



Project Document



Country: Republic of Azerbaijan

Name of the Project	Technical Assistance project: "Promoting Rural Women's Participation in the Social and Economic Life."
Project Period	2013-2014
Executing Agency	State Committee for Family, Women and Children's Affairs of Azerbaijan Republic
Coordinating Agency	United Nations Development Programme (UNDP)
Project Number	00061827
Donor Support	158 500 USD by UNDP
Total Project Budget	158 500 USD

**On behalf of the Government of
the Republic of Azerbaijan**

On behalf of UNDP

H. Huseynova

A. Broek

**Chairperson
State Committee for Family, Women and
Children's Affairs of the Republic of
Azerbaijan**

**Resident Representative
United Nations Development Programme
in Azerbaijan**

United Nations Development Programme

Country: Azerbaijan

Project Document

Project Title: Technical assistance project: Promoting Rural Women's Participation in the Social and Economic Life.

UNDAF Outcome(s): UNDAF 2011-2015 Outcome 1.2: National strategies, policies, and capacity to address regional and gender disparities in decent work opportunities are strengthened, with a focus on increasing the ability of vulnerable groups to manage and mitigate risks

Expected CP Outcome(s): CPD 2011-2015 Outcome 1.2: "National strategies, policies, capacity to address regional and gender disparities in work opportunities strengthened, with focus of increasing the ability of vulnerable groups to manage and mitigate risks."

Expected Output(s): Improved capacity of women and girls for active economic and social participation (in the pilot area).

Implementing Agency: The State Committee on Family, Women and Children's Affairs

Implementing Partner: United Nations Development Programme

Narrative

Azerbaijan is currently going through a period of economic growth. Sustainable development and elimination of poverty in the rural areas constitute one of the priorities of national development efforts. The Azerbaijani state repeatedly expressed its commitment to gender equality, protection of women's rights and support for women's involvement in decision making on all levels. However rural women continue experiencing obstacles in economic empowerment and community based activism. The research conducted in preparation for the current project identified several impediments for economic and social participation of rural women. In the course of this project UNDP will support the efforts of the State Committee for Family, Women and Children's Affairs (SCFWCA) in building capacity of rural women, generating productive cooperation between rural women entrepreneurs and financial institutions, developing gender sensitive programs and policies addressing the needs of rural women and collecting and analyzing the data on needs and concerns of rural women in the area of economic empowerment and community development.

Programme Period: **2011-2015**
Key Result Area (Strategic Plan): Policies, institutions and mechanisms that facilitate the empowerment of women and girls strengthened and implemented
Project Title: **Technical Assistance project: Promoting Rural Women's Participation in the Economic and Social Life**
Atlas Award ID: 00061827
Start date: 1 July 2013
End Date: 31 December 2014
PAC Meeting Date 18.06.2013
Management Arrangements: NEX with Support Services

Total resources required	USD 158,500
Total allocated resources:	USD 158,500
• UNDP	USD 158,500
• Unfunded budget:	0
• In-kind Contributions	USD 30,000

Agreed by Government
Mrs. Hijran Huseynova
Chairperson, SCFWCA



Date: 19 JUN 2013

Agreed by UNDP
Mr. Antonius Broek
UNDP Resident Representative



Date: 19 JUN 2013

I. Situation Analysis

Economic empowerment and social participation of women residing in rural areas play pivotal role in global efforts to eliminate poverty, hunger, and malnutrition and achieve sustainable development. Women constitute large part (43 percent) of global agricultural work force. Women are responsible for half of the world's food production, and in most developing countries they produce between 60 and 80 percent of the food.

Economic empowerment of rural women is closely connected to increased role of women in community based activism and local governance. Local governance cannot provide adequate response to the challenges of rural development and contribute to creating the enabling environment for rural economic and social growth if it does not represent the interests of rural women. Economically empowered rural women are in the better position to participate in community-based decision making process and are better equipped to protect the interests of local women-entrepreneurs. At the same time, rural women actively engaged in local governance and community based organizations bring to the table in-depth knowledge of challenges faced by local women and girls in economic and social life.

Azerbaijan

Women constitute 50.7 percent of Azerbaijan's population. Among rural population ratio of women to men is 102.4¹. On average women in Azerbaijan live 76.2 years, about 5 years longer than men. Lifetime fertility for rural population is 2.5 children per women. Azerbaijani women have high education level (99.5 percent) however in the recent years the tendency of early school drop out for girls was identified by the media, government, United Nation's agencies and NGOs. In 2011, women made up to 49.2 percent of economically active population in Azerbaijan. Women's participation in the labor market is characterized by occupational gender segregation of both types: horizontal and vertical.

