

United Nations Development Programme
Country: Uzbekistan
Project Document

Project Title Development of Capacities of the National Human Rights Institutions in Uzbekistan

UNDAF Outcome 5: Effectiveness, inclusiveness, accountability of governance at the central and local levels enhanced.

Expected CP Outcome 3.1:
(Those linked to the project and extracted from the CPAP) Enhanced accessibility, transparency, fairness of justice system and legislatures to promote rule of law, including increased harmonization of national legislation.

Expected CP Output 3.1.1.:
(Those that will result from the project and extracted from the CPAP) Enhanced capacities of the national human rights institutions and other relevant bodies, including legal clinics to better fulfil their mandates and thus promote and effectively protect human rights.

Implementing Partner: UNDP
National Human Rights Centre, Ombudsman's Office, Uzbekistan Chamber of Lawyers, Supreme Court, Training Courses under the General Prosecutor's Office, Training Center under the Ministry of Justice, Ministry of Justice, Parliament, Law Departments of Universities; Federation of the societies for protection of consumer rights, Academy of the Ministry of Interior

Responsible Parties:

Brief Description

The main objective of the Project is to strengthen national capacities for promotion and protection of human rights and access to justice in Uzbekistan. The Project will achieve its outputs through development of the capacities of the national human rights institutions to effectively fulfil their mandates, to support free legal aid and contribute to human rights awareness raising via regional resource centers.

Programme Period: Country Programme 2010-2015

Key Result Area (Strategic Plan): Strengthening responsive governmental institutions

Atlas Award ID: 00057524
ATLAS Project ID: 00071121

Start date: 20 July 2009
End Date: 30 July 2011
Management arrangements: DIM

2010 AWP budget: 408,400 USD
Total resources required: 763,371 USD
Total allocated resources: 763,371 USD
Regular: 709,666.54 USD
• Other:
o Donor IREX: 53,704.46 USD
o Interest income: 1,838 USD
o GMS: 3,642 USD

Agreed by UNDP:

 Ms. Anita Nirody, UNDP Resident Representative 

TABLE OF CONTENTS

I. Situation Analysis	3
II. Strategy	4
III. Results and Resources Framework.....	6
IV. Management Arrangements.....	8
V. Monitoring Framework and Evaluation.....	9
VI. Legal Context.....	12
ANNEXES	
I. Risks log.....	13
II. ToRs of project staff.....	14

SECTION I

I. Situation Analysis

Over the last decade, the Government of Uzbekistan has signed and ratified the key international and regional human rights treaties expressing its commitment to adhere to international norms and standards. Among the key national institutions tasked with the promotion and protection of human rights are the National Human Rights Centre, the Authorized Person for Human Rights (The Ombudsman), and the Institute for Monitoring Current Legislation under the President. Challenges are faced due to inadequate institutional and human capacity of these new institutions to fulfil their new mandates. Strong efforts were required for their legal base, institutional establishment, identification, and bringing up new national talent to fill the human resource gap. These efforts have largely yielded positive results as these institutions have been established and have started their activities, though further development is needed to enhance legislation regulating their activities, improve procedural mechanisms, enhance knowledge and expertise of staff, improve technical and information resources, increase public awareness of the population on rights and possibilities to properly utilize services of these institutions.

Since gaining its independence in 1991 Uzbekistan has become a party to important initiatives including ratification of many international human rights conventions, including the six “core” human rights conventions— International Covenant on Civil and Political Rights (ICCPR), International Covenant on Economic, Social and Cultural Rights (ICESCR), Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (CAT), Convention on the Rights of the Child (CRC), International Convention on the Elimination of all Forms of Racial Discrimination (ICERD) and the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW). Hence, Uzbekistan is committed to taking effective legislative, administrative, judicial and other measures to ensure human rights are respected and protected.

National Human Rights Center was established in October 1996 by the Presidential Decree as a governmental analytical and consultative inter-agency coordination body aiming at implementation of principles and norms of the international law, provisions of the Constitution and laws of the Republic of Uzbekistan, decrees of the President of Uzbekistan, and governmental strategies in the area of human rights. The Center drafts state reports on implementation of UN human rights treaties, predicate on human rights; provides assistance in curricular development on human rights, human rights raising awareness campaign, development of international cooperation in the field of human rights. It publishes two journals “Democratization and Human Rights”, and “Public Opinion – Human Rights”.

Authorized Person of the Oliy Majlis for Human Rights (Ombudsman) was established according to the law “On Authorized Person of the Oliy Majlis for Human Rights (Ombudsman)”, of 1997 (amended in 2004). The Ombudsman was created on the basis of the Commission of Oliy Majlis for observance of constitutional norms and freedoms of citizens, which had been in place since 1995. It is headed by a member of Parliament. In addition to provision of counseling services to the Parliament, Ombudsman receives and investigates human rights complaints. Since 2000, regional representatives of Ombudsman began their activities in all provinces of Uzbekistan and Republic of Karakalpakstan.

Chamber of Lawyers is established on the basis of the Association of Lawyers according to the Law On Amending Several Legal Acts for Development of the Bar of December 4, 2008. The Chamber has a NGO status and has its regional branches in all the regions of the country. The Tashkent Branch of the Chamber (formerly Tashkent Bar Association) established Lawyers’ Training Center, with a Legal Clinic in its structure in 2007.

The Ministry of Justice is responsible for law-drafting, monitoring of law-implementation and also guaranteeing the rights of the lawyers . On 27 August 2003, a *Department on Human Rights*

Protection was established under the Ministry to assist in improving the national legislation and bring it in line with international human rights standards, as well as monitor observance of human rights and handle complaints on violation of rights. The Department has its offices in all provinces of the Republic. Also, there is the Tashkent Law Institute and Center for retraining of judiciary officials. The Ministry has its *Training Center* where staff of the Ministry and its branches, judges and lawyers undergoes various training courses including human rights.

Ministry of the Interior guarantees rule of law in investigating crimes, observance of the rights of participants in criminal process. In 2008 it established *Human Rights Department* under its structure that deals with promotion of human rights in the activities of police. Human Rights course is also taught at *the Academy of Interior* since 1998.

General Procurator's Office supervises the observance of laws and monitoring of legality of courts' decisions. The Office channels to courts testimonies under criminal cases and has a right to protest against a decision of the court. Although after partial introduction of habeas corpus, the right to issue the sanction for arrest was transferred to the courts, the Office still possess significant power to influence the criminal procedure. In 2007 the Office established Training Courses for the Prosecutors.

Supreme Court is the highest judicial authority and is mandated to provide rule of law and safeguarding human rights. In 2008 a Research Center for Democratization and Liberalisation of Judicial Legislation and Ensuring Independence of Judicial System was established under the Supreme Court of Uzbekistan.

