Project Document

Government of Turkey/
United Nations Development Programme

National Executing Agency: The Youth Association for Habitat and Agenda 21

UN Implementing Agency : UNDP

Number and Title of the Project: Empowerment of Youth for the e-Transformation of Turkey

---

Brief Description:

Building on the first phase of the Project "Empowerment of Youth through Improved e-Governance in Turkey", this project aims to strengthen the ICT use capacities of 100.000 young people all over Turkey, with special emphasis on girls' education, within a period of three years. The project also aims to create employment opportunities for those who have received IT training for the national digital inclusion.

SECTION I- ELABORATION OF THE NARRATIVE

I. SITUATION ANALYSIS

A. Problem to be addressed:

Local Agenda 21 (LA-21) National Program of Turkey is an important local democratization project of Turkey, implemented and coordinated by United Nations Development Program and the Regional Section for International Union of Local Authorities East Mediterranean and Middle East (IULA-EMME) since 1997. The overall objective of the program is to strengthen local governance by ensuring that civil society participates in decision-making in planning and influences local investments to meet priorities. The program, currently encompassing over sixty cities, reflects a decentralized and enabling approach, based upon networking and collaboration among equal partners. The primary decision-making and implementation mechanisms are the local stakeholders organized mainly in the form of city councils supported by working groups, women and youth councils, and platforms of children, elderly and disabled.

Within the scope of the Local Agenda 21 Project, local youth platforms have been established in sixty cities throughout the country. These platforms raise awareness on youth related issues, encourage youth participation in decision-making and create an inclusive platform for people of different backgrounds to come together and share common values. The Youth Association for Habitat and Agenda 21 facilitates the Local Agenda 21 National Youth Parliament Network.

Half of Turkey's population is in the 0-24 age bracket. Eighteen percent of Turkey's present 71.7 million people are in the 15 to 24 age group. This demographic profile combined with information on employability and income suggests that Turkey's youth, especially those in the country's less developed regions, do not enjoy the cultural and intellectual opportunities available to their peers in other countries. Platforms for youth empowerment, such as those supported under Turkey's LA-21, are therefore of critical importance in terms of drawing attention and local action to the problems of youth.

Despite Turkey's young population, computer and Internet usage is still not as prevalent as in the developed world. In a recent study, World Economic Forum's "Global Information Technology Report (2002-2003), different countries were ranked according to their readiness to information society. Among 84 countries, Finland, the US, and Singapore takes the top three, and Turkey is ranked as 50th.

Turkey has very few cases where the internet and advanced communication technologies have been effectively utilized for advocacy and public action. The main reason for this is lack of opportunities that young people have in order to enhance or build their IT skills. This lack results in limited opportunities for the youth to participate in decision making, to network with other youth associations and to build skills for better access to job opportunities. Therefore, programs like these which aim to decrease the digital gap and ICT illiteracy in Turkey is essential to reach Turkey's aim to become an information society.

It is widely recognized that youth activities and involvement are essential to the success of the LA-21. Therefore, it is important to focus on young people, especially those who are unemployed and are from the disadvantaged provinces of Turkey. This is the target group of

2

this project with a special emphasize given to girls. The project aims to establish the mechanisms to capacitate youth groups in selected provinces in order to prevent them from being excluded in the employment sector. It will also increase IT skills in youth groups would directly contribute to the effectiveness of the local governance incentives with better utilization of the Local Agenda 21 e-Governance Web Portal.

B. Relevance to the Country Program

The UNDP Country Programme Action Plan – CPAP (2006-2010) identifies UNDP's active role in Turkey for the innovative analysis and applications of use of ICT for democratic governance. The CPAP therefore sets a strategy to provide support to the establishment of grass roots platforms of action for civil society, youth and women, by "increasing the ICT knowledge and skills of select youth leaders to empower their peers."

The UN Development Assistant Framework (UNDAF) Turkey (2006-2009) also 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.

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.

