

United Nations Development Programme

Country: **UZBEKISTAN**

Project Document

Project Title

Inclusive Employment and Social Partnership

UNDAF Outcome:

1. Economic well-being of vulnerable groups is improved (residents of economically under-developed, mainly rural areas; women, particularly home-based workers; labour migrants and their families; children, particularly most-at-risk adolescents; the elderly; HIV-positive people; and people with disabilities)
4. Effectiveness, inclusiveness, accountability of governance at the central and local levels enhanced

Expected CP Outcome:

- 1.2: Increased employment opportunities and economic security for vulnerable groups.
- 3.2. Strengthened public administration at all levels that exercises efficient, accountable and inclusive governance

Expected CP Output:

- 1.2.2. Community-based infrastructure rehabilitated to improve access to basic social services.
- 3.2.3 "Citizens are better informed about development challenges, policy making and empowered to better participate in decision-making".

Implementing Partner:

Ministry of Labour and Social Protection of the Republic of Uzbekistan

Responsible Parties:

Women's Committee, Trade Unions Federation, Ministry of Higher and Secondary Specialized Education, Ministry of Finance, Ministry of Economy, State Committee for Statistics, Ministry of Health, Ministry of Public Education, Khokimiyats, political parties, Institute of Civil Society Studies, Chamber of Commerce, NGOs of women and Disabled people Organizations, National Association of NGOs, National television radio broadcaster, micro-credit organisations

Brief Description

The main goal of the project is to enhance social partnership in the employment and social protection of population, with focus on vulnerable women and persons with disabilities through a) Informed employment policy making, data-collection, analysis and (including through innovative ICT tools); b) Support women for realizing their labour potential and mainstreaming gender considerations into employment policy making; c) Raised awareness of policy makers, civil society institutions on inclusive employment and social partnership; d) Increased capacity of NGOs and state bodies in joint provision of vocational training and social services; e) Knowledge documented on sheltered employment (social enterprises), recommendation methodology for its scale up are developed.

Programme Period:	<u>Country Programme 2010-2015</u>
Key Result Area (Strategic Plan):	<u>Promoting inclusive growth gender equality and MDG achievement</u>
Atlas Award ID:	00061624
Project IDs:	00078148 (I);00078178 (II)
Start date:	<u>11/04/2011</u>
End Date:	<u>31/03/2014</u>
PAC Meeting Date:	<u>25/03/2011</u>
Management Arrangements:	<u>NIM</u>

2011 AWP budget:	USD 304 800
Total resources required:	USD 1 200 000
Total allocated resources:	USD 1 200 000
• Regular UNDP TRAC:	USD 1 200 000
Parallel funding:	200 000 000 UZS (Ministry of Labour and Social Protection of Population)
In-kind Contributions:	Government: office space, furniture, telephone lines

Agreed by: _____

Aktam Haitov

Minister of Labour and Social Protection
of Population of the Republic of Uzbekistan

Date: 12.04.2011

Agreed by: _____

Anita Nirody

UNDP Resident Representative

Date: 12/04/2011

I. Situation Analysis

Analysis of labour market and labour legislation

Population in Uzbekistan exceeds 27 million, with half of it being composed of young people under the age of 27 and 64% residing in rural areas. Provision of employment is the most important challenge for Uzbekistan: "A special priority and, without exaggeration, the main condition for our successful and stable development in 2011 and in the nearest future is the resolution of the issue of employment of citizens and the creation of new jobs."¹

Uzbekistan has adopted laws and policies that promote the employment of vulnerable groups in regular jobs, including quotas, antidiscrimination measures, positive employment measures, job retention or return-to-work measures and alternative employment policies.

Labor Legislation in Uzbekistan promotes equality of women and men and provides some special support measures for women (maternity leave, longer leave options for mothers, shorter working week for mothers with small kids, and prohibition of working in hazardous conditions and night shifts). It also ensures additional guarantees for employment of persons with disabilities:

- putting special quotas on the number of working spots at the rate of 3% in all enterprises with over 20 employees⁵;
- freeing enterprises, ownership over which belongs to unions and associations of persons with disabilities and where at least 50% of employees are persons with disabilities, from paying income taxes (on the condition that they are not taking part in commercial, intermediary, marketing cooperation and procurement activities)⁶;
- exempting enterprises from 1% of income tax for every additional percent of workers with disabilities over the 3% quota
- supporting small business and private enterprises by providing them with credit privileges and tax reductions²;
- the expansion of home-based labour activities by freeing enterprises from having to pay taxes on equipment in working stations based at locations of home-based labour³.
- Nonetheless, number of working age population of Uzbekistan is 17 158 000 in year 2010, while number of employed people is 11 628 000, number of people who are registered as a looking for a job is 16 192 (among these 7 011 are women), and this is 80% increase in comparison with Y 2009². Moreover, significant increase in number of persons with disabilities looking for a job can be expected, as a result of the most recent changes in the pension system. From January 2011 people with a 3rd group of disability ceased receiving disability pension in line with law "On changes and additions to the Law of the Republic of Uzbekistan "On state pension system"" adopted on 22 December 2010.

There are **three ways for inclusive employment:**

- Mainstreaming employment into policy-making (gender mainstreaming, participatory policy making)
- Supported employment (NGOs render social services)
- Sheltered employment (social enterprises)

Exclusion from work imposes a financial burden on the family, the community and other individuals or organizations that provide support and care, including major costs to social welfare and social security systems. Exclusion from work represents the loss of a significant amount of productivity and income and therefore investments to offset exclusion are required.

Therefore, those who are unable to obtain or maintain a job in competitive or open employment, with or without support, may work under special and often protected conditions in sheltered employment, usually in a sheltered workshop run by NGO.

Wages and conditions may be different from those in mainstream workplaces. Some sheltered workshops offer more community-based work with supported employment in the mainstream, or are adopting the

1 The report of the President of the Republic of Uzbekistan Islam Karimov at the government session on the outcomes of socio-economic development of the country in 2010 and main priorities for 2011.

2 According to the data of State Committee on Statistic <http://www.stat.uz/>

methods of business models and social enterprises. Some also offer good wages and benefits and provide work that is more valuable and corresponds to regular jobs in the community.

Social partnership in supported employment and service provision

Social Partnership in employment is a transparent and dynamic process of joint analysis, design, implementation and M&E of programmes, policies and legislation in employment sphere by state bodies, civil society institutions and private sector with interlinked roles and responsibilities.

In Uzbekistan, the Ministry of Labour and Social Protection of Population (MLSPP) is the state body responsible for the issues of employment and labour as well as for ensuring the involvement of non-governmental non-profit and other organizations in employment and social welfare programmes³. Thus, over 595,695 people were employed with the support of Centers on Employment and Social Protection of Population (CESPP) in 2010.

At the same time, NGOs may assist in **supported and sheltered** employment creation for vulnerable groups too. NGO functioning in Uzbekistan is regulated through the Law on guarantees of NGO functioning, the Law on NGOs, the Law on public associations, and the Law on charity. Nonetheless, clear normative-legal mechanisms regulating the involvement of civil society institutions into the discussion of draft laws and government decisions are lacking. There is only one example of a legislative norm propagating such involvement in the social sphere - article 9 of the Law "On social protection of people with disabilities in the Republic of Uzbekistan": "the norms and rules of building and reconstruction of buildings and complexes should be developed taking account the opinions of respective public organizations of people with disabilities..."⁴.

According to Law on NGO functioning (art 7) NGOs can establish subsidiary commercial branches to ensure financial sustainability of NGO activities. Over 200 Disabled People Organizations (DPOs) and about same number of women's NGOs are functioning in the country. Over 2,400 people are employed at the branch establishments of DPOs, which could be considered as a type of social enterprise, thus making up 7% of the total employed persons with disabilities who work in the official sector of the economy. Social enterprises (SE) aim at work integration of people experiencing serious difficulties in the labour market or at risk of exclusion from the labour market and from society. In the project, these will be victims of traffic or domestic violence, women from low-income rural areas and persons with disabilities. Within previous projects UNDP has launched 10 SEs that aim at work integration of vulnerable women and persons with disabilities. These SEs are innovative pilots that require further development, consolidation and study of lessons learned. Moreover, substantial tax breaks are provided by the government to enterprises that are affiliated with public organizations of people with disabilities to enable the employment of members of these organizations who have heavy movement, sensor, and mental handicaps. While on the one hand, contributing to the employment generation issues, on the other hand, these enterprises allocate substantial part of the income to the statutory goals of the founding NGO and finance social programmes.

Advantages of NGOs include high motivation, understanding the issue "from inside", trust of the target group, possibility of passing successful employment experience through "equal to equal" programmes, higher flexibility and the variety of employed methodology.

High efficiency of NGOs work as employment service provider was proven in the frame of the joint project of MLSPP "ACCESS". Employment services included vocational training, professional orientation, assistance on finding job, coaching, consultancy on tax & pension benefits, etc. Four NGOs provided voluntary employment services without any external financial support and 208 persons with disabilities found jobs with their assistance during 18 months. At the same time 3 pilot CESPPs assisted 218 persons with disabilities in finding a job. In case of partnership between Centers with their administrative resources (list of reserved jobs, right of enforcing administrative sanctions to enterprises refused to hire people, etc.) and NGO sustainable employment creation for vulnerable groups could be accelerated,

Supported employment: Among other benefits of NGO involvement in the promotion of employment for vulnerable groups is their high potential in the provision of social services for these groups. Such services could include

- Social work services, including individual assessment of needs and resources of a vulnerable persons and his/her environment for planning and implementing interventions to provide her/his successful social adaptation and social inclusion (home help, individual accompaniment and assistance, reintegration from boarding institution, therapy, etc);

³ Para 10.4 of the Resolution of the Cabinet of Ministers no.10 dated 2.02.2010.

⁴ Law of the Republic of Uzbekistan "On social protection of the people with disabilities in the Republic of Uzbekistan", 11.06.2008 edition.

