

UNITED NATIONS DEVELOPMENT PROGRAMME

PROJECT DOCUMENT
the Republic of Kazakhstan



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Project Title: KAZ-H-RAC/1913 "Ensuring sustainability and continuity of services for key populations and people living with HIV in the Republic of Kazakhstan"

Project Number: UNDP Atlas Project ID _____ / GFATM Grant ID KAZ-H-RAC-1913

Implementing Partner: The Republican state enterprise on the right of economic management "Kazakh Scientific Center of Dermatology and Infectious Diseases" of the Ministry of Health of the Republic of Kazakhstan

Responsible Party: UNDP

Start Date: *13 July*, 2021

End Date: December 31, 2022

LPAC Meeting date: April 20, 2021

Brief Description

Within the framework of the project, UNDP will support the development of the capacity of the Republican State Enterprise on the REM "Kazakh Scientific Center of Dermatology and Infectious Diseases" (hereinafter - Kazakh Scientific Center of Dermatology and Infectious Diseases) in the procurement of medicines, medical supplies and medical equipment in accordance with UNDP rules, regulations, policies and procedures as required in accordance with the approved procurement plan and budget agreed between UNDP and Kazakh Scientific Center of Dermatology and Infectious Diseases. In particular, the project will focus on the following:

- Conducting competitive bidding at the international and national levels;
- Placing orders for goods, freight, insurance;
- Monitoring of orders;
- Exchange of information on the progress of purchases and expected deliveries;
- Maintaining all records and reports on purchases;
- Registration of incoming goods;
- Processing payments under concluded contracts in accordance with UNDP regulations and rules based on completion certificates or receipt reports duly signed by the recipients of the goods and / or services;
- Support the review and exchange of information on technical specifications, scope of work and / or other terms of reference;
- Ensuring equal rights of women and men to prevention, as well as timely and effective treatment of HIV, AIDS.

Contributing Outcome (UNPFD/CPD): Outcome 1.1.: By 2025, effective, inclusive and accountable institutions ensure equal access for all people living in Kazakhstan, especially most vulnerable, to quality and gender sensitive social services according to the principle of leaving no one behind Indicative Output: Output 3. Marginalized groups, particularly the poor, women, people with disabilities and displaced have better access to quality basic services Gender Marker: 2	Total resources required:	USD 2,347,462	
	Total resources allocated:	Donor: Kazakh Scientific Center of Dermatology and Infectious Diseases:	USD 2,347,462

Agreed by (signatures):

United Nations Development Programme in Kazakhstan	RSE on REM "Kazakh Scientific Center of Dermatology and Infectious Diseases" of the Ministry of Health of the Republic of Kazakhstan
Resident Representative <i>Yakup Beris</i> Yakup Beris	Deputy Director <i>Irina Petrenko</i> ✓ Irina Petrenko
Date: 12-Jul-2021	Date: <i>13 July</i>

LIST OF ABBREVIATIONS

AWP – Annual Work Plan
CO – Country Office
CPD – Country Programme Plan
GF – Global Fund
GPU – Global Procurement Unit
HQ – Headquarters
LOA – Letter of Agreement
LTAs – Long-Term Agreements
MOH RK – Ministry of Health of the Republic of Kazakhstan
NGOs – Non-Governmental Organizations
OAI – Office of Audit and Investigation
PPM – Pooled Procurement Mechanism
PR – Primary Recipient
PSM – Procurement and Supply Management
PSO – Procurement Support Office
RRF – Results and Resources Framework
UN – United Nations
UNDP – United Nations Development Programme
UNFPA – United Nations Population Fund
UNICEF - United Nations International Children's Emergency Fund
UNPFD – United Nations Programme Framework Development

I. DEVELOPMENT CHALLENGE

HIV, the virus that causes AIDS, is one of the world's most serious public health challenges. There were approximately 38 million people across the globe with HIV/AIDS in 2019. Of these, 36.2 million were adults and 1.8 million were children (<15 years old). An estimated 1.7 million people became newly infected with HIV in 2019. In 2019, around 690,000 people died from AIDS-related illnesses worldwide.¹

HIV is found all over the world. The most affected regions are the Eastern and southern Africa and the Asia and the Pacific region - 20.7 million and 5.8 million people living with HIV 2019, respectively. According to official statistics, in 2019 the morbidity rate of HIV infection in Kazakhstan was 19,1 per 100,000 population or 3518 of newly diagnosed patients. Overall incidence rate of HIV infection in the republic was 0,25%.²

In Kazakhstan, the HIV/AIDS is included into the list of socially significant diseases diagnosed and treated free of charge, within the framework of the guaranteed volume of free medical care. In Central Asia, Kazakhstan has the highest percent of awareness among People Living with HIV (PLHIV) – 86% of people aware of their HIV status. Kazakhstan is also the only country in Central Asia that purchases all lifesaving antiretroviral medicines through the state budget. Between 2015 and 2018, Kazakhstan was able to double access to lifesaving antiretroviral therapy (ART) for PLHIV without patients needing to pay anything. As of September 30, 2018, Kazakhstan provided ART to 13,513 PLHIV compared with 5,353 PLHIV in 2015.³

Being one of the largest procurers in the UN system and building on long-term experience in procurement and supply management for health and non-health projects and programmes, UNDP effectively and efficiently responds to challenges in procurement and supply management that is being exposed to an increasing degree of scrutiny and demand on quality assurance and risk management, overall value-for money achieved, and ultimately on how cost-effectively it supports an efficient and sustainable delivery of related programmes and projects.

UNDP procures health and non-health products for Global Fund grants and for a Single distributor for the purchase of medicines and medical products to ensure the guaranteed volume of free medical care SK-Pharmacy LLP of the MoH of the Republic of Kazakhstan through a partnership with UNICEF and UNFPA, as well as through a wide range of corporate LTAs with commercial entities established at the global level. This economy of scale procurement by pooling the demands of multiple UNDP COs ensures that unit prices are at par with the lowest prices offered to other large procurers of health products, including the GF's PPM. Any differences in prices are due to the timing of orders and fluctuation of prices.

Recognizing the best value-for-money of products and services delivered by UNDP, the current project is aimed at procurement of medicines and other health products required for the prevention, diagnosis, and treatment of HIV infection to provide the population of Kazakhstan with improved access to markets, goods, services, social safety nets and ensure effective treatment using qualitative medicines and health products among different population groups of the Republic of Kazakhstan, including vulnerable groups.

The project will be flexible to any changes in approach to implementation and will apply the core principles of human rights, gender equality and environmental sustainability.

¹ <https://www.unaids.org/en/resources/fact-sheet>

² <http://kncdiz.kz/>

³ <https://kz.usembassy.gov/hiv-awareness/>

II. STRATEGY

The main objective of the project for UNDP is to support capacity development of Kazakh Scientific Center of Dermatology and Infectious Diseases by organizing the smooth process of procurement of medicines, health products and medical equipment as per UNDP rules, regulations, policies and procedures as required as per project's AWP.

The main project's objective stated above will be attained by adhering to the following approach to project implementation:

- Multi-country expertise in a wide variety of settings;
- Country-level presence and operational capacity;
- Well-established operational, legal and administrative agreements with countries;
- Robust risk management and control frameworks with additional measures tailor-made for national and international partners;
- Well-established institutional capacity to support with dedicated support teams at HQ and regional levels; and
- Experience accumulated since 2003 in supporting complex health programmes implementation, both at the country and corporate levels.