C. Institutional Framework:

The efforts for the advancement of ICT for development need to be complemented by the implementation of strategies based on a multi-stakeholder approach and innovative partnerships to expand dialogue and connect people to development situations. Therefore the institutional framework has been built around a multi-stakeholder partnership with responsibilities defined for each institution as below:

Youth Association for Habitat and Agenda 21:

Youth Association for Habitat and Agenda 21 is an international youth network working in partnership with the United Nations, established during the 1995 Copenhagen Social Development Summit with the participation of 300 youth organizations with diverse religious, racial, cultural and national backgrounds. The organization is serving as the Secretariat of Youth for Habitat International Network. Its main mission is to increase youth awareness for sustainable development and livable environment, youth participation in decision making; to develop partnerships among youth; to enable youth to establish partnerships with the governments, local authorities and the private sector; to follow up and increase the participation of youth in the international youth related events of the United Nations and the European Union; to improve networking among youth groups and to develop training programmes.

The organization is facilitating the youth work of Local Agenda 21 and coordinating the South Eastern Anatolia Social Development Project for Youth.

LA-21 Youth Platforms:

The local youth platforms have been established in the majority of partner cities of LA-21. These platforms raise awareness on youth related issues, encourage youth participation in decision-making and create an inclusive platform for people of different backgrounds to come together and share common values. Special youth programs to accommodate the needs of the youth have been launched in various partner cities. The local youth platforms that will be included in the project are the ones in Mardin, Trabzon, Kars, Malatya, Elazığ, Bitlis, Çanakkale, Denizli, Yalova, Konya, Antalya, Adana, Yozgat, Bolu, Ankara, and Istanbul. These cities were selected on the basis of representation of 16 NUTTS-II level sub-regions of Turkey, which have technical facilities in forms of operational youth centers or IT centers to utilize as training units.

LA-21 Partner Municipalities:

The primary responsibility for developing and implementing Local Agenda 21 action plans in Turkey lies with **municipalities** whose jurisdiction is limited to urban areas and to settlements with more than 2,000 inhabitants. The Municipal Law empowers municipalities with responsibility for taking any and all necessary measures for the health, well-being and welfare of the population of their localities.

Microsoft:

Microsoft Turkey Office has been in cooperation with the UNDP Turkey Office and the Youthforhab for the empowerment of IT skills of youth in Turkey. The Youthforhab and Microsoft Turkey Office have also come to a mutual agreement for the implementation of online education for youth to enhance and build their IT skills, which strengthens the sustainability of this project. Microsoft will provide $100,000 in cash and software licenses as well as UP training curriculum. Microsoft will also engage in training of trainers at the first phase of the trainings.

UNDP:

UNDP Turkey Country Office is responsible for overall project formulation and management including negotiations with the relevant stakeholders and partners of the project. UNDP will financially contribute to the cost of the independent auditing of the project as well as the organization of two "Career Days" fairs which will be also partially financed by contributing sponsors. 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 Microsoft and other Steering Committee Members as needed.

D. Beneficiaries

The primary direct beneficiaries of the project will be the young people of Turkey with a special emphasize given to the girls.

In the first year of the project, the target is to reach 25.000 young people in the 20 cities of Turkey. For the second and third year of the project, these numbers will be increased. In the first year, the national team will mainly focus on their local, giving trainings and strengthening local partnerships in the 20 cities. In the second year, the target group will be expanded to reach 35.000 young people in a total amount of 40 cities in Turkey. Starting from the second year, more emphasis will be given to regional trainings to reach more young people. In the third year, the target group will be 40.000 young people trained in 60 cities. Therefore, at the end of the project, the number of target group will expand from 25.000 to 100.000 and the number of project cities will increase from 20 to 60.

In addition, it is foreseen that the number of people to be employed each year will increase during the duration of the project. The first year, the estimated number is 25, the second year

35 and the last year 40 young people who have received the training will be employed in their local.

For the whole duration of the project, in order to reach more people and expand the trainings, the project management team shall continuously work towards finding parallel funding opportunities in order to make the project the biggest ICT Literacy project in the country that is being implemented for young people.

