

## Project Document

**United Nations Development Programme**  
**Country: Kazakhstan**

**Project Name:** *Empowerment of Women in Kazakhstan*

**The UNDAF expected outcome:** Judicial and legal systems and government institutions are fair, accountable and accessible for all.

**Expected CP outcome:** Improved efficiency, transparency and accountability of civil servants at central and local levels

**Expected output(s):** Assistance in promoting gender equality and practical implementation of the UN Committee's Concluding comments to the Report of Kazakhstan on implementation of the Convention on the Elimination of All Forms of Discrimination against Women in compliance with international commitments.

**Implementing agencies:** National Commission for Women's Affairs, Family and Demographic Policy of the Republic of Kazakhstan (National Commission)

**Responsible agency:** UNDP

**Brief description**

The project will assist the National Commission in advancing women throughout the country. In the course of implementation, the project will build on the major achievements of the previous projects (2009-2011 and 2013-2015) and follow Concluding comments of UN CEDAW including: 1) assistance in drafting and implementing the new 2017-2027 strategic document on empowerment of women in accordance with the Kazakhstan 2050 Strategy and Address by the Leader of the Nation N.A. Nazarbayev to the people of Kazakhstan "Nurly Zhol – A Journey to the Future"; 2) technical support of the Head of the State N.A. Nazarbayev's initiative to host the International Exhibition "EXPO-2017" by engaging women and strengthening their economic capacity; 3) assistance in implementation of the UN Committee's Concluding comments to the Report of Kazakhstan on the elimination of all forms of discrimination against women.

Programme Period: 2016-2020

Key Result Area (Strategic Plan)

Atlas Award ID: \_\_\_\_\_

Start date: 1 January 2016

End date: 31 December 2018

PAC Meeting Date \_\_\_\_\_

Management Arrangements National

Total resources required: US \$ 207 854

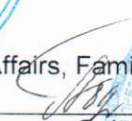
Total allocated resources:

- Regular: US \$ 35 000
- Other:
- Government of Kazakhstan: US \$ 172 854

Approved by and on behalf of UN:

  
 Norimasa Shimomura, Resident Representative

Approved by and on behalf of the National Commission for Women's Affairs, Family and Demographic Policy of the Republic of Kazakhstan:

  
 Gulshara Abdykhalykova, Chair



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## I. SITUATION ANALYSIS

Over the years of independence, Kazakhstan has achieved certain progress in protecting rights and legitimate interests of women. The progress was possible owing to the important documents adopted and international treaties ratified.

The National Action Plan on Advancement of Women is completed; the Strategy for Gender Equality in the Republic of Kazakhstan 2006-2016, approved in 2005, and the third 2012-2016 Plan of Measures for Implementing the Strategy for Gender Equality in the Republic of Kazakhstan are coming to their end. The Plan contains major events on promoting women both politically and economically, preserving reproductive health of the population, suppressing expressions of violence against women and children, and achieving gender equality in families.

The issues of gender equality are stressed in the Concept of legal policy of Kazakhstan during 2010 to 2020. In 2009, two gender-related laws were adopted in the country – “On the state guarantee of equal rights and equal opportunities for men and women” and “On prevention of domestic violence”.

The scheduled and laborious work carried out across the country has allowed producing a valuable human capital represented by the female half of the population. However, still women’s capacity to be involved in the nation’s political and economic life is underutilized.

In the Global Gender Gap Report, the World Economic Forum ranked Kazakhstan 43<sup>rd</sup> out of 142 countries in 2014.

In 2014, Kazakhstan defended in UN Headquarters its third and fourth periodic reports on the implementation of the Convention on the elimination of all forms of discrimination against women (CEDAW). The National Commission, after having received UN Committee’s Concluding comments to the report, devised a special action plan that was approved by the RoK Government, but almost no means were provided for its implementation.

Despite international recognition of Kazakhstan’s efforts in resolving gender issue, there are challenges that require further work on empowering women:

1. Underrepresentation of women in decision-making positions;
2. Presence of deep-rooted stereotypes on women’s role and place in society;
3. Lack of understanding of the need of gender equality in society;
4. Low level of awareness about the ongoing gender policy;
5. Lack of mandatory gender-related training and education;
6. Imperfect national regulatory framework on gender equality, formal gender-based examination of laws and regulations;
7. Skill level of staff addressing gender equality issues.