The project is implemented on the basis of advance planning, wise structuring and organization of all procurement and logistics processes in accordance with UNDP rules, regulations, policies and procedures with strong and well-established risk mitigation and prevention measures. Those include:

- Early warning system in place to trigger appropriate and timely action to address any issues, internal or external, that may negatively impact the implementation of programmes;
- Close PSM and programme oversight and support by a dedicated team of 23 staff at HQ and regional levels;
- Targeted risk mapping at the start of each programme and a risk log to monitor the devised mitigation and prevention measures;
- Regular tailor-made audits of the programmes by UNDP's OAI with the closely monitored implementation of audit recommendations; and
- Application of UNDP's comprehensive Anti-Fraud Policy, zero-tolerance for the corruption of the UN's Standard of Conduct.

Work on the basis of UNDP rules, regulations, policies and procedures enables to:

- Ensure efficient and competitive international economy of scale procurement allowing small orders to enjoy the lowest prices discounted for big volume procurement in the framework of global corporate LTAs established by UNDP;
- Fast track procurement arrangements for timely and efficient implementation of health programmes;
- Safeguard a high degree of operational flexibility to be able to accommodate and synchronize supply chain stages and relevant stakeholders to avoid stock shortages or situations of over-stocking, both potential cause of risks and additional costs to the health programmes;
- Fair competitive bidding process in order to get the best value for money to show timely and efficient deliverables in line with the project's objectives.

The project will focus on the improvement of health status and socio-economic well-being of Populations at Greatest Risk getting HIV infection and HIV/AIDS patients, through improved access to qualitative medicines, health products and medical equipment, timely diagnostics, prompt and effective treatment. Thus, the project will support the MoH RK in the full-scale realization of the national health care strategy and promote fighting against HIV/AIDS.

The project's activity on procurement of required medicines, health products and medical equipment will contribute to prevention, early detection of HIV/AIDS, effective, timely and prompt treatment and thus will promote decreasing the rate of HIV/AIDS prevalence in the Republic of Kazakhstan.

Choice of the above-mentioned approach is based on UNDP previous experience and lessons learnt in the joint successful implementation of similar projects together with National TB (2014-2016), (2017-2019) and HIV/AIDS (2015-2017) PRs and best international practices shared globally between UNDP partners and colleagues.

Activities planned within the project realization correlate to the Outcome 2.2 of the UNPFD, 2016-2020): Judicial and legal systems, and public institutions, are fair, accountable and accessible to all people.

The project also correlates with Output 3 of UNDP Country Program Document for Kazakhstan (CPD 2016-2020): «National and sub-national level institutions enabled to deliver quality and responsive public services».

III. RESULTS AND PARTNERSHIPS

Expected Results

The project aims to provide Kazakh Scientific Center of Dermatology and Infectious Diseases with a global access to the most well-known and reliable international suppliers of health products to result in attaining essential objectives of the project, i.e. improving of health status and socio-economic well-being of people of the Republic of Kazakhstan who is in a risk group or diagnosed with HIV infection by providing with improved access to contraceptives, qualitative medicines, health products and medical equipment, timely diagnostics, prompt and effective treatment.

International procurement is effected through UNDP GPU, located in Copenhagen; UNDP PSO, Copenhagen, UNICEF, UNFPA and other UNDP partners and goods providers.

In case international procurement is impossible for some reason, or is not the best choice basing upon value for money principle, local procurement option is also applicable upon preliminary approval of senior management, as the whole process is also built upon UNDP rules, regulations, policies and procedures .

Partnerships

The project will be implemented in close cooperation with National Partner, Kazakh Scientific Center of Dermatology and Infectious Diseases, under supervision of the MoH RK, responsible for issuance of import waiver for the goods to be procured outside the Republic of Kazakhstan within the project's AWP.

Risks and Assumptions

The project's results depend on change of national and local political priorities. To mitigate risks, the project will involve a wider range of partners to match project goals with objectives set out in the country's policy documents and programmes. The risk of duplication or conflict with initiatives and activities of other donor agencies/government projects will be reduced by Kazakh Scientific Center of Dermatology and Infectious Diseases and UNDP regular participation in coordination activities with donor agencies, NGOs, government agencies and other national partners involved in HIV prevention and treatment programmes.

For more risks-related details, please refer to the Risk log attached to the present document in Annex IV.

Stakeholder Engagement

The project objectives and results are consistent with national needs and requirements. The project activities are in line with approved AWP and technical specifications provided by Kazakh Scientific Center of Dermatology and Infectious Diseases. Targeted groups (end-users) of the project are

groups at highest risk for HIV infection and patients diagnosed with HIV/AIDS. Patient organizations are involved at the stage of goods order, when providing feedback on specific needs, requirements and specifications to the product to be procured.

Gender mainstreaming

The project supports gender equality between men and women by providing equal access to up-to-date and qualitative technologies of prevention, diagnosis and treatment of HIV/AIDS, access to better quality of lifestyle through procurement and delivery of goods and services.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

Cost efficiency and effectiveness of the project is based on previous experience gained with similar TB and HIV/AIDS Projects successfully implemented in 2014-2016, 2017 – 2019, 2015-2017 and 2020-21 respectively. The project will be implemented in line with the approved AWP and Procurement and Budget Plan.

All activities initiated within the project will be regulated by UNDP rules, regulations, policies and procedures.

Any procurement activity will be organized only after verification and clearance made by local or international responsible procurement focal points, commissions (if applicable), who consider such activities in view of the best value for money principle.

Project Management

The project staff will be located in Almaty and Nur-Sultan, offices of the Project team will be rented in UN Building located at 303, Bayzakov Str., 050000 in Almaty, Kazakhstan and at 14, A.Mambetov Str., 010000 in Nur-Sultan, Kazakhstan.

The Project team will align project activities with a current portfolio of thematically relevant projects. The Project team will be comprised of the Project Manager hired on a Service Contract and Technical experts, hired on a temporary basis (if needed).

Project team will report to the Project Board, the Deputy Director of Kazakh Scientific Center of Dermatology and Infectious Diseases and respective UNDP programme staff.

The Project Manager is a leading resource person to head up the Project team and has the authority to run the project on a day-to-day basis within the constraints laid down by the Project Board.

The Project Manager will be responsible for overall project coordination and implementation, consolidation of work plans and project papers, preparation of quarterly progress reports, reporting to the project supervisory bodies, and supervising the work of the project technical experts and consultants (if hired) and other project staff. The Project Manager's responsibility is to ensure that the project attains results specified in the Project Document, maintain the required standard of quality, time frames, and cost efficiency. Project Manager will be located in Almaty to ensure efficient cooperation with Kazakh Scientific Center of Dermatology and Infectious Diseases procurement and logistics staff located in Almaty and proper goods acceptance and transfer to Kazakh Scientific Center of Dermatology and Infectious Diseases upon their arrival to Almaty International Airport.

The Project Manager will also cover Administrative, Financial and Procurement issues.

If hired, project's Technical experts and consultants will support the project while preparing tender documentation (development of selection criteria for medicines) and bids technical evaluation (consideration of medicines dossier and other technical parameters to accept or decline bidder's proposal for financial evaluation).

Project's Technical experts and consultants may be located both in Nur-Sultan and Almaty or work on a distant basis.

The project will be supervised by UNDP Programme staff on a daily basis. UNDP will support the project in operations activities as set out in the Agreement and Letter of Agreement between UNDP and Kazakh Scientific Center of Dermatology and Infectious Diseases.

The Audit will be conducted in accordance with UNDP Financial Regulations and Rules and applicable audit policies on UNDP projects.