II. Strategy:

The project shall be realized through 7 major activities which shall be implemented over three years period:

1) Formation of the National IT Peer Educator Team:

A team will be formed from the local and regional trainers who received the training of trainers during the first phase of the project. A thorough evaluation will be conducted over the trainers; including the evaluation of the reports they submitted during the first phase and a detailed exam to retest their IT knowledge and communication skills. This evaluation will be followed by the selection of the team of 60 young peer educators, who will receive an advanced training on IT and a professional pedagogic training to enhance their communication and leadership skills.

2) Local and Regional Trainings conducted by the National Team:

After the formation of the national team, the team members will start the local and regional trainings. The trainings will be organized through the LA21 local youth platforms and councils with the partnership of local actors. The target is to reach a total amount of 100.000 young people all over Turkey in three years; with 25.000 young people as the first year target. The target group will be from the socially disadvantaged youth population in the local areas, with special emphasis on young women.

3) Localization of Unlimited Potential Community Learning Curriculum:

The training materials available within the Unlimited Potential Community Learning curriculum will be translated into Turkish.

In the pilot phase for the implementation of the localized curriculum, the curriculum will be used during the local and regional trainings. On the successful implementation of the pilot phase, the localized curriculum will be expanded through the national digital inclusion project of Turkey.

The localized curriculum is expected to be used by approximately 300 CTLCs in Turkey, and the target reach is 300,000 per year.

4) Creation of Employment Opportunities:

Special partnerships will be developed with the local chambers of industry and commerce, to provide employment opportunities for young people who will receive local trainings from the national team. The aim is to provide at least 100 young people with jobs at the local level.

5) A web site will be created to include information on the project, CVs of national team members, training material etc.

6) Special emphasis will be given to promote the visibility of the project. Brochures and posters will be designed and printed to be distributed all over Turkey.

7) An annual work plan for the first year is provided in Annex IV. The consequent work plans will be developed at the end of each year after an evaluation of the past year's activities and results.

III. Management Arrangements:

The project duration is 36 months.

The project will be executed by the Youth Association for Habitat and Agenda 21 (Youthforhab), which will be the responsible agent for the management of the Project. Youthforhab will carry all administrative, technical, financial and secretarial functions.

The project will be coordinated by the Director of Youthforhab. He will be fully responsible for the coordination of the project and to ensure the intended outputs that are achieved within their timetable. He will consult and cooperate with the UNDP Turkey Private Sector Programme Manager and Programme Support Associate for the success and the realization of the project accordance with the expectations of UNDP. *(See Annex I)*

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 youth committees, local administrations, and governors within the target regions. *(See Annex II)*

The project manager will be assisted by a project assistant (PA). The PA will under the supervision of project coordinator. In addition to her/his support for day-to-day management and implementation of the project activities as well as the organization of local trainings; s/he will provide financial reports. S/he will be responsible for the formation of a web-site of the project and for moderating this web-site.

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 on behalf of the Youthforhab in accordance with the established UNDP rules and procedures, as well as keeping the financial transactions and reporting to Microsoft and other Steering Committee Members.

IV. Monitoring and Evaluation:

The monitoring and the evaluation of the project will be carried out in accordance with the principles and procedures designed by UNDP. To fulfill this purpose the following are needed:

Quarterly Progress Reports: Youthforhab will prepare Quarterly Progress and Financial Reports for this project.

Annual Progress and Project Terminal Reports: Youthforhab will submit an Annual Project Report at the end of every year and a Project Termination Report to at the end of the project. These reports will be comprehensive to assess the performance of the project.

The project will be monitored jointly by UNDP and the Project Steering Committee (PSC). PSC will meet 6 times 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 Ministry of Foreign Affairs, Prime Ministry's General Directorate for Youth and Sport, State Planning Organization, Ministry of National Education, Turkish Informatics Foundation, Microsoft Turkey, UNDP Turkey and Youth Agency for Habitat and Agenda 21. *(See Annex III)*

The project will be audited, in line with the UNDP audit requirements, once in its lifetime at a minimum. Adequate financial provisions for the audit are included in the project budget.