Ministry of Public Education and Ministry of High and Secondary Specialized Education represent the high governmental authority in the field of education; they are responsible for curriculum development, including those on human rights and legal awareness. Several universities that have law departments (in Tashkent, Namangan and Nukus) opened legal clinics. Mandate of the law clinics includes training of the future lawyers enabling them to provide best legal aid to those in need and access to justice to all groups of population, especially to vulnerable ones. UNDP is supporting three existing legal clinics (under the University of World Economy and Diplomacy, under Tashkent State Law Institute and under the Lawyers' Training Center) and assisting to expand legal clinical education to the regions (e.g. in Namangan and Nukus), thus increasing the number of people who can get access to free legal aid and let students in other regions enjoy the benefits of legal clinical education. Thus, representatives of law schools and faculties from regions other than Tashkent should be constantly involved into activities that will help law schools to better understand how to set up a clinic and how it operates.

Federation of the societies for protection of consumer rights (FSPCR) was established in 2002 by the President's Decree for (a) public awareness raising on consumer rights; (b) legal consultancies and aid for consumers to redress on their grievances about substandard, unsafe, unduly expensive goods and services, unfair claims and other unfair consumer practices; (c) monitoring of the quality of the goods. The Federation publishes the newspaper ("The Consumer") with the special column providing legal advice for the population.

II. Strategy

Project will support the implementation of UNDP's policy on human rights as presented in the policy document "Integrating Human Rights with Sustainable Human Development" (1998) and The UNDP Global Human Rights Strengthening Programme 2007 -2011.

Despite the efforts by the government, the established institutions and mechanisms called to protect rights of the individuals still encounter difficulties. Significant improvement of the human rights situation is only possible if mandates of the institutions entrusted with the promotion and protection of human rights are effectively implemented, as well as international mechanisms that

Uzbekistan ratified or signed under are followed. Thus, the project aims at strengthening the capacities of the national human rights institutions and relevant bodies such as Uzbekistan Bar Chamber to effectively fulfil their mandates for promotion and protection of human rights. In this regard, UNDP will focus primarily on activities relating to human rights matters that form part of the mandate and day-to-day work of operational national human rights institutions and providing pro bono legal aid, which would consequently improve the promotion and protection of human rights.

To produce this objective, the project will facilitate the delivery of main inputs:

1. assistance to improve effectiveness and efficiency of the work practices of the national human rights institutions and similar bodies,
2. developing capacities of partner organizations through training, advocacy, information and other education activities,
3. support to access to justice for the poor through development of clinical legal education;

Consequently, the proposed project would produce the following main output:

Enhanced capacities of the national human rights institutions and relevant bodies to better fulfil their mandates and thus promote and effectively protect human rights in Uzbekistan.

Human Rights Based Approach emphasizes that all project activities aimed at supporting people to get access to justice should be considered not charity activities but rather implementation of equal rights guaranteed by law.

Partnership strategy: Project will aim at linking partners, for example, resource centres will advise people on legal clinics and available pro bono legal aid for them; legal clinics will process cases and if necessary, appeal to national human right institutions.

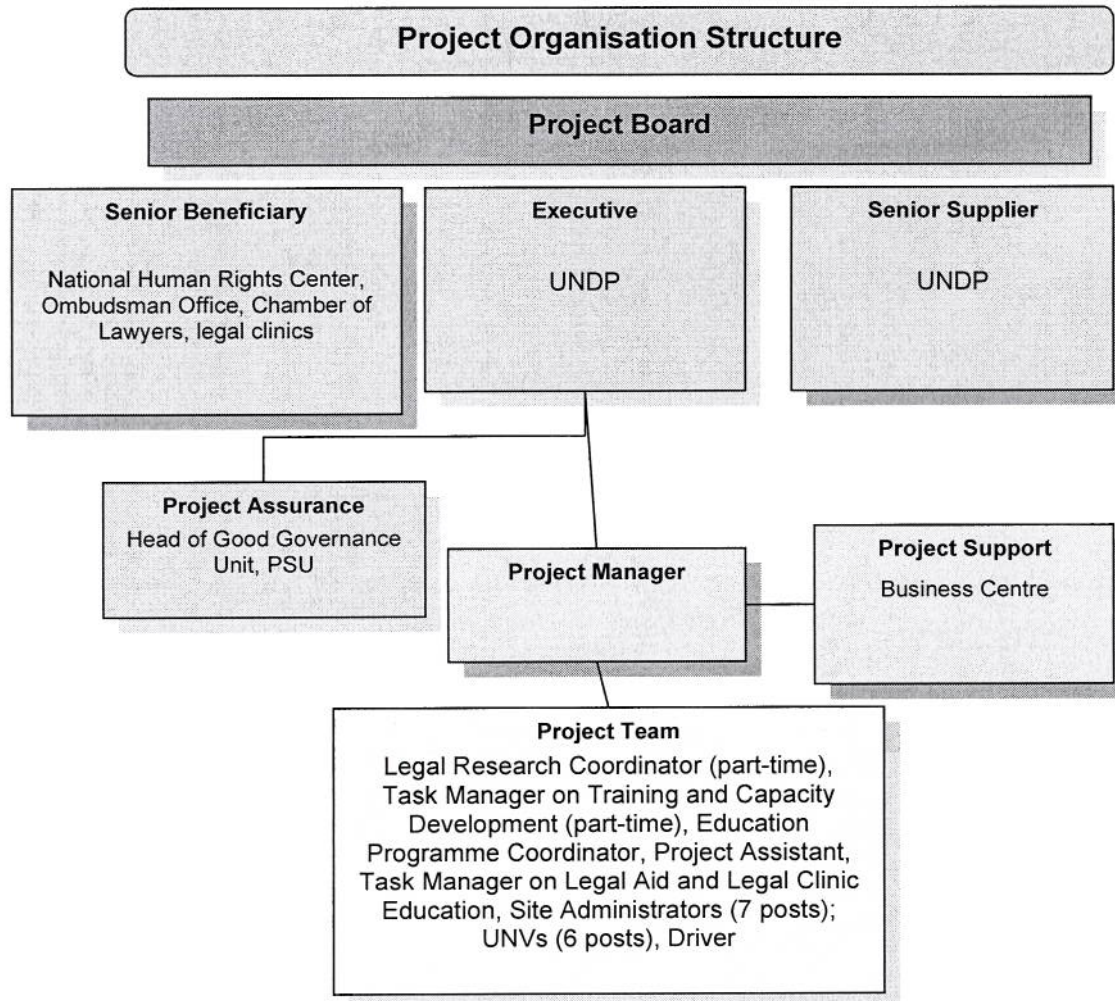
III. RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework: Enhanced accessibility, transparency, fairness of justice system and legislatures to promote rule of law, including increased harmonization of national legislation.</p>			
<p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: <i>Indicators:</i> General conclusions of Convention committee responses to national reporting on UN Human Rights conventions. <i>Baseline:</i> Reporting is regularly done, but improvement needed for coordination for data collection and implementation follow-up. <i>Target:</i> Further improvement in comprehensive reporting and in following recommendations of the Convention Committees.</p>			
<p>Applicable Key Result Area (2008-11 Strategic Plan): 2.2. Strengthening responsive government institutions</p>			
<p>Partnership Strategy: National Human Rights Centre, Ombudsman's Office, Uzbekistan Chamber of Lawyers, Supreme Court, Training Courses under General Prosecutor's Office, Training Center under the Ministry of Justice, Parliament, Law Departments of Universities, Federation of the societies for protection of consumer rights, Ministry of Public Education and Ministry of High and Secondary Specialized Education,</p>			
<p>Project title and ID (ATLAS Award ID): Development of Capacities of the National Human Rights Institutions in Uzbekistan, 00071121 (award# 00057524)</p>			
INTENDED OUTPUT, BASELINES & INDICATORS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
<p>Enhanced capacities of the national human rights institutions and relevant bodies to implement most of the recommendations of the UN Treaty Bodies in the field of promotion and protection of human rights.</p> <p>Baselines: Baseline 1: Lack of methodology to collect and analyze information for reporting and</p>	<p>Targets 2009</p> <ol style="list-style-type: none"> Capacity of the Government on implementation of National Action Plan on UPR implementation of habeas corpus by lawyers is supported through training for judges and prosecutors. 2 new legal clinics in the regions are established and staff trained; legal advice (including those on the consumers' rights) are regularly provided through central and local newspapers and other media outlets 	<p>Activity Result 1: Improvement of the work practices and development of human rights institutions and relevant bodies through trainings, sharing of information and advisory service.</p> <ul style="list-style-type: none"> Organization of trainings, seminars, round-tables and conferences on topics related to human rights and relevant to the mandates of national human rights institutions and law enforcement bodies; Assistance with drafting of the national UPR reports and follow up to recommendations of human rights treaty bodies; Capacity development of national human rights institutions and CSOs through advisory services by international experts and national consultants on issues related to human rights; Curriculum development of the courses on human rights, introduction of international mechanisms and standards for law schools, legal and law-enforcement training centers; 	<p>Activity 1. Ombudsman's Office, NHRC, Bar Chamber, Ministry of Justice, Parliament, National Association of NGOs, General Prosecutor's Office, Federation for Consumer Rights Protection</p>
			<p>INPUTS</p> <p>Total for the Activity 1 – \$ 197,500 Y2009 - \$45,000 Printing of promotional material 4 Trainings in all regions for the judges and prosecutors 2 Quarterly meetings for lawyers 2 trainings/roundtables on preparation of and follow up to national report on UPR and CEDAW Need assessment and 2 trainings for the Federation of Consumer Rights Protection and media campaign Need assessment for Ombudsman's office 1 research on the reform in the field of lawyers' activity Legal Research Coordinator 1 International consultant on consumer rights 2 national consultants on Consumer rights Y2010 - \$ 132,500 Printing of training material Curriculum development on human rights in the Academy of the Ministry of the Interior, Training center under the Ministry of Justice; Training Courses under General Prosecutor's Office 2 trainings for the NCHR</p>

