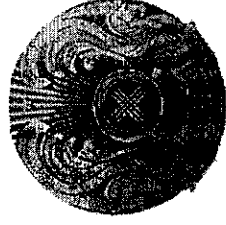


United Nations Development Programme
Government of the Republic of Kazakhstan



Country: Republic of Kazakhstan
Project document

Empowered lives.
Resilient nations.

Project Title: Expert support for the establishment of a national ODA system in Kazakhstan
Expected CP Outcome(s): Central and local governments operate in a more effective, transparent and accountable manner
Initiation Plan Start Date: September 2014
Initiation Plan End Date: September 2015
Implementing Partner: Ministry of Foreign Affairs of Kazakhstan

Brief Description

For years Kazakhstan has been providing official development and humanitarian assistance, helping various countries in the Central Asian region and beyond. To strengthen its role as an emerging donor, Kazakhstan wants to systematize and professionalize its efforts and align ODA with the priorities of its foreign policy. The country is now working to create what is now being provisionally called KazAID – the Kazakhstan Agency for International Development. The MFA is partnering with UNDP in designing and developing its development cooperation.

For that, within the project, we are going to establish a dedicated support “secretariat” to the MFA and the future ODA agency. The secretariat will assist the MFA in coordinating and negotiating with beneficiaries and other stakeholders of the project. The priority tasks for the secretariat will be to prepare the required secondary legislation for a Kazakhstani system of official development assistance, provide targeted and systematic capacity building support to the MFA, and develop a strong communication (visibility and branding) strategy. A separate block of work will form the preparation of pilot triangular cooperation projects (possibly linked thematically to Kazakhstan’s landmark initiatives, e.g. the Almaty as-a-center-of-International Diplomacy, the Green Bridge, Civil Service Hub etc.).

Programme Period: 2010-2015
CPAP Programme Component: Effective Governance and regional development
Atlas Award ID: 00080789
Atlas Project ID: 00090370
PAC Meeting Date: July 15, 2014

Total resources required: USD 240,000
Total allocated resources: USD 240,000

- MFA Kazakhstan (voluntary contribution) USD 200,000
- UNDP USD 40,000
- Donor

Agreed by

Stephen Tull, UNDP Resident Representative in Kazakhstan

9/4/14

Agreed by

Erihan Idrissov, Minister of Foreign Affairs of Kazakhstan

I. PURPOSE

Today, Kazakhstan is ready to provide humanitarian aid and is already taking confident steps toward promoting peace and security in the Central Asian region and beyond. Kazakhstan has provided an estimated \$100 million worth of humanitarian and development aid to other countries so far. To strengthen its role as an emerging donor, Kazakhstan wants to systematize and professionalize its efforts in providing official development assistance (ODA) and align ODA with the priorities of its foreign policy. The country is now working to create what is now being provisionally called KazAID – the Kazakhstan Agency for International Development.

For this end the Ministry of Foreign Affairs (MFA) and UNDP country office agreed to partner and implement a joint project aimed at establishment of a national ODA system in Kazakhstan. For that a small project team will be hired to form a “secretariat”. The secretariat will support the MFA in its first steps of building a national ODA system. Through its expert support it will help identify good practices with comprehensive lessons learnt from the special needs of emerging donors. It will offer a “menu” of different approaches, identify geographical and sector focus areas and help develop new contacts and international partnerships. The team will be located in Astana and will work closely with MFA on a day-to-day basis.

II. EXPECTED OUTPUT

It is expected that this project will support the MFA, as well as other Kazakhstani stakeholders involved in development cooperation, in its institutional capacity building of the newly created ODA unit and the future development agency once it is established. The capacity building support to the MFA will be a combination of institutional capacity building – via temporary staffing support and hands-on training of MFA staff; knowledge sharing – via briefings and study tours organized or facilitated by UNDP; and networking – via facilitating events in Astana and supporting Kazakh MFA’s participation in relevant global and regional events.

This project will also help in coordinating and negotiating with beneficiaries and other stakeholders of the project. The priority tasks for the secretariat will be to prepare the required secondary legislation for a Kazakhstani system of official development assistance and develop a strong communication (visibility and branding) strategy. A separate block of work will form the preparation of pilot triangular cooperation projects (possibly linked thematically to Kazakhstan’s landmark initiatives, e.g. the Almaty as a center of International Diplomacy, the Green Bridge, Civil Service Hub etc.).