Issued in 2009 the Concluding observations of the Committee on the Elimination of Discrimination against Women has called Azerbaijan to "intensify its efforts, particularly in rural areas, to bring about change in the widely accepted attitudes leading to the subordination of women and the stereotypical roles applied to both sexes"². The Concluding Observations recommend including "awareness-raising and educational campaigns targeting, inter alia community leaders, parents, teachers, officials and young girls and boys"³.

Azerbaijan has a well-developed legislative base for protection of women's economic rights. The Constitution of the Republic of Azerbaijan guarantees its citizens gender equality and freedom from all kinds of discrimination⁴ in all spheres of life. National legislation stipulates equal rights of men and women to engage in all types of economic activity, inherit, own and sell property, receive bank loans and travel in and out of the country. Since Azerbaijan achieved a status of sovereign independent state in 1991, the country ratified major international agreements on human rights, including conventions protecting women's rights and the Convention on Elimination of all forms of Discrimination Against Women (CEDAW) in 1995.

Unlike some other countries in Azerbaijan weak economic and civic participation of women in rural parts of the country is not caused by gender restrictive legislation or state policies. The Assessment of the needs and concerns of rural women in the area of economic participation commissioned by the United Nations Development Program in Azerbaijan in 2011 revealed that in the pilot area (Sabirabad region) gender specific obstacles encountered by rural women in the area of economic and community participation stem from a range of factors, including:

¹ UNSD Demographic Yearbook Database_Sep2007 (Official national estimate), 2004,

<http://data.un.org/Data.aspx?q=Azerbaijan+rural+male&d=GenderStat&f=inID%3a2%3bcrID%3a88>

² Concluding observations of the Committee on the Elimination of Discrimination against Women, 44th session, 20 July– 7 August 2009

³ Ibid.

⁴ With an exception of "positive discrimination".

- restrictive socio-cultural practices and gender based discrimination (marginalization of women and girls in the family and community based decision making, domestic violence and coercive control, gender stereotyping, rigid gender based distribution of family duties and responsibilities, early marriage and school dropouts)
- weak links between local women farmers and financial institutions and absence of gender sensitive financial services targeting rural women entrepreneurs
- lack of networking and capacity building opportunities available for women and girls in the pilot area.

The Assessment demonstrated that the gender inequality in economic activity and community participation results in lost opportunities for economic growth and community development of the pilot area.

II. Strategy

The Project contributes to the achievement of the objectives set out in the United Nations Development Assistance Framework (UNDAF) for Azerbaijan and will be implemented within the UNDP Country Program for Azerbaijan for the period 2011-2015. The project falls within the CPD 2011-2015 Outcome 1.2 “National strategies, policies, capacity to address regional and gender disparities in work opportunities strengthened, with focus of increasing the ability of vulnerable groups to manage and mitigate risks.”

The project is designed along the key priorities outlined in the UNDP Gender Equality Strategy 2008-2013 that include the promotion of women's and girl's economic rights and opportunities and investing in women's entrepreneurship⁵.

The project is developed in line with Azerbaijan Republic's strategy for the promotion of “entrepreneurship and self-employment among women and their retraining” and strengthening economic agency of vulnerable groups (young women, single mothers, disabled women) outlined by the State Program on Poverty Reduction and Sustainable Development (2008-2015) and the National Employment Strategy of the Republic of Azerbaijan for 2006-2015 years. The Project supports the government of Azerbaijan and specifically the SCFWCA in meeting Azerbaijan's commitments for Millennium Development Goals (Goals 1 and 3) and Beijing's Declaration and Platform for Action as well as country's obligation to uphold the recommendations of CEDAW Committee.

The Project draws on research, communication building and resource development conducted within the *Initiation Plan* for the Promoting Rural Women Participation in Economic and Social Life Project (June 2011-May 2012). *The Assessment of the needs and concerns of rural women in the area of economic participation* developed as a part of the *Initiation Plan* provided important insights into living conditions, problems and aspirations of women residing in rural and sub-urban parts of the in the pilot area (Sabirabad region). The education and awareness resources presented the information on economic rights of women in Azerbaijan and best international practices in promoting economic and social agency of rural women. The resources featured real stories of rural women in Azerbaijan, their concerns, personal struggles and successes. Meetings and seminars conducted within the *Initiation Plan* helped to identify vulnerable groups and establish good communication channels with the main stake holders (local women entrepreneurs, young rural women willing to start business, local government and NGOs). As a part of the *Initiation Plan* SCFWCA and UNDP conducted training on gender sensitive policy development for the State Committee's staff thus strengthening the agency's capacity to generate policies and programs targeting vulnerable groups of women across the country.

⁵ UNDP Comparative Advantage. Primary Mandate/Concentration in Relation to Rural Women, <http://www.un.org/womenwatch/feature/ruralwomen/undp-comparative-advantage.html>

Project Goal and Objectives

Overall goal:

Support the creation of enabling environment for economic and social activity of rural women.

