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UNDP Project Document
Country: Republic of Kazakhstan

Project Name: **DIPECHO VII: Community-Based Disaster Risk Reduction in South-East and East Kazakhstan**

UNDAF Outcome By 2015, communities, national, and local authorities use more effective mechanisms and partnerships that promote environmental sustainability and enable them to prepare, respond and recover from natural and man-made disasters.

Expected Result: National authorities and communities are better prepared and respond to natural and man-made disasters.

Expected Output: Government capacity to prepare and respond to disaster at community level, and to lead and participate in international and regional disaster management partnerships is enhanced.

Indicator: Best international practices in community preparedness reflected in national capacities and emergency preparedness plans.

Baseline: The national emergency plan does not include international norms in community response mechanisms.

Implementing Partner: Ministry of Emergency Situations

Responsible Partner: United Nations Development Programme (Result 1 and Result 2)
Kazakhstan Red Crescent Society (Result 3)

Brief Description:

The objective of the project "DIPECHO VII: Community-Based Disaster Risk Reduction in South-East Kazakhstan" is to reduce loss of lives, livelihoods and developmental assets to natural disasters by developing community capacities for disaster risk reduction (DRR). Specifically, the project will work in pilot locations in Almaty and East Kazakhstan oblast, where it will demonstrate community-based DRR and build the case for further DRR mainstreaming regionally and nationally. The project will link the initiatives of local communities to those of national disaster management authorities, allowing the national authorities to realize the strengths of local communities in DRR, and to further integrate local-level risk management into long-term governance and environmental initiatives. The project is implemented by the Ministry of Emergency Situations in close partnership with UNDP and the Kazakhstan Red Crescent Society.

Programme Period:	2010-2015
Key Result Area:	Environmental Sustainability
Atlas Award ID:	00066780
Atlas Project ID:	00082827
Start Date:	01.05.2012
End Date:	31.10.2013
Date of LPAC:	27 April 2012
Management Arrangements:	National (NIM)

Total budget:	USD 774 133
Total resources required:	USD 774 133
Total allocated resources:	USD 774 133
o ECHO	USD 657 469
o UNDP (parallel)	USD 104 586
o Kazakhstan Red Crescent Society (parallel)	USD 12 078

Approved on behalf of Implementing Partner:
Date:

Vladimir Bozakov, Minister of Emergency Situations
of the Republic of Kazakhstan

Approved by UNDP:
Date:

5/24/12



Stephen Tull, UNDP Resident Representative in Kazakhstan

I. SITUATION ANALYSIS

Among major disasters in Kazakhstan, earthquakes and floods have been most frequent, while landslides, mudslide/debris-flow, avalanche, and extreme temperatures have also been destructive. Twenty-five percent of Kazakhstan's area lies within a seismic zone in which earthquakes of a magnitude 8 on the Richter scale have been recorded and can be expected (UNISDR, 2009). This area contains six million people and more than 40% of the nation's industrial capacity. Floods and mudflows triggered by rainfall, snowmelt or breaches of glacial lakes, as well as earthquakes also expose the southern region. These are expected to be further exacerbated as the effects of climate change are experienced.

Disaster risk from natural hazard is closely linked to the vulnerabilities and activities of the communities residing in disaster-prone areas. Kazakhstan has in the past years seen an increase in disaster risk, associated with the dismantling of institutions and practices for sustainable natural resources management. This, together with the reliance of local authorities and communities on national institutions to reduce and respond to risks, have left communities vulnerable on the one hand, while the national level on the other hand is overlooking the contribution local communities could have on disaster risk reduction (DRR) and preparedness.

DRR is one of the key priorities in the long-term Development Strategy of Kazakhstan till 2030 and in state policy. The legislative basis for DRR comprises seven key laws. Following the promulgation of the President's Decree "On Measures Aimed to Prevent Disasters in the Territory of the Republic" (19 March 2004), the Ministry of Emergency Situations developed the "Concept of prevention and mitigation of natural and technological disasters and improvement of the state management system in this field," which was followed by a State Program for 2007-2015.

The Ministry of Emergencies is responsible for the general management of the State system on disaster prevention and mitigation. To coordinate actions of the central and local executive authorities and organizations in Kazakhstan, commissions have been established at the interagency, province, district, and municipal levels. Although the government has taken significant steps to strengthen the capacity of MES and the various commissions, many needs remain, including improving coverage of local level capacity building activities and adopting a more proactive stance towards DRR.

II. STRATEGY

The project "DIPECHO VII: Community-Based Disaster Risk Reduction in South-East and East Kazakhstan" aims to showcase the community input and potential for DRR. Working in close collaboration with the Kazakhstan Red Crescent Society (KRSC), it will involve communities and cross-sectoral actors (water user organizations, pasture management organizations, local authorities and others) more firmly in DRR measures. By involving a wide audience a more comprehensive approach to DRR at multiple levels and across sectors will be achieved.

The project will target local actors in the disaster prone area of Almaty oblast (Tekeli) and East Kazakhstan oblast (communities in flood-prone areas around Semey and remote mountain communities around Ust-Kamenogorsk). Almaty oblast (population 1,69 million) and East Kazakhstan oblast (population 1.42 million) face many of the typical hazards of the country. As such, they are suitable locations for pilot projects, especially taking into account that both regions recently have faced severe floods, which in particular have affected rural communities. The pilot locations share many typical aspects of the overall DRR situation in Kazakhstan. An influx of people and a rapid change in the socio-economic environment has increased the risks communities face. In Tekeli, a number of earthquakes since the 1990s have led to direct damage and weakened some of the mountainous zones and slopes. Dismantled city metallurgical production has left the area with a significant number of tailing sites with high concentrations of heavy metals. These sites pose a significant risk to the region and beyond - in the event of structural failure the chemical contamination could enter the nearby river systems and even reach the Balkash lake. In Almaty and East Kazakhstan oblast, unsustainable water use and grazing practices of new communities have degraded the mountain slopes and led to soil erosion. Trees are cut down for use as timber and firewood which adds to soil erosion and increases the risk of mudflows and landslides. There has been a decline in natural vegetation due to construction of private houses and increase in livestock. The construction of

irrigation ditches and excessive water use further contributes to mudflows/landslides and means that slopes are no longer regenerating at natural pace.

The assessments conducted by KRSC in the areas around Semey and Ust-Kamenogorsk during the past years and by UNDP in the Tekeli area in 2005-2006 and in October 2011 showed that the local population, and especially the local authorities, is generally unprepared to reduce disaster risks and respond to disasters. While this partly is a question of financial resources, the implemented small-scale initiatives showed good results, but also that communities and local authorities tend to overestimate the costs of prevention and risk reduction. Furthermore, they tend to miss the linkages between reducing disaster risks and improving livelihoods sustainability on a wider social, economic and environmental level. Thus, for example, cattle livelihoods are supported but it is not underlined that they should be conducted in a sustainable manner. Consultations with local authorities and civil society representatives further showed that, despite some good results from pilot projects (reducing the risks from overgrazing achieved through the Tekeli project and preparedness measures implemented by KRSC), communities still need awareness-raising and more active involvement in sustainable livelihoods and DRR to reduce the risks from the multiple hazards, for example those related to excessive water use and climate change. As such, communities would benefit from a more thorough approach to risk assessment, which takes multiple hazards into consideration.

The project will work to integrate risk reduction into environmental management and climate change adaptation, identifying and strengthening the mutual benefits of land management, risk reduction and climate change adaptation, with the aim to protect lives and livelihoods and promote human well-being. The project will connect DRR and land management stakeholders (organizations, governments, and communities), who are implementing similar projects but with separate focus and in different locations. Thus, the project will work to integrate the efforts of environmental managers, climate change actors and disaster risk managers in the countries, providing synergies, not duplication, between ongoing initiatives. Engaging the two communities will allow both to get access to local data and in-depth knowledge of practices and trends within their closely related fields. The project will also support decision makers, who will get information on the complete value of ecosystems by including both the long-term risk reduction values of healthy ecosystems, as well as the immediate values of goods and services to local populations or industries.

Project Objective

The principal objective of the project is to reduce loss of lives, livelihoods and developmental assets to natural disasters by developing community capacities for disaster risk reduction and by further mainstreaming community-based DRR into national disaster management and sectoral development planning. Specifically, it will successfully demonstrate community-based disaster risk reduction in pilot communities leading to a reduced loss in livelihoods and assets and building the case for further DRR mainstreaming regionally and nationally.

The achievement of the specific objective will be measured according to the following indicators and target values.

1. Introduction of community-based disaster risk reduction into national DRR methodologies (Target: Two methodologies updated)

As part of the ongoing work to update disaster risk assessment methodologies (UNDP/MoES project), methods for community-based risk reduction will be included. In addition, at the beginning of the project a review of ongoing sectors (water management, climate change adaptation, natural resource management, emergency preparedness) will be conducted in collaboration with all stakeholders, with the aim to identify guidelines, strategies and methodologies currently under development. This review will identify the most potential guidelines for inclusion of community-based DRR. In addition to the DRR methodologies, possible guidelines to be updated include site risk assessment guidelines (under development in UNDP chemicals project), sustainable rangeland management models (under development under the CACILM initiative) and Red Crescent guidelines.

2. Capacity for local, regional and national stakeholders on understanding DRR and development improved (Target: 500 decision-makers reached)

Understanding that vulnerability to disasters is very closely linked to the economic and social capacity of communities, the project will closely link to ongoing UNDP work on local development and to UNDP and KRCS work on increasing overall community resilience. In this regard, the project will take a broad view of the issue of disaster risk reduction, advocating for the inclusion of DRR into a variety of relevant sectors and programmes. It will work in close connection with the UNDP Climate Risk Management Programme, an objective of which is to increase communities' resilience to climate change, and to advocate for community-based adaptation at the national level. Decision-makers will be reached through development of quality communication program, and by presenting project results at a wide range of events conducted by stakeholders. The project links very closely to UNDP work on human development and support to building resilient communities and nations, and in this regard the opportunity to include project results and topics into flagship communications such as the UNDP Human Development Report, will be explored. Through the KRCS work in preparedness committees, regional and national authorities will be reached.

3. Mechanisms for stakeholder coordination and involvement in cross-sectoral DRR developed and applied (Target: 10 committees, 5 pilots)

Building upon KRCS past experience, ten local disaster management committees (LDMC) will be formed as part of community disaster management structures. Five pilot projects will be implemented and will make use of these local committees to identify and implement priority DRR interventions. These will include establishment of early warning systems, application of sustainable natural resource management practices, implementation of structural and non-structural measures (as applicable) and others. Pilot projects will be located in East Kazakhstan (remote communities in Semei and Ust-Kamenogorsk) as well as in Tekeli town.

