

United Nations Development Programme
Country: Belarus
Project Document

Министерство экономики Республики Беларусь
 Отдел международной технической помощи
 Главного управления внешней экономической политики
 в базе данных программ и проектов
 международной технической помощи
 "23" октября 2015 г.
 Регистрационный номер 211500741

Project Title: «Strengthening International Cooperation in Combating Human Trafficking in the Context of Human Rights»

Срок реализации
 23.02.2015 - 22.06.2016

UNDAF Outcomes: 5. Effectiveness of the national governance system is enhanced

Expected CP Outcome: Capacity of local government, civil society and community structures enhanced to promote community development in the regions

Expected project outputs:



Output 1. Belarusian and foreign law-enforcement specialists trained in anti-trafficking and combating other related crimes following human rights based approach.

Output 2. International cooperation in combating human trafficking and related crimes is enhanced.

Executing Entity: Educational establishment "Academy of the Ministry of Internal Affairs of the Republic of Belarus"

Responsible party: UNDP

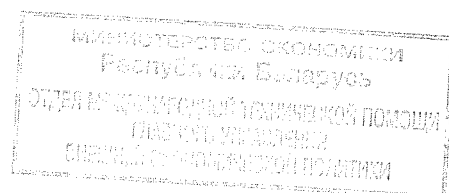
| Brief description | |
|--|--|
| In the long term, the project will help strengthen the national and inter-regional capacity to combat trafficking in human beings and related crimes following the human rights based approach, as well as enhance inter-regional coordination and cooperation of relevant competent authorities of the countries in the region in the context of human rights. | |
| UNDP Country Programme Period: 2011-2015 UNDP Country Programme Thematic Area: Effective and accountable governance and human security Project title: «Strengthening International Cooperation in Combating Human Trafficking in the Context of Human Rights» Atlas ID: Implementation period : 16 months from the date of registration LPAC meeting date: 17 December 2014 | Total resources required: 284 900 USD Total allocated resources: 284 900 USD Donor: Office of the UN High Commissioner for Human Rights (OHCHR) |

| Approved on behalf of | Name | Position/Title | Signature | Date: |
|-----------------------|-------------------------|--|---|-------------|
| Executing Entity: | Mr. Vladimir Bachila | Head of the Academy of the Ministry of Internal Affairs of the Republic of Belarus |  | |
| UNDP: | Ms. Ekaterina Paniklova | UNDP Deputy Resident Representative in Belarus |  | 24 DEC 2014 |



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I. SITUATION ANALYSIS

Background

Human trafficking is one of the most dangerous global challenges of the present, a flagrant violation of human rights which continues to be one of the most pressing problems, causing justified concerns of the international community.

Concerted efforts and measures are being taken at the global and national levels to combat this phenomenon. So, to date about 140 countries of the world criminalize all forms of trafficking. According to the latest United Nations Office for Drugs and Crime (UNODC) global report on trafficking in persons, presented in Vienna in November 2014, currently there's a slight decrease in the annual trafficking victim identification figure and an increase in the number on convictions for human trafficking. However, this kind of crime is still omnipresent and persisting. The report also identifies a new worrying trend – a global increase in child trafficking numbers.

Recent years have also witnessed an increase in the production and distribution of child pornography, especially via the Internet. The spread of pornographic materials, especially those with graphic representations of acts of violence, are a dangerous challenge to the society and its norms, a threat to the national security, and an outrageous violation of the rights of children, who are a subject to special protection according to the Universal Declaration of Human Rights and The International Human Rights Covenants of 1966.

Children spend more and more time online, where some of them are taken advantage of by the criminals who know how to earn their trust. Staying invisible and anonymous, they subvert children by sharing child porno materials, and after that start using threats and blackmail.

According to experts, up to one hundred thousand young children are victims of pedophiles in the Internet. Every day more than two hundred new photos with pornographic content featuring children appear online. Annual turnover of the market of child pornography in the world amounts to several billion Euros.

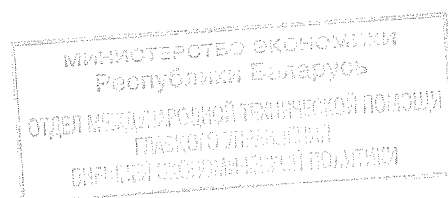
Belarus is not left outside of these transnational criminal phenomena. Since 2002, 5,042 victims of trafficking were identified in Belarus, of which 559 were under-age. The activities of 22 criminal organizations (21 of them transnational) and 83 organized criminal groups were curbed. 2,152 persons were convicted for human trafficking and related crimes, including 784 imprisonment sentences. In 2009 and 2010 there were 41 registered crimes related to child pornography and pedophilia, in 2011 and 2012 - 51, in 2013 - 137, and for 10 months in 2014 - 154.

Belarus takes an active consistent position on this issue and stands for the adoption of effective measures in this sphere by the international community. During the last decade, the Republic of Belarus has been an active participant of the international dialogue in the sphere of combating human trafficking and an initiator of the key international counter-trafficking initiatives within the United Nations. Belarus initiated establishment of the Group of Friends United against Human Trafficking as a voluntary and open-ended association of UN Member States, consolidating the global set of measures to fight trafficking in persons.

Another one of the Belarusian foreign policy initiatives was opening of the International Training Centre on Migration and Combating Trafficking in Human Beings (ITC) at the Academy of the Ministry of Internal Affairs of the Republic of Belarus (ITC). It has been in effective operation since 2007 and since 2008 it is the leading organization among CIS member states in training personnel in the sphere of migration and combating trafficking in human beings. Since 2007, the ITC has trained more than 1,500 Belarusian and foreign specialists.

Belarus is implementing the National Plan of Action to Combat Human Trafficking, presented in the form of government programmes, coordinated by the Ministry of Internal Affairs. In 2013, a Programme to combat crime and corruption for 2013-2015 years came into force, one third of the activities of which target human trafficking.

Taking into account the best international experience, the Republic of Belarus has developed adequate national legislation in the sphere of combating human trafficking and has been implementing a large-scale complex of measures to increase the effectiveness of combating trafficking.



In July 2012 the Law of the Republic of Belarus "On combating human trafficking" came into force. It systematized and integrated all previous legal acts dealing with trafficking and related acts. In 2013 Belarus joined the Council of Europe Convention on action against trafficking in human beings.

The Republic of Belarus has been effectively addressing trafficking in human beings with the special focus on adhering to the human rights standards, including the rights of a child, during the investigative activities and court proceedings, as well as for preventive actions.

So, in order to protect children from violence, enhance the effectiveness of such crimes' identification, and also introduce international best practices of pre-court and court procedures with minors involved as witnesses or victims, the Ministry of Internal Affairs and the Ministry of Foreign Affairs of Belarus have come forward with the initiative for Belarus to join the Council of Europe Convention on the Protection of Children against Sexual Exploitation and Sexual Abuse of 25 October 2007.

On November 10, 2008 the Republic of Belarus issued a new Article 343-1 «Production and distribution of pornographic materials or objects of pornographic character with images children» providing responsibility for the commission of this crime online.

Taking into consideration the highly latent character of trafficking in persons and child pornography distribution, as well as the especially vulnerable position of victims due to widely spread stigmatization, the success in combating human trafficking is determined by close cooperation of the law-enforcement in the countries of origin, transit, and destination. Here, a special focus on human rights based approach is important. The approach in question addresses the issue of human trafficking from the human rights perspective, instead of just fighting crime. The human rights based approach to trafficking places the victim at the centre of any credible action, and thus requires an analysis of human rights violations in the trafficking cycle. The approach also requires that stakeholders identify the role and obligations of States under international human rights law, in fighting the vice. As seen by OHCHR, "...the Recommended Principles on Human Rights and Human Trafficking are built around four pillars: 1) The primacy of human rights, 2) the prevention of trafficking by addressing root causes, 3) the extension of protection and assistance to all victims (instead of criminalisation), and 4) the punishment of perpetrators and redress of victims." The same is equally true for the child pornography distribution in the Internet.

The emergence of new ways of committing this type of crime demands constant improvements in the performance of law enforcement officials, introduction of new methods of identification, detection and investigation of human trafficking and related crimes.

