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ANNUAL WORK PLAN FOR 2018

Country: Republic of Tajikistan

Project Title: 'Support to Civil Registration System Reform in Tajikistan'

United Nations Development Assistance Framework Outcome (UNDAF):

People in Tajikistan have their rights protected and benefit from improved access to justice and quality services delivered by accountable, transparent, and gender responsive legislative, executive and judicial institutions at all levels.

Expected CPD Output(s):

Justice sector institutions enabled to uphold rule of law in compliance with international commitments; promote and protect Human Rights and improve access to justice and civil registration of vulnerable population groups, especially women, youth and persons with disabilities.

Implementing Agency:

UNDP Tajikistan, in close cooperation with the Ministry of Justice of the Republic of Tajikistan

Other Partners:

Ministry of Foreign Affairs, Ministry of Health and Social Protection, and the Ministry of Interior and the jamoats.


BRIEF DESCRIPTION:

The 'Support to Civil Registration Reform in Tajikistan' project builds on the outcomes of the Functional Review of Civil Registration Offices initiated by UNDP Tajikistan in 2014 under the ongoing 'Access to Justice in Tajikistan' project funded by SDC, and also based on extensive consultations with the state institutions at the national and local levels, UN Agencies, international and local NGOs, as well as the population. The project is in line with the Judicial and Legal Reform Programme of the Government of Tajikistan (2015-2017) and directly contributes to implementation of the ongoing reform of civil registration offices (ZAGS).

The project will be implemented by UNDP in close cooperation with the Ministry of Justice. The project will work with the different actors at different levels to make civil registry institutions and mechanisms more responsive to the populations needs and more functional, by developing capacities among the relevant institutions and stakeholders and by simplifying and standardization the processes. This will include more refined capacity development approaches and creating strategic partnerships with other institutions, such as the jamoat bodies, the Ministry of Foreign Affairs, Ministry of Health and Social Protection, and the Ministry of Interior. The project will adopt a human rights based approach and will work on both the supply and demand side of civil registration service provision enabling each side to substantively contribute to implementation of the civil registration reform process.

The project will be implemented from January 2016 to December 2023 in two phases.

Project Period: 2016 – 2023 Key Result Area (Strategic Plan)	Project Budget for 2018: USD 1,571,524 Allocated resources: USD 1,571,524
Award #: 00087621 Project ID #: 00097519 Start date: 1 Jan. 2016 End Date: 31 Dec. 2019 (Phase 1) PAC Meeting Date: Management Arrangements DIM	Regular UNDP TRAC: USD 246,594 Donor (SDC): USD 1,324,930 Government: <i>in kind</i>

Agreed by:  Mr. Rustam Shohmurod, Minister of Justice of the Republic of Tajikistan

Date: _____

Agreed by:  Mr. Jan Harfst, Country Director UNDP in Tajikistan

Date: _____

EXPECTED OUTPUTS	PLANNED ACTIVITIES	RESPONSIBLE PARTY	PLANNED BUDGET						
			Funding Source	Budget Description	Original Amount	Revised Amount			
<i>And baseline, indicators including annual targets</i>	<i>List activity results and associated actions</i>								
<p>Outcome 1: The reformed civil registry system of Tajikistan is effectively managed and provides quality and affordable services to the population and qualitative vital statistical data for the State</p> <p>Baseline: Legislation on Civil Registration exists, but is outdated, inconsistent with other laws, and not compliant with international best practices. There are no regulations to support implementation of existing legislation on civil registration. National ZAGS Reform Programme was adopted in 2014.</p> <p>The legislation on civil registration, and the regulations implementing that legislation, are revised and adopted in line with the international best practices;</p> <p>Indicator: The legislation on civil registration, and the regulations implementing that legislation, are revised and adopted in line with the international best practices;</p> <p>Target: Legislation is revised and adopted. Regulations to support implementation of the legislation are drafted and adopted.</p>	<p>Activity result 1.1: Legislative framework for civil registration is compliant with international best practices</p>	UNDP	SDC	61300 - Salary & Post Adj Cst-IP Staff	234,718	234,718			
			SDC	75100 -GMS	18,777.44	18,777.44			
				Total for Activity result 1.1: 253,495.44 USD:	253,495.44	253,495.44			
				<i>SDC: 253,495.44 USD</i>	253,495.44	253,495.44			
<p>Outcome 1: The reformed civil registry system of Tajikistan is effectively managed and provides quality and affordable services to the population and qualitative vital statistical data for the State</p> <p>Baseline: No internal rules and regulations</p> <p>Indicator: Internal rules and regulations are developed and adopted consistent with national legislation</p> <p>Target: Internal rules and regulations are elaborated and adopted.</p>	<p>Activity result 1.2: New internal regulations defining roles, responsibilities and processes are applied by civil registry offices and jamoats</p> <p>- Providing Technical Legal Expertise and Assistance to the Ministry of Justice to Draft the Law on protection the personal data and drafting/revising the Amendments to the existing Legislation to introduce and maintain the Integrated Electronic system for civil registry acts</p> <p>- Equip the Institute of Advanced Training and Ministry of Justice</p> <p>- Commence establishing and equipping 68 ZAGS offices 64 clustered jamoats</p> <p>- New organizational structure of State Registration of Acts of Civil Status system is developed and new models of</p>	UNDP, MoJ	SDC	72100 - Contractual Services - Companies	195,039.05	195,039.05			
			SDC	71400 - Contractual Services - Individuals (LL)	32,344.00	32,344.00			
			UNDP	72100 - Contractual Services Companies	40,000.00	40,000.00			
			UNDP	72100 - Contractual Services Companies	25,000.00	25,000.00			
			SDC	75100 -GMS	18,190.64	18,190.64			
							Total for Activity result 1.2: 310,573.69 USD	310,573.69	310,573.69
							<i>SDC: 245,573.64 USD</i>	245,573.69	245,573.69
							<i>UNDP: 65,000.00 USD</i>	65,000.00	65,000.00
<p>Outcome 1: The reformed civil registry system of Tajikistan is effectively managed and provides quality and affordable services to the population and qualitative vital statistical data for the State</p> <p>Baseline: Jamoats's staff participates in training once every 4 years. Frequency of participation of ZAGS staff in training and the coverage TBD by the baseline survey in 2016</p> <p>Indicator: Frequency and coverage of trainings provided by the Institute for Advance Legal Education</p> <p>Target: Capacity needs assessment completed; training programmes developed</p>	<p>Activity result 1.3: Civil registry offices and jamoat staff have enhanced capacities to provide quality services to the population</p> <p>- Training programme development and implementation for 68 ZAGS and 64 clustered jamoats;</p> <p>- Post-training M&E/performance monitoring designed, conducted and required adjustments to the training programme introduced;</p> <p>- Knowledge, best practice and experience exchange on Civil Registration Reforms in other countries</p>	UNDP, MoJ	SDC	72100 - Contractual Services Companies	160,000.00	160,000.00			
			UNDP	72100 - Contractual Services Companies	50,000.00	50,000.00			
			UNDP	72100 - Contractual Services Companies	40,000.00	40,000.00			
			UNDP	71400 - Contractual Services - Individuals (AA)	32,344.00	32,344.00			
			SDC	75100-GMS	12,800.00	12,800.00			
							Total for Activity result 1.3: 295,144.00 USD	295,144.00	295,144.00
							<i>UNDP:122,344.00 USD</i>	122,344.00	122,344.00

<p>Outcome 1: The reformed civil registry system of Tajikistan is effectively managed and provides quality and affordable services to the population and qualitative vital statistical data for the State</p> <p>Baseline: 0</p> <p>Indicator: Electronic systems for registration and archiving are introduced and are functional across all ZAGS offices</p> <p>Target: Feasibility study conducted on electronic and digitalised registration of civil acts</p>	<p>Activity result 1.4: Civil registration and archiving of data is managed through an electronic system</p> <p>- Financial forecasting, development, piloting and training for electronic registration and electronic archiving system</p>	UNDP, MoJ	SDC: 172,800.00 USD		172,800.00	172,800.00			
			SDC	72100 - Contractual Services - Companies	25,000.00	25,000.00			
			SDC	72100 - Contractual Services - Companies	7,200.00	7,200.00			
			UNDP	72100 - Contractual Services - Companies	35,250.00	35,250.00			
			SDC	75100 - GMS	2,576.00	2,576.00			
			Total for Activity result 1.4: 70,026.00 USD		70,026.00	70,026.00			
			UNDP:35,250.00 USD		35,250.00	35,250.00			
<p>Output 2: The population of Tajikistan know how to and timely have their vital events recorded in the civil registry system</p> <p>Baseline: Lack of communication strategy;</p> <p>General population awareness is low (Inception Survey). More precise information TBD as part of the baseline survey to be conducted in 2016;</p> <p>Indicators:</p> <p>- Coherent, comprehensive and inclusive strategy for communication has been adopted by Ministry of Justice;</p> <p>- % of population that are aware of the necessity of registering civil acts and of how to do so;</p> <p>Targets:</p> <p>- Communication strategy developed and adopted by</p>	<p>Activity result 2.1: Ministry of Justice will develop of new communication strategies to proactively incentivize the population to register their civil acts</p> <p>- Public Relations Strategy is developed and innovative solutions and tools are applied</p> <p>- Civil registration awareness campaigns conducted through mass and social media at national level with outreach to project areas</p>	UNDP, MoJ	SDC: 34,776.00 USD		34,776.00	34,776.00			
			SDC	72100 - Contractual Services Companies	100,000.00	100,000.00			
			SDC	75100 - GMS	8,000.00	8,000.00			
			Total for Activity result 2.1: 108,000.00 USD		108,000.00	108,000.00			
			SDC:108,000.00 USD		108,000.00	108,000.00			
			<p>Output 2: The population of Tajikistan know how to and timely have their vital events recorded in the civil registry system</p> <p>Baseline: TBD as part of the baseline survey in 2016</p> <p>Indicator: Number of isolated communities (not reached by MoJ campaigns) reached by CSO-based awareness raising;</p> <p>Target: TBD</p>	<p>Activity result 2.2: Outreach awareness raising campaigns by selected civil society organisations complement the Ministry of Justice communication strategies</p> <p>- Conduct Operational (action) Research to identify marginalised and isolated communities for outreach planning.</p> <p>- Provision of support to CSOs in raising awareness among the population</p>	UNDP, MoJ	SDC: 225,863.60 USD		225,863.60	225,863.60
						SDC	72100 - Contractual Services - Companies	139,132.96	139,132.96
SDC	72100 - Contractual Services - Companies	70,000.00				70,000.00			
SDC	75100 - GMS	16,730.64				16,730.64			
Total for Activity result 2.2: 225,863.60 USD		225,863.60				225,863.60			
SDC: 225,863.60 USD		225,863.60				225,863.60			
Project Support Cost									
UNDP	71400 - Contractual Services - Individuals	10,000.00	10,000.00						
SDC	71400 - Contractual Services - Individuals (DPM)	43,616.00	43,616.00						
SDC	71400 - Contractual Services - Individuals (PS-s x 2))	36,044.00	36,044.00						
SDC	71400 - Contractual Services - Individuals (AFA)	18,960.00	18,960.00						
SDC	71400 - Contractual Services - Individuals (Driver)	9,933.36	9,933.36						
SDC	71600 -Travel	18,000.00	18,000.00						
SDC	73400 - Vehicle maintenance	16,800.00	16,800.00						

UNDP	73100- Office renovation, maintenance, utilities, cleaners	14,000.00	14,000.00
SDC	73100- Office renovation, maintenance, utilities, cleaners	10,000.00	10,000.00
SDC	72400 - IT and Communication	10,000.00	10,000.00
SDC	72500 - Supplies	6,000.00	6,000.00
SDC	74500-Miscellaneous (UPL fees, bank charges etc.)	4,000.00	4,000.00
SDC	72100 - Contractual Services - Companies (Annual Action Research)	40,000.00	40,000.00
SDC	72100 - Contractual Services - Companies (Mid-term and final project evaluation for Phase I)	45,000.00	45,000.00
SDC	72100 - Contractual Services - Companies (M&E and Communication-programme wide)	5,000.00	5,000.00
SDC	75100 - GMS	21,068.27	21,068.27
	Total for Project Support Cost: 308,421.63 USD:	308,421.63	308,421.63
	SDC: 284,421.63 USD	284,421.63	284,421.63
	UNDP: 24,000.00 USD	24,000.00	24,000.00
Total Annual Project budget: 1,571,524.36 USD		1,571,524.36	1,571,524.36
SDC: 1,324,930.36 USD		1,324,930.36	1,324,930.36
UNDP (TRAC): 246,594.00 USD		246,594.00	246,594.00