- Occupational therapy
- Community Based Rehabilitation (CBR)

The role of CBR is to enable people with disabilities to access work opportunities, by actively promoting and facilitating the acquisition of relevant knowledge, skills and attitudes. CBR programmes, when identifying opportunities for skills development, should bear in mind that each individual has his/her own particular interests, talents and abilities. Girls and boys, women and men should be given equal opportunities for training that are not limited to traditional gender roles and segregation. Women and girls with disabilities may need additional support to take up training opportunities. The maximum choice of options should be given and these should not be based on preconceived ideas of what the individual is capable of doing.

Currently limited number of social services for vulnerable groups is mostly provided through institutional care (boarding schools, orphanages, nursing homes, etc), though home help for lonely elderly and disabled persons exists.

Despite high potential, up to date the information on the number of social projects implemented by NGOs, the potential of these organizations, socio-economic impact of their activity, and the level and quality of their interaction with state bodies and other partners is lacking.

In his presentation of “The Concept of strengthening of democratic reforms and forming of civil society of the country” President of the Republic of Uzbekistan outlined, that “**further strengthening of the role of NGOs and other civil society institutions in employment creation is a critical factor in attaining the goal of democratization, creation of a strong civil society and full integration of our country into international arena**”⁵. The concept outlines necessity of interaction between NGOs and state bodies in realization of employment and social protection policies. The concept also states importance of adopting Laws “On social partnership” and “On family entrepreneurship” (the law will allow to increase employment of women).

II. Strategy

UNDAF and CPAP for 2010-2015 pay special attention to the improvement of economic well-being of vulnerable groups, enhancing civil society, and increasing access of population to quality services, as well as promoting gender equality and the equality of persons with disabilities.

In light of this, ***the main goal of the proposed project is to enhance social partnership in the employment and social protection of population with focus on vulnerable women and persons with disabilities.***

The goal will be achieved through the implementation of the following project components: 1) strengthening social partnership in promotion of employment and social protection at policy level (mainstream employment); 2) increasing employment opportunities and access to social services for vulnerable women and persons with disabilities at community level through involvement of NGOs (supported and sheltered employment).

In frame of the first project component there will be 5 activities:

1. *Improvement of participatory and informed employment policy making, data-collection, analysis and M&E (including through innovative ICT tools)*

This will be achieved by:

- Introducing HRBA and participatory approach for women and PwD through establishment of National and Regional Coordination Councils on employment and social protection (selected representatives of NGO, linear ministries, political parties) for discussions of new policies and legislation, as well as their M&E;
- Capacity development activities for state agencies and civil society organizations on data collection and analysis; policy making based on RBM, HRBA; risk analysis and management; methodology of monitoring & evaluation; gender and disability mainstreaming;
- Introducing ICT tools through creation of on-line employment service mehnat.uz, development data base on persons with disabilities and vulnerable women looking for a job, as well as enhancing technical

5 The concept of strengthening of democratic reforms and forming of civil society of the country. The report of the President of the Republic of Uzbekistan Islam Karimov at the joint session of the Legislative Chamber and the Senate of Oliy Majlis of the Republic of Uzbekistan on 13.11.2010.

capacity of district and city CESPP for provision of smooth functioning of on-line service. UNDP will support establishment of network among district and city CESPP, will provide design of necessary software for on-line employment service and will organize in service training for personnel. 67 pilot CESPP will be provided with necessary equipment ("running line" with info on vacancies, candidates and other info; PC, modem, UPS, cable). MLSP will provide repaired rooms and furniture in the pilot CESSP and will equip for smooth functioning of on-line services other ELSSPs in the country. MLSP will also allocate full-time responsible staff in all ELSSPs. Besides, assistance to MLSP will be provided on creation and maintenance official website and intranet and provision of MLSP with IC equipment (LCD, monitor, notebook, copier/printer) to provide transparent policy and decision making. The website will contain online depository of employment and social protection related documents, full information on employment and social protection policies and news, statistic data including gender and disability issues, as well as mehnat.uz on-line employment service. Currently the website of MLSP has poor content, is not updated with regularly policy documents and news, and is not functioning well. This results in difficulties for ordinary population and especially vulnerable groups in getting information on their rights in employment and social protection. As a result, this limits these groups' access to such services.

2. Support women for realizing their labour potential and mainstreaming gender considerations into employment policy making

This will be achieved through 1) development pilot programmes on home employment for women; 2) monitoring of labour conditions for women; 3) development recommendations on "usto-shogird" trainings for women and widening opportunities for home employment.

Ministry will provide premises for home employment centers and UNDP will provide selection of trainers (from NGOs, Society of Disabled People, "usto-shogird" associations), and training equipment/materials).

Additionally, learning needs assessment of gender mainstreaming into current employment policy making (MLSP, and focal points from Ministry of Economy, Chamber of Commerce, Trade Unions Federation) and developing training programmes on basics of gender, gender analysis, gender aspects of employment for inclusive policy-making for target group is envisaged. Moreover, focus on upstream policy advice will be achieved through a number of research and policy papers on: a) GDP and women's employment in Uzbekistan; b) job segregation analysis in labour market; c) other gender issues in employment (tbc). As one of results the annual state programme on employment will include gender considerations.

3. Advocacy and communication: Raising awareness of policy makers, civil society institutions on inclusive employment, labour protection, and social partnership

Aims are twofold: 1) Targets for these activities include employers and their organizations, people with disabilities and their organizations, government agencies, nongovernmental organizations, workers and their organizations and family and community members. PR campaign on labour rights as well as gender & disability equality for general public, trainings for journalists with the follow on contest on best media product will be conducted. 2) Evidence-based papers and follow-up trainings for policy makers to present good international practice in social partnership, to demonstrate privileges of involving NGOs in provision of employment and other social services, to show cost benefit analysis of the existing social enterprises will be provided. Moreover, special emphasis will be made on improving efficiency of employment policy making through evidence based recommendations. The recommendations will be a result of the following researches: a)GDP and women's employment; b)analysis of labour segregation; c) other gender aspects of employment.

In the second project component the following activities are planned:

4. Increasing capacity of NGOs and state bodies in joint provision of vocational training, employment and social services

This activity requires capacity assessment of interested NGOs and pilot State Centers on Promotion of Employment and Social Protection of Population for further design and implementation of CD activities. Analysis of best national and international practices on employment and social service provision through NGOs (desk review, field research, study tour) will also allow supporting development standards in employment service provision and in development of labour recommendations for persons with disabilities. Contest among NGOs on best ideas with focus on employment, vocational training and social services to communities will be organized and feasibility study of the selected ideas will be conducted. Implementation of the best ideas will be supported, M&E provided. In the final of the project National-wide competition among both governmental and nongovernmental organizations "Best service provider" and contest "Best

employer” will be organized and National conference “Role of Civil Society Institutions in creation of employment opportunities” will be held.

5. *Development of recommendations and methodology for sheltered employment (social enterprises) scale up*

Analysis and collecting evidence on social entrepreneurship will be carried out, a database on social enterprises by regions, types and activities will be created and Nation-wide competition on “Best Social Enterprise” among existing enterprises will be organized. Pilot SEs will be supported through further building their capacity, M&E activities.

Identification of lessons learned, codification of knowledge, and preparation of policy recommendations will lead to development of National Model of SE and developing proposals for improving the existing or creating new legislation in this sphere.

The project will work in four pilot regions: Bukhara, Kashkadarya, Samarkand, and Djizzakh. due to existing social enterprises and NGOs.

III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework:						
3.2. Strengthened public administration at all levels that exercises efficient, accountable and inclusive governance						
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:						
<i>Outcome 3.2. Indicator:</i> Progress in civil service reform						
<i>Outcome 3.2. Baseline:</i> Law on public administration is not adopted						
<i>Outcome 3.2. Target:</i> Comprehensive strategy in place for civil service reform and shift towards Result Based Management						
Applicable Key Result Area (from 2008-11 Strategic Plan) E:						
Poverty reduction and achievement MDG / Promoting inclusive growth, gender equality and achievement of the MDGs. Provisional Corporate Outcome: MDG-based national development strategies promote growth and employment, and reduce economic, gender and social inequalities						
Partnership Strategy						
Implementing agency: Ministry of Labor and Social Protection of Population						
Other partners: Womens Committee, Trade Unions, Ministries of Higher and Secondary Specialized Education, Finance, Economy, State Committee on Statistic, hokimiyats, political parties, IRICSI, Chamber of Commerce, Disabled People Organizations, Women's NGOs, NANNOUz, microcredit organizations						
Main beneficiaries: Disabled People Organizations, Women's NGOs, Ministry of Labor and Social Protection of Population, Ministry of Higher and Secondary Specialized Education						
Atlas award, project number and title: 00061624: 00078148 Inclusive Employment and Social Partnership						
Project date: April 2011- March 2014						
INTENDED OUTPUT(S)	OUTPUT BASELINES	OUTPUT INDICATORS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
Output I Improved policy-making that promotes inclusive employment	1.1. Weak capacities of civil servants (including use of ICT) for informed decision making 1.2. Lack of clear mechanisms on involving NGOs in decision-making and legislative	1.1. Functioning website of MLSPP G to C and G to B with online depository of employment related documents, full information on employment and social protection policies and mehnat.uz on-line employment	Y 2011 1.1.1. Assessment of existing ICT tools and development of info system and training methodology 1.2.1.1. TOR developed, functions are defined and National Coordination Council on employment and social protection (selected	Activity Result 1: Improved participatory and informed employment policy making, disaggregated data-collection, analysis and M&E (including through innovative ICT tools) 1. Needs assessment of Employment and Information Service departments the Ministry of Labour (including ICT tools currently available in MLSPP, their usage) and training needs of staff 2. Development of the capacity development plan for the Ministry of Labour	State Committee for Statistics, Ministry of Economy, Ministry of Finance, Khokimiyats, Trade Unions, Women Committee, National Center on Human Rights, Nongovernmental Center on Support of Civil Society	Y 2011 – \$109 300 Y 2012 – \$65 600 Y 2013 – \$51 350 Y 2014 – \$20 600 Total for the Activity 1 –\$246 850

