

**The Government of the Republic of Azerbaijan
The Ministry of Justice**

The United Nations Development Programme

**TECHNICAL ASSISTANCE PROJECT ON
“ESTABLISHMENT OF THE STATE REGISTER OF INVALID
DOCUMENTS”**

Component 1

Country: Azerbaijan

Project Title: Technical assistance project on "Establishment of the State Register of Invalid Documents"

**UNDAF Outcome 3:
UN Development
Assistance Framework** The Republic of Azerbaijan strengthens the system of governance with the involvement of civil society and in compliance with its international commitments, with particular emphasis on vulnerable groups.

**Expected CP Outcome
3.2:** Efficiency, accountability and transparency within public administration is enhanced through capacity development of state entities

Executing Agency: Ministry of Justice of the Republic of Azerbaijan

BRIEF DESCRIPTION

The main objective of the project is, to establish a single information database of invalid documents originally handed by the relevant agencies of the Republic of Azerbaijan to its citizens, as well as to foreigners and persons without citizenship; to enable quick identification of the validity status of individuals' documents in automated regime during provision of e-services to the public; and to prevent the illegal use of legally invalid documents. This objective will be implemented in compliance with leading international experience and using modern information and communication technologies.

Programme Period: 2011 - 2015
 Programme Component: ICT for Development
 Project Title: "Establishment of the State Register of Invalid Documents"
 Project Code: 00071087
 Project Duration: 18 months
 Management Arrangement: NEX

Total budget:	2,250,000 USD
- Government	2,000,000 USD
- UNDP	250,000 USD
- Others (including in-kind contributions)	0
Unfunded budget	0

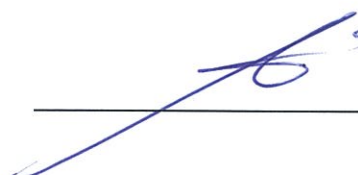
Agreed by
The Government of Azerbaijan

Fikrat Mammadov
Minister of Justice



Agreed by
UNDP

Antonius Broek
Resident Representative



PART I. SITUATION ANALYSIS

A number of versatile policies are being carried out in the areas of state building, creation of strong economy, democratization of the society, increasing living standards of population and ensuring human development in the Republic of Azerbaijan.

Economic growth in the modern age is directly associated with the development of information and communication technologies (ICT), increasing the level of relevant education, strengthening of the democratic governance, and improving the efficiency of public institutions. At present, level of application of ICT is deemed to be one of the main indicators of intellectual and scientific potential, transparency in the public administration and development of democracy, solution of socio-political problems, and reduction of poverty in every country. It should be noted that in future the competitiveness of various nations will heavily depend on the effective use of ICT by these countries.

Well planned and well executed information and communication technologies can yield significant and positive effects in the field of governance. ICT based systems and processes demonstrate the increased quality and quantity of services available to the public and greater effectiveness and transparency of public services.

Multifaceted activities are being carried out in this field in the Republic of Azerbaijan, and the area of ICT is included into the list of development priorities of the country. The country leadership places special emphasis on organizing modern and flexible administration, increasing the transparency in performance of public agencies, and provision of e-services to the public to prevent cases of corruption. The rapid growth in country increases the role of ICT in public administration and necessitates the implementation of new projects on state level.

Also, the normative-legislative base on ICT development in the country greatly enables the government agencies to provide e-services to the public on par with modern standards. Per the Decrees of the President of the Republic of Azerbaijan dated 23 May 2011 and 13 July 2012, all central executive authorities have been instructed to provide electronic services on specific areas, and the State Agency on Citizens' Service and Social Innovations was established to facilitate the appropriate works and to strengthen the management system in this area.

One of the main projects implemented in this sector is the establishment of the state register of population of the Republic of Azerbaijan, which is the core of electronic society in country. Since the shortcomings in various fields of state policy, first of all, in social protection of the population and in implementation of important public events such as the elections, as well as the difficulty in protection of human rights and other related issues emerging while ensuring the rights of citizens is mainly related to the lack or inaccuracy of population information identified in the legislation, the President of the Republic of Azerbaijan signed a Decree on "Establishment of the State Register of Population of the Republic of Azerbaijan" on 21 February 2004 to facilitate collection of relevant information on the population as provided by the law. In order to facilitate the Presidential directives in this sphere, there were developed and approved the Law on the State Register of Population of the Republic of

Azerbaijan, Regulations "On Conducting State Register of Population of the Republic of Azerbaijan" and "On Conducting State Register of Invalid Documents", "Rules of Issuing Individual Identification Number", as well as several normative-legal acts related to this subject.