V. RESULTS FRAMEWORK

Intended Outcome as stated in the UNFPD / Country Programme Results and Resource Framework:

Outcome 1.1: By 2025, effective, inclusive and accountable institutions ensure equal access for all people living in Kazakhstan, especially most vulnerable, to quality and gender sensitive social services according to the principle of leaving no one behind

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:

Marginalized groups, particularly the poor, women, people with disabilities and displaced have better access to quality basic services

Indicator 1.1 % satisfaction of vulnerable groups for public services supported

Baseline: N/A (2020)

Target: 85% (2025)

Indicator 1.2. Number of vulnerable people benefiting from procured lifesaving medicines

Baseline: N/A (2020)

Target: 43,000 (2025)

Applicable Output(s) from the UNDP Strategic Plan: Area of Work 2: Inclusive and effective democratic governances

Expected outputs	Output indicators	Data source	Baseline		Targets (by frequency of data collection)			Data collection methods & risks	
			Value (at stock)	Year	Year 1	Year 2	Year 3		Final
<p>Output Supporting Kazakh Scientific Center of Dermatology and Infectious Diseases in procurement of health products as per approved Procurement and Budget Plan: organization of goods supply on annual basis with respective transfer to Kazakh Scientific Center of Dermatology and Infectious Diseases upon goods arrival to Almaty International Airport, after their customs clearance and respective quality / quantity check. Supplied goods will help to the key populations and people living with HIV in the Republic of Kazakhstan and thus contribute to better prevention, diagnosis and treatment of HIV/AIDS in Republic of Kazakhstan.</p> <p>Baseline: National medical facilities are lack medicines to provide effective uninterrupted preventive, diagnostic, and treatment of the populations at the greatest risk of getting HIV infection and patients diagnosed with HIV/AIDS. Kazakh Scientific Center of Dermatology and Infectious Diseases requires capacity building support in the field of procurement of goods and services.</p> <p>Indicator 1: All planned shipments are organized in line with approved Procurement and Budget Plan; the goods are checked by quantity and</p>	<p>1.1 Procurement and delivery of Condoms*</p>	<p>Kazakh Scientific Center of Dermatology and Infectious Diseases</p>	<p>Low stock</p>	<p>2020</p>	<p>1,829,667 packs</p>	<p>3,160,615 packs</p>	<p>-</p>	<p>4,990,282 packs</p>	<p>Reports on manufacturer, supplier, freight forwarder, transport bills and acceptance acts signed by Kazakh Scientific Center of Dermatology and Infectious Diseases representatives while goods transfer on the warehouse of Almaty International Airport or Kazakh Scientific Center of Dermatology and Infectious Diseases's warehouses (international and local shipments); The goods will be delivered on DAP conditions, thus the risk of goods damage</p>
	<p>1.2 Procurement and delivery of lubricants*</p>	<p>Kazakh Scientific Center of Dermatology and Infectious Diseases</p>	<p>Low stock</p>	<p>2020</p>	<p>1,148,546 packs</p>	<p>1,798,375 packs</p>	<p>-</p>	<p>2,946,921 packs</p>	

quality and transferred to Kazakh Scientific Center of Dermatology and Infectious Diseases	1.3 Procurement and delivery of PCR Equipment in 14 weeks after placing the PO **	Kazakh Scientific Center of Dermatology and Infectious Diseases	Low stock	2020	15 machines	-	-	15 machines	or loss during transportation is mitigated.
	1.4 Procurement and delivery of PCR tests in 14 weeks after placing the PO *** (RT-PCR Kit A test system for the quantitative determination of HIV virus DNA in blood serum and plasma samples).	Kazakh Scientific Center of Dermatology and Infectious Diseases	Low stock	2020	262 kits	-	-	262 kits	
	1.5 Procurement and delivery of PCR tests in 14 weeks after placing the PO*** (Viral DNA / RNA Kit - A set for isolation, DNA/RNA).	Kazakh Scientific Center of Dermatology and Infectious Diseases	Low stock	2020	262 kits	-	-	262 kits	

* Includes local transportation

** Includes local transportation of the equipment to 15 different regions in accordance with Annex 5 to the Project Document , includes installation, training and 3 years warranty. PC, printer and UPS are included in the system

*** includes local transportation of the equipment to 15 different regions in accordance with Annex 5 to the Project Document

VI. MONITORING AND EVALUATION

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

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.	UNDP, Kazakh Scientific Center of Dermatology and Infectious Diseases	NA
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Annually	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	UNDP	NA
Learn	Knowledge, good practices and lessons learnt will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the Project team and used to inform management decisions.	UNDP, Kazakh Scientific Center of Dermatology and Infectious Diseases	NA
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project's activity.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	UNDP	NA
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the Project Board and used to make course corrections.	UNDP	NA
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.	Annually, and at the end of the project (final report)		UNDP	NA
Project Review (Project Board)	The project's governance mechanism (i.e., Project Board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	At least annually	Any quality concerns or slower than expected progress should be discussed by the Project Board and management actions agreed to address the issues identified.	UNDP, Kazakh Scientific Center of Dermatology and Infectious Diseases	NA

VII. MULTI-YEAR WORK PLAN 2021-2022

Expected outputs	Planned activities	Planned budget by year, USD		Implementing / responsible parties	Planned budget, USD			
		Y1	Y2		Funding Source	Budget Description	Amount*	
							2021	2022
<p>Output Supporting KNCDIZ in procurement of health products as per approved Procurement and Budget Plan: organization of goods supply with respective transfer to KNCDIZ upon goods arrival to Almaty International Airport, after their customs clearance managed by KNCDIZ** and respective quality / quantity check supplied goods will contribute to better prevention, diagnosis and treatment of HIV/AIDS in Republic of Kazakhstan</p> <p>Baseline: National medical facilities are lack medicines to provide effective uninterrupted preventive, diagnostic, and treatment of the populations at the greatest risk of getting HIV infection and patients diagnosed with HIV/AIDS. KNCDIZ requires capacity building support in the field of procurement of goods and services.</p> <p>Indicator 1: All planned shipments are organized in line with approved Procurement and Budget Plan; the goods are checked by quantity and quality and transferred to KNCDIZ</p>	1.1 Water-based lubricant, packed in sachets	81,457	77,181	KNCDIZ / UNDP	GF	Total: 72300 – medical kits	81,457 81,457	77,181 77,181
	1.2 Male condom 53 mm, standard, natural	68,027	117,510	KNCDIZ / UNDP	GF	Total: 72300 – medical kits	68,027 68,027	117,510 117,510
	1.3 PCR Equipment Bioneer "Exicycler 96 Exiprep 16 DX Exispin " Automatic DNA/RNA Extraction Station Universal Molecular Diagnostic system included: Exicycler 96 — for DNA extraction; Exiprep 16 DX - to determine the sensitivity; Exispin — centrifuge; Software.***	1,058,460	-	KNCDIZ / UNDP	GF	Total: 72300 – medical kits	1,058,460 1,058,460	-
	1.4 PCR Kit Bioneer "AccuPower HIV-1" AccuPower HIV-1 Quantitative RT-PCR Kit A test system for the quantitative determination of HIV virus DNA in blood serum and plasma samples***	602,495	-	KNCDIZ / UNDP	GF	Total: 72300 – medical kits	602,495 602,495	-
	1.5 HIV DNA/RNA Isolation Kit Bioneer "ExiPrep™ Dx Viral DNA/RNA" ExiPrep™ Dx Viral DNA/RNA Kit ExiPrep™ Dx Viral DNA / RNA Kit - A set for isolation, DNA/RNA of ExiPrep™ viruses***	109,804	-	KNCDIZ / UNDP	GF	Total: 72300 – medical kits	109,804 109,804	-
	1.6 PSO Handling Fee	57,550	-	KNCDIZ / UNDP	GF	Total: 72300 – medical kits	57,550 57,550	-
	1.7 Insurance	2,299	-	KNCDIZ / UNDP	GF	Total: 72300 – medical kits	2,299 2,299	-
	1.8 Contingency fee***	22,382	-	KNCDIZ / UNDP	GF	Total: 74500 – miscellaneous expenses	22,382 22,382	-
	1.9 Internal logistic (local transportation of condoms and lubricants)	6,604	10,909	KNCDIZ / UNDP	GF	Total: 72100 – contractual services 74500 - miscellaneous expenses	6,604 6,320 284	10,909 10,442 467

