD670 USD47
TOTAL									USD 98023

Annual Work Plan

Year: 2017

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
Output: Enhancement of Coordinating Mechanism capacity Baseline: Country Coordination Mechanism need for capacity building for the enhancement of the international cooperation Indicator CCM operates in a good manner with extensive administrative, secretarial, communication and logistical support of the established Secretariat.	1. Human resources (2 CCM Secretariat staff – Coordinator and assistants')	X	X	X	X	UNDP	GFATM	71400 Contractual services 75100 F&A (7%)	USD 36756 USD 2573
	2. Planning and administration (oversight visits, CCM meetings, office rent and stationary)	X	X	X	X	UNDP	GFATM	71600 Travel (field visits) 71600 Travel (CCM meetings) 73100 Rental & Maintenance-Premises and Supplies 75100 F&A (7%)	USD 16880 USD30660 USD8000 USD3887
	3. Communication materials (web –site review and improvement, communication strategy and announcement in mass media related to the CCM activities)	X	X	X	X	UNDP	GFATM	74200 Announcement and web-site support 75100 F&A (7%)	USD270 USD19
TOTAL									USD 99045

IV. MANAGEMENT ARRANGEMENTS



The Project will be carried out in conformity with the established UNDP procedures of the National Implementation Modality. The project activities will be implemented according to the UNDP corporate policies and procedures for national implementation (NIM) as stipulated in Programme and Operations Policies and Procedures (POPP).

Project Board

In order to ensure UNDP's ultimate accountability, a Project Board will be established to support the project activities in accordance with the UNDP corporate policies and standards and ensure the best value for money, fairness, and transparency. The Project Board is responsible for conducting regular reviews of the project implementation progress, approving annual work plans, and making appropriate decisions in case of deviations from the agreed work plans. The Project Board will consist of three parties: CCM, GFATM and UNDP in Kazakhstan. The Project Board will meet twice a year.

The structure of the Project Board:

- **Beneficiary Representatives:** All activities, products and services will be geared towards beneficiaries of the project. The needs and demands of the beneficiaries will be reflected during Project Board meetings. Annual work plans will also reflect priorities set by the beneficiaries.
- **Senior Supplier:** senior suppliers are institutions that provide financial resources and/or technical expertise to the project. UNDP as the main supplier will provide the technical expertise and continuous financial oversight. CCM will provide technical expertise and in-kind contribution.
- **Executive:** The Executive is responsible for the ultimate project compliance: UNDP, as the main executive of the project, will oversee the effective implementation of the project activities, ensuring that all intended outcomes/outputs are delivered. UNDP will carry out the following functions as the Executive:
 - a) Ensure that all activities are carried out in accordance with UNDP rules, regulations and processes;
 - b) Endorse the project's annual reports on the progress made towards intended outputs;
 - c) Provide technical support to the programmatic activities, including best practices and knowledge available to UNDP globally and regionally;
 - d) Ensure that the project activities fit within the overall Country Programme Document;
 - e) Provide operational and administrative support services to ensure efficient business processes, including establishing project assurance and project support mechanisms;
 - f) Facilitate official correspondence and communications with the all stakeholders;
 - g) Ensure that all requests of Beneficiary Representative and Senior Supplier related to the project are properly addressed.

For implementation of the project, the Project Implementation Unit will be established (hereinafter - PIU) the structure of which will include the Project manager, assistant on administrative and financial questions on a constant basis.

The Project Manager will manage the Project on a day-to-day basis under direct supervision of the UNDP country office and in close cooperation with the Project Board (PB) and other stakeholders. An important task of the PIU is achieving of consent among all parties authorized for decision-making. For these purposes, the following is to be conducted:

- development of an Annual Working Plan (AWP) that will be annually updated in order to reflect the efforts of the project and accumulate learnt lessons;
- monitoring and evaluation of the Project implementation according to UNDP procedures;
- an exchange of knowledge and experience with other projects and initiatives in Kazakhstan and abroad;
- training and improvement of professional skills of the Project personnel concerning management of development projects according to the international standards;
- development of a detailed Action Plan for project implementation in the beginning of each year of implementation.