V. Legal Context

The project document shall be the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto. The host country-implementing agency shall, for the purpose of the Supplemental Provisions to the Project Document, refer to the government cooperating agency described in the Supplemental Provision.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the project document have no objections to the proposed changes:

(a)   Revisions in, or addition of, any of the annexes of the project document (with the exception of the Standard Legal Text for non-SBAA countries which may not be altered and agreement to which is a pre-condition for UNDP assistance).

(b)   Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by the rearrangement of inputs already to or by cost increases due to inflation; and

(c)   Mandatory annual revisions, which rephrase the delivery of, agreed project inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility.

SECTION II- 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

Applicable MYFF Service Line: 2.5. E-governance and access to information

Project title and ID: Empowerment of Youth for the e-Transformation of Turkey

Intended Outputs	Output Targets	Indicative Activities	Inputs (USD)	
1. The number of youth using the Local Agenda 21 e-Governance web portal increased	1.1 The training of local youth platforms to become active users of the existing Local Agenda 21 e-Governance web portal.	1.1.1 Training of Trainers Program to create a National IT Peer Educator Team	Travels for monitoring and evaluation	20,000.00
			Project Management Unit:	
2. 100,000 young people trained on IT	2.1. The training of 100,000 young people	2.1.1 Local and Regional Trainings	1 Project Manager ($1750x36 mn.)	63,000.00
		2.2.1 Coordination Meetings (Twice a year)	1 Project Assistant ($1250x36 mn.)	45,000.00
3. Usage of training materials of Unlimited Potential Community Curriculum	2.2 Activities to enhance coordination among IT trainers	2.2.2 Creation of a web site	1 Laptop	1,500.00
		3.1.1 Implementation of the localized materials during the local and regional trainings for the first year as a pilot phase	Training programs	195,000.00
	3.1 Localization of training materials used for the Unlimited Potential Curriculum		Localization of training materials	70,000.00
			Promotional Materials	6,000.00
			Coordination Meetings	10,000.00
			Web Site	10,000.00
			Independent Audit	9,000.00
			NGO Execution Fee	23,500.00
			General Management Services	18,500.00
Total				**470,000.00**

ANNEX I

Terms of Reference of the National Project Coordinator

- The National Project Coordinator ensures the coordination of project inputs and outputs between the Youth Agency for Habitat and Agenda 21 (Youthforhab) 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 and implementation of the project activities. He/she also provides technical and administrative support to the project activities. More specifically, his\her responsibilities are as following:

- Ensures the timely and effective management of the activities as scheduled;

- Identifies trainers and trainees to be involved (in consultation with the Steering Committee and UNDP);

- Develops scope of work and respective curriculum for the training activities;

- 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 trainers;

- Interacts closely with all relevant stakeholders and the Steering Committee members;

- Facilitate, guides and organizes all relations with the local youth committees, local administrations, and governors within the target regions

- Fosters/facilitates and establishes and maintains links with other UNDP or Microsoft's IT training projects and other related national and international projects;

- Oversees and contributes to finalization of project outputs, such as the organization of the Career Days Fairs and the establishment of a CV roster and success stories under the LA-21 e-Governance Portal;

- Regularly reports to UNDP CO and Microsoft.

ANNEX III

Terms of Reference for the Project Assistant (PA)

The Project Assistant will provide assistance for day-to-day management and implementation of the project activities including the organization of local trainings; s/he will provide financial reports, s/he will be responsible for the formation of a web-site of the project and for moderating this web-site.
More specifically, his\her responsibilities are as following:

- Ensures the timely and effective management of the activities as scheduled;

- Helps to organize the scheduled trainings/consultations/workshops and Steering Committee meetings;

- Controls the expenditures and otherwise ensure adequate management of the resources provided;

- Prepares financial papers as requested;

- Establishes the web-site of the project;

- Moderates the web-site of the project;

- Assists the coordination of the work of all volunteer trainers with the local centers;

- Develops local partnerships in order to provide technical assistance to the Project.

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 Youthforhab, UNDP and Microsoft;

- PSC regularly receives information on the status of the implementation of the project activities and problems encountered;

- PSC meets three 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.