The objective of the project is in line with the overriding objective of the Disaster Preparedness - ECHO (DIPECHO) action plan, namely, to reduce the vulnerability of the populations in Central Asia living in areas most prone to and affected by natural disasters, by focusing on disaster risk reduction (DRR) and increasing the awareness, preparedness and response capacities at community, national and regional levels. The project aims to link the initiatives of local communities to those of national disaster management authorities, allowing the national authorities to realize the strength of local communities in disaster risk reduction, and to further integrate local-level risk management into long-term governance and environmental initiatives.

The project proposal is also in line with the Hyogo Framework for Action (HFA), which calls for efforts to "encourage the sustainable use and management of ecosystems, including through better land-use planning and development activities to reduce risk and vulnerabilities." The HFA promotes the implementation of "integrated environmental and natural resource management approaches that incorporate disaster risk reduction, including structural and non-structural measures".

Project Activities

The project will work under three main results, with specific associated indicators and activities.

Result 1: Disaster risks addressed and reduced at community level (Tekeli, Almaty oblast)

Activities for this Result:

- Comprehensive risk assessment conducted to determine extent of the problem and develop an integrated vision of the solution
- Capacities of local authorities in risk assessment and mainstreaming will be developed; training programme will be conducted and authorities included into risk assessment conduction
- Development planning (as part of town plans and budgets) will be conducted, based on risk assessments
- Priority measures will be piloted on the basis of risk assessments in three identified priority areas, including for example: water efficiency, structural measures, mountain pasture rehabilitation, or other as appropriate
- Increased preparedness to respond to disasters among local authorities and communities in identified three pilot areas: contingency/emergency planning and training and/or development of early warning systems

The risk assessment will be carried out together with local authorities, regional emergency authorities, as well as local communities. It will take into account the potential impacts of climate change, and carried out in cooperation with the UNDP Climate Risk Management (CRM) programme. Civil society and authorities will be engaged in the risk assessment, as well as various interest groups (land users associations, agricultural groups, forestry groups, authorities, NGOs). These will be involved within their respective spheres of expertise (NGOs for community engagement, particularly with oralmans and women; water user associations for water efficiency measures, etc). Based on the detailed risk assessment, DRR measures will be included into the local development plans of Tekeli town. Identified measures will be prioritized, and in three pilot areas measures will be implemented. The cost-benefit of these measures will be assessed, which will further build the case for inclusion of DRR measures into local planning, and which is expected to support mainstreaming community-based DRR into the national risk assessment and preparedness plan methodology (to be updated in 2013). Measures not able to be implemented during the project period will be prioritized and submitted for inclusion into local and regional budget plans. The risk reduction and preparedness measures will be implemented on a priority basis. Measures will be designed as applicable, and will pilot various and different aspects of risk reduction for different hazards. Risk reduction measures will include for example water use efficiency, early-warning systems, legal and institutional aspects of rangeland management, etc. Preparedness measures will be implemented based on the identified risks, and will include contingency/emergency planning and training, as well as simulation exercises if time and resources permit. Possibly, development of early warning systems will also be included as a separate activity (although this would only include development and planning of the system, for inclusion for funding under regional preparedness plan activities, and will include Sel-Info avalanche warning system, or other existing system, as applicable). The long-term risk reduction value of the priority measures implemented will be evaluated by a short-term consultant. The results will be used to justify inclusion of priority measures into local and regional budgets, and will also be used as a basis for further justifying community-based DRR interventions at the national level (specifically, when it comes to updating the national risk assessment methodology and the national and regional preparedness plans). The benefits of mainstreaming DRR into livelihood and environmental projects (such as pasture management, water efficiency, climate risk management, etc) will be used as examples in the final report. Results of the evaluation will be disseminated both locally, nationally and regionally (including at the Dipecho VII regional partner meeting).

Indicators for this Result:

- 1.1 Availability and accessibility of comprehensive and applicable data and analysis on multiple hazards in mountainous regions (target: updated hazard maps)
The developed hazard maps (mudflow risks, 2006) of Tekeli area will be updated to reflect current situation and multiple hazards. Climate change implications will be taken into account.
- 1.2 Numbers of households with improved capacities for disaster response leading to reduced risk to lives, homes, livelihoods and assets (target: 5000)
Community mobilization will be conducted in close collaboration with existing NGOs in the area. Community training programme, consisting of minimum three trainings, will be held in Tekeli town, with participants from communities and surroundings. Community trainings are planned to be implemented by the Red Crescent society, to ensure sustainability and replication. In addition, national UN Volunteers (UNV) will be included into the training program and pilot activities, and the lessons learnt by the UNV programme in Kazakhstan when it comes to community mobilization will be used when designing the on-ground activities.
- 1.3 Attraction of financial resources mobilized for community-based DRR from state and regional resources (% increase, target: request for allocation in line with state procedures)
Communities in Tekeli town and surroundings will be provided with assistance and advice to apply for financial resources to implement identified priority measures. The project will aim to secure regional and akimat budget financing for priority measures as part of regional and local development planning. The amount of secured resources will be followed up upon as part of the project monitoring and evaluation.

Result 2: Community based disaster risk reduction replicated and mainstreamed at all levels

Activities for this Result:

- Community-led DRR included into national risk assessment methodologies and regional preparedness plan
- Improved development planning on the basis of risk assessments (awareness raising and integration of risk assessment into decision-making processes of local and regional authorities)
- Trainings on linkages between disaster risk reduction and sustainable livelihoods, and their linkages to climate change, conducted at local, national and regional levels
- Long-term risk reduction value of priority measures (water efficiency, structural measures, mountain pasture rehabilitation, or other as appropriate) assessed and disseminated
- Opportunities for including land reclamation / disaster risk reduction / carbon offsetting activities into existing and new microfinancing and/or carbon setting funds analyzed
- Disaster risk reduction practices mainstreamed into appropriate sectors (district authorities and relevant ministries and/or private sector entities) as well as into natural resource management; conducted as part of ongoing initiatives
- Improved awareness on the opportunities to reduce disaster risks through sustainable environmental practices among authorities and communities
- Replication of project lessons learnt through ongoing national and regional initiatives

Education and awareness raising on DRR will be conducted for local and regional authorities, as well as for financing institutions (Kazagroinnovation, Kazagrofinance, etc) and user and interest groups (agricultural organizations and groups, water users organizations and river basin councils, zhailu/pasture committees, and others) about the need of competent and sustainable attitude to livelihood creation, the impact of economic and livelihood activities on disaster risks and of applicable measures against floods, landslides and mudflows in a seismic zone. Two regional trainings/seminars are planned, as well as individual meetings with the relevant organizations. Practical trainings on disaster risk reduction will be conducted within ongoing initiatives on natural resources management and climate risk management for local and regional authorities, for user and interest groups (agricultural organizations and groups, water users organizations, zhailu/pasture committees, and others), for local communities (with particular focus on women and oralman). These will be implemented in collaboration or under the auspices of ongoing KRCS and UNDP projects, as well as partner agencies' DRR projects (including DIPECHO VII projects). A wide participation in training organization will be supported, to ensure institutionalization and replication. Project results will be disseminated and included into relevant sectoral guidelines. This will be done as part of ongoing UNDP and partner projects to ensure synergism and a cross-sectoral approach. As such, the piloted DRR initiatives and results will be included for example into rangeland and pasture management models under development, as well as into climate risk management guidelines and initiatives. A consultant will be recruited to analyse the opportunities for including identified DRR priority measures into existing national microfinancing and/or carbon setting funds. The results will be presented to national counterparts and financing institutions for inclusion as criteria into funding decisions. Priority DRR interventions in various sectors will be disseminated through guidelines and articles. The lessons learnt on community-based DRR will be included into the national risk assessment methodology (to be developed in 2013), as well as in the national and regional preparedness plan (to be updated on national and Almaty oblast level in 2013). The project results will be disseminated through KRCS as well as through CACILM and GEF-SGP initiatives. The project will take part in the DIPECHO VII regional lessons learnt seminar. The project will work in close collaboration with UN agencies supporting the institutionalization of the CACDRRR, and be put forward as working under the Center umbrella. This way, the project is expected to contribute to the institutionalization of the Center itself.

Indicators for this Result:

- 2.1. Improved public awareness at local, regional and national levels: skills and knowledge on DRR and its linkages to development (target: 500 decision-makers reached)

Trainings will be held at national and regional levels to disseminate project results. At least 100 authority representatives will take part in trainings. In addition, at least three guidelines will be updated with regard to mainstreaming DRR. The most potential sector guidelines and strategies will be identified as part of a short review of ongoing initiatives at the beginning of the project. Articles on

project results and the opportunities for linking DRR with other initiatives and sectors will be prepared and distributed, reaching at least 500 decision-makers and 1000 members of the wider public. This will be done by working in close partnership with ongoing initiatives, including the UNDP Climate Risk Management programme. The project outcomes will be distributed and discussed in DIPECHO seminars at the national and regional level. The developed hazard maps (mudflow risks, 2006) of Tekeli area will be updated to reflect current situation and multiple hazards. Climate change implications will be taken into account.

2.2. Number of plans and guidelines at regional and national level updated to include community-based DRR (target: three guidelines/plans/strategies)

At least three guidelines will be updated with regard to mainstreaming DRR. One of these is expected to be a guideline on pasture management, which will be updated to include linkages on mountain pasture and its linkages to mudflow and flood hazards. One guideline will concern the issue of climate risk management and take into account ways in which disaster risk can be reduced through efficient water use and sustainable livelihoods and natural resource use. The national preparedness plan as well as the regional preparedness plan are planned to be updated in 2013, and will also take into account project outcomes - especially when it comes to mainstreaming DRR and taking into account linkages between livelihood creation and disasters.

2.3. Number of lessons-learned, case studies and best practices disseminated to stakeholders

The project outcomes will be disseminated at national and regional level through multiple channels. Articles will be written and published in local media as well as through UNDP and ECHO channels. In addition, a case study on project results will be prepared, taking into account particularly the opportunities for integrating DRR into ongoing development projects (for UNDP and other international agencies' use) as well as an internal guideline for MoES on community-based DRR, which will be included into the risk assessment methodology (to be updated in 2013) as well as the regional preparedness plan guidelines (to be updated in 2013). As such, the project will provide much needed baseline data for national guidelines and documents.

2.4. Number of mobilized communities involved in DRR projects (three additional communities)

The indicator will measure the replication degree and mainstreaming

Result 3: Improved disaster preparedness through raised capacities of remote communities and national society (Responsible partner: Kazakhstan Red Crescent Society)

The Responsible Partner for Result 3 will be the Kazakhstan Red Crescent Society (KRCS). A separate grant agreement for noncredit related activities between UNDP and KRCS will be signed to this regard. While UNDP remains the sole responsible partner for the action vis-à-vis the donor, the European Commission Humanitarian Aid and Civil Protection (ECHO), KRCS shall on their behalf fully comply with the applicable agreement rules and regulations, including the General Conditions Applicable to European Union Contribution Agreements With International Organisations for Humanitarian Aid Actions, including accompanying special conditions and annexes.