	1.10 DPC	3,540	2,360	KNCDIZ / UNDP	GF	Total: 74500 – miscellaneous operating expenses	3,540	2,360
	1.11 GMS (5%)	100,631	10,398	KNCDIZ / UNDP	GF	75100 F & A	100,631	10,398
	Sub-Total						2,113,249	218,358
	2.1 Project Manager	6,300	6,300	KNCDIZ / UNDP	GF	Total: 71400 - contractual services - SC	6,300	6,300
	2.2 Office rent, equipment, stationary & utilities, travel expenses	1,500	1,000	KNCDIZ / UNDP	GF	Total: 72400 – postage services 71600 – travel expenses 74500 – miscellaneous expenses	1,500 200 1,200 100	1,000 100 800 100
	2.3 GMS (5%)	390	365	KNCDIZ / UNDP	GF	75100 F & A	390	365
	Sub-Total						8,190	7,665
TOTAL							2,121,439	226,023

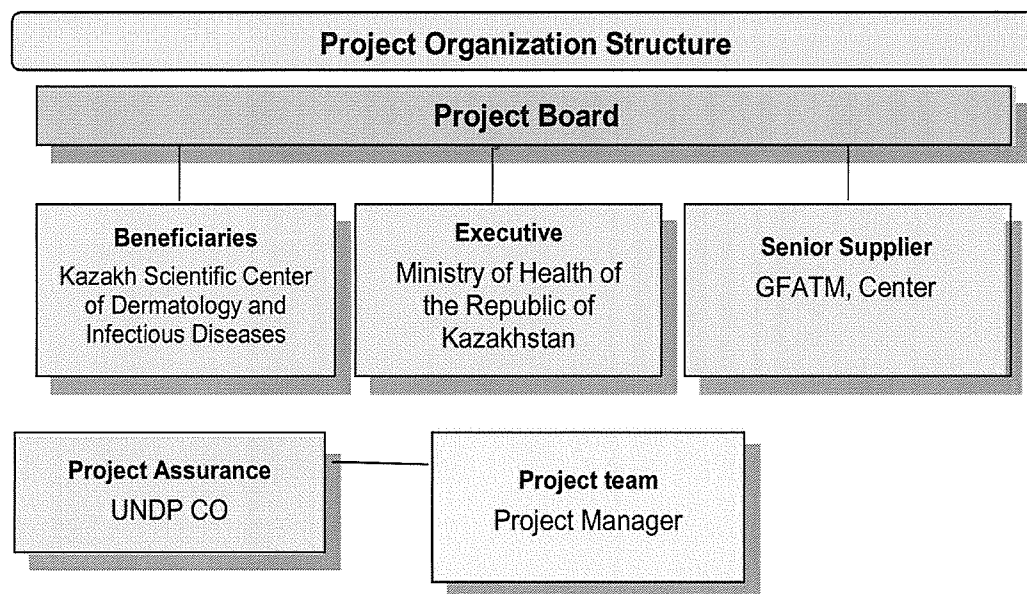
*Rough indicative estimates. In case of changes of quantities, specifications of products, adding/deleting new products the total amount for products and services might be different

**Customs duties, taxes, or other possible import charges related to the entry an clearance at port of destination are the responsibility of KNCDIZ

***For the Technical Specifications and regional distribution see Annex 5

****A contingency buffer which needs to be included due to COVID-19. The use of these funds is subject to the Donor's approval. If not utilized, the amount will not be charged and will be returned to the Donor

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS



For effective implementation the project structure requires the following roles/focal points:

- Project Board;
- Project Assurance;
- Project team

Project Board:

The Project Board is responsible for making by consensus management decisions for the project at designated decision points during the implementation of the project, when guidance is required by the Project Manager; and when project tolerances (normally in terms of time and budget) have been exceeded. Final decision-making rests with UNDP CO in accordance with its applicable rules, regulations, policies and procedures. During the running of the project the Project Board will meet semi-annually or annually to review and assess progress towards achieving the outputs is consistent from a project supplier perspective, promote and maintain focus to deliver the outputs from the project, ensure that the resources from the project supplier are readily available, arbitrate on, and ensure resolution of any supplier priority or resource conflicts, ensure that the expected project outputs and related activities of the project remains consistent with the perspective of project beneficiaries, e informed of meetings relevant to overall national project implementation, including any regional activities conducted in partnership, facilitate national policy and institutional changes necessary to engender success in project activities, annually review project progress and make managerial and financial recommendations as appropriate, including recruitment for the Project Management Unit, review and approval of annual reports, budgets and workplans

The Project Board consists of:

- **Chairman** – Representative of The Republican State Enterprise on the Right of Economic Management Kazakh Scientific Center of Dermatology and Infectious Diseases of the Ministry of Health of the Republic of Kazakhstan
- **Senior Supplier** – representatives of UNFPA, UNDP Resident Representative
- **Project Assurance** – UNDP Country Office

Project Assurance: overall, project oversight and monitoring functions, is the responsibility of each Project Board member, while UNDP CO implements project oversight and monitoring functions on a regular basis.

Project support: UNDP CO is responsible for overall project implementation, financial and programme reporting, as well as for monitoring and evaluation of the project. UNDP CO will prepare and sign contracts and other administrative and financial records, process payments in accordance with UNDP rules and UNPFD procedures and requirements.

UNDP CO will provide support services to Kazakh Scientific Center of Dermatology and Infectious Diseases for project implementation on terms and conditions set forth in the LOA between UNDP CO and Kazakh Scientific Center of Dermatology and Infectious Diseases (Annex I).

Project Manager:

Project Manager will be hired to organize procurement of goods and services contracted by UNDP CO at both the national and international levels. The Project Manager will provide operational management and project implementation. The Project Manager will work under the guidance of UNDP CO. The Project Manager will be based in Nur-Sultan, Kazakhstan.

Recruitment of project staff and project consultants staff shall be in accordance with the UNDP's regulations, rules, policies and procedures.

IX. LEGAL CONTEXT AND RISK MANAGEMENT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of the Republic of Kazakhstan and UNDP, signed on 4 October 1994. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be nationally implemented in accordance with UNDP regulations, rules and procedures. The Ministry of Labour and Social Protection of Population will be the Implementing Partner, while UNDP will provide services to support the implementation of the project in accordance with its rules and procedures on the basis of the Standard Letter of Agreement between the Government and UNDP on the provision of services to support project implementation by UNDP Country Office.

X. RISK MANAGEMENT

1. Consistent with the Article III of the SBAA, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
 - a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
 - b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.
2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml.
4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
 - (a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").
 - (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.
5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the

Implementing Partner will and will require that such sub-parties will take all appropriate measures to:

- i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
 - ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
 - iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
 - iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
 - v. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
- b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
 7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
 8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
10. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
11. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.
12. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

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

13. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided in case of NIM advances that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail the Implementing Partner's obligations under this Project Document.
14. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
15. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
16. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient

and that all the clauses under this section entitled “Risk Management Standard Clauses” are included, mutatis mutandis, in all sub-contracts or sub-agreements entered into further to this Project Document.