Below is a more detailed description of what is envisaged to be done under each of the components.

1. *Development of conceptual, institutional and programmatic framework and mechanisms*

- Overall scope and direction of Kazakhstan’s role as a donor (conceptual framework), as well as key political priorities that define the geography of aid;
- Design of the overall legal and policy frameworks for the ODA system in Kazakhstan and delineation of the responsibilities of key stakeholders as well as design and implementation of the funding mechanisms for aid;
- Formulation of the development cooperation strategies (medium-term multi-year strategies);
- Assistance in developing programming instruments: integration of project cycle management and sound M&E systems in operational procedures and multi-year budget plans, trilateral programming and joint project implementation;
- Assistance in the envisioning of a management structure (organigram) managing of human resources within the new agency.

2. *Strengthening of communication, visibility and Knowledge-Sharing:*

- Creating initial awareness and understanding on development cooperation issues within the Ministry of Foreign Affairs and among major stakeholders;
- Information sharing with key partners, national and international;
- Assist in the development of a Strategy for communicating plans, progress and results to raise the profile of the ODA system in Kazakhstan as well as Ministry's activities nationally and abroad;
- Assist in the development of effective mechanisms, tools and platforms to share Kazakhstan-specific development expertise and development solutions across borders and further help integrate knowledge into global platforms and forums;
- Assist in the planning of Kazakhstan's participation in key development related global and regional events from a position of donor;
- Assist in developing branding and visibility strategies for the ODA system in Kazakhstan and specific assistance programs.

3. *Establishment of Stakeholder Engagement and Collaboration:*

- Mechanisms to engage and collaborate with a wide range of national and international stakeholders¹ that are crucial for the delivery and/or effectiveness of ODA system in Kazakhstan;
- Key line ministries to promote coordination of various ODA flows (development and humanitarian), and ensure common action and provision of technical expertise (Kazakh experts going on missions; preparation of project documents; etc.);
- NGO's and research institutions, to:
 - ensure transparency, accountability and better coordination;
 - involve them in both strategy formulation and aid delivery;
 - ensure broad domestic support and political will for the work of ODA system in Kazakhstan.
- Private sector, to:
 - explore the potential for public/private-partnerships (PPPs) in aid;
 - leverage additional sources of financing for the providers' operations (beyond ODA).
- Key International actors, to:
 - promote mutual learning and support the positive image of Kazakhstan as a player in development cooperation;
 - explore possibilities of tri-lateral programming in selected recipient countries.

¹ While no strict staging applies here, it is reasonable to assume that the line ministries and the research community would be among the top priorities. The list of stakeholders may also be extended to include also decentralized actors, e.g. sub-national governments, and, importantly, the NGO community in the recipient countries.

III. ANNUAL WORK PLAN

For 2014-2015

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME	RESPONSIBLE PARTY	PLANNED BUDGET		
				Budget Line	Budget Description	
		2014	2015	2016	2017	Amount in USD
Output I Conceptual, institutional and programmatic framework and mechanisms for ODA institution developed Baseline: A dedicated unit on ODA at MFA was established. Neither ODA operator, no institution under MFA established, no capacitated specialists Indicators: A dedicated operator for institution under MFA established; number of capacitated specialists; a draft Law on ODA and related issues in development	1.1. A dedicated support secretariat to the MFA established and key national and international partners identified	X	X	X	X	
		Q3	Q1	Q2	Q3	71400
		2014	2015	2016	2017	50,000
						Project specialist (technical staff)
						Equipment
						Travel
						Communication services
						Office rent
						73100
						72200
						71600
						72400
						72500
				72800		
				74500		
				74200		
				6,000		
				Communications and publications (web, print, translation etc.)		
				2,000		
				Office Supplies		
				4,000		
				Computers		
				1,168		
				Miscellaneous		
				61100		
				UNDP consultative services		
				3,000		
				MFA/UNDP		

*bylaws adopted and come into force
The Programme document of
cooperation with UNDP on
2015 is developed.*