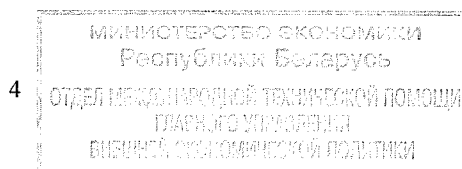
This international technical assistance project is intended to consolidate and sustain the results achieved in the implementation in Belarus of several projects funded by international donors and aimed at supporting national and international efforts in anti-trafficking.

The current project is a logical continuation of the joint UNDP – MIA Academy project "Combating Trafficking in Human Beings: New Challenges and Threats", implemented in 2013-2014 within OHCHR funding. This current project will consider the results achieved and deliverables elaborated during the earlier project and a number of other ones which strengthened national and international efforts in combating human trafficking.

The project complies with the national interests of the Republic of Belarus, and is consistent with the provisions of the Programme to combat crime and corruption for 2013-2015 years, approved by the decision of the National Coordination Meeting on combating crime and corruption of March 15, 2013 No. 26-07 пкс-2013, of the National Plan of Action to ensure gender equality in the Republic of Belarus for 2011-2015 years, approved by decree of the Council of Ministers of the Republic of Belarus of August 16, 2011 № 1101.

Link to UN and UNDP Priorities

Implementation of the project activities will assist Belarus' in fulfilling its international commitments, including recommendations from the UN Human Rights machinery, namely of the first cycle (May 2010) of the Universal periodic review (UPR) of the UN Council on Human Rights and the upcoming second cycle (April-May 2015).



The project is closely aligned with the Millennium Development Goals (MDGs), including on gender equality and empowerment of women (MDG3) and on fighting against HIV/AIDS and other diseases (MDG6).

The project is responsive to the provisions of the UNDP Strategic Plan 2014-2017, specifically, "recognizing the intrinsic value of the body of economic, political, social, civil and cultural rights established by the United Nations that are pursued through the human rights-based and other approaches".

It will also utilize principles and values described in the corporate UNDP Gender Equality Strategy for 2014-2017.

The project is in line with the priorities agreed between UNDP and the Republic of Belarus. Combating trafficking in persons is an important priority of the United Nations Development Assistance Framework for Belarus (UNDAF 2011-2015). The project will contribute to outcomes of the thematic area 5 "Effectiveness of the national governance system is enhanced".

The UNDP Country Programme Document for Belarus (2011-2015) provides that «UNDP will also..., in collaboration with other international organizations and United Nations agencies, nurture national capacities in ... combating human trafficking».

II. STRATEGY

In the long term, the project will help strengthen the national and inter-regional capacity to combat trafficking in human beings and related crimes following the human rights based approach, as well as enhance inter-regional coordination and cooperation of relevant competent authorities of the countries in the region in the context of human rights.

Project goals:

1. Promote exchange of international experience and best practices of combating human trafficking and related offences, including by utilizing and further strengthening capacities of the Academy of the Ministry of Internal Affairs of the Republic of Belarus.
2. Optimization of compliance with various aspects of human rights in the implementation of activities in the field of combating human trafficking and related wrongful acts. .

Project objectives:

1. Assisting implementation of the relevant decisions of the competent bodies of the UN system, including the General Assembly, the United Nations Human Rights Council, the United Nations Commission on crime prevention and criminal justice etc.
2. Building personnel capacity of the competent authorities of the Republic of Belarus and foreign countries, carrying out activities in combating human trafficking and related crimes.
3. Developing the capacities of ITC in training Belarusian and foreign specialists in the sphere of combating human trafficking.
4. Reviewing top international experience and best practices of combating human trafficking and related crimes.

Expected Outputs (in ATLAS):

Output 1. Belarusian and foreign law-enforcement specialists trained in anti-trafficking and combating other related crimes following human rights based approach.

Output 2. International cooperation in combating human trafficking and related crimes is enhanced.

Taking into consideration that victims of trafficking and children affected by the pornography dealers represent both sexes, the project will employ the gender-sensitive approach to planning and implementing project events, as well as ensure the integration of gender mainstreaming into the contents of the professional training courses.

The data collected and used during the project implementation and reporting will be gender disaggregated and grouped by age. Special focus will be put on introducing the human rights

based approach into the activities of the law-enforcement dealing with human trafficking and child pornography, as well as in fighting crime against minors.

Project Activities:

The project outputs will be achieved through the implementation of the following activities:

Output 1. Belarusian and foreign law-enforcement specialists trained in anti-trafficking and combating other related crimes following human rights based approach.

Activity 1. Professional training courses on combating human trafficking and related crimes, including child pornography distribution in the Internet.

Five specialized training courses will be held for the law-enforcement and judiciary officials. International experts will be engaged in order to provide an overview of the best international practices and experience.

It is expected that about 125 participants from Belarus and other CIS and neighboring countries will get familiarized with the latest tendencies and best practices in addressing trafficking in human beings and child pornography distribution, including advanced methods and tools of identification and documenting such type of crimes in the Internet. Each training course will feature human rights experts to ensure the introduction of the human rights based approach and the international standards into the corresponding law-enforcement practices.

Output 2. International cooperation in combating human trafficking and related crimes is enhanced.

Activity 2. Support of the international fora for discussion of pressing issues and international cooperation in combating human trafficking and related crimes.

2.1 A two-day international workshop to share advanced experience and best practices in the field of combating human trafficking and related crimes committed against women and children as the most vulnerable groups.

During the workshop the participants will share experience in combating human trafficking and other related crimes. It is expected that issues of coordination of work and analysis of effectiveness of operational and preventive measures aimed at counteracting victimization of women and children, as well as tackling the root causes of trafficking in the region will be discussed.

Approximately 30 law-enforcement professionals from Belarus, Russia, Lithuania, Estonia, Moldova, Kazakhstan and other countries will take part in the workshop.

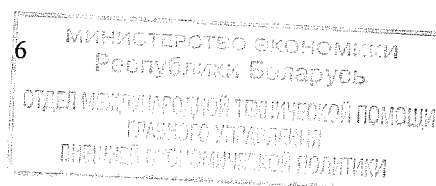
2.2 A two-day workshop for representatives of competent authorities of the Member States of the Group of Friends United against Human Trafficking and international organizations on observing various aspects of human rights in the course of combating human trafficking with the involvement of international experts.

The workshop will allow the participants to review the achievements to date on the implementation of the United Nations Global Plan of Action to Combat Trafficking in Persons, the implementation of human rights defense mechanisms at the international and national levels, and the measures to improve the victims' rights protection, as well as hammer out a unified position and approaches to combating human trafficking.

Approximately 30 representatives of the Member States of the Group of Friends United against Human Trafficking and relevant international organizations are expected to take part in the workshop.

Immediate expected results:

1. Approximately 125 Belarusian and foreign specialists have improved their professional knowledge and are able to effectively apply it in their work.
2. ITC capacities for training specialists in combating human trafficking in the context of human rights are strengthened.



3. Advanced techniques of identification, investigation and solution of trafficking related crimes including dissemination of sexually abusive material of children online are improved and implemented.

4. Cooperation between Member States of the Group of Friends and international organizations is strengthened.

5. Cooperation in promoting and protecting human rights is strengthened.

Sustainability arrangements

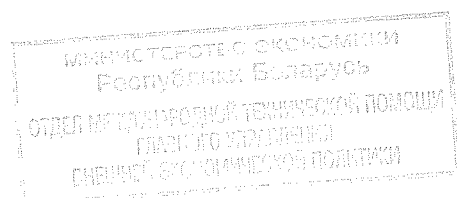
The training programmes tried and tested within the project will have a long term impact on the performance of professionals engaged in combating human trafficking and related offences, including by further enhancing human rights compliance.

The instructional materials and learning resources created by the project will be utilised beyond the project's closure and will remain relevant and up to date at least for several years after the project's ending date. The participants will continue to utilize the know-how and expertise acquired through the project beyond its completion.

A uniform position will be elaborated in implementing international human rights standards in protecting the victims of human trafficking. Cooperation of the competent authorities of the Republic of Belarus and foreign countries in combating international trafficking and addressing its root causes will be strengthened.