XI. ANNEXES

- 1. Social and Environmental Screening**
- 2. Risk Analysis.**
- 3. Project Board Terms of Reference**
- 4. Standard agreement between UNDP and MH for the provision of support services**
- 5. Technical Specifications and Regional Distribution for PCR equipment and test kits/systems**

ANNEXES XI

Annex 1. Social and Environmental Screening

Project Information

Project Information	
1. Project Title	KAZ-H-RAC/1913 "Project on Ensuring sustainability and continuity of services for key populations and people living with HIV in the Republic of Kazakhstan"
2. Project Number (i.e. Atlas project ID, PIMS+)	
3. Location (Global/Region/Country)	Kazakhstan
4. Project stage (Design or Implementation)	Design
5. Date	April 2021

Part A. Integrating Programming Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Programming Principles in Order to Strengthen Social and Environmental Sustainability?
<i>Briefly describe in the space below how the project mainstreams the human rights-based approach</i>
The activities that are going to be implemented within the project will definitely contribute to the improvement of the system of healthcare provision, which is one of the basic human needs. This, for sure, will bring strong positive influence on recipients' socio-economic wellbeing.
<i>Briefly describe in the space below how the project is likely to improve gender equality and women's empowerment</i>
The Project does not improve significantly gender equality and women's empowerment .
<i>Briefly describe in the space below how the project mainstreams sustainability and resilience</i>
<i>The Project does not concern sustainability and resilience issues.</i>
<i>Briefly describe in the space below how the project strengthens accountability to stakeholders</i>
<i>Accountability to stakeholders is achieved by continuous monitoring and progress reporting during the lifecycle of the Project.</i>

Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and	QUESTION 3: What is the level of significance of the	QUESTION 6: What social and environmental assessment and management measures have been implemented and /or are needed to address potential risks (for moderate and high risks)
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<p>Environmental Risks?</p> <p><i>Note: Briefly describe the potential social and environmental risks identified in Annex 1 - Checklist for screening of risk (on the basis of any "Yes" answer). If Annex 1 does not specify any risks, put "Risks are not identified", move to the question 4 and select "Low risk". Low risk projects does not require answers to questions 5 and 6.</i></p>	<p>potential social and environmental risks?</p> <p><i>Note: Respond to Questions 4 and 5 below before proceeding to Question 6</i></p>			
<p>Risk Description (broken down by event, cause, impact)</p>	<p>Impact and Likelihood (1-5)</p>	<p>Significance (Low, Moderate Substantial, High)</p>	<p>Comments</p>	<p>Description of assessment and management measures as specified in the project structure. If ESIA (Environmental and Social Impact Assessment) or SESA (Strategic Environmental and Social Assessment) required, note that the assessment should take into account all potential risks and consequences.</p>
N/A	N/A	N/A	N/A	N/A
	<p>QUESTION 4: What is the overall project risk categorization?</p>			
	<p>Indicate one (look at SESP reference)</p>			
	Low Risk	<input checked="" type="checkbox"/>	The Project has low social and environmental risks	
	Substantial Risk	<input type="checkbox"/>		
	Moderate Risk	<input type="checkbox"/>		

High Risk		<input type="checkbox"/>		
QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are triggered?				
Question only required for Moderate, Substantial and High Risk projects				
<u>Is _____ assessment required? (check if "yes")</u>	<input type="checkbox"/>			Status? (completed, planned)
<i>if yes, indicate overall type and status</i>		<input type="checkbox"/>	Targeted assessment(s)	
		<input type="checkbox"/>	Environmental and Social Impact Assessment	
		<input type="checkbox"/>	Strategic Environmental and Social Assessment	
Are management plans required? (check if "yes")	<input type="checkbox"/>			
<i>if yes, indicate overall type</i>		<input type="checkbox"/>	Targeted management plans (e.g. Gender Action Plan, Emergency Response Plan, Waste Management Plan, others)	
		<input type="checkbox"/>	(Environmental and Social Management Plan which may include range of targeted plans	
		<input type="checkbox"/>	Environmental and Social Management Framework	
Based on identified risks, which Principles/Project-level Standards triggered?				
Overarching Principle: Leave No One Behind				
Human Rights	<input type="checkbox"/>			
Gender Equality	<input checked="" type="checkbox"/>			
Accountability	<input type="checkbox"/>			
1. Biodiversity Conservation and Sustainable Natural Resource Management	<input type="checkbox"/>			

	2. Climate Change and Disaster Risks	<input type="checkbox"/>	
	3. Community Health, Safety and Security	<input type="checkbox"/>	
	4. Cultural Heritage	<input type="checkbox"/>	
	5. Displacement and Resettlement	<input type="checkbox"/>	
	6. Indigenous Peoples	<input type="checkbox"/>	
	7. Labour and Working Conditions	<input type="checkbox"/>	
	8. Pollution Prevention and Resource Efficiency	<input type="checkbox"/>	

Final Sign Off

Final Screening at the design-stage is not complete until the following signatures are included

Name	Signature	Date
Zhanetta Babasheva <i>UNDP Resource Monitoring Associate</i>		
Irina Goryunova <i>UNDP Assistant Resident Representative</i>		
Yakup Beris <i>Resident Representative</i>		

SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks	
Principle 1: Leave No One Behind	Answer (Yes/No)
Human Rights	
1. Have local communities or individuals raised human rights concerns regarding the project (e.g. during the stakeholder engagement process, grievance processes, public statements)?	No
2. Is there a risk that duty-bearers (e.g. government agencies) do not have the capacity to meet their obligations in the project?	Yes
3. Is there a risk that rights-holders (e.g. project-affected persons) do not have the capacity to claim their rights?	Yes
<i>Would the project potentially involve or lead to:</i>	
4. adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
5. inequitable or discriminatory impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups, including persons with disabilities?	No
6. restrictions in availability, quality of and/or access to resources or basic services, in particular to marginalized individuals or groups, including persons with disabilities?	No
7. exacerbation of conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Gender Equality and Women's Empowerment	
8. Have women's groups/leaders raised gender equality concerns regarding the project, (e.g. during the stakeholder engagement process, grievance processes, public statements)?	No
<i>Would the project potentially involve or lead to:</i>	
9. adverse impacts on gender equality and/or the situation of women and girls?	No
10. Would the project potentially have impacts on reproducing discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
11. limitations on women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services?	No
12. For example, through the influx of workers to a community, changes in community and household power dynamics, increased exposure to unsafe public places and/or transport, etc.	No

Sustainability and Resilience: Screening questions regarding risks associated with sustainability and resilience are encompassed by the Standard-specific questions below	
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management.	
<i>Would the project potentially involve or lead to:</i>	
1.1 Would it potentially have adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?	No
1.2 Are activities within or adjacent to critical habitats and/or environmentally sensitive areas, including (but not limited to) legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities being offered?	No
1.3 Are there changes provided for to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4 Does the project events pose risks to endangered species?	No
1.5 Exacerbation of illegal wildlife trade?	No
1.6 Would the project pose a risk of introducing invasive alien species?	No
1.7 Adverse impacts on soils	No
1.8 Are the harvesting of natural forests, plantation development, or reforestation provided for?	No
1.9 significant agricultural production?	No
1.10 animal husbandry or harvesting of fish populations or other aquatic species	No
1.11 significant extraction, diversion or containment of surface or ground water? For example, construction of dams, reservoirs, river basin developments, groundwater extraction	No
1.12 handling or utilization of genetically modified organisms/living modified organisms?	No
1.13 Does the project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.14 adverse transboundary or global environmental concerns?	No
Standard 2: Climate Change and Disaster Risks	
<i>Would the project potentially involve or lead to:</i>	
2.1 areas subject to hazards such as earthquakes, floods, landslides, severe winds, storm surges, tsunami or volcanic eruptions?	No
2.2 outputs and outcomes sensitive or vulnerable to potential impacts of climate change or disasters?	No