Moreover, the special role of the state register of population was noted and the appropriate activities for its establishment were outlined in the "State Program of 2007-2012 for establishment of a biometric identification system of the Republic of Azerbaijan" and the "State Program on development of communication and information technology in Azerbaijan for 2010-2012 (Electronic Azerbaijan)", approved by the Executive Orders of the President of the Republic of Azerbaijan dated 13 February 2007 and 11 August 2010 respectively. At the same time, the significance of the establishment of the State Register of Population of the Republic of Azerbaijan in collaboration with the United Nations was particularly emphasized in the "State Program on the Development of Justice in Azerbaijan in 2009-2013", approved by the Decree of the President of the Republic of Azerbaijan dated 6 February 2009.

Considering the vital importance of formation of a single database on population for Azerbaijan, the Government had decided to take this activity forward in partnership with the UNDP, given the long-standing track record and experience of the latter in the area of ICT for development, and thus the joint project on "Establishment and Development of the State Register of Population of the Republic of Azerbaijan" was inaugurated.

Within the framework of the three phases of the "Establishment and Development of the State Register of Population of the Republic of Azerbaijan" project, encompassing the years 2006-2012, many important milestones had been achieved for the creation of the state register of population, as the result of which a single information database had been established, incorporating key information on the population. As the result of completed works in the framework of joint collaboration, an important database has been established, on par with international standards, to provide exceptional e-services to the public.

Considering the above mentioned, it has been decided to establish the State Register of Invalid Documents, which is the subsystem of the State Register of Population created in accordance with Presidential Decree, in the framework of joint project with the United Nations as well.

Joint performance of the Ministry of Justice of the Republic of Azerbaijan and the United Nations Development Programme towards the establishment of the State Register of Invalid Documents will enable the relevant activities to be conducted in the framework of the institutional structure developed since 2006 through mutual collaboration and thus enhance the pace of their accomplishment. Conducting the activities for the establishment of this information resource, which is the subsystem of the state register of population, in similar implementation format, will ensure the continuity of the work of implementing organizations that were selected through international tender procedures, prevent any protracted suspension that may arise due to the necessity of re-examining the existing systems, and enable to tap into the capacity of competent cadres who have already gained

much experience in this direction. In addition, in order to ensure the establishment of the register in accordance with advanced international standards and norms, it will be possible to involve foreign experts with thorough experience and high qualifications through the United Nations office in the shortest time period and with the best offer.

“The State Register of Invalid Documents”, approved by the Decree of the President of the Republic of Azerbaijan, No. 543, dated 12 March 2007, is the state information resource reflecting the information on invalid documents, and templates of such documents, that were originally handed to the citizens of Azerbaijan, as well as to the foreigners and individuals without citizenship. The purpose of the establishment of this information resource is to prevent the illegal usage of invalid documents through undertaking the unified, electronic registration of the reasons for such documents losing their legal meaning.

During the past period, initial works have already been conducted towards the establishment of the State Register of Invalid Documents, including the preparation of technical paperwork for creating the information system and procurement of certain equipment.

If we consider the yearly increasing attention to application of information technologies and the importance of quickly determining the validity status of individuals' documents in automated regime during the provision of e-services to the public by the state agencies, special significance of this state information resources becomes especially evident. Therefore, the project will contribute to the improvement of the services provided by state agencies for the public and will foster the transition to e-services.

PART II. STRATEGY

The main objective of the project is, in compliance with leading international experience and using modern ICT, to establish a single information database of invalid documents previously given by the relevant agencies of the Republic of Azerbaijan to its citizens, as well as to foreigners and persons without citizenship; to enable quick identification of the validity status of individuals' documents in automated regime during provision of e-services to the public; and to prevent the illegal use of legally invalid documents.