ANNEX V

Annual Project Plan

- ***Training of Trainers*** *(March)*

  - 6 – 26 March 2006: Bilge Adam Istanbul Kadikoy and Bakirkoy Centers
  - 3 Groups: 14 volunteers / group
  - Windows, Word, Excel, Outlook, Power Point and training education
  - 7 + 3 days (1st group), 7 + 2 days (2nd and 3rd groups)
  - Logistics, hotel and travel expenses

- ***Organisation of Local Trainings***

  There are 3 phases of the organization of local trainings:

  Phase I: Executive Board and the representatives of the Local Agenda 21 National Youth Parliament have a crucial role in organizing local trainings. They will be responsible at enhancing relations with municipalities, universities, high schools, youth centers and the private sector in order to strengthen local partnerships, to provide computer laboratories and to collect applications. *(February-March)*

  Phase II: Planning of the training sessions of the volunteer trainers at their local provinces. *(March-April)*

  Phase III: Project partners will be responsible to overcome the problems faced to achieve the targeted number. They will utilize their sources to provide the effective implementation of the project; hence the continuity of the trainings shall be assured collaborating with different stakeholders. *(April-May)*

- ***Local Trainings –25.000 Young People Targeted***

  - The 15 to 25 age group is targeted within the framework of this Project.
  - Training of socially disadvantaged youth is emphasized.
  - Training of young girls is underlined.

- ***Training Materials*** *(March-April)*

  - Books and CDs on Word, Excell, Power Point and Outlook will be provided for the volunteer trainers.
  - CDs will be prepared for the targeted group to help them gain ICT skills.
  - Posters will be prepared for the visibility of the project.
  - Training materials may be supported by stationeries provided by local partnerships.

- ***Local Questionnaire*** *(March-April)*

  - *1st Questionnaire: To collect information on the participant of the training*

  - *2nd Questionnaire: To visualize the improvement on the participant*

- ***Evaluation of the Trainings*** *(March)*

  Report format will be prepared
  Each month's reports will be collected on the 7th of the following month

- *Web Site* (March-April)

- A web site of the project will be established where contact information of the volunteer trainers will be provided.
- Experiences of the trainers will be shared at this web site.
- The curriculum of the trainings will be provided.
- VTR of the project will be downloaded.
- The addresses of the local training centers will be provided.

- **Visibility of the Project**

- Visibility and the credibility of the volunteer trainers shall be assured; business card or name tags shall be provided.
- VTR of the project shall be distributed.
- Information meetings at the schools
- Informative mails shall be sent to local and national NGOs.
- Press conference

- **Trainers' Network**

- E-mail group of the volunteer trainers for effective communication *(March)*
- Coordination meetings *(twice a year)*

GOVERNMENT OF TURKEY/
UNITED NATIONS DEVELOPMENT PROGRAMME

Project number:

Project title: Empowerment of Youth for the e-Transformation of Turkey

<u>Duration:</u> 36 months

<u>Project Site:</u> Turkey

<u>Intended Outcome:</u> Citizens' participation, especially of vulnerable groups, in policy dialogue increased through enhanced access to information

<u>MYFF Service Line:</u> E-governance and access to information

<u>Implementing Partner:</u> Youth for Habitat and Agenda 21

<u>Estimated Starting Date:</u> 01.03.2006

<u>Estimated Ending Date:</u> 28.02.2009

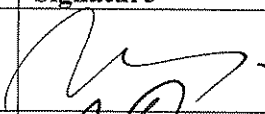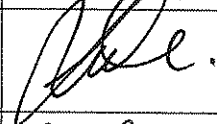**UNDP and Cost Sharing Financing:**

a) UNDP :

   TRAC $100,000

(b) Cost Sharing:

   MICROSOFT/Youth for Hab. $370,000

TOTAL: $470,000

L/PAC review date :	Government Inputs (local currency):
Programme Officer: Mr. Hansin Dogan	(in kind)
	(in cash)
	CDVAT

On behalf of	Signature	Name & Title	Date
Government		R.Nihal ÇEVİK Head of Department Multilateral Economic Affairs	16.06.2006
Executing Agency		Sercei Hacr Bagtan	28.06.2006
UNDP		Sarah Poole Resident Representative a.i	20-06-06