	<i>For example, through increased precipitation, drought, temperature, salinity, extreme events, earthquakes</i>	
2.3	increases in vulnerability to climate change impacts or disaster risks now or in the future (also known as maladaptive or negative coping practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
2.4	increases of greenhouse gas emissions, black carbon emissions or other drivers of climate change?	No
Standard 3: Community Health, Safety and Security		
<i>Would the project potentially involve or lead to:</i>		
3.1	construction and/or infrastructure development (e.g. roads, buildings, dams)? (Note: the GEF does not finance projects that would involve the construction or rehabilitation of large or complex dams)	No
3.2	air pollution, noise, vibration, traffic, injuries, physical hazards, poor surface water quality due to runoff, erosion, sanitation?	No
3.3	harm or losses due to failure of structural elements of the project (e.g. collapse of buildings or infrastructure)?	No
3.4	risks of water-borne or other vector-borne diseases (e.g. temporary breeding habitats), communicable and noncommunicable diseases, nutritional disorders, mental health?	No
3.5	transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.6	adverse impacts on ecosystems and ecosystem services relevant to communities' health (e.g. food, surface water purification, natural buffers from flooding)?	No
3.7	influx of project workers to project areas?	No
3.8	engagement of security personnel to protect facilities and property or to support project activities?	No
Standard 4: Cultural Heritage		
<i>Would the project potentially involve or lead to:</i>		
4.1	Would the measures proposed in the project potentially have adverse impacts to sites, structures or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the project propose utilization of tangible and/or intangible forms (e.g. practices, traditional knowledge) of Cultural Heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		

<i>Would the project potentially involve or lead to:</i>	
5.1 Does the project involve temporary or permanent and full or partial physical displacement ?	No
5.2 Would the project lead to economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3 Is there a risk that the project will lead to forced evictions? ⁴	No
5.4 Would there be impacts or changes to land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples	
<i>Would the project potentially involve or lead to:</i>	
6.1 Do indigenous peoples live on the project areas (including project area of influence)?	No
6.2 Is there a possibility that the project or activities located on lands and territories will be claimed by indigenous peoples?	No
6.3 Would the proposed project have impacts (positive or negative) to the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas)?	No
6.4 Is there a fact of ignoring the absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5 Does the project provide for the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6 Is there a possibility of forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7 Would the project have an adverse impacts on the development priorities of indigenous peoples as defined by them?	No
6.8 Would the project have an adverse impact on the traditional, physical and cultural survival of indigenous peoples?	No
6.9 Would the project have impacts on the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No

⁴ Forced eviction is defined here as the permanent or temporary removal against their will of individuals, families or communities from the homes and/or land which they occupy, without the provision of, and access to, appropriate forms of legal or other protection. Forced evictions constitute gross violations of a range of internationally recognized human rights.

Standard 7: Labour and Working Conditions	
<i>Would the project potentially involve or lead to:</i>	
7.1 working conditions that do not meet national labour laws and international commitments?	No
7.2 working conditions that may deny freedom of association and collective bargaining?	No
7.3 use of child labour?	No
7.4 use of forced labour?	No
7.5 discriminatory working conditions and/or lack of equal opportunity?	No
7.6 occupational health and safety risks due to physical, chemical, biological and psychosocial hazards (including violence and harassment) throughout the project life-cycle?	No
Standard 8: Pollution Prevention and Resource Efficiency	
<i>Would the project potentially involve or lead to:</i>	
8.1 the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
8.2 the generation of waste (both hazardous and non-hazardous)?	No
8.3 the manufacture, trade, release, and/or use of hazardous materials and/or chemicals?	No
8.4 the use of chemicals or materials subject to international bans or phase-outs? For example, DDT, PCBs and other chemicals listed in international conventions such as the <u>Montreal Protocol</u> , <u>Minamata Convention</u> , <u>Basel Convention</u> , <u>Rotterdam Convention</u> , <u>Stockholm Convention</u>	No
8.5 the application of pesticides that may have a negative effect on the environment or human health?	No
8.6 significant consumption of raw materials, energy, and/or water?	No

Annex 2. Risk Analysis

Project Title: KAZ-H-RAC/1913 “Ensuring sustainability and continuity of services for key populations and people living with HIV in the Republic of Kazakhstan”	Project number (Award ID): _____	Date: May 2021
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Risk log

#	Type	Description	Date Identified	Probability ⁵ & Impact ⁶	Countermeasures / Management response	Accountable	Submitted / updated by	Last Update	Status
1	Environmental	No environmental risks identified	-	-	-	-	-	-	-
2	Financial	Project possesses sufficient funds to implement all activities	May 2021	Functions reallocation review will cover all fourteen oblasts and three cities P = 1 / I = 5	UNDP will work closely with the MH to provide the necessary resources	UNDP GU Head	UNDP GU Head / Project Manager	-	-
3	Operational / Organizational	Some activities need to be completed in a short period of time	May 2021	Beneficiary's requirement to complete activities in a rather short period of time may lower the quality of expected outcomes	UNDP and the MH will work closely to ensure timely implementation	UNDP GU Head	UNDP GU Head / Program Manager	-	-

⁵ Probability scale: 1 (low) to 5 (high).

⁶ Impact scale: 1 (low) to 5 (high).

				P = 2 / I = 4					
		Selection of most appropriate project management personnel	May 2021	Off target selection and recruitment of the most experienced and suitable project management personnel may hinder execution capacity P = 2 / I = 4	UNDP will ensure that it is very selective in recruiting experienced project management personnel	UNDP GU Head	UNDP GU Head	-	-
		Selection of most experienced providers for conducting main activities	May 2021	Off target selection and engagement of most suitable providers may influence the quality of the outputs and results P = 1 / I = 4	UNDP will use precise and detailed evaluation criteria in selecting the most experienced providers	UNDP GU Head	UNDP GU Head	-	-
4	Political	Frequent turnover of key decision making personnel	May 2021	Change in key beneficiary personnel may hinder timely progress of activities	Engage mid-level personnel at MH to ensure continuation	UNDP GU Head	UNDP GU Head / Project Manager	-	-

				P = 3 / I = 3					
5	Regulatory	No regulatory risks identified	May 2021	-	-	-	-	-	-
6	Strategic	UNDP as partner of choice for future development issues	May 2021	If UNDP does not manage to produce the expected results may diminish its partner of choice status P = 1 / I = 5	Focus on producing the best possible results	UNDP GU Head	UNDP GU Head	-	-
7	Security	No security risks identified	-	-	-	-	-	-	-

Annex 3. Project Board Terms of Reference

Overall Responsibilities

The Project Board is ultimately responsible for making sure that the project remains on course to deliver the desired results. It is responsible for making by consensus management decisions for the project*:

- at designated decision points during the implementation of the project (see specific responsibilities bellow);
- when guidance is required by the Project Manager; and,
- when project tolerances (normally in terms of time and budget) have been exceeded.

The Project Board reviews and approves the annual work plans (AWP) and authorizes any major deviation from these plans. It ensures that the required resources are available, arbitrates on any conflicts within the project and negotiates a solution to any problems between the project and external bodies. In addition, it approves the appointment and responsibilities of the Project Manager. It may also decide to delegate its Project Assurance responsibilities to a staff of UNDP and/or the Implementing Partner.

The project board will:

- Ensure that there is coherent project organization at both the national and local levels
- Following the agreement, set tolerances in the Annual Work Plans and other plans as required with the National Project Manager, with the involvement of the National Project Director (FWC) (as necessary)
- Monitor and control the progress of the project activities at a strategic level considering the changes influenced by the project on any baseline investments
- Ensure that risks are being tracked and mitigated as effectively as possible
- Organize Project Board meetings, to be Chaired by the National Project Director, on a regular basis to be defined by the Board in agreement with the Project Director and National Project Manager

Normally these meetings will take place semi-annually or annually.