<p>implementation of recommendations.</p> <p>Baseline 2: Lack of mechanism for pro bono legal service and entities providing it to the poor and other vulnerable groups.</p> <p>Baseline 3: Lack of legal literacy and awareness on human rights among the rights-holders.</p> <p>Indicators:</p> <p>Indicator 1: Number of surveys and other information materials on human rights and access to justice related issues.</p> <p>Indicator 2: Mechanism for Pro Bono Legal Service in place; 3 new legal clinics established and fully operational</p> <p>Indicator 3: Number of lawyers, students, CSO and NGO members are better able to apply knowledge on human rights issues</p>	<p>3. At least 1000 representatives of local government and civil society are trained in the relevant fields by the 6 regional resource centers</p> <p>Targets 2010</p> <p>1. One survey in the field of access to justice is conducted and four information and training materials are developed, including one for each – FSCRIP and Ombudsman's Office ;</p> <p>2. Draft of Free Legal Aid law is promoted through the National Human Rights Center to the government and parliament; all legal clinics become more accessible for population through interactive web site.</p> <p>3. At least 500 representatives of law-enforcement, judges and lawyers are trained at human rights courses introduced at main specialized training centers (Lawyers' Center, Chamber of Advocates and Ministry of Internal Affairs) and at least 3000 people are trained on human rights and legal awareness issues under the 6 regional centers</p>	<ul style="list-style-type: none"> Assistance, through advisory service and expert meetings, review and amend existing legislation drafting new laws, to bring the national legislation in conformity with international human rights commitments of Uzbekistan. Research and analysis in the area of human rights, legal development and civil society situation in Uzbekistan; Support to awareness raising campaign through publications, reports, posters, leaflets, web-sites and other PR materials. <p>Activity Result 2: Improvement access to justice through <i>pro bono</i> legal service and development of capacities of the existing legal clinics and establishing new ones in the regions:</p> <ul style="list-style-type: none"> Support to existing 3 and establishing 3 new legal clinics in the regions of Uzbekistan under law departments of the universities in Nukus, Namangan, Samarkand; Organization of training courses, workshops and study tours for university faculty and student lawyers to learn best practices in the provision of legal services; Development of the training manuals and publications to improve curricula of the clinics; Facilitation of cooperation between legal clinics and national human rights institutions and other relevant bodies; Providing legal advice on the consumer rights through mass media outlets <p>Activity Result 3. Raising awareness and knowledge dissemination on human rights among population and civic education through regional resource centers:</p> <ul style="list-style-type: none"> Provision and facilitation of access to information, including online data, related to legal instruments, international standards and national legislation; Technical support in filling in grants application forms, filing appeal to relevant national human rights organizations, e.g. Ombudsman's office, Federation of 	<p>Activity 2:</p> <p>Chamber of the Lawyers, Legal Clinics, Law Departments of Universities</p> <p>Federation for Consumers' Rights</p> <p>Activity 3:</p> <p>Regional branches of: political parties, societies of PWD, hokimiyats, labor departments and social service, societies of consumer rights, business associations, educational</p>	<p>Need assessment and 4 trainings for the Ombudsman's Office</p> <p>2 trainings for the Federation for Consumer Rights Protection</p> <p>Training on HRBA for national counterparts</p> <p>1 research on implementation of habeas corpus</p> <p>1 International consultant on CAT</p> <p>2 Quarterly meetings of lawyers</p> <p>Legal Research Coordinator</p> <p>Task Manager on Training and Capacity Development</p> <p>Web portal on consumer rights</p> <p>Y2011 - \$ 20,000</p> <p>Curriculum development on human rights at the higher education institutions</p> <p>Printing of promotional material</p> <p>Training for Ombudsman's Office</p> <p>2 Trainings for NHRC</p> <p>Legal Research Coordinator</p> <p>Office supplies</p> <p>Total for the Activity 2 –\$235,427</p> <p>Y2009 \$99,927</p> <p>Trainings on clinical legal education</p> <p>Summer School for Legal Clinics Students</p> <p>Equipment (copier machines A4/A3, printers, fax-modem, UPS etc.) for legal clinics</p> <p>PR & outreach coordinator</p> <p>Task Manager on Legal Aid and Legal Clinical Education</p> <p>Office supplies</p> <p>Y2010 - \$101,500</p> <p>Summer School for Legal Clinic Students</p> <p>Study tour to Czech Republic</p> <p>Moot court on civil law</p> <p>Moot court on economic law</p> <p>Web portal for clinics</p> <p>Task Manager on Legal Aid and Legal Clinical Education</p> <p>National consultants on legal clinic education to provide support to legal clinics</p> <p>Y2011 - \$34,000</p> <p>Task Manager on Legal Aid and Legal Clinical Education</p> <p>National consultants on legal clinic education to provide support to legal clinics</p> <p>1 research on legal clinic education development</p> <p>Total for Activity 3 - \$330,444</p> <p>Y2009 -\$73,044 (IREX \$53,704 and UNDP - \$19,544)</p>
---	---	---	--	--