Activities for this Result:

- LDMCs and trainings conducted for LDMC and community population
- LDMCs equipped with disaster preparedness sets
- Piloting early warning systems (EWS) operated by the communities
- Exit strategy agreed to achieve LDMC's sustainability
- School DR teams established, trained and equipped with DP sets
- Improved DP/FA knowledge and skills of schoolchildren
- Production and dissemination of DP/FA visibility and information materials
- National Society staff and volunteers trained and training modules updated
- Equipment and transport procured and supplied to branches and HQ for project implementation purposes

Ten Local Disaster Management Committees (LDMC) (five per branch) in Ust-Kamenogorsk and Semey will be established and MoUs will be signed. 10 DRR trainings will be conducted, targeting 120 LDMCs members. 10 DP/FA trainings for 120 LDMC members will also be conducted. IEC information and materials will be disseminated. Ten one-day DP/FA community simulation exercises will be conducted (one per each target community). The ten established LDMC will be provided with 10 disaster preparedness (DP) sets including 30 First Aid kits (3 kits per LDMC), stretchers, megaphones, torches and blankets. EWS equipment for 10 communities will be procured, supplied and mounted with the support of branch disaster management staff. Thirty school disaster response teams will be established, composed by school leadership and teachers. Teams will be trained in DP/DR at short training sessions held by KRCS branch DM staff. DR teams will be supplied with DP sets and School Disaster Handbooks. 300 DP/FA trainings will be conducted, targeting 9,000 schoolchildren in 30 schools (15 in Semey and 15 in Ust-Kamenogorsk). Simulation exercises will be held in the schools. DP/FA visibility and information materials will be developed/adapted, printed and disseminated among 10 communities and 30 schools. 250 visibility sets (t-shirts and caps) and 10 vests for project staff will be produced and distributed. The following informational and educational materials will be distributed: School Disaster Preparedness Handbook (CARES), Schoolchildren Emergency Handbook, Pocket booklet FA, EWS Guideline, DP leaflets (5 kinds), FA handbooks. Project activities will be highlighted by publications in mass media. All visibility and information materials will be in line with ECHO visibility guidelines. Project staff at HQ and branch level will be recruited to update and develop training modules. One one-day induction workshop on project management for organization leadership, project staff and concerned partners will be conducted. One 6-day DRR, DP/FA TOT training for KRCS project staff will be conducted. Project staff will additionally update KRCS volunteer data base. Necessary training and office equipment will be procured and supplied to local KRCS organizations. Taking into consideration the remote location of the communities from the oblast (regional) administrative centers the National Society will procure two vehicles - one per each branch involved in the project implementation.

Indicators for this Result:

- 3.1. Established and well trained DR school teams composed by the school teachers conducting trainings and competitions for schoolchildren (30 schools; 150 team members)
DR teams will be established in 30 town schools in Semey and Ust-Kamenogorsk. Each team will consist of a minimum of five members. School DR teams will be trained and supported to conduct preparedness activities (school evacuation plans, drills and maintaining DR equipment).
- 3.2. DRR trainings in communities and schools (10 communities; 300 school trainings)
At least 60% of community members, schoolchildren and teachers will gain lifesaving skills through training in Disaster Preparedness (DP), First Aid (FA) and rules of behavior during emergency situations. 10 community-based DRR (CBDRR) trainings will be conducted for 120 LDMC members. 10 DP/FA trainings will be conducted for 120 members of LDMCs. In addition 10 simulation exercises will be held in the pilot communities. 300 trainings on DP/FA will be conducted, targeting approximately 9,000 schoolchildren and teachers.
- 3.3. Improved capacity of National Society (30 personnel trained)
National Society capacities will be improved through conducting trainings at national and branches for project staff and volunteers. 1 national induction trainings (CBDRR, DP/FA, CBEWS), will be conducted, targeting 30 staff and volunteers. Material and technical equipment will be strengthened by purchasing transport and office equipment for two branches. Two vehicles will be purchased, and transport maintenance will be ensured for project duration. In addition, office equipment for four branches will be procured. Logistics knowledge and skills will be refreshed.

It needs to be noted that list of indicators and activities will be corrected during project implementation in close coordination with MoES.

Beneficiaries

The estimated number of direct beneficiaries is 31 620 (more than 7000 households). Of these, 22 470 is the population of Tekeli town with immediate surroundings. A total of 9150 direct beneficiaries will be

targeted through result 3 - the number of people living in communities and the number of school children and teacher. The number includes communities (families with particular focus on women and children), authorities (local as well as regional emergency authorities) as well as civil society and NGOs. In Tekeli, the project will pay specific attention to vulnerable groups, including women and oralms (ethnic Kazakhs who have returned to Kazakhstan from China and Mongolia since the country's independence in 1991). Of the 22 470 direct beneficiaries in Tekeli, up to 10% are oralms (returnees), which is one of the most vulnerable groups in the area due to their unpreparedness and unfamiliarity with the local surroundings and institutions. Coming from another culture and country, they are not equipped to prepare for and respond to natural disasters in the mountainous regions. The number of oralms engaged in livestock raising in Almaty region is also significant and is a contributing factor to the increase of cattle over the last years. The project will build upon the experience of UNDP Kazakhstan in supporting income generation and inclusion of oralms into Kazakhstani society (www.undp.kz/en/articles/1/104.jsp, www.undp.kz/projects/files/228-24886.doc).

More than 50% of the project direct beneficiaries are women. Even though the MDG goals on gender in Kazakhstan have been fulfilled, particularly rural women still need to be more closely involved in livelihood opportunities and DRR and disaster preparedness. Rural women play an important role in agriculture and pasture management, and have the lead role in community preparedness as primary caretakers and generators of income. The Red Crescent component of the project will contain a specific part on raising the awareness of school children, who have been noted to have a particular role in bringing awareness and good practices to families.

Coordination and collaboration with other initiatives

The project will be implemented by the Ministry of Emergency Situations (MoES) in collaboration with UNDP and in close partnership with the KRCS. KRCS will work primarily on local level (trainings and awareness raising) and integrating lessons learnt into long-term training programmes, with UNDP working on national level to ensure that the results and methodologies are integrated into long-term national training programmes and initiatives. While UNDP Kazakhstan remains accountable for the project, with the Ministry of Emergency Situations as the Implementing Partner, the Kazakhstan Red Crescent society (KRCS) will be the responsible partner for Result 3. The project will build upon the civil society dialogue of the Dipecho VI project and the CACDRRR, with the understanding that certain parts of DRR is best carried out by local-level civil society organizations.

On local level, the project will work closely together with the communities in East Kazakhstan and in Almaty oblast, including oralms and cattle breeders of the area, whose cattle in the recent years have caused significant damage to the slopes. Collaboration will be carried out primarily in connection with ongoing programs including the UN Kazakhstan Semey Programme and the UNDP Climate Risk Management programme. In East Kazakhstan, the project will work with communities in flood-prone areas as well as remote mountain communities. Local authorities responsible for land and pasture management will be engaged, and the project will benefit from collaboration with ongoing initiatives in the Almaty region on climate risk management and sustainable rangelands management.

On oblast and national level the project will link to ongoing initiatives on disaster preparedness and risk assessment (including climate risk). It will work with oblast and national authorities (Ministry of Emergency Situations, MoES, and Ministry of Environmental Protection, MEP, the Kazakhstan Organization for Mudflow Protection (Kazselezaschitiy) and others. The project is in line with the 2010-2015 UN Development Assistance Framework for Kazakhstan output 3.1 "Government's capacity to prepare and respond to disaster at community level, and to lead in and participate in international and regional disaster management partnerships enhanced" and close collaboration with UN agencies such as UN OCHA, UNISDR, UNICEF and WHO is foreseen in this regard.

On regional level, the project will work closely with the ECHO field office and collaborate with DIPECHO VII partners in Central Asia. Project results will be disseminated at the DIPECHO VII regional conference in autumn 2013 by project/UNDP/KRCS personnel. Work will also to the extent possible be linked to ongoing efforts to institutionalize the Central Asian Center on Disaster Response and Risk Reduction. The support of the UN to the establishment of the Center is coordinated by the UN Resident Coordinator in Kazakhstan and supported by UN OCHA, UNDP and UNISDR staff. The project will to the extent feasible

support this work. In addition, project activities will build upon UNDP and Red Crescent community-based DRR work in Central Asia and the region. Technical support and coordination with other ongoing initiatives will also be provided by UNDP BCPR regional and global staff, in addition to support from GRIP and CADRI.

Transition and exit strategy

The project will showcase the inclusion of communities into disaster risk reduction, as well as into preparedness and mitigation measures. It will link the activities and results to ongoing and pipeline initiatives at national and regional levels in order to achieve up-scaling and replication. It will allow for a stronger linkage between ongoing SGP community projects (implemented as part of ongoing UNDP local development programmes and climate risk management programmes) with national-level disaster preparedness and risk reduction strategic activities, and will build a case for mainstreaming DRR in development actions. By working in close collaboration with the KRCS, the project will showcase the added value of civil society and multiple-actor interventions for improved DRR. The project will further involve UN Volunteers (UNVs) into the pilot work. UNV is closely connected to local development programmes of UNDP, and volunteers have been successfully engaged in community activities in the Semey programme. The project aims to involve one or two UNVs into its work, and thus further promote volunteerism for DRR in the communities. Through the ongoing UNDP Climate Risk Management programme and the GEF-SGP programme, the project results will be disseminated to the five Central Asian countries. The project will also provide a pilot example for community-led risk reduction measures, which will be incorporated into national risk assessment methodologies and preparedness plans. Because the work will be closely tied to that of the Red Crescent societies, they will have a key role in further replicating lessons learnt. The project utilizes and strengthens existing KRCS structures (Red Crescent Society branches, LDMCs, schools, etc.). Thus, the project involves community leaders and authorities and works through the branches, staff and volunteers of indigenous organizations present in the areas of action applying their capacities, expertise and established cooperation and contacts. The project also utilizes the available regional and local expertise on DRR by facilitating the exchange of good practices, and by using educational institutions (schools). It is expected that after the project ends the involved communities will stay with practical mechanisms, motivation and capacities to carry out activities further/provide the long-term follow-up.