0	Workshops	75700	Resources to be mobilized							cooperation and aid management
0	International consultants	71200	Resources to be mobilized	X	X	X	X			1.3. Support to ODA related legislation and strategic documents
0	Local consultants	71300	Resources to be mobilized	X	X	X	X			1.3. Support to ODA related legislation and strategic documents
3,000	UNDP consultative services	61100								1.3. Support to ODA related legislation and strategic documents
2,000	International consultants	71200	MFA/UNDP	X	X	X	X			1.4. Draft of a multi-year Country Assistance Program that defines geography of aids for future ODA agency developed
0	International consultants	71200	Resources to be mobilized							1.5. Institutional capacity assessment/gap analysis to help identify already existing capacities and strengths
0	Local consultants	71300	Resources to be mobilized							1.5. Institutional capacity assessment/gap analysis to help identify already existing capacities and strengths
0	International consultants	71200	Resources to be mobilized							1.6. Human resources management system of the new Agency developed. Secondments to UN agencies facilitated
0	Local consultants	71300	Resources to be mobilized	X	X	X	X			1.6. Human resources management system of the new Agency developed. Secondments to UN agencies facilitated
0	International consultants	71200	Resources to be mobilized	X	X	X	X			1.7. Programming instruments developed: project
0	Local consultants	71300	Resources to be mobilized	X	X	X	X			1.7. Programming instruments developed: project

for implementation; database for ODA projects created; inventory of ODA projects done;

15,000	International consultants	71200	MFA/UNDP	X	X	X						3.3. Support provided to a professional evaluation of the Kazakhstan's development assistance to date to serve as a practical training for MFA staff
3,000	Local consultants	71300	MFA/UNDP									
6,752	Travel	71600	MFA/UNDP									
10,000	Contractual services	71100										
2,000	Communications and publications (web, print, translation, etc.)	74200	MFA/UNDP	X	X	X	X					
0	International consultants	71200	Resources to be mobilized					X	X	X		
0	Contractual services	71100	MFA/UNDP					X	X	X	X	
4,000	Communications and publications (web, print, translation, etc.)	74200	MFA/UNDP	X	X	X	X					
6,000	UNDP consultative services	61100						X	X	X	X	

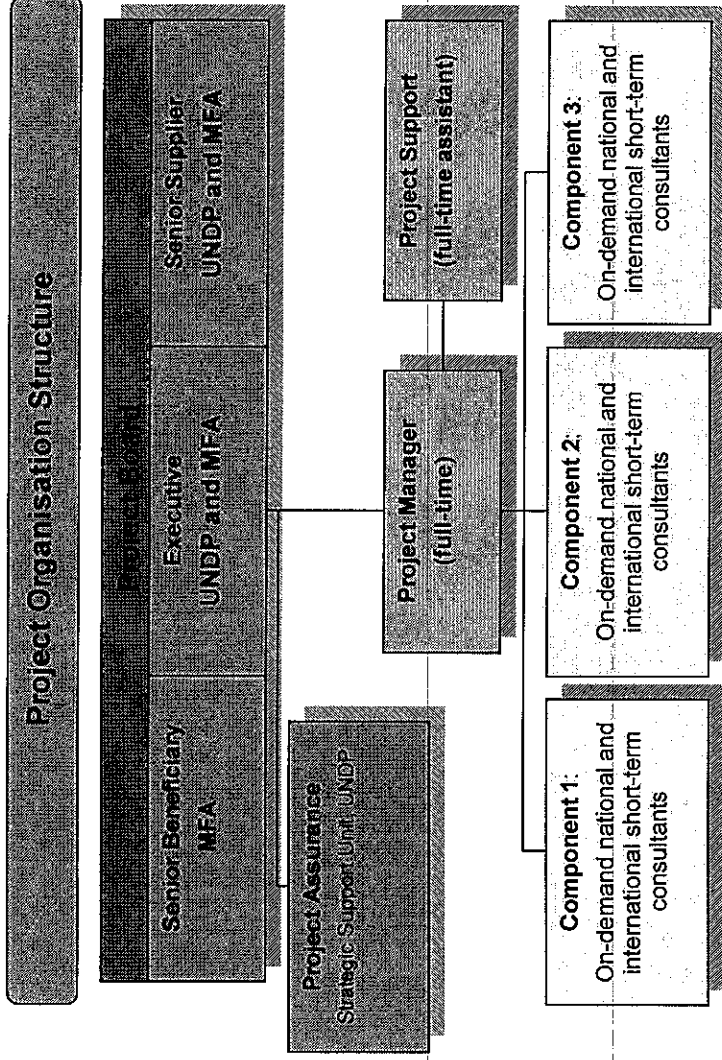
3.5. Preparation of a pilot tri-lateral cooperation project (with another donor and/or a UNDP country office)