	<p>process (in employment and social policy sectors)</p>	<p>service</p> <p>1.2.1. Existence of participatory process of decision making in employment and social protection</p> <p>1.2.2. Existence of Law “On social partnership” or legislative documents to regulate involving civil society in decision-making and legislative process</p>	<p>representatives of NGO networks, linear ministries, political parties) is officially established</p> <p>1.2.2 Draft of Law “On Social Partnership” is presented to Government</p> <p>Y 2012</p> <p>1.1.2. successfully functioning on-line employment service mehnat.uz</p> <p>1.2.1.3. At least 3 consultative meetings of the Council with joint documents reviews ,reporting</p> <p>Y 2013</p> <p>1.1.3. One-stop-shop with mehnat.uz on-line employment service on official website of MLSPP successfully functioning to provide available information on legislation, policy and programmes in employment and social protection sphere</p> <p>1.2.1.4. At least 5 NGOs representatives participated in development of at least 3 employment & social protection sector policies</p>	<ol style="list-style-type: none"> 3. Learn best international practices on legal provision of participatory decision-making, public control and social partnership (desk review in the form of compilation and study tour) 4. Conduct analysis of legislation and law enforcement in sphere of social partnership in Uzbekistan 5. Support development of the draft of Laws “On social partnership” 6. Organize public awareness events to discuss draft of the Law “On social partnership” 7. Development of National Action Plan on Implementation of CRPD 8. Establish networking of NGOs (DPOs/women) 9. Establish National and Regional Coordination Councils on employment and social protection (selected representatives of NGO networks, line ministries, political parties) 10. Assistance to Ministry of Labour and Social Protection on creation and maintenance official website and intranet to support transparent policy and decision making 11. Trainings for responsible staff of Ministry of Labour and Social Protection of Population, state agencies and civil society organizations on data collection and analysis, policy making based on RBM, HRBA, risk analysis and management, monitoring & evaluation, gender and disability mainstreaming 12. Pilot system of on-line employment service mehnat.uz in 3 regions, with different access right (including NGOs) 	<p>Initiatives NGOs and DPOs, Business Women Association, Chamber of Commerce, Employment and Social Protection Services, Private Business, Employment promotion fund, MFIs and Credit Unions, Institute of Civil Society Studies</p>	
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	<p>2.1. Insufficient research on gender issues in employment in Uzbekistan</p>	<p>2.1.1. # of research papers/policy briefs on gender and employment issues</p> <p>2.1.2. state policies and programmes incorporate gender issues and use sex-disaggregated data</p>	<p>Y 2011</p> <p>2.1.1. Policy brief on Gender considerations in employment policy developed</p> <p>Y 2012</p> <p>2.1.2. Annual state programme on employment went through gender mainstreaming</p> <p>Y2013</p> <p>2.1.1. Job segregation of women analysis in labour market research paper is developed</p> <p>2.1.2. Annual state programme on employment went through gender mainstreaming</p> <p>Y 2014</p> <p>2.1.2. . Annual state programme on employment went through gender mainstreaming</p>	<p>Activity result 2:</p> <p>Women are supported to realize their labour potential; gender considerations are mainstreamed into employment policy making</p> <ol style="list-style-type: none"> 1. Development of pilot programmes on home employment for women 2. Monitoring of labour conditions for women 3. Development of recommendations on “usto-shogird” trainings for women and widening opportunities for home employment. 4. Learning needs assessment of gender mainstreaming into current employment policy making (Ministry of Labour, and focal points from Ministry of Economy, Chamber of Commerce, Trade Unions Federation) 5. Training programmes on basics of gender, gender analysis, gender aspects of employment for inclusive policy-making for the target group mentioned under 4. 6. Support the development of annual state programme on employment through the prism of gender mainstreaming 7. Research and policy papers: a) GDP and women’s employment in Uzbekistan; b) job segregation analysis in labour market; c) other gender issues in employment (tbc); 	<p>Women Committee, Trade Unions, Ministry of Economy, State Committee for Statistics, Business Women Association, Chamber of Commerce, Institute of Civil Society Studies</p>	<p>Y2011. – \$56 000 Y2012 - \$59 500 Y2013 - \$114 000 Y2014 - \$31 400</p> <p>Total for the Activity 2 –\$ 260 900</p>
	<p>3.1. Need for analytical research on employment and social services for vulnerable groups</p> <p>3.2. Low public awareness on</p>	<p>3.1. # of research papers/policy briefs published</p> <p>3.2. # of media products covering labour rights and social protection</p>	<p>Y 2011</p> <p>3.2.1. PR campaign to encourage social partnership, stereotype free profession choice for PwD and vulnerable women launch event is conducted</p> <p>Y 2012</p>	<p>Activity result 3:</p> <p>Increased awareness of policy makers, civil society institutions on inclusive employment and social partnership</p> <ol style="list-style-type: none"> 1. Development and distribution of “Know your labour rights” book in Q&A 2. Conduct a research and design analytical paper on the development of social enterprises in Uzbekistan including 	<p>Women Committee, Trade Unions, Ministry of Economy, Ministry of Finance, State Committee on Statistic, Business Women Association, ChoC, CER</p>	<p>Y 2011 – \$59 850 Y 2012 - \$46 700 Y 2013 - \$83 200 Y 2014 - \$12 400</p> <p>Total for the Activity 3 – \$ 202 150</p>

	labour rights and labour protection		<p>3.1.1. Know your labour rights publication</p> <p>3.2.2. Not less than 50 media products on labour rights and social protection</p> <p>Y 2013</p> <p>3.1.2. Policy paper for cost-benefit analysis of provision of employment and other social services for vulnerable groups by NGOs</p> <p>3.1.3. Analytical paper on the development of social enterprises in Uzbekistan is developed</p> <p>3.2.3. Not less than 50 media products on labour rights and social protection</p>	<p>analysis of legal and regulatory mechanism and cost-benefit analysis of their activity</p> <ol style="list-style-type: none"> 3. Conduct research and develop policy paper for cost-benefit analysis of provision of employment and other social services for vulnerable groups by NGOs 4. Conduct research and formulate policy paper on development of social partnership in employment, its legal and regulatory mechanisms, barriers and opportunities 5. Conducting situation analysis on professional rehabilitation 6. Research and publication of brochure/manual on labour protection (security) 7. PR campaign to encourage social partnership, stereotype free profession choice and to raise awareness on labour rights 8. Training for journalists and editors on coverage social partnership issues, employment as well as gender & disability equality with following competitions for best media product; 9. Hold National conference on social partnership with codification of knowledge and providing recommendations to the Government 		
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Intended Outcome as stated in the Country Programme Results and Resource Framework:

1.2. Increased employment opportunities and economic security for vulnerable groups

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:

Outcome 1.2 Indicator: Number of poor communities who benefit from increased employment opportunities, as well as improved access to microfinance, business advisory facilities and basic social services

Outcome 1.2 Baseline: 200

Outcome 1.2 Target: 500

Applicable Key Result Area (from 2008-11 Strategic Plan) E:

Poverty reduction and achievement MDG / Promoting inclusive growth, gender equality and achievement of the MDGs. Provisional Corporate Outcome: MDG-based national development strategies promote growth and employment, and reduce economic, gender and social inequalities

Partnership Strategy

Implementing agency: Ministry of Labor and Social Protection of Population

Other partners: Other partners: Womens Committee, Trade Unions, Ministries of Higher and Secondary Specialized Education, Finance, Economy, State Committee on Statistic, hokimiyats, political parties, IRICSI, Chamber of Commerce, Disabled People Organizations, Women’s NGOs, NANNOUz, microcredit organizations

Main beneficiaries: Disabled People Organizations, Women’s NGOs, Ministry of Labor and Social Protection of Population, Ministry of Higher and Secondary Specialized Education

Atlas award, project number and title: 00061624: 00078178 Inclusive Employment and Social Partnership