III. RESULTS AND RESOURCES FRAMEWORK

Title of the project	DIPECHO VII: Community-Based Disaster Risk Reduction in South-East and East Kazakhstan			
Principal objective	Reduced loss of lives, livelihoods and developmental assets to natural disasters by developing community capacities for disaster risk reduction and by further mainstreaming community-based DRR into national disaster management and sectoral development planning			
	Intervention Logic	Objectively verifiable indicators	Sources of verification	Risks and Assumptions
Specific Objective	Successful demonstration of community-based disaster risk reduction leads to a reduced loss in livelihoods and assets and builds the case for further DRR mainstreaming	<ul style="list-style-type: none"> - Introduction of community-based disaster risk reduction into national DRR methodologies - Capacity for local, regional and national stakeholders on DRR and livelihood linkages improved - Mechanisms for stakeholder coordination and involvement in DRR developed and applied 	<ul style="list-style-type: none"> - National guidelines, national and regional preparedness plans, risk assessments, statistics and other relevant documentation - Project reports and documents, project evaluation, project articles, cost-sharing agreements and new projects initiated - Project reports and documents, reports on DRR mainstreaming, development and sectoral plans, guidelines 	<ul style="list-style-type: none"> - All stakeholders actively engaged and coordinated - Authorities (emergency, land use and environmental) are ready to involve communities into disaster management and preparedness - Involved parties understand the linkages between disaster risk reduction and development (including livelihood creation and natural resources management) - Communities are not affected by large-scale disaster during the project's implementation
Results	1. Disaster risks addressed and reduced at community level	<p>Indicator 1.1: Availability and accessibility of comprehensive and applicable data and analysis on hazards in mountainous regions</p> <p>Indicator 1.2: Numbers of households with improved capacities for disaster response leading to reduced risk to lives, homes, livelihoods and assets</p> <p>Indicator 1.3: Attraction of financial resources mobilized for community-based DRR from state and regional resources</p>	<ul style="list-style-type: none"> - Disaster maps - List of participants in civil society (Red Crescent Society) trainings and NGO-led activities - Budget allocations, MoUs and cost-sharing agreements 	<ul style="list-style-type: none"> - Participants at all levels willing to be actively involved in DRR mechanisms; authorities willing to engage communities - Local partners, organizations and institutions are willing to submit information and take an active part in DRR activities - All stakeholders actively engaged and coordinated - Involved parties understand the linkages between disaster risk reduction and development (including livelihood creation and natural resources management)

	<p>2. Community based disaster risk reduction replicated and mainstreamed at all levels</p>	<p>Indicator 2.1: Improved public awareness at local, regional and national levels: skills and knowledge on DRR and its linkages to development Indicator 2.2: Number of plans and guidelines at regional and national level updated to include community-based DRR Indicator 2.3: Number of lessons-learned, case studies and best practices disseminated to stakeholders by CACDRRR Indicator 2.4: Number of mobilized communities involved in DRR projects (through SGP and others)</p>	<ul style="list-style-type: none"> - Public information on DRR distributed through authority, CACDRRR and CSO/NGO channels, training and capacity assessment reports - Regional preparedness plans; national, regional and sectoral development plans; project documents and dissemination materials including DRR aspects - Lessons-learned, case studies and best practices - Project documents, cost-sharing agreements 	<ul style="list-style-type: none"> - Participants at all levels willing to be actively involved in DRR mechanisms - Involved parties understand the linkages between disaster risk reduction and development (including livelihood creation and natural resources management) - Local partners, organizations and institutions are willing to submit information and take an active part in activities - CACDRRR actively engaged
	<p>3. Improved disaster preparedness through raised capacities of remote communities and National Society</p>	<p>Indicator 3.1: Number of functional Local Disaster Management Committees (LDMC) that are part of community Disaster Management (DM) structure/mechanism Indicator 3.2: Established and well trained DR school teams composed by the school teachers conducting trainings and competitions for schoolchildren Indicator 3.3: At least 60% of community members, schoolchildren and teachers gain lifesaving skills through training in Disaster Preparedness (DP), First Aid (FA), rules of behavior during emergency situations Indicator 3.4: National Society capacities are improved through conducting trainings at national and branches levels for project staff and volunteers and strengthening material and technical equipment (transport and office equipment for 2 branches)</p>	<ul style="list-style-type: none"> - List of LDMCs members. Training agenda for LDMC. - Lists of participants, Volunteer records, Monitoring reports, Trainers reports, Training agenda. - Acceptance notes, Inventory 	<ul style="list-style-type: none"> - Participants at all levels willing to be actively involved in DRR mechanisms; authorities willing to engage communities - Local partners, organizations and institutions are willing to take an active part in National Society DRR activities - All stakeholders actively engaged and coordinated
<p>Activities</p>	<p>(for Result 1)</p> <ul style="list-style-type: none"> - Comprehensive risk assessment conducted at to determine extent of the problem and develop an integrated vision of the solution; taking into account the potential impacts of climate change (this will be done through the UNDP Climate Risk Management programme using parallel resources) - Organization of dialogue with local authorities and public service - Integration of DRR into development planning (as part of town plans and budgets) will be conducted, based on risk assessments - Priority mitigation measures will be piloted on the basis of risk assessments in three identified priority areas, including for example: water efficiency, structural measures, mountain pasture rehabilitation, or other as appropriate - Piloting preparedness measures leading to increased preparedness to respond to disasters among local authorities and communities in identified three pilot areas: contingency/emergency planning and training and/or development of early warning systems - Evaluation of long-term risk reduction value of risk reduction measures 			

(for Result 2)

- Community-led DRR included into national risk assessment methodologies and regional preparedness plan
- Improved development planning on the basis of risk assessments (awareness raising and integration of risk assessment into decision-making processes of local and regional authorities)
- Trainings on linkages between disaster risk reduction and sustainable livelihoods, and their linkages to climate change, conducted at local, national and regional levels
- Long-term risk reduction value of priority measures (water efficiency, structural measures, mountain pasture rehabilitation, or other as appropriate) assessed and disseminated
- Opportunities for including land reclamation / disaster risk reduction / carbon offsetting activities into existing and new microfinancing and/or carbon setting funds analyzed
- Disaster risk reduction practices mainstreamed into appropriate sectors (district authorities and relevant ministries and/or private sector entities) as well as into natural resource management; conducted as part of ongoing initiatives
- Improved awareness on the opportunities to reduce disaster risks through sustainable environmental practices among authorities and communities
- Replication of project lessons learnt through ongoing national and regional initiatives

(for Result 3)

- LDMCs and trainings conducted for LDMC and community population
- LDMCs equipped with disaster preparedness sets
- Piloting early warning systems (EWS) operated by the communities
- Exit strategy agreed to achieve LDMC's sustainability
- School DR teams established, trained and equipped with DP sets
- Improved DP/FA knowledge and skills of schoolchildren
- Production and dissemination of DP/FA visibility and information materials
- National Society staff and volunteers trained and training modules updated
- Equipment and transport procured and supplied to branches and HQ for project implementation purposes

IV. WORK PLAN

Year: 2012-2013

Detailed schedule of activities is provided in Annex 2.

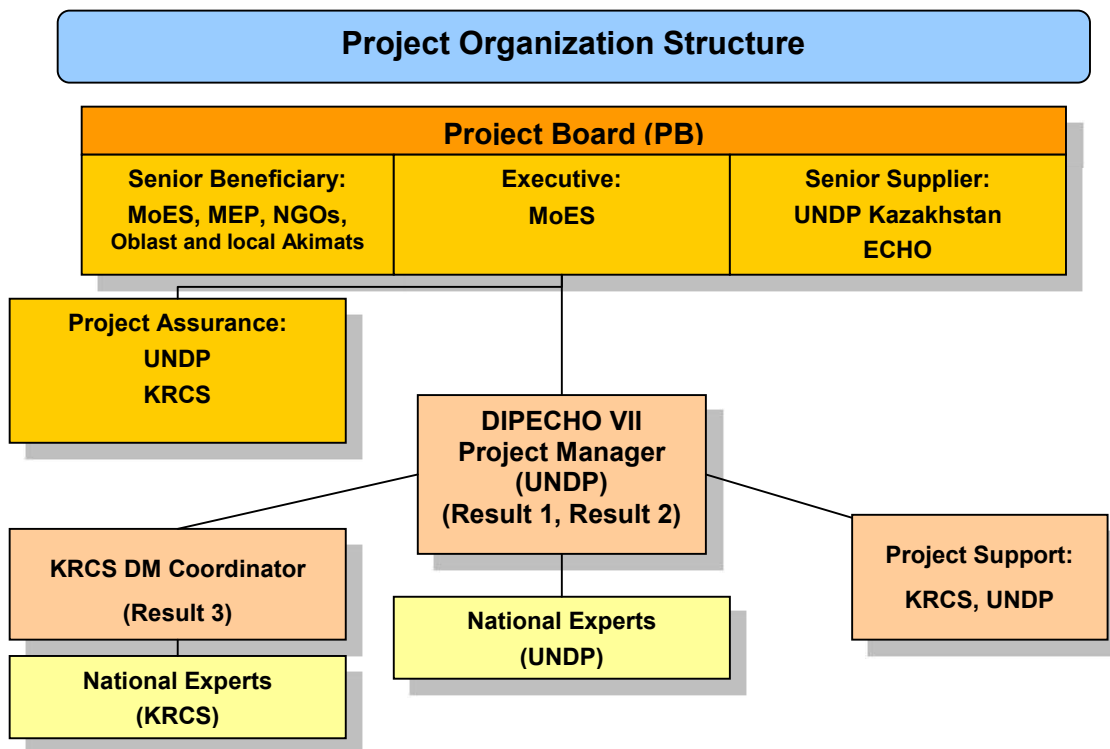
Expected Results and Indicators	Activities	Schedule		Responsible Partner	Budget / \$ USD				
		2012	2013		Financing source	Account	2012	2013	Total
<p><u>Overall result:</u> Successful demonstration of community-based disaster risk reduction in pilot communities leads to a reduced loss in livelihoods and assets and builds the case for further DRR mainstreaming regionally and nationally</p> <p><u>Indicators (and target values):</u> SR1: Introduction of community-based disaster risk reduction into national DRR methodologies (Two methodologies/guidelines updated) SR2: Capacity for local, regional and national stakeholders on understanding DRR and development improved (500 decision-makers reached) SR 3: Mechanisms for stakeholder coordination and involvement in cross-sectoral DRR developed and applied (10 committees established, 5 pilots)</p>									
<p>1. Disaster risks addressed and reduced at community level</p> <p>Indicators: 1.1 Availability and accessibility of comprehensive and applicable data and analysis on multiple hazards in mountainous regions (Updated hazard analysis maps) 1.2 Numbers of households with improved capacities for disaster response leading to reduced risk to lives, homes, livelihoods and assets (5000) 1.3 Attraction of financial resources mobilized for community-based DRR from state and regional resources (request for allocation in</p>	<p>- Comprehensive risk assessment conducted at to determine extent of the problem and develop an integrated vision of the solution; taking into account the potential impacts of climate change - Organization of dialogue with local authorities and public service - Integration of DRR measures into development planning (as part of town plans and budgets) will be conducted, based on risk assessments - Piloting specific mitigation measures - Piloting preparedness measures: contingency/emergency planning and training and/or development of early warning systems - Evaluation of long-term risk reduction</p>	X	X	MoES UNDP	ECHO	71300 – Local Consultants	15 116	6 500	21 616
					ECHO	71200 – International salaries	18 600	18 600	37 200
					ECHO	71600 – Travel	32 000	13 500	45 500
					ECHO	72100 – Contractual services	10 000	10 500	20 500
					ECHO	75700 – Workshops and seminars	20 000	15 000	35 000
					ECHO	72400 – Communication	5 000	2 800	7 800
					ECHO	74200-Audio Visual and Print Prod	10 000	8 700	18 700

