



**PROJECT DOCUMENT COVER PAGE**

**UNDEF Project Number:** UDF-TUK-12-517

**Project Title:** Engagement of Women with Disability into Development Policy Making in Turkmenistan

**Country/Region:** Turkmenistan

**Executing Agency:** UNDP Turkmenistan

**Implementing Agency:** Deaf and Blind Society of Turkmenistan  
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**Project Summary:**

The overall objective of the project is to promote engagement of women with disabilities in policy making and development programming. Focusing on hearing and visually impaired women in the Turkmenistan Deaf and Blind Society (DBST), the project will expand knowledge of hearing and visually impaired women in democratic institutions, modern socio-economic-political processes, gender issues and computer skills. Women with disabilities will be encouraged to take more managerial positions inside the disability organizations and to play an active role in the policy dialogues with gove

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## 1. PROJECT SUMMARY

Women and girls with disabilities are not involved in decision making regarding planning of different programs and services for people with disabilities in Turkmenistan. Living in informational and communicational isolation, women with disabilities have crucial gaps in education and personal development which create barriers for their social inclusion. There are few examples of participation of women with disabilities in activities of disability organizations and engagement of women with disabilities in the policy dialogues with the government is extremely low.

The overall objective of the project is to promote engagement of women with disabilities in development policy making. Focusing on hearing and visually impaired women in the Turkmenistan Deaf and Blind Society (DBST) which is one of the one of the few established disability organizations in the country and a leading organization advocating for people with disabilities, the project will expand knowledge of hearing and visually impaired women in democratic institutions, modern socio-economic-political processes, gender issues and computer skills.

The project aims to attain the following expected outcomes:

**Outcome 1:** Knowledge of hearing and visually impaired women has increased in terms of in democratic institutions, modern socio-economic-political processes, gender issues and computer skills.

**Outcome 2:** Management capacity and leadership of skills of hearing and visually impaired women raised and number of women with disabilities taking managerial positions inside the DBST increased.

**Outcome 3:** Hearing and visually impaired women play an active role inside the DBST and in the policy dialogues with government.

A gradual approach from receiving substantive knowledge on democracy and institutions, gender and leadership to practical exercises during meetings with representatives from different organizations and forum discussions will increase leadership capacity of hearing and visually impaired women.

Women leaders with disabilities will develop their leadership skills; improve capacity of advocacy, networking, discussion and presentation, as well as ability to formulate and deliver key messages to stakeholders to promote rights and needs of women with disabilities. They will be encouraged to play an active role inside the disability organizations and be engaged in the policy dialogues with government.

## 2. PROBLEM ANALYSIS AND PROJECT STRATEGY

### Development issues/ democratic challenges

Turkmenistan acceded to the Convention on the Rights of People with Disabilities (PWDs) in 2008 and ratified its Optional Protocol in 2010. The national legislation envisions protection of right of persons with disabilities and guarantees access to education, health services, and social welfare benefits. In October 2012, the Government issued a new Social Security Code which corresponds with many articles of the UN Convention on the Rights of People with Disabilities and creates opportunities for people with disabilities. The Government demonstrates a strong commitment to introduce socially oriented policies by creating employment opportunities for people with disabilities (quotas for employers for hiring people with disabilities), increasing disability allowances, promoting the concept of inclusive education, initiating building of Rehabilitation Centres for children, etc.

At the same time, different challenges remain in the area of PWDs involvement in decision making and planning of programs and services for social and economic integration and rehabilitations of persons with the disabilities. Women and girls with disabilities are facing particularly acute difficulties to promote their rights and interest because of the very limited knowledge about policy making process in general and the lack of advocacy and negotiation capacity of those women leader with disabilities inside the disability organizations. Such marginalization limits representation of women's voices in decision making regarding planning of different programs and services for people with disabilities and participation of women in democratic processes.

### **Detailed problem analysis**

The main/focal problem addressed by the project is the low level of engagement of visually and hearing impaired women in the policy dialogues with the government in developing social and economic programmes to address the interests and needs of people with disabilities.

The Deaf and Blind Society of Turkmenistan (DBST) in Turkmenistan is a non-governmental organization with objective to protect the rights and interests of the hearing and visually impaired people, facilitate social rehabilitation and integration and provision of employment services. It is an established disability organization in the country and plays active role in advocating for people with disabilities. About half of its members are women. While the organization has 13 entities across the country only a few women with disabilities are on a management position. Lack of management capacity and in knowledge and leadership skills create barriers in career growth for women with disabilities. This also hinders their ability to contribute to a decision making process from women's perspectives. Representation of women in activity of DBST is low, which affects their participation in dialogues with stakeholders and organizations.

Another crucial challenge is the very limited number of women leaders with disabilities. While this problem was stressed during the 8<sup>th</sup> General Assembly of the World Blind Union held Bangkok on 8-18 November 2012 as a global challenge, the same situation is observed in the Deaf and Blind Society of Turkmenistan (DBST) and other similar organizations. Leadership positions are mainly occupied by men in the disability organizations. Moreover, women compared to men are less engaged in activities of the disability organizations. This trend was also observed in projects implemented with UNDP support. Only three visually impaired women participated in the recent training on professional rehabilitation. It can be also assumed that due to their disabilities women might face different discriminations in terms of gender.

Most hearing and visually impaired women live in informational and communicational isolation. Lack of access to information that is in appropriate format applicable for blind and deaf people hinders PWDs to get knowledge of democratic institutions and the process of policy formulation and have access to information that are useful for their social and economic integration into the society. This, in turn, limits the communication that women managers with disabilities could have done.

In order to solve the lack of engagement with the government in shaping policies addressing the interests and needs of people with disabilities, the project will therefore address the three following causes: lack of management capacity and skills of and visually impaired women, gender discrimination and lack of access to information in an appropriate format

### **Detailed project strategy**

The project strategy takes a three-prong approach by focusing on capacity building on communications, advocating and networking of women managers with disabilities, providing them opportunities for practicing leadership skills, and expanding knowledge of women with disabilities.

First the project activities will create opportunities for hearing and visually impaired women from different regions to obtain new knowledge on democracy, the rule of law, processes of social policy formulation, gender and practice their leadership skills in disability organizations. This approach will fill knowledge gaps and build women's capacity and confidence for realizing their leadership and expand opportunities for them and other women to be a part of mainstream society and promote the rights of women with disabilities. Secondly, the project will focus on capacity building on communications, advocating and networking of women managers with disabilities and promoting more women with disabilities to take managerial positions inside the disability organization. Thirdly, the project will create opportunities for hearing and visually impaired women to practice their leadership skills in disability organizations and for to increase their engagement in policy dialogues through organizing meetings and forum discussions with representatives of relevant policy makers and national stakeholders.

Interactive design of trainings will provide participants an opportunity to participate in discussions, share their points of view and experience, and give small speeches and presentations on some themes. The training program will be designed by local professionals to increase women's knowledge about democratic principles, the rule of law in practice, policy making processes. Training courses will envision themes on a) democracy and national legislation, the UN Conventions, the governmental arrangement and institutions, concept of civil society; b) modern social, economic, and political processes in the country and some international trends; c) gender issues, women leadership, and famous women and their roles in promoting women rights and development; g) computer and Internet.

Duration of one training course for one group of trainees will be one month (five days per week trainees will take training courses). Delivering of trainings to people with disabilities requires additional time and assistance of sign language interpreters and guides and Braille tools and recorders; In order to make teaching process more effective, each group will comprise of 8 women. Trainees will be provided with special computer programs for visually impaired people to communicate through Internet.

A series of study visits will be organized for women to ministries, universities, nonprofit and business organizations, and municipal departments to meet with top level managers and in practice introduce with the role of managers and functions of different agencies. For example, they will attend the nonprofit organizations (Women Union, Youth Union, etc.), the Turkmen National Institute of Democracy and Human Rights under the President of Turkmenistan, the Ministry of Labor and Social Protection of Population of Turkmenistan, the Ministry of Culture and Broadcasting of Turkmenistan, etc. Utilizing their new knowledge and skills women-trainees will establish and maintain networking with other women leaders from other organizations.