	<p>Targets 2011</p> <ol style="list-style-type: none"> At least 300 representatives of law-enforcement, judges and lawyers are trained at human rights courses introduced at main specialized training centers (Lawyers' Training Center, Prosecutor's Training Courses, Academy of the Ministry of the Interior); Clinical legal education is introduced in the curriculum of law schools at the universities. At least 2000 people are trained on human rights and legal issues under the 6 regional centers 	<p>Consumer Rights;</p> <ul style="list-style-type: none"> Provision of access to information through basic and specialized ICT trainings (computer literacy, Internet and email, and basic website design, wiki blogs, and specialized training on advanced IT skills); Develop capacities of civil society organizations, fostering social inclusion of PWD, women and youth 	<p>institutions, Mahallya foundation, women committees, NGOs, AIDS centers, departments of public healthcare</p>	<p>Internet connection to regional centers Trainings for target groups on legal awareness and civic engagement issues Training of trainers Equipment for project staff. Education Programme Coordinator, Site administrator Y2010 - 174,400</p> <p>Internet connection to regional centers Trainings for target groups on legal awareness and civic engagement issues Education Programme Coordinator Site administrators 6 UNV-coordinators Volunteers mini-projects 2 national volunteer conferences Y2011 - \$83,000</p> <p>Internet connection to regional centers Trainings for target groups on legal awareness and civic engagement issues Education Programme Coordinator Site administrators</p> <p>Total for Y2009 = USD 217,971 Total for Y2010 = USD 408,400 Total for Y2011 = USD 137,000</p>
--	--	---	--	--

IV. MANAGEMENT ARRANGEMENTS



The Project will be implemented in DIM modality because of insufficient capacity of national authorities to carry out the project of such scale, sensitivity of NGO implementation, and demonstrated capacity of UNDP country office to manage, report and achieve expected outputs of the project. The project will primarily support the human rights initiatives of the National Human Rights Centre, the Authorized Person for Human Rights (The Ombudsman), Oliy Majlis, Uzbek Chamber of Lawyers, the Institute for Monitoring Current Legislation, local government authorities, Ministries of Internal Affairs (through the Academy of the Ministry), Academy of Social and Public Construction and other educational establishments. While the relevant governmental agencies will be able to take part in the implementation of this Project and be primary beneficiaries, international partners, such as UNDP Oslo Governance Centre, UNDP Bratislava Regional Centre and other will be requested to provide technical expertise, as appropriate. UNDP CO in Uzbekistan will also facilitate involvement of donors and related partner organizations and resource mobilization for the support of certain activities within the project.

Due to the involvement of many stakeholders during the implementation of the project and complex political situation, the UNDP Country Office will be an overall coordinator for the activities of the national partners of the project. Legal Advisor of Good Governance Unit will work closely with counterparts from respective partners of the project.

The Project will be implemented by Project Manager under the supervision of the Head of Good Governance Unit. Activity 1 will be implemented under the supervision of the Project Manager by

the Legal Research Coordinator and Task Manager of Training and Capacity Development, both hired on a part-time basis. Activity 2 will be implemented under the supervision of the Project Manager by the Task Manager on Legal Aid and Clinical Legal Education located part-time on the premises of the Legal Clinic "ShAM". Activity 3 will be implemented under the supervision of the Project Manager by Education Programme Coordinator, with assistance from Site Administrators and UNVs. Short-term national consultants and international experts will be hired to carry out specific activities within the project.

Direct UNDP Country office Support Services to the Project Implementation

The UNDP Country Office will provide the following support services for the project activities:

- (a) Identification and/or recruitment and solution of administrative issues related to the project personnel;
- (b) Procurement of commodities, labor and services;
- (c) Identification and facilitation of training activities, seminars and workshops;
- (d) Financial monitoring and reporting;
- (e) Processing of direct payments;
- (f) Supervision of project implementation, monitoring and assistance in project assessment.

The UNDP country office may provide support services for assistance with reporting requirements and direct payment. When providing the above support services, the UNDP Country Office will recover the costs for providing Implementation Support Services on the basis of actual costs and transaction fee based on the latest Universal Price List. According to the corporate guidelines, these costs are an integral part of project delivery and, hence, will be charged to the same budget line (account in AWP) as the project input itself.

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

V. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- 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 (see annex 1), 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 Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board 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 Board and the Outcome Board. 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 Board 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.