The Project personnel will pass through a competitive selection process according to UNDP procedures. The Project Manager will exercise the PIU administration. This will, namely, include preparation/specification of working plans, archiving storage of the Project documentation, accounting, reporting, procurement of contracts (preparation of TORs, technical specifications and other necessary documents, search and selection of consultants, coordination and monitoring of consultants and suppliers), organization of trips under the Project, public and other actions by the Project, establishment of working contacts with partners at the international, national and local levels.

In the beginning of each year the PIU will prepare the Annual WP for the approval of the PB. The allocation of funds, with the implementation of planned activity, will be based on this document. The AWP will be developed in close cooperation with the stakeholders. In addition, the PIU will prepare quarterly accounts about the accomplished work and the Annual Report under the Project. These reports will reflect the Project achievements and provide an explanation in case of an essential deviation from the plan. If necessary, certain adjustments will be made in the AWP to be approved by the PB.

Project Assurance and Project Support Services

UNDP will ensure that the following key parameters are adhered to throughout the implementation of the project, so that the Project remains 'fit for purpose', follows the approved plans, and continues to meet planned targets without compromising output quality:

- Beneficiary needs and expectations are being met or are well managed;
- Risks are being controlled;
- Quality operational and administrative support services are being provided, following UNDP rules and regulations;
- Adherence to results-based monitoring and reporting requirements and standards.

The Project Support role provides project administration, management and technical support to the PIU as required. The roles of project assurance and project support will be separate in order to maintain project assurance independence and impartiality. The project support function is carried out by the UNDP CO programme staff.

V. MONITORING FRAMEWORK AND EVALUATION

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

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events
- The project will be audited in line with UNDP rules, regulations, polices and procedures.

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

Quality Management for Project Activity Results

OUTPUT 1: the necessary administrative, secretarial, communication and logistical support to the CCM provided		
Activity Result 1 (Atlas Activity ID)	Human resources (2 CCM Secretariat staff – Coordinator and assistants)	Start Date: January 01, 2016 End Date: December 31, 2017
Purpose	<i>Salary of CCM Secretariat Coordinator and Assistant</i>	
Description	<i>Hiring CCM Secretariat Coordinator and Assistant</i>	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Compliance with the TOR	Performance evaluation	Annually

Activity Result 2 (Atlas Activity ID)	Planning and administration (regular CCM meetings and oversight visits)	Start Date: January 01, 2016 End Date: December 31, 2017
Purpose	<i>Conduct regular CCM meetings and oversight visits</i>	
Description	<i>Regular CCM meetings and oversight visits</i>	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Participation of CCM members in the meetings	Minutes of the meetings, reports	Quarterly

Activity Result 3 (Atlas Activity ID)	Communication materials	Start Date: January 01, 2016 End Date: December 31, 2017
Purpose	<i>Information sharing on CCM related activities/work</i>	
Description	<i>Announcements in mass media related to CCM activities; Web-site updated; Web-site materials uploaded</i>	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Availability of CCM website	Number of website visitors/downloads	Semi-annually
Comprehensiveness of information presented at CCM website	Feedback from users, list of materials	Semi-annually

VI. LEGAL CONTEXT

In accordance with the Article III of the Standard Basic Assistance Agreement (SBAA), the Implementing Partner carries the responsibility for the safety and security of the Implementing Partner, their personnel and property, and the UNDP's property in the custody of 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 within the framework of project operations, and the full implementation of the security plan.

The 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 [and the Project Cooperation Agreement between UNDP and the Implementing Partner]¹.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amount 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/docs/sc/committees/1267/1267listeng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

This Project Document – a document referred to by this name in Article I, signed by the Government of the Republic of Kazakhstan and Development Programme of the United Nations on October 4, 1994.

In order to implement the Standard Agreement for assistance, implementing agency of the host country refers to the appropriate state authority designated by this agreement.

The present agreement is made in English and Russian and consists of two original copies and both languages will be of equal legal weight. In case of any ambiguity or conflict between the English and Russian languages, the English version shall prevail.

