Country: Turkey
Project Document

Project Title	Rural Empowerment Initiative of Turkey (Technology villages)
UNDAF Outcome(s):	Outcome 1: By 2010 Strengthened individual and institutional capacity for both democratic and environmental governance at local and central levels.
Expected CP Outcome(s): *(Those linked to the project and extracted from the CPAP)*	1.1 Increased individual, collective and institutional capacity for participation at all levels of decision-making.
Expected Output(s): *(Those that will result from the project and extracted from the CPAP)*	1.1.3 Mentioning the achievement target of enhancement of access to information and participation through effective utilization and diffusion of ICT technologies for both men and women.
Implementing Partner:	**Cukurova Development Agency**
Responsible Parties:	**Cukurova Development Agency, UNDP, SPO, INTEL**

Brief Description

"Rural Empowerment Initiative of Turkey" is a digital inclusion program to reach rural and digitally excluded citizens through 'computer literacy' and 'digital content' in order to reduce 'Digital Divide'.

Programme Period: 2008-2009	
Key Result Area (Strategic Plan): Citizens' participation, especially of vulnerable groups, in policy dialogue increased through enhanced access to information	
Atlas Award ID:	
Start date:	February 2009
End Date	November 2009
LPAC Meeting Date	23 September 2008
Management Arrangements	NEX

2008 AWP budget:	**USD 72,000**
Total resources required	**USD 72,000**
Total allocated resources:	**USD 72,000**
Intel	USD 30,000
SPO	USD 42,000
In-kind Contributions	USD 10,000
CKA (office space)	USD 10,000
GMS Rates:	
Intel	7 %

06 Mart 2009

Agreed by Government of Turkey: H. Avni AKSOY, Head of Department, Multilateral Economic Affairs — Ankara

Agreed by UNDP: Mahmood A.Ayub, Resident Representative

Agreed by CKA (Implementing Partner): Veysel PARLAK, T.C. Çukurova Kalkınma Ajansı Genel Sekreteri — 08.04.2009 ADANA

I. SITUATION ANALYSIS

A. Problem to be addressed:

Number of PCs in operational use today including both business and consumer/home use is approaching 10 million in Turkey.

Concurrently, new computing platforms called Netbooks and Nettops are pushing PC prices to the south of $300. At these price points, there is expected to be more PCs per head of population yet the distributional impact is more crucial to digital divide. In the past most well of households had to do with one home PC for the family and now they will be purchasing one PC per household member. The key is not to be satisfied with this favourable outcome but take proactive steps for households that still go away with no computer at all to have affordable access via targeted donations.

The project is for bridging the digital divide among digitally excluded citizens who lack home access to computers in rural Turkey. It is innovative in nature.

B. Relevance to the Country Programme:

The UN Development Assistant Framework (UNDAF) Turkey (2006-2009) highlights the importance of ICT for development in the country program output 1.1.3 mentioning the achievement target for the enhancement of access to information and participation through effective utilization and diffusion of ICT technologies.

UNDP Country Cooperation Framework (CCF): CCF (2001-2005) identifies Governance and Decentralization as one of the two main cooperation areas of UNDP in Turkey with particular focus on promoting transparency, efficiency and effectiveness of public sector services and underlines the importance of ICT as a major tool to foster good governance.

The 2006-2010 country programme aims to support the multiple social and economic reforms and national development priorities in line with EU accession and in support of UNDAF outcomes, specifically, focusing on "capacity development for democratic governance" as one of the three key issues.

In addition, due to high importance of the matter, the theme for the National Human Development Report (NHDR) of Turkey for 2004 was chosen as "ICT and Human Development." The NHDR highlights the key role that ICT can play as an effective tool in helping to achieve Turkey's development goals, and to help inform the process of strengthening the role of ICT in a manner that fosters an open information society. The analysis in the report identifies entry points for ICT to bridge the digital divide in Turkey and opportunities that ICT can bring to Turkey's advancement of democratic governance, poverty reduction, and a strengthened education system.