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## II. STRATEGY

This Project is the third joint action plan with UNDP within the framework of related grant on assistance to the National Commission in advancing women in the country. The Project activities will build upon main achievements of the previous projects (2009-2011 and 2013-2015) and execution of Concluding comments by the UN CEDAW, including:

- 1) Assistance in devising and implementing the new 2017-2027 strategic document on empowerment of women in accordance with the Kazakhstan 2050 Strategy, Nation’s Plan on 100 concrete steps, and the Leader of the Nation N.A. Nazarbayev’s Address to the people of Kazakhstan “Kazakhstan in the New Global Reality: Growth, Reforms, Development”, new Sustainable Development Goals adopted during the anniversary session of the UN General Assembly in September 2015;
- 2) Technical support of the Head of the State N.A. Nazarbayev’s initiative to host the International Exhibition “EXPO-2017” by engaging women and strengthening their economic capacity;



3) Assistance in implementing UN Committee's Concluding comments to Kazakhstan's report on the elimination of all forms of discrimination against women.

The new Project will primarily focus on strengthening and institutionalizing new mechanisms of implementation of international commitments in the field of gender equality, put into action initiatives of the Head of the State concerning women, implementation of CEDAW recommendations. Therefore, the Project sets the following objectives:

- To continue improvement of the gender policy subject to ratified international treaties on gender equality, by drafting a new programme document and implementing the CEDAW recommendations of 2014;
- To take a thematic approach for the implementation of recommendations and commitments under the universal international treaties and CEDAW, strengthen interagency collaboration and coordination in designing implementation actions;
- To build central and local executive and representative government bodies' capacity in the field of implementing gender policy and monitoring compliance with the international commitments and recommendations;
- To build National and regional commissions for women's affairs' capacity, family and demographic policy in order to coordinate their work on the empowerment of women;
- To assist in forming a holistic approach to the improvement of gender policy with inclusion of national strategic priorities;
- To raise population's gender sensitivity and awareness on the measures taken to empower women in Kazakhstan.

### III. RESULTS AND RESOURCES FRAMEWORK

<p><b>Planned outcomes in accordance with the Country programme's results and resources framework:</b> Judicial and legal systems are fair, accountable and accessible for all.</p> <p><b>Indicator of expected outcome in accordance with the Country programme's results and resources framework, including baseline and targets:</b>  <i>Baseline:</i> Level of transparency in drafting state policy.  <i>Target:</i> ranked 40th among 144 countries (Global Competitiveness Index and OECD data)</p> <p><b>Applicable key results area (from Strategic plan): 2</b>  Project title and number (ATLAS Award ID):</p>				
EXPECTED OUTCOMES	EXPECTED TARGETS	INDICATIVE ACTIVITY	RESPONSIBLE PARTIES	RESOURCES
<p><b>Expected outcome</b></p> <p>Gender equality and practical implementation of UN Committee's Concluding comments to Kazakhstan's report on the implementation of the Convention on the elimination of all forms of discrimination against women meets international commitments</p> <p><b>Baseline:</b> Underrepresentation of women in decision-making positions, women entrepreneurs, women's awareness of their rights,</p> <p><b>Indicator:</b> New programme strategic document on empowerment of women, increased number of women in decision-making positions and engaged in</p>	<p><b>Target 1</b></p> <p>Assistance in drafting and implementation of the new 2017-2027 regulatory document on empowerment of women</p>	<p><b>Activity result 1</b></p> <p>2017-2027 regulatory document to empower women and implementation plan developed</p> <p><b>Action 1</b> Learn methodology and best international practices in drafting programme documents on empowerment of women.</p> <p><b>Action 2</b> Draft and discuss the strategic project document on empowerment of women, indicators and practical mechanisms of implementation of international gender equality treaties.</p> <p><b>Action 3</b> Engage women in implementing the Leader of the Nation N. Nazarbayev's 100 concrete steps towards five institutional reforms for industrialization and economic growth.</p>	<p>UNDP</p> <p>National Commission for Women's Affairs, Family and Demographic Policy of the Republic of Kazakhstan</p>	<p>Republican budget: US \$ 172 854</p> <p>UNDP: US \$35 000</p>