Concrete Objectives:

- Support rural women willing to increase the level of their economic activity through capacity development and network building.
- Strengthen the role of rural women in community based decision-making through capacity development and network building.
- Sensitize private sector (banks, non-banking credit units and private companies) to gender needs and interests of women in rural areas.
- Build capacity of the State Committee on Family, Women and Children's Affairs to address the needs of rural women through advocacy, policy development and programmatic interventions.

Successful project implementation envisions: 1) building links among informal interest groups (rural women in the pilot area/s), locally represented private sector actors (banks, non-banking credit organizations) and relevant state bodies responsible for policy development and implementation (the staff of SCFWCA's Regional Center/s in the pilot area/s and SCFWCA's central office); 2) mobilizing active women trainees for delivery trainings on the basis of the Women Resource Center (WRC) upon project completion; 3) ensuring sustainability of WRC in Sabirabad through capacity building of the WRC staff. Such strategy will enable the WRC to continue implementation of the training programmes delivered throughout the project.

The Project will focus on the Sabirabad region, the pilot area examined within the Initiation Plan, and will provide data and recommendations for expanding the activities to another region of the country.

The Project consists of 5 components:

Component 1. Supporting economic activity of rural women: capacity development and network building

Component 2. Strengthening the participation of rural women in community based activism and decision-making: awareness raising, capacity development and network building.

Component 3. Strengthening the sensitivity of private sector (banks, non-banking credit units and private companies) to gender needs and interests of women in rural areas.

Component 4. Supporting the development of policies and programmatic interventions in the area of economic empowerment and community-based activism of rural women.

Component 5. Identification of another region of Azerbaijan to replicate activities implemented within 1st phase of the project taking in the consideration regional differences in economic, social and cultural context.

III. Expected Output

In accordance with its overall goal and concrete objectives the Project will generate following deliverables by component:

Component 1. Supporting economic agency of rural women: capacity development and network building.

The Component aims at creating the mechanism for disseminating knowledge, teaching skills and facilitating information exchange in the area of rural women's economic empowerment. The Component also aims to support network building among economically active women residing in rural and sub-urban settlements across the pilot area. The Project envisions this mechanism as a regional Women's Resource Center (WRC) focusing on economic and social empowerment of rural women. The Center will function as a part of the regional branch of SCFWCA and will strengthen SCWCA's efforts in addressing the needs and concerns of rural women in the area of economic and social participation. The Component covers three target groups of beneficiaries: future or present entrepreneurs, employment seeking women and government officials.

Activity 1.1 Capacity development of the newly established regional Women's Resource Center to ensure better access to information on women's economic rights, social protection, employment and credit opportunities.

Activity 1.2 With the support of WRC activists to conduct assessment of employment opportunities through identifying gaps and demand in the local labour market that could be filled by active women of the region.

Activity 1.3 Conduct training sessions on /courses in the WRC as may be relevant based on the labour market demand (e.g. CV writing, computer courses, accounting and others);

Activity 1.4 Raise awareness among rural women and girls about positive experience of local women entrepreneurs and successful professional women through developing and disseminating relevant promotional materials on benefits of economic empowerment, negative impact of Violence against Women on economic and social participation of rural women and innovative ways for women's economic participation.

Activity 1.5 Support economic activities of rural women through announcement of competition for best micro project business proposal among 4 groups of women graduated from the 'Start and Improve your Business' training programme conducted within the Initiation Plan stage of the project. The best proposals will be supported through in-kind contribution (e.g. equipment, raw materials etc.)

Component 2. Strengthening the participation of rural women in community based activism and decision making: awareness raising, capacity development and network building. The Component aims to raise public awareness regarding the benefits of women's community activism, develop the capacity of rural women to engage in community based activism and decision making and support network building among socially active rural women in the pilot area.

Activity 2.1 Design and conduct training sessions on *Strengthening Women's Social Participation in Rural Areas* and raise awareness among rural women and girls about women's contribution to community development and Azerbaijan's tradition of women's social activism through disseminating promotional materials produced as the stage of the Initiation Plan.

Activity 2.2 Provide training to interested women on the basics of NGO Establishment and Management.

Component 3. Strengthening the sensitivity of private sector (banks, non-banking credit institutions and private companies) to gender needs and interests of women in rural areas.

The Component aims to assist financial sector actors in sensitizing their services to the gender needs and interests of future and present women entrepreneurs in rural areas. The Component also aims to support

productive interaction between women entrepreneurs and financial institutions. The target group for the Component covers locally and centrally active banks, non-banking credit institutions and private companies.

Activity 3.1 Design and conduct training sessions on gender sensitive service provision and benefits of gender sensitive employment strategies for the staff members of active banks, non-banking credit institutions and private companies both at local and central levels.

Activity 3.2 Together with local government organize a job fair specifically targeting rural women who seek employment.

Component 4. Supporting the development of policies and programmatic interventions in the area of economic empowerment and community-based activism of rural women.

The Component aims at support the staff of the SCFWCA and WRC in developing policies and programs that address the needs and concerns of rural women seeking to become economic agents and community leaders. The support involves the development of skills and transmission of knowledge necessary for generating comprehensive and efficient policies and programs targeting rural women in general as well as specific vulnerable groups (young women, refugees, single mothers and disabled women).

Activity 4.1 Design and conduct training on the *“Development of policies and programmatic interventions in the area of economic empowerment and community-based activism of rural women”* for the staff of SCFWCA. Ensure participation of regional SCFWCA and WRC staff at the training.

Activity 4.2 Develop educational materials for SCFWCA’s staff on working with rural women for the advancement of gender equality in community development and economic participation.

Component 5. Identification of another region of Azerbaijan to replicate the activities implemented within 1st phase of the project, taking in the consideration regional differences in economic, social and cultural context.

The Component aims at laying the groundwork for the expansion of Project’s outreach to another region of Azerbaijan. The Component involves collecting and analyzing data on needs and concerns of rural women in the area of economic and social participation from one more region of the country. The research will ensure that good practices employed in the initial pilot area are customized to reflect important regional differences and address local context in the most efficient manner. The Component will provide valuable contribution to the pool of data on economic and social participation of rural women in Azerbaijan that can be used for advocacy, research and program development by national government, experts and civil society actors.

Activity 5.1 Jointly with SCFWCA identify another region of Azerbaijan to replicate the activities implemented within 1st phase of the project and establish contacts with local authorities of the selected region.

Activity 5.2 Conduct the Assessment of needs and concerns of rural women in the area of economic and community participation in the selected region.

Activity 5.3 Develop recommendations for project expansion in the selected region based on Assessment findings.

III. Results and resources framework

<p>Intended Outcome as stated in the Country Program Results and Resource Framework: CPD 2011-2015 Outcome 1.2 “National strategies, policies, capacity to address regional and gender disparities in work opportunities strengthened, with focus of increasing the ability of vulnerable groups to manage and mitigate risks.”</p>			
<p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</p>			
<p>Indicator: 1.2.1 Labour force participation rate by urban/rural/ sex</p>			
<p>Indicator: 1.2.2 Employment rate by urban/rural/ sex</p>			
<p>Applicable Programme Component: Poverty eradication and achievement of internationally agreed development goals, including MDGs</p>			
<p>Partnership Strategy: State Committee on Family, Women and Children’s Affairs of the Republic of Azerbaijan (SCFWCA), local executive authority in the Sabirabad region</p>			
<p>Project title and ID (ATLAS Award ID): Technical assistance project: Promoting Rural Women’s Participation in the Social and Economic Life (AWARD ID: 00061827)</p>			
INTENDED OUTPUTS	OUTPUT TARGETS FOR 2013-2014	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
<p>Output. Improved capacity of women and girls for active economic and social participation (in the pilot area)</p>			
<p>Component 1 : Supporting economic empowerment</p>			
<p>Baseline 1.1</p> <p>The pilot area lacks efficient mechanism for providing information and skills necessary for strengthening economic participation of rural</p>	<p>Targets 1.1 (2013-2014)</p> <p>a) Training Manual on Gender Sensitive Program Development and Community Outreach in rural areas</p>	<p>1.1 Supporting Women’s Resource Center</p> <ul style="list-style-type: none"> Develop Manual on Gender Sensitive Program Development and Community Outreach in rural areas Conduct a training on Gender Sensitive Program Development and 	<p>UNDP, SCFWCA</p>
			<p>USD 55,500 \$</p> <p>International Consultants: 6,000 \$ Local consultants: \$ 5,000 Travel: \$ 3,000 Supplies: \$ 2,000 Audio Visual and Printing Costs: \$ 1,000</p>

<p>women</p> <p>Indicator 1.1:</p> <p>a) Training Manual for WRC staff developed (yes/no)</p> <p>b) WRC staff trained</p> <p>c) WRC library developed (yes/no)</p> <p>d) WRC Strategy, yearly Action Plan and Events Calendar developed (yes/no)</p>	<p>developed</p> <p>b) WRC staff trained on Gender Sensitive Program Development and Community Outreach in rural areas</p> <p>c) WRC library established</p> <p>d) WRC strategy, Action Plan and Events Calendar prepared</p>	<p><i>Community Outreach in rural areas</i> for the WRC staff</p> <ul style="list-style-type: none"> Develop a WRC resource library Develop WRC Strategy, yearly Action Plan and Events Calendar. 	<p>Miscellaneous: \$ 2,000</p>
<p>Baseline 1.2</p> <p>There is a shortage of information regarding employment opportunities and demands of local labour market.</p> <p>Indicator 1.2.1 Assessment of labour market needs developed (yes/no).</p>	<p>Target 1.2 (2013)</p> <p>Assessments of employment opportunities for women in local labour market prepared.</p>	<p>1.2 Assessment of employment opportunities</p> <p>1.2.1 Conduct the assessment of labour force needs among private companies and other employers in the Sabirabad region.</p> <p>1.2.2 Develop recommendations on the trainings/skills development that will increase employability of women of the region.</p>	<p>Local Consultant: 2,000 \$</p> <p>UNDP, SCFWCA</p>
<p>Baseline 1.3</p> <p>Many rural women lack skills required by the local labour market.</p> <p>Indicator 1.3.2: Number of courses beneficiaries.</p>	<p>Target 1.3 (2013)</p> <p>a) No less than 25 women participating in the IT courses.</p> <p>b) At least 25 women benefit from additional training, as identified by the labour market assessment</p>	<p>1.3 WRC organized training courses</p> <p>1.3.1 Conduct computer skills courses.</p> <p>1.3.2 Conduct at least one additional training, as identified by the labour market assessment</p>	<p>Contractual Services Companies: 15,000</p> <p>UNDP, SCFWCA</p>

<p>Baseline 1.4 Low awareness regarding the benefits of women's economic participation among general population.</p> <p>Indicator 1.4 Number of women reached by the awareness campaign.</p>	<p>Target 1.4 (2013-2014)</p> <p>a) An awareness raising event is organized with participation of the WRC and municipal councils.</p>	<p>1.4 Awareness raising: economic empowerment</p> <p>1.4.1 Organize 1-day event on economic participation of women, and disseminate resources produced as a part of Initiation Plan activities.</p> <p>1.4.2 Develop and disseminate a booklet on the negative impact of Violence against Women on economic and social participation of rural women.</p>	<p>UNDP, SCFWCA</p>	<p>International Consultant: 2,000 Contractual Services Companies: 2,000 Audio Visual and Printing Production Cost: 3,500 Miscellaneous: 2,000</p>
<p>Baseline 1.5. Rural women lack incentives and resources to start-up small businesses</p> <p>Indicator 1.5.1 Number of proposals evaluated</p> <p>Indicator 1.5.2 Number of women awarded.</p>	<p>Target 1.5 (2013)</p> <p>a) All proposals are evaluated and 12 best proposal selected</p> <p>b) 12 women receive in-kind awards</p>	<p>1.5 Support economic activities of rural women</p> <p>1.5.1 Launch competition among 4 groups of women graduate from the ILO <i>Start and Improve your Business</i> programme and identify 12 best micro project proposals</p> <p>1.5.2 Provide in-kind contribution to winners of the competition</p>	<p>UNDP, SCFWCA</p>	<p>Local Consultant: 4,000 Equipment and Furniture: 6,000</p>
<p>Component 2: Strengthening community participation</p>				
<p>Baseline 2.1 Women in the Sabirabad region are not dynamically involved in community based activism and presence of Women NGOs.</p> <p>Indicator 2.1</p> <p>a) Training Manual on <i>Strengthening Women's Social</i></p>	<p>Target 2.1 (2014)</p> <p>a) Develop Training Manual on <i>Strengthening Women's Social Participation in Rural Areas.</i></p> <p>b) Conduct training to at least 15 women.</p>	<p>2.1 Training on Strengthening women's social participation and NGO Establishment and Management.</p> <p>2.1.1 Design training manual on <i>Strengthening women's social participation in rural areas.</i></p> <p>2.1.2 Design guidelines on <i>Basics of NGO Establishment and Management.</i></p>	<p>UNDP, SCFWCA</p>	<p>International Consultant: 5,000 Travel: 3,000 Contractual Services Companies: 5,000 Miscellaneous: 2,500</p>
<p>\$15,500</p>				

<p><i>Participation in Rural Areas and guidelines on Basics of NGO Establishment and Management developed (yes/no).</i></p> <p>b) Number of training participants</p>	<p>c) Develop guidelines on Basics of <i>NGO Establishment and Management</i>.</p> <p>d) Conduct training to at least 15 women</p>	<p>2.1.3 Conduct training on Strengthening women's social participation.</p> <p>2.1.4. Conduct training on NGO Establishment and Management.</p>	
<p>Baseline 2.2</p> <p>Low awareness regarding the benefits of women's social participation among general population.</p> <p>Indicator 2.2: Number of copies distributed.</p>	<p>Target 2.2</p> <p>Resources distributed through WRC, and municipal councils.</p>	<p>2.2 Awareness raising: social participation</p> <p>2.2.1. Disseminate resources produced as a part of Initiation Plan activities.</p>	<p>UNDP, SCFWCA</p>
<p>Component 3. Strengthening the gender sensitivity of private sector actors.</p>			
<p>Baseline 3.1 Currently financial services are not sensitized to the needs of rural women entrepreneurs and local private employers are not aware of the potential of rural women as prospective employees.</p> <p>Indicator 3.1</p> <p>a) Training Manual on gender sensitive service provision developed (yes/no).</p> <p>b) Training conducted (yes/no)</p>	<p>Target 3.1 (2014)</p> <p>a) Develop Training Manual on gender sensitive service provision.</p> <p>b) Conduct training on gender sensitive service provision and employment strategy.</p>	<p>3.1 Design and conduct training on gender sensitive service provision and benefits of gender sensitive employment strategies (target group: staff members of locally active banks, non-banking credit institutions and private companies)</p>	<p style="text-align: center;">\$22,500</p> <p>International Consultant: 5,000 \$ Travel: 2,500</p>

<p>Indicator 3.2</p> <p>a) Job fair conducted (yes/no)</p> <p>b) Number of potential employers represented at the job fair</p>	<p>Target 3.2 (2014)</p> <p>Job fair presenting employment opportunities for rural women in private and public sector organized by WRC and local government in the pilot area</p>	<p>3.2 Job fair for rural women</p> <p>3.2.1 Organize job fair presenting employment opportunities for rural women in private and public sector in the pilot area</p>	<p>UNDP, SCFWCA</p>	<p>Contractual Services Companies: 10,000 \$ Miscellaneous: 5,000</p>
<p>Component 4. Development of policies and programmatic interventions. (2013-2014)</p>				
<p>Baseline 4.1</p> <p>The SCFWCA's staff requires further capacity development in policy and program development for addressing the needs of rural women.</p> <p>Indicator 4.1</p> <p>a) Training Manual developed (yes/no).</p> <p>b) Training conducted (yes/no).</p>	<p>Target 4.1 (2013)</p> <p>a) Training Manual on the development of policies and programmatic interventions in the area of economic empowerment and community-based activism of rural women designed.</p> <p>b) Training for SCFWCA's staff conducted.</p>	<p>4.1 Train SCFWCA staff on the development of policies and programs: women's economic and social participation in rural areas.</p> <p>4.1.1 Design the Training Manual on the development of policies and programmatic interventions in the area of economic empowerment and community-based activism of rural women (for SCFWCA's staff).</p> <p>4.1.2 Conduct the training on the development of policies and programmatic interventions in the area of economic empowerment and community-based activism of rural women.</p>	<p>UNDP, SCFWCA UNDP, SCFWCA</p>	<p>International Consultant: 8,000 \$</p> <p>Audio Visual and Printing Production Costs: 4,000</p> <p>Contractual Services Companies: 2,000 \$</p>
<p>Indicator 4.2</p> <p>a) The <i>Guidelines for Supporting Rural Women</i> booklet developed (yes/no).</p> <p>b) The booklet distributed among</p>	<p>Target 4.2 (2014)</p> <p>The <i>Guidelines for Supporting Rural Women</i> booklet developed and presented to the SCFWCA's staff members.</p>	<p>4.2 Develop the Guidelines for supporting rural women – booklet for SCFWCA's staff.</p>	<p>UNDP, SCFWCA</p>	<p>International Consultant: 2,000 \$</p>

SCFWCA staff (yes/no).						
Component 5. Researching the opportunities for replicating good practices. (2014)						
Baseline 5. There is a shortage of information regarding the problems and opportunities shaping local environment for economic empowerment and social participation of rural women in various regions on Azerbaijan.	Target 5.1 (2014) Assessments of needs and concerns of rural women in the area of economic and community participation prepared for 1 more pilot region.	5.1 Conduct the Assessment of needs and concerns of rural women in the area of economic and community participation in one pilot region.	UNDP, SCFWCA	International Consultant: 7,000 Travel: 2,000		
Indicator 5.1 Assessment developed (yes/no).						
Indicator 5.2 Recommendations developed (yes/no).	Target 5.2 Recommendations for project expansion in one pilot region developed.	5.2 Develop recommendations for project expansion in one pilot region based on Assessment findings	UNDP, SCFWCA	International Consultant: 1,000		
Component 6. Project Management						
		6.1 Establishment of project management unit 6.2 On-going project management, monitoring and reporting	UNDP, SCFWCA	Contractual Services – Individuals (Salaries): Project Manager \$2,000/mon x 18mons = \$36,000 Rental & Maintenance 1,000\$ Supplies: 2,000 \$		USD 39,000
Total Cost:						158,500

IV. Annual Work Plan Budget Sheet

Project Title: Technical assistance project: Promoting Rural Women's Participation in the Social and Economic Life.

Year: 2013

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Budget Description	Amount
<p><i>Improved capacity of women and girls for active economic and social participation (in the pilot area)</i></p> <p>CPD 2011-2015 Outcome 1.2 National strategies, policies, capacity to address regional and gender disparities in work opportunities strengthened, with focus on increasing the ability of vulnerable groups to manage and mitigate risks</p>	<p>1. Supporting Women's Resource Center 1.1 Develop Manual on Gender Sensitive Program Development and Community Outreach in rural areas 1.2 Conduct a training on Gender Sensitive Program Development and Community Outreach in rural areas for the WRC staff 1.3 Develop a WRC resource library 1.4 Develop WRC Strategy, yearly Action Plan and Events Calendar.</p>			X	X	UNDP, SCFWCA	UNDP	International Consultants: 6,000 \$ Local consultants: \$ 1,500 Travel: \$ 2,500 Supplies: \$ 1,000 Audio Visual and Printing Costs: \$ 500 Miscellaneous: \$ 1,000	12,500
	<p>2. Assessment of employment opportunities. 2.1 Conduct the assessment of labour force needs among private companies and other employers in the Sabirabad region. 2.2 Develop recommendations on the trainings/skills development that will increase employability of women of the region.</p>			X	X	UNDP, SCFWCA	UNDP	Local Consultant: 2,000 \$	2,000
	<p>3. WRC organized training courses. 3.1 Conduct computer skills courses.</p>				X	UNDP, SCFWCA	UNDP	Contractual Services Companies: 7,500	7,500

	<p>4. Awareness raising: economic empowerment 4.1 Develop and disseminate a booklet on the negative impact of Violence against Women on economic and social participation of rural women.</p> <p>5. Support economic activities of rural women. 5.1 Launch competition among 4 groups of women graduate from the ILO <i>Start and Improve your Business</i> programme and identify 12 best micro project proposals.</p> <p>5.2 Provide in-kind contribution to winners of the competition</p> <p>6. Train SCFWCA staff on the development of policies and programs: women's economic and social participation in rural areas. 6.1 Design the Training Manual on the development of policies and programmatic interventions in the area of economic empowerment and community-based activism of rural women (for SCFWCA's staff). 6.2 Conduct the training on the development of policies and programmatic interventions in the area of economic empowerment and community-based activism of rural women.</p>		X	UNDP, SCFWCA	UNDP	International Consultant: 2,000 Audio Visual and Printing Production Cost: 3,500 Miscellaneous: 500	6,000
		X	X	UNDP, SCFWCA	UNDP	Local Consultant: 4,000 Equipment and Furniture: 6,000	10,000
		X	X	UNDP, SCFWCA	UNDP	International Consultant: 8,000\$ Contractual Services Companies: 2,000	10,000

	7. Project Management 7.1 On-going project management, monitoring and reporting 7.2 Project implementation per UNDP guidelines		X	X	UNDP, SCFWCA	UNDP	Contractual Services – Individuals (Salaries): Project Manager \$2,000/mon x 6 mons = \$12,000 Rental & Maintenance 500\$ Supplies: 500 \$	13,000
TOTAL								61,000

Annual Work Plan Budget Sheet

Project Title: Technical assistance project: Promoting Rural Women's Participation in the Social and Economic Life.

Year: 2014

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Budget Description	Amount
<i>Improved capacity of women and girls for active economic and social participation (in the pilot area)</i>	1. Supporting Women's Resource Center	X	X	X	X	UNDP, SCFWCA	UNDP	Local Consultant: 3,500\$ Travel: 500\$ Supplies: 1,000\$ Audio Visual and Printing Production Costs: 500\$ Miscellaneous: 1,000	6,500
	3. WRC organized training courses. 3.1 Conduct at least, one additional training, as identified by the labour market assessment.					UNDP, SCFWCA	UNDP	Contractual Services Companies: 7,500	7,500
CPD 2011-2015 Outcome 1.2 National strategies, policies, capacity to address regional and gender disparities in work opportunities strengthened, with focus on increasing the ability of vulnerable groups to manage	4. Awareness raising: economic empowerment 4.1 Organize 1-day event on economic participation of women, and disseminate resources produced as a part of initiation Plan activities.	X	X			UNDP, SCFWCA	UNDP	Contractual Services Companies: 2,000\$ Miscellaneous: 1,500	3,500

and mitigate risks	<p>5. Training on Strengthening women's social participation and NGO Establishment and Management.</p> <p>5.1 Design training manual on <i>Strengthening women's social participation in rural areas.</i></p> <p>5.2 Design guidelines on <i>Basics of NGO Establishment and Management.</i></p> <p>5.3 Conduct training on Strengthening women's social participation.</p> <p>5.4. Conduct training on NGO Establishment and Management.</p>	X	X	UNDP, SCFWCA	UNDP	International Consultant: 5,000 Travel: 3,000 Contractual Services Companies: 5,000 Miscellaneous: 2,500	15,500
	<p>6. Awareness raising: social participation</p> <p>6.1. Disseminate resources produced as a part of Initiation Plan activities.</p>	X		UNDP, SCFWCA	UNDP		0
<p>Component 3. Strengthening the gender sensitivity of private sector actors.</p>	<p>7. Design and conduct training on gender sensitive service provision and benefits of gender sensitive employment strategies (target group: staff members of locally active banks, non-banking credit institutions and private companies).</p>		X	UNDP, SCFWCA	UNDP	International Consultant : 5,000\$ Travel : 2,500\$	7,500
	<p>8. Job fair for rural women</p> <p>8.1 Organize job fair presenting employment opportunities for rural women in private and public sector in the pilot area</p>		X	UNDP, SCFWCA	UNDP	Contractual Services Companies : 10,000 Miscellaneous : 5,000	15,000

V. Management Arrangements

A. National Execution (NEX). The project will be nationally executed, implemented by the State Committee for Family, Women and Children's Affairs (SCFWCA) that will act both as the Implementing Partner and the Beneficiary of the project. Implementation support will be provided by the UNDP Country Office. In its capacity as Implementing Partner, SCFWCA will be responsible for overall project management. Besides, SCFWCA will be responsible for the facilitation of all project activities. 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 rules for Results Based Management (see Figure: Project Governance Arrangements below).

I. Project Board. The Project Board will be the 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 learned log and the project monitoring schedule plan. The Project Board contains three roles:

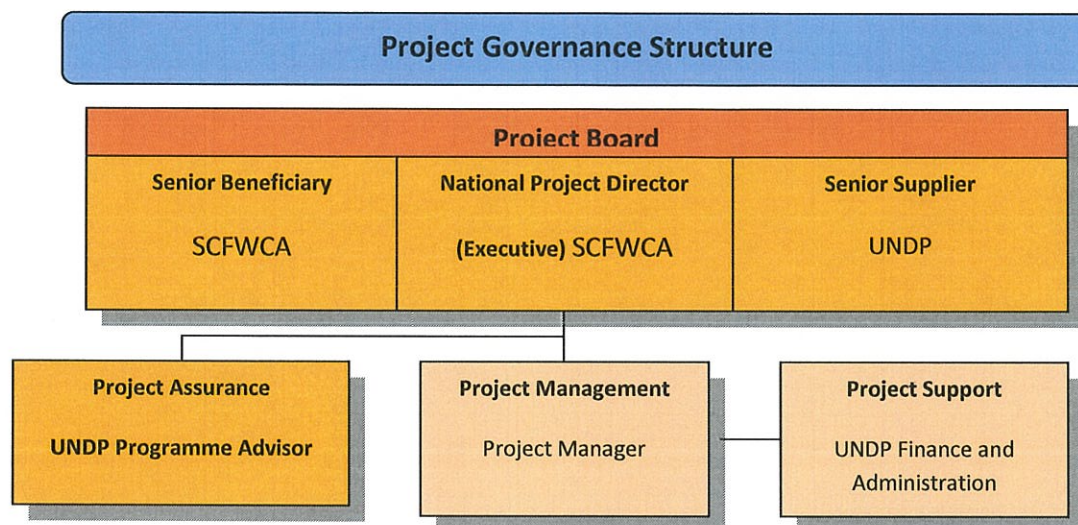
- The Executive (Implementing Partner) will convene the Project Board meetings. This position will be held by the National Project Director, who will be the representative of SCFWCA;
- The Senior Supplier: This position will be held by the UNDP Deputy Resident Representative, or a designated UNDP Development Advisor;
- The Senior Beneficiary: This position will be held by the representative(s) SCFWCA.

II. Project Management. The Project Manager will be recruited and tasked with the day-to-day management of project activities, as well as with financial and administrative reporting. The Project Manager will be responsible for project implementation, day-to-day management of the project, and will have the authority to run the project on behalf of the Project Board within the constraints laid down by the Board. The Project Manager will prepare Annual Work Plans in advance of each calendar year and submit them to the Project Board for approval. The Project Manager's prime responsibility is to ensure that the project produces the planned outputs by undertaking necessary activities specified in this Project Document to the required standard of quality and within the specified constraints of time and cost.

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 Schedule Plan.

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

Figure A. Project Governance Arrangements.



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

Government inputs:

- Free premises for the project related activities and facilitating access to any information necessary for the consultants to complete their missions. The Government should provide with the necessary premises for implementation of training courses, or the project reserves a right to rent respective premises;
- Coordination of the project activities with local executive authorities;
- Overall support in preparation of the training courses, including selecting, in consultation with UNDP, the persons to participate in training activities.

UNDP inputs:

- Amount of USD 158,500 to the budget of the project;
- Support services in selecting international/local experts and staff to be recruited under the project;
- Support services in procurement and finances;
- Participation in the organization of training activities and selection of equipment suppliers;
- 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. Other issues. All project publications and other visual products should comply with UNDP publication policy.

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:

- At least once a year, 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.
- A risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events.
- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board. As minimum requirement, the Annual Progress Report shall cover the whole year with the updated information for all project activities, issues, and risks 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.

VII. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of Azerbaijan and UNDP.

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.