Guest speakers (top administrators and managers, lawyers, cultural workers, doctors, teachers, etc.) also will be invited to meet with the training participants and speak about their leadership experience and professional career. Besides conversation about their experience, guest speakers will give a short presentation of some topic related to their professional sphere of activity. For example, the Parliament members (Mejlis) will tell about how parliament members work, identify and set priorities, develop policies and new laws, and plan the budget.

The best training participants who demonstrated leadership and strong commitment, good results in study during the trainings will be invited to participate in regional conferences or study visits to the World Blind Union, Asian Blind Union, the Society of Deaf of Russian Federation, etc. These activities will

expand the experience of leaders-beginner to the international level and build a connection with other leaders, professionals, and researchers, who are valuable sources of information and expertise, for future cooperation.

After completion of the training course, training participants will organize a small forum on the topic identified by them. The possible topics can be maternity health and family planning, employment opportunities for people with disabilities, human rights, etc. They will develop an agenda of the forum, invite participants, facilitate discussions and give presentations. Two national level women forums will be organized with involvement and active participation of trained women leaders and issues of women leadership and social inclusion

The hot line will work 5 days per week during the project life to provide consultations and assistance to hearing and visually impaired women on different issues which might include health services, social welfare, placement of disabled children in the special schools, employment opportunities, etc.

### **Existing/past initiatives**

The Deaf and Blind Society of Turkmenistan is currently implementing a small project (funded by the Government of Finland and UNDP) to address the needs of people with disabilities and initiate the revision of national legislation in order to ensure its compliance with Convention on the Rights of Persons with Disabilities. This initiative is believed to advocate for implementation of more practical approaches to meeting the needs of disabled people following Turkmenistan's accession to CRPD in 2008 and its Optional Protocol in 2010.

### **Beneficiaries and geographic scope**

The project will benefit all hearing and visually impaired women of all ages from all five regions (Ashgabat city, Ahal velayat, Balkan velayat, Lebap velayat, Dashoguz velayat, and Mary velayat) of the country.

Achieving outcome 1 with capacity building activities, the project will directly benefit 55 hearing and visually impaired women with 11 members from each of the five regions.

Within outcome 2 and outcome 3 about 30 women with strengthened leadership capacity will plan and implement activities to promote rights and interests of women with disabilities and get engaged into various policy dialogues and development planning processes.

It is anticipated that the number of indirect beneficiary will include all hearing and visually impaired women living in both urban and rural areas across the country. However, it is not possible to provide specific data as official statistic information is unavailable. Indirect beneficiaries will also include disability organizations (members of five branches of the Deaf and Blind Society of Turkmenistan, other disability organizations (Central Sport Club for Disabled, Support Center for Disabled, etc.) relatives and neighbors of hearing and visually impaired women, hearing and visually impaired women who are not active and unemployed, governmental agencies.

It is worthwhile noting that the number of direct beneficiary are estimated based on the experience of the Deaf and Blind Society in implementing capacity building projects of a similar nature. It is necessary to consider that delivering trainings and organization of different activities for women with visual and hearing impairments takes more time and efforts compared to activities organized for other people. To get solid results and organize an effective process in leadership development during the project the number of direct beneficiaries should not exceed 55 people. Otherwise, additional project staff should be added to help in carrying out trainings and other activities in Ashgabat and other locations of DBST.

### **Gender and marginalized/vulnerable groups**

This project will directly benefit to 15 hearing and 40 visually impaired women of all ages from different regions across the country by building their capacity and engaging them in activities of disability and other organizations. Through organizing forums and participating in study visits women with disabilities will initiate discussions on issues which are important for them. Concerns of hearing and visually impaired women regarding education, employment, and access to services can be formulated and addressed during the meetings with governmental agencies.

Women who participated in the project will establish and maintain networking with other women leaders, and indirectly it will help them in future activities. Opportunity to be engaged in activities of the disability organizations (for example Deaf and Blind Society of Turkmenistan and Central Sport Club for Disabled) will create a stimulus for women with disabilities for realization of new initiatives and projects. Indirectly, other women with disabilities who are not active and unemployed might be potential participants of new projects initiated by trained women leaders.

Gender issues and women leadership will be highlighted in one of the training courses.

The selection committee balanced in terms of gender representation will develop a set of criteria as knowledge of gesture and sign language (for hearing impaired women), knowledge of Braille system (for visually impaired women), motivation to be engaged in activities, previous experience. Wide announcement about opportunities to be beneficiaries of the project will be made through disability organizations, centers for serving aged and people with disabilities, and UNDP website in order to invite hearing and visually impaired women.

## **3. OBJECTIVE, OUTCOMES AND OUTPUTS**

### **Overall development goal**

Empowerment and social inclusion of women with disabilities in Turkmen society

### **Project objective**

To promote the Engagement of Women with Disability in development policy making

### **Expected outcomes**

- Outcome 1:** Knowledge of hearing and visually impaired women and their access to information has increased on democratic institutions, modern socio-economic-political processes, gender issues and computer skills.
- Outcome 2:** Management, leadership, networking and advocacy skills of hearing and visually impaired women raised and number of women with disabilities taking managerial positions inside the DBST increased.
- Outcome 3:** Hearing and visually impaired women play an active role inside the DBST and in the policy dialogues with government.

## *Outputs by outcome*

***Outcome 1: Knowledge of hearing and visually impaired women and their access to information has increased on democratic institutions, modern socio-economic-political processes, gender issues and computer skills.***

**Output 1.1:** 55 women with disabilities have received training in politics, socioeconomics and IT.

The leadership capacity of visually and hearing impaired women will be strengthened through organizing training courses comprised of four themes: democratic institutions, modern socio-economic and political processes, gender and women leadership, and computer skills. These trainings will provide knowledge and build skills which are important to be fully developed and effective leaders. During the training courses the disability organization, DBST, will share information with women leaders about its activities, challenges, perspectives and plans, demonstrates its facilities, and organize meetings with leaders of DBST.

Hearing and visually impaired women of all ages living in all five regions (Ashgabat city, Ahal velayat, Balkan velayat, Lebap velayat, Dashoguz velayat, and Mary velayat) of the country will be invited to participate in this project. The selection committee comprised of Project Manager and DBST management team will develop criteria, travel to 4 velayats and invite for interviews short-listed talented and promising hearing and visually impaired women. The first training courses will start in 5<sup>th</sup> month of project implementation, and other trainings consequently will be delivered in a month.

Six groups comprising 8 women and one group of 7 women will be represented by women from each region accordingly. This approach will expand networking between women and new experience. Trainings will be organized in the premises of the Social Rehabilitation Complex of DBST (one class for Internet and computer and another for other three trainings); where 44 participants from regions also will be accommodated and receive DSA.

Seven training courses (5 for visually impaired women and 2 for hearing impaired women) with one month duration (15 days) will be delivered by local consultants. Terms of Reference will be developed for 4 local consultants and advertised. Selected consultants will develop training course materials on the following themes:

- Democracy and national legislation (Constitution, Social Security Code, etc.), the UN Conventions (e.g. CRPD, UDHR, etc.), the governmental arrangement and institutions, concept of civil society, etc.;
- Modern social, economic, and political processes in the country and some international trends;
- Gender issues, women leadership, and famous women and their roles in promoting women rights and development;
- Computer and Internet.

It is expected that each theme of course will have duration of 25 hours, totally 100 hours (four courses). The trainings will be organized with a flexible approach, depending on availability of consultants. The schedule of training courses will be developed in discussion with engagement of consultants to avoid conflict of schedule. Sign language interpreter will be needed for 2 trainings for hearing impaired women.

To measure a progress in building capacity of women-leaders mid-term (at the middle of training) and final evaluations will be organized by trainers at the end of training courses. The Project Manager will attend training courses on weekly basis to monitor and collect feedback from trainers and trainees on quality of trainings, attendance of trainees, quality of meal, etc.