Quality Management for Project Activity Results

OUTPUT : Enhanced capacities of the national human rights institutions and relevant bodies to better fulfil their mandates and thus promote and effectively protect human rights in Uzbekistan and increased capacities of the rights-holders to enjoy their rights and have better access to justice.		
Activity Result 1 (Atlas Activity ID)	Improvement of the work practices and development of human rights institutions and relevant bodies through trainings, sharing of information and advisory service.	Start Date: July 2009 End Date: March 2011
Purpose	Despite the efforts by the government, the established institutions and mechanisms called to protect rights of the individuals still encounter difficulties. This is due to limited institutional capacities of the human rights institutions and other government agencies to fulfill effectively their mandate, especially in the sphere of human rights monitoring and reporting.	
Description	To address this issue, it is planned to organize trainings, seminars, round-tables on topics related to human rights and relevant to the mandates of national human rights institutions and relevant bodies, as well as to assist with drafting of the national reports on the status of implementation of the human rights obligations and follow up to recommendations of human rights treaty bodies.	
Quality Criteria	Quality Method	Date of Assessment
The number of specialists of the national human rights institutions and similar agencies whose capacity is developed on apprehending international human rights standards, and reporting and monitoring mechanisms	Project team makes needs assessment and analyzes the results.	March 2010
The quality of national human rights reports supported by the Project through training and expertise	The recommendations of the relevant UN treaty bodies	February 2011
The number of legal acts / provisions initiated by the Project to strengthen the legal and administrative framework for the national human rights institutions and similar agencies	Independent expert provides overview of the relevant laws	December 2010
The number of manuals and other training materials prepared and published under the Project on the international human rights standards and reporting and monitoring mechanisms	Project team makes needs assessment and analyzes the results	December 2010

OUTPUT : Enhanced capacities of the national human rights institutions and relevant bodies to better fulfil their mandates and thus promote and effectively protect human rights in Uzbekistan and increased capacities of the rights-holders to enjoy their rights and have better access to justice.		
Activity Result 2 (Atlas Activity ID)	Improvement of the pro bono service through development of capacities of the existing clinics and establishing new legal clinics in the regions.	Start Date: July 2009 End Date: December 2010
Purpose	There is still lack of mechanism for pro bono legal service and entities providing it to the poor and other vulnerable groups. One of the immediate steps could be establishment of Legal Clinics with pro bono services available, since the clinical legal education in Uzbekistan has become a real and effective mechanism for training qualified and specialized lawyers with both strong academic background and professional experience, as well as to provide free legal service to the vulnerable strata.	
Description	The Project will render support to existing and establishing of at least 3 new legal clinics in the regions of Uzbekistan, organization of training courses and workshops for student lawyers on topics related to the provision of legal services. The cooperation between regional resource centers, legal clinics and national human rights institutions and other relevant bodies will be facilitated.	
Quality Criteria	Quality Method	Date of Assessment
The number of university professors and legal students trained on providing pro bono legal aid	Project team prepares training evaluation survey and analyzes the results.	March 2010
Clinical education will be introduced into the curricula of the legal schools and legal departments at the universities	Project team prepares curriculum evaluation survey and analyzes the results.	November 2010
The law on free legal aid initiated by the Project adopted and implemented	Project team analyzes the results.	May 2011

OUTPUT : Enhanced capacities of the national human rights institutions and relevant bodies to better fulfil their mandates and thus promote and effectively protect human rights in Uzbekistan and increased capacities of the rights-holders to enjoy their rights and have better access to justice.		
Activity Result 3 (Atlas Activity ID)	Raising awareness and knowledge dissemination on human rights among population and civic education through regional resource centres	Start Date: July 2009 End Date: December 2010
Purpose	Despite the fact that a sufficient legislative basis has been established in the Republic of Uzbekistan to ensure human rights, there are certain difficulties both pertaining to the application of the national human rights legislation, and implementation and observance of international norms and standards in this area. These include: insufficient level of legal culture and awareness in the area of human rights, both on the part of officials of government authorities, NGOs, and citizens, as well as lack of experience in applying law to protect and observe human rights, negligence of rights and interests of a person and domination of state interests over rights and freedoms of citizens.	
Description	Access to information, including online data, related to legal instruments, international standards and other informational resources will be provided and facilitated. The six regional resource centers will also provide trainings to all interested parties on ICT, filing appeals to national human rights institutions, focus area in democratic governance	
Quality Criteria	Quality Method	Date of Assessment
The IATP trainers underwent ToT to mainstream human rights and gender into their trainings. Human rights and gender issues are mainstreamed into the training modules	The texts of the training modules with mainstreamed human rights and gender issues.	November 2010
The number representatives of local government and civil society are trained on human rights and legal awareness issues	Project team prepares training evaluation survey and analyzes the	March 2010

under the 6 regional centers	results.	
Technical support in filling in grants application forms, scanning, filling appeal to relevant national human rights organizations, e.g. Ombudsman's office, Federation of Consumer Rights;	Number of appeals submitted through resource centers	November 2010

Part VI. Legal context

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Agreement between the Government of Uzbekistan and the United Nations Development Programme.

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 have no objections to the proposed changes:

- Revisions in, or addition of, any of the annexes of the project document;
- Revisions which do not involve significant changes in the immediate objectives, output or activities of the project but are caused by the rearrangement of inputs already agreed to or by cost increases due to inflation; and

Mandatory annual revisions, which re-phase the delivery of agreed project inputs, reflect increased expert and/or other costs due to inflation or take into account agency expenditure

The audit of the projects is made through the regular external (UN Board of Auditors) or internal audits (audits managed by UNDP's Office of Audit and Performance Review). Resident Representatives may request OAPR to exceptionally undertake audits of DIM projects.

VII. ANNEXES

Risk Analysis

Terms of Reference

Third-Party Cost-Sharing Agreement between the International Research and Exchanges Board (Donor) and the United Nations Development Programme (UNDP)

ANNEX I. Risks log

No	Description	Category	Impact/probability	Countermeasures/Mngt response	Owner	Author	Date identified	Last Update	Status
1	Low level of commitment of the relevant government bodies and educational establishments involved, because of the sensitivity of the subject, may create difficulties and delays in project implementation at all stages, because ministries' engagement is required at all components of the project	Programmatic	Probability = 2 Impact=4	All activities of the project are in the framework of existing legislations and duties of responsible agencies.	Head of GGU	Programme Legal Specialist	10/07/09		
2	Low capacities of the personnel of the national human rights institutions.	Programmatic	Probability = 2 Impact=4	Training of representatives of human rights institutions and other relevant personnel will be conducted.	Head of GGU	Programme Legal Specialist	10/07/09		
3	Support to legal clinics may consume a lot of Project resources and endanger future sustainability of the clinics.	Operational and organizational	Probability = 2 Impact=3	The specialist on legal aid and clinic legal education will train the clinics on self-sustainability issues and support them in fund-raising activities.	Head of GGU	Programme Legal Specialist	10/07/09		

Annex II. ToRs of project staff



UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION
Project Manager

I. Position Information

Position Title:	Project Manager
SC range:	SC 10
Project Title/Department:	Development of Capacities of the National Human Rights Institutions in Uzbekistan
Duration of the service:	6 months with possible extension (subject to satisfactory performance)