- Review and assess progress towards achieving the outputs is consistent from a project supplier perspective
- Promote and maintain focus to deliver the outputs from the project
- Ensure that the resources from the project supplier are readily available
- Arbitrate on, and ensure resolution of any supplier priority or resource conflicts
- Ensure that the expected project outputs and related activities of the project remains consistent with the perspective of project beneficiaries
- Be informed of meetings relevant to overall national project implementation, including any regional activities conducted in partnership

- Facilitate national policy and institutional changes necessary to engender success in project activities.
- Annually review project progress and make managerial and financial recommendations as appropriate, including recruitment for the Project Management Unit, review and approval of annual reports, budgets and workplans

Composition and organization

The specific responsibilities of the Project Board are outlined below:

1. Defining a project

- Review and approve the Initiation Plan (if such plan was required and submitted to the Local PAC)

2. Initiating a project

- Agree on National Project Manager's responsibilities, as well as the responsibilities of the other members of the Project Management Unit;
- Delegate any Project Assurance function as appropriate;
- Review the Progress Report for the Initiation Stage (if an Initiation Plan was required);
- Review and appraise detailed Project Plan and Annual Work Plan, including Atlas reports covering activity definition, quality criteria, issue log, updated risk log and the monitoring and communication plan.

3. Running a project

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the National Project Manager;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Agree on National Project Manager's tolerances in the Annual Work Plan and quarterly plans when required;
- Conduct regular meetings to review the Project Quarterly Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Review Combined Delivery Reports (CDR) prior to certification by the Implementing Partner;
- Appraise the Project Annual Review Report, make recommendations for the next Annual Work Plan, and inform the Outcome Board about the results of the review.
- Review and approve end project report, make recommendations for follow-on actions;
- Provide ad-hoc direction and advice for exception situations when National Project Manager's tolerances are exceeded;
- Assess and decide on project changes through revisions;

4. Closing a project

- Assure that all Project deliverables have been produced satisfactorily;
- Review and approve the Final Project Review Report, including lessons learned;
- Make recommendations for follow-on actions to be submitted to the Outcome Board;
- Commission project evaluation (only when required by partnership agreement)
- Notify operational completion of the project to the Outcome Board

Specific Responsibilities of Executive (as part of the above responsibilities for the Project Board)

- Ensure that there is a coherent project organization structure and logical set of plans
- Set tolerances in the Annual Work Plan and other plans as required for the National Project Manager
- Monitor and control the progress of the project at a strategic level
- Ensure that risks are being tracked and mitigated as effectively as possible
- Brief Outcome Board and relevant stakeholders about project progress
- Organize and chair Project Board meetings
- The Executive is responsible for overall assurance of the project as described below. If the project warrants it, the Executive may delegate some responsibility for the project assurance functions.

Specific Responsibilities of Senior Supplier (as part of the above responsibilities for the PB)

- Make sure that progress towards the outputs remains consistent from the supplier perspective
- Promote and maintain focus on the expected project output(s) from the point of view of supplier management
- Ensure that the supplier resources required for the project are made available
- Contribute supplier opinions on Project Board decisions on whether to implement recommendations on proposed changes
- Arbitrate on, and ensure resolution of, any supplier priority or resource conflicts

Specific Responsibilities of Senior Beneficiary (as part of the above responsibilities for the Project Board)

- Ensure the expected output(s) and related activities of the project are well defined
- Make sure that progress towards the outputs required by the beneficiaries remains consistent from the beneficiary perspective
- Promote and maintain focus on the expected project output(s)

- Prioritize and contribute beneficiaries' opinions on Project Board decisions on whether to implement recommendations on proposed changes
- Resolve priority conflicts.

The assurance responsibilities of the Senior Beneficiary are to check that:

- Specification of the Beneficiary's needs is accurate, complete and unambiguous
- Implementation of activities at all stages is monitored to ensure that they will meet the beneficiary's needs and are progressing towards that target
- Impact of potential changes is evaluated from the beneficiary point of view
- Risks to the beneficiaries are frequently monitored.

The supplier assurance role responsibilities are to:

- Advise on the selection of strategy, design and methods to carry out project activities
- Ensure that any standards defined for the project are met and used to good effect
- Monitor potential changes and their impact on the quality of deliverables from a supplier perspective
- Monitor any risks in the implementation aspects of the project.

Specific responsibilities

- Provide general, high-level, strategic oversight to the project activities including financial oversight.
- Review and appraise detailed Project Plans and AWP, including the risk log and the monitoring and communication plan.
- Delegate any Project Assurance function as appropriate.
- Agree on the Project Manager responsibilities, as well as the responsibilities of the other members of the Project team.

During Project implementation

- Provide project and policy implementation oversight.
- Provide overall guidance and direction to the project, ensuring it remains within specified constraints.
- Approve annual work plans and budgets; and based on the approved annual work plans (AWP) authorize any major deviation from the approved work plans and budgets.
- Approve changes and amendments to the existing project document.
- Consider recommendations from the Technical Working Group (if any).
- Monitor progressive achievement of project objectives and provide guidance on long term sustainability of the project's achievements.

- Provide high-level quality assurance for project results and input and advice to on-going risk analysis.
- Conduct meetings at least twice a year to review Project Progress Reports and provide direction and recommendations to ensure agreed deliverables are produced satisfactorily according to plans.
- Undertake mobilization of funding for the project and consider funding for emerging issues.
- Invite representatives of other project beneficiaries to inform on their specific activities and needs.
- Provide overall guidance and direction to the project.
- Address project issues as raised by the Project Manager.
- Provide guidance and agree on possible management actions to address specific risks.
- Agree on Project Manager's tolerances within the AWP.
- Conduct regular meetings to review the Project Quarterly Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Review Combined Delivery Reports (CDR) prior to certification by the Implementing Partner.
- Appraise the Project Annual Review Report, make recommendations for the next AWP, and inform the Outcome Board about the results of the review.
- Provide ad-hoc direction and advice for exception situations when project manager's tolerances are exceeded.
- Assess and decide on project changes through revisions.

On Project Closure

- Review and approve the Final Project Review Report, including lessons learned.
- Commission project evaluation when required.
- Assure that all Project deliverables have been produced satisfactorily.
- Review and approve the Final Project Review Report, including Lessons-learned.
- Make recommendations for follow-on actions to be submitted to the Outcome Board.
- Commission project evaluation if it is required.
- Notify operational completion of the project to the Outcome Board.

Meetings

The Project Board meets:

- On an annual basis to review and approve the regular project reports.
- At any other time a meeting is requested by one of its members, the Project Manager or the Project Assurance because guidance is required, tolerances have been exceeded, or a particular issue or risk requires the intervention of the Project Board.

Project Assurance

Responsibilities

Project Assurance is the responsibility of each Project Board member. [However, the role can be delegated by the Project Board. When this happens, the Project Assurance person supports the Project Board by carrying out objective and independent project oversight and monitoring functions. The Project Assurance function has to be independent of the Project Manager; therefore the Project Board cannot delegate any of its assurance responsibilities to the Project Manager. A UNDP Programme Officer typically holds the Project Assurance role given UNDP's ultimate fiduciary responsibility for the project.]

The following list includes the key elements that need to be checked for assurance purposes throughout the project.