line with state procedures	value of risk reduction measures				ECHO	74500 – Miscellaneous	5 000	3 800	8 800
					ECHO	GMS (7 %)	8 100	5 558	13 658
					UNDP (parallel)	71300 – Local Consultants	23 300	11 300	34 600
					UNDP (parallel)	75700 – Workshops and seminars	23 300	11 500	33 500
					UNDP (parallel)	72100 – Contractual services	-	18 000	18 000
<p>2. Community based disaster risk reduction replicated and mainstreamed at all levels</p> <p>Indicators:</p> <p>2.1 Improved public awareness at local, regional and national levels: skills and knowledge on DRR and its linkages to development (500 decision-makers reached)</p> <p>2.2 Number of plans and guidelines at regional and national level updated to include community-based DRR (3 guidelines/strategies/plans updated)</p> <p>2.3 Number of lessons-learned, case studies and best practices disseminated to stakeholders (Ten articles published)</p> <p>2.4 Number of mobilized communities involved in DRR projects (three additional</p>	<p>- Community-led DRR included into national risk assessment methodologies and regional preparedness plan</p> <p>- Improved development planning on the basis of risk assessments (awareness raising and integration of risk assessment into decision-making processes of local and regional authorities)</p> <p>- Trainings on linkages between disaster risk reduction and sustainable livelihoods, and their linkages to climate change, conducted at local, national and regional levels</p> <p>- Long-term risk reduction value of priority measures (water efficiency, structural measures, mountain pasture rehabilitation, or other as appropriate) assessed and disseminated</p> <p>- Opportunities for including land reclamation / disaster risk reduction / carbon offsetting activities into existing and new microfinancing and/or carbon</p>	X	X	MoES UNDP	ECHO	71300 – Local Consultants	15 000	11 000	26 000
					ECHO	71600 – Travel	25 000	11 000	36 000
					ECHO	72100 – Contractual services	5 200	5 200	10 400
					ECHO	75700 – Workshops and seminars	20 000	11 500	31 500
					ECHO	73100 – Rental and Maintenance	3 000	1 100	4 100
					ECHO	72400 – Communication	2 000	1 100	3 100
					ECHO	74200-Audio Visual and Print Prod	10 000	8 600	18 600
					ECHO	74500 – Miscellaneous	2 000	2 000	4 000
					ECHO	GMS (7 %)	5 754	3 605	9 359

communities)	<p>setting funds analyzed</p> <ul style="list-style-type: none"> - Disaster risk reduction practices mainstreamed into appropriate sectors (district authorities and relevant ministries and/or private sector entities) as well as into natural resource management; conducted as part of ongoing initiatives - Improved awareness on the opportunities to reduce disaster risks through sustainable environmental practices among authorities and communities - Replication of project lessons learnt through ongoing national and regional initiatives 				UNDP (parallel)	75700 – Workshops and seminars	5 500	5500	11 000
<p>3. Improved disaster preparedness through raised capacities of remote communities and national society Indicators (and targets):</p> <p>3.1 Number of functional Local Disaster Management Committees (LDMC) that are part of community Disaster Management (DM) structures/mechanisms (10 committees, 120 persons)</p> <p>3.2 Established and well trained DR school teams composed by the school teachers conducting trainings and competitions for schoolchildren (30 schools, 150 team members)</p> <p>3.3 DRR trainings in communities and schools (10 communities, 300</p>	<ul style="list-style-type: none"> - LDMCs and trainings conducted for LDMC and community population - LDMCs equipped with disaster preparedness sets - Piloting early warning systems (EWS) operated by the communities - Exit strategy agreed to achieve LDMC's sustainability - School DR teams established, trained and equipped with DP sets - Improved DP/FA knowledge and skills of schoolchildren - Production and dissemination of DP/FA visibility and information materials - National Society staff and volunteers trained and training modules updated - Equipment and transport procured and supplied to branches and HQ for project 	X	X	KRCS UNDP	ECHO	71300 – Local Consultants	46 850	46 362	93 212
					ECHO	71600 – Travel	5 000	2 500	7 500
					ECHO	75700 – Workshops and seminars	9 000	3 500	12 500
					ECHO	74200-Audio Visual and Print Prod	28 000	-	28 000
					ECHO	72400 – Communication	2 000	2 000	4 000
					ECHO	72200 – Equipment	25 500	-	25 500
					ECHO	74500 – Miscellaneous	-	500	500
					ECHO	GMS (7 %)	8 144	3 840	11 984

school trainings) 3.4 Improved capacity of Kazakhstan Red Crescent National Society (30 personnel trained)	implementation purposes				KRCS (parallel)	71300 – Local Consultants	6 040	6 038	12 078
4. Project Management, Monitoring and Evaluation	Project implementation and reporting				ECHO	74200-Audio Visual and Print Prod	3 000	4 000	7 000
					ECHO	71400 – Contr services	36 809	36 820	73 629
					ECHO	71600 – Travel	2 100	4100	6 200
					ECHO	72200 – Equipment	1 000	-	1 000
					ECHO	72500- Supplies	1 000	1 000	2 000
					ECHO	73100 – Rental and Maintenance	10 000	8 600	18 600
					ECHO	72400 – Communication	1 500	1 500	3 000
					ECHO	74500 – Miscellaneous	1 500	1 500	3000
					ECHO	GMS (7 %)	3 983	4 026	8 010
Expenses Total (USD)							457 740	316 393	774 133
Funding (including admin fees)						KRCS (parallel)	6 040	6 038	12 078
						UNDP (parallel)	54 543	50 043	104 586
						ECHO	397 157	260 312	657 469
Funding Total (USD)							457 740	316 393	774 133

V. MANAGEMENT ARRANGEMENTS



The Ministry of Emergency Situations (MoES) is the Implementing agency on the project and is responsible for implementation of the project and achievement of expected outcomes in cooperation the UNDP, KRCS and other partners.

MoES will nominate a National Project Director (NPD), who is a state employee of the MoES, which will be authorized to provide general management and coordination of implementation of the project activities and guarantee participation of the Government in support of the project goals achievement. This is a non-paid position from the Government side as a contribution-in-kind for the project implementation. The NPD is the Chairman of the National Project Board (NPB), which will be established for the general management, coordination and political support of the project. The NPB sessions are held at least twice a year for the purpose of management and control over taken measures, including approval of all important initiatives within the framework of the project and subcontracts. The NPB will operate as the main lobbying and coordinating agency, ensuring implementation of the state policy, legislative and financial support of the project and acting as an interface between the Project and other national and international programs, organizations and donors. Until the NPB has met and has deliberated, the proposed TOR for NPB can be found in Annex 4.

The NPB is responsible for making management decisions for a project in particular when guidance is required by the Project Manager. The Project Board plays a critical role in project monitoring and evaluations by quality assuring these processes and products, and using evaluations for performance improvement, accountability and learning. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems with external bodies. In addition, it approves the responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. Based on the approved Annual Work Plan, the Project Board can also consider and approve the quarterly plans (if applicable) and also approve any essential deviations from the original plans.

UNDP will be an active partner in the project implementation. UNDP will support implementation, will work on the budget and project expenses, conclude agreements with project personnel, experts and sub-

contractors, make purchases and provide other assistance according to the purposes and objectives of the project by demand of the National Implementing Agency. UNDP will track the project implementation and achievement of the results and outcomes of the project and also ensure correct use of the UNDP funds. Financial transactions, reports and audits will be held in accordance with the national provisions, UNDP established rules and procedures for the national implementation of the project. KRCS will be the responsible partner of Result 3, and a grant agreement for noncredit related activities for the result's implementation will be signed between UNDP and KRCS.

In order to ensure UNDP's ultimate accountability for the project results, Project Board decisions will be made in accordance to standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case consensus cannot be reached within the Board, the final decision shall rest with the UNDP Project Manager.

DIPECHO VII Project Manager: The DIPECHO VII Project Manager (PM) will be hired by the Project on a full-time basis and selected on the basis of open competition in accordance with the established procedures of UNDP. The PM has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. PM will be responsible for routine management over project personnel activity, national and international consultants, the general project strategy and coordination with other institutions and interested parties, and also act as an interface between PIU and NPB.

Project Implementation Unit (PIU), under the leadership of the Project Manager (PM), will be established under the aegis of the MoES/UNDP for implementation of the project activity. The PM will implement the project on a daily basis (Result 1 and Result 2) and will liaise with partner organizations to this end. Result 3 will be managed by a KRCS Disaster Management Coordinator (DMC). The PM is responsible for close liaison with the KRCS DMC, and will be responsible for the collection and compilation of the financial and other monitoring reports from the DMC on a quarterly basis. The coordination mechanism between UNDP and KRCS will be realized through regular exchange of information, partners meetings and joint planning and decision-making so as to facilitate the most efficient use of resources.

Project Support: The Project Support role provides project administration, management and technical support to the Project Manager as required by the needs of the individual project or Project Manager.

The oblast and local akimats will be closely involved into project activities, playing a specific role in sustainability and hand-over of the activities. Both oblast and local akimats will be represented on the Project Board.

VI. MONITORING AND EVALUATION PLAN

Project monitoring and evaluation will be conducted in accordance with established UNDP procedures and provisions set out in the General Conditions of the ECHO-UNDP contribution agreement.

At the initial stage of the project, the project Monitoring and Evaluation system, composed of following components will be developed:

- a) Monitoring plan, with defined benchmarks, indicators and targets, based on results and resources framework to be developed by the PM/coordinator in consultation with relevant UNDP programme staff;
- b) Risk, issues and quality logs to be created by the PM and relevant program officer;
- c) Quarterly project planning (with detailed activities and budget) and reporting to be conducted by the PIU;
- d) Quarterly project reporting and monitoring, conducted by the PIU and the Project Board (also to include risk and issues monitoring and development of lessons learned reports);
- e) Annual project planning (with general activities and budget) and reporting to be conducted by the PIU;

- f) Annual project review to be conducted by the Executive Board on the basis of monitoring reports and products prepared by the project (also to include proposal for eventual changes to the project strategy or even project revision)

All main reports will be compiled by the PIU and endorsed by the Project Board. Regular financial reports will be submitted to UNDP according to the UNDP financial rules and regulations. The M&E System should include standardized formats (aligned with UNDP procedures and formats) for the following documents:

- quarterly action plan
- quarterly progress report, including financial report
- quarterly monitoring report, including risk monitoring report
- quarterly lessons learned report
- annual action plan
- annual report, including financial report
- PIU monthly workplans and progress reports
- task reports
- final report, including lessons learned

The monitoring system will be used to support planning and management. Monitoring will be supported through the submission of quarterly reports. These reports will provide a short narrative on conducted activities, a financial overview, relevant documentation as well as risk and issues logs. KRCS will submit these reports for result 3 to the PM, which will compile them into one report for subsequent submission to UNDP Kazakhstan and ECHO. In addition, an intermediate and final report will be prepared in accordance with ECHO reporting formats (Single Form for Humanitarian Aid Actions of the European Commission Directorate-General for Humanitarian Aid and Civil Protection - ECHO).