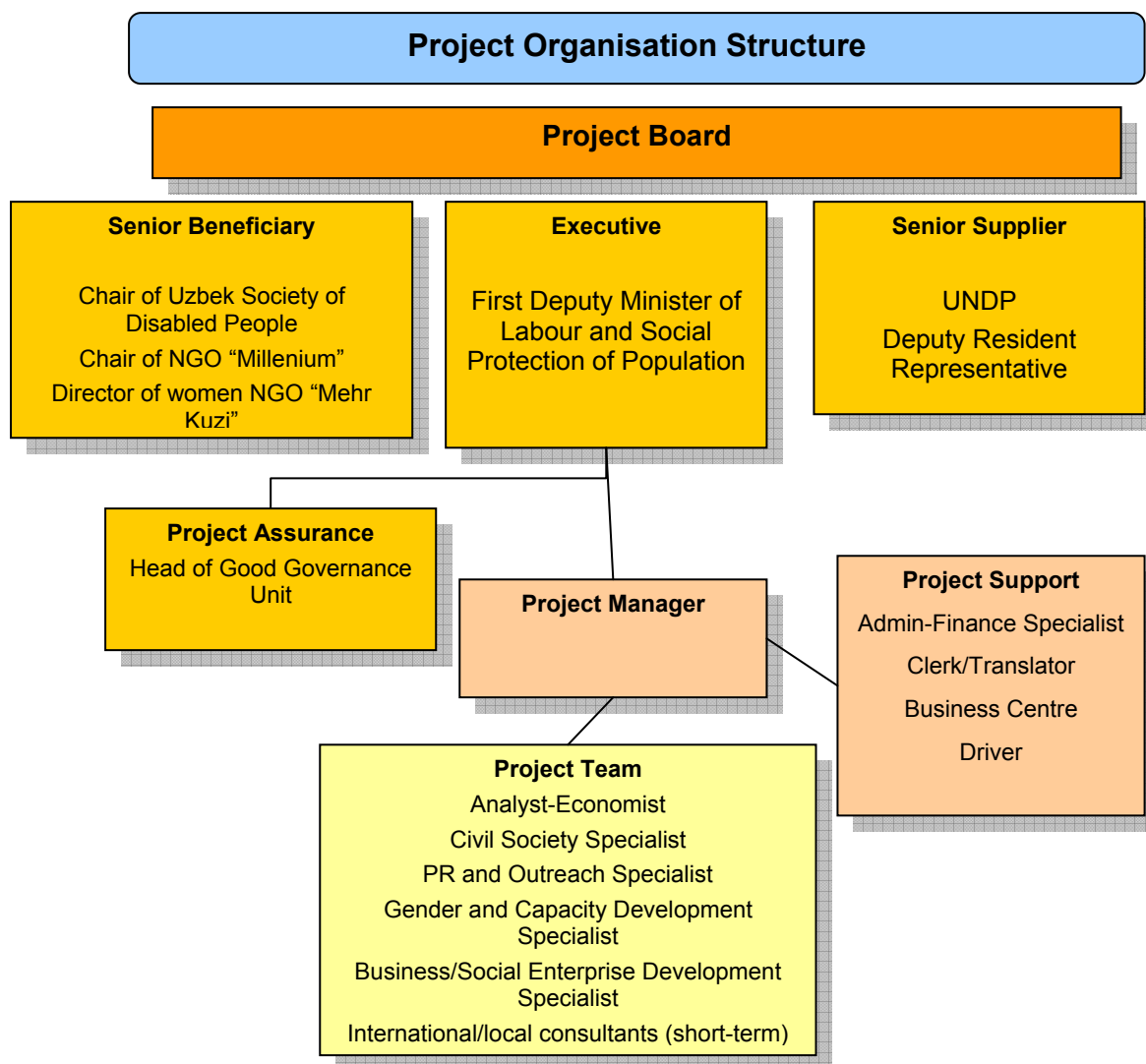
Project date: April 2011- March 2014

<p>Output II Increased employment opportunities and access to social services for vulnerable women and persons with disabilities at community level through involvement of NGOs</p>	<p>4.1. Weak capacity of NGOs in provision of vocational training and social services;</p> <p>4.2. Insufficient number of employment and social services rendered to vulnerable women and PWD</p>	<p>4.1. # of vulnerable women and persons with disabilities employed with assistance of NGOs and Employment Promotion Centers</p> <p>4.2. # of social services available for vulnerable women and PWD</p>	<p>Y 2011 4.1.1.; 4.2.1. Baseline on current employment and social services by NGOs for vulnerable women and PWD</p> <p>Y 2012 4.2.1. Advisory board at the regional level established (in 4 regions) 4.1.2. At least 200 vulnerable women and persons with disabilities are employed with assistance of NGOs and Employment Promotion Centers</p>	<p>Activity Result 4: Increased capacity of NGOs and state bodies in joint provision of supported employment (vocational training, employment and social services)</p> <ol style="list-style-type: none"> 1. Establishment of Advisory board at the regional level: branch of the MoL, CSPPO, local NGOs, local training institutions, selected major employers 2. Conduct market research on perspective business ideas in the service sphere and manufacturing, including non farming rural services 3. Trainings on family business, home based employment, small entrepreneurship for vulnerable groups to be conducted by NGOs 4. Trainings for potential employers on 	<p>Ministry of Higher and Secondary Specialized Education, Ministry of Public Education, Khokimiyats, Trade Unions, Women Committee, NGOs and DPOs, Business Women Association, Employment and Social Protection Services, Private Business, Employment promotion fund,</p>	<p>Y 2011 – \$36 700 Y 2012 - \$202 200 Y 2013 - \$78 200 Y 2014 - \$18 150 Total for the Activity 4 –\$ 335 250</p>
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			<p>Y 2013</p> <p>4.2.2. At least 6 new social services by NGOs established and successfully functioning with government co-funding</p>	<p>benefits of employing people with disabilities and tax privileges</p> <ol style="list-style-type: none"> 5. Analysis of best national and international practices on employment and social service provision through NGOs (desk review, field research, study tour) 6. Targeted training programmes for NGOs and State Employment Promotion Centers to provide services on social work, employment service, legal advice (social and tax benefits) 7. Contest on best ideas with focus on provision of vocational training and services to communities 8. Conduct feasibility studies on selected business initiatives 9. Supporting selected initiatives, their monitoring and evaluation 10. Nation-wide competition on “Best service provider for vulnerable groups”, “Equal Employer” 11. Hold National conference “Role of Civil Society Institutions in creation of employment opportunities” 12. Support development of standards of VTEK labour recommendations for persons with disabilities 	<p>MFIs and Credit Unions, DVV, Swiss Development Cooperation Agency</p>	
	<p>5.1. Absence of methodological framework for SEs</p> <p>5.2. 9 pilot social enterprises with 170 new jobs</p> <p>7% of PWD are employed by 220 DPO based enterprises and these enterprises enjoy tax benefits. Data on women's NGOs and their</p>	<p>5.1. Existence of methodological framework for SEs</p> <p>5.2. # of new jobs created for vulnerable groups through NGOs</p>	<p>Y 2012</p> <p>5.1.1. Manual on creation and provision of sustainable and efficient social enterprise is developed</p> <p>5.2.1. At least 50 new jobs created through social enterprises;</p> <p>Y 2013</p> <p>5.1.2. Network of Social Enterprises is established and regularly exchanges information</p>	<p>Activity Result 5:</p> <p>Knowledge documented on sheltered employment (social enterprises), recommendations and methodology for its scale up are developed</p> <ol style="list-style-type: none"> 1. Create a database on social enterprises by regions, types, activities 2. Provision of Technical Consultancy and Support for pilot SEs, M&E 3. Nation-wide competition on “Best Social Enterprise” among existing enterprises 4. Analysis and collecting evidence on pilot social enterprises initiatives in Uzbekistan, identification of lessons learned, codification of knowledge, and preparation of policy recommendations 	<p>Khokimiyats, Trade Unions, Women Committee, NGOs and DPOs, Business Women Association, Employment and Social Protection Services, Private Business, Employment promotion fund, MFIs and Credit Unions, Chamber of Commerce</p>	<p>Y 2011 – \$42 950</p> <p>Y 2012 - \$24 800</p> <p>Y 2013 - \$80 000</p> <p>Y 2014 - \$7100</p> <p>Total for the Activity 5 –\$154 850</p>

	<p>contribution in employment is not available, tax benefits for them do not exist.</p>		<p>5.2.2. At least 50 new jobs created;</p> <p>Y2014</p> <p>5.1.3. Knowledge is codified and recommendations presented to the Cabinet of Ministers</p>	<p>leading to National Model</p> <p>5. Analysis of best international practices on development social enterprises (desk review)</p> <p>6. Conduct National conference to discuss National Model of Social Entrepreneurship</p> <p>7. Prepare and submit to the government evidence based legislative package for establishment and running of National Model of social enterprises in Uzbekistan</p>		<p>Year 2011 – \$304 800</p> <p>Year 2012 - \$398 800</p> <p>Year 2013 – \$406 750</p> <p>Year 2014 – \$89 650</p> <p>TOTAL: <u>\$1 200 000</u></p>
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IV. MANAGEMENT ARRANGEMENTS



The Ministry of Labour and Social Protection of Population will be represented in the Project Board. The Project Board will be responsible for making by consensus management decisions for a project when guidance is required by the Project Manager, including recommendation for UNDP/Ministry of Labor and Social Protection approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance to standards that shall ensure best value to money, fairness, integrity transparency and effective international competition.

This Board contains three roles, including:

1. An Executive: individual representing the project ownership to chair the group.
2. Senior Supplier: individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project. The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project.
3. Senior Beneficiary: individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.

Project Assurance is the responsibility of each Project Board member, however the role can be delegated. The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

The Project Support role provides project administration, management and technical support to the Project Manager as required by the needs of the individual project or Project Manager. The provision of any Project Support on a formal basis is optional. It is necessary to keep Project Support and Project Assurance roles separate in order to maintain the independence of Project Assurance.

Duties and responsibilities of the all project team members are presented in Annex II. - Terms of Reference.

In accordance with the provisions of the letter of agreement signed on 30 April, 2010 and the approved Country Programme Action Plan 2010-2015, the UNDP country office shall provide support services for the Project as described below.

Direct UNDP Country office Support Services to the Programme Implementation

The UNDP and the Ministry of Labour and Social Protection of Population have agreed that the UNDP Country Office will provide the following support services for the project activities at the request of the Ministry of Labour and Social Protection of Population:

1. Identification and/or recruitment and solution of administrative issues related to the project personnel;
2. Procurement of commodities, labor and services;
3. Identification and facilitation of training activities, seminars and workshops;
4. Financial monitoring and reporting;
5. Processing of direct payments;
6. 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. In providing such support services, the UNDP country office shall ensure that the capacity of the Ministry of Labour and Social Protection of Population is strengthened to enable it to carry out such activities directly.

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 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. If the requirements for support services by the country office change during the life of a project, the list UNDP country office support services is revised with the mutual agreement of the UNDP resident representative and the Ministry of Labour and Social Protection of Population.

The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Government of Uzbekistan and the UNDP, signed by Parties on 10th June 1993, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services.

The Ministry of Labour and Social Protection of Population shall retain overall responsibility for this nationally managed project and will appoint the National Project Coordinator (NPC). Direct responsibility of the NPC will be provision of strategic advice, as well as coordination of the project activity taking into account interests of the Government. He/she will approve Annual Work Plan of the Project, according to which the whole project activity will be carried out.

Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this document shall be handled pursuant to the relevant provisions of the SBAA.

VI. 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: Improved policy-making that promotes inclusive employment		
Activity Result 1 (Atlas Activity ID)	Improved participatory and informed employment policy making, disaggregated data-collection, analysis and M&E (including through innovative ICT tools)	Start Date: April 2011 End Date: March 2014
Purpose	Lack of clear mechanisms on involving NGOs in decision-making and legislative process (in employment and social policy sectors), non-efficient ICT usage in policy design and implementation	
Description	National and Regional Coordination Councils on employment and social protection (selected representatives of NGO, linear ministries, political parties) will be established. On-line employment service will be created, assistance to MLSPP will be provided on creation and maintenance official website and intranet to provide transparent policy and decision making, as well as improved data collection and analysis.	

Quality Criteria	Quality Method	Date of Assessment
Existence of Law “On social partnership” or legislative documents to regulate involving civil society in decision-making and legislative process	The Project Board and representatives of stakeholder organizations evaluate drafts of documents	December 2011
One-stop-shop with mehnat.uz on-line employment service on official website of MLSPP successfully functioning to provide available information on legislation, policy and programmes in employment and social protection sphere	Data on number of users, users’ feedback	December 2011
Activity Result 2 (Atlas Activity ID)	Women are supported to realize their labour potential; gender considerations are mainstreamed into employment policy making	Start Date: April 2011 End Date: March 2014
Purpose	Labor Legislation in Uzbekistan promotes equality of women and men and provides some special support measures for women (maternity leave, longer leave options for mothers, shorter working week for mothers with small kids, and prohibition of working in hazardous conditions and night shifts), but gender mainstreaming in employment policy design, implementation, M&E is not quite effective.	
Description	Researches and Training Programmes on gender issues in employment will be organized, pilot programmes on increasing women’s employment opportunities will be conducted, gender considerations will be mainstreamed in annual state programmes on employment and new jobs creation	
Quality Criteria	Quality Method	Date of Assessment
State policies and programmes incorporate gender issues and use sex-disaggregated data	International Consultant, The Project Board and representatives of stakeholder organizations evaluate the programmes	February 2012 February 2013 February 2014
Activity Result 3 (Atlas Activity ID)	Increased awareness of policy makers, civil society institutions on inclusive employment and social partnership	Start Date: April 2011 End Date: March 2014
Purpose	Government leads work in this direction, but there are still cases of law violations due to poor knowledge of labour legislation. Social partnership, including work with trade unions, is still not sufficient. Another problem is existence of stereotypes on “women” professions, and this leads to labour segregation.	
Description	Manuals “Labour rights in Q&A”, “Labour security”, policy briefs in professional rehabilitation, role of NGOs as service providers will be developed, National public awareness raising campaign will be conducted.	
Quality Criteria	Quality Method	Date of Assessment
State policies and programmes incorporate gender issues and use sex-	International Consultant, The Project Board and	February 2012 February 2013

disaggregated data	representatives of stakeholder organizations evaluate the programmes	February 2014
Manual "Labour rights in Q&A" is published and disseminated	Feedback of NGOs is being received in 12 months after the manual disseminating	

OUTPUT: Increased employment opportunities and access to social services for vulnerable women and persons with disabilities at community level through involvement of NGOs		
Activity Result 4 (Atlas Activity ID)	Increased capacity of NGOs and state bodies in joint provision of supported employment (vocational training, employment and social services)	Start Date: April 2011 End Date: March 2014
Purpose	Currently limited number of social services for vulnerable groups is mostly provided through institutional care (boarding schools, orphanages, nursing homes, etc), though home help for lonely elderly and disabled persons exists. Despite high potential, up to date the information on the number of social projects implemented by NGOs, the potential of these organizations, socio-economic impact of their activity, and the level and quality of their interaction with state bodies and other partners is lacking.	
Description	Analysis of best national and international practices on employment and social service provision through NGOs, training programmes with following contest among NGOs on best ideas with focus on employment, vocational training and social services to communities, development standards in employment service provision and in development of labour recommendations for persons with disabilities will be organized. National-wide competition among both governmental and nongovernmental organizations "Best service provider" will be conducted.	
Quality Criteria	Quality Method	Date of Assessment
At least 400 vulnerable women and persons with disabilities are employed with assistance of NGOs and Employment Promotion Centers	Copies of Orders on Hiring from employers	December 2013
At least 6 new NGO based social services for communities successfully functioning	Feedback questionnaires from users	July 2013
Activity Result 5 (Atlas Activity ID)	Development of recommendations and methodology for sheltered employment (social enterprises) scale up	Start Date: April 2011 End Date: March 2014
Purpose	Over 2,400 people are employed at the branch establishments of DPOs, which could be considered as a type of social enterprise, thus making up 7% of the total employed persons with disabilities who work in the official sector of the economy. Social enterprises (SE) aim at work integration of people experiencing serious difficulties in the labour market or at risk of exclusion from the labour market and from society.	
Description	For analysis and collecting evidence on social entrepreneurship a database on social enterprises by regions, types and activities will be created. Identification of lessons learned, codification of knowledge, and preparation of policy recommendations will lead to development of National Model of SE and developing proposals for improving the existing or creating new legislation in this sphere.	
Quality Criteria	Quality Method	Date of

		Assessment
Legislative package for establishment and running of National Model of social enterprises in Uzbekistan is presented to Government	International consultant evaluates draft National Programme	December 2013

VII. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of Uzbekistan and UNDP, signed on June 10, 1993.

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

The executing agency shall:

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

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

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

VIII. ANNEXES

Risk Analysis

Terms of Reference

ANNEX I. Risks log

№	Description	Category	Impact/ probability	Countermeasures/Mngt response	Owner	Author	Date identified	Last Update	Status
1.	Low level of commitment of ministries involved 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. MLSPP and interagency group established in the project will provide lobbying of the project activities.	Project Manager		11/04/11		
2	Low level of social responsibility of private business companies may hinder them from hiring PWD and to adjust buildings and working places	Programmatic& organizational	Probability = 2 Impact=4	The specialist on promotion of employment and social services will explain the tax benefits for enterprises, trainings on awareness raising will be conducted. System of attracting PWD as volunteers with consequent employment will be implemented.	Project Manager		11/04/11		
3	Unwillingness to undergo vocational adaptation and high expectations among some PWD as a result of charity approach may hinder their employability even if vacancies are available	Operational and organizational	Probability = 2 Impact=3	Trainings on professional adaptation, employment and system of social and psychological support in the process of employment and during the initial period of employment.	Project Manager		11/04/11		

Annex II. ToRs of project staff



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE / SERVICE CONTRACT

I. Position Information

Position Title:	Project Manager (full-time)
SC range:	SC 10
Project Title/Department:	Inclusive Employment and Social Partnership
Duration of the service:	Initially 6 months with possible extension to 1 year and renewable each year (subject to satisfactory performance)
Work status (full time / part time):	Full-time
Reports to:	Head of Good Governance Unit

II. Background

The main goal of the project is to enhance social partnership in the employment and social protection of vulnerable women and persons with disabilities through a) Improvement of participatory and informed employment policy making, data-collection, analysis and M&E (including through innovative ICT tools); b) Mainstreaming gender considerations into employment policy making; c) Advocacy and communication: Raising awareness of policy makers, civil society institutions on inclusive employment and social partnership; d) Increasing capacity of NGOs and state bodies in joint provision of vocational training, employment and social services; e) Development of recommendations and methodology for sheltered employment (social enterprises) scale up

Under the direct supervision of the Project Board and in close cooperation with the UNDP Head of Good Governance Unit the PM is fully responsible for the satisfactory achievement of the project objectives and for operational management of the project according to the project document and UNDP corporate rules and procedures.

III. Functions / Key Outputs Expected

Overall project management:

- Manage the realization of the project outputs as set out in the Project Document through planning and implementing activities;
- Provide direction and guidance to the project team;
- Liaise with the Project Board and its appointed Project Assurance to assure the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Bear responsibility for project administration, budgets and outputs.

Running a project:

- Plan the activities of the project and monitor progress against the initial quality criteria;
- Supervise accomplishment of the Project work-plans, analyze emerging problems and take adequate measures to ensure timely fulfillment of Project tasks;
- Coordinate the process of raising public awareness on Project and related activities through mass media;
- Monitor development trends, identify emerging issues of concern for the civil society, employment sector and social partnership issues and develop proposals on new initiatives in this area;
- Establish and develop close cooperation with the relevant Government bodies, civil society, private sector and other development partners in employment, social protection, social partnership sectors;

- Mobilize goods and services to implement planned activities, including drafting TORs and work specifications;
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Manage and monitor the project risks as initially identified in the Project Document appraised by the LPAC, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Be responsible for managing issues and requests for change by maintaining an Issues Log;
- Prepare the Project Quarterly Progress Report (progress against planned activities, update on risks and issues, expenditures) and submit the report to the Project Board and Project Assurance;
- Prepare the Annual Review Reports, and submit the report to the Project Board;
- Report on progress achieved (targets) in Atlas, update project risk log and issues log, report on quality of outputs in Atlas;
- Based on the review, prepare the Annual Work Plan for the following year, as well as Quarterly Plans if required.

Closing a project:

- Prepare Final Project Review Reports to be submitted to the Project Board;
- Identify follow-on actions and submit them for consideration to the Project Board;
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries;
- Prepare final CDR for signature by UNDP and the Implementing Partner.

IV. Recruitment Qualifications

Education:	Advanced university degree in one of the following areas: Political sciences, Social sciences.
Experience:	Proven track of at least 5 years of progressive work experience in social field of which: At least 4 years of progressive management work experience in the field of disabilities, gender, social support, promotion of human rights and employment (experience with international organisations and UNDP projects is an asset)
Language Requirements:	Fluency in English and proficiency in Russian. Uzbek is an asset.
Others:	Excellent understanding of concepts and principles of HRBM, gender equality as well as gender issues in the country; human rights (including women's rights and rights of persons with disabilities) and development issues; Knowledge of and experience in gender mainstreaming is an asset; Initiative and strong leadership skills; Strong analytical, management and communication skills, good ability in partnership, networking and team-work; Excellent interpersonal and cross cultural communication skills; Ability to use information and communication technology as a tool and resource; Initiative, analytical judgment, ability to work under pressure, ethics and honesty.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.



UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE / SERVICE CONTRACT

I. Position Information

Position Title:	Analyst Economist
SC range:	SC 8
Project Title/Department:	Inclusive Employment and Social Partnership
Duration of the service:	6 months with possible extension (subject to satisfactory performance)
Work status (full time / part time):	Full-time
Reports To:	Project Manager

II. Background

The main goal of the project is to enhance social partnership in the employment and social protection of vulnerable women and persons with disabilities through a) Improvement of participatory and informed employment policy making, data-collection, analysis and M&E (including through innovative ICT tools); b) Mainstreaming gender considerations into employment policy making; c) Advocacy and communication: Raising awareness of policy makers, civil society institutions on inclusive employment and social partnership; d) Increasing capacity of NGOs and state bodies in joint provision of vocational training, employment and social services; e) Development of recommendations and methodology for sheltered employment (social enterprises) scale up

Under the direct supervision of the Project Manager, Analyst Economist is fully responsible for coordination of the project activity on improvement of participatory and informed employment policy making, data-collection, analysis and M&E as well as ensuring high-quality targeted policy-based research and policy advice with project scope and for fulfilling the following functions:

III. Functions / Key Outputs Expected

Analysis & Researches

- Learns best international practices on legal provision of participatory decision-making, and social partnership;
- Continuously keeps abreast of relevant national and international developments in the sphere of labor sector, inclusive employment, mainstreaming gender into labour policy, and other related subjects
- Plans, leads, coordinates the development and provides oversight and quality assurance of all research, analysis, policy briefs and papers, concepts notes and publications in the area of employment sector, gender mainstreaming into labour policy and programming, and social partnership envisaged in the project document, including drafting papers when required;
- Liaises with and supervise the work of local and international consultants within research and policy-advice activities;
- Ensures quality of work on drafting legislative documents;
- Monitors economic development trends, identify emerging issues of concern for the employment and labour market in Uzbekistan;

Consultancy

- Serves as a resource person on foreign economic policy issues and current economic trends for the project and the project's key stakeholders and beneficiaries;
- Provides capacity development activities, including coaching to relevant ministries, government and non-government counterparts in policy advice and research;
- Ensures the project support to development of annual state programme on new jobs creation and employment;
- Provides Project team with qualified consultations and guidance on economy and employment issues;

- Facilitates knowledge and best practice sharing with partner projects, state bodies, private sector and other development partners, participate in relevant networks and meetings of practitioners;
- Collaborates closely with government agencies, business support institutions, private sector, UN agencies and other development actors;

Resource mobilization

- Establishes contacts with international organizations, funds, institutes etc., seeking potential donors and partners;
- Participates in fundraising activities including search for grants and project proposals drafting;
- Participates in assessment of the Project outputs in the area of inclusive employment and social partnership as well as individual Project activities using various methods and tools of assessment and monitoring;
- Closely liaises with UNDP programme units and CO Economist Advisor to coordinate research activities and update on events;
- Mainstreams gender and human rights based approaches;
- Performs other duties related to the scope of work of Analyst Economist as required.

IV. Recruitment Qualifications

Education:	Advanced university degree in one of the following areas: Economics, Development Studies.
Experience:	Proven track of at least 4 years of work experience as professional economist or in the labour sector, including at least 3 years in practical/applied socio-economic research in Uzbekistan context at the managerial or advisory level.
Language Requirements:	Fluency in English, proficiency in Russian, and knowledge of Uzbek is an asset.
Others:	<ul style="list-style-type: none"> • Cultural, gender, religion, race, nationality and age sensitivity and adaptability • Excellent research, policy formulation, and analytical skills; • Proficiency in writing, editing and presentation skills; • Understanding of development issues and human rights , • Good understanding of gender concepts, gender issues in the country; • Strong computer skills (MS Word, Excel, PowerPoint, Excel, Adobe Acrobat, Database), • Good ability in partnering and networking and ability to work in a team; • Excellent interpersonal and cross cultural communication skills; • Work experience with UN or other international/donor agencies is preferable; • Initiative, analytical judgment, ability to work under pressure, results oriented, ability to work in a team, ethics and honesty.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.



UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE/SERVICE CONTRACT

I. Position Information

Position Title:	PR&Outreach Specialist
SC range:	SC 7
Project Title/Department:	Inclusive Employment and Social Partnership
Duration of the service:	6 months with possible extension (subject to satisfactory performance)
Work status (full time / part time):	Full-time
Reports To:	Project Manager

II. Background

The main goal of the project is to enhance social partnership in the employment and social protection of vulnerable women and persons with disabilities through a) Improvement of participatory and informed employment policy making, data-collection, analysis and M&E (including through innovative ICT tools); b) Mainstreaming gender considerations into employment policy making; c) Advocacy and communication: Raising awareness of policy makers, civil society institutions on inclusive employment and social partnership; d) Increasing capacity of NGOs and state bodies in joint provision of vocational training, employment and social services; e) Development of recommendations and methodology for sheltered employment (social enterprises) scale up

Under the direct supervision of the Project Manager, the PR&Outreach Specialist is fully responsible for fulfilling the following functions:

III. Functions / Key Outputs Expected

Coordination of Public Awareness Raising Activities

- Develops relevant promotional materials in cooperation with a designer (clips, brochures, banners, posters, etc.), organize their production and facilitate the dissemination all over the country;
- Keeps abreast of national and international practices in public awareness raising on labour rights, social partnership, gender and disability issues and apply best practices within project activities;
- Keeps abreast of other national and international agencies PR and outreach, awareness raising activities to look for possible synergies in implementation of project's public awareness component;

Coverage of project activities and outreach work

- Collects and systematizes information, special events, success stories, and other statistics;
- Organizes media coverage of project-related events as well as preparation of press-releases, statements and media-kits where required;
- Assists in drafting talking points for opening speeches, statements and others when requested;
- Assists with photographing and video where necessary;
- Closely liaises with UNDP Good Governance Unit and CO Communications Associate to update on events;
- Conducts media monitoring and press-clipping, finding reports in the areas of interest to the project and circulate them among project staff;
- Creates contacts database of all stakeholders participated in projects' outreach activities to ensure effective follow-up;

Printing Materials & publications

- Coordinates common style, design and usage of project information, Ministry of Labour

<p>and Social Protection of Population and UNDP logo in all project printing materials and publications;</p> <ul style="list-style-type: none"> Ensures that all draft documents and publications/materials receive prior clearance from the Project Manager and the Good Governance Unit before further dissemination; <p>Website and on-line employment service</p> <ul style="list-style-type: none"> Coordinates work on creation and maintenance official website and intranet of the Ministry to support transparent policy and decision making. The website will contain online depository of employment and social protection related documents, full information on employment and social protection policies and news, statistic data including gender and disability issues; Coordinates work on creation of mehnat.uz on-line employment service with data base of vacancies and rooster; Mainstreams gender and human rights based approaches; Performs other duties related to the scope of the scope of work of PR&Outreach Specialist as required.
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IV. Recruitment Qualifications	
Education:	University degree in one of the following areas: Journalism, Public Relations, Communication; Development Studies
Experience:	Proven track of at least 4 years of work experience in the field of mass media, PR and outreach, communications, journalism and reporting. Proven skills of web design, Corel Draw, Photoshop is an asset
Language Requirements:	Proficiency in English, Russian, and Uzbek
Others:	<ul style="list-style-type: none"> Cultural, gender, religion, race, nationality and age sensitivity and adaptability Ability to mobilize interest and support with a wide range of audiences; Excellent communication and advocacy skills; Experience in organization of PR campaigns is an asset; Proficiency in writing, editing and presentation skills; Creativity and artistic/design skills are a must; Understanding of development issues and human rights , Knowledge of basic gender concepts, gender issues in the country; Strong computer skills (MS Word, Publisher, PowerPoint, Excel, Adobe Acrobat and other Design programs, Good ability in partnering and networking and ability to work in a team; Excellent interpersonal and cross cultural communication skills; Work experience with UN or other international/donor agencies is preferable; Initiative, analytical judgment, ability to work under pressure, results oriented, ability to work in a team, ethics and honesty.

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UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE/SERVICE CONTRACT

I. Position Information

Position Title:	Gender and Capacity Development Specialist
SC range:	SC 7
Project Title/Department:	Inclusive Employment and Social Partnership
Duration of the service:	6 months with possible extension (subject to satisfactory performance)
Work status (full time / part time):	Full-time
Reports To:	Project Manager

II. Background

The main goal of the project is to enhance social partnership in the employment and social protection of vulnerable women and persons with disabilities through a) Improvement of participatory and informed employment policy making, data-collection, analysis and M&E (including through innovative ICT tools); b) Mainstreaming gender considerations into employment policy making; c) Advocacy and communication: Raising awareness of policy makers, civil society institutions on inclusive employment and social partnership; d) Increasing capacity of NGOs and state bodies in joint provision of vocational training, employment and social services; e) Development of recommendations and methodology for sheltered employment (social enterprises) scale up.

Under direct supervision of the Project Manager and overall guidance of UNDP Programme Associate on Gender, the Gender and Capacity Development Specialist will be fully responsible for implementation of the project component on mainstreaming gender considerations into employment policy making and will undertake the following tasks and responsibilities:

III. Functions / Key Outputs Expected

Gender Mainstreaming

- Ensures conducting needs assessment of gender mainstreaming into current employment policy making (Ministry of Labour and Social Protection of Population, and focal points from Ministry of Economy, Chamber of Commerce, Trade Unions Federation);
- Ensures gender mainstreaming in the annual state programme on employment throughout process of consultations, examination of local legislation and international practices;
- Ensures that project component contributes to promotion of non-discrimination and empowerment approach towards women and vulnerable groups by providing full and effective participation and inclusion in all activities of the project component
- Promotion of gender equality by reaching, involving and benefiting both women and men in all project activities (gender mainstreaming);
- Ensures gender mainstreaming in all administrative activities of the project: hiring consultants, organizing study tours, etc.

Gender focused researches & policy papers

- Identifies best strategies for conducting research and preparation policy papers (jointly with the project Analyst Economist and with local/international consultants);
- Supervises work of national/international consultant and to make substantial input in policy papers/researches preparation;
- Coordinates work of designers/editors/translators to make ready for printing gender focused publications.

Trainings

- Conducts training programmes on basics of gender, gender analysis, gender aspects of employment for inclusive policy-making for the ministerial groups, NGO-s and other partners;
- Consults other project specialists on methodological issues of developing other training programs;
- Ensures quality of reading materials and handouts for the project trainings;
- Ensures conducting training programmes on basics of gender, gender analysis, gender aspects of employment for inclusive policy-making for the ministerial groups, NGO-s and other partners;
- Monitors trainings conducting and ensures their relevance and quality;
- Conducts training evaluations;
- Ensures quality of provided training reports and training manuals;
- Assists with preparing administrative forms and logistics support;
- Prepares timely and submits required reports and ensures final documents in proper accuracy and reliability;
- Performs other duties related to the scope of work of Gender and CD Specialist as required.

IV. Recruitment Qualifications

Education:	University degree in social/development sciences
Experience:	<ul style="list-style-type: none">• 4 years of relevant work experience; including experience of designing and conducting gender surveys \or gender expertise and preparation research and \ or policy papers; experience in management and conducting training programmes in the field of gender and social sphere;
Language Requirements:	Proficiency in English and Russian, and knowledge of Uzbek is an asset.
Others:	<ul style="list-style-type: none">• Knowledge in the field of gender studies, including gender and employment, gender and social policy and others;• Understanding of human rights and development issues (including women's rights and rights of people with disabilities);• Knowledge of disabilities issues, advocacy and social work is an asset;• Excellent communication and advocacy skills. Ability to mobilize interest and support with a wide range of audiences;• Ability to use information and communication technology as a tool and resource;• Work experience with UN or other international/donor agencies is preferable;• Initiative, analytical judgment, ability to work under pressure, results oriented, ability to work independently and in a team, ethics and honesty.

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UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE/SERVICE CONTRACT

I. Position Information

Position Title:	Civil Society Specialist (with focus on promotion of Employment & Social Services)
SC range:	SC 7
Project Title/Department:	Inclusive Employment and Social Partnership
Duration of the service:	Initially 6 months with possible extension to 1 year and renewable each year (subject to satisfactory performance)
Work status (full time / part time):	full-time
Reports to:	Project Manager

II. Background

The main goal of the project is to enhance social partnership in the employment and social protection of vulnerable women and persons with disabilities (PWD) through a) Informed employment policy making, data-collection, analysis and M&E (including through innovative ICT tools); b) Raised awareness of policy makers, civil society institutions on inclusive employment and social partnership; c) Increased capacity of NGOs and state bodies in joint provision of vocational training, employment and social services; d) Knowledge documented on sheltered employment (social enterprises), recommendations and methodology for its scale up are developed.

Under the direct supervision of the Project Manager and in close cooperation with the project staff the Civil Society Specialist is fully responsible for implementation of the project component on Increasing capacity of NGOs and state bodies in joint provision of vocational training, employment and social services and will undertake the following tasks and responsibilities:

III. Functions / Key Outputs Expected

Researches in employment and social services

- Studies international and local experience on social services delivery by NGOs;
- Conducts assessments and develops recommendations on employment and social services for vulnerable women and persons with disabilities in Uzbekistan, including NGO based services;
- Determines and shares with the project personnel and partners information on the best practices in employment and social services provision with participation of NGOs;
- Supports Analyst Economist in development of policy briefs and organizing researches in the field of social services provision and employment;
- Studies the activities of the pilot social services, identifies learnt lessons and elaborates recommendations for development NGO based social services, including employment services in the country;

Capacity Development

- Organizes capacity building events for regional advisory boards, NGOs, employers and state employment support centres on improving labour environment for vulnerable women and persons with disabilities;
- Organizes conducting trainings on providing social services, on family business, home-based employment, small businesses for vulnerable people (In consultations with Gender and Capacity Development Specialist);
- Creates and maintains database on NGOs, those provide social services;
- Supports the development of standards for the provision of employment services and elaboration of labour recommendations for persons with disabilities;
- Supports pilot social services by providing consultation, training, and organization of equipments procurement if necessary;
- Conducts regular visits to pilot social services, monitors and evaluates their activities, develops recommendations on improving efficiency of their work;
- Provides assistance to NGOs on development project proposals on service provision for State Foundations to get financial support;
- Organizes feedback sessions with partner NGO on a quarterly basis; conducts regular

surveys to identify satisfaction level of NGOs with project activities

Empowerment & advocacy

- Establishes a network of NGOs of women and persons with disabilities;
- Conducts nation-wide contests on best ideas to improve employment opportunities and social services for communities among state, civil society and private sector institutions;
- Provides necessary information and assistance to project PR Specialist for broader covering project activities in employment and social services sphere, writing success stories;
- Liaises with other UNDP-funded projects to implement possible synergies;
- Maintains close cooperation with relevant UN Agencies and other development partners to ensure effective communication and follow up on matters related to project activities;
- Perform other duties related to the scope of work of the Civil Society Specialist as required.

IV. Recruitment Qualifications

Education:	University degree in one of the following areas: Social sciences, Economics, Development.
Experience:	Proven track of at least 4 years of progressive work experience in development field; experience in the field of disabilities, gender, social support, promotion of human rights and employment (experience with NGOs is an asset)
Language Requirements:	Fluency in English, Uzbek and Russian.
Others:	Excellent understanding of concepts and principles of HRBM, gender equality as well as gender issues in the country; human rights (including women's rights and rights of persons with disabilities) and development issues; Strong analytical, management and communication skills, good ability in partnership, networking and team-work; Excellent interpersonal and cross cultural communication skills; Ability to use information and communication technology as a tool and resource; Initiative, ability to work under pressure, ethics and honesty.

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UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE/SERVICE CONTRACT

I. Position Information

Position Title:	Business/Social Enterprise Development Specialist (SED)
SC range:	SC 7
Project Title/Department:	Inclusive Employment and Social Partnership
Duration of the service:	6 months with possible extension (subject to satisfactory performance)
Work status (full time / part time):	Full-time
Reports To:	Project Manager

II. Background

The main goal of the project is to enhance social partnership in the employment and social protection of vulnerable women and persons with disabilities through a) Improvement of participatory and informed employment policy making, data-collection, analysis and M&E (including through innovative ICT tools); b) Mainstreaming gender considerations into employment policy making; c) Advocacy and communication: Raising awareness of policy makers, civil society institutions on inclusive employment and social partnership; d) Increasing capacity of NGOs and state bodies in joint provision of vocational training, employment and social services; e) Development of recommendations and methodology for sheltered employment (social enterprises) scale up.

Under direct supervision of the Project Manager, the SED specialist will be responsible for implementation of the fifth component of the project which is the Development of recommendations and methodology for sheltered employment (social enterprises) and further scale up. The specialist will undertake the following tasks and responsibilities according to the project's activities:

III. Functions / Key Outputs Expected

Capacity development

- Works together with IT software consultant/company on creation of a database on social enterprises by regions
- Organizes trainings on creation and functioning of social enterprises and development of family business in all pilot regions of the project (in consultation with gender and CD Specialist);
- Establishes connections with NGOs and their Social enterprises in all pilot regions of the project;
- Works together with NGOs and provides technical consultancy and support for pilot SEs and conducts M&E on their work progress and provides with necessary advice and support in issues rising during their business activities and new jobs creation;
- Encourages promotion of human right approach toward persons with disabilities and gender equality when working with NGOs, social enterprises and other partners;
- Provides assistance to NGOs on development project proposals on development of social enterprises for State Foundations to get financial support;

Analysis and research

- Studies and analyses best international and national practices on development social enterprises
- Collects and analyzes and evidence from pilot social enterprises initiatives in Uzbekistan that will include the identification of lessons learned, codification of knowledge, and preparation of policy recommendations leading to National Model (jointly with Analyst Economist and national/international consultants);

- Together with Analyst Economist and national consultants contributes to the Manual on Creation and provision of sustainable and efficient social enterprise.
- Awareness raising and advocacy**
- Coordinates the organization of the Nation-wide competition on “Best Social Enterprise” among existing enterprises for promotion of employment and social protection of vulnerable women and persons with disabilities;
 - Together with the project staff supports conducting National conference to discuss National Model of Social Entrepreneurship;
 - Contributes to improving the existing or creating new legislation in this sphere through elaboration and coordination of the work of national consultants in preparing and submitting to the government evidence based legislative package for establishment and running of National Model of Social Enterprises in Uzbekistan.
 - Cooperates with PR and Outreach specialist in fulfilling awareness raising tasks;
 - Liaises with other UNDP-funded projects to implement possible synergies;
 - 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;
 - Performу other duties related to the scope of the scope of work of Social Enterprise Specialist as required.