**Output 1.2:** A hot line service for women with disabilities is open.

The hot line services will be available to women 5 days per week starting from third month of the project. A specialist, experienced in social and legislation areas with a particular focus on disability issues, will provide consultations to women and answer their questions. In complicated cases the specialist will help women contact other qualified experts or specialists who can provide assistance. Based on previous experience of DBST, it is expected that approximately 10 - 30 women per week will ask for consultations on employment, access to social benefits, health services, receiving disability status, education, etc. The specialist will engage women leaders in a consultation process through discussion of received questions and possible solutions to problems. Depending on situations women leaders will be encouraged to speak to hot line service recipients. Hearing impaired women will have access to such service using SMS to a mobile number as a hot line service.

An advertisement about hot line will be disseminated widely through disability organizations, social service agencies, website, and publication in the newspaper. The specialist will keep records on number of calls and raised issues, at the end of conversation the specialist will ask about client satisfaction regarding received consultation. Monthly report will be produced with an analysis and recommendations to DBST about issues which are prevalent for the follow up actions.

**Output 1.3:** Computers and access to Internet will be available for women-leaders.

Computers and access to Internet will be available for women-leaders during and after completion of the training course both in the Informational Resource Center (IRC) of DBST and in its branches. Equipment bought for computer and Internet classes will be available for visitors in time free of classes. Access to Internet will be available starting from 4<sup>th</sup> month of project implementation. About 15 – 50 women will visit the IRC per week and use Internet, computers, library. During 15 project months 8 computers equipped with USB-modems will provide access to Internet to visitors. The schedule of working hours of IRC and computer classes will help effectively manage time of using computer equipment. In case of urgent needs DBST has some extra computers, which might be available to visitors of IRC. The special computer software will be used to transfer text files into speech for visually impaired users. This will help them to practice new skills they learnt during the training and also have access to information, learn about other international disability organizations and maintain networking with other leaders and organizations at local and international levels. The library with audio materials (books and journals) and books printed on Braille will be available to visually impaired women.

***Outcome 2: Management, leadership, networking and advocacy skills of hearing and visually impaired women raised and number of women with disabilities taking managerial positions inside the DBST increased.***

Meetings with guest speakers will give a new perception of the role of different organizations and how disability issues might be interconnected with purpose and tasks of those organizations. Through meetings with guests speakers and organization of forums women with disabilities will develop their discussion and presentation skills as well as ability to formulate and deliver key messages to stakeholders.

Visits to organizations at the national and international level will provide a unique opportunity to learn how work in different organizations is organized, how people interact within the organization, how organizations build relationships with other organizations and how they promote their own agenda and missions. Women leaders will establish new relationships with other leaders, professionals, and researchers, which will be helpful in their career of leaders. New networking will be useful for maintaining relationship with decision makers and expanding networking by asking new information about other stakeholders who are important for promoting disability issues.



**Output 2.1:** 28 meetings with guest speakers and stakeholders held.

Starting from 5<sup>th</sup> month of project implementation, guest speakers will be invited to meet with the group of women consisted of 8 people and speak about their working experience and their leadership development. Potential guest speakers might be top managers of firms and companies, administrators and heads of governmental departments, lawyers, cultural workers, doctors, teachers, etc. They will speak about their professional experience, career growth, leadership qualities, etc. For example, the Parliament member (Mejlis) will tell about how parliament members work, identify and set priorities, develop policies and new laws, and plan the budget. Four visits of guest speakers will be organized during one training course. Coffee-breaks will be served on the cost of DBST.

Women leaders will be informed in advance about visit of guest speakers and they will be encouraged to develop questions and address some comments regarding social inclusion of people with disabilities.

**Output 2.2:** 55 women with disabilities obtained practical skills in management of disability organizations.

During the training courses, starting from 5<sup>th</sup> project month, DBST will organize two meetings per week meetings with a central apparatus of DBST, heads of departments and facilities (production, sewing shop, audio studio, publication, etc.), share information with women leaders about its activities, challenges, perspectives and plans, demonstrates its facilities, and organize meetings with leaders of DBST. Discussions and brainstorming on ideas what kind of activities women leaders might initiate will be held between women and leaders of DBST. This activity does not require funds because personnel of DBST will volunteer to work with women.

After completion of the training course, DBST will continue to communicate with trained women and invite them to visit DBST branches. Appointed focal points in DBST branches will share with women news, provide access to computers and Internet, and invite to participate in events of DBST. Hearing and visually impaired women leaders will be encouraged to lead some activities of the Deaf and Blind Society of Turkmenistan.

**Output 2.3:** 56 local networking visits organized for women-leaders with disabilities.

During study visits to different organizations, women-leaders will obtain additional experience and understanding of roles and functions of different institutes and of governmental, private, and nonprofit sectors. Theories learnt during training courses will be verified in practice by having meetings with different representatives from three sectors. Starting from 5<sup>th</sup> project month, two visits per week will be organized during each training course; the first training course will start on fourth month of project implementation. The visiting group will comprise of 8 women-leaders and DBST staff and Project Manager.

Study visits to different organizations will provide with opportunities to hearing and visually impaired women to practice in establishing and maintaining networking with other leaders and organizations at local levels. Follow up discussions will be held with study visit participants to emphasis the most interesting things they learnt and how they can increase effectiveness of such meetings in future.

Since a majority of training participants are women with visual impairments, a mini-van will be procured which will be used to organize study visits more effectively in terms of time, mobility and accessibility. After finishing this project, the mini-van will continue to be used for the same purposes, i.e. to expose links between blind women with other organizations.

**Output 2.4:** 2 International study visits organized for women with disabilities.

Seven women leaders will participate in regional events (international study visits, conferences, or workshops), which will start on 15<sup>th</sup> month of the project. Study visits to disability organizations working in other countries (the World Blind Union, Asian Blind Union, the Society of Deaf of Russian Federation, etc.) or participation in regional conferences will be organized for 6 women leaders (3 hearing impaired women and 3 visually impaired women). It is necessary to note that one assistant will be needed to help visually impaired women during their travel and study visits.

UNDP and DBST will use their networking in order to identify possible conferences or organizations to visit and suggest several options for discussion and approval by the Project Board. The Project Manager will contact identified organizations and develop a study visit program. These study visits will expand the experience of beginner-leaders to the international level and establish connection with other leaders, professionals, and researchers, who will be valuable sources of information and expertise for future cooperation.

Former training participants will be invited to submit their application forms, where they will indicate their current experience, motivation, and future plans to use new experience. The best candidates who demonstrate leadership, strong commitment, good results and feasible future plans will be identified by a Selection Committee. Women who participated in study visits will be contacted two months later and asked to share their progress toward implementation of their plans given in application forms. Project Manager and DBST will continue maintaining relationships with study visit participants and encourage and provide assistance them to initiate new projects.

**Outcome 3:** Hearing and visually impaired women play an active role inside the DBST and in the policy dialogues with government.

**Output 3.1:** 7 discussion events (small forums) organized by women with disabilities.

During training courses women leaders will be asked to identify short and long term priorities in terms of a) personal development, b) participation in activities of disability or other organizations, and c) the most important issues they are going to discuss during small forums. Starting from 5<sup>th</sup> month of project implementation, every small forum will be held after finishing the training course. 8 women leaders and 12 invited guests will participate in forum discussions.

The Project Manager will assist women in selection of a common theme and form of discussion and development an agenda. Participants of forums will be identified and invited by women-leaders; they also will be mentored by Project Manager in organizing these forums and facilitating discussions. For example, women might discuss issues of availability of information, tools and resources for their economic and social inclusion.

Seven small forums with duration of three hours will be organized by women leaders at the end training course. Depending on discussion theme, representatives from health, education, social protection institutions will be invited. At the end of small forums an analysis with evaluation approach will be conducted to identify pluses of the conducted event, lessons learned, and areas for improvement (in terms of organization of the event, facilitation, participants, etc.)

**Output 3.2:** Two national forums on issues of women leadership and social inclusion held.

Twenty women leaders (former training course participants) from all regions will be invited to participate in one National Forum. Other ten forum participants will be invited from companies, governmental agencies, and nonprofit organizations.

Women leaders will be asked to identify themes for national forums through a questionnaire. The most active women leaders will be invited to participate in the forum. Some of them will be encouraged to give presentations and speeches. Participation in this activity will both strengthen capacity of women leaders with disabilities in organizing an event at national level and formulate and address issues to decision makers. The coordination of this activity will be done through the branches of DBST. The first National Forum will be held in the middle of project life on 14th month and the second on 17th month of project implementation.