¹ Use bracketed text only when IP is an NGO/IGO

Risk analysis

#	Description	Date Identified	Type	Impact (I) & Probability (P)	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Change of national political priorities in the HIV/AIDS and tuberculosis	01.01.2016	political	P = low I = high	CO will closely monitor the political situation and will hold discussions with national partners	Programme Associate of GLDU UNDP			
2	Failure to deliver work to the expected standard entailing delay in time and extra cost due to poor performance of Oversight Committee members	01.01.2016	operational	P = low I = high	In order to avoid this situation, project staff will ensure detailed description of the assignment in the term of reference and break the work package into stages with specified check points to minimize the probability of any underperformance	CCM Secretariat Coordinator			
4	Fluctuations in USD/KZT exchange rate/ High inflation	01.01.2016	financial	P = medium I = medium	Project manager will adjust the project budget to the situation and consult with the national partners on the project activities.	CCM Secretariat Coordinator			
5	Change in project management	01.01.2016	operational	P =low I = medium	CO will ensure smooth implementation of the project. If the change in project management occurs, CO will select and change the project staff and provide mentoring/training accordingly.	Programme Associate of GLDU UNDP			

Annex 1 Terms of Reference: TOR for key project personnel are developed and attached

**Annex 2 STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE COUNTRY
COORDINATING MECHANISM ON WORK WITH INTERNATIONAL ORGANIZATIONS FOR THE
PROVISION OF SUPPORT SERVICES**

1. Reference is made to consultations between officials of the Country Coordinating Mechanism on Work with the International Organizations (hereinafter referred to as “CCM”) and officials of UNDP Kazakhstan hereinafter referred to as UNDP with respect to the provision of support services by the UNDP Kazakhstan country office for nationally managed project “Support to Country Coordinating Mechanism” (Hereinafter referred to as Project). 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, as described below.

2. 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 CCM 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.

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

- a) identification and recruitment of project and programme personnel;
- b) identification and facilitation of training activities;
- c) procurement of goods and services;^
- d) and other service in consultation.

4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures, which will also be in coordination with CCM.

5. The relevant provisions of the Standard basic agreement between UNDP and the Government of Kazakhstan signed on October 4, 1993 (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project through CCM as its designated institution.

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

7. 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.

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

10. Signature of the present Project Document, to which this letter is an appendix is making an integral part, shall constitute an agreement with the provisions set forth above, as well as it shall constitute an agreement between CCM and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed projects.

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

Support services to be provided are specified in UNDP Kazakhstan Universal Price for the support services locally provided.

Service	Unit - Service Provider
Payment process	Finance Unit
Vendor profile	Procurement Unit/ Administrative Unit
Service Contracts Administration	HR Unit
Consultant Recruitment: Advertising Short-listing & selection Contract issuance/amendment issuance	Procurement Unit
Travel Authorization	Administrative Unit
Travel Report Clearance	Administrative Unit
Procurement process involving CAP: Identification and selection Contracting/issue purchase order/issue amendment Follow-up	Procurement Unit
Procurement not involving CAP: Identification and selection Contracting/issue purchase order/issue amendment Follow-up	Procurement Unit
Disposal of equipment:	Administrative Unit
Email account with undp.org domain: Mandatory monthly fee to UNDP ICT BOM (including access to UNDP corporate resources) Monthly maintenance by UNDP Kazakhstan	ICT Unit
Staff selection and recruitment process Advertising in newspaper Short-listing Interviewing	HR Unit

Annex 3 Project Board Regulations (PB)

1. General provisions

1. The PB is created based on the Project document signed by the Country Coordinating Mechanism on Work with the International Organizations.
- 1.2. The main objectives, structure, organization and the procedure for carrying out of PB sessions, its functions and rights are stated in the present document.
- 1.3. The provisions of the present document (further under the text - Provisions) are applicable to the activity of all PB participants.
- 1.4. The PB is a supervising and managing body, which provides political support to the Project and carries out coordinating functions.
- 1.5. The PB operates based on the Constitution of the Republic of Kazakhstan, the decrees and orders of the President of the Republic of Kazakhstan, the decisions and orders of the Government of the Republic of Kazakhstan, including the present Regulations.
- 1.6. Activity of the PB is built on principles of publicity and freedom of discussion.