The following components need to be implemented to achieve the objective:

- Developing the necessary software application to enable the functioning of the "State Register of Invalid Documents" automated registration information system;
- Procurement and installation of the necessary additional spare parts and licenses to modernize the equipment enabling the operation of the "State Register of Invalid Documents" automated registration information system;
- Establishment of the internal and inter-agency communication infrastructure of the "State Register of Invalid Documents" automated registration information system, ensuring its operation in real-time with secure elements on internet network;
- Arranging the joint integration of the "State Register of Invalid Documents" automated registration information system with its primary information sources, the "State Register of Population" and "Entry-exit and registration" automated systems;
- Arranging the automated data exchange between the "State Register of Invalid Documents" automated registration information system and its sources of information, other state information systems;
- Establishment of the temporary database of the documents that are currently in use (not renewed or surrendered) on existing electronic data resources but without legal force due to legislative requirements;
- Arranging the inquiry-based information service on invalid documents through phone hotline and short messaging;
- Procurement and installation of the equipment and licenses enabling the functioning of the back-up copy of the "State Register of Invalid Documents" automated registration information system on an alternate location;
- Developing the necessary software application to enable the operation of the back-up copy of the "State Register of Invalid Documents" automated registration information system on an alternate location;

- Ensuring continuous, sustainable connection between the “State Register of Invalid Documents” automated registration information system and its back-up copy on an alternate location through optic communication channels.

PROJECT RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome as stated in the Country/ Regional/ Global Programme Results and Resource Framework: UNDAF Outcome 3. The Republic of Azerbaijan strengthens the system of governance with the involvement of civil society and in compliance with its international commitments, with particular emphasis on vulnerable groups.</p> <p>Relevant Strategic Assistance Area: 3.2. increasing efficiency, accountability and transparency of public agencies</p> <p>Partnership Strategy: Ministry of Communication and IT, Ministry of Internal Affairs, State Migration Service, and other Government structures.</p> <p>Project Title and ID: Project on "Establishment of the State Register of Invalid Documents"</p>			
Intended Outcomes	Output Targets	Indicative Activities	Responsible Parties
<p>Single information database of invalid documents previously given by the relevant agencies of the Republic of Azerbaijan to its citizens, as well as to foreigners and persons without citizenship, is established, quick identification of the validity status of individuals' documents in automated regime is ensured during provision of e-services to the public, and the illegal use of legally invalid documents is reduced as much as possible.</p> <p>Baseline as of 2012:</p> <p>1. Set of equipment procured in 2008 for the "State Register of invalid documents" automated registration information</p>	<p>Output Target 1. 2013: Software and technical package is developed to enable the operation of "State Register of Invalid Documents" automated registration information system</p>	<p>Activity 1.1. Conducting the technical assessment of server equipment procured in 2008 for establishment of the state register of invalid documents, and preparing proposals for upgrading it in accordance with modern requirements</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Selection of an consultant through international tender to conduct the assessment; - Contracting with the consultant to conduct the assessment; - Preparation of proposals. <p>Activity 1.2. Purchasing and installing the necessary hardware and licenses required for modernizing the server equipment procured in 2008 for establishment of the state register of invalid documents</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Preparing the tender documentation for selection of vendor to undertake the necessary works, and administering the tender process; - Contracting with the company to carry out the necessary works; 	<p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p> <p style="text-align: right;">737 500 (in USD)</p>

<p>system has become outdated, applications and communications infrastructure to ensure the system operation is non-existent.</p> <p>Activity Indicators:</p> <p>1.1. Software and equipment package enabling the operation of "State Register of Invalid Documents" automated registration information system is functional by the end of project (yes/no)</p>	<p>Output Target 2. 2013: Establishment of communication infrastructure of "State Register of Invalid Documents" automated registration information system, setting up the joint integration with relevant state information systems</p>	<ul style="list-style-type: none"> - Installation and testing of the equipment and licenses. <p>Activity 1.3. Developing a necessary software enabling the operation of the "State Register of Invalid Documents" automated registration information system</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Preparing the tender documentation for selection of vendor to develop the software, and administering the tender process; - Contracting with the company for software development; - Developing, installing, fine-tuning and testing of the software application; - Technical maintenance of the system for 6 months, eliminating the discovered deficiencies. <p>Activity 2.1. Establishing the communication infrastructure of the "State Register of Invalid Documents" automated registration information system, and ensuring its operation in real-time with secure internet networks.</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Preparing the tender documentation for selection of vendor to setup communication infrastructure of the system, and administering the tender process; - Contracting with the company to setup the system communication infrastructure; - Installation, fine-tuning and testing of the system communication infrastructure; - Enabling appropriate internet connection in the framework of "AzStateNet" State Internet Network; - Acquiring electronic address with "gov.az" suffix in the framework of secure "AzStateNet" State Internet Network, in order to activate the system on internet; 	<p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p>	<p>313 400</p>
<p>2.1. Communication infrastructure of "State Register of Invalid Documents" automated registration information system is established (yes/no)</p> <p>2.2. Number of state information systems jointly integrated with information resources</p> <p>3.1. Temporary register database of invalid documents is established (yes/no)</p>				