The guest speakers from other countries with expertise in areas similar to themes of national forums will be selected on competitive basis and invited to participate in forums. Participation of international guest speakers will expand forums' discussions to the international experience and provide examples of best practices and successful disability programs or projects.

Advocacy/outreach materials, posters, and banners on disability organizations activities, disability and gender issues, social inclusion of people with disabilities, women leadership will be developed and used during the National Forums. Women leaders will be encouraged sharing their ideas for development of these materials.

Those forums will help hearing and visually impaired women to identify issues related to women with disabilities and discuss them with respective organizations or decision makers.

### **Risks and mitigation strategy**

Regarding achieving the first outcome and its outputs there might be some risks that women will not able to come for a whole month to Ashgabat. DBST will attempt to explain benefits of training course and other project activities to increase women motivation to participate in project activities. During selection of potential women for trainings an alternative list of participants will be available for replacement of women who changed their mind. There are also some risks that no qualified trainers will be found. An approach of wide dissemination of TORs among high schools and universities and flexible schedule of training courses will be used to make work for the project more attractive for potential trainers.

In delivering the second outcome and outputs some risks might appear in attendance of guest speakers. Project Manager will contact and remind guest speaker about their visit and in case of their business rearrange meeting to other time.

It is necessary to consider that women with disabilities often live in an isolated environment and do not have much opportunity to interact with other people and they might not be much active during the forums and visits of guest speakers. To overcome this possible obstacle a friendlier atmosphere will be maintained, experienced women leaders from DBST will be invited to support and encourage new women leaders.

#### 4. SUSTAINABILITY

The Deaf and Blind Society of Turkmenistan (DBST) is a primary and single non-profit organization which works with people with disabilities and strategically targets capacity building of its members and organizing different events for them. DBST will continue using training materials in all its branches and encourage trained women to share their new knowledge and skills with other women. Trained women will have a privilege to be hired first if any job opportunity occurs in DBST.

More active women-leaders will be invited to participate in the meetings of the Board of DBST and discuss possible interactions with governmental agencies on different matters.

Having branches in all regions DBST will be capable to maintain relationships with project beneficiaries. Sustainability of results of the project will be achieved through on-going communication with project participants and their further enhancement through invitation to participate in DBST activities, projects, and events. A particular attention will be given to women who have some ideas for new activities and projects. Resources in the form of consultations, equipment, assistive technology, personal assistance will be provided by DBST.

#### 5. OUTCOME INDICATORS, BASELINE DATA, AND TARGETS

<b>Outcome 1:</b> Knowledge of hearing and visually impaired women and their access to information has increased on democratic institutions, modern socio-economic-political processes, gender issues and computer skills.			
<b>Indicator 1.1:</b> Percentage of trained hearing and visually impaired women aware of their rights and understand role and functions of different institutions.	<b>Baseline:</b> 2013: 5 % of hearing and visually impaired women are aware of their rights and understand the roles and functions of different institutions.	<b>Target:</b> By the end of the project: 70% of trained hearing and visually impaired women aware of their rights and understand role and functions of different institutions.	<b>Monitoring:</b> Evaluation forms will be filled out by women after completion of training courses. Trainers will give evaluation to each training participant in evaluation forms.
<b>Indicator 1.2:</b> Number of hearing and visually impaired women leaders applied new knowledge and became volunteers and mentors for visually and hearing impaired women.	<b>Baseline:</b> 2013: 0 of hearing and visually impaired women volunteering or mentoring visually and hearing impaired women.	<b>Target:</b> By the end of the project: 20 hearing and visually impaired women leaders applied new knowledge and became volunteers and mentors for visually and hearing impaired women.	<b>Monitoring:</b> On quarterly basis the executive body of DBST (Presidium) will provide information about number of women volunteered or mentored visually and hearing impaired women.

<b>Outcome 2:</b> Management, leadership, networking and advocacy skills of hearing and visually impaired women raised and number of women with disabilities taking managerial positions inside the DBST increased.			
<b>Indicator 2.1:</b> Number of projects and activities initiated by hearing and visually impaired women.	<b>Baseline:</b> 2013: No projects and activities initiated by hearing and visually impaired women.	<b>Target:</b> By the end of the project: 9 projects and activities initiated by hearing and visually impaired women.	<b>Monitoring:</b> Minutes of executive body of DBST (Presidium), project proposals, programme events, and pictures taken during events.
<b>Indicator 2.2:</b> Number of hearing and visually impaired women improved their positions due to activities carried out by women leaders.	<b>Baseline:</b> 2013: 30 hearing and visually impaired women improved their positions due to activities carried out by women leaders.	<b>Target:</b> By the end of the project: 600 hearing and visually impaired women improved their positions due to activities carried out by women leaders.	<b>Monitoring:</b> Feedback from the Heads of branch units of DBST and members of DBST will be collected, analyzed and documented.
<b>Indicator 2.3:</b> Number of hearing and visually impaired women leaders maintaining networking with other leaders and organizations at local and international levels.	<b>Baseline:</b> 2013: 5 hearing and visually impaired women leaders maintain networking with other leaders and organizations at local and international levels.	<b>Target:</b> By the end of the project: 15 hearing and visually impaired women leaders maintain networking with other leaders and organizations at local and international levels.	<b>Monitoring:</b> Feedback from the Heads of branch units of DBST and answers on questionnaire will be collected, analyzed and documented.

<b>Outcome 3:</b> Hearing and visually impaired women play an active role inside the DBST and in the policy dialogues with government.			
<b>Indicator 3.1:</b> Number of hearing and visually impaired women participating in different events and meetings with governmental agencies.	<b>Baseline:</b> 2013: 3 hearing and visually impaired women participated in different events and meetings with governmental agencies.	<b>Target:</b> By the end of the project: 30 hearing and visually impaired women participated in different events and meetings with governmental agencies.	<b>Monitoring:</b> Minutes of executive body of DBST (Presidium), list of participants, feedback from the Heads of branch units of DBST, and pictures taken during events.
<b>Indicator 3.2:</b> Number of hearing and visually impaired women contributing to development of recommendations on disability issues.	<b>Baseline:</b> 2013: 5 hearing and visually impaired women contributed to development of recommendations on disability issues.	<b>Target:</b> By the end of the project: 15 hearing and visually impaired women contributed to development of recommendations on disability issues.	<b>Monitoring:</b> Notes from meetings, letters and documents will serve as evidence.
<b>Indicator 3.3:</b> Number of proposals and recommendations from hearing and visually impaired women accepted by governmental agencies.	<b>Baseline:</b> 2013: 3 proposals and recommendations from hearing and visually impaired women accepted by governmental agencies.	<b>Target:</b> By the end of the project: 12 proposals and recommendations from hearing and visually impaired women accepted by governmental agencies.	<b>Monitoring:</b> Notes from meetings, letters and documents will serve as evidence.

## 6. MANAGEMENT ARRANGEMENTS AND CONTRIBUTIONS

### a) Management Arrangements

The Executing Agency UNDP in Turkmenistan will sign with the Deaf and Blind Society of Turkmenistan Project Document, and the project will be implemented under the National Implementation (NIM) modality by the Deaf and Blind Society of Turkmenistan (DBST). To ensure effective overall management of the project, the Deaf and Blind Society of Turkmenistan and UNDP will establish the Project Board. The Project Board is the group responsible for making on a consensus basis management decisions for the project when guidance is required by the Project Manager.

This group contains three roles:

- Executive representing the project ownership to chair the group. This role will be assumed by the Chairperson of the Deaf and Blind Society of Turkmenistan.
- Senior Supplier role to provide guidance regarding the technical feasibility of the project. This role will be assumed by UNDP Governance Programme Officer and UNDP management.
- Senior Beneficiary role to ensure the realization of project benefits from the perspective of project beneficiaries. This role will be assumed by the Deputy Chair of DBS of Turkmenistan

Project Assurance is the responsibility of each Project Board member. The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. Daily coordination of the project assurance function will be assumed by UNDP Governance Programme Assistant.

The Executing Agency UNDP in Turkmenistan will oversee and monitor the project and act as UNDEF's agent for project oversight and will be responsible for ensuring that all financial, monitoring, reporting and evaluation requirements are met.

#### **Implementing Agency:**

The Deaf and Blind Society of Turkmenistan will be responsible and accountable for managing a project, including the monitoring and evaluation of project interventions, achieving project outputs and effective use of project resources. The Implementing partner will appoint the National Project Coordinator who will be in charge of provision of strategic advice and for coordination of project activities.

The Deaf and Blind Society of Turkmenistan is currently implementing a small project to address the needs of people with disabilities and initiate the revision of national legislation in order to ensure its compliance with Convention on the Rights of Persons with Disabilities.

The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Project Board. The Project Manager is responsible for day-to-day management and decision-making for the Programme. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The Project Manager will be selected through standard UNDP selection procedures in consultation with the Implementing Partner.

The Programme Assistant will verify and arrange all payments through the UNDP system (ATLAS), ensure that all activities are implemented in compliance with UNDP procedures and requirements. The Programme Manager will provide technical support on programmatic aspects of the project, as well as in reporting issues.

At the velayat levels the Heads of Branches of DBST through coordination with the National Project Coordinator on volunteer basis will provide necessary assistance for the project in identifying potential candidates for training, follow up actions on contacting women and their engagement in activities of DBST.

#### Contracts

Output 1.1: Individual Contracts will be signed with 4 trainers to conduct 7 trainings courses (each course will have duration of 15 days) through standard UNDP selection procedures. Each trainer will develop one training course and receive a fee of \$600 for this part (\$600 x 4 trainers). Each trainer will receive 600\$ for delivering 7 courses each (\$600 x 4 trainers x 7 times). In total, 4 trainers will receive each 600\$, 8 times. Sign language interpreter will be as well needed for two of these trainings.

Output 1.2: Individual Contract with a national consultant/specialist with duration of 16 months will be signed to implement activities related to hot line services and providing information and other resources to women leaders.

The Deaf and Blind Society of Turkmenistan will not have Implementing Partner(s) or individuals involved in the project except the consultants mentioned above.

#### **b) Contributions**

The Deaf and Blind Society of Turkmenistan will contribute to the project its premises (office space for the Project Manager, for hot line services specialist, training rooms for computer and Internet and other three training courses). Cleaning and other training premises/office maintenance services will also be provided by DBST.

National Project Coordinator and Heads of DBST branches in velayats will contribute their time to the project on volunteer basis.

The expenses for a driver services for driving women during study visits and for other project activities and maintenance of the car will be covered by DBST.

## 7. BUDGET

The **budget per output** is provided in the Results Framework (Annex I). The **detailed project budget** is attached as Annex II. Please note that changes to this approved project budget require prior UNDEF approval. Financial reallocations made without prior UNDEF approval will not be accepted, and the funds may have to be reimbursed to UNDEF.

**Total UNDEF Grant 225,000\$ = Total Project Cost (TPC) 202,500\$ + M&E component 22,500\$**

## 8. DISBURSEMENT SCHEDULE

The first tranche is disbursed upon the project document's signature. The second tranche is disbursed upon submission of the relevant narrative and financial reports and provided a significant amount (70%) of the first tranche has been spent.

Funds will not be released if the project has any **overdue narrative or financial reports** of any kind, or if the project has **failed to follow the UNDEF visibility guidelines** noted in section 9b.

### Disbursement table

<u>Tranche</u>	<u>Amount*</u>	<u>Date</u>
1) Project document signature	118,884US\$	Month 1
2) Submission of Mid-Term Progress Report	99,980US\$	Month 10

\*Amounts include 7% EA fee

## 9. MONITORING, REPORTING AND EVALUATION

### a) Monitoring

Project monitoring is done in two ways:

- 1) The Implementing Agency must monitor its own activities.

Monitoring and evaluation of the project activities will be carried out by the National Project Coordinator on monthly basis through meetings with the Project Manager and visits to project activities (training, etc.). When necessary the National Project Coordinator might initiate meeting with other contract holders. All financial payments and reports will be reviewed by the National Project Coordinator.

- 2) The Executing Agency is responsible for monitoring the implementation of the key activities and the use of funds by the Implementing Agency and reporting back to UNDEF.

Monitoring and evaluation will be carried out on regular basis in accordance with UNDP rules and procedures. UNDP staff will regularly participate in project activities to ensure effective monitoring of the project. Project Manager will be responsible for project monitoring and for preparation of quarterly progress reports and their submission to Project Board using the standard UNDP reporting format.



An annual project review will be conducted during the fourth quarter of the year as a basis for assessing the performance of the project. An annual project review will involve all key project stakeholders and the Implementing Partner and focus on the extent to which the progress is made towards planned outputs.

## **b) Narrative and Financial Reporting**

The Executing Agency is responsible for submitting a number of reports to UNDEF in consultation with the Implementing Agency. The focal point for Executing Agency (UNDP) will be:

Ms. Cao Lin, UNDP Deputy Resident Representative  
Address: Galkynysh Street 40, UN House, 744013 Ashgabat, Turkmenistan  
Phone: +99312-425250  
Email: lin.cao@undp.org

### **Narrative reporting**

The following narrative reports shall be submitted according to the set timeline and using the required format available on the UNDEF website.

- 1. The Mid-term Progress Report:** it must be submitted to UNDEF no later than 10 months from the project start date (as listed on the cover page of the signed project document) OR when requesting the second disbursement of funds, whichever comes first.
- 2. Final Narrative Report:** The Final Narrative Report should be submitted three months after the completion of the project

**The reports** must be in either English or French, the two official working languages of the United Nations Secretariat.

### **Financial reporting**

Throughout the project implementation, the Executing Agency shall provide financial reports to UNDEF. The following financial reports shall be submitted according to the set timeline and using the required format available on the UNDEF website. No other reports will be accepted:

- **Annual Interim Financial Statement:** to be submitted by 31<sup>st</sup> January of each project year, showing cumulative income and expenditure to date. The statement must be signed by the designated authorized representative at the UN Agency or Country Office (CO).
- **Annual Certified Financial Statement:** to be submitted by 31<sup>st</sup> May of each project year, showing cumulative income and expenditure to date. The statement must be signed by the UN Agency's authorized representative at HQ.
- **Final Interim Financial Statement:** to be submitted three months after the project end date. The statement should be signed by the designated authorized representative at the UN Agency or Country Office (CO).
- **Final Certified Financial Statement:** to be submitted no later than 30<sup>th</sup> June of the year following the financial closing of the project. The statement must be signed by the UN Agency's authorized financial representative (e.g. Controller) at HQ.

**Financial reporting should comply with the following requirements:**

- Financial reports shall reflect the expenditures incurred against the amount received from UNDEF.
- All financial reports shall be certified by an authorized official of the Executing Agency and submitted timely and simultaneously to UNDEF (democracyfund@un.org) and to the Accounts Division of the United Nations (trustfund@un.org).
- Expenditures will not be accepted beyond the agreed project completion date.
- Unless prohibited by the Executing Agency's financial rules and regulations, financial reports will include interest income accrued on the amount remitted from UNDEF.
- At the completion of the project, any unexpended or uncommitted part of the contribution will be returned to UNDEF, along with all interest income, jointly with the final financial report.
- Final refunds of unspent funds, including all accrued interest, where applicable, shall be deposited to the designated UN bank account by 30 June of the year following the end of the implementation period. Such refunds shall be reflected in the Executing Agency's final certified financial reports.

**c) Evaluation**

The UNDP in Turkmenistan is responsible for conducting an evaluation at the end of the project. The cost of the evaluation is covered by the Executing Agency fee. **This evaluation should be carried out by an independent and external entity.** UNDEF will also liaise with the EA, as necessary, to determine the best course for conducting evaluations.

Executing Agencies are also responsible for ensuring the collection of **baseline data** to be used for the evaluation.