Stakeholders and beneficiaries of international technical assistance of the project

The Academy of the Ministry of Internal Affairs of Belarus will be the national executing agency for the project and the principal recipient of international technical assistance under this project. The Ministry of Foreign Affairs and the Ministry of Internal Affairs of Belarus will be the stakeholders as well as co-implementing partners.



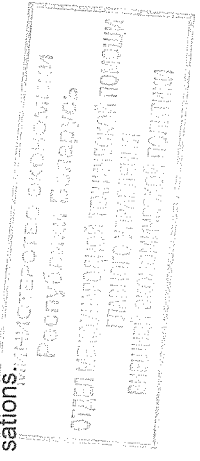
III. RESULTS AND RESOURCES FRAMEWORK

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| <p>UNDAF Outcome:</p> <p>5: Effectiveness of the national governance system is enhanced.</p> <p>Country Programme Outcome: Baseline, indicator(s), indicative targets</p> <p>Indicator: Development initiatives implemented in inclusive, participatory and democratic manner</p> <p>Baseline: Basic capacity of national and local government on effective and democratic governance</p> <p>Target: Improved capacity of national and local government on effective implementation of development initiatives in inclusive and participatory manner</p> <p>Partnership Strategy:</p> <p>Executing Agency: Academy of the Ministry of Internal Affairs</p> <p>Other Partners: Ministry of Internal Affairs of Belarus, Ministry of Foreign Affairs of Belarus.</p> <p>Responsible party: UNDP</p> | | | |
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Project Title and Atlas ID: «Strengthening International Cooperation in Combating Human Trafficking in the Context of Human Rights»

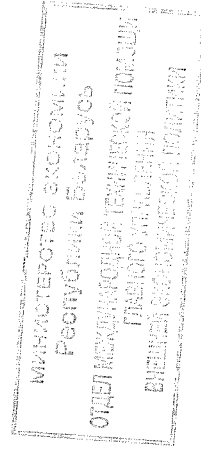
| INTENDED OUTPUTS | OUTPUT TARGETS | INDICATIVE ACTIVITIES | RESPONSIBLE PARTIES | INPUTS (USD) |
|---|--|--|--------------------------|--|
| <p>Output 1 (in ATLAS)</p> <p>Belarusian and foreign law-enforcement, specialists trained in anti-trafficking and combating other related crimes following human rights based approach.</p> <p>Baseline:</p> <p>The contents of the existing training programmes on combating human trafficking and related offences need to be upgraded and updated with regard to the latest trends in the criminal context dynamics. Advanced international anti-trafficking methods, including those for internet, have to be researched and introduced. The focus to strengthen human rights and gender equality needs to be enhanced.</p> <p>Indicator(s):</p> <ol style="list-style-type: none"> The ITC training programmes updated to reflect the advanced anti-trafficking methods and best practices in response to the existing needs. Human rights and gender equality topics integrated in the programme contents. | <p>Target outputs</p> <p>125 professionals from Belarus, the CIS and neighbouring countries have completed training courses in the field of combating trafficking in human beings and related offences.</p> <p>Human rights and gender perspective topics are integrated into the training curriculum.</p> <p>Advanced methods of detection, recording and investigation of crimes related to human trafficking have been incorporated in the professional practices of the law enforcement agencies from Belarus, IS and neighbouring countries represented at the</p> | <p>Activity 1. Professional training courses on combating human trafficking and related crimes, including child pornography distribution in the Internet.</p> <ol style="list-style-type: none"> 1.1 Recruit national and international consultants to revise and lead the training courses. 1.2 Print the training materials for the five courses. 1.3 Conduct five training courses in the field of combating trafficking in human beings and related offences including combating of child pornography on the internet. 1.4 Programme and operational support, follow-up and advocacy. | <p>MIA Academy, UNDP</p> | <p>National and international consultants.</p> <p>Workshops, training and related costs</p> <p>Premises for trainings, accommodation of the trainers and participants.</p> <p>Meals for the participants and trainers.</p> <p>Translation and interpretation</p> <p>Printing and distribution of the training materials.</p> <p>Supplies and disposables</p> <p>Travel and DSA</p> |

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|--|---|---|--|------------------------------------|
| <p>3. Five training courses for 125 law-enforcement professionals conducted in the field of combating trafficking in human beings and related offences.</p> <p>Output 2 (in ATLAS) International cooperation in combating human trafficking and related crimes is enhanced.</p> <p><u>Baseline:</u> There is a need to improve the effectiveness of measures to prevent the victimization of women and children, as well as to elaborate a coordinated approach to addressing the root causes of trafficking.</p> <p>There is a need to improve coordination of the relevant agencies of the Group of Friends to human trafficking to develop more uniform approaches to protecting the human rights of victims of human trafficking.</p> <p><u>Indicators:</u></p> <ol style="list-style-type: none"> 1. An enhanced system is in place to support coordination and information exchange on human trafficking and related offences among the law enforcement agencies and other competent authorities of Belarus and the neighbouring states. 2. Strengthened human rights focus of international cooperation against human trafficking among the members of the Group of Friends and international organizations. | <p>training courses.</p> <p>Target outputs</p> <p>30 law-enforcement professionals and other competent authorities from Belarus, Russia, Lithuania, Estonia, Moldova, Kazakhstan and other countries have taken part in the workshop.</p> <p>Exchange of information on anti-trafficking and coordination among the law enforcement agencies and other competent authorities in Belarus and other states in the region have been optimized.</p> <p>30 representatives of the Member States of the Group of Friends United against Human Trafficking have taken part in the international workshop.</p> <p>A uniform position has been formulated on the application of international human rights standards to protecting the victims of human trafficking and for strengthening law enforcement cooperation against human trafficking among the member states of the Group of Friends and the relevant international organisations.</p> | <p>Activity 2: Support of the international fora for discussion of pressing issues and international cooperation in combating human trafficking and related crimes.</p> <p>2.1. A two-day international workshop to share advanced experience and best practices in the field of combating human trafficking and related crimes committed against women and children as the most vulnerable groups.</p> <p>2.1.1. A range of issues is addressed and discussed to improve the effectiveness of measures to prevent the victimization of women and children, as well as to elaborate a coordinated approach to addressing the root causes of trafficking.</p> <p>2.1.2. Programme and operational support to the event, follow-up and advocacy of its results.</p> <p>2.2. A two-day international workshop for representatives of competent authorities of the Member States of the Group of Friends United against Human Trafficking and relevant international organizations on observing various aspects of human rights in the course of combating human trafficking.</p> <p>2.2.1. Developing and publishing ITC information booklets featuring the activities of the ITC.</p> <p>2.2.2. Discussion of the results of the implementation of the Global Action Plan and mechanisms to ensure international human rights standards at the international and national levels and to improve measures aimed at protect-</p> | <p>165 458</p> <p>Renting the premises for the workshops Participant accommodation Participant meals Translation, printing and distribution of materials Supplies and disposables Travel and DSA</p> <p>82 120</p> | <p>MIA Academy, MIA, MFA, UNDP</p> |
|--|---|---|--|------------------------------------|



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|--|--|---|--|--|
| | | <p>ing the victims of human trafficking, as well as on strengthening law enforcement cooperation among the member states of the Group of Friends and the relevant international organisations.</p> <p>2.2.3. Programme and operational support to the event, follow-up and advocacy of its results.</p> | | |
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Administrative costs, such as salaries to the Administrative and Finance Assistant will be reported in Atlas under Activity 3 «Project Management».