II. Background

Under the direct supervision of the Head of Good Governance Unit, the Project Manager is fully responsible for operational management of the project according to the project document, UNDP corporate rules and procedures and for fulfilling the following functions

III. Functions / Key Outputs Expected

- Oversees strategic planning process for the project and ensures its implementation in accordance with the signed project document;
- Identifies partnership strategies with regard to providers of specialised expertise and possible co-financiers
- Leads resource mobilisation for project components in coordination with CO;
- Ensures that project contributes to the promotion of non-discrimination towards PWD by providing full and effective participation and inclusion of PWD in all activities of the project and to the promotion of gender equality by reaching, involving and benefiting both women and men in its activities (gender mainstreaming);
- Monitors the implementation of project components, analyses problems that hamper their implementation and takes appropriate measures to ensure timely delivery of required inputs and achievement of project-wide results;
- Monitors and reports to UNDP on all financial and procurement matters of the project, including proper utilization of funds and delivery, budget revisions, availability of funds, reconciliation of accounts, establishment of internal control mechanisms. Acts as a focal point to liaise with auditors and ensures follow-up actions. Ensures the accuracy and reliability of financial information and reporting;
- Regularly travels to the regions to monitor project sites (resource centers, legal clinics);
- Coordinates gender balanced recruitment process of the local and international consultants and ensures timely delivery of services and payments;
- Encourages deeper awareness of and promotion of human right approach toward PWD and gender equality among project staff and partners;
- Coordinates and supervises the work of project team members and the National and International Consultants, recruited within the project activities;
- Liaises with other UNDP-funded projects to implement possible synergies and reports to UNDP Programme Officer on conducted activities;
- Maintains close cooperation with relevant Government bodies, UN Agencies and other development partners to ensure effective communication and follow up on matters related to project activities;
- Monitors and facilitates advocacy and mass media outreach activities, writing of success

- stories, newspapers coverage, PR campaigns;
- Prepares and submits on a timely manner the Annual Project Report and any other required progress reports and ensuring data gathered during project implementation is disaggregated by sex;
-
- Ensure substantial contribution to the publications, reports or other human rights related materials;
- Perform other duties related to the scope of work of the PM as required

IV. Recruitment Qualifications	
Education:	Master degree in one of the following areas: Law, International Law, or Political and social sciences;
Experience:	Proven track of at least 4 years of progressive work experience in the field of human rights/legal development related issues, experience with an international organization is an asset;
Language Requirements:	Fluency in English, proficiency in Russian and Uzbek is an asset
Others:	Initiative and strong leadership skills; Result-orientation; Ability to use information and communication technology as a tool and resource; Strong managerial and communication skills, good ability in partnering and networking and ability to work in a team; Excellent interpersonal and cross cultural communication skills; Knowledge of or experience in gender mainstreaming is an asset

**I. Position Information**

Position Title:	Task Manager on Legal Aid and Clinical Legal Education
SC range:	SC 8
Project Title/Department:	Development of Capacities of the National Human Rights Institutions in Uzbekistan
Duration of the service:	6 months with possible extension (subject to satisfactory performance)

II. Background

Under the direct supervision of the Project Manager and overall guidance of the Head of Unit, Task Manager is fully responsible for fulfilling the following functions

III. Functions / Key Outputs Expected

- Liaise with the personnel of the legal clinics, relevant university / chamber of lawyers branches, high educational establishments on the issues of development of legal clinics;
- Assist in planning of the clinics' activities; assess needs for development of the capacities of the clinics (through trainings, legal counseling, IT equipment etc) and to address them within the scope of the Project's priorities;
- Advise on the most appropriate training opportunities for the legal clinics; arrange provision of advisory services on legal aid and clinical legal education through international and national experts;
- Contribute to information campaigns and other awareness raising activities about legal clinics and pro bono legal aid;
- Organize workshops and conferences on topics related to legal aid and clinical legal education;
- Contribute into development of capacities of the existing legal clinic (especially newly-established ones) through advisory providing service, organization of in-site trainings and other forms of development of professional capacities of the clinics;
- Use as a focal point on Legal Aid and Legal Clinic Development of the Good Governance Unit;
- Mainstream gender and human rights based approach into activities of the clinics;
- Use as a trainer on clinical legal education, contribute into development of legal clinic course curriculum (e.g. Interviewing, Consulting, Lawyer professional ethics, Legal defense); in this capacity, supervise, advise and, if required, assist the students of the legal clinic in the following activities:
 - counseling clients;
 - determining legal aspects of the clients' problems;
 - working in teams/groups;
 - verification of the legal documents related to the cases;
 - participation in trials.
- Organize national / international donors meetings on fund-raising for legal clinics;
- Identify opportunities for establishing new legal clinics;
- Perform other duties related to the scope of the work of the Legal Aid and Legal Clinic Education as required

IV. Recruitment Qualifications	
Education:	Advanced university degree in Domestic and/or International Law
Experience:	Proven track of at least 3 years of work experience in the field of the civil law and/or law of civil procedure/ or human rights; good knowledge in a national court system. Holding of a lawyer's licence
Language Requirements:	Fluency in English, proficiency in Russian and Uzbek is an asset
Others:	Ability to use information and communication technology as a tool and resource; Strong managerial and communication skills, good ability in partnering and networking and ability to work in a team; Excellent interpersonal and cross cultural communication skills; Knowledge of or experience in gender mainstreaming is an asset

**I. Position Information**

Position Title:	Project Assistant
SC range:	SC 6
Project Title/Department:	Development of Capacities of the National Human Rights Institutions in Uzbekistan
Duration of the service:	6 months with possible extension (subject to satisfactory performance)

II. Background

Under direct supervision of the Project Manager, the Project Assistant will undertake the following tasks and responsibilities:

III. Functions / Key Outputs Expected

- Assist the Project Manager in planning, monitoring and reporting of project activities;
- Contributes to the mainstreaming of gender issues into project planning, monitoring and reporting;
- Ensure that all actions on project activities are performed according to UNDP rules and procedures;
- Ensure the preparation of all administrative and financial documents (RLS, RDPs, RPAs with relevant supporting documentation) and ensure their timely submission to UNDP CO for further processing;
- Assist the Project Manager in drafting and implementation of the workplan to ensure timely delivery of Project outputs;
- Ensure smooth functioning of the project by timely addressing any administrative issues related to the Project premises (payment for office maintenance costs, etc);
- Arrange timely recruitment/extension/separation of the short-term consultants;
- Arrange travel of project staff/counterparts, as required;
- When applicable, arrange the preparation of required documents for RAP/CAP reviews and short term recruitments and ensure their timely submission;
- Ensure leave monitoring of project staff, prepare Monthly Leave Reports;
- Assist the Project Manager and other project staff in organizing the workshops and round tables;
- Maintain and keep updated the project files and records, including personnel records, and, where possible, ensures that all data is disaggregated by sex;
- Perform other duties related to personnel, administrative and financial issues of project as required.