<p>4.1. Number of individuals using the information service on invalid documents through phone and short messaging (on average in 1 month)</p> <p>5. Back-up copy of "State Register of Invalid Documents" automated registration information system is established in an alternate location (yes/no)</p>	<ul style="list-style-type: none"> - System activation on internet and its testing. <p>Activity 2.2. Arranging the joint integration of the "State Register of Invalid Documents" automated registration information system with its primary information sources, the "State Register of Population" and "Entry-exit and registration" automated systems</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Installation, fine-tuning and testing of high-speed connection through the optic communication channels between appropriate information systems; - Preparing the tender documentation for selection of vendor to implement works for developing necessary software application which will enable coordinated operation of appropriate information systems and automated joint data sharing, and administering the tender process; - Contracting with the company that will develop the required software application to enable coordinated operation of systems and automated joint data transferrring; - Developing, integrating and testing the necessary software application enabling the coordinated operation of systems and automated joint data transfer; - Technical maintenance of the system for 6 months, eliminating the discovered deficiencies. <p>Activity 2.3. Ensuring the coordinated operation of the "State Register of Invalid Documents" automated registration information system with its information providers, appropriate state agencies.</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Arranging high-speed internet connection of computer work-stations of appropriate agencies to the system
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	<p>through secure "AzStateNet" State Internet Network;</p> <ul style="list-style-type: none"> - Installing the appropriate module of key software application for data transfer and conducting trainings for the professional users. 		
<p>Output Target 3. 2013: Establishing the temporary register database of invalid documents;</p>	<p>Identifying the documents that are currently in use (not renewed or surrendered) on existing electronic data resources but without legal force due to legislative requirements, and uploading the relevant information on database of the State Register of Invalid Documents.</p> <p><i>Description of tasks</i></p> <ul style="list-style-type: none"> - Obtaining and analyzing structure of electronic information resources existing in appropriate agencies, and electronic registration of necessary information; - Structuring and triangulating the obtained electronic information, and uploading on the database of State Register of Invalid Documents. 	<p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p>	48 000
<p>Output Target 4. 2013: Organizing a public service to inform about invalid documents through phone and short messaging;</p>	<p>Organizing an automated hotline with short phone number for obtaining information from State Register of Invalid Documents</p> <p><i>Description of tasks</i></p> <ul style="list-style-type: none"> - Preparing tender documentation for selection of vendor to implement the necessary works, and administering the tender process; - Contracting with the company to implement the necessary works; - Procuring, installing and testing the necessary equipment; - Developing, system integration and testing of software application; - Obtaining a short phone number. <p>Activity 4.2. Organizing short message service for obtaining information from the State Register of Invalid</p>	<p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p>	82 300

	<p>Documents</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Preparing tender documentation for selection of vendor to implement the necessary works, and administering the tender process; - Contracting with the company to implement the necessary works; - Procuring, installing and testing the necessary equipment; - Developing, system integration and testing of software application; - Obtaining short number from mobile phone operators. 	
<p>873 500</p> <p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p>	<p>Activity 5.1. Procuring the licensed operation systems of back-up copy of the "State Register of Invalid Documents" automated registration information system on an alternate location, and purchasing necessary software environment to enable the operation of databases</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Preparing the tender documentation for selection of vendor to implement the necessary works, and administering the tender process; - Contracting with the selected company to implement the necessary works; - Procuring the necessary software environment and installing on necessary equipment. <p>Activity 5.2. Developing the essential software application to enable the functioning of the back-up copy of "State Register of Invalid Documents" automated registration information system on an alternate location</p> <p><u>Description of tasks</u></p>	<p>Output Target 5.</p> <p>2013: Establishing a backup copy of "State Register of Invalid Documents" automated registration information system in an alternate location, ensuring its synchronization with the central server, and ensuring its automated execution of all of central server's functions in case of emergencies;</p>

	<ul style="list-style-type: none"> - Preparing the tender documentation for selection of vendor to implement the necessary works, and administering the tender process; - Contracting with the selected company to implement the necessary works; - Developing, system integration and testing of software application; - Technical maintenance of the system for 6 months, eliminating the discovered deficiencies. 	
	<p>Activity 5.3. Procuring, installing and testing necessary equipment to enable the functioning of licensed operation systems, databases, software applications and network infrastructure of the back-up copy of "State Register of Invalid Documents" automated registration information system on an alternate location</p>	
	<p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Preparing the tender documentation for selection of vendor to implement the necessary works, and administering the tender process; - Contracting with the selected company to implement the necessary works; - Procuring, installing, integrating to the main system, and testing of the equipment. 	
	<p>Activity 5.4. Ensuring continuous, sustainable connection between the "State Register of Invalid Documents" automated registration information system and its back-up copy on an alternate location through optic communication channels</p>	
	<p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Preparing the tender documentation for selection of vendor to implement the necessary works, and administering the tender process; 	