Communication and Visibility

Communication and visibility will follow the provisions set out in the General Conditions Applicable to European Union Contribution Agreements with International Organisations for Humanitarian Actions. The document "Joint Visibility guidelines for EC-UN actions in the field" will provide the basic regulations for all visibility undertaken in the project.

Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used.

UNDP will take all appropriate measures to publicize the fact that the activities received funding from ECHO. Press releases will be provided as a minimum at the beginning and at the end of the project. In the beginning of the project, meetings will be held with KRCS and MoES representatives to develop the detailed work plan. As part of these consultations, planned communication activities will be determined and entered into the quarterly work plan. As a minimum, these will include the publication of project news in newspaper and internet articles, as well as follow-up and reporting on community projects. Discussions will be held with ECHO Field Office and ECHO Brussels to determine the best way to reach the European public. As a minimum, article and news will be written and distributed through UNDP channels (facebook, Development in Transition, UNDP blogs, and others). Relevant EU media (newspapers, etc) will be identified and the project results will be published in these in the form of an success story (paying particular notice to the multi-sectoral approach of the project and the collaboration between ECHO, UNDP and the Red Crescent). Relevant events where project results could be presented will be identified, and the format for presentation (flyer, brochure, article, presentation) will be determined. Opportunities for screening the participatory video in Europe will be explored.

The planned publication activities in Kazakhstan will additionally be aimed at development and duplicating manuals, methodological and training materials for local, regional and national authorities as well as communities and partners in various languages (Kazakh and Russian) as well as guidelines for

disaster risk reduction. UNDP will ensure that information given to partners, press, beneficiaries of the project, as well as all related publicity material, official notices; reports and publications will acknowledge that the actions are carried out with funding by ECHO. Where appropriate, UNDP will ensure that the ECHO name and insignia appears on material boxes, major pieces of equipment and elsewhere. ECHO labels should be affixed on all boxes and major pieces of equipment.

VII. LEGAL CONTEXT

This document together with the Country Programme Action Plan (CPAP) 2010-2015 signed by the Government of Kazakhstan and UNDP which is incorporated by reference constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA) and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, 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.

The implementing partner shall:

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

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via www.un.org/Docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

Audit clause

Financial reporting will follow the provisions of the signed ECHO-UNDP contribution agreement, including the signed special conditions and the General Conditions Applicable to European Union Contribution Agreements with International Organisations for Humanitarian Actions (General Conditions of the ECHO-UNDP contribution agreement. Any Audits will be conducted in accordance with the UNDP Financial Regulations and Rules and applicable audit policies on UNDP projects.

VIII. ANNEXES

- Annex 1** – Risk Analysis
- Annex 2** – Workplan (schedule of activities)
- Annex 3** – List of staff
- Annex 4** – Terms of Reference
- Annex 5** – Regulations of the National Project Board

RISK ANALYSIS AND CONTINGENCY MEASURES

Risks and Assumptions	Mitigation Strategy
Frequent government changes resulting in the unanticipated change of key staff partners	The project will mainly work at the level of executives thus providing institutional memory during its implementation
Differing perceptions related to various local contexts; possibility of diverging interests and unequal capacity levels.	To provide regular updates on project activities and capacity building through trainings and meetings. To coordinate regularly between all interested partners and stakeholders (ongoing projects and implementing partners, including national authorities, civil society and NGOs).
Difficulties in coordination of all partners that would ensure coordinated performance and adequate resource mobilization of all the parties involved.	To involve all partners early on, which will be facilitated by the fact that several of the proposed activities are already initiated as part of ongoing projects. To involve all partners in the inception workshop and get their input. To ensure proper information exchange and conduct of regular meetings and exchange visits between all stakeholders.

Result 2: Community based disaster risk reduction replicated and mainstreamed at all levels																				
Inclusion of community-led risk assessment and preparedness measures into national methodologies, policies, and plans	UNDP/MoES																			
Education and awareness raising for all stakeholders	UNDP/MoES																			
Practical DRR trainings mainstreamed into ongoing initiatives	UNDP/MoES																			
Inclusion of disaster risk reduction practices into plans, policies, and practices of relevant sectors	UNDP/MoES																			
Analysis of opportunities for including land reclamation and other priority DRR measures into existing microfinancing and/or carbon setting funds	UNDP/MoES																			
Replication of project lessons learnt through ongoing national and regional initiatives	UNDP/MoES																			
Result 3: Improved disaster preparedness through raised capacities of remote communities and National Society																				
LDMCs and trainings conducted for LDMC and community population	KRCS/MoES																			
Equipment of LDMCs with disaster preparedness sets	KRCS/MoES																			
Piloting early warning systems (EWS) operated by the communities	KRCS/MoES																			

LIST OF STAFF

Function	Number of man/months in project	Comments
DIPECHO VII Project Manager (UNDP) <i>Terms of Reference provided in Annex 3</i>	18 months	Locally recruited by UNDP with international DRR experience. Responsible for overall management of project and working in close collaboration with KRCS Coordinator. Based in Almaty.
DIPECHO VII Financial and Administrative Assistant (UNDP) <i>Terms of Reference provided in Annex 3</i>	18 months	Locally recruited by UNDP. Responsible for overall project financial and administrative management, as well as for compiling UNDP and KRCS reports. Based in Almaty.
International DRR Manager (UNDP)	5 months	UNDP international staff providing part time support, based in Astana. Responsible for liaising with project partners including MoES and for overall reporting and quality assurance.
DRR Consultant (UNDP)	6 months	UNDP recruited part-time individual contractor, home-based. Provides support on the disaster risk assessment, oversees the priority measures and provides technical advice to Project Manager.
Expert for implementing priority measures (UNDP)	6 months	UNDP recruited part-time individual contractor, home-based. Designs and oversees implementation of identified DRR measures (expert will be chosen from the relevant field).
Consultant on evaluation of cross-cutting benefits (UNDP)	3 months	UNDP recruited part-time individual contractor, home-based. Evaluates and reports on cross-cutting DRR benefits and DRR mainstreaming
Awareness and PR expert (UNDP)	4 months	UNDP recruited part-time individual contractor, home-based. Works closely with UNDP communication staff, drafting project articles and reports in collaboration with other initiatives.
Expert on financing institutions (UNDP)	4 months	UNDP recruited part-time individual contractor, home-based. Analyses and reports on how to include DRR aspects into financing institutions criteria.
HQ DM Coordinator (KRCS)	18 months	KRCS recruited full-time personnel, Almaty-based. Provides overall management of Result 3, working in close collaboration with DIPECHO VII project Manager.
HQ DM Assistant (KRCS)	18 months	KRCS recruited full-time personnel, Almaty-based. Provides administrative assistant for implementation of result 3.
HQ Finance Officer (KRCS)	18 months	KRCS recruited full-time personnel, Almaty-based. Provides financial support to Result 3 implementation.
HQ Head of DM Department (KRCS)	18 months	KRCS staff providing overall oversight and quality assurance of Result 3. Responsible for coordinating with project partners, works in close collaboration with MoES and UNDP.
HQ Training consultant (KRCS)	12 months	KRCS recruited consultant, home-based with frequent trips to project territories. Develops and implements trainings and training materials. Works under HQ DM Coordinator.
HQ Logistician	6 months	KRCS recruited personnel, provides part-time procurement support to Result 3 (KRCS).
Two (2) DM Branch Coordinators	15 months	KRCS recruited personnel. One coordinator in Semei, one in Ust-Kamenogorsk. Implements on-ground activities under supervision of KRCS HQ DM Coordinator.
Two (2) DP/FA Branch Trainers	12 months	KRCS recruited personnel - one in Semei, one in Ust-Kamenogorsk. Carries out trainings in communities and schools under supervision of KRCS HQ DM Coordinator and DM Local Branch Coordinator.

TERMS OF REFERENCE


**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**
I. Position Information

Job Code Title: Project Manager

Project title: DIPECHO VII: Community-Based Disaster Risk Reduction in South-East Kazakhstan

Type of contract: SC

Pre-classified Grade: SB4-Q1

Supervisor: Head of Energy and Environment Unit, UNDP Kazakhstan

Duration: 1 year (with possible extension subject to satisfactory performance)

Working nature: Full time assignment

Duty station: Almaty, Kazakhstan

II. Organizational Context

The objective of the project “DIPECHO VII: Community-Based Disaster Risk Reduction in South-East Kazakhstan” is to reduce loss of lives, livelihoods and developmental assets to natural disasters by developing community capacities for disaster risk reduction (DRR). Specifically, the project will work in the Tekeli town region in the Kazakhstan Almaty oblast, where it will demonstrate community-based DRR and build the case for further DRR mainstreaming regionally and nationally. The project will work under two components: 1) Addressing and reducing disaster risks at community level (through conduction of risk assessment, development of local capacities, integration of DRR into development planning, piloting of priority DRR measures and increasing preparedness for disaster response); 2) Replicating and mainstreaming community-based DRR at all levels (through inclusion of community-based DRR into national risk assessment methodologies and regional preparedness plans, provision of trainings on linkages between DRR and sustainable livelihoods and/or climate change, assessment of long-term risk reduction value of priority measures, mainstreaming of DRR into appropriate sectors, including natural resources management, and improving awareness to reduce disaster risks through sustainable environmental practices).

The project period is March 2012 – August 2013 (18 months), has an overall budget of around USD 550,000 and is financed through the European Commission Directorate-General for Humanitarian Aid and Civil Protection (ECHO) through the DIPECHO VII programme and by UNDP. The project is in line with the overriding objective of the Disaster Preparedness – ECHO (DIPECHO) action plan, namely, to reduce the vulnerability of the populations of Central Asia living in areas most prone to and affected by natural disasters, by focusing on DRR and increasing the awareness, preparedness and response capacities at community, national and regional levels. The project will link the initiatives of local communities to those of national disaster management authorities, allowing the national authorities to realize the strengths of local communities in DRR, and to further integrate local-level risk management into long-term governance and environmental initiatives.

The project links closely to ongoing UNDP and Ministry of Emergency Situations work on improving risks assessments and disaster risk monitoring on a national and regional level. It will be implemented in close collaboration with the Red Crescent Society, building upon previous partnerships and the Red Crescent’s experience in providing trainings, and also work closely with

NGOs on the ground in the Tekeli region. The project will coordinate and collaborate with these and other national and international actors working in the sphere of disaster risk reduction, management, preparedness and response.