<p>green enterprise, raised awareness of women of their rights.</p>	<p><b>Target 2</b>          Technical support for the Head of the State N.A. Nazarbayev's initiative to host the International Exhibition "EXPO-2017" by engaging women and strengthening their economic capacity</p>	<p><b>Action 4</b>          Develop mechanisms to increase the number of executive women working in national companies and large enterprises regardless of ownership.</p> <p><b>Action 5</b>          Conduct a gender equality research.</p> <p><b>Action 6</b>          Support a nation-wide network of Women Leadership Schools, devise a mentorship programme</p>		
	<p><b>Activity result 2</b>  <i>Increased economic potential of women during the associated events under the International Exhibition EXPO-2017</i></p> <p><b>Action 1</b>          Within the framework of the Leader of the Nation N.Nazarbayev's 100 concrete steps towards five institutional reforms, involve women in forming regional, cultural and tourist clusters, realizing the patriotic act "Mangilik El", shaping and strengthening of Kazakhstani identity through search and revival of forgotten dishes of Kazakh national cuisine and traditions in rural areas.</p> <p><b>Action 2</b>          Train unemployed women in fundamentals of entrepreneurship, making of souvenir gifts for visitors of EXPO-2017.</p> <p><b>Action 3</b></p>			

	<p><b>Target 3</b></p> <p>Assistance in implementation of UN Committee's Concluding comments to Kazakhstan's Report on the elimination of all forms of discrimination against women</p>	<p>Implement pilot projects (making guest (ethnic) houses, hand-made souvenirs, growing organic food using bio-compost, etc).</p> <p><b>Action 4</b></p> <p>Pilot activities to display forgotten and new dishes of Kazakh national cuisine and stylish national garments to foreign visitors at EXPO-2017.</p> <p><b>Activity result 3</b></p> <p><i>Improved capacity and knowledge of experts of the government agencies on gender equality issues, and higher awareness of the population of challenges in achieving gender equality, legal literacy of women;</i></p> <p><b>Action 1</b></p> <p>Upgrade skills of experts of the government agencies on gender equality issues</p> <p><b>Action 2</b></p> <p>Improve mechanism and monitor implementation of the Convention on the elimination of all forms of discrimination against women</p> <p><b>Action 3</b></p> <p>Training programmes on raising awareness of challenges in achieving gender equality, legal literacy of women.</p> <p><b>Action 4</b></p> <p>Undertake campaigns aimed to change the stereotypes on the role</p>		
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			and place of women in society. <b>Action 5</b> Conduct competition among journalists and provide training for them.		
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IV. ANNUAL WORK PLAN<sup>1</sup>

Year: 2016

Expected outputs <i>Baseline, indicators, targets</i>	Planned activities <i>List of activity results and actions</i>	Timeframe				Responsible party	Funding source	Planned budget	
		1Q	2Q	3Q	4Q			Item description	amount
<b>Output 1</b>	<p><b>Activity result 1.</b> <b>Action 1</b> Learn methodology and best international practices in drafting programme documents on empowerment of women.</p> <p><b>Action 2</b> Draft and discuss the draft strategic document on empowerment of women, indicators and practical mechanisms of implementation of international gender equality treaties.</p>	X	X	X	X	UNDP	RB	71300 National consultants	2024
<b>Target 1</b>						National Commission for Women's Affairs, Family and Demographic Policy of the Republic of Kazakhstan	RB	72100 Contracted services	13572
<b>Baseline:</b> Underrepresentation of women in decision-making positions, lack of strategic document on empowerment of women							RB	61000 UNDP consultancy	1651
<b>Indicator:</b> New empowerment of women strategic programme document about a mechanism to increase the number of women in decision-making positions.							RB	74500 Other	500
<b>Target 2</b>	<p><b>Activity result 2.</b> <b>Action 1</b> Train unemployed women in fundamentals of entrepreneurship, making of souvenir gifts for visitors of EXPO-2017</p> <p><b>Action 2</b></p>	X	X	X	X	UNDP	RB	71300 National consultants	8364
<b>Baseline:</b> Few women entrepreneurs producing Kazakh national food products, neo-authentic garments and souvenirs.						Commission for Women's Affairs, Family and Demographic Policy of the Republic of Kazakhstan	RB	72100 Contracted services Companies	5993
							RB	72100 Contracted services Companies	1500
							RB	74500 Other	1079
								<b>Subtotal:</b>	<b>19166</b>