The cohesion with the 'National Rural Development Strategy' (2007-2013) and the '2006-2010 Information Society Strategy and Attached Action Plan' will be ensured in the implementation of the project.

II. Strategy

As of January 2006, SPO has the legal mandate to establish Regional Development Agencies in order to create a suitable business environment for domestic and foreign companies to invest in Turkey.

As a result of a mutually productive and beneficial exchange among the project stakeholders, the project is to be piloted in the 'Cukurova' regional development zone (Adana and Mersin provinces) through the organizational support of 'Cukurova Development Agency' (www.cka.org.tr).

A 'phased approach' to be applied in executing the initiative in general: In the pilots, mini PIAC (Public Internet Access Centre) model will be to be implemented first and then it will be expanded into the rural school and health clinic.

The project has a high scalability potential as a total of 26 regional development agencies will be established by the end of 2009 across the country to promote regional competitiveness.

The tele-medicine model, which was piloted in Adiyaman by Intel, Turkcell and UNDP, will be replicated in the selected villages of Mersin and Adana.

The interaction between farmers will be increased by utilizing the existing social media platforms and portals for Community Generated Content available for farmers. In that context, 'Happy Farmer' application developed by the Intel Ireland Innovation Centre will be customized for rural platforms within the project scope. In addition, there will be other contents to be used in the village school such as 'skoool' (www.skoool.intel.com) developed by Intel, Community Generated Content produced by teachers and students and also 'Vitamin' developed by the ISV – SEBIT.

The available content for farmers, students and rural communities in general will be adapted into local context through trainings, workshops and localizations as needed.

The results of the pilot project will be reviewed and reported through a social impact study, which will provide the knowledge and lessons learned for the expansion of the project.

The primary direct beneficiaries of this pilot project will be the rural and digitally excluded citizens, and socio-economically disadvantaged people in the villages. At minimum 100 female and 100 male villagers in two selected villages will benefit from the outputs of this project.

The selection of pilot villages will be made based on the availability of following factors:

i. A strategic agricultural product to promote
ii. Vulnerable rural conditions to address
iii. Availability of the agriculture consultant for the village
iv. Presence of a school and a clinic
v. Ease of accessibility to the village from the city center
vi. A broadband Internet access
vii. Remarkable population size (more than 500)
viii. Willingness of citizens

III. Results and Resources Framework

Outcome indicator as stated in the Country Programme Results and Resources Framework, including baseline and target: Citizens' participation, especially of vulnerable groups, in policy dialogue increased through enhanced access to information				
Project title and ID: Rural Empowerment Initiative of Turkey				
Intended Outputs	**Output Targets for 2009**	**Indicative Activities**	**Inputs**	
Empowering rural communities through IT based solutions	100 female and 100 male villagers will have access to e-government applications; information, commerce, entertainment & education services via targeted portals at schools, self-government, health clinic, schools, and cafes (PIACs).	Settlement of Public Internet Access Centers Adoption of available content for farmers, students and rural community into local context E-learning and other trainings/workshops Assessment of results through a social impact study	Project Manager: (2500) 9 mn 2 Project Assistants: (900) x 9 mn Travel Promotional Materials (Book/Brochure/Report) Social Impact Research Coordination Meeting Contingency equipment UNDP GMS In –kind contribution of CKA **TOTAL**	22.500 16.200 13.497 1.500 6,140 6.000 4.200 1.963 10.000 82.000$

IV. Annual Work Plan

Year: 2009

EXPECTED OUTPUTS *And baseline, indicators including annual targets*	PLANNED ACTIVITIES *List activity results and associated actions*	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
Empowering rural communities through IT based solutions *Baseline:* *Indicators:* *Targets:* *Related CP outcome:*	Settlement of Public Internet Access Centers	X				Intel, CKA	Intel, SPO	Project Manager: (2500) 9 mn	22.500
	Adoption of available content for farmers, students and rural community into local context	X	X	X	X	Intel, UNDP	Intel, SPO	2 Project Assistants: (900) x 9 mn	16.200
								Travel	13.497
	E-learning and other trainings/workshops		X	X	X	Intel, UNDP, CKA	Intel, SPO	Promotional Materials (Book/Brochure/Report)	1.500
	Assessment of results through a social impact study				X	UNDP, CKA	Intel, SPO	Social Impact Research	6,140
								Coordination Meeting	6.000
								Contingency equipment	4.200
								In-kind contribution of CKA (office space)	10.000
								UNDP GMS	1.963
TOTAL									82.000