2. The main tasks of the Project Board are:

- 2.1. Consideration, assessment and formulation of recommendations and proposals concerning the main directions of the Project surveys and works, including development of the drafts of the normative, legal and technical acts in the field of technical regulation of equipment and materials;
- 2.2. Provision of consultations and expert assistance as well as working out recommendations and proposals concerning the subject, content, volumes and terms of the concrete phases of the Project surveys and works.
- 2.3. Consideration and assessment of the results of Project surveys and works, including the drafts of the normative-legal acts and methodology documents in the field of technical regulation.

3. Main functions of the Project Board:

- 3.1. General management of the Project implementation;
- 3.2. To determine the main directions of the Project and to control high level execution of Project implementation;
- 3.3. To check and confirm the annual Project plans and their financing;
- 3.4. To consider and endorse the annual reports on the PIU work;
- 3.5. To provide interrelation of the Project with the current initiatives, programs, Projects and with other additional Projects;
- 3.6. To provide cooperation between the national establishments participating in implementation of the Project;
- 3.7. To provide maximum accessibility to all documents and the information which are available in various official bodies, necessary for the Project monitoring and implementation;
- 3.9. To provide participation of various state and non-state stakeholders in the Project;
- 3.10. To provide methodical and organizational support to the Project group while carrying out Project activity;
- 3.11. To act as the main implementing body of activity coordination and lobbying of interests of the Project to ensure political, normative, legal and financial support of the RK Government;
- 3.12. To attract additional financial assets to support the results of the Project and activity after termination of funding if needed.

4. Structure of the Project Board

- 4.1. The general management of the PB is carried out by the Chairman. The PB Chairman is the National coordinator of the Project appointed by the Country Coordinating Mechanism on Work with the International Organizations.
- 4.2. PB consists of following organizations:
 - Representatives of CCM
 - UNDP CO
 - GFATM

4.4. The Project Group renders organizational and technical support to PB.

5. Organization and procedure for carrying out of the PB sessions

5.1. The PB works in the format of sessions conducted according to the established procedures, at least, once a year or if it is necessary, more often.

5.2. The PB sessions are considered lawful if the quorum of not less than 2/3 members of the Project Board is ensured.

5.3. The PB decisions are accepted by voting at sessions. At sessions the PB members should aspire to take all decisions on the basis of a consensus.

5.4. The PB decisions are registered in the form of the session minutes signed by the Chairman of the PB and the secretary;

5.5. The decisions accepted at the PB sessions are obligatory for the Project group and organizations-members of the PB;

5.6. The Project group will organize and hold sessions and carry out the following actions:

- the analysis of the information given by the organizations-members, and preparation of the agenda and necessary materials;
- granting of the draft of the agenda with appendices (reports, reference materials, and other information) along with the cover letter for consideration and approval by the PB Chairman;
- or its representative (by the order of the PB Chairman);
- at approval of the agenda, prepared materials to be disseminated among the PB members;
- notification of the PB members about the date and venue of sessions and submission of the agenda no later than 10 days prior to the session date.

6. The rights and duties

6.1. For performance of functions in the PB its members have the rights and duties and bear responsibility according to the Republic of Kazakhstan legislation, other normative-legal acts and the present Regulations.

6.2. Members of the PB have the right:

6.2.1. To take part in all PB sessions;

6.2.2. To receive any information about the PB activity;

6.2.3. To initiate decision-making by the PB;

6.2.4. To execute other powers.

6.3. Chairman of the PB:

6.3.1. Defines the internal procedures of the PB and approves responsible persons for control over carrying out of actions and financing of the Projects;

6.3.2. Chairs the PB sessions;

6.3.3. Conducts the PB ad-hoc meetings if necessary;

6.3.4. Supports a continuous communication with the PB members and the Project Manager;

6.3.5. Facilitates an information exchange between the PB members;

6.3.6. Jointly with the Project Manager appoints the dates of the PB sessions;

6.3.7. Checks and confirms the agenda of the PB sessions;

6.3.8. Coordinates actions of the PB directed on ensuring of implementation of the PB activity and provides all necessary support for successful Project implementation;

6.3.9. Bears responsibility for the timely notification (10 days before) of the PB members about a forthcoming meeting with the agenda provided;

6.3.10. Represents the PB at interaction with other organizations.

7. Activity control

7.1. The PB in its activity is guided by the present Regulations.

7.2. The PB activity should be assessed at the regular session of the PB after hearing of the Annual Report.