IV. Recruitment Qualifications

Education:	Higher education (bachelor's degree in social sciences or economics is an asset);
Experience:	Practical administrative experience of at least 2 years (experience with UNDP projects is an asset);
Language Requirements:	Fluency in English and Uzbek, proficiency in Russian is an asset



UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION
Legal Research Coordinator (part-time)

I. Position Information

Position Title:	Legal Research Coordinator
SC range:	SC 8
Project Title/Department:	Development of Capacities of the National Human Rights Institutions in Uzbekistan
Duration of the service:	6 months with possible extension (subject to satisfactory performance)

II. Background

Under the direct supervision of the Project Manager and overall guidance by the Head of Good Governance Unit, the Legal Research Coordinator will be responsible for the satisfactory achievement of the entrusted tasks, as described below.

III. Functions / Key Outputs Expected

- Act as a primary agency focal point for legal reforms / human rights and civil society development issues;
- Render assistance and advice to UNDP CO Management on human rights, legal reforms, and civil society issues;
- Develop framework document for civil society engagement into UNDP work, ensure its active participation in UNDP projects and identify areas for possible UNDP intervention;
- Keep abreast of and analyze situation in the area of human rights, legal development and civil society;
- Ensure mainstreaming of Human rights based approach (HRBA) into UNDP programming through regular trainings for programme and project personnel and substantive review of project document;
- Support the Project Board as the Project Assurance of the projects on human rights, as well as arbitration, parliamentary development by carrying out objective and independent project oversight and monitoring functions;
- Provide advice to the UNDP Resident Representative in maintaining a dialogue with Government, donors and other key partners on legal developments and human rights issues;
- Liaise with the Office of UN High Commissioner on Human Rights on human rights related issues, establish and keep track of complaints;
- Organize and conduct training activities to learn best practices related to work of the UN system institutions and bodies, international organizations and think tanks working on legal and human right issues;
- Contribute to information campaigns and other awareness raising activities in the field of rule of law, human rights and governance; contribute to United Nations' human rights advocacy efforts.
- Provide advice and ensure substantial contribution to the research and publication of reports or other good governance, human rights and civil society development related materials;
- Ensure that gender issues are mainstreamed into the area of intervention;
- Perform other duties related to the scope of work of the Legal Advisor as required

IV. Recruitment Qualifications

Master degree in one of the following areas: International Law,

Education:	Public Administration, or Political and social sciences;
Experience:	Proven track of at least 7 years of progressive work experience in the field of human rights/legal development related issues, experience with UN and other international organizations is an asset;
Language Requirements:	Fluency in English, proficiency in Russian and Uzbek is an asset
Others:	Ability to use information and communication technology as a tool and resource; Strong managerial and communication skills, good ability in partnering and networking and ability to work in a team; Excellent interpersonal and cross cultural communication skills;



UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION
Education Programme Coordinator

I. Position Information

Position Title:	Education Programme Coordinator
SC range:	SC 8
Project Title/Department:	Development of Capacities of the National Human Rights Institutions in Uzbekistan
Duration of the service:	6 months with possible extension (subject to satisfactory performance)

II. Background

Under the direct supervision of the Project Manager and with a technical guidance of the Legal Advisor is fully responsible for the following functions

III. Functions / Key Outputs Expected

- Oversee efforts to refine and implement sustainability strategies with partner institutions. This may include approving sustainability plans, implementation timelines, evaluating the commitment of partner institutions, and designing creative strategies to either lower site costs or encourage greater partner contributions.
- Conduct program outreach to alumni of exchange programs and the general public. Outreach strategies should be based on best practices and standardized across countries to yield maximum impact.
- Act as liaison with the Public Affairs Section (PAS) of the US embassy on IATP-related issues under the supervision of the IREX/IATP Regional Program Manager.
- Work to create synergies with other local and international organizations involved in Internet development through regular meetings and participation in relevant special events in country.
- Provide support to staff on day-to-day work issues that may include, but are not limited to, training schedules, access sites rules and regulations, technical standards, concerns of host institutions, program outreach, publicity strategies.
- Disseminate and share lessons-learned and best practices with other staff on all areas of program management; from financial management to alumni outreach to sustainability strategies.
- Mainstream gender and human rights based approaches
- Assist with the design and administer program evaluations.
- Contribute and/or write program reports as needed, including program news.
- Other duties as assigned.

IV. Recruitment Qualifications

Education:	Advanced university degree in education or IT technologies
Experience:	Proven track of at least 4 years of work experience in the field of IT education.
Language Requirements:	Fluency in English, proficiency in Russian and Uzbek is an asset
Others:	Ability to use information and communication technology as a tool and resource; Strong managerial and communication skills, good ability in partnering and networking and ability to work in a team; Excellent interpersonal and cross cultural communication skills; Knowledge of or experience in gender mainstreaming is an asset



UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION
Site Administrator (6 positions)

I. Position Information

Position Title:	Site Administrator
SC range:	SC 6
Project Title/Department:	Development of Capacities of the National Human Rights Institutions in Uzbekistan
Duration of the service:	6 months with possible extension (subject to satisfactory performance)

II. Background

Under the direct supervision of the Education Programme Coordinator and with a technical guidance of the Project Manager is fully responsible for fulfilling the following functions

III. Functions / Key Outputs Expected

- Oversee daily operations of the resource center.
- Assist PC and project team in developing training materials and curricula, Internet resources and local language online development.
- Collect and systematize user information, special events, success stories, and other statistics.
- Conduct program outreach and related initiatives to foster active participation in the program by targeted audiences.
- Carry out program initiatives such as trainings and online events related to the Internet Development Program for targeted groups.
- Hold focus groups and assessments among targeted audiences to determine training needs.
- Produce weekly and monthly reports and program news.
- Develop and implement Internet-based subprojects in fields of medicine, ecology, entrepreneurship, and education.
- Ensure that all draft documents and publications/materials receive prior clearance from the Project Manager and the Good Governance Unit before further dissemination;
- Mainstream gender and human rights based approaches
- Other duties within the scope of the position.