V. Management Arrangements

Stakeholders/ Institutional Framework:

UNDP: UNDP Turkey Country Office is responsible for overall project formulation and facilitation including negotiations with the relevant stakeholders and partners of the project. UNDP will financially contribute to the project through the Private Sector Trust Fund, established with the Government (State Planning Organization). UNDP will provide in kind staff support for monitoring the project's activities on daily basis and providing services for contracting the project manager, keeping the financial transactions and reporting to the Project Partners as needed.

SPO (State Planning Organisation): The initiative is directly related with the 'National Rural Development Strategy' and the relevant actions of 'Information Society Strategic Action Plan' (#25 on Rural Development and #2 on PIACs) of Turkey submitted by the SPO. The initiative is to be implemented with the support of SPO's experts from Information Society Department and General Directorate of Regional Development and Structural Adjustment. SPO also supports the project financially through the UNDP/SPO joint fund mentioned above.

Intel: Intel, as the conceptual owner and supporter regarding the project funds will be assisting project design and implementation. There will be series of steps that this corporate partner will be involved in creating an impact such as assisting of the local work carried out by Cukurova Development Agency and NGOs, assisting the trainings of the project undertakers.

Executing Agency:

The project will be executed by the Cukurova Development Agency (CKA), which will be the responsible agent for the achievement of expected project objectives.

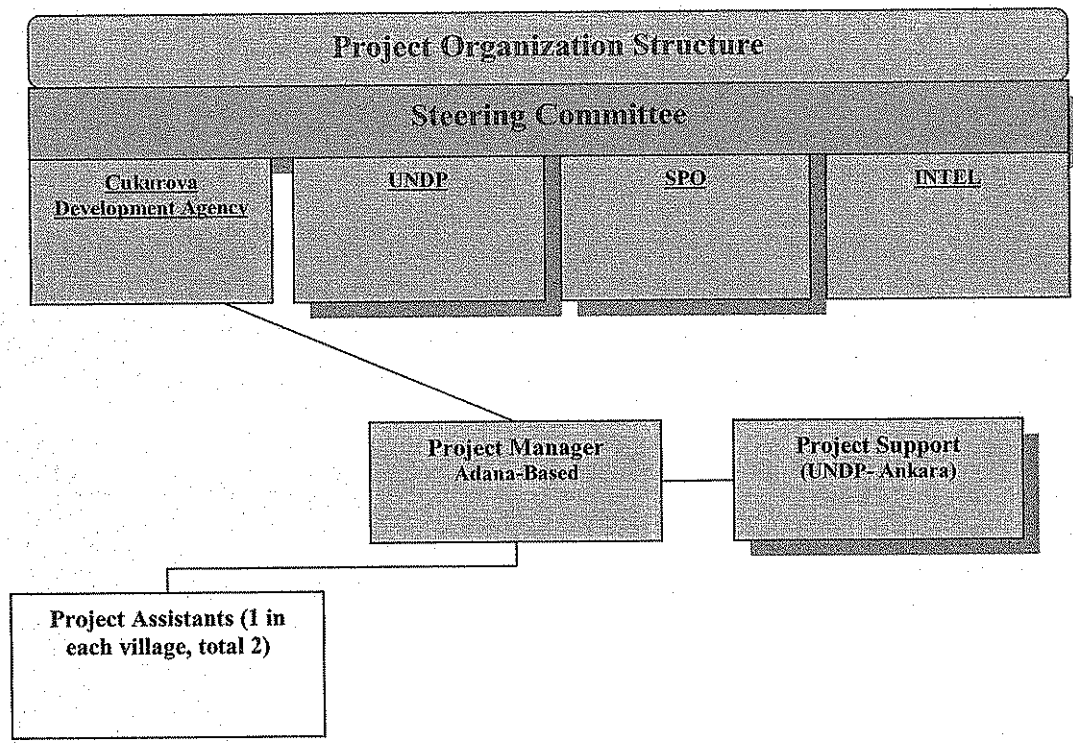
The project will be coordinated by the Director of CKA. S/he will be fully responsible for the coordination of the project and to ensure the intended outputs that are achieved within their timetable. S/he will facilitate the coordination with the provincial directorates of the line ministries and governors. S/he will consult and cooperate with the UNDP for the success and the realization of the project accordance with the expectations of UNDP. (See Annex I for detailed terms of reference)