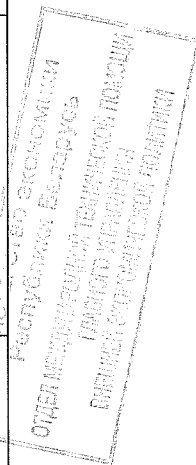
IV. ANNUAL WORK PLAN

Year 1

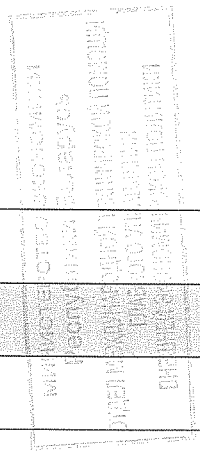
| Expected outcomes | Indicative Activities | Timeframe (based on the calendar year) | | | | Responsible Parties | Indicative budget | |
|---|---|--|----|----|----|--|---|---------------|
| | | Q1 | Q2 | Q3 | Q4 | | Donor | Amount (USD) |
| <p>Output 1 (In ATLAS)</p> <p>Belarusian and foreign law-enforcement specialists trained in anti-trafficking and combating other related crimes following human rights based approach.</p> <p><u>Baseline:</u></p> <p>The contents of the existing training programmes on combating human trafficking and related offences need to be upgraded and updated with regard to the latest trends in the criminal context dynamics. Advanced international anti-trafficking methods, including those for cyber-offences, have to be researched and introduced. The focus to strengthen hu-</p> | <p>1.1 Recruit national and international consultants to revise and lead the training courses.</p> | | | | | <p>MIA Academy, MIA, UNDP</p> <p>OHCHR</p> | <p>International consultants- 71200</p> | <p>15 000</p> |
| | <p>1.2 Print the training materials for the three courses.</p> | | | | | | <p>Local consultants – 71300,</p> <p>Travel and DSA– 71600,</p> | <p>10 500</p> |
| | <p>1.3. Conduct 3 training courses in the field of combating trafficking in human beings and related offences including combating of child pornography in the Internet.</p> | | | | | | <p>Contracts (companies) -72100,</p> <p>Supplies– 72500,</p> | <p>42 700</p> |

Рэспубліка Беларусь
 Офіс міжнароднага супрацьстаяння трафіку
 людзьмі ў Беларусі
 Інстытут супрацьстаяння трафіку

| Expected outcomes | Indicative Activities | Timeframe (based on the calendar year) | | | | Responsible Parties | Indicative budget | | |
|--|---|---|----|----|----|---------------------|-------------------|-------------------------|--------------|
| | | Q1 | Q2 | Q3 | Q4 | | Donor | Description | Amount (USD) |
| <p>man rights and gender equality needs to be enhanced.</p> <p><u>Indicator(s):</u></p> <ol style="list-style-type: none"> The ITC training programmes updated to reflect the advanced anti-trafficking methods and best practices in response to the existing needs. Human rights and gender equality topics integrated in the programme contents. Three training courses for 75 law-enforcement professionals conducted in the field of combating trafficking in human beings and related offences including combatting of child pornography on the internet. | <p>1.4. Programme and operational support to the event, follow-up and advocacy of its results</p> | | | | | UNDP | OHCHR | 64398 74598 71405 | 2 826 |



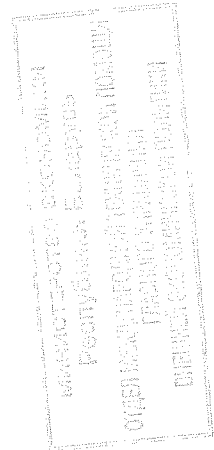
| Expected outcomes | Indicative Activities | Timeframe (based on the calendar year) | | | | Responsible Parties | Indicative budget | | |
|---|---|--|----|----|----|------------------------|-------------------|--|--|
| | | Q1 | Q2 | Q3 | Q4 | | Donor | Description | Amount (USD) |
| <p>Output 2 (in ATLAS)</p> <p>International cooperation in combating human trafficking and related crimes is enhanced.</p> <p><u>Baseline:</u></p> <p>There is a need to improve the effectiveness of measures to prevent the victimization of women and children, as well as to elaborate a coordinated approach to addressing the root causes of trafficking.</p> <p>There is a need to improve coordination of the relevant agencies of the Group of Friends to human trafficking to develop more uniform approaches to protecting the human rights of victims of human trafficking.</p> <p><u>Indicators:</u></p> <p>1. An enhanced system is in place to support coordination and information exchange on human trafficking among the law enforcement agencies and other competent authori-</p> | <p>2.1. A two-day international workshop to share advanced experience and best practices in the field of combating human trafficking and related crimes committed against women and children as the most vulnerable groups</p> <p>2.1.1. A range of issues is addressed and discussed to improve the effectiveness of measures to prevent the victimization of women and children, as well as to elaborate a coordinated approach to addressing the root causes of trafficking</p> <p>2.1.2. Programme and operational support to the event, follow-up and advocacy of its results.</p> | | | | | MIA Academy, MFA, UNDP | OHCHR | Local consultants-71300, Travel - 71600, Contractual Services (Companies) -72100, Supplies- 72500, 64398 74598 71405 | 2400 35 050 35 000 2 170 7 500 |



| Expected outcomes | Indicative Activities | Timeframe (based on the calendar year) | | | | Responsible Parties | Indicative budget | | |
|---|--|--|----|----|----|------------------------|-------------------|-------------|--------------|
| | | Q1 | Q2 | Q3 | Q4 | | Donor | Description | Amount (USD) |
| <p>ties of Belarus and the neighbouring states.</p> <p>2. Strengthened human rights focus of international cooperation against human trafficking among the members of the Group of Friends and international organisations.</p> | <p>2.2. A two-day international workshop for representatives of competent authorities of the Member States of the Group of Friends United against Human Trafficking and international organizations on observing various aspects of human rights in the course of combating human trafficking.</p> <p>2.2.1. Developing and publishing ITC information booklets featuring the activities of the Center.</p> <p>2.2.2. Discussion of the results of the implementation of the Global Action Plan and mechanisms to ensure international human rights standards at the international and national levels and to improve measures aimed at protecting the victims of human trafficking, as well as on strengthening law enforcement cooperation among the member states of the Group of Friends and the relevant international organisations.</p> <p>2.2.3. Programme and operational support to the event, follow-up and advo-</p> | | | | | MIA Academy, MFA, UNDP | | | |

МАРКЕТПРОЕКТ ЭКОНОМ
 РЕГИОНАЛЬНЫЕ БЮДЖЕТЫ
 УПРАВЛЕНИЯ ЭКОНОМИЧЕСКИМ РАЗВИТИЕМ
 ЧУВШКОГО РАЙОНА

| Expected outcomes | Indicative Activities | Timeframe (based on the calendar year) | | | | Responsible Parties | Indicative budget | | |
|---|---|---|----|----|----|----------------------------------|---|--------------------------------|----------------|
| | | Q1 | Q2 | Q3 | Q4 | | Donor | Description | Amount (USD) |
| Output 3 (ATLAS) Support to project implementation | <ul style="list-style-type: none"> - Recruitment and work of the administrative and finance assistant - Establishment and operation of the Project Board - Project visibility - Updating the public and stakeholders about the project outcomes; - Press conference - Project monitoring and evaluation | | | | | MIA UNDP Academy, OHCHR | Local consultants-- 71300, Supplies-- 72500 Miscellaneous-- 74500 | 11 250 218 1 000 | |
| Total for Year 1 | | | | | | | | | 192 652 |



Year 2

| Expected outcomes | Indicative Activities | Timeframe (based on the calendar year) | | | | Responsible Parties | Indicative budget | |
|--|--|--|----|----|----|---------------------|-------------------|-------------|
| | | Q1 | Q2 | Q3 | Q4 | | Donor | Description |
| <p>Output 1 (In ATLAS)</p> <p>Belarusian and foreign law-enforcement specialists trained in anti-trafficking and combating other related crimes following human rights based approach.</p> <p><u>Baseline:</u></p> <p>The contents of the existing training programmes on combating human trafficking and related offences need to be upgraded and updated with regard to the latest trends in the criminal context dynamics. Advanced international anti-trafficking methods, including those for cyber-offences, have to be researched and introduced. The focus to strengthen human rights and gender equality needs to be enhanced.</p> | <p>1.1 Recruit national and international consultants to revise and lead the training courses.</p> | | | | | MIA Academy, UNDP | OHCHR | 8 400 |
| | <p>1.2 Print the training materials for the two courses.</p> | | | | | | | OHCHR |
| <p><u>Indicator(s):</u></p> <p>1. The ITC training programmes updated to reflect the advanced anti-trafficking</p> | <p>МІНІСТАРСТВА ПРАВА ЧАЛОВЕКА РЭСПУБЛІКАЎ БЕЛАРУСІ ЦЕНТРАЛЬНЫ ІНСТІТУТ ПРАВА ЧАЛОВЕКА</p> | | | | | | | 32 300 |
| | | | | | | | | 1 400 |

| Expected outcomes | Indicative Activities | Timeframe (based on the calendar year) | | | | Responsible Parties | Indicative budget | | |
|---|---|--|----|----|----|--|-------------------|--|--------------|
| | | Q1 | Q2 | Q3 | Q4 | | Donor | Description | Amount (USD) |
| <p>methods and international best practices in response to the existing needs.</p> <p>2. Human rights and gender equality topics integrated in the programme contents.</p> <p>3. Two training courses for 50 law-enforcement professionals conducted in the field of combating trafficking in human beings and related offences including combating of child pornography in the Internet.</p> | <p>1.3. Conduct 2 training courses in the field of combating trafficking in human beings and related offences including combating of child pornography in the Internet.</p> | | | | | <p>MIA Academy, MIA, UNDP</p> <p>OHCHR</p> | | | |
| | | | | | | | | <p>64398</p> <p>74598</p> <p>71405</p> | <p>2 000</p> |
| | <p>1.4. Programme and operational support to the event, follow-up and advocacy of its results</p> | | | | | <p>UNDP</p> <p>OHCHR</p> | | | |

МИНИСТЕРСТВО ОБОРОНЫ
 Республики Беларусь
 ЦЕНТР МЕДИЦИНСКОЙ ТЕХНИЧЕСКОЙ ПОМОЩИ
 ПЯТИКОСМИЧЕСКИЙ
 БУВАРЬ СКАНДАВИЙСКОЙ ПОЛИЦИИ

| Expected outcomes | Indicative Activities | Timeframe (based on the calendar year) | | | | Responsible Parties | Indicative budget | | |
|---|--|--|----|----|----|-----------------------------|-----------------------------|----------------|--------------|
| | | Q1 | Q2 | Q3 | Q4 | | Donor | Description | Amount (USD) |
| Output 3 (ATLAS) Support to project implementation | <ul style="list-style-type: none"> - Work of the administrative and finance assistant - Establishment and operation of the Project Board - Project visibility - Updating the public and stakeholders about the project outcomes; - Final press conference. - Project monitoring and evaluation | | | | | MIA Academy, MIA, MFA, UNDP | Local consultants- 71300 | 3 750 | |
| Total for Year 2 | | | | | | | | 71 144 | |
| UNDP GMS (8%) | | | | | | | | 21 104 | |
| GRAND TOTAL | | | | | | | | 284 900 | |

МИНИСТЕРСТВО ЭКОНОМИКИ
 Республики Беларусь
 ОТДЕЛ НЕФИНАНСОВОЙ ТОРГОВЛИ
 ПРАКТИЧЕСКОЕ УЧАСТИЕ
 ВНЕШНЕЭКОНОМИЧЕСКОЕ СОТРУДНИЧЕСТВО

V. MANAGEMENT ARRANGEMENTS

Responsibilities of the Parties

The project will be implemented in the national execution modality in accordance with UNDP rules and procedures, subject to provisions of the national legislation. The Academy of the Ministry of Internal Affairs of Belarus (MIA Academy) will act as the national executing entity, and UNDP as the responsible party.

As an executing entity, the MIA Academy will be responsible for overall project performance, effective and efficient use of the project resources, and the delivery of the planned outputs. The executing agency will be responsible for submission of periodic progress reports as required by the national legislation of Belarus, and for maintaining appropriate documentation and records confirming proper use of the resources disbursed by UNDP towards the project.

UNDP shall guarantee appropriate use of resources contributed by the donors towards the project and the alignment of all project activities with the agreed outputs and the UNDP Country Programme Document for 2011 – 2015 and for 2016 - 2020.

Implementing and funding arrangements

Based on a capacity assessment, the MIA Academy was agreed to be an appropriate national executing agency for the project. This decision was based on a number of considerations, including the organisation's unique function, highly qualified teaching staff, extensive and lasting international partnerships, as well as availability of adequate training premises, some of which will be utilised at no cost to the project. All the stated above is expected to guarantee appropriate utilisation of the project resources and ensure sustainability of outputs.

The previous positive experience in the implementation of similar international technical assistance projects indicates that the MIA Academy has the capacity to ensure the optimal use of project resources and sustainability of its results.

The MIA Academy is an education institution subordinate to the Ministry of Interior. It is subject to the Ministry' internal control for financial and economic activities, and also to external audits conducted by the authorised government agencies of Belarus.

The MIA Academy will assume responsibility for the part of the project activities designated to it by the annual work plan, using its own capacities. Implementation of the project activities will be funded by quarterly fund transfers from UNDP to the MIA Academy. The terms and conditions of such transfers and the reporting requirements shall be governed by the UNDP rules and procedures, as outlined in Annex 4 of the project document.

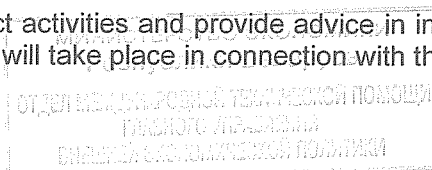
As a part of its cost-sharing contribution towards the project, the MIA Academy shall provide free of charge equipped office space for the Administrative and Finance Assistant (AFA), including with a computer and a photocopier.

UNDP support to project activities shall be subject to the Annual work plan, and shall be provided on a cost-recovery basis. The applicable fees payable from the project budget are detailed in Annex 1 of the project document.

OHCHR will assist in the substantive design of the project activities and provide advice in international experts' recruitment. Periodic visits of OHCHR staff will take place in connection with the project activities.

Management structure

The MIA Academy shall nominate, and the Ministry of Internal Affairs shall appoint a National Project Coordinator, vested with the appropriate mandate. The National Project Coordinator will be responsible for the overall project coordination. He/she will represent the project at the decision making level, and exercise the authority to approve and endorse the annual work plans governing the project activities.



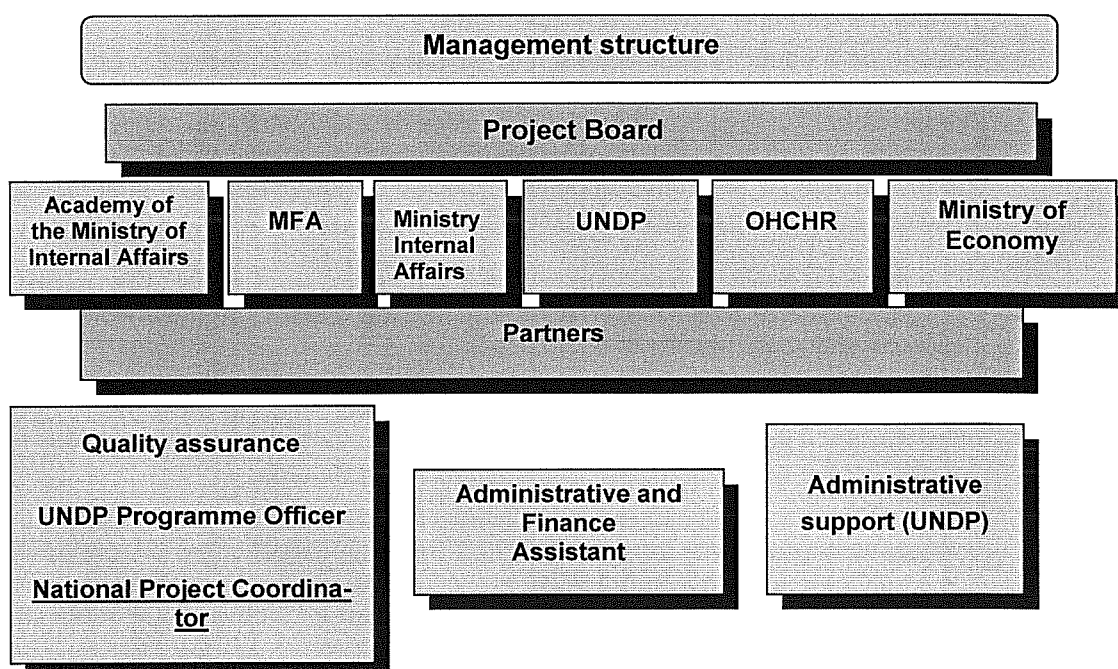
UNDP Programme Officer will exercise direct supervision of the project to ensure appropriate and timely implementation of the project activities, facilitate coordination with the other projects funded by UNDP, UN agencies, and other international donors.

Project personnel will consist of one Administrative and Finance Assistant (AFA) selected by UNDP through a competitive procedure. The AFA will be responsible for day-to-day project performance and the preparation and delivery of its scheduled activities in accordance with the rules and procedures of UNDP, the national legislation, and the terms of reference. The AFA will report to the UNDP Programme Officer (Annex 3).

A Project Board (PB) will be established to monitor and evaluate project performance and to advise on the most effective strategies towards achieving the agreed outcomes and ensuring effective coordination of the relevant activities. The PB will also perform advocacy functions, and exercise the authority to approve the annual work plans (Annex 2).

The other UN agencies present in Belarus will cooperate with the project and contribute to its implementation.

All public information and media activities under the project will be performed in close collaboration with staff of UN agencies. The rules concerning visibility of the UN agencies shall be followed throughout the project.



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Республики Беларусь
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ПЛАНОГО УПРАВЛЕНИЯ
ОБЩЕСТВЕННО-ЭКОНОМИЧЕСКОЙ ПОЛИТИКИ

VI. MONITORING FRAMEWORK AND EVALUATION

Project monitoring and evaluation will be conducted in accordance with established legislation of Republic of Belarus and UNDP procedures.

Within the annual cycle it will be monitored as indicated below:

- On a quarterly basis, a quality assessment will record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log will be activated in Atlas and updated by the UNDP Programme Officer to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis, a risk log will be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) will be submitted by the UNDP Programme Officer to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project Lesson-learned log will be activated and regularly updated to ensure ongoing learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project.
- A Monitoring Schedule Plan will be activated in Atlas and updated to track key management actions/events.

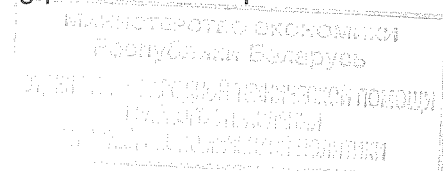
UNDP Programme Officer shall submit periodic reports to the UNDP Country Office throughout the project period. At the inception stage, the UNDP Programme Officer and project Administrative and Finance Assistant will produce a detailed work plan to be agreed by the Project Board, and approved by the MIA Academy and UNDP. The plan will indicate the key milestones, timeframe and progress indicators that will guide the implementation and monitoring of the project. Separate activities will be evaluated by the participants via questionnaires prepared by the project team in a gender-sensitive manner to evaluate the quality and ensure improvement of these activities. Further, Annual Review Reports, prepared by the UNDP Programme Officer in cooperation with the AFA, will be shared with the PB members.

From the point of view of the Government of Belarus, project monitoring and evaluation will be carried out in accordance with the established procedure for evaluation of international technical assistance projects as approved by the Decree of the Council of Ministers No.1513 dated November 26, 2004.

The AFA will assist the MIA Academy in the preparation progress reports consistent with the above procedure and in facilitating the review of such reports by the National Coordinator. UNDP will provide the MIA academy with the data needed for the reports. The reports, signed by the National Project Coordinator, shall be submitted to the Ministry of Economy of Belarus within the timeframe mandated by the national legislation.

Monitoring of the project will be an ongoing activity aiming at ensuring the transformation of inputs through activities into outputs and the planned and stated results according to the work plan. Specifically the monitoring process will include the following:

- standardised exchange of information between all involved parties in the implementation of the project to ensure that activities are implemented in an appropriate and coordinated way;
- recording of minutes of envisaged meetings organised by the various actors involved in project implementation aids the monitoring processes and procedures.

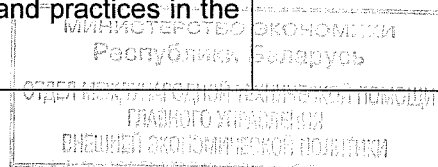


VII. QUALITY MANAGEMENT FOR PROJECT ACTIVITIES' RESULTS

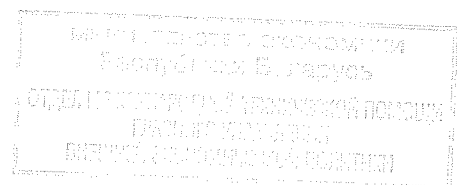
MIA Academy and UNDP share responsibility for the activities implementation control. Quality control will be ensured through the participants' anonymous feedback collection and analysis. The received data will be documented in a gender-disaggregated manner and subsequently used for to improve the training activities by the MIA Academy.

MIA Academy and MIA of the Republic of Belarus are responsible for ensuring the project results sustainability and the integration of the most advanced methods into the national law-enforcement practice. The relevant information will be incorporated into the final report.

| | | |
|---|--|---------------------------|
| Output 1 (ATLAS) Belarusian and foreign law-enforcement specialists trained in anti-trafficking and combating other related crimes following human rights based approach. | | |
| Activity 1. | Professional training courses on combating human trafficking and related crimes, including child pornography distribution in the Internet. | Start Date: End Date: |
| Goal: | <ul style="list-style-type: none"> • Building personnel capacity of the competent authorities of the Republic of Belarus and foreign countries, carrying out activities in combating human trafficking and related crimes. • Developing the capacities of ITC in training Belarusian and foreign specialists in the sphere of combating human trafficking. • Reviewing top international experience and best practices of combating human trafficking and related crimes. | |
| Description | <p>1.1 Recruit national and international consultants to revise and lead the training courses.</p> <p>1.2 Print the training materials for the five courses.</p> <p>1.3. Conduct five training courses in the field of combating trafficking in human beings and related offences including combating of child pornography in the Internet.</p> <p>1.4. Programme and operational support, follow-up and advocacy.</p> | |
| Quality criteria | Means of verification | Date of evaluation |
| Advanced techniques of detection and investigation of trafficking related crimes have been integrated into the training materials. | Updated training materials and curriculum, reflecting the international best standards and practices in the area. | Start Date: End Date: |
| Human rights based approach to anti-trafficking and gender are integrated into the training curriculum. | Updated training materials and curriculum, reflecting the international best standards and practices in the area. | Start Date: End Date: |



| | | |
|---|---|---------------------------|
| Training participants demonstrate high satisfaction rates. | MIA Academy and UNDP to design a questionnaire to evaluate participants' feedback, while ensuring appropriate gender balance and sensitivity of such evaluation. Quarterly progress reports. | Start Date: End Date: |
| Output 2 (ATLAS) International cooperation in combating human trafficking and related crimes is enhanced. | | |
| Activity 2. | Support of the international fora for discussion of pressing issues and international cooperation in combating human trafficking and related crimes. | Start Date: End Date: |
| Goal: | Assisting implementation of the relevant decisions of the competent bodies of the UN system, including the General Assembly, the United Nations Human Rights Council, the United Nations Commission on crime prevention and criminal justice and other relevant mechanisms. | |
| Description | <p>2.1 A two-day international workshop to share advanced experience and best practices in the field of combating human trafficking and related crimes committed against women and children as the most vulnerable groups</p> <p>2.2 A two-day international workshop for representatives of competent authorities of the Member States of the Group of Friends United against Human Trafficking and international organizations on observing various aspects of human rights in the course of combating human trafficking.</p> | |
| Quality criteria | Means of verification | Date of evaluation |
| Workshop participants demonstrate high satisfaction rates. | MIA Academy and UNDP to design a questionnaire to evaluate participants' feedback, while ensuring appropriate gender balance and sensitivity of such evaluation. | Start Date: End Date: |
| The follow-up to the decisions and recommendations drafted during the project activities is ensured and integrated into the plans of the corresponding bodies in Belarus. | Final reports on the workshops including the corresponding decisions and recommendations are prepared by the MIA Academy and MIA and shared with the stakeholders. | Start Date: End Date: |



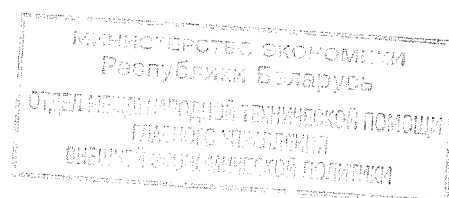
VIII. LEGAL CONTEXT

This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Belarus and the United Nations Development Programme, signed by the parties on September 24, 1992. The host country implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the Government co-operating agency described in that Agreement. 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 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; 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.