The Project Manager will work under the supervision of the Head of Energy and Environment Unit of UNDP Kazakhstan. He/she will be supported by a project Administrative and Financial Assistant, as well as by short-term local consultants. The Project Manager will further be supported by UNDP staff working in the area of disaster risk response as well as crisis prevention and recovery (UNDP CO, UNDP BRC and UNDP BCPR staff).

III. Functions / Key Results Expected

Summary of Key Functions:

- Effective project planning and implementation, with participation of all interested parties, in accordance with the project document
- Technical support to the Ministry of Emergency Situations, to MoES regional departments and to local authorities on issues related to disaster risk reduction
- Preparation, tracking, and implementation of annual work plans for the project,
- Proper management of funds consistent with UNDP requirements, and project budget planning and control
- Organization and management of the work of the Project Implementation Unit, supervision of project staff, consultants and oversight of sub-contractors
- Development of Terms of Reference and contracts for national and international consultants, responsible for the recruiting procedures within the project
- Provision of effective interaction with relevant state agencies, scientific institutions, NGOs and other stakeholders
- Development of relations with other relevant state and international organization programs on water management
- Dissemination of information of project activities and results to project partners and the general public (including the updating of UNDP web page)
- Supervision of internal processes for quality control, including creation of logs of risks, problems and quality indicators of project activity, monitoring and maintaining these logs, and making necessary changes.
- Provision of progress reports on project implementation in accordance with the project document, RoK and UNDP requirements
- Delivery of needed information to independent outside project evaluators
- Regular reporting and communication with the National Steering Committee and UNDP CO about project status, including problems
- Control of spending of project funds on intended purposes in accordance with the approved budget of each project outcome
- Monitoring and coordination of the delivery of co-financing as stipulated in the project document
- Provide regular input to UNDP corporate system ATLAS for financial and programme management on project progress, financial status and various logs
- Field visit undertaking to ensure quality of work if required
- Undertake any other activities that may be assigned by UNDP and the National Steering Committee
- Public engagement - full and continuous involvement of key stakeholders in all major decision-making processes, transparent information of the general public overall, and on specific issues related to DRR

IV. Impact of Results

The overall goal for the PM's work is the successful implementation of the project in accordance with the goals, work plan and budget set forth in the project document, including the following specific results:

- ❑ Introduction of community-based disaster risk reduction into national DRR methodologies

(two methodologies/guidelines updated)

- ❑ Capacity for local, regional and national stakeholders on understanding DRR and livelihood linkages improved (500 decision-makers reached)
- ❑ Mechanisms for stakeholder coordination and involvement in cross-sectoral DRR developed and applied (10 stakeholders involved in pilot)
- ❑ Project results and lessons learnt widely distributed and replication activities successfully initiated

The above results and specific indicators will be updated in the upcoming month (March), and might subsequently be slightly adjusted in the final project document.

In addition, the Project Manager is expected to coordinate activities between ongoing initiatives of UNDP, national counterparts and international organizations, allowing for synergies between projects in various fields but with similar objectives (such as those on climate risk management, sustainable natural resources management, community-based development and others).

V. Competencies and Critical Success Factors

Corporate Competencies:

- ❑ Demonstrates integrity by modeling the UN's values and ethical standards
- ❑ Promotes the vision, mission, and strategic goals of UNDP
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ❑ Treats all people fairly without favoritism

Functional Competencies:

Management and Leadership

- ❑ Builds strong relationships with stakeholders, focuses on impact and result and responds positively to feedback.
- ❑ Consistently approaches work with energy and a positive, constructive attitude.
- ❑ Demonstrates openness to change and ability to manage complexities.
- ❑ Coordinates teams effectively and shows conflict resolution skills.
- ❑ Schedules activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course.

Coordination and communication skills

- ❑ Excellent coordination skills to facilitate regional and inter-agency collaboration.
- ❑ Ability to build and sustain effective partnerships with UN Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies.
- ❑ Demonstrates excellent oral and written communication and presentation skills.

Professionalism

- ❑ Is at the forefront of best practice in his/her functional area; has the ability to perform a broad range of specialized activities related to project and financial resources management, including formulating budgets, monitoring and reporting.
- ❑ Is conscientious and efficient in meeting commitments and achieving results.
- ❑ Provides on-going technical and programmatic advice on disaster risk reduction to national and international project partners; serves as a DRR resource person
- ❑ Ensures gender perspective is mainstreamed in DRR work

Problem-solving

- ❑ Has the capacity to identify problem factors, to gather comprehensive information on complex problems or situations; evaluate it accurately and identify key issues required resolving problems.

- ❑ Analyzes and reviews the implementation of project activities and provides advice to ensure their quality and relevance to present and future country situation.

Knowledge Management and Learning

- ❑ Synthesis of lessons learnt and best practices in integrated water resources management;
- ❑ Shares knowledge and experience and contributes to the achievement of the project development objectives.
- ❑ Actively works towards continuing personal learning and development and applies newly acquired skills.

VI. Recruitment Qualifications	
Education:	Minimum Bachelor's degree in social sciences, public administration, international development, natural resources management, or a discipline relevant to disaster risk reduction as a part of development.
Experience:	<ul style="list-style-type: none"> • Professional qualifications with at least ten (10) years of professional experience • Five (5) year experience and technical ability to manage projects and a good technical knowledge in the field of disaster risk reduction, preparedness and response; international DRR / disaster management experience is highly preferable • Demonstrated ability to manage project cycles; including project formulation, monitoring, reporting and evaluation – familiarity with donor-funded international development project is an asset • Good capacities for strategic thinking, planning and management, ability to identify sustainable solutions to problems • Good knowledge of national context with regard to disaster risk reduction, preparedness and response; good understanding of local context and established contacts with DRR experts, NGOs and authorities • Good computer skills; strong skills in oral and written presentations
Language Requirements:	<ul style="list-style-type: none"> • Fluent Russian, English is desirable • Knowledge of Kazakh is considered an asset

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Programme Officer		
Name	Signature	Date
Supervisor, Head of Department		
Name	Signature	Date



UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION

I. Position Information

Job Title: Administrative and Financial Assistant

Project title: DIPECHO VII: Community-Based Disaster Risk Reduction in South-East Kazakhstan

Type of contract: SC

Pre-classified Grade: SB2-Q3

Supervisor: Project Manager (DIPECHO VII: Community-Based Disaster Risk Reduction in South-East Kazakhstan)

Duration: 1 year (with possible extension subject to satisfactory performance)

Working nature: Full time assignment

Duty station: Almaty, Kazakhstan

II. Organizational Context

The objective of the project “DIPECHO VII: Community-Based Disaster Risk Reduction in South-East Kazakhstan” is to reduce loss of lives, livelihoods and developmental assets to natural disasters by developing community capacities for disaster risk reduction (DRR). Specifically, the project will work in the Tekeli town region in the Kazakhstan Almaty oblast, where it will demonstrate community-based DRR and build the case for further DRR mainstreaming regionally and nationally. The project will work under two components: 1) Addressing and reducing disaster risks at community level (through conduction of risk assessment, development of local capacities, integration of DRR into development planning, piloting of priority DRR measures and increasing preparedness for disaster response); 2) Replicating and mainstreaming community-based DRR at all levels (through inclusion of community-based DRR into national risk assessment methodologies and regional preparedness plans, provision of trainings on linkages between DRR and sustainable livelihoods and/or climate change, assessment of long-term risk reduction value of priority measures, mainstreaming of DRR into appropriate sectors, including natural resources management, and improving awareness to reduce disaster risks through sustainable environmental practices).

The project period is March 2012 – August 2013 (18 months), has an overall budget of around USD 550,000 and is financed through the European Commission Directorate-General for Humanitarian Aid and Civil Protection (ECHO) through the DIPECHO VII programme and by UNDP. The project is in line with the overriding objective of the Disaster Preparedness – ECHO (DIPECHO) action plan, namely, to reduce the vulnerability of the populations of Central Asia living in areas most prone to and affected by natural disasters, by focusing on DRR and increasing the awareness, preparedness and response capacities at community, national and regional levels. The project will link the initiatives of local communities to those of national disaster management authorities, allowing the national authorities to realize the strengths of local communities in DRR, and to further integrate local-level risk management into long-term governance and environmental initiatives.

The project links closely to ongoing UNDP and Ministry of Emergency Situations work on improving risks assessments and disaster risk monitoring on a national and regional level. It will be implemented in close collaboration with the Red Crescent Society, building upon previous partnerships and the Red Crescent's experience in providing trainings, and also work closely with NGOs on the ground in the Tekeli region. The project will coordinate and collaborate with these and other national and international actors working in the sphere of disaster risk reduction, management, preparedness and response.

The Project Assistant will work under the supervision of the Project Manager, supervised by the

Head of Energy and Environment Unit of UNDP Kazakhstan. The Project Implementation Unit will also consist of short-term local consultants. The Unit will further be supported by UNDP staff working in the area of disaster risk response as well as crisis prevention and recovery (UNDP CO, UNDP BRC and UNDP BCPR staff).

III. Functions / Key Results Expected

Summary of Key Functions:

- Budgetary and financial follow-up and coordination
- Administrative follow-up and coordination
- Organization of procurement processes
- Communications support

1. Procurement:

- Development of a procurement plan and monitoring of procurement for every year according to UNDP format;
- Collection and systematization of information on potential suppliers of services/goods;
- Ensuring tender selection of the supplier of services/goods in accordance with UNDP requirements and procedures;
- Preparation of motivations on the selected supplier of services/goods for consideration by the UNDP procurement committee;

2. Financial management of the project:

- Providing control and management of the overall project funds, including monitoring of project expenditures in accordance with the workplans and UNDP/ECHO procedures;
- Controlling the compliance with the teams on the financial management, etc: deadlines, formats, purchasing procedures, audits, transmission of documentary evidence, spending eligibility periods, etc
- Working out all financial documents to be transmitted to the donor in compliance with the specific directives of the latter: budgets, financial reports, descriptive comments on the main budgetary discrepancies, requests for amendments, audit arrangements, etc.
- Ensure full compliance of financial processes and financial records with UNDP rules, regulations, policies and strategies (Standard Operating Procedures, SOP), as well as with the Programme specific requirements (as communicated with the PM);
- Verify all payment requests, disbursement vouchers, cash receipt vouchers and other financial documents, when required;
- Preparation of e-requisitions, receipts and PO based vouchers;
- Maintaining internal expenditures control system by ensuring that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas;
- Ensure timely corrective actions on unposted vouchers, including vouchers with budget check errors, match exceptions and unapproved vouchers
- Preparation of budget revisions of the project, minimum once a year;
- Monitoring of project expenditures in accordance with the workplan and UNDP procedures;
- As necessary, preparation of cash advance requests and securing of reporting in accordance with UNDP procedures;