<sup>1</sup> Subject to change



<p><b>Indicator:</b> Increased share of women entrepreneurs, producing Kazakh national food products, neo-authentic garments and souvenirs.</p>	<p>Within the framework of the Leader of the Nation N.Nazarbaev's 100 concrete steps towards five institutional reforms, involve women in forming regional cultural and tourist clusters, realizing the patriotic act "Mangilik El", shaping and strengthening of Kazakhstan identity through search and revival of forgotten dishes of Kazakh national cuisine and traditions in rural areas</p>				<p>75100 Administrative costs (GMS 8%)</p> <p><b>Subtotal:</b></p> <p>1355</p> <p><b>18291</b></p>
<p><b>Target 3</b></p> <p><b>Baseline:</b> Low level of women's awareness of their rights, presence of sustained gender stereotypes in society</p> <p><b>Indicator:</b> Innovative training materials about CEDAW, raising awareness of women of their rights</p>	<p><b>Activity result 3</b></p> <p><b>Action 1</b> Develop and deploy innovative training materials to explain the Convention</p> <p><b>Action 2</b> Develop and disseminate explanatory guidelines about the Convention</p> <p><b>Action 3</b> Monitor the implementation of the Convention on elimination of all forms of discrimination against women and</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>UNDP</p> <p>Commission for Women's Affairs, Family and Demographic Policy of the Republic of Kazakhstan</p>	<p>RB</p> <p>RB</p> <p>RB</p> <p>RB</p> <p>RB</p> <p>RB</p> <p>RB</p>	<p>72100 Contracted services Companies –</p> <p>71300 National consultants</p> <p>74200 Translation services</p> <p>72100 Contracted services Companies –</p> <p>74500 Other</p> <p>75100- Administrative costs (GMS 8%)</p> <p>11070</p> <p>8065</p> <p>1915</p> <p>2646</p> <p>2212</p> <p>2073</p>

	<p>discuss results with the government actors.</p> <p><b>Action 4</b>          Training programmes on raising awareness of challenges in achieving gender equality and legal literacy of women.</p>					<p><b>Subtotal:</b></p>	<p><b>27981</b></p>
	<p><b>Activity result 4</b>          Efficient project management</p>	UNDP	UNDP	UNDP	<p>71400 Project manager</p> <p>72100 Contracted services Companies</p> <p><b>Subtotal:</b></p>	<p>14000</p> <p>3500</p> <p><b>17500</b></p>	
<b>TOTAL:</b>							<b>82938</b>



Year: 2017

Expected outputs Baseline, indicators and targets	Planned activities List of activity results and actions	Timeframe				Responsible party	Planned budget		
		1Q	2Q	3Q	4Q		Funding source	Item description	Amount
<b>Output 1</b>	<b>Activity result 1.</b>				X	UNDP	RB	71300 National consultants	2159
<b>Target 1</b>	<b>Action 1</b> Review of methodology and best international practices in drafting programme documents on empowerment of women.					Commission for Women's Affairs, Family and Demographic Policy of the Republic of Kazakhstan	RB	72100 Contracted services	15362
<b>Baseline:</b>							RB	61000 UNDP consultancy	1939
<b>Indicator:</b>							RB	74500 Other	755
<b>Baseline:</b>							RB	75100 Administrative costs (GMS 8%)	1617
Underrepresentation of women in decision-making positions, lack of gender equality research.	<b>Action 2</b> Conduct gender equality research.							<b>Subtotal:</b>	<b>21832</b>
<b>Indicator:</b>									
New research on gender equality, increase of number of women in decision-making positions	<b>Action 3</b> Engage women in implementing the Leader of the Nation N. Nazarbayev's 100 concrete steps towards five institutional reforms for industrialization and economic growth.								
<b>Target 2</b>	<b>Activity result 2.</b>				X	UNDP	RB	71300 National consultants	7016
<b>Baseline:</b>							RB	72100 Contracted services	13642
Few women entrepreneurs, producing Kazakh national food products, neo-authentic garments and souvenirs	<b>Action 1</b> Conduct trainings on how to make guest (ethnic) houses, hand-made souvenirs, grow organic food using bio-compost, etc.					National Commission for Women's Affairs, Family and Demographic Policy of the Republic of Kazakhstan		Companies	-
<b>Indicator:</b>							RB	61000 UNDP consultancy	2455
Increased share of women entrepreneurs,	<b>Action 2</b> Assist in showcasing forgotten and						RB	74500 Other	216
							RB	75100 Administrative costs (GMS 8%)	1866