IX. ANNEXES

Annex I: Description of UNDP Country Office support services in execution of the project

The UNDP country office may provide at the request of the MIA Academy the following Implementation Support Services (ISS) for the activities of the project:

- Payments, disbursements and other financial transactions
- Recruitment of project personnel and consultants
- Procurement of goods and services
- Organization of training activities, conferences and workshops

The support services provided by the UNDP country office shall be in accordance with the UNDP rules and procedures. Direct project costs incurred with regards to UNDP support services are to be recovered to UNDP.

Pursuant to the relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Government of Belarus and UNDP, signed on 24 September 1992, and provisions of the project document, the provisions on liability and privileges and immunities shall apply. The Government shall retain overall responsibility for the nationally managed project by the MIA Academy. The responsibility of the UNDP country office for the provision of the support to the MIA Academy shall be limited to the services detailed in the table below.

Any claims or disputes arising under or in connection with the provision of support by the UNDP country office shall be handled pursuant to the relevant provisions of the SBAA.

In accordance with the provisions of the project document «Strengthening International Cooperation in Combating Human Trafficking in the Context of Human Rights», the UNDP country office shall provide support at the request of the MIA Academy as described in the table below. Cost-recovery by UNDP country office for direct project costs shall be funded from the project budget using the following method:

Fee based ISS method, when UNDP Country Office charges the project for provided services based on number of transactions and transaction fee in accordance with the country office pricelist.

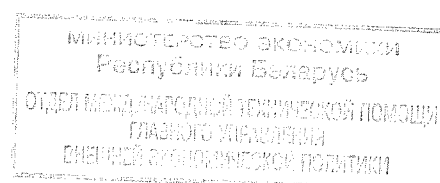
Schedule for the provision of ISS, cost and method are described in the table below.

| Support Services | Schedule for the provision of the support services | Cost to UNDP of providing such support services | Amount and method of reimbursement of UNDP |
|---|--|---|---|
| Processing of payments disbursements and other financial transactions | Based on request for payment | transaction fee in accordance with the country office pricelist | periodic billing based on actual number of transactions |
| Procurement of goods and services | Based on request and project annual work plan | transaction fee in accordance with the country office pricelist | periodic billing based on actual number of transactions |
| Project personnel and consultants selection and recruitment process | Based on request and project annual work plan | transaction fee in accordance with the country office pricelist | periodic billing based on actual number of transactions |
| Travel arrangements | Based on request and project annual work plan | transaction fee in accordance with the country office pricelist | periodic billing based on actual number of transactions |

| | | | |
|--|---|---|---|
| General administration (pouch service, visa support, customs clearance, etc) | Based on request and project annual work plan | transaction fee in accordance with the country office pricelist | periodic billing based on actual number of transactions |
| IT services | Based on request and project annual work plan | transaction fee in accordance with the country office pricelist | periodic billing based on actual number of transactions |
| Communications service | Based on UNDP country office communication plan | 1% of the UNDP resources contributed to a project | Billing once a year |

If the requirements for support services by the country office change during the life of a project, the annex may be revised with the mutual agreement of the UNDP Resident Representative and the MIA Academy.

International Public Sector Accounting Standards are financial reporting standards used in UNDP.



Annex 2: Terms of References for the Project Board

A Project Board (PB) will be created to monitor the project implementation and advise on strategic project issues.

The PB is formed from the authorized representatives of the executing and responsible organizations, donor, government, which are stakeholders and implementing partners of the project, the Ministry of Economy of the Republic of Belarus, on the basis of proposals made by the above-mentioned organizations.

The PB will be composed by one representative from each of the below described organizations:

- MIA Academy
- UNDP,
- OHCHR,
- Ministry of Foreign Affairs,
- Ministry of Economy,
- Ministry of Internal Affairs,

Each organisation shall appoint its representative to the PB and may expand its representation in the PB provided it has objective reasons. The Ministry of Interior forms the PB and its membership is approved with the relevant legal act of the Ministry.

The PB shall be convened after the project is approved and registered in line with the national legislation.

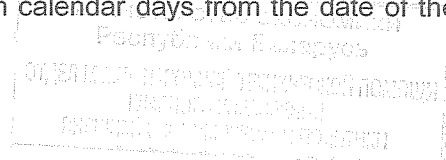
1. FUNCTIONS

The main functions of the PB include:

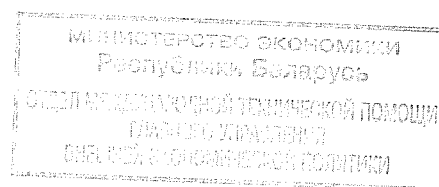
- Analysis and elaboration of recommendations on the project implementation strategy and long-term planning.
- Evaluation of the attained results and provision of information on them to the broader public.
- Consideration and selection of ideas and proposals for further development and promotion within the project framework.
- Maintenance of contacts with appropriate national and international institutions.
- Approve an annual work plan.
- Approve changes and amendments to the project.

2. PROCEDURES

- 2.1. The first session of the PB is convened by UNDP, while the subsequent session are convened by the Executing Entity as necessary, but at least twice a year.
- 2.2. The Executing Entity shall in advance officially inform on the date, time and venue of the next meeting of the PB.
- 2.3. Preparation of materials for PB meetings shall be done by the UNDP. All organizations involved in the project, has the right to make proposals on the agenda of the PB meetings.
- 2.4. PB meeting considered valid in the presence of a quorum, that is, when present at the meeting at least half of the members of the PB.
- 2.5. PB decision is made by consensus of participants minus one vote.
- 2.6. If consensus cannot be reached by members of the PB, the final decision is made by the UNDP Resident Representative in Belarus.
- 2.7. In exceptional cases, the PB members may vote by telephone or email. The participation of a representative of the OHCHR in the meetings and the voting is done remotely via conferencing systems.
- 2.8. Minutes of the meeting shall be signed by the authorized representatives of the Academy of the Ministry of Interior and UNDP, and within ten calendar days from the date of the meeting they shall be sent to all members of the PB.

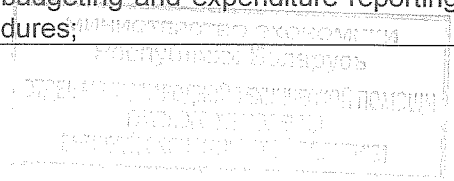


Representatives of other government agencies and civil society organizations are invited by UNDP as necessary and by prior agreement with the Ministry of Interior and Ministry of Foreign Affairs.