3.6. Pool of project ideas/concepts developed tapping on existing national thematic initiatives by line ministries

3.4. Database for all national ODA projects developed; inventory of ODA projects for last 5 years and those planned for near future done and mechanism of their transfer to the Operator for its future coordination developed for

IV. PROJECT MANAGEMENT STRUCTURE

Part I: Project Organization Structure



Part II. Organization of Management

The Project is a joint initiative of the Ministry of Foreign Affairs (MFA) of the Republic of Kazakhstan and UNDP for which the following principles of business management are applicable.

The executive agency of the UNDP in the Republic of Kazakhstan will implement the Project as the executive partner.

The Project will be carried out in conformity with the established UNDP procedures of the national execution. The National executive agency under the Project will be the MFA, which will undertake functions on general coordination and ensure participation of the stakeholders through the Project Board (PB) and other mechanisms. The Ministry will appoint a National Project Coordinator who will act as a link between the Ministry and the Project and perform monitoring functions. Responsibilities of National Project Coordinator prescribed in a more detail in the Regulation on Project Board.

Monitoring of the project will include the general oversight and monitoring functions over the project which will be carried out by the Project Board, while Strategic Support Unit of UNDP and MFA will carry out daily project coordination and monitoring.

The Project Board is the key body to made strategic decisions of the Project. The PB Chairman is the appointed National Coordinator of the Project. PB meetings are held at least once a year in order to review and approve the Annual Report on the Project implementation the Working Plan for the next year. Additional meetings will be held as required. In addition to the MFA and UNDP, the PB structure may include other relevant representatives.

Experts, companies, nongovernmental organizations or other organizations will be invited as subcontractors to execute specific tasks such as formulating methodologies and plans on preparedness and responsiveness through the creation of study reports. They will also be invited to carry out joint monitoring and assessment, trainings and exchange of knowledge. The subcontractor will work according to the TOR and the internal rules approved by the Project management.

For Project implementation the Project Implementation Unit will be established (hereinafter - PIU) the structure of which will include the Project manager, assistant on administrative and financial questions and national experts. In addition, highly qualified experts or companies will be selected on a competitive basis under individual contracts for participation in accordance with specific TORs.

The Project Manager will supervise the Project. An important task of the Project Manager will be an achieving of consent among all parties authorized for decision-making. For these purposes the following is to be conducted:

- creation of a Working Plan that will be a updated in order to reflect the efforts of the project and accumulate learnt lessons of the Project structure;
- monitoring and assessment of the Project implementation according to UNDP procedures;
- an exchange of knowledge and experience with other projects and initiatives in the Republic and abroad;
- participation in a financial audit of Project activity, if appropriate.

The Project personnel will pass through a competitive selection process according to UNDP procedures. The Project Manager will exercise the PIU administration. Under the direction of the Project Manager, based on the approval of the UNDP Programs Coordinator and the National Coordinator of the Project from the Executive Agency, the PIU will carry out the project activity. This will namely include preparation/specification of working plans, archiving storage of the Project documentation, accounting, reporting, preparation of TOR, technical specifications and other necessary documents; search and selection of consultants, coordination and monitoring of consultants and suppliers, organization of trips under the Project, public and other actions by the Project, establishment of working contacts with partners at the national and local levels.

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

V. Monitoring and Assessment Structure

According to the Program Policy and UNDP procedures the Project monitoring is carried out as follows:

On an annual cycle

- Progress concerning achievement of key results is estimated on a quarterly basis. The quality assessment is based on a qualitative criteria and methodology.
- The journal of problems is activated in Atlas and updated by the Project Manager to facilitate problem tracing and to solve potential problems or request changes. Atlas is an UNDP resource planning application. This administrative software package consists of several specialized and integrated systems, including: finance, human resource systems, procurement, etc. Atlas also is a database of different operations of UNDP country offices.
- Proceeding from the initial analysis of risks, the risks account should be activated in Atlas and with a regular update of environmental risks capable of affecting the project.
- Based on the information maintained in Atlas, the Project Manager should submit the Project execution report to the PB using a standard form for UNDP reporting.
- The « Lessons Learnt» journal should be activated and regularly updated for maintenance of an ongoing training and adaptation within the organization and in efforts to prepare the Report of the lessons learnt at the end of the Project.
- The Monitoring Plan should be activated in Atlas and updated to track the key activities of the Project management.