The project will be managed by a project manager (PM) to work under the supervision of project coordinator. The PM will be responsible for day-to-day management and implementation of the project activities. S/he will provide technical and administrative support to the project activities. S/he will facilitate, guide and organize all relations with the local communities and local administrations within the target regions. (See Annex II for a detailed terms of reference)

One project assistant will be recruited for each village (2 in total) to support the PM's operational activities and liaise with local villagers.

UNDP will be responsible with day to day monitoring of the activities and provide services for project management including monitoring the project's activities on daily basis, contracting the project manager and project assistants on behalf of the CKA in accordance with the established UNDP rules and procedures, as well as keeping the financial transactions and reporting to Intel and other Steering Committee Members.

Project Organisation Structure and Roles and Responsibilities



Beneficiaries:

The primary direct beneficiaries of this pilot project will be the rural and digitally excluded citizens, and socio-economically disadvantaged people in the villages. At minimum 100 female and 100 male villagers in two selected villages will benefit from the outputs of this project.

Duration:

The duration of the project is 9 months, between February 2009 and November 2009.

VI. Monitoring Framework and Evaluation

The project will be monitored jointly by the Project Steering Committee (PSC). PSC will meet 2 times at minimum during the lifetime of the project to examine the implementation of the project and to provide guidance and support to the project management. PSC will consist of the State Planning Organization, UNDP Turkey, Intel and CKA. (See Annex III)

The Project Manager will work closely with the UNDP to ensure that monitoring and the evaluation is carried out in accordance with the programming policies and procedures outlined in the UNDP User Guide. The project monitoring plan includes:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results,
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.

- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Steering Committee through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report**. An Annual Review Report shall be prepared by the Project Manager and shared with the Project Steering Committee. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.

- **Annual Project Review**. Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Steering Committee and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

A communication plan will be developed by project manager in consultation with project partners and the executing agency. The activation of the communication plan will be supported by Intel's liason.

VII. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement (SBAA) between the Government of Turkey and UNDP, signed on 21 October 1965.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

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

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

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via

http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

ANNEX I

Terms of Reference of the Project Coordinator

- The Project Coordinator ensures the coordination of project inputs and outputs between the CKA and the State Planning Organization (SPO), on the one hand, and UNDP on the other.
- Maintains close contacts with UNDP indicating foreseeable changes in work-plan and proposing realistic amendments and budget revisions.
- Ensures that suitable working conditions are maintained at the duty station for project management and that project manager performs in accordance with his/her job description.
- Monitors progress of the project according to the work-plan and informs UNDP in time of any foreseeable delays.
- Ensures that the respective interest, active involvement and contributions of all project partners are sustained through the project period.
- Ensures that project activities are conducted and concluded in a timely, satisfactory and coordinated manner.
- Ensures compliance with UNDP's NEX procedures.
- Facilitates procurement of goods and services and recruitment of project personnel in accordance with UNDP rules and regulations.
- Develops and oversees monitoring and evaluation efforts.