Annex 3: Terms of Reference - Administrative and Finance Assistant

| | |
|--|--|
| Duration of Contract | Based on UNDP rules and procedures |
| Condition of employment | Part time |
| Contract Type: | Individual Contract |
| Specific requirements | Payment arrangements and schedule will be governed by the terms and conditions of the contract |
| Duty Station: | Minsk, Belarus |
| Institutional context | |
| <p>The Administrative and Finance Assistant will support the UNDP Programme Officer in ensuring successful implementation of the project activities and achievement of the planned project results. The incumbent will perform financial management functions and will be responsible for the administrative and financial aspects of the project. The incumbent reports directly to the UNDP Country Office in Belarus and collaborates with the National Project Coordinator</p> | |
| Description of duties: | |
| <p>Project administration:</p> <ul style="list-style-type: none"> - Handles administrative and personnel matters to ensure effective and efficient delivery of outputs; - Carries out procurement procedures in accordance with the project document and the approved annual work plan; - In consultation with UNDP Programme Officer, drafts the terms of reference and vacancy announcements for project consultant positions open to national and international applicants; - Utilises the UNDP recruitment system to collect, process and prepare documentation for the recruitment of national and international consultants; - Prepares and submits to UNDP travel documents and reports, in accordance with the UNDP rules and procedures; - Exercises responsibility for proper performance of logistical and organisational tasks in connection with the project workshops and other educational events, including visa support, hotel booking, etc.; - Prepares and submits to UNDP requests for payment and supporting documentation - Drafts project correspondence, including on administrative issues, and other documents; - Keeps the project records and files and ensures proper document flow; - Responds to office calls, takes incoming correspondence and arranges meetings when necessary; - Prepares meetings of the Project Board (PB) and further follow-up, and performs secretarial duties during PB meetings; - Provides translation/interpretation from/into Russian /English; <p>Financial management and monitoring:</p> <ul style="list-style-type: none"> - Assists in managing the project's finances to ensure effective project performance consistent with UNDP rules and procedures; - Implements effective internal control mechanisms to ensure adequate performance of a client-oriented financial management system; - Prepares periodic financial reports, subject to this terms of reference, in response to requests from the relevant national counterparts or donor requirements; - Ensures timely preparation and submission of quarterly expenditure reports to the UNDP Country Office and verifies the accuracy of such reports; - Assists in the budgeting of quarterly expenditure of advanced funds; - Advises the recipient of advanced project funds on the proper procedures; assists the recipient of advanced project funds in the planning, budgeting and expenditure reporting on such funds in accordance with UNDP rules and procedures; | |

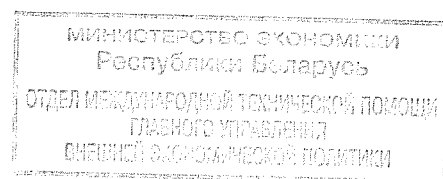


- Monitors project expenditures, commitments and balance;
- Liaises with the UNDP Country Office on matters related to payments, financial report verification and budget revisions;
- Contributes to the preparation of annual and semi-annual project reports consistent with the national technical assistance evaluation and reporting requirements established by the relevant Resolution of the Council of Ministers of Belarus, and the periodic reports requested by UNDP;
- Ensures compliance with the appropriate operational and financial closure procedures, subject to the incumbent's mandate and authority;

Other duties:

The incumbent performs other administrative and financial support functions as instructed by UNDP and/or the National Project Coordinator.

| Qualifications | |
|------------------------|---|
| Education | Higher education diploma in management, administration, economics or finance. |
| Work experience | At least two years' experience in finance or administration; Excellent financial management and budgeting skills; Prior employment at similar positions in UNDP technical assistance projects will be a major advantage; Working knowledge of UNDP rules and procedures will be a major advantage; Familiarity with Atlas will be an advantage; Outstanding management and organisation skills; Ability to work in a team; Experienced PC user, knowledge of MS Word, Excel, etc., competent user of database applications, electronic tables, web-based management systems. |
| Language requirements: | Fluent in English and Russian. |



Annex 4: Financing terms and reporting arrangements

1. UNDP will make available quarterly instalments to the Executing Entity in accordance with the Annual Work Plan. All instalments will be paid in local currency at the UN exchange rate actual as of the day of payment. Instalments will be advanced to the Executing Entity when a financial report and other agreed-upon documentation for the activities completed have been submitted to and accepted by UNDP as showing satisfactory management and use of UNDP resources.
2. In order to receive the funds advanced by UNDP, the Executing Entity will open a bank account to be used only for receiving UNDP advances and to make payments of the project.
3. The Executing Entity will utilize the funds provided by UNDP in strict accordance with the Annual Work Plan. The Executing Entity will be authorized to make variations not exceeding 20 per cent on any one line item of the project budget provided that the total budget allocated by UNDP is not exceeded. The Executing Entity shall notify UNDP about any expected variations. Any variations exceeding 20 per cent on any one- line item that may be necessary for the proper and successful implementation of the Project shall be subject to prior consultations with and approval by UNDP.
4. UNDP shall not be liable for the payment of any expenses, fees, tolls or any other financial cost not outlined in the Annual Work Plan unless UNDP has explicitly agreed in writing to do so prior to the expenditure by the Executing Entity.
5. In its procedures for procurement of goods, services or other requirements with funds made available by UNDP, the Executing Entity shall ensure that, when placing orders or awarding contracts, it will safeguard the principles of highest quality, economy and efficiency, and that the placing of such orders will be based on an assessment of competitive quotations, bids, or proposals unless otherwise agreed to by UNDP.
6. The Executing Entity shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available by UNDP to ensure that all expenditures are in conformity with the provisions of the Annual Work Plan. For each disbursement, proper supporting documentation shall be maintained, including original invoices, bills, calculations, shipping documents and receipts pertinent to the transaction. Upon completion of the Project, the Executing Entity shall maintain the records for a period of at least four years unless otherwise agreed upon between the Parties.
7. Requirements on financial reporting:
 - a) The Executing Entity submits to UNDP report Funding Authorization and Certificate of Expenses (FACE) prepared with involvement of the project Administrative and Finance Assistant no later than 15 days after the end of each quarter in English and Russian languages. The purpose of the report is to request a quarterly advance of funds, to list the disbursements incurred on the Project by budgetary component on a quarterly basis, and to reconcile outstanding advances. The approval of a request for an advance is subject to the verification by UNDP that at least 80% of the previous advance given and 100% of all earlier advances have been liquidated.
 - b) The FACE has been designed to reflect the transactions of a project on a cash basis. For this reason, unliquidated obligations or commitments should not be reported to UNDP, i.e., the reports should be prepared on a "cash basis", not on an accrual basis, and thus will include only disbursements made by the Executing Entity and not commitments. However, the Executing Entity shall provide an indication when submitting

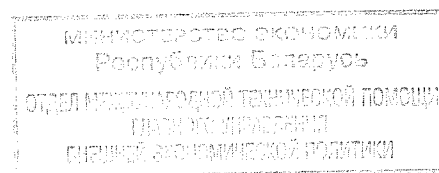
reports as to the level of unliquidated obligations or commitments, for budgetary purposes.

- c) Any refund received by the Executing Entity from a supplier should be reflected on the financial report as a reduction of disbursements on the component to which it relates.
- d) Any interest earned on the project bank account from the advances must be included by the Executing Entity in the FACE and credited to the project, recording it as miscellaneous income. Bank statements must be filed by the project and a copy should be submitted to the country office with FACE.

8. The Executing Entity will return unspent funds within two months of the completion of the Project.

9. Requirements on narrative reporting to UNDP:

- a) With respect to the quarterly installments, the Executing Entity shall provide UNDP with periodic narrative reports on the progress, activities, achievements and results of the Project. As a minimum, the Executing Entity shall prepare an annual progress report.
- b) With respect to the quarterly installments, within two months of the completion of the Project or its termination, the Executing Entity shall submit a final narrative report on the Project activities.



Annex 5: Risks Analysis

OFFLINE RISK LOG

| | | |
|--|------------------|--------------|
| Project title: «Strengthening International Cooperation in Combating Human Trafficking in the Context of Human Rights» | Award ID: | Date: |
|--|------------------|--------------|

| Description | Date Identified | Type | Impact and probability | Management response | Submitted by | Monitoring | Last up | Last Update |
|---|-----------------|-------------|---|--|-------------------|-------------------|---------|-------------|
| 1. Duration of the process of getting approvals for the project concept for its alignment with the national interests of the Republic of Belarus among OHCHR, UNDP and national institutions which are implementers and partners of the project | October 2014 | Operational | Signing of the project document is delayed. Project implementation start is delayed. | Intensive consultations on improving the project document. | UNDP, MIA Academy | UNDP, MIA Academy | | |
| 2. Duration of the national project approval procedures preceding the project launch | October 2014 | Operational | Delays in completion of the national approval procedures mandated by the national legislation will reduce the time available for completion of the project scheduled activities. A tight project implementation schedule can adversely affect the quality of the anticipated project outputs. | Regular consultations with the competent government authorities involved in the project approval and registration processes. | UNDP, MIA Academy | UNDP, MIA Academy | | |