	<ul style="list-style-type: none"> - Contracting with the selected company to implement the necessary works; - Establishing the continuous, sustainable connection through the optic communication channels and its testing on a trial regime. 		
<p>Output Target 6. 2012: General management project</p>	<p>Activity 6.1. Ongoing project management, monitoring and reporting complies with RMG</p>		195 300
<p>2013: General management project</p>	<p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Daily management of project activities 		Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme
<p>2014: General management and reporting project</p>	<ul style="list-style-type: none"> - Preparation of project reports; - Preparation of annual work plans and budget revisions; - Preparation of RMG logs; - Preparation and maintenance of inventory; - Independent project evaluation by an international expert. 		

ANNUAL WORK PLAN

United Nations Development Programme
Ministry of Justice of the Republic of Azerbaijan
Year: 2012-2014

Project Title: Technical assistance project on "Establishment of the State Register of Invalid Documents"

Project ID	Expected Output	Key Activities	2012				2013				2014				Amount in USD 2012-2014							
			IV	I	II	III	IV	I	II	III	IV	I	II	III		IV						
	Single database of invalid documents previously given by the relevant agencies of the Republic of Azerbaijan to its citizens, as well as to foreigners and persons without citizenship, is established, quick identification of the validity status of individuals' documents in automated regime is ensured during provision of e-services to the public, and the illegal use of legally invalid documents is reduced as much	Activity 1.1.		X											UNDP	04000	00012	71300 Local Consultants	Budget Description	5 000		
				X												UNDP	04000	00012	74200 Audio Visual and Printing Production Costs		1 000	
																	UNDP	04000	00012	74500 Miscellaneous Expenses		500
																TOTAL:						6 500
				Activity 1.2.												GOV	30071	01060	72100 Contractual Services-Companies		20 000	
																GOV	30071	01060	72800 ICT Equipment		91 800	
							X									UNDP	04000	00012	72800 ICT Equipment		7 200	
																UNDP	04000	00012	74500 Miscellaneous Expenses		3 000	
																TOTAL:						122 000
				Activity 1.3.												GOV	30071	01060	72100 Contractual Services-Companies		580 000	
							X					X				UNDP	04000	00012	71300 Local Consultants		19 000	
							X					X				UNDP	04000	00012	74500 Miscellaneous Expenses		10 000	
																TOTAL:						609 000
		Activity 2.1.												GOV	30071	01060	72100 Contractual Services-Companies		45 000			
														GOV	30071	01060	72400 Communication & Audio Visual Equipment		17 900			
					X									GOV	30071	01060	72800 ICT Equipment		35 000			
														UNDP	04000	00012	74500 Miscellaneous Expenses		2 500			
														TOTAL:						100 400		
		Activity 2.2.												GOV	30071	01060	72100 Contractual Services-Companies		75 000			
											X			UNDP	04000	00012	72100 Contractual Services-Companies		15 000			
														GOV	30071	01060	72800 ICT Equipment		12 000			

Project on "Establishing the State Registry of Invalid Documents"