Annually

- **The Annual Survey Report.** The annual survey report should be prepared by the Project Manager and submitted to the PB following the minimum requirements. The Annual Survey Report should cover the whole year with updated information per each element of the quarterly report, and also a summary of the achieved outcomes versus the annual goals earlier determined in the comparative analysis.
- **Annual Review of the Project.** On the basis of the aforementioned report, the Annual Review of the Project is conducted in the fourth quarter of the year or soon after the end of the year for. It will conduct an assessment of the course of the Project implementation and approval of the Annual Working Plan for the next year. The review is done by the PB and is focused on degree of outcome achievement.
- **The Project Audit.** The Project Audit is carried out in compliance with the established UNDP procedure.

VI. Legal context

In accordance with the Article III of the Standard Basic Assistance Agreement (SBAA), the Implementing Partner carries the responsibility for the safety and security of the Implementing Partner, their personnel and property, and the UNDP's property in the custody of the Implementing Partner. To this end, the Implementing Partner shall:

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

The UNDP reserves the right to verify whether such a plan is in place and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]².

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

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

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

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

² Use bracketed text only when IP is an NGO/IGO

APPENDIX 1

ANALYSIS OF RISKS AND THEIR MITIGATION MEASURES

Risks and liabilities	Risk mitigation strategy
Organizational risks	
Frequent reshufflings in the government causing unforeseen changes of key partner personnel .	The Project will work mainly at the level of the heads of the institutional bodies and etc., thereby providing continuity during its implementation.
Quality and productivity of all stakeholders, state and non-state.	The holding of regular meeting that will ensure the approval of the Plans of Action and maintenance of an appropriate information.
Challenges connected with undeveloped infrastructure and organizational skills.	Carrying out of regular consultations and capacity building through trainings and study tours.
Financial risks	
Absence or insufficient financing from the donor in the conditions of an economic crisis, inflation, or the development of a situation of non-payments in the sectors, or deficiency of the-budgetary-funds.	Careful development and preparation of documents on interaction of the parties taking direct part in implementation of the Project, and also on interaction with the involved organizations; development of scenarios of adverse situations' development
Increase of procurement prices of goods, services.	Attraction of additional funds.

Project Board Regulations (PB)

1. General provisions

1. The PB is created on the basis of the Project document signed by the Ministry of Foreign Affairs of the Republic of Kazakhstan.
- 1.2. The main objectives, structure, organization and the procedure for carrying out of PB sessions, its functions and rights are stated in the present document.
- 1.3. The provisions of the present document (further under the text - Provisions) are applicable to the activity of all PB participants.
- 1.4. The PB is a supervising and managing body which provides political support to the Project and carries out coordinating functions.
- 1.5. The PB operates on the basis of the Constitution of the Republic of Kazakhstan, the decrees and orders of the President of the Republic of Kazakhstan, the decisions and orders of the Government of the Republic of Kazakhstan, including the present Regulations.

1.6. Activity of the PB is built on principles of publicity and freedom of discussion.

2. The main tasks of the Project Board are:

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

3. Main functions of the Project Board:

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

4. Structure of the Project Board

4.1. The general management of the PB is carried out by the Chairman. The PB Chairman is the National coordinator of the Project appointed by the Ministry of Foreign Affairs of the Republic of Kazakhstan.

4.2. PB consists of following organizations:

- Relevant Departments of MFA: DFEP, DMC, MFD, DAC and others (upon agreement)
- Ministry of National Economy of the Republic of Kazakhstan
- Ministry of Finance of the Republic of Kazakhstan
- Ministry of Interior Affairs of the Republic of Kazakhstan
- Civil Service and anti-corruption Agency of the Republic of Kazakhstan
- and others (upon agreement)

4.3. The following organizations can be invited to the PB sessions to solve specific issues:

- representatives of the Scientific-Research Institutes
- NGO
- business institutions
- independent consultants and experts
- and others (upon agreement with the PB)

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

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

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

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

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

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

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

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

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

6. The rights and duties

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

6.2. Members of the PM have the right:

- 6.2.1. To take part in all PB sessions;
- 6.2.2. To receive any information about the PB activity;
- 6.2.3. To initiate decision-making by the PB;

6.2.4. To execute other powers.

6.3. Chairman of the PB:

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

6.3.2. Chairs the PB sessions;

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

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

6.3.5. Facilitates an information exchange between the PB members;

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

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

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

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

6.3.10. Represents the PB at interaction with other organizations.

7. Activity control

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

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

APPENDIX III

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE MINISTRY OF FOREIGN AFFAIRS OF THE REPUBLIC OF KAZAKHSTAN FOR THE PROVISION OF SUPPORT SERVICES

1. Reference is made to consultations between officials of the Ministry of Foreign Affairs of the Republic of Kazakhstan (hereinafter referred to as "Ministry") and officials of UNDP Kazakhstan hereinafter referred to as UNDP with respect to the provision of support services by the UNDP Kazakhstan country office for nationally managed project "Expert support for establishment in Kazakhstan of the national ODA system" (Hereinafter referred to as Project). UNDP and the Ministry hereby agree that the UNDP country office may provide such support services at the request of the Ministry through its institution designated in the relevant project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Ministry designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office will provide, at the request of the designated institution, the following support services for the activities of the project:
 - a) identification and recruitment of project and programme personnel;
 - b) identification and facilitation of training activities;
 - c) procurement of goods and services;
 - d) and other service in consultation.
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures, which will also be in coordination with the Ministry. Support services described in paragraph 3 above shall be detailed in an annex 4 of the project document, in the form provided in the Attachment 4 hereto. If the requirements for support services by the country office change during the life of a project the annex 4 to the project document is revised with the mutual agreement of the UNDP resident representative and the Ministry.
5. The relevant provisions of the Standard basic agreement between UNDP and the Government of Kazakhstan signed on October 4, 1993 (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project through the Ministry as its designated institution. The responsibility of the UNDP country office for the provision of the support services, described herein, shall be limited to the provision of such support services detailed in the annex 4 to project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office, in accordance with this letter, shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex 4 to project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. Signature of the present Project Document, to which Appendix 3 is making an integral part, shall constitute an agreement with the provisions set forth above, as well as it shall constitute an agreement between the Ministry and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed projects.

APPENDIX IV

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Foreign Affairs, the institution designated by the Government of Kazakhstan and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project funded from the Republican Budget "Expert support for the establishment of the national ODA system in Kazakhstan", UNDP resources and additional resources will be contracted by the UNDP from other channels.
2. In accordance with the provisions of this appendix IV, which is integral part of this Project Document UNDP country office shall provide support services for the project "Expert support for establishment of the national ODA system in Kazakhstan" as described below.
3. Support services to be provided are specified in UNDP Kazakhstan Universal Price for the support services locally provided.

Universal Price-list UNDP Kazakhstan

Service	Price for the unit of the service, USD	Unit - Service Provider
Payment process	31.44	Finance Unit
Vendor profile	16.78	Procurement Unit/Administrative Unit
Service Contracts Administration	385.29	HR Unit
Consultant Recruitment Advertising (20%)	203.49 40.70	
Short-listing & selection (40%)	81.40	Procurement Unit
Contract issuance/amendment issuance (40%)	81.40	
Travel Authorization	29.41	Administrative Unit
F10 (Travel Report Clearance)	26.81	Administrative Unit
Procurement process involving CAP Identification and selection (50%)	469.34	
Contracting/issue purchase order/issue amendment (25%)	234.67	Procurement Unit
Follow-up (25%)	117.34	
Procurement not involving CAP Identification and selection (50%)	186.61 93.31	
Contracting/issue purchase order/issue amendment (25%)	46.65	Procurement Unit
Follow-up (25%)	46.65	
Disposal of equipment	238.94	Administrative Unit
Email account with undp.org domain		
Mandatory monthly fee to UNDP ICT BOM (including access to UNDP corporate resources)	15.25/account	ICT Unit
Monthly maintenance by UNDP Kazakhstan	9.00/ account	
Staff selection and recruitment process Advertising in newspaper (20%)	522.74 104.55	
Short-listing (40%)	209.09	HR Unit
Interviewing (40%)	209.09	