- Maintenance of thorough liaison throughout the project between the members of the Project Board.
- Beneficiary needs and expectations are being met or managed
- Risks are being controlled
- Adherence to the Project Justification (Business Case)
- Projects fit with the overall Country Programme
- The right people are being involved
- An acceptable solution is being developed
- The project remains viable
- The scope of the project is not “creeping upwards” unnoticed
- Internal and external communications are working
- Applicable UNDP rules and regulations are being observed
- Any legislative constraints are being observed
- Adherence to monitoring and reporting requirements and standards

During the implementation of the project

- Ensure that funds are made available to the project.
- Ensure that project outputs definitions and activity definition including description and quality criteria have been properly recorded in the Atlas Project Management module to facilitate monitoring and reporting.
- Ensure that risks and issues are properly managed, and that the logs in Atlas are regularly updated.
- Ensure that critical project information is monitored and updated in Atlas, using the Activity Quality log in particular.
- Ensure that Project Quarterly Progress Reports are prepared and submitted on time, and according to standards in terms of format and content quality.
- Ensure that CDRs and FACE are prepared and submitted to the Project Board and Outcome Board.
- Perform oversight activities, such as periodic monitoring visits and “spot checks”.
- Ensure that the Project Data Quality Dashboard remains “green”

When the project is being closed

- Ensure that the project is operationally closed in Atlas.
- Ensure that all financial transactions are in Atlas based on final accounting of expenditures.
- Ensure that project accounts are closed, and status set in Atlas accordingly.

Annex 4. Standard agreement between UNDP and MH for the provision of support services

Reference is made to consultations between officials of the MH and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and MH hereby agree that the UNDP country office may provide such support services at the request of MH through its institution designated in the relevant project document of the joint project of the UNDP and MH.

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

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

The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures.

The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the UNDP and the Government of Kazakhstan, signed by the Parties on 4 October 1994, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The MH shall retain overall responsibility for the nationally managed project through its designated departments. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.

Any claim or dispute arising under or about the provision of support services by the UNDP CO in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

The UNDP CO shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

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

If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between the MH and UNDP on the terms and conditions for the provision of support services from CO UNDP for the project ""KAZ-H-RAC/1913 "Ensuring sustainability and continuity of services for key populations and people living with HIV in the Republic of Kazakhstan""", which is in national governance and implemented by UNDP and MH.

Attachment to the Annex 4:

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

Reference is made to consultations between the MH and officials of UNDP with respect to the provision of support services by the UNDP CO for the nationally managed project of UNDP, MH "KAZ-H-RAC/1913 "Ensuring sustainability and continuity of services for key populations and people living with HIV in the Republic of Kazakhstan"", Project ID _____, or "the Project".

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

Support services to be provided, including:

Support services	Schedule for the provision of the support services	Amount and method of reimbursement of UNDP (where appropriate)
Payment Process	Ongoing throughout implementation when applicable	UNDP will directly charge the project upon provision of services, on a quarterly basis.
Vendor profile entry in ATLAS	Ongoing throughout implementation when applicable	As above
Project personnel selection and/or recruitment process * Project Manager * Project Assistant	At the start of the project	As above
Staff HR & Benefits Administration & Management (one time per staff including medical insurance enrolment, payroll setup and separation process)	Ongoing throughout implementation when applicable	As above
Recurrent personnel management services: Staff Payroll & Banking Administration & Management (per staff per calendar year)	Ongoing throughout implementation when applicable	As above
Consultant recruitment	Not needed	N/A
Procurement of goods and services involving local CAP (contracts, assets, procurement)	Ongoing throughout implementation when applicable	As above

Procurement of goods and services not involving local CAP (contracts, assets, procurement)	Ongoing throughout implementation when applicable	As above
Issue/Renew IDs (UN LP, UN ID, etc.)	Ongoing throughout implementation when applicable	As above
F10 settlement	Ongoing throughout implementation when applicable	As above
Visa request	Ongoing throughout implementation when applicable	As above
Hotel reservation	Ongoing throughout implementation when applicable	As above
Travel Ticket processing	Ongoing throughout implementation when applicable	As above

Annex 5. Technical Specifications and Regional Distribution for PCR equipment and test kits/systems

1. AUTOMATIC PLATFORM FOR PCR IN REAL TIME

Characteristics	Requirements
Detection method	Real-time PCR (closed type)
WHO or GF prequalification	Availability of the WHO prequalification list or our own list of diagnostic equipment / diagnostic kits GF
Registration in Kazakhstan	
Number of detection channels	4 and more
Nucleic Acid Isolation	automatic
Preparation of the reaction mix	automatic
Plasma sample volume needed to isolate HIV RNA	Less than 500 µl
Clinical Sensitivity (HIV RNA)	100%
Clinical specificity (HIV RNA)	100%
Detection threshold for quantification (copies / ml)	Less than 50 copies of HIV / ml RNA
Flexible performance	From 1 to 48 researches per day
Analysis time	No more than 4 hours
Biosafety and Contamination Prevention	Spray and aerosol protection systems
Equipment Certification and Maintenance	The presence in the country of representatives of the manufacturer, engineers / consultants, ensuring the good condition of the equipment and the quality of the reagents.
Reaserches to detect HIV	HIV-1 quantitative (viral load)
Reaserches to detect HIV-associated infections	Viral hepatitis B, viral hepatitis C, gonorrhea, trichomoniasis, chlamydia, syphilis, mycoplasmosis, tuberculosis, herpes simplex virus, cytomegalovirus
in light of the COVID-19 pandemic: development and delivery of PCR tests to the Republic of Kazakhstan in the event of the emergence of new diseases.	Providing a letter of guarantee
Accessories	Complete set of equipment including uninterruptible power supply, computer with monitor / laptop with software, printer.
Warantee service	Extended three-year warranty (including technical inspection, calibration, modernization, software update, prompt response (both remotely and directly to place 24/7) to emerging technical problems with coverage of the entire geography of the laboratory network, regardless of the distance from the technical center). In the event of force majeure with the operation of this equipment (delay, interruptions or termination of supplies of consumables

	materials / reagents / test kits for various reasons, suspension or termination of technical support by the manufacturer, long-term withdrawal from building) the possibility of temporary use backup equipment, the ability prompt provision by suppliers of alternative equipment of equal quality and performance instead of non-functioning equipment with appropriate consumables (reagents, test kits), etc.
Supporting documentation	Provision of supporting documentation (user manual, instructions, memos, etc.) in English and translated into the state and Russian languages
Training	On-the-job training of laboratory staff in operating the PCR analyzer, with the issuance of a certificate
Supply and installation of equipment	Delivery and installation of equipment strictly within the terms specified in the contract
Storage conditions for reagents	Storage conditions for reagents must correspond to from minus 200 C to plus 80 C

2. KIT FOR RNA ISOLATION FROM BLOOD PLASMA AND TEST SYSTEM FOR QUANTITATIVE DETERMINATION OF HIV RNA.

PCR tests and kits for RNA isolation from blood plasma developed for this molecular system.

Attachment to the Annex 5:**Regional distribution**

AIDS centers	AUTOMATIC PLATFORM FOR PCR IN REAL TIME	KIT FOR RNA ISOLATION FROM BLOOD PLASMA	TEST SYSTEM FOR QUANTITATIVE DETERMINATION OF HIV RNA
Akmola oblast	1	14	14
Almaty oblast	1	40	40
Atyrau oblast	1	6	6
East Kazakhstan oblast	1	36	36
Zhambyl oblast	1	14	14
Karaganda oblast	1	43	43
Pavlodar oblast	1	23	23
North Kazakhstan oblast	1	21	21
Shymkent city	1	16	16
Turkestan oblast	1	14	14
KNCDIZ (Almaty city)	1	10	10
Aktobe oblast	1	7	7
West Kazakhstan oblast	1	8	8
Kyzyl-Orda oblast	1	4	4
Mangistau oblast	1	6	6
Total	15	262	262