3. Administrative support:

- Support the Project Manager in monitoring the progress of the project activities, and in ensuring the compliance with applicable procedures
- Preparation of travel requests for the employees of the Project, National Partner and UNDP in accordance with UNDP specified order and format;
- Solution of organizational issues on reservation and acquisition of tickets etc.;

- Securing visa support, arrangement of transport and accommodation in a hotel and etc. during visits of foreign experts;
- Support in preparation of short-term contracts in accordance with UNDP requirements and procedures, exercising control over observation of contract terms and periods;
- Assistance to PM in keeping close contacts with the National Partner, UNDP, the project partners and other organizations by means of direct contacts, collection of information and proposals, registration of incoming and outgoing correspondence, preparation of draft letters and organization of meetings;
- Receive, screen, log and route incoming and outgoing correspondence and documents for the coming to the project, attach necessary background information and maintain a follow-up system;
- Keep directories of names, addresses and contact numbers of Government officials, international and national NGOs and other relevant organizations inside and outside Kazakhstan;
- Keeping of a catalogue of archive data, including all data on contracts, reports, etc., revision and updating of these in an established format for subsequent use;
- Development of a catalogue of materials on monitoring of the project and project activities (correspondence, reports, budget and financial expenses) in accordance with UNDP requirements;
- Organization (preparation, logistics, writing agendas and minutes) of workshops, meetings, appointments, delegations, field expeditions, etc.;
- Collect, compile and provide information when required as well as provide assistance and support to programme and administrative staff in preparation of different presentations, reports, programme profiles;
- Maintaining a staff attendance sheet
- Keeping an inventory list on separate experts with project equipment and their responsibility for it as well as monitoring of the equipment use;
- Preparation of unofficial translations and, as required, acting as an interpreter.
- Fulfillment of other tasks as required by the Project Manager and UNDP Programme staff.

4. Provide communications support, through the following functions:

- Prepares, drafts and/or inputs into both internal and external communication including follow-up reports, visibility actions, letters, daily situation reports, etc.
- Ensures that each type of report contains the necessary information and is delivered on time.
- Ensures that all communications and visibility materials adhere to UNDP/ECHO guidelines
- Ensures that all presentations and briefings are clear, memorable and contain consistent messaging.
- Works effectively with other colleagues in the project teams and country offices to ensure that all written materials are quality checked.
- Designs and implements templates and systems to ensure timely and effective communication with external stakeholders.

IV. Impact of Results

- Impact on the overall project efficiency in financial resources management contributes to success in implementation of project activities.
- Accurate analysis and presentation of financial information enhances UNDP credibility in use of financial resources and proper financial process management.
- Information provided facilitates decision making of the management.
- High-level and effective communication and positioning of the project in the country.
- Internal communication among project unit and programme is ensured.
- Partnership with media, development partners, NGO partners and government communication officers strengthened and capacity of national partners enhanced.

In addition, the Assistant is expected to support the Project Manager in coordinating activities between ongoing initiatives of UNDP, national counterparts and international organizations, allowing for synergies between projects in various fields but with similar objectives (such as those on climate risk management, sustainable natural resources management, community-based development and others).

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Professionalism:

- Solid knowledge of administrative and secretarial work; understanding of financial processes and accounting
- Good knowledge of computer and organizational technology.
- Ability to perform a broad range of activities related to workshop and meeting arrangements;
- Excellent writing and presentation skills for preparation of presentations and reports – in English and Russian;
- Ability to use information and communication technology as a tool and resource.

Development and Operational Effectiveness

- Excellent coordination skills to facilitate internal and external collaboration
- Builds strong relationships with stakeholders, focuses on impact and result and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates openness to change and ability to manage complexities.
- Works effectively in a team and shows conflict resolution skills.
- Schedules activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course.
- Identifies priority activities and assignments; adjusts priorities as required
- Ability to build and sustain effective partnerships with project stakeholders, UN Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies.

Knowledge Management and Learning

- Ability to synthesize the lessons learnt and choose the best practices;
- Shares knowledge and experience and contributes to the achievement of the project development objectives.
- Promotes knowledge management in UNDP and a learning environment across projects and countries; through active participation and contribution to UNDP social and knowledge networks
- Demonstrates excellent oral and written communication skills.

VI. Recruitment Qualifications	
Education:	At least Bachelor degree in any discipline (in the field of accounting, financial management or business administration etc.)
Experience:	At least 2 years of relevant work experience in administrative and/or financial support of office operating within international or foreign projects or organizations; must possess an excellent understanding of administrative and fiscal management and committed to producing timely and accurate reports and budgets. Demonstrated proficiency in use of office equipment with computer literacy in Microsoft Office, spreadsheets and power point presentations, experience in financial management systems. Knowledge of international organizations and/or UNDP requirements and procedures would be an asset.
Language Requirements:	Fluent spoken and written Russian and English. Knowledge of Kazakh would be an asset.

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Programme Officer		
Name	Signature	Date
Supervisor, Head of Department		
Name	Signature	Date

Regulations of the National Project Board

1. General Provisions

- 1.1. National Project Board (hereinafter: Project Board) is established on the basis of the project document signed by the Ministry of Emergency Situations of the Republic of Kazakhstan and United Nations Development Programme.
- 1.2. This document outlines basic objectives, structure, organization and procedure of Project Board's meetings, functions and rights.
- 1.3. Provisions of this document (hereinafter – Regulations) are applied to activities of all Project Board members.
- 1.4. Project Board is a supervisory and governing body that provides political support to the Project and performs coordination functions.
- 1.5. Project Board acts on the basis of the Constitution of the Republic of Kazakhstan, decrees and orders of the President of the Republic of Kazakhstan, decrees and orders of the Government of the Republic of Kazakhstan and also these Regulations.
- 1.6. Activities of the Project Board are built upon principles of publicity and freedom of discussion.

2. Main objectives of the National Project Board

- 2.1. Review, assess and elaborate recommendations and proposals regarding principal trends of project researches and works, including draft regulatory, legal and technical acts in the field of technical regulation of equipment and materials;
- 2.2. Provide consulting and expert support and elaborate recommendations and proposals regarding subjects, content, scopes and terms of specific stages of project researches and works.
- 2.3. Review and assess outcomes of project researches and works, including draft regulatory legal acts and methodological documentation in the field of technical regulation.

3. Main functions of the National Project Board

- 3.1. General project implementation guidance;
- 3.2. Determine principal directions of project activities and control their implementation at a high level;
- 3.3. Review and approve project's annual work plans and step funding;
- 3.4. Review and approve quarterly and annual progress reports of the project team;
- 3.5. Monitor funds disbursement and agree project events (travel, seminars etc.);
- 3.6. Ensure project interaction with current initiatives, programs, projects and cooperation with other complementary projects;
- 3.7. Ensure collaboration among national institutions involved in the project implementation;
- 3.8. Grant access of the project to all documents and information available in various government agencies when required for project monitoring and implementation;
- 3.9. Ensure participation of all relevant government and non-government stakeholders in the project;
- 3.10. Provide methodological and practical support to the project team in the implementation of project activities;
- 3.11. Function as a principal body to coordinate activities and lobby project interests to ensure political, regulatory, legal and financial support by the Government of RoK;
- 3.12. Continue exerting efforts to search additional funding in order to maintain project outcomes and activities after cessation of funding.
- 3.13. Discuss and approve the composition of the technical group on investment projects (plans) selection within the framework of the Project.

4. Structure of the National Project Board

- 4.1. General guidance of the Project Board is exercised by the Chairman. Chairman of the Project Board is the National Project Director appointed by the Ministry of Emergency Situations of the Republic of Kazakhstan.
- 4.2. Project Board consists of the following organizations
 - Ministry of Emergency Situations
 - Ministry of Environmental Protection
 - Ministry of Agriculture
 - United Nations Development Programme (UNDP country office).
 - Kazakhstan Red Crescent Society
 - Akimat of Almaty and Eastern Kazakhstan oblast/Tekeli Akimat
 - Akimat of East Kazakhstan oblast
 - NGOs
- 4.3. For tackling specific tasks the following people may be invited to the Project Board meeting:
 - representatives of Research and Development institutes,
 - independent consultants and specific experts,
 - other people.
- 4.4. Organizational and technical support to the Project Board is provided by the project team.

5. Organization and procedure of National Project Board meetings

- 5.1. Project Board's form of work is the meeting convened in accordance with the procedures at least two times a year or more often when necessary in subsequent years.
- 5.2. Project Board meeting is considered legitimate if there is a quorum of 2/3 of Steering Committee membership.
- 5.3. Project Board's decision is made by voting at meetings. Members of the Project Board at the meeting shall endeavor that all decisions are made on a consensus basis.
- 5.4. Decisions of the project Board shall be executed in a form of minutes of meeting and sent to all meeting participants and then signed by the Chairman of the Project Board.
- 5.5. Decisions adopted at Project Board meetings shall be binding for the project team and member organizations of the Project Board.
- 5.6. Project Team organizes and conducts a meeting by doing the following:
 - analyzes information coming from member organizations and prepares the agenda and necessary materials;
 - submits the draft agenda with attachments (reports, reference materials, other information) together with the cover letter to the Chairman of the Project Board for review and approval.
 - or its deputy (when instructed by the Project Board Chairman);
 - when the agenda is approved, prepares materials to be sent to project Board members;
 - notifies Project Board members about the meeting date and location and submits the agenda not later than 10 days before the meeting.

6. Rights and responsibilities

- 6.1. For the execution of Project Board functions, its members are given rights, bear obligations and responsibility in accordance with the legislation of the Republic of Kazakhstan, other regulatory and legal acts and these Regulations.
- 6.2. Project Board members have a right to:
 - 6.2.1. take part in all Project board meetings;

- 6.2.2. receive any information about Project Board activities;
- 6.2.3. initiate adoption of Project Board decisions;
- 6.2.4. exercise other powers.
- 6.3. Chairman of the Project Board:
 - 6.3.1. determines internal procedure of the Project board and appoints responsible persons to monitor execution of events and project funding;
 - 6.3.2. chairs Project Board meetings;
 - 6.3.3. convenes extraordinary Project Board meetings;
 - 6.3.4. maintains constant liaison with the Project Board and National Project Manager;
 - 6.3.5. facilitates information exchange between the Project Board members;
 - 6.3.6. together with the national manager appoints dates of Project Board meetings;
 - 6.3.7. reviews and approves the agenda of the Project Board meeting;
 - 6.3.8. coordinates Project Board activities directed towards provision of the Project Board with all necessary support for the successful project implementation;
 - 6.3.9. responsible for timely notification (10 days in advance) of Project Board members about a forthcoming meeting and delivery of the agenda;
 - 6.3.10. represents the Project Board in its relations with other organizations.

7. Control of Activities

- 7.1. Project Board in its activities is governed by these Regulations.
- 7.2. Activities of the Project Board shall be assessed at the regular meeting of the Project Board after hearing of annual reports.