IV. Recruitment Qualifications	
Education:	University degree in any of the following areas: Economics, Social and Development Studies, Business Administration
Experience:	Proven track of at least 4 years of progressive working experience in the sphere of business, socio economic development spheres, inclusiveness
Language Requirements:	Proficiency in English, Russian, and Uzbek
Others:	<ul style="list-style-type: none"> • Cultural, gender, religion, race, nationality and age sensitivity and adaptability • Strong analytical, business management skills, client-orientation; • Excellent communication and advocacy skills; • Excellent understanding of concepts and principles in the sphere of disability, knowledge of disability issues in the country; • Understanding of development issues, socio-economic conditions in the country, human rights (including women’s rights), basic gender concepts and gender issues in the country; • Ability to use information and communication technology as a tool and resource; • Initiative, analytical judgment, ability to work under pressure, ethics and honesty; • Strong computer skills (MS Word, Publisher, PowerPoint, Excel, Adobe Acrobat). • Good ability in partnering and networking and ability to work in a team; • Excellent interpersonal and cross cultural communication skills; • Work experience with UN or other international/donor agencies is preferable;

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UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE/SERVICE CONTRACT

I. Position Information

Position Title:	Admin-Finance Specialist
SC range:	SC 7
Project Title/Department:	Inclusive Employment and Social Partnership
Duration of the service:	Initially 6 months with possible extension to 1 year and renewable each year (subject to satisfactory performance)
Work status (full time / part time)	Full-time
Reports to:	Project Manager

II. Background

The main goal of the project is to enhance social partnership in the employment and social protection of vulnerable women and persons with disabilities through a) Improvement of participatory and informed employment policy making, data-collection, analysis and M&E (including through innovative ICT tools); b) Mainstreaming gender considerations into employment policy making; c) Advocacy and communication: Raising awareness of policy makers, civil society institutions on inclusive employment and social partnership; d) Increasing capacity of NGOs and state bodies in joint provision of vocational training, employment and social services; e) Development of recommendations and methodology for sheltered employment (social enterprises) scale up

Under direct supervision of the Project Manager, the Admin-Finance Specialist will undertake the following tasks and responsibilities:

III. Functions / Key Outputs Expected

Summary of Key Functions:

- Administration of budgets
- Procurement operations
- Human resources management
- Administrative support
- Knowledge building and knowledge sharing
- Planning, Monitoring and Reporting

Ensures **administration of budgets** focusing on the following activities:

- Prepares financial analysis and oversees resources managed by the project and provides advice to the management;
- Manages financial resources and monitors the expenditures against the budget and work plan and prepares budget revisions;
- Maintains project expenditures and commitments shadow budget as well as analyzes and presents on the status of financial resources as required;
- Verifies the UNDP expenditure reports;
- Ensures the preparation of all financial and administrative documents related to the project implementation in accordance with the UNDP rules and procedures and ensures their timely submission to the UNDP CO for further processing;
- Prepares vouchers and ensures transactions are correctly recorded and posted in Atlas (ERP) and handles payment requests and follows-up for payment execution;
- Ensures proper control of the supporting documents for payments and financial reports;
- Follows up on contributions from donors within the Project resource mobilization efforts.

Ensures **efficient procurement operations**:

- Defines the cost-effective measures for optimal use of resources of the project ensuring efficient procurement services;
- Liaises and collaborates with the procurement unit on procurement related matters;

- Manages contracts to secure timely contractual arrangements for the project, fulfils commitments;
 - When applicable, arranges the preparation of required documents for CAP review and short term recruitments and ensures their timely submission;
 - Creates requisitions in Atlas, registers goods receipt in Atlas;
 - Supports the organization of workshops and other events as per the project work-plan;
- Ensures **human resources management**:
- Arranges timely recruitment/extension/separation of personnel and short-term consultants (national and international) ensuring compliance with corporate standards;
 - Advises and provides guidance to the project staff, experts and consultants on all respects of allowances, salary advances, travel claims and other financial and administrative matters, and calculates payments due for claims and services;
 - Maintains comprehensive update records of the contractual status of staff and consultants and initiate timely action on decisions concerning post extensions, renewals and separation;
 - Ensures leave monitoring of project staff, check the accuracy and proper completion of monthly leave reports;
- Provides **administrative support**
- Ensures the preparation of administrative and financial documents and their timely submission to UNDP CO for further processing;
 - Coordinates administrative issues with CO responsible administrative focal point;
 - Bears the responsibility for the registry and control of office material assets and equipment;
 - Ensures smooth functioning of the project by timely addressing any administrative issues related to the project premises;
 - Arranges travel of both staff and non-staff travellers and process/maintain records of all travel arrangements;
 - Creates requisitions in Atlas and ensures timely submission of reports and claims on travel;
 - Extends support to travellers in visa, accommodation and other travel arrangements;
 - Monitors work of supervisees: Clerk/translator, driver;
 - Reports and supports investigation of cases of vehicle accidents, damage, loss or theft of items; update and maintenance of vehicle history report;
- Provides support in **Planning, Monitoring and Reporting**
- Contributes in planning, monitoring and reporting of project activities concerning administrative-financial issues and propose adequate measures to ensure timely fulfilment of envisioned tasks;
 - Full compliance with UN/UNDP rules and regulations of financial processes, financial records and reports and audit follow up; implementation of the effective internal control framework;
 - Reports on proper utilization of funds and delivery, availability of funds ensuring the accuracy and reliability information;
 - Ensures that all actions on project activities are performed according to UNDP rules and procedures;
 - Contributes to the mainstreaming of gender issues into project planning, monitoring and reporting;
- Ensures **knowledge building and knowledge sharing** in the project focusing on achievement of the following results:
- Synthesis of lessons learnt and best practices in Admin-Finance;
 - Participates in trainings and learning events for the projects;
 - Shares knowledge and experience on administrative-finance issues with project staff and partners.

IV. Recruitment Qualifications

Education:	Bachelor's degree in social sciences or business/economics is an asset;
Experience:	4 years of relevant work experience; experience in development project administration is an asset);
Language Requirements:	Fluency in English and Russian, knowledge of Uzbek is an asset

Others:	<ul style="list-style-type: none">• Cultural, gender, religion, race, nationality and age sensitivity and adaptability• Ability to use information and communication technology as a tool and resource;• Proficiency in Microsoft Office suite applications, particularly in Word, Excel, Power Point• 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;• Initiative, ability to work under pressure, ethics and honesty
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UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE/SERVICE CONTRACT

I. Job Information

Job title:	Clerk/translator
SC range:	SC-4
Project Title/Department:	Inclusive Employment and Social Partnership
Duration of the service:	6 month with possible extension subject to satisfactory performance)
Work status (full time / part time):	Full-time
Reports To:	Project Manager

II. BACKGROUND INFORMATION

The main goal of the project is to enhance social partnership in the employment and social protection of vulnerable women and persons with disabilities through a) Improvement of participatory and informed employment policy making, data-collection, analysis and M&E (including through innovative ICT tools); b) Mainstreaming gender considerations into employment policy making; c) Advocacy and communication: Raising awareness of policy makers, civil society institutions on inclusive employment and social partnership; d) Increasing capacity of NGOs and state bodies in joint provision of vocational training, employment and social services; e) Development of recommendations and methodology for sheltered employment (social enterprises) scale up

Under direct supervision of the Project Manager, the Clerk/translator will undertake the following tasks and responsibilities:

III. FUNCTIONS / KEY OUTPUTS EXPECTED

- Processes routine paperwork;
- Prepares routine correspondence, faxes, memoranda and reports in accordance with planned meetings;
- Maintains and keeps updated the project files and records, including personnel records, and, where possible, ensures that all data is disaggregated by sex
- Provides photocopies of material from the registry files, as requested by staff;
- Assists in the collection of reference and background material from registry files;
- Establishes and maintains records system of file movements within the office;
- Maintains the office circulation and reading files and ensure their safekeeping;
- Prepares routine correspondence, faxes, memoranda and reports;
- Extracts, inputs, copies and files data from various sources;
- Ensures leave monitoring of project staff, prepare Monthly Leave Reports;
- Compiles information for the meetings and project events;
- Prepares respective reports;
- Performs other duties as required and may be assigned by the Project Manager

IV. Qualification Requirements

Education:	Secondary education
Experience:	At least 2 years of relevant work experience
Language Requirements:	Proficiency in Uzbek and Russian, good knowledge of English
Others:	Excellent interpersonal and cross cultural communication skills; Initiative, ability to work under pressure, ethics and honesty; Ability to use information and communication technology as a tool and resource.

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**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE/SERVICE CONTRACT**

I. Position Information

Job title:	Driver
SC Grade:	SC-2
Project Title/Department:	Inclusive Employment and Social Partnership
Duration of the service:	6 months with possible extension (subject to satisfactory performance)
Work status (full time / part time):	Full-time
Reports To:	Project Manager

II. Background

The main goal of the project is to enhance social partnership in the employment and social protection of vulnerable women and persons with disabilities through a) Improvement of participatory and informed employment policy making, data-collection, analysis and M&E (including through innovative ICT tools); b) Mainstreaming gender considerations into employment policy making; c) Advocacy and communication: Raising awareness of policy makers, civil society institutions on inclusive employment and social partnership; d) Increasing capacity of NGOs and state bodies in joint provision of vocational training, employment and social services; e) Development of recommendations and methodology for sheltered employment (social enterprises) scale up

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

III. Functions / Key Outputs Expected

The driver should assist in implementing of project activities by providing transportation and logistics services, in particular:

- 1) Drive assigned vehicle for the transportation of authorized personnel/project staff within Tashkent, Samarkand, Djizzakh, Bukhara and Kashkadarya regions, if required;
- 2) Perform support services to the project activities, like delivery of mail, documents and other items;
- 3) Be responsible for logistics of project's guests, hotel reservation, registration of foreigners while arrival to the region;
- 4) Be responsible for the day-to-day maintenance of the vehicle, keeping the vehicle in safe, clean working condition and ensure road-worthiness; ensure that all necessary action is taken in timely manner in case of involvement in accidents in accordance with UNDP rules and regulations and full respect of local laws;
- 5) Maintain the vehicle logbooks for vehicle in accordance with established administrative procedures of UNDP;
- 6) Perform minor repairs and arrangements for other repairs;
- 7) Report accidents and violations as per UNDP rules and regulations, ensure that the steps required by rules and regulations are taken;
- 8) Drive safely and responsibly at all times;
- 9) Perform any other related duties as may be assigned to him/her by the Project Manager.

IV. Qualification Requirements

Education:	Secondary education. Valid Professional Driver's license (B)
Experience:	At least 4 years of relevant work experience; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair.
Language Requirements:	Proficiency in Uzbek and Russian, basic knowledge of English