IV. Recruitment Qualifications

Education:	University degree in mass communication or Education
Experience:	Proven track of at least 1 years of work experience in ICT.
Language Requirements:	Fluency in Russian and Uzbek, proficiency in English is an asset
Others:	Excellent computer skills (Word, Excel, Access, Power Point); Experience with computer maintenance and LAN set up Good ability in partnering and networking and ability to work in a team; Excellent interpersonal and cross cultural communication skills; Knowledge of gender mainstreaming is an asset

**UNITED NATIONS DEVELOPMENT PROGRAMME****JOB DESCRIPTION****Driver****I. Position Information**

Job title:	Driver (with privately owned vehicle)
SC Grade:	SC-2
Project Title/Department:	Development of Capacities of the National Human Rights Institutions in Uzbekistan
Duration of the service:	
Reports To:	Project Manager

II. Background

Under the direct supervision of the Project Manager, the Driver will be responsible for the following:

III. Functions / Key Outputs Expected

- Drive private vehicle for the transport of authorized personnel, including international experts, and delivery and collection of mail, documents and other items;
- Responsible for the day-to-day maintenance of the private vehicle, checks oil, water, battery, brakes, tires, electrolyte levels etc., performs all kind of required repairs at own expenses; ensures that the vehicle is kept clean;
- Purchase of petrol and other expendable at own expense;
- Log official trips, daily mileage, gas consumption, oil changes, greasing, etc. and report to PM on a monthly basis;
- Ensures that the steps required by rules and regulations are taken in case of involvement in accident;
- Perform other duties, as required by Project Manager.

IV. Qualification Requirements

Education:	Secondary education
Experience:	At least 4 years of relevant work experience
Language Requirements:	Proficiency in Uzbek and Russian, basic knowledge of English



UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION
Task Manager on Training and Capacity Development (part-time)

I. Position Information

Position Title:	Task Manager on Training and Capacity Development
SC range:	SC 8
Project Title/Department:	Development of Capacities of the National Human Rights Institutions in Uzbekistan
Duration of the service:	6 months with possible extension (subject to satisfactory performance)

II. Background

Under the direct supervision of the Project Manager and overall guidance of the Head of Unit, Task Manager on Training and Capacity Development will be responsible for the satisfactory achievement of the entrusted tasks, as described below.

III. Functions / Key Outputs Expected

- Advises on the most appropriate training opportunities for national partners; arrange provision of training and advisory services through international and national experts;
- Organizes and conduct training activities to learn best practices related to work of the UN system institutions and bodies, international organizations and think tanks working on legal and human right issues;
- Contributes to information campaigns and other awareness raising activities in the field of rule of law, human rights and governance, gender equality and women's rights; contribute to United Nations' human rights advocacy efforts;
- Ensures that project contributes to the promotion of gender equality by reaching, involving and benefiting both women and men in its activities (gender mainstreaming);
- Provides assistance with the overall monitoring and evaluation of the project and ensures that all data gathered during project implementation is disaggregated by sex;
- Identifies partnership strategies with regard to providers of specialised expertise, with special encouragements for providers with a gender mandate/gender knowledge, and possible co-financiers, and leads resource mobilization for project components;
- Ensures mainstreaming Human rights based approach (HRBA) into UNDP programming through regular trainings for programme and project personnel and substantive review of project document;
- Performs other duties related to the scope of the work in Training and Capacity Development as required.

IV. Recruitment Qualifications

Education:	Advanced university degree in Domestic and/or International Law
Experience:	Proven track of at least 5 years of work experience in the field of domestic/international law; prior experience of working with national human rights institutions; sound knowledge of international human rights instruments.
Language Requirements:	Bilingual Uzbek/Russian, proficiency in English
Others:	Ability to use information and communication technology as a tool and resource; Strong managerial and communication skills, good ability in partnering and networking and ability to work in a team;

	Excellent interpersonal and cross cultural communication skills; Good training skills; Knowledge of or experience in gender mainstreaming is an asset
--	---

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

UNV VOLUNTEER TERMS OF REFERENCE

Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development, and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UNV volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UNV volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UNV volunteers even more rewarding and productive.

1. **UNV Assignment Title:** Community Volunteer
2. **Type of Assignment:** National UNV volunteer – Community Exchange Worker (CEW)
3. **Project Title:** Development of Capacities of the National Human Rights Institutions in Uzbekistan
4. **Duration:** 12 months with possible extension
5. **Location, Country:** Ferghana, Andijan, Zaamin, Navoi, Urgench, Termez - Uzbekistan
6. **Expected Starting Date:** April 1, 2010
7. **Brief Project Description:** United Nations Development Programme is piloting a new initiative on promoting volunteer work among the youth using expertise and resources of six existing regional resource centers. Six Community Volunteers will be stationed in the given regions and work with the Site Administrators on coordinating free will activities of local youth by engaging them in training and charity events for beneficiaries.
8. **Host Agency/Host Institute:** UNDP Project “Development of Capacities of the National Human Rights Institutions in Uzbekistan”
9. **Organizational Context:** The community volunteers will be based and perform assigned tasks at resource centers in Ferghana, Andijan, Zaamin, Navoi, Urgench, Termez, Uzbekistan. The resource centers are launched with the help of UNDP in the premises of educational institutions. The community volunteers will be working with the administrators of these centers to hold ICT trainings for local residents.
10. **Type of Assignment Place:** assignment with family
11. Under the direct supervision of the Site Administrator (SA) and Education Coordinator (EC) and overall supervision of the Project Manager (PM), the Community Volunteer (CV) will undertake the following tasks:
 - More young people are mobilized as a result of outreach campaigns and related initiatives undertaken by CV
 - Computer literacy of local residents is raised thanks to ICT trainings held by CV
 - Visitors are satisfied with services provided by the resource centers where CV helps out the Site Administrator with center administration
 - Management makes timely decisions as a result of detailed monthly narrative and statistical reports and program news submitted by CV
 - Other duties as assigned.

Furthermore, UNV volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark IVD);

- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UNV volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

12. Results/Expected Output:

- Planned subprojects are implemented by the project team and CV
- Overall visibility and publicity of project activities, both within the targeted communities, but also toward partners and other interested stakeholders, are achieved through outreach work of CV;
- A final statement of achievements towards volunteerism for development during your assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

13. Qualifications/Requirements:

- Basic education: secondary school certificate, BA or equivalent;
- 2 years of minimum relevant working experience;
- Minimum 21 years old;
- Good communication skills; and
- Good written and spoken command of the working language required for the post. Knowledge of national language an asset;
- Technical skills: professional/trade with related diploma and experience;
- Skills in community development.

14. Living Conditions:

The Community Volunteer will be hired for each city where the project manages the resource centers. The Community Volunteer will stay in their homes, so there is no need for living arrangements. The Community Volunteer will be expected to travel and hold mobile trainings and seminars for project beneficiaries within their given regions and the country at large. They will use taxis, trains, and planes and other transportation available in the country.

Uzbekistan has an extreme continental climate. It is generally warmest in the south and coldest in the north. During the summer months, temperatures can climb to 45°C (113°F) and above. Humidity is low.

15. Conditions of Service

A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.