ANNEX II

Terms of Reference for the Project Manager (PM)

The Project Manager is responsible for day-to-day management of the project activities. He/she also provides technical and administrative support to the project activities. More specifically, his\her responsibilities are as following:

- Leads the existing implementation of the IT based Rural Empowerment initiative
- Ensures the timely and effective management of the activities as scheduled;
- Prepares technical, policy and briefing papers as requested;
- Helps organize the scheduled trainings/consultations/workshops and Steering Committee meetings;
- Prepares quarterly progress report of the activities performed;
- Controls the expenditures and otherwise ensure adequate management of the resources provided;
- Coordinates and supports the work of all local multipliers;
- Interacts closely with all relevant stakeholders and the Steering Committee members;
- Facilitate, guides and organizes all relations with the local administrations, and governors within the target regions;
- Facilitates the relations with the project assistants and coordinates their work in the villages;
- Fosters/facilitates and establishes and maintains links with other UNDP, SPO or Intel's IT related national and international projects;
- Regularly reports to the steering committee.

ANNEX III

Terms of Reference for the United Nations Volunteer (UNV)

The United Nations Volunteer will be based in the villages of Adana or Mersin to support the implementation of a technology based rural empowerment initiative His\her responsibilities are as following:

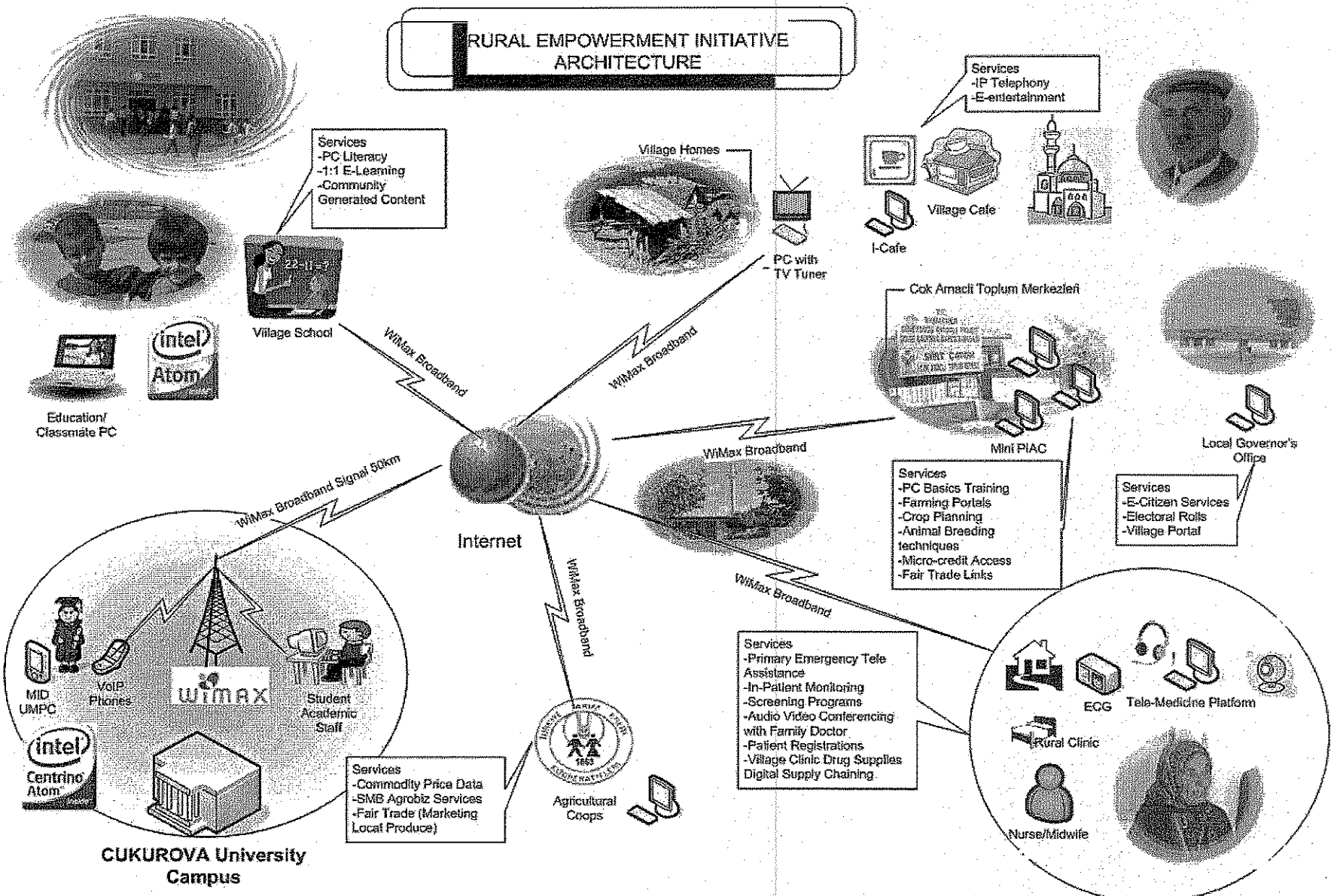
- Supports the existing implementation of the IT based Rural Empowerment initiative
- Ensures the timely and effective management of the activities as scheduled;
- Prepares technical and briefing papers as requested;
- Helps organize the scheduled trainings/consultations/workshops with the local communities;
- Coordinates and supports the work of all local multipliers;
- Interacts closely with all relevant stakeholders;
- Facilitate, guides and organizes all relations with the local administrations, and governors within the target regions;
- Regularly reports to the project manager.