producing Kazakh national food products, neo-authentic garments and souvenirs. Active participation of women during the International exhibition EXPO-2017  <b>Indicator:</b>	new dishes of Kazakh national cuisine and stylish national garments to foreign visitors at EXPO -2017								<b>Subtotal:</b>	<b>25195</b>
<b>Target 3</b>	<b>Activity result 3</b>	X	UNDP	RB	72100	Contracted services Companies	4456			
<b>Baseline:</b> Low level of women's awareness of their rights, presence of sustained gender stereotypes in society.	<b>Action 1</b> Develop guidelines, including information for schoolchildren, parents and caregivers related to formation of conscious educational choices.		Commission for Women's Affairs, Family and Demographic Policy of the Republic of Kazakhstan	RB	71300	National consultants	8925			
<b>Indicator:</b> Explanatory guidelines of CEDAW provisions, raised awareness of women of their rights	<b>Action 2</b> Assist in undertaking campaigns aimed to change stereotypes on role and place of women in society.			RB	74200	Translation services	1100			
	<b>Action 3</b> Hold events to remove traditional gender stereotypes in the field of education and preference of occupation			RB	61000	UNDP consultancy	1864			
	<b>Action 4</b> Carry out workshops, trainings and roundtables on raising awareness on challenges in achieving gender equality and legal literacy of women.			RB	74500	Other	702			
	<b>Activity result 4</b> Efficient project management			RB	75100-	Administrative costs (GMS 8%)	1364			
						<b>Subtotal:</b>	<b>18411</b>			
			UNDP	UNDP	71400	Project manager	1400			
				UNDP	71400	Project assistant	3500			
<b>TOTAL:</b>						<b>Subtotal:</b>	<b>25630</b>			
							<b>97127</b>			



Year: 2018

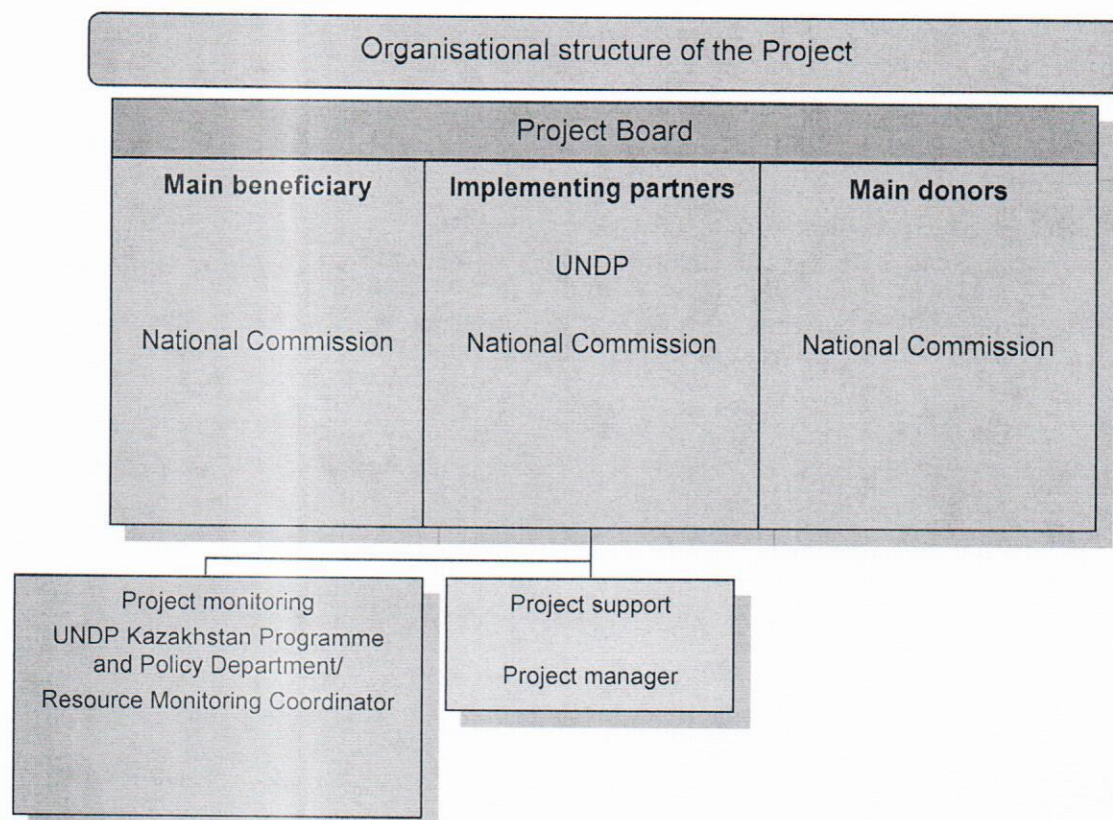
Expected outputs Baseline, indicators, targets	Planned activities <i>List of activity results and actions</i>	Timeframe				Responsible party	Planned budget		
		1Q	2Q	3Q	4Q		Funding source	Item description	Amount
<b>Output</b>	<b>Activity result 1.</b>	X	X	X	X	UNDP	RB	71300 National consultants	3026
<b>Target 1</b>	<b>Action 1</b> Support a nation-wide network of Women Leadership Schools, devise a mentorship programme						RB	72100 Contracted services	8941
<b>Baseline:</b>	<b>Action 2</b> Develop mechanisms to increase the number of executive women in national companies and large enterprises regardless of ownership and draw women to implement new economic policy.					RB	61000 UNDP consultancy	1368	
<b>Indicator:</b>						RB	74500 Other	226	
<b>Baseline:</b>						RB	75100 Administrative costs (GMS 8%)	1085	
<b>Indicator:</b>							<b>Subtotal:</b>	<b>14646</b>	
<b>Target 3</b>	<b>Activity result 3</b>	X	X	X	X	UNDP	RB	72100 Contracted services Companies	4781
<b>Baseline:</b>	<b>Action 1</b> Hold events to eliminate traditional gender stereotypes						RB	71300 National consultants	1500

<p>awareness of their rights, presence of sustained gender stereotypes in society.</p> <p><b>Indicator:</b> Raise population's gender sensitivity and awareness of women of their rights</p>	<p><b>Action 2</b> Monitor the implementation of the Convention on the elimination of all forms of discrimination against women</p> <p><b>Action 3</b> Carry out workshops, trainings and roundtables on raising awareness on challenges in achieving gender equality, legal literacy of women.</p>	<p>Demographic Policy of the Republic of Kazakhstan</p>	RB	74200 Translation services	545
			RB	61000 UNDP consultancy	1000
			RB	74500 Other	350
			RB	75100- Administrative costs (GMS 8%)	1050
				<b>Subtotal:</b>	<b>9226</b>
			RB	71400 Project manager	14000
			RB	74500 Other	2765



					RB				75100 Administrative costs (GMS 8%)	1341
<b>TOTAL:</b>									<b>Subtotal:</b>	<b>25470</b>
										<b>41978</b>

## V. MANAGEMENT ARRANGEMENTS



The Project is nationally managed by the National Commission and UNDP as the implementing partner. The National Commission is responsible for legislative regulation of empowerment of women. It enjoys appropriate competences and authorities to hold subsequent actions to be piloted by this Project. The implementing partner is leading in project implementation and has ownership of project results. UNDP Kazakhstan will provide support services, technical advice/consultancy. UNDP is also responsible for financial and programme reporting to donors. The Project provides for the following roles/structures for efficient implementation of the Project:

- Project Board;
- Project Monitoring;
- Project Manager.

### **Project Board:**

The Project Board is responsible for making management decisions for the Project and providing guidance to the Project Manager in case of significant deviation in the delivery of project outputs from established time and budget limits. During the Project, the Project Board will meet at least twice a year to benchmark the progress against the planned outputs, give strategic directions to the implementation of the Project, identify any corrective actions to be taken, and assess how well the outputs were achieved. The Project Board includes representatives such as:

- **Chairman** – National Project Director /Head of National Commission Secretariat
- **Senior Supplier** – UNDP Deputy Resident Representative
- **Main Beneficiary** – National Commission
- **Observers** – Programme Coordinator, UNDP Programme and Policy Department

**Project Monitoring**, including oversight and overall Project monitoring functions, will be done by the Project Board, while the UNDP Programme and Policy Department and the National Commission will ensure day-by-day coordination and monitoring of the Project activities.



**Project Manager:** will be assigned to provide support to the Implementing Partner in the course of Project. See Terms of Reference in Appendix 3. The Project Manager shall be responsible for day-to-day management and decision-making of the Project, with main responsibility to ensure compliance of the outputs specified in the Project Document with the specified standards of quality, timeframe and budget limits. The tolerance level is a 3-week deviation in implementation of the Project activities and up to 10 per cent above of the approved budget.

**Project Assistant:** UNDP will assign a Project Assistant to render support to the Project Manager. See Terms of Reference in Appendix 4. The Project Assistant shall be responsible for routine administrative, financial, logistics and organizational activities in the course of the Project. He/she will help Project Manager to perform project activities and achieve targets in timely manner.

**Information on the partnership:**

**Organization: The United Nations Development Programme in Kazakhstan**

Address: 14 Bukeikhan street, Astana, Kazakhstan

tel./fax: +7 7172 696 550, +7 7172 696544

Web-site: [www.undp.kz](http://www.undp.kz)

UNDP contact name:

Tel./fax: +7 7172 696550

E-mail:

**Organization: National Commission for Women's Affairs, Family and Demographic Policy under the President of the Republic of Kazakhstan**

Address:

Astana 010000, Kazakhstan.

Tel: +7 7172 745088

Focal point in the National Commission:

Tel: +7 7172 745088



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## V. MONITORING AND EVALUATION FRAMEWORK

The Project will be subject to monitoring in accordance with the UNDP Programme policies and procedures:

### Year-on-year monitoring

- The progress in achieving key results will be assessed quarterly. The quality evaluation is based on qualitative criteria and methodology;
- The Project Manager will activate and update the ATLAS<sup>2</sup> Issues Log with the view of following and resolving potential problems and change requests;
- Based on the initial risk analysis in ATLAS, it is necessary to activate risk registration entry with regular update of risks which may affect the Project;
- Based on ATLAS information, the Project Manager shall provide the Project Board with the progress report, using UNDP's standard reporting format;
- With the view of preparing the Lessons Learned Report by the end of the Project, it is necessary to activate and regularly update the Lessons Learned Log;
- The Monitoring Plan shall be activated and updated quarterly in ATLAS to track project management and implementation activities.

### Annual reporting and audits

- **Annual Progress Report:** This report will be prepared by the Project Manager and then submitted to the Project Board. The Annual Progress Report shall cover the previous period in full, with providing information on all Project components from the quarterly reports, and contain information on the outputs and outcomes achieved against determined annual targets;
- **Annual Project Review:** The Annual Project Review will be carried out in the end of Quarter 4 or immediately after the end of the year in question. During the review, the progress of the Project will be assessed and the Annual Work Plan will be approved for the next year. The Project Board will be responsible for the review process and focus on the achievement of outputs and outcomes;
- **Project audits:** The Project will be audited in accordance with the UNDP procedures.

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## VI. LEGAL CONTEXT

In accordance with Article III of the SBAA Standard Basic Assistance Agreement, the responsibility for protection and safety/security of the Project's staff and property, including property of UNDP under the Implementing Partner's care and custody, rests with the Implementing Partner. The Implementing Partner shall:

- a) Have and adhere to an appropriate safety and security plan subject to the situation in the country where the project is implemented;
- b) Take all risks and obligations related to the Implementing Partner's safety and security, and full implementation of the safety and security plan.

UNDP reserves a right to verify the availability of such plan and amend it, if necessary. Failure to maintain and implement the appropriate safety and security plan in accordance with the requirements will be deemed as the violation by the Implementing Partner of its obligations herein.

The Implementing Partner shall undertake any reasonable endeavor to ensure that UNDP funds under this Project Document are not used to support individuals or organizations associated with terrorism, and the recipients of any funds UNDP allocated hereunder are not indicated in the list of Security Council Committee, approved under the Resolution No 1267 in 1999 r.<sup>2</sup> This provision shall be incorporated in all the sub-contracts or sub-agreements entered into in accordance with this Project Document.

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<sup>2</sup> This list can be retrieved from: [www.un.org/Docs/sc/committees/1267/1267ListEng.htm](http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm).



With the view of implementing the Standard Basic Assistance Agreement, the Implementing Agency of host country shall be the appropriate government authority, which is authorized by this Agreement.

This Agreement is executed in English and Russian languages of authentic copies in both languages with equal legal force. In case of inconsistency or conflict between the Russian and English versions, the English version shall prevail.