as possible.										UNDP	04000	00012	72400 Communication & Audio Visual Equipment	8 000
										UNDP	04000	00012	74500 Miscellaneous Expenses	2 000
										TOTAL:				112 000
	Activity 2.3.									GOV	30071	01060	72100 Contractual Services-Companies	90 000
										GOV	30071	01060	72800 ICT Equipment	10 000
										UNDP	04000	00012	74500 Miscellaneous Expenses	1 000
										TOTAL:				101 000
	Activity 3.1.									UNDP	04000	00012	71300 Local Consultants	45 000
										UNDP	04000	00012	74200 Audio Visual and Printing Production Costs	2 000
										UNDP	04000	00012	74500 Miscellaneous Expenses	1 000
									TOTAL:				48 000	
Activity 4.1.									GOV	30071	01060	72100 Contractual Services-Companies	32 000	
									GOV	30071	01060	72800 ICT Equipment	6 000	
									UNDP	04000	00012	72400 Communication & Audio Visual Equipment	6 300	
									UNDP	04000	00012	74500 Miscellaneous Expenses	1 000	
									TOTAL:				45 300	
Activity 4.2.									GOV	30071	01060	72100 Contractual Services-Companies	30 000	
									GOV	30071	01060	72800 ICT Equipment	6 000	
									UNDP	04000	00012	74500 Miscellaneous Expenses	1 000	
									TOTAL:				37 000	
Activity 5.1.									GOV	30071	01060	72800 ICT Equipment	176 000	
									UNDP	04000	00012	71300 Local Consultants	2 000	
									UNDP	04000	00012	74500 Miscellaneous Expenses	2 000	
									TOTAL:				180 000	
Activity 5.2.									GOV	30071	01060	72100 Contractual Services-Companies	180 000	
									UNDP	04000	00012	71300 Local Consultants	3 000	
									UNDP	04000	00012	74500 Miscellaneous Expenses	2 000	
									TOTAL:				185 000	
Activity 5.3.									GOV	30071	01060	72100 Contractual Services-Companies	98 000	
									GOV	30071	01060	72800 ICT Equipment	385 000	

	UNDP	04000	00012	71300 Local Consultants														8 000
	UNDP	04000	00012	74500 Miscellaneous Expenses														2 000
	TOTAL:																	493 000
Activity 5.4.	GOV	30071	01060	72100 Contractual Services-Companies														10 000
	GOV	30071	01060	72400 Communication & Audio Visual Equipment			X	X										5 000
	UNDP	04000	00012	74500 Miscellaneous Expenses														500
	TOTAL:																	15 500
Activity 6.1.	GOV	30071	01060	75100 General management services														95 300
	UNDP	04000	00012	71400 Contractual Services-Individuals														85 000
	UNDP	04000	00012	72400 Communication & Audio Visual Equipment			X	X	X	X	X	X	X	X	X	X	X	5 000
	UNDP	04000	00012	72500 Supplies														4 000
	UNDP	04000	00012	74100 Professional Services														5 000
	UNDP	04000	00012	74500 Miscellaneous Expenses														1 000
	TOTAL:																	195 300
GOVERNMENT'S SHARE (in USD)																		
2,000,000																		
UNDP'S SHARE (in USD)																		
250,000																		
TOTAL BUDGET (in USD)																		
2,250,000																		

PART III. MANAGEMENT ARRANGEMENTS

A. National Execution (NEX). The project will be nationally executed, implemented by the Ministry of Justice who will act both as the Implementing Partner and the Beneficiary of the project (see Figure A: Project Governance Arrangements below). Implementation support will be provided by the UNDP Country Office. In its capacity as Implementing Partner, the Ministry of Justice will be responsible for overall project management. Besides, the Ministry of Justice will be responsible for the facilitation of all project activities such as international consultant missions, trainings for respective staff, ensuring appropriate access to project sites, relevant data, records, agencies and authorities. UNDP will provide support and services including procurement and contracting in accordance with the relevant UNDP Rules and Procedures for procurement and human resources management and RBM guidelines.

B. Project Governance Arrangements. The project will have a governance structure, aligned with UNDP's new rules for Results Based Management (see Figure A: Project Governance Arrangements below).

I. Project Executive Group. The Project Executive Group will be the executive decision making body for the project, providing guidance to the Project Manager, and approving project revisions. It will be responsible for reviewing and updating the project risk log, issue log, lessons learnt log and the project monitoring and communication plan. The Project Executive Group will consist of two members:

- The Executive (Implementing Partner) will coordinate the Project Executive Group;
- The Senior Supplier. This position will be held by the UNDP DRR, or a designated UNDP Development Advisor.

II. Project Management. The Project Manager will conduct the day-to-day project activities, financial and administrative reporting, will be responsible for project implementation and will be guided by Annual and Quarterly Work Plans and follow the RBM standards. The Project Manager will prepare Quarterly Work plans in advance of each successive quarter and submit them to the Project Executive Group for approval.