ANNEX IV

Terms of Reference for the Project Steering Committee (PSC)

The duties and operating rules of the above PSC are as following:

- PSC provides guidance and support to the project management and counterparts during the implementation process of all project activities.
- PSC will oversee monitoring and evaluation of the project, and make necessary comments on the curriculum developed by the CKA, UNDP, SPO and Intel;
- PSC regularly receives information on the status of the implementation of the project activities and problems encountered;
- PSC meets two times during the project lifetime. In special cases the PSC shall meet upon the initiative of the Project Manager;
- PSC will operate on the basis of consensus in accordance with its Rules of Procedure agreed on its first session.


RURAL EMPOWERMENT INITIATIVE ARCHITECTURE
Services
-PC Literacy
-1:1 E-Learning
-Community Generated Content
Village School
Village Homes
PC with TV Tuner
Services
-IP Telephony
-E-entertainment
Village Cafe
I-Cafe
Education/ Classmate PC
WiMax Broadband
Cok Amacli Toplum Merkezleri
Mini PIAC
Local Governor's Office
Services
-PC Basics Training
-Farming Portals
-Crop Planning
-Animal Breeding techniques
-Micro-credit Access
-Fair Trade Links
Services
-E-Citizen Services
-Electoral Rolls
-Village Portal
WiMax Broadband Signal 50km
Internet
WiMax Broadband
MID UMPC
VoIP Phones
WiMAX
Student Academic Staff
Centrino Atom
CUKUROVA University Campus
Services
-Commodity Price Data
-SMB Agrobiz Services
-Fair Trade (Marketing Local Produce)
Agricultural Coops
Services
-Primary Emergency Tele Assistance
-In-Patient Monitoring
-Screening Programs
-Audio Video Conferencing with Family Doctor
-Patient Registrations
-Village Clinic Drug Supplies Digital Supply Chaining
ECG
Tele-Medicine Platform
Rural Clinic
Nurse/Midwife

Annex V

Special Clauses

Payment Schedule

Amount	**Date**
USD 42.000 (SPO)	February 2009

Bank Name:	Bank of America
Address:	1401 Elm St., Dallas TX 75202
Account Number:	3752207404
Account Title:	UNDP Representative in Turkey (USD) Account
ACH Routing Number:	111000012 [to be used only by US-based banks using ACH payment type]
Wire Routing Number:	026009593
SWIFT Code:	BOFAUS3N

The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.

The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.

All financial accounts and statements shall be expressed in United States dollars.

If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavors to obtain the additional funds required.

If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph []above is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.

Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.

In accordance with the decisions and directives of UNDP's Executive Board:

The contribution shall be charged:

0 % cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices

Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP."