

SUBSTANTIVE PROJECT AND BUDGET REVISION

Project Title:	Support to the Civil Service Training in the Republic of Azerbaijan
UNDAF Outcome(s):	The State strengthens the systems of governance together with the involvement of civil society and in compliance with its international commitments, with particular emphasis on vulnerable group.
Expected CP Outcome(s): <i>(Those linked to the project and extracted from the CP)</i>	Efficiency, accountability and transparency within public administration are enhanced through capacity development of state entities, including gender sensitive approaches.
Expected Output(s): <i>(Those that will result from the project)</i>	Training Centre under the Academy of Public Administration is established and operational
Responsible party:	United Nations Development Programme
Project Beneficiary:	Academy of Public Administration under the President of the Republic of Azerbaijan

BRIEF DESCRIPTION

This project is a part of Institutional Reform Plan 3 (IRP3) “Strengthening civil service training in Azerbaijan with a focus on EU affairs” aims at strengthening the core institutions involved into the negotiations and implementations of the EU-Azerbaijan Association Agreement.

The purpose of the project is to support the Academy of Public Administration (APA) under the President of the Republic of Azerbaijan in providing civil service trainings. The project will focus on two specific objectives: 1) to support the Academy of Public Administration in establishment of Trainings Centre and capacity building of its staff; 2) to strengthen the institutional capacities of the Academy of Public Administration to lead and coordinate the civil servants trainings and to provide the methodological assistance to state bodies and other training centres.

Programme Period:	2011-2015, 2016-2020
Key Result Area (Strategic Plan):	Outcome 3: Institutions enabled to deliver universal access to basic services
Atlas Award ID:	00080135
Start date:	12.06.2016
End date:	30.06.2017
Management Arrangements:	NIM with support

Total budget:	765 769 USD
- UNDP	257 376 USD
- European Union	508 393 USD
Unfunded budget:	0
In-kind contribution:	0

Agreed by
The Academy of Public Administration
under the President of the Republic of
Azerbaijan

Mr. Urkhan Alakbarov
Head of Academy



30.06.2016

Agreed by
United Nations Development
Programme

Mr. Ghulam M. Isaczai
Resident Representative



30.06.2016

Project Activities:

Output 1. Training Centre under the Academy of Public Administration is established and operational

Activity 1.2 Upgrade of Legislation

Under this activity it is planned to finalize adjustments in Draft Training Strategy and Action Plan developed by GIZ as well as conduct public hearings on the draft of the Training Strategy. It is expected that Training Strategy will enhance management and coordination of civil servants training and professional development function across state bodies.

Activity 1.3 Infrastructure

This activity will cover the procurement of facilities and resources required for full operation of the Training Centre. Thought part of equipment and furniture have been partially purchased during the previous period of project implementation, the other part are expected to be procured for making the Training Centre of APA full-fledged and operational. In addition, already developed training information system will be operationalized in APA. It is expected to develop training web portal that will be backed up by the developed software. For this purpose, the project will recruit a local expert to develop technical specifications, and contract a local company to develop web portal to introduce training information.

Activity 1.4 Training Centre

Under this activity it is planned to conduct training needs assessment and capacity building activities for the trainers of Training Centre of APA. The terms of references for the trainers and internal procedures for the Center developed by local and international consultants are required to be corresponded to the needs of the Academy. TOT modules, detailed work plan and training plan for the Centre will be developed.

Once Training Center is launched, the Academy is expected to deliver at least 15 pilot trainings on newly developed modules for 150-200 civil servants, 11 TOT modules developed within the GIZ project will be taken on board and adapted to needs of the Academy.

It is planned to localize Strategic Leadership Programme developed within GIZ Project and launch Talent Management Programme:

Activity 1.5 Awareness raising

It is planned to organize two study tours for the Academy of Public Administration to learn the experience of most effective model of training centers and ways of its adaptation to local environment.

Output 2. Institutional capacity of APA to lead and coordinate the civil servants training and to provide the methodological assistance to state bodies and other training centers are strengthened

Following activities are planned for strengthening capacity of APA to coordinate and lead methodological assistance to state bodies and other training centres.

Activity 2.1 Library and Resource Centre

Under this activity it is planned to establish a library with access to different information materials and professional literature. The library will be used by APA as a Resource Centre that will concentrate and provide access to the various type of training information required for professional development of civil servants. The developed concept of Resource Centre and list of learning materials will be adapted to the needs of Academy. One of important objectives of the Resource Centre is assistance in implementation of the training programs developed by the Center.

Project Partners: The major project partners are UNDP, European Union and Academy of Public Administration. Other national and civil society partners will be consulted based on the natures of the activities considered in the project.

ANNUAL WORK PLAN

Indicator/Outputs	Output/Targets 10.1-2016-2017	Initiative/Activities	Responsible Parties	Inputs (in USD)
Baseline There is no training centre for civil servants established and operational	Output Target 1.2 (2016) Training Strategy and Action Plan is finalised and submitted for approval	Activity 1.2 Finalizing adjustments in Draft Training Strategy and Action Plan	UNDP/APA	21 119
Indicator A new training centre for civil servants is established and operational – yes/no	Output target 1.3 (2016) The necessary equipment, software and furniture are installed in the Training Centre	Activity 1.3 Purchasing the required IT equipment and furniture, installing training management software and development of training web-portal	UNDP/APA	295 071
	Output Targets 1.4 (2016-2017) Training Centre is established	Activity 1.4 Establishment of Training Centre, finalizing internal procedures of the center, development of new modules and adaptation the developed modules, localization of Strategic Leadership Programme and launch of Talent Management Programme	UNDP/APA	105 882
	Output Target 1.5 (2016-2017) Awareness on best practise in civil service training management is raised	Activity 1.5 Organisation of two study tours to EU countries to study the experience of civil service training management systems.	UNDP/APA	100 312

Project on "Support to civil service training in the Republic of Azerbaijan"

	<u>Output Target 2.1</u> Library and Resource Centre of Training Centre is established	<u>Activity 2.1</u> Procurement of learning materials and publications for library, adaptation of concept resource center to the needs of Academy	UNDP/APA	53 970
	<u>Output Target 3.1</u> Effective project oversight and management is ensured	<u>Activity 3.1</u> Ongoing project management, monitoring and reporting	UNDP/APA	189 415
GRAND TOTAL:				765 769