**10. LEGAL COMMITMENTS**

**See Annex IV.**

## ANNEX I: RESULTS FRAMEWORK

<b>UNDEF project number:</b> UDF-TUK-12-517
<b>Project title:</b> Ensuring Social Inclusion through Leadership Skills for Disabled Women in Turkmenistan
<b>Project objective:</b> To promote the Engagement of Women with Disability in development policy making
<b>Outcome 1:</b> Knowledge of hearing and visually impaired women and their access to information has increased in terms of in democratic institutions, modern socio-economic-political processes, gender issues and computer skills.
<b>Indicator 1.1:</b> Percentage of trained hearing and visually impaired women aware of their rights and understand role and functions of different institutions. <b>Baseline:</b> 2013: (this and other baselines set per information provided by DBST) 5 % of hearing and visually impaired women aware of their rights and understand role and functions of different institutions. <b>Target:</b> By the end of the project: 70% of trained hearing and visually impaired women aware of their rights and understand role and functions of different institutions.
<b>Indicator 1.2:</b> Number of hearing and visually impaired women leaders applied new knowledge and became volunteers and mentors for visually and hearing impaired women. <b>Baseline:</b> 2013: 0 of hearing and visually impaired women volunteering or mentoring visually and hearing impaired women. <b>Target:</b> 20 hearing and visually impaired women leaders applied new knowledge and became volunteers and mentors for visually and hearing impaired women.
<b>Outcome 2:</b> Management, leadership, networking and advocacy skills of hearing and visually impaired women raised and number of women with disabilities taking managerial positions inside the DBST increased.
<b>Indicator 2.1:</b> Number of projects and activities initiated by hearing and visually impaired women. <b>Baseline:</b> 2013: No projects and activities initiated by hearing and visually impaired women. <b>Target:</b> By the end of the project: 9 projects and activities initiated by hearing and visually impaired women.
<b>Indicator 2.2:</b> Number of hearing and visually impaired women benefited from activities carried out by women leaders. <b>Baseline:</b> 2013: 30 hearing and visually impaired women benefited from activities carried out by women leaders. <b>Target:</b> 600 hearing and visually impaired women benefited from activities carried out by women leaders.
<b>Indicator 2.3:</b> Number of hearing and visually impaired women leaders maintaining networking with other leaders and organizations at local and international levels. <b>Baseline:</b> 2013: 5 hearing and visually impaired women leaders maintain networking with other leaders and organizations at local and international levels. <b>Target:</b> By the end of the project: 15 hearing and visually impaired women leaders maintain networking with other leaders and organizations at local and international levels.
<b>Outcome 3:</b> Hearing and visually impaired women play an active role inside the DBST and in the policy dialogues with government.
<b>Indicator 3.1:</b> Number of hearing and visually impaired women participating in different events and meetings with governmental agencies. <b>Baseline:</b> 2011: 3 hearing and visually impaired women participated in different events and meetings with governmental agencies. <b>Target:</b> 2015: 30 hearing and visually impaired women participated in different events and meetings with governmental agencies.
<b>Indicator 3.2:</b> Number of hearing and visually impaired women contributing to development of recommendations on disability issues. <b>Baseline:</b> 2011: 5 hearing and visually impaired women contributed to development of recommendations on disability issues. <b>Target:</b> 2015: 15 hearing and visually impaired women contributed to development of recommendations on disability issues.
<b>Indicator 3.3:</b> Number of proposals and recommendations from hearing and visually impaired women accepted by governmental agencies. <b>Baseline:</b> 2011: 3 proposals and recommendations from hearing and visually impaired women accepted by governmental agencies. <b>Target:</b> 2015: 12 proposals and recommendations from hearing and visually impaired women accepted by governmental agencies.

Outputs	Key Activities	Timeframe (2 years – 8 quarters)						Responsible Party	Budget per output (rounded to the nearest \$500)
		Q1	Q2	Q3	Q4	Q5	Q6		
<b>Outputs for Outcome 1:</b> Knowledge of hearing and visually impaired women and their access to information has increased on democratic institutions, modern socio-economic-political processes, gender issues and computer skills.									
	Project registration in the Ministry of Justice of Turkmenistan	x						DBST	
1.1 55 women with disabilities have received training in politics, socioeconomics and IT	1.1.1 Inform visually and hearing impaired women about opportunities to participate in project activities at all velayats.	x						DBST, Project Manager	45,000
	1.1.2 Select women candidates to take a part in the project activities.		x					DBST, Project Manager	
	1.1.3 Develop TORs and select national consultants to deliver training courses.		x					DBST, Project Manager	
	1.1.4 Develop and approve training courses schedule, programs, and handouts.		x					DBST, Project Manager, national consultants	
	1.1.5 Conduct training courses on 4 themes – democracy and institutions, modern processes, gender and women leadership, and Internet and computer. Monitor training courses on weekly basis.		x	x	x	x	x	Project Manager, national consultants	
	1.1.6 Gather evaluation material and feedback from trainers and participants.		x	x	x	x	x	DBST, Project Manager	
1.2 A hot line service for women with disabilities is open.	1.2.1 Set up the hot line and advertise about hot line services.		x	x	x	x	x	DBST, Project Manager	17,000
	1.2.2 Provide consultations and other assistance to women with disabilities through the hot line.		x	x	x	x	x	DBST, Project Manager, national consultant	
1.3 Computers and access to Internet will be available for women-leaders.	1.3.1 Provide women with disabilities with access to computers, Internet, library.		x	x	x	x	x		20,000
<b>Outputs for Outcome 2:</b> Management, leadership, networking and advocacy skills of hearing and visually impaired women raised and number of women with disabilities taking managerial positions inside the DBST increased.									
2.1 28 meetings with guest speakers and stakeholders held.	2.1.1 Identify potential guest speakers and receive their confirmation to meet with women leaders.		x	x	x	x	x	DBST, Project Manager	19,000
	2.1.2 Work with guest speakers and women leaders to be prepared for meetings.		x	x	x	x	x	DBST	
	2.1.3 Conduct meetings for women leaders with guest speakers.		x	x	x	x	x	DBST, Project Manager	
	2.1.4 Conduct follow up discussion on held meetings with guest speakers.		x	x	x	x	x		
2.2 55 women with disabilities obtained practical skills in management of disability	2.2.1 Organize meetings with a central apparatus of DBST and head of units of DBST.		x	x	x	x	x	DBST, Project Manager, UNDP	7,000

organizations.	2.2.2 Engage women leaders in activities of DBST.		x	x	x	x	x	Project Manager	
	2.2.3 Assist women leaders on development and implementation of projects.		x	x	x	x	x	Project Manager	
2.3 56 local networking visits organized for women with disabilities.	2.3.1 Identify local organizations for study visit and develop the program of meetings.		X	x	x	x	x	DBST, Project Manager	38,545
	2.3.2 Send request letters for arranging study visits to governmental agencies.		x	x	x	x	x	DBST, Project Manager	
	2.3.3 Organize local study visits.		x	x	x	x	x	DBST, Project Manager	
	2.3.4 Conduct follow up evaluation of study visits.		x	x	x	x	x	DBST, Project Manager	
2.4 2 International study visits organized for women with disabilities.	2.4.1 Search for conferences, workshops or and contact possible host organizations for arranging international study visits for women leaders.					x	x	DBST, Project Manager	22,000
	2.4.2 Develop study visit programs and arrange logistics.					x	x	DBST, Project Manager, UNDP	
	2.4.3 Collect applications from women leaders.					x	x	Project Manager	
	2.4.4 Organize international study visits to disability organizations from other countries or participation in conferences for 7 women leaders with disabilities.						x	DBST, Project Manager	
	2.4.5 Hold follow up meetings on international study visit results and future plans of women leaders.						x	DBST, Project Manager	
<b>Outputs for Outcome 3: Hearing and visually impaired women play an active role inside the DBST and in the policy dialogues with government.</b>									
3.1 Seven discussion events (small forums) organized by women with disabilities.	3.1.1 Identify themes, participants, design the form, content and materials for the small forums.		x	x	x	x	x	Project Manager	14,000
	3.1.2 Invite stakeholders from governmental and other organizations to participate in small forums.		x	x	x	x	x	DBST, Project Manager, UNDP	
	3.1.3 Conduct small forums with active engagement of women leaders with disabilities.		x	x	x	x	x	DBST, Project Manager	
	3.1.4 Conduct follow up evaluation of held small forums.		x	x	x	x	x	Project Manager, UNDP	
3.2 Two national forums on issues of women leadership and social inclusion held.	3.2.1 Prepare for the National Forums for women leaders with disabilities through disseminations of questionnaire and collecting proposals from women leaders with disabilities.					x	x	DBST, Project Manager	22,000
	3.2.2 Engage women leaders in design of the National Forums and other preparatory activities.					x	x	DBST, Project Manager	
	3.2.3 Organize two National Forums for women leaders with disabilities.					x	x	DBST, Project Manager, UNDP	
	3.2.4 Organize follow up discussion for lessons learned and findings.					x	x	Project Manager	
	3.2.5 Assist women leaders in developing proposals to government agencies regarding disability issues.		x	x	x	x	x	DBST	
<b>TOTAL PROJECT COST</b>									<b>US\$ 204,545</b>
<b>UNDEF Monitoring and Evaluation</b>									<b>US\$ 6,136</b>
<b>Executing Agency Fee</b>									<b>US\$ 14,319</b>
<b>TOTAL UNDEF GRANT</b>									<b>US\$ 225,000</b>

**ANNEX II - PROJECT BUDGET CSOP+EA**  
in US dollars

Project Title: Ensuring Social Inclusion Through Leadership Skills for Disables Women in Turkmenistan

UNDEF Project Number: UDF-TUK-12-517

Implementing Agency: Deaf and Blind Society of Turkmenistan

BUDGET BY RESOURCE / INPUT								
Output	Budget Line Description	Object of Expenditure				Year 1	Year 2	Total*
		\$	Unit	Quantity	Total*			
	<b>1- Staff and other personnel expenses</b>							
	<b>a) Professional staff</b>							
	Project Manager (100%)	1740	month	18	31,320	13,760	17,200	30,960
					0			
	Subtotal:				31,320	13,760	17,200	30,960
	<b>b) Administrative staff</b>							
	Programme Assistant (5%)	135	month	18	2,430	1,240	1,550	2,790
					2,430	1,240	1,550	2,790
	Subtotal:				33,750	15,000	18,750	33,750
	<b>2- Travel</b>							
	<b>a) Transportation</b>							
1.1	Domestic flight tickets for selection of training participants (2 selection committee members in 4 regions)	50	ticket	8	400	360	40	400
					400	360	40	400
	Subtotal:				400	360	40	400
	<b>b) Meals and accommodation</b>							
1.1	DSA for 2 people from selection committee to travel to regions for selection of training participants	54	day	16	864	864	0	864
					864	864	-	864
	Subtotal:				1,264	1,224	40	1,264
	<b>3- Contractual Services</b>							
	<b>a) Implementing partner(s)</b>							
	Subtotal:					-	-	0
	<b>b) Service Contracts &amp; Consultancy services</b>							
1.1	Fee for 4 local consultants/trainers to develop 4 training courses materials and deliver training courses to 7 groups of women leaders	4800	training course	4	19,200	9600	9,600	19,200
1.1	Fee for Sign language interpreter for 2 trainings for hearing impaired women	400	training	2	800	400	400	800
1.2	Hot line service specialist fee	600	month	16	9,600	4800	4,800	9,600
					29,600	14,800	14,800	29,600
	Subtotal:				29,600	14,800	14,800	29,600
	<b>4- Meetings and Trainings</b>							
	<b>a) Meetings, Workshops and Conferences</b>							
1.2	<b>Hot line service</b>							
	Phone line (payment for telephone line use to telephone company)	60	each month	16	960	600	360	960
	Stationery, office supplies (cartridge refilling, etc.)	30	each month	16	480	300	180	480
	Subtotal:				1,440	900	540	1,440
1.3	<b>Access to computers and Internet for women-leaders in the Informational Resource Center</b>							
	Payment for Internet	41	participant	144	5,904	3,936	1,968	5,904
	Renovation of the Information Resource Center	1180	product	1	1,180	1,180	0	1,180
	Subtotal:				7,084	5,116	1,968	7,084
2.1	<b>Meetings with guest speakers and stakeholders</b>							
	Meal for participants (breakfast, lunch, dinner) for 8 days	12	meal	352	4224	2112	2,112	4,224
	Accommodation for 44 participants from regions for 8 days	10	participant	352	3520	1760	1,760	3,520
	Allowances for 44 participants from regions for 8 days	12	participant	352	4224	2112	2,112	4,224
	Subtotal:				11,968	5,984	5,984	11,968
2.3	<b>Participation in local networking visits</b>							
	Meal for participants (breakfast, lunch, dinner) for 4 days	12	meal	176	2112	1056	1,056	2,112
	Accommodation for 44 participants from regions for 4 days	10	participant	176	1760	880	880	1,760
	Allowances for 44 participants from regions for 4 days	12	participant	176	2112	1056	1,056	2,112
	Subtotal:				5,984	2,992	2,992	5,984
3.1	<b>Small forums organized by women leaders (7 events)</b>							
	Coffee-breaks for 20 people 7 times	7	coffee-break	140	980	560	420	980
	Stationery	3	person	140	420	240	180	420
	Subtotal:				1,400	800	600	1,400
3.2	<b>Two National forums on issues of women leadership and social inclusion with 30 participants per each forum (with 15 participants from regions)</b>							
	Renting premises	300	venue	2	600	-	600	600
	Stationery	10	person	60	600	-	600	600
	Coffee-breaks	10	coffee-break	60	600	0	600	600
	Lunch	25	person	60	1,500	0	1,500	1,500
	Guest speakers from international disability organizations (flight, visa)	1098	person	2	2,196	0	2,196	2,196
	Guest speakers from international disability organizations (DSA for three days+terminals)	902	person	2	1,804	0	1,804	1,804
	Domestic train tickets for participants from regions	15	person	30	450	-	450	450
	Allowances for board and accommodation of 15 participants from regions 2 times	54	person	30	1,620	-	1,620	1,620
	Subtotal:				9,370	-	9,370	9,370
	Subtotal Section 4a:				37,246	15,792	21,454	37,246
	<b>b) Trainings</b>							
1.1	<b>Training of 55 women leaders (7 training courses x15days)</b>							
	Meal for 44 training participants (breakfast, dinner) for 15 days	7	meal	660	4,620	2,310	2,310	4,620
	Meal for 55 training participants (lunch, coffee-breaks) for 15 days	7	meal	825	5,775	2,888	2,888	5,775
	Domestic train tickets for participants from regions	11	participant	44	484	242	242	484
	Accommodation for 44 participants from regions for 15 days	10	participant	660	6,600	3,300	3,300	6,600
	Stationeries for 55 participants	3	participant	220	660	330	330	660
	Dictaphones for 40 visual impaired women	36	participant	40	1,440	720	720	1,440
	Allowances for 44 participants from regions for for 15 days	12	participant	660	7,920	3,960	3,960	7,920
	Subtotal:				27,499	13,750	13,750	27,499
	Subtotal Section 4b:				27,499	13,750	13,750	27,499
	<b>Total:</b>				<b>64,745</b>	<b>29,542</b>	<b>35,204</b>	<b>64,745</b>

<b>5 - Project Equipment/Hardware/IT</b>									
<b>a) IT Equipment</b>									
	Projector	728	projector	1	728	728	-	728	
1.1, 1.3	Set of computer equipment (computer, monitor, APS) for computer and Internet trainings	1400	equipment	8	11,200	11,200	-	11,200	
1.2	Laptop for hot line service specialist	1400	equipment	1	1,400	1,400	-	1,400	
	Subtotal:				13,328	13,328	-	13,328	
<b>b) Other Equipment</b>									
2.3	Mini-Van for local study visits	28500	venue	1	28,500	28,500	-	28,500	
	Furniture (table, chair, bookshelf) for hot line service specialist	200	furniture	3	600	600	-	600	
	Subtotal:				29,100	29,100	-	29,100	
	<b>Total:</b>				<b>42,428</b>	<b>42,428</b>	<b>0</b>	<b>42,428</b>	
<b>6 - Advocacy/ Outreach (including websites)</b>									
<b>a) Print Media (Publications, Pamphlets &amp; Brochures)</b>									
<b>Production of advocacy materials</b>									
	Printing handouts for forums	8	guide	60	480	-	480	480	
	Design and production of posters and banners on social inclusion of people with disabilities	300	design	4	1,200	1,200	-	1,200	
	Development of advocacy/outreach materials on disability and gender issues	0.38	word	2000	760	760	-	760	
	Publishing advocacy/outreach materials	0.4	page	4800	1,920	1,920	-	1,920	
1.1	Printing of training handouts for 55 participants on 4 themes	30	manual	220	6,600	3,300	3,300	6,600	
	Subtotal:				10,960	7,180	3,780	10,960	
<b>b) Other Media (including web sites and broadcasts)</b>									
	Subtotal:				0	0	0	0	
	<b>Total:</b>				<b>10,960</b>	<b>7,180</b>	<b>3,780</b>	<b>10,960</b>	
<b>7- Fellowship, Grants, Study tours and Others</b>									
2.4	<b>International study visits to disability organizations, conferences (6 days)</b>								
	International flight tickets	1000	person	7	7,000	-	7,000	7,000	
	Visa, registration	120	person	7	840	-	840	840	
	Terminals in accordance with UN rate (38 * 4 times)	152	person	7	1,064	-	1,064	1,064	
	Allowances (50% accommodation, 6% breakfast, 12% lunch, 12% dinner, 20% incidentals)	250	person	42	10,500	-	10,500	10,500	
	Subtotal:				19,404	-	19,404	19,404	
	<b>Total:</b>				<b>19,404</b>	<b>-</b>	<b>19,404</b>	<b>19,404</b>	
<b>8- Miscellaneous</b>									
	a) Renting premises				0	0	0	0	
	b) Sundry: bank charges, internet charges, phone line, office supplies	133	month	18	2,394	1,596	798	2,394	
	Subtotal:				2,394	1,596	798	2,394	
	<b>Total:</b>				<b>2,394</b>	<b>1,596</b>	<b>798</b>	<b>2,394</b>	
<b>TOTAL PROJECT COST</b>						<b>204,545</b>	<b>111,770</b>	<b>92,776</b>	<b>204,545</b>
<b>Monitoring &amp; Evaluation (10%) - see NOTE 3</b>									
	a) Executing agency fee and M&E				14,319	7,114	7,204	14,319	
	b) UNDEF M&E				6,136			6,136	
<b>TOTAL UNDEF GRANT AWARD</b>						<b>225,000</b>	<b>118,884</b>	<b>99,980</b>	<b>225,000</b>

**ANNEX III**  
**CONTACT INFORMATION**

<b><u>Executing Agency</u></b>	
<b><u>Name of Organization:</u></b>	UNDP Country Office in Turkmenistan
Address:	Galkynysh str. 40. Ashgabat. Turkmenistan. 744004
Telephone/Fax:	+993-12 42 52 50
Web Site:	www.undp.tm
<b><u>Point of Contact:</u></b>	Ms. Cao Lin
Title:	Deputy Resident Representative
Telephone/Fax:	+993-12 425250
Web Site:	www.undp.tm
Email:	lin.cao@undp.org
<b><u>Alternate point of contact</u></b>	Ms. Ogulshirin Yazlyyeva
Title:	Programme Assistant
Telephone/Fax:	+993-12 425250
Web Site:	www.undp.tm
Email	ogulshirin.yazlyyeva@undp.org
<b><u>Implementing Agency</u></b>	
<b><u>Name of Organization:</u></b>	Deaf and Blind Society of Turkmenistan
Address:	Aman Kekilov str. 49. Ashgabat. Turkmenistan. 744020
Telephone/Fax:	+993-12 34 26 09
Web Site:	In a development stage
<b><u>Point of contact:</u></b>	Mr. Chary Ovezov, the Chairman of the Deaf and Blind Society of Turkmenistan
Telephone/Fax:	+993-12 34 74 13
Email:	bdst@online.tm
<b><u>Alternate point of contact</u></b>	Merdan Reyimov, Head of Department of DBST
Telephone/Fax:	+993-12 34 01 53
Email	bdst@online.tm



**ANNEX IV**  
**LEGAL COMMITMENTS FOR CSOP+EA**

“Signature of this project document commits all parties to abide by the following:

- a. As per ECOSOC Resolution 1996/31 on consultative relationship, as well as the UNDPI criteria for associated NGOs, the aims and purposes of all Executing and Implementing Agencies are in conformity with the spirit, purposes and principles of the Charter of the UN.
- b. The Executing and Implementing Agency agree to undertake best efforts to ensure that none of the funds received from UNDEF are used to provide support to individuals or entities associated with terrorism and that the recipient of any amounts provided by UNDEF do not appear on the list maintained by the UN Security Council Committee established pursuant to Security Council Resolution 1267 (1999) and that this undertaking form part of any and all sub-contracts entered into by the grantee.
- c. The Executing and Implementing Agency do not intend to provide any type of support for any member, affiliate or representative of an organization that recommends or is apologetic of the use of violent means in political action in general and of terrorism in all its forms and manifestations in particular, as stated in the 2005 World Summit Outcome document (§81).
- d. All CSO partners to this project are duly constituted nationally or internationally and where applicable, comply with existing national legislation regarding formal registration and public accountability.
- e. All CSO partners to this project have statutes or by-laws providing for a transparent process of decision-making, election of officers and members of the Board, and the CSO has authority to speak for its members through its authorized representatives identified in this project document.
- f. All CSO partners agree to abide by the “UNDEF Branding and Visibility Guidelines” and any related requests from UNDEF in all activities and products of the project in a manner fitting to the local political and cultural context.
- g. The Executing Agency agrees to be responsible for the overall management of the project and will bear all financial and reporting responsibilities including the final evaluation report to UNDEF as per the UNDEF Monitoring and Reporting Guidelines. The Executing Agency also agrees to be responsible for contracts and implementation arrangements with any implementing partners or individuals involved in the project.
- h. All parties agree to take all necessary measures to facilitate monitoring and evaluation as and when required by UNDEF or a third party on its behalf.
- i. The Implementing Agency agrees the Executing Agency who amongst other things will observe and report progress on the project’s implementation.
- j. All funds will be transferred from UNDEF to the designated Executing Agency in US Dollars. Any onward payments made in currencies other than US Dollars will be determined by applying the rate of exchange in effect on the date of payment. Should there be a change in the rate of exchange prior to the full realization of the project, which may affect the ability to carry out project activities; the Executing and/or Implementing Agency will be expected to adjust project design so as to stay within available resources.
- k. All financial accounts and statements shall be expressed in US Dollars.
- l. Changes to the approved project budget require prior UNDEF approval. Financial reallocations made without prior UNDEF approval will not be accepted, and the funds may have to be reimbursed to UNDEF.
- m. Any interest income accrued on the amount remitted from UNDEF will be reported in the financial statements, unless prohibited by the Executing Agency’s financial rules and regulations, and returned to UNDEF after project completion.
- n. The Implementing and Executing Agencies agree to return the remaining balance of funds to UNDEF upon completion of the project.
- o. The Implementing and Executing Agencies agree to obtain authorization from UNDEF prior to making changes to the project activities and outputs. Should the Implementing or Executing Agencies fail to do so, funds remitted for said activities and outputs may have to be returned to UNDEF. Similarly, if the Implementing Agency fails to complete project activities and outputs, funds remitted for such may have to be returned to UNDEF.
- p. All parties agree to provide financial expenditure reports and certified financial statements as per the UNDEF Monitoring and Reporting Guidelines available on the UNDEF website.
- q. Receipts and justification documents for project expenditures must be kept and made readily available in case of any audits.
- r. UNDEF reserves the right to terminate this project should in UNDEF’s view, circumstances so require. Upon termination, no further funds will be disbursed.
- s. Assets approved and purchased under this project do not fall under the financial or managerial control of UNDEF at any stage of the project. UNDEF is not involved in their acquisition, in decisions concerning access, or in the assumption of risks associated with these assets. Consequently, the Implementing Agency, in consultation with the Executing Agency if applicable, is responsible for all financial and managerial control and accountability of these assets throughout the life cycle of the project and beyond, in accordance with its own rules.”