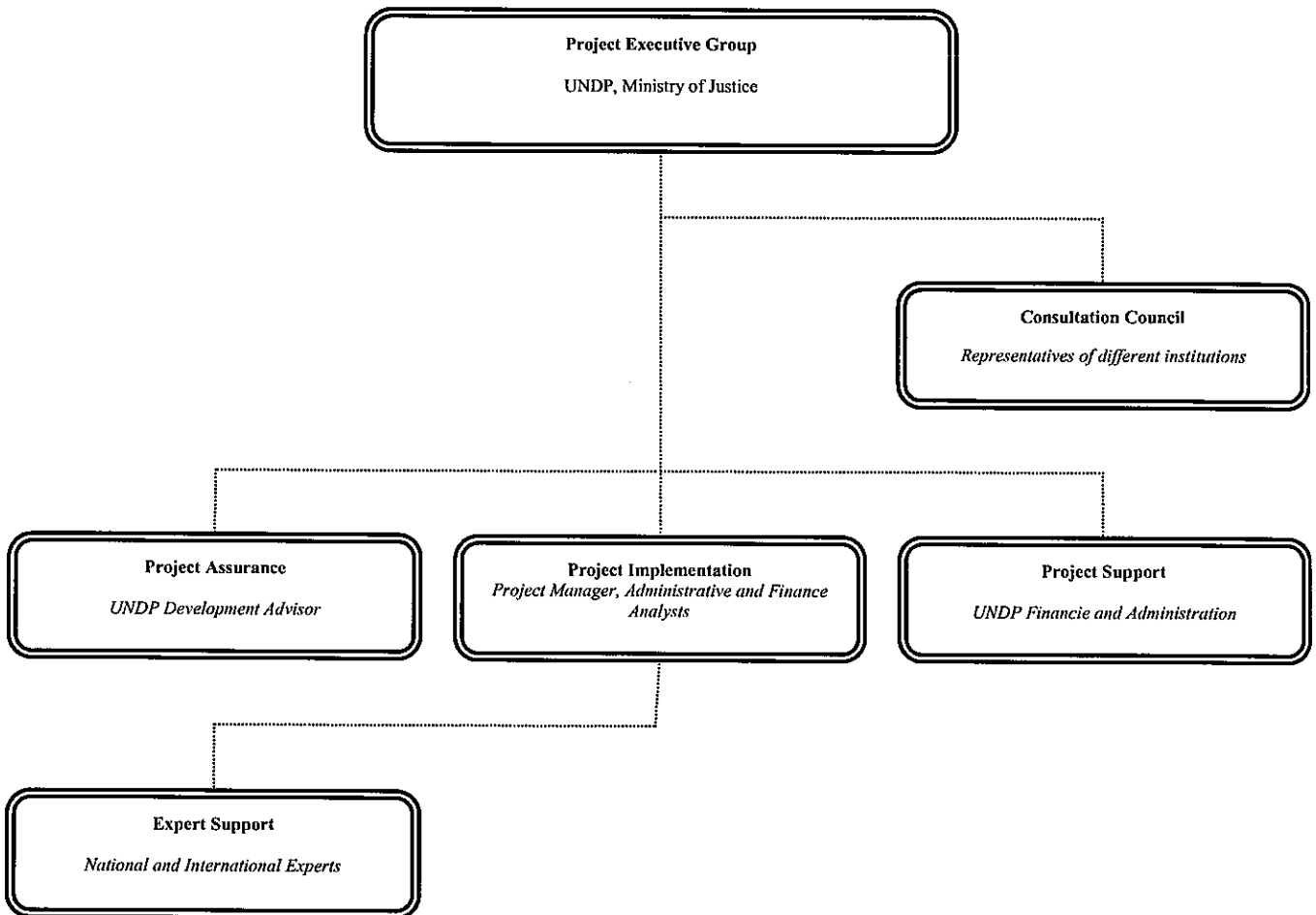
III. Project Assurance. UNDP will designate a Development Advisor to provide independent project oversight and monitoring functions, to ensure that project activities are managed and milestones accomplished. The UNDP Development Advisor will be responsible for reviewing Risk, Issues and Lessons Learned logs, and ensuring compliance with the Monitoring and Communications Plan.

IV. Project Support. UNDP will provide financial and administrative support to the project including procurement, contracting, travel and payments.

V. Expert support. Most of the project activities will be conducted by national experts; however, international experts too can be recruited where necessary. The experts will act as independent experts and provide a third party assessment of the projects activities and accomplishment of project goals and outputs. In addition, he/she will assist UNDP and the Government in identifying strengths and weaknesses, as well as the factors that may facilitate or undermine the targets of the project.

VI. Project Steering Committee. Project coordination, supervision of progression, and providing proposals to ensure transparency, as well as, verifying project milestone and validating the completion of Quarterly Work Plans, together with the UNDP designated Development Advisor, is entrusted to the Project Steering Committee. The Project Steering Committee that was formed during the “Establishment and Development of the State Register of Population of the Republic of Azerbaijan” project in order to ensure effective implementation of planned activities and it will continue its function in the framework of “Establishing the State Registry of Invalid Documents” project.