**Appendix 1.**

**Risk Analysis and Mitigation Actions**

No	Description	Type	Impact and likelihood	Countermeasures / Administrative response	Person in charge	Who submits /updates	Latest update	Status
1	Political changes at central and local governments	Political risk	Impact – medium Likelihood – medium	Attract a wider range of government partners; match project with objectives specified in national strategic documents and programmes	Manager			
2	Recommendations on the Project objectives are not implemented	Political risk	Impact – high Likelihood – low	Advocate principles of democratic management among project partners; activities to promote further behavioral changes; regular meetings and exchange of views with project partners	Manager			
3	Cutbacks to funding from the republican budget	Financial risk	Impact – medium Likelihood – medium	Revise project actions with focus on potential curtailment of some activities, with revisiting dates and scales if necessary, to achieve annual targets	Manager			
4	Overlapping or inconsistency with other initiatives of donor organizations/governmental projects	Political risk	Impact – medium Likelihood – medium	Hold regular coordination meetings with donors and national partners working in this area	Manager			



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## Appendix 2.

### **Standard letter of agreement between UNDP and National Commission for the provision of support services**

1. Reference is made to consultations between officials of the National Commission and officials of UNDP with respect to support services provided by UNDP Country Office for the nationally managed project *Empowerment of Women in the Republic of Kazakhstan* (hereinafter as **Project**), herewith UNDP and the National Commission agree that UNDP Country Office may provide support services at the request of the National Commission.
2. The UNDP Country Office may provide support services to assist with reporting requirements and direct payments. In providing such services, the UNDP Country Office shall ensure that the capacity of the National Commission 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) Search and employ Programme and Project staff;
  - b) Determine and assist in training activities;
  - c) Procure goods and services;
  - d) Other services as agreed.
4. The procurement of goods and services, and the employment of Programme and Project staff by the UNDP Country Office shall be in accordance with the UNDP regulations, rules, policies and procedures and in coordination with the National Commission. If the requirements for the support services by the Country Office change during the life of the Project, the Appendix 3 to the Project Document will be revised as mutually agreed by the UNDP Resident Representative and National Commission.
5. The relevant provisions of the Standard Basic Assistance Agreement signed between UNDP and GoK on 4 October 1994, including the provision on liabilities, privileges and immunities shall apply to the provision of such support services. GoK shall retain overall responsibility for the national managed Project through the National Commission as the designated institution. The responsibility of the UNDP Country Office for the provision of support services described herein shall be limited to the provision of such support services detailed in the Appendix to the Project Document.
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 provision of the SBAA.
7. The manner and method of cost recovery by the UNDP Country Office in providing the support services described in para 3 above shall be specified in the Appendix 3 to the Project Document.
8. The UNDP Country Office shall submit progress report 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 thereto.
10. Signing of this Project Document, to which the Appendix 3 is an integral part, shall mean agreement with the provisions set forth above, and constitute an agreement between the National Commission and UNDP on the terms and conditions for the provision of support services by the UNDP Country Office for the nationally managed projects.






**Appendix 3.**

**Support services provided by the UNDP Country Office**

1. Reference is made to consultations between the officials of the National Commission and officials of UNDP Kazakhstan with respect to support services provided by UNDP Country Office for the project fulfilled nationally and financed from the Republican budget, UNDP will seek resources and additional funds from other channels.
2. In accordance with provisions of Appendix 3, which is an integral part of the Project Document, UNDP Country Office will provide support services to the Project as specified below.
3. Support services to be provided in the country can be found in UNDP Kazakhstan Universal Price List.

**List of administrative support services:**

<b>Service</b>	<b>Unit – Service provider</b>
<b>Payment process</b>	Finance Unit
<b>Provider's profile</b>	Procurement Unit /Administrative Unit
<b>Administration of service agreements</b>	HR Unit
<b>Employment of consultants:</b> Placing an announcement Shortlisting and selection Execution of contract/supplement to the contract	Procurement Unit
<b>Travel authorizations</b>	Administrative Unit
<b>Travel expense report approval</b>	Administrative Unit
<b>Procurement process without CAP involvement:</b> Search and selection Execution of contracts/supplement to the contract Control of implementation	Procurement Unit
<b>Procurement process without CAP involvement:</b> Search and selection Execution of contracts/supplement to the contract Control of implementation	Procurement Unit
<b>Recycling of equipment</b>	Administrative Unit
<b>Email address with undp.org:</b> Mandatory monthly commission to ICT UNDP BOM (including access to UNDP corporate resources) Monthly support by UNDP Kazakhstan	ICT Unit
<b>Recruitment and employment of staff</b> Placing an announcement in mass-media Shortlisting the candidates Interviewing	HR Unit

  
 (Аманжол)  
 (Рахметба)  