Figure A. Project Governance Arrangements.



C. Inputs to the project. To ensure successful implementation of the project the Government of Azerbaijan Republic and UNDP will make the following contributions to the project:

Government inputs:

- Financial resources in amount of **USD 2,000,000** from the Government of Azerbaijan Republic to support implementation of the project;
- Office premises for the project staff and facilitating access to any information necessary for the consultants to complete their missions. If special premises or equipment will be required for conducting the training activities under the project, the Government shall provide the necessary arrangements, or the project reserves a right to rent respective premises;
- Overall support in preparation of the training courses, including selecting, in consultation with UNDP, the persons to participate in training activities. These persons must have the experience in active application of ICT practices, both in their current and future professional positions;
- Assistance in identifying the appropriate national experts. Such experts should have a clear understanding of the Government's policies related to the ICT sector.

UNDP inputs:

- Financial resources in amount of **USD 250,000** from UNDP to support the project implementation;
- Support services in selecting international/local training consultants and staff to be recruited under the project;
- Support services in procurement;
- Briefing for selected international and local consultants;
- Participation in the organization of training activities, selection of equipment suppliers and organization of training courses;
- In close collaboration with the senior management of the Project, the quality control over the project outputs.

D. Audit Arrangements. The project will be subject to an independent audit as required by the UNDP/NEX Guidelines.

E. Risks. The holistic intent of the project (to accelerate and broaden implementation of ICT application in Azerbaijan) is dependent on the cooperation of parties which are involved in this project, but not signatories to the present document, and whose cooperation cannot be guaranteed. The continued attention and responsiveness of higher government executive authorities may be required to ensure that parties not involved in the area of influence of this document, but falling within the survey of competent government authorities, and beneficiary to this project respond to request made by the project in a timely manner.

N	Description of Risk	Category	Impact & Probability	Management Response	Owner	Author	Date Identified	Last Update	Status
1	Delay of the transfer of funds	Financial	I = 4 P = 4	Frequent consultations and meetings with the respective persons to avoid the risk	Gov. of Azerbaijan	Project Management	N/A	N/A	N/A

PART IV. MONITORING AND EVALUATION

Project monitoring will be performed through three primary mechanisms:

- 1. *Project Work Plan and Project Progress Reports.*** Achievement of project outputs will be tracked through adherence to the output, activity and financial indicators embedded in the Quarterly and Annual Work Plan. Project Progress Reports will be prepared to capture the progress or lack thereof, or any deviation from the original project plan
- 2. *Project Assurance through the validation of activities and outputs.*** A designated UNDP Development Advisor will independently verify project milestone and validate the completion of Quarterly Work Plans and review requested changes to the Annual Work Plan. Changes to the project Annual Work Plan will be reviewed and approved by the Project Executive Group. As a result of monitoring a final report will be prepared and presented for discussion.
- 3. *Monitoring and Communications Plan.*** The project will establish, maintain and update a Monitoring and Communication Plan as well as Risk, Issues and Lessons Learned logs (as required under UNDP RBM). These logs will be established concurrently with the preparation of the first Quarterly Work Plan at the inception of the project. They will be maintained by the Project Manager, and reviewed by as part of Project Assurance. The Project Executive Group will consider recommendations arising from the quality assurance reviews and introduce such changes to the project as are deemed necessary for effectiveness, performance and risk mitigation.

PART V. LEGAL CONTEXT

The project document shall be the instrument referred to as such in the Article 1 of the Standard Basic Assistance Agreement between the Government of Azerbaijan and the United Nations Development Programme signed on 6 February 2001.

In compliance with the Paragraph III of the Agreement between the Government of the Republic of Azerbaijan and United Nations Development Programme (approved with the Law of the Republic of Azerbaijan no 126-IIQ dated May 8, 2001), after the end of the Project, property rights on all equipment, materials, goods, and other assets procured within the Project are to be transferred back to the Government of Azerbaijan (Ministry of Justice) by UNDP.

The following types of revisions may be made to this project document only after joint signatures of the Minister of Justice of the Republic of Azerbaijan or National Director appointed by Minister and UNDP Resident Representative.

1. Revisions in, or addition to, any of the annexes of the project document;
2. Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by the rearrangements of inputs already agreed to or by cost increases due to inflation;
3. Mandatory annual revisions which re-phase the delivery of agreed project inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility.