

PROJECT DOCUMENT**[China]****Project Title: Promoting Sustainable Urban Development through Volunteer Service for the Beijing Winter Olympics****Project Number: 00124779****Implementing Partner: China International Center for Economic and Technical Exchanges (CICETE)****Co-operation Partner: Beijing Volunteer Service Federation (BVF)****Start Date: 30/03/2021****End Date: 29/03/2024****PAC Meeting date: 25/03/2021****Brief Description**

In accordance with *the United Nations 2030 Agenda for Sustainable Development*, China's national Strategy, *Beijing Municipal Committee of the Communist Party of China's proposals for formulating the 14th Five-Year Plan (2021-2025) for National Economic and Social Development and the Long-Range Objectives Through the Year 2035 of Beijing Municipality*, the *Beijing 2022 Olympic and Paralympic Winter Games Sustainability Plan*, and based on the United Nations General Assembly's *Resolution on Volunteering for the 2030 Agenda for Sustainable Development*, the volunteering collaboration project is jointly organized by China International Center for Economic and Technical Exchanges (CICETE), United Nations Development Programme (UNDP), United Nations Volunteers (UNV) programme, and Beijing Volunteer Service Federation (BVF). It aims to support the establishment of the Winter Olympic volunteer service system, to transform the achievements of Olympic voluntary work, to promote the innovation of urban governance, and to accelerate the sustainable development of Beijing. Also, the project will promote the establishment of the collaboration network of Olympic host cities, gradually form an international volunteer talent pool in the field of sustainable urban development, and showcase Beijing being a new example of promoting sustainable urban development through Olympic volunteering.

The partnership between UNDP, UNV, and BVF was established through three phases of project cooperation since 2007. UNDP and UNV will further enhance it and constantly explore more areas of innovative cooperation. The 2007-2011 collaboration project contributed to raising the public's awareness of volunteer service. The 2012-2015 project focused on improving the capabilities of Chinese volunteer involving organizations (VIOs) to develop at home. The 2016-2021 project improved the VIOs' overseas project implementation capabilities with BVF as an example and promoted the participation of Beijing's VIOs in the international volunteer service development system. This project (2021-2024) will be dedicated to supporting the establishment of the Winter Olympic volunteer service system and translating the results of the Winter Olympic volunteer service into a force that drives the sustainable development of cities in the Beijing-Hebei region, further enhancing the international presence of Chinese social organizations, and contributing innovative Chinese solutions to realizing the Sustainable Development Goals (SDGs) globally by volunteerism.

Contributions to UN Sustainable Development Goals:

Based on the *Beijing 2022 Olympic and Paralympic Winter Games Sustainability Plan* and the main tasks of the project, the collaboration project will accelerate the realization of SDGs through the establishment of a trinity demonstration system of "synergy model-talent system-collaboration network" on Olympic volunteering and sustainable urban development.

Goal 3: Ensure healthy lives and promote well-being for all at all ages.

Goal 5: Achieve gender equality and empower all women and girls.

Goal 11: Make cities and human settlements inclusive, safe, resilient and sustainable.

Goal 13: Take urgent action to combat climate change and its impacts.

Goal 15: Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Goal 17: Strengthen the means of implementation and revitalize the global partnership for sustainable development.

Contribution to the UNDP Country Programme Document (CPD) for China (2021-2025):

Outcome 1: Relative poverty and multi-dimensional poverty are reduced, and more coordinated development leads to reduction in gaps between rural and urban areas and among regions, as more people in China, including left-behind groups, benefit from sustainable, innovation-driven and shared high-quality economic development, with enhanced access to economic opportunities arising through innovation, entrepreneurship and rural revitalization, enjoying decent work, sustainable livelihoods, and the right to development equally for both women and men.

Contributions to the UNV Strategic Framework 2018-2021:





Outcome 1: The efforts of Member States to deliver on the 2030 Agenda are supported through volunteerism as an effective means of implementation and people engagement.

Outcome 2: The United Nations system is supported to deliver on the 2030 Agenda through the engagement of UN-Volunteers and the integration of volunteerism.

Indicative Output(s) with gender marker²: GEN2

Total resources required (hereafter, in US dollars):	US\$1,719,770 (about 11.87 million RMB, exchange rate: 6.9)		
Total resources allocated:	UNDP TRAC:		
	Donor:		
	Government:	1,473,400 (including GMS)	434,780 (mobilized)
			1,038,620 (to be mobilized by BVF)
In-Kind from BVF:	246,370		
Unfunded:			

Agreed by (signatures)¹:

UNDP	UNV	CICETE	BVF
			
Print Name:	Shalina Miah	Print Name:	Print Name:
Date: 2021.3.30	Date: 29 Mar 2021	Date: 2021.3.30	Date: 2021.3.30

¹ Note: Adjust signatures as needed

² The Gender Marker measures how much a project invests in gender equality and women's empowerment. Select one for each output: GEN3 (Gender equality as a principle objective); GEN2 (Gender equality as a significant objective); GEN1 (Limited contribution to gender equality); GEN0 (No contribution to gender quality)

I. DEVELOPMENT CHALLENGE (1/4 PAGE – 2 PAGES RECOMMENDED)

Volunteering is an important way to implement the SDGs and accelerate innovation in urban governance. In recent years, UN agencies have been actively promoting global volunteer service for sustainable development. In 2018, the UN General Assembly officially announced the “Plan of Action to Integrate Volunteering into the 2030 Agenda for Sustainable Development”, further advocating that volunteerism should be incorporated into the development strategy of various countries as a “powerful and cross-cutting means of implementation”. China has been accelerating the implementation of the *UN 2030 Agenda for Sustainable Development*, with an emphasis on the essential role of volunteer service and an integration with the national strategic development plan. On the occasion of the second member congress of the China Volunteer Service Federation in 2019, President Xi Jinping sent a congratulatory letter, giving important instructions on establishing a volunteering system with Chinese characteristics. All these have provided new guidelines for China's participation in the development of international volunteerism.

In 2022, Beijing will host the 24th Winter Olympic Games, which will bring new impetus and opportunities for the development of volunteer service in China. The International Olympic Committee (IOC), the International Paralympic Committee (IPC), and the Beijing Organising Committee for the 2022 Olympic and Paralympic Winter Games officially released the *Beijing 2022 Olympic and Paralympic Winter Games Sustainability Plan* to practice the concepts of hosting “green, inclusive, open and clean” Olympic Winter Games, proposed the sustainability vision of “Sustainability for the Future” and the overall objective of “creating a new example for staging events and regional sustainability”. Promoting sustainable urban development by Olympic volunteer service will become a key part in the transformation of the legacy of volunteering for this Winter Olympics and will also have a profound impact on the development of volunteerism in China in the future.

Against the current backdrop of development challenges including COVID 19 and its ramifications, countries are being affected in multiple dimensions in the realization of the SDGs. Based on the successful experience of the three UN volunteering collaboration projects since 2007 and the actual development needs of volunteer service, the following are key challenges.

1. **Sustainability and consolidation of the Olympic volunteer service is lacking.** The Olympic volunteering has rich social and economic value. First, it spreads the spirit of volunteerism and the volunteer culture, promotes public participation, and strongly accelerates the establishment of the volunteer service system. Second, it reduces the cost of hosting the Olympics and improves the cultural “soft power” of the city. According to *Experience Value Influence—A Research Report on the Volunteer Work Legacy Transformation of the Beijing 2008 Olympic Games and Paralympic Games*, 83.3% of people believe that the Beijing Olympics has gradually made the concept of volunteer service deeply rooted in the hearts of the people, 87.7% believe that volunteers have become known to every household, and 86.9% of volunteers express their willingness to participate in major events such as the Olympics and the World Expo after the Beijing 2008 Summer Olympics. It can be said that the 2008 Olympic Games has encouraged millions of volunteers to be active in various fields of citizen life and urban development and become a useful supplement and driving force for public services. The Winter Olympics will surely inject vitality into the development of volunteer service. In particular, for Beijing, a host city of both the Summer and Winter Olympics, it is a must to comprehensively and systematically review and summarize the Olympic volunteering experience to form a systematic international “knowledge product” and a standardized “toolkit” to be shared and exchanged with the international community.
2. **The potential synergy between Olympic volunteering and sustainable urban development, given the urban focus of the Olympics needs to be explored.** Volunteer service for the Olympic Games has positive impacts on the host cities; in addition, the impacts, being long-lasting, also benefit the development of surrounding regions. The Beijing 2008 Olympic Games is an example. Although Olympic volunteering is split into distinct phases, it has brought unprecedented opportunities for the development of China's volunteer service with the spirit of

volunteerism being widely spread. The influence is far-reaching, and the transformation of Olympic volunteer service legacy has been further strengthened. Problems, however, still exist. First, the synergy between Olympic volunteering and sustainable urban development is not fully realized. It requires further exploration on how to promote sustainable urban development in terms of environment protection, urban governance and raising public awareness through the volunteer service of the Olympics and other games. Second, there is a lack of well-established sustainable mechanism of Olympic host cities sharing the experience to other regions as well as other host cities.

3. **Knowledge sharing and advocacy on sustainable urban development need to be expanded.** At present, Volunteers and VIOs in middle-income countries are actively committed to environment protection, urban governance, and public health emergency response, accumulating rich experience and providing a theoretical and practical model for countries and regions at the same stage of development. Valuable experience will be shared widely through mutual exchange. Two International Volunteer Service Exchange Conferences successfully held in Beijing have acted as the channel and platform of communication but the working mechanism in this regard still need to be improved and attract more partners from other countries and regions to reach consensus so as to jointly promote the sustainable urban development and to create more cooperation opportunities.
4. **The training curriculum and modality for international volunteering talents needs to be improved.** According to the experience of the three previous collaboration projects, the key to internationalizing volunteering lies in continuously training a professional team of volunteers and forming a systematic and standardized training system. Through the joint efforts of experts on international volunteering from government, institutions, and organizations, etc., various forms of training and teaching have been carried out, and a relatively complete and systematic pedagogical system has been established. However, the training scale, influence and application ability of professional team of international volunteers need to be improved, and the training of international volunteers should be more systemic and standardized. Furthermore, as the demand for training increases, big data and other new technologies should be utilized flexibly to support the training of volunteers.
5. **Capacities for Chinese youth to participate in overseas volunteer service needs to be improved.** The successful implementation of the Phase III UN volunteering collaboration project has allowed more excellent young Chinese volunteers to work for UN organizations and obtain more experience of overseas volunteer service. Besides, the international volunteers have accumulated rich experience and improved their abilities. However, the number and recruitment channels of international volunteers should be expanded to adapt to the internationalization of Beijing and the country with a focus on promoting sustainable urban development. To support the volunteers overseas and improve their abilities, there should be a coordination mechanism of domestic and overseas resources with professional teams providing comprehensive support. On the transformation of the international volunteer service legacy, a transformation mechanism should be established to convert the practical end empirical experience to principles and a replicable and extendable model in time.
6. **There is information and data gap on promoting sustainable development through volunteerism, which needs to be addressed through research.** Volunteer service solutions to achieving sustainable urban development are the key to realizing the SDGs. Currently, the research on promoting sustainable urban development through Olympic volunteering mainly focuses on theoretical discussions on the transformation of legacy. Therefore, the typical practical case studies emphasizing communities, voluntary organizations and projects are especially precious. In particular, Beijing regards volunteer service as an important way to achieve sustainable development in the process of relocating non-capital functions, during which sustainable urban development has been attached great importance, and there should be in-depth analysis of typical cases of volunteer service in areas such as waste classification and emission reduction, environmental protection, and green travel. After the Beijing Winter

Olympics, the micro-level observation and research will become a key step for us to form an understanding of the rules underlying the Olympic volunteer service and its role in promoting sustainable urban development.

II. STRATEGY (1/2 PAGE - 3 PAGES RECOMMENDED)

Volunteerism has become an essential method for the United Nations to achieve the SDGs².

During the analysis of the current "development challenges", new opportunities have been identified for volunteering development. Volunteering for international sport events like Olympics play as an important driving force for sustainable development, contributing to a better world. China promotes sustainable urban development and SDGs during international sport events like Olympics through the Olympic volunteers (including event volunteers and city volunteers). Volunteering for Olympic will step up the capacity building for talents, inclusiveness for the society, and the sustainability of the city. Volunteering for Olympics will not only raise the public awareness and deepen their understanding of volunteerism but also enrich experience of Beijing in volunteering for international sport events. After the Olympic Games, more featured volunteering projects will be developed, and the mechanism of volunteering will be standardized. Meanwhile, there will be a number of skilled young talents in sustainable urban development and SDGs, who might be engaged in future as a skilled human capital and exert positive influence to attract more volunteers and VIOs in fields of environment protection, urban governance, public health emergency response etc. In this way, international sport events like Olympics will promote the volunteering development, demonstrate the charm of the city, and facilitate the urban sustainable development.

2008 Summer Olympics has demonstrated its impressive synergy with volunteering development. The 2022 Winter Olympics will provide a new momentum for volunteering development in China as well as new opportunities of volunteering for sustainable urban development. This project is dedicated to an exploration of promoting urban sustainable development through volunteering.

UNDP, UNV, CICETE, BYL, and BVF as well as other VIOs strive to support the establishment of the Beijing Winter Olympic volunteer service system through the new collaboration project, to explore the formation of the cooperation mechanism for the international volunteering exchange among Winter Olympic host cities, to boost empowerment of international volunteering talents, and to establish a talent pool for sustainable development. Based on the Beijing Volunteer Service Development Plan, the priorities of this project are as follows:

- Based on the development needs of the Winter Olympic and Paralympic volunteer service, strengthening the understanding of sustainable development and empowering talents in achieving SDGs, especially in sustainable urban development so as to facilitate the sustainability of volunteering management model of Winter Olympics, by carrying out researches like baseline studies covering gender analysis on volunteer service for the Summer and Winter Olympics and organizing training, in order to form a systematic international "knowledge product" and a standardized "toolkit".
- Creating an international collaboration network³ consisting of Olympic host cities, VIOs, private sectors, volunteers, experts, etc. step by step and strengthening collaboration mechanism. Firstly, building connection with potential partners online or off-line through multiple channels, especially with Russia and other countries where the Winter Olympics were held, with support from all related parties; Secondly, organizing seminars and workshops on different themes, such as volunteering for public health emergency response, to summarize good practices and to share them with the world. Besides, holding International Volunteer Service Exchange Conferences with themes on volunteering for Olympics, innovatively sustainable urban development, and cooperation on international volunteering

² United Nations. Transforming our world: The 2030 Agenda for Sustainable Development [EB/OL]. [12-04]. <https://sustainabledevelopment.un.org/post2015/transformingourworld/publication>.

³ UNV responsibility is limited by advisory support, if applicable, and knowledge-sharing only.

to enhance experience sharing, projects promotion and demonstration, and interactions among experts domestically and internationally. The network will be enriched this way. Thirdly, joint exploration and implementation of bilateral or multilateral projects of volunteering will be conducted relying on the network. The synergy between Olympic volunteer service and sustainable urban development will be developed and strengthened by means of these steps. It will turn out to be a win-win for development of different cities.

- Boosting empowerment of international volunteering talents by organizing training and exchanges for youth and professional volunteers, leaders of VIOs, etc in terms of training system of other countries and sustainable urban development. Olympic volunteers will also benefit from it. Meanwhile, extra importance will be attached to the training for trainers to cover more diverse groups. As beneficiaries increase gradually, an international volunteer talent pool will be established to reserve talents to be volunteering for events and urban development in the future.
- Improving the capability and performance of Chinese youth volunteering in international organizations by upgrading management and support in terms of selection, training, benefits and legacy transformation, and enhancing their contribution to the urban development of China after international assignments. Expanding the channels of cooperation to enlarge the scale of volunteers dispatched. Additional capacity building will be provided to the Olympic volunteers as well as other experienced volunteers in sustainable urban development and enhancement of opportunities for their involvement in diverse initiatives globally for contribution to SDGs, i.e. through the UNV modalities.
- Enhancing research on Volunteering theory and Practice. Conducting case studies on volunteering for sustainable city and communities with a focus on relieving Beijing of functions non-essential to its role as China's capital and practices of volunteering for inclusive communities.

During the project implementation, gender equality will be a basic principle for organizing and mobilizing volunteers to carry out the project. Women constitute an important force in Olympic volunteer services. Based on the existing experience in the organization and management of Olympic volunteer services, a light gender analysis will be conducted to provide suggestions for the establishment of the Olympics volunteer service system from the perspective of gender equality. As inclusiveness is integral to the project, gender lens will be mainstreamed into full cycle of the project that includes design and decision-making, implementation, monitoring and evaluation to ensure that people of different genders, ages, ethnicities, and occupations can fully participate, and men and women, have equal opportunities, rights and treatments. 50% direct beneficiaries of this project will be women, with special consideration to the participation of women from remote areas and rural areas, and differently abled women, will be covered. Vulnerable groups such as differently abled groups will be included in project promotion and cooperation.

With the innovative development of international volunteering and the support of national policies and guidelines, this project will make the following innovative attempts to reform the pathway and address the challenges mentioned above.

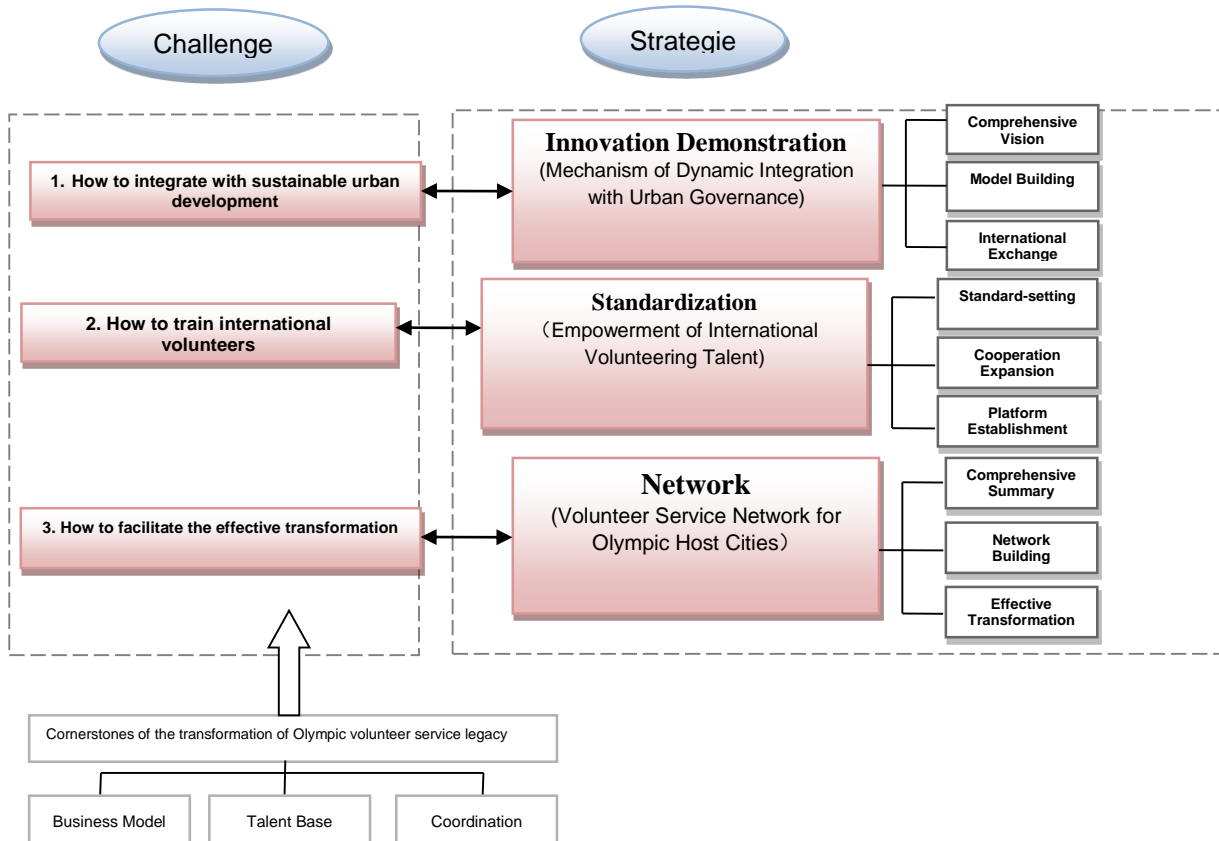


Figure 1 Illustration of the Theory of Change of this project

This project takes the opportunity of hosting the 2022 Winter Olympics in Beijing, China, to address the challenges faced by volunteering for sustainable urban development, including "how to integrate with sustainable urban development." How to train international volunteers and "How to facilitate the effective transformation". The project will adopt a model of "innovation demonstration + standardization construction + networking". With the goal of exploring effective paths of volunteering for sustainable urban development. The project will empower talents, VIOs and communities to form a dynamic integration of volunteering and urban governance on the basis of deepening the understanding of sustainable development goals and innovation, to strengthen the empowerment of international volunteering talents, and to establish a network of Olympic host cities.

1. In response to the challenges of volunteering for sustainable urban development, the strategy of this project is to carry out community pilot projects as well as related researches by transforming the legacy of volunteering for Olympics, in order to realize the integration and the change in the development of urban governance;
2. The second strategy is standardization of the empowerment of international volunteering talents. This project will actively mobilize talent resources from colleges and universities in Beijing to realize the application of the gains of international volunteers in to local practice and the expanding of beneficiaries of the project;
3. The third strategy is actively building exchanges and cooperation network to accelerate effective transformation by fully summarizing achievement of volunteering for Olympics, to realize the change in international cooperation in this regard.

III. RESULTS AND PARTNERSHIPS (1.5 - 5 PAGES RECOMMENDED)

Expected Results

Based on the sound cooperation foundation of all parties to the project and the strong support of relevant partners, the new cooperation project will make full use of the expertise and global network of UNDP and UNV to realize the dynamic integration of Olympic volunteer service and sustainable development. The specific outputs are as follows:

Output 1: Ensuring the sustainability, advocacy and knowledge sharing of the Winter Olympics volunteer service.

1.1 To carry out baseline and comparative studies on volunteer service for the Winter Olympics, and propose innovative models and paths for sharing

1.2 To provide technical inputs from UN and expert training for the establishment of the Winter Olympics volunteer service system based on the goals and actual needs of volunteering for the Beijing Winter Olympics with a focus on sustainable urban development.

1.3 To conduct case studies on volunteering for sustainable city and communities with a focus on relieving Beijing of functions non-essential to its role as China's capital by discussing and analysis the valuable experience of multiple cities in Beijing and Hebei province co-hosting the Olympics, and share it with the world through the UN network

Output 2: A collaborative network will be developed for volunteering in Olympic cities and international cooperation will be deepened for sustainable urban development.

2.1 To develop a working mechanism for exchange and cooperation through leveraging the advantages of IOC and UNDP as international cooperation platforms and establishing a volunteering for sustainable development collaboration network among Olympic cities to carry out exchanges, and collaborative projects to enhance the collaborative mechanism

2.2 To hold International Volunteer Service Exchange Conferences to share Beijing's experience of Olympic volunteering in promoting sustainable urban development to the international community and to enhance the collaborative network through exchanges and cooperation on projects and research.

2.3 To organize seminars and workshops on different themes, such as volunteering for public health emergency response, to summarize good practices and to share them with the world.

2.4 Integrating with the goals of Beijing's urban governance and development, to provide relevant trainings on the SDGs among VIOs and volunteers and to develop pilots of community volunteering for sustainable urban development, as an exploration for innovative solutions.

Output 3: The capacities for international volunteering will be enhanced and the international volunteering management system will be improved.

3.1 To select outstanding young volunteers to work for relevant UN agencies in China and abroad

3.2 To summarize the experience of selecting and dispatching UN volunteers and establish a standardized and complete selection mechanism covering the full cycle.

3.3 To summarize the experience and achievements of recruitment and management of events volunteers and city volunteers for the Winter Olympics; to promote the establishment of an international volunteer talent pool of Olympic volunteers.

Resources Required to Achieve the Expected Results

The partners of the project include: UNDP, UNV, CICETE and BVF. They will assign personnel to participate in project implementation, monitoring and evaluation, and financial management. Relevant organizations will dispatch personnel to involve in the work of the Project Board including regular meetings of the Project Board that were held at least once a year, consultation meetings and technical seminars, and to provide policy guidance and technical input.

The Project Management Office (PMO) based in the BVF will be in charge of the project implementation management, including the daily implementation of the project and regular reports. The office will work under the leadership of the National Project Director (NPD).

Capital Input: The estimated capital investment for this project is approximately USD1,719,770 (approximately RMB 11.87 million, and the exchange rate is 6.9). BVF will also contribute USD 246,370 as in-kind contribution through provision of project event venues, translation, equipment, accommodation, transportation of the International Volunteer Service Exchange Conference.

The above input will support the 2021-2024 project activities in accordance with the project work plan.

Human Resources Input: The partners have successfully established relevant comprehensive management and professional teams, with a dedicated team of expert think tank, project management and researchers who can share knowledge in the field of voluntary service and sustainable development. Innovative practices and strategic research, effective communication, professional knowledge and technology, and project coordination capabilities are the key factors to the successful implementation of the project.

Partnerships

The project will integrate forces from all walks of life and mobilize relevant resources and technical capabilities to provide support. The main partners are as follows:

- **United Nations Development Programme (UNDP)**

With offices in more than 170 countries and territories globally, the United Nations Development Programme (UNDP) boasts a wealth of international networking and expert resources, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. UNDP help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results. UNDP established its China Office in 1979 and has since launched more than 900 projects in China, having significantly promoted sustainable development in this country. UNDP has also carried out extensive international cooperation under the framework of “South-South Cooperation” and has accumulated rich experience. UNDP China will conduct comprehensive monitoring of the project to ensure the overall project quality and provide international resources and technical support to achieve project goals.

- **United Nations Volunteers (UNV)**

UNV is the UN organization that contributes to peace and development through volunteerism worldwide. UNV works with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism. UNV is active in around 150 countries every year and has Field Presences in about 60 countries. UNV is administered by the United Nations Development Programme and reports to the UNDP Executive Board.

- **China International Center for Economic and Technical Exchanges (CICETE)**

China International Center for Economic and Technical Exchanges (CICETE), designated by the Ministry of Commerce of the PRC, is the focal point of UNDP in China. With more than 40 years' experience in managing UNDP projects, CICETE has set up and implemented over 900 projects in various fields. The center will sign project documents on behalf of the Chinese government, jointly monitor pilot projects with UNDP and UNV (UNV will be mainly in charge for deployment of UN Volunteers in line with its mandate and procedures as well as knowledge sharing, where applicable) to ensure the overall project quality and provide support for the project. It will act as the government executive agency responsible for project coordination and management.

- **Beijing Youth League (BYL)**

Beijing Youth League (BYL) is the organization that BVF will use to apply for funding from the Beijing Municipal Government. It will approve, monitor and evaluate the implementation of this project. BYL will also support coordination with government bureaus, colleges and other youth organizations to receive necessary support.

- **Beijing Volunteer Service Federation (BVF)**

Beijing Volunteer Service Federation (BVF) established in December 5th 1993, is a non-profit social organization which joints and unites volunteer service organizations in the city, including volunteering involving organizations, corporations, institutions, civil organizations and other public enthusiastic persons from different areas and fields which provide voluntary service to the society. It is the first provincial level volunteer-involving organization registered in the provincial civic affairs department. Since establishment, BVF makes strong commitment to promote social development through volunteerism. BVF adheres to the volunteer service spirit "Share, Love, Help, Improve", disseminates the volunteer culture on Contribution, Friendliness, Goodness, Integrity, Equality, Justice, Openness and Inclusiveness, Happiness, Enrichment, Cohesion, Growth, promoting volunteer work as part of citizen's lifestyle.

Being the implementation partner, BVF will be responsible for the implementation of all activities of the project under the guidance of the Project Board, including daily project management, monitoring, and evaluation.

- **Beijing Organising Committee for the 2022 Olympic and Paralympic Winter Games**

The Beijing Organising Committee for the 2022 Olympic and Paralympic Winter Games is a public institution with legal person status, responsible for the organisation and coordination of all the preparations and delivery of the 2022 Olympic and Paralympic Winter Games. The executive board of the Beijing 2022 is its sole executive agency.

- **Other Partners**

- **Beijing Volunteer Service Research and Development Institute**

Established in 2011, the Beijing Volunteer Service Research and Development Institute (BVSARDI) is China's first professional academic institution for volunteer service, with responsibilities including volunteer service theoretical research, academic exchanges, and volunteer training. Since its establishment, it has gathered nearly 200 experts and scholars in the field of volunteering at home and abroad, and conducted a number of influential theoretical research.

- **Beijing Volunteer Service Fund**

The Beijing Volunteer Service Fund is a local public offering foundation established in 2009. It aims to advocate the concept of volunteering, promote the spirit of volunteer service, establish a social fund-raising platform, support and promote the volunteer service activities, and accelerate the scientific development of volunteer service.

- **Relevant Universities and Enterprises**

Universities in Beijing attach great importance to the cultivation of students' volunteerism and global competence, and vigorously encourages and supports students to be a volunteer in international organizations. Relevant enterprises will provide support covering venues, etc.

Risks and Assumptions

Risk Type	Description	Mitigation Measures	Current Situation
Physical/environment	Impacts of national policy changes on the project	Government departments which have influence on policy making will be core partners in the project and provide policy support.	The Project Board will conduct regular monitoring.
Mechanism	Impacts of cooperation involving multiple partners on project coordination and management	A reasonable project cooperation management system will be developed, managed, and coordinated by the PMO. The Project Board will be responsible for decision making and supervision.	The Project Board will conduct regular monitoring.
Personnel	Impact of the changes of project leaders and other staff in the PMO on project implementation	The capacity building of the PMO will be strengthened and a handover mechanism will be established for the staff of the PMO.	The Project Board will conduct regular monitoring.
Finance	The sustainability of project funding	BVF, as the party that directly allocates the funds, supports all project activities including dispatching young Chinese volunteers overseas and international and regional exchange forums. BVF will	The Project Board will conduct regular monitoring.

		coordinate Tsinghua University and other universities to raise funds to support UN volunteer dispatching and training.	
Emergency	COVID-19 pandemic	<p>If there is any emergent situation before the dispatching, these UN Volunteers could be firstly volunteering in the UN agencies in China and then be dispatched to international positions when the condition suits.</p> <p>The international conferences will be organized online.</p>	The Project Board will conduct regular monitoring.

Stakeholder Engagement

This project will involve close cooperation between multiple stakeholders, including IOC, related government departments, academic and research institutions (including universities and research institutes) in Beijing and Hebei, media, non-governmental organizations, the private sector, local communities and the public. UNV’s assignment management and expenditures in relation to the UN Volunteer assignments covered by the project shall be governed by UNDP rules and regulations as well as UNV and UNDP policies and procedures as applicable. In the project design stage, the relationship among stakeholders has been discussed and analysed in depth, and extensive consultation has been conducted with related parties through meetings and other forms. The identified stakeholders will participate in the preparation of project documents and project implementation. The project design document already contains the mechanism of supporting stakeholders’ participation.

South-South and Triangular Cooperation (SSC/TrC)

The project will promote cooperation with developing countries in volunteer service and sustainable development through relevant UN agencies and platforms and accelerate the application of project outcomes.

Knowledge sharing

The project activities include the establishment of systems, platforms, standards, case sharing, capacity building at different levels, and domestic and foreign seminars and exchanges. It has the characteristics of typical “empirical knowledge management”. The implementation of the project also involves the use of global and national platforms for publicity and knowledge sharing activities. All these project activities will lead to a dozen of case studies.

This project will systematically collect, organize, and analyse successful experiences and best practices with knowledge management methods and regularly publish relevant topics, briefings, and technical reports in conjunction with related policies and activities of UN and national, provincial and municipal governments at all levels to promote project outcomes better. In addition, this project will also share knowledge and best practices through multiple channels (such as online and offline tools).

Sustainability and Scaling Up

Relevance and sustainability are given priority in this project. The project cycle covers the organization cycle of Beijing 2022 Winter Olympics, which is conducive to the realization of the output and the sustainability of related activities. In this project, the establishment of the network of Olympic host cities, and the outcome of research and trainings, will further broaden the scope of voluntary service and will motivate more people to engage in volunteering. Meanwhile, the experience and knowledge sharing will be sustained in a wider range and broader fields through international exchanges.

Also, in order to ensure the ability to respond to the latest technological developments and policies, as well as to expand partnership, integrate project resources, and amplify the scope of impact of project outcomes, we will maintain an open and cooperative attitude to potential partners in project implementation (including stakeholders from the private sector, charitable foundations and other civil society groups).

During the project implementation, project outcome reports and a series of themed research reports will be regularly published to provide relevant departments and other regions with experience and knowledge that can be used for reference, so that the project outcomes can still have an influence outside the project cycle.

The financial sustainability of project outcomes does not pose significant risks. The method adopted in the project design is conducive to the participation of communities and the private sector in Olympic volunteering and sustainable development. By improving collaboration between various departments and increasing the participation of communities and the private sector, the sustainability of project outcomes will be ensured in the long run.

IV. PROJECT MANAGEMENT (1/2 PAGES - 2 PAGES RECOMMENDED)

Cost Efficiency and Effectiveness

Based on the existing challenge analysis and reform path, this project focuses on utilizing the demonstration model of integrating Olympic volunteer service and sustainable development as well as talent training and cooperation network to promote cooperation in related fields, create and share knowledge and experience, and strengthen partnership of the public sector, develop innovative working mechanisms, and enable more key stakeholders to participate in the process of addressing environmental challenges and climate change and promoting sustainable development.

Project Management

The main activities of project management include: project planning, project implementation management, monitoring and evaluation, annual audit, and project promotion, communication, exchange, and knowledge sharing.

As the highest decision-making body of the project, the Project Board will be established, composed of representatives from UNDP, UNV (UNV participation will be mainly focused on UN Volunteer deployment and administration under the Output 3 as well as general advisory support and expertise on volunteerism), CICETE and BVF.

Led by the NPD, the Project Management Office (PMO) will be in BVF. The position of the NPD will be appointed by BVF. The PMO will consist of the NPD, project manager, and other personnel; UN Volunteers from China will be recruited for the day-to-day implementation of the project.

V. RESULTS FRAMEWORK⁴

	<p>Intended Outcome as stated in the UNSDCF China Programme/UNDP Country Programme Document (CPD) for China Results and Resource Framework:</p> <p>UNSDCF CPD Outcome 1: Relative poverty and multi-dimensional poverty are reduced, and more coordinated development leads to reduction in gaps between rural and urban areas and among regions, as more people in China, including left-behind groups, benefit from sustainable, innovation-driven and shared high-quality economic development, with enhanced access to economic opportunities arising through innovation, entrepreneurship and rural revitalization, enjoying decent work, sustainable livelihoods, and the right to development equally for both women and men.</p> <p><u>SDGs:</u></p> <p><u>Goal 3:</u> Ensure healthy lives and promote well-being for all at all ages.</p> <p><u>Goal 5:</u> Achieve gender equality and empower all women and girls.</p> <p><u>Goal 11:</u> Make cities and human settlements inclusive, safe, resilient and sustainable.</p> <p><u>Goal 13:</u> Take urgent action to combat climate change and its impacts.</p> <p><u>Goal 15:</u> Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.</p> <p><u>Goal 17:</u> Strengthen the means of implementation and revitalize the global partnership for sustainable development.</p>
	<p>Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets:</p> <p>Contributions to the UNV Strategic Framework 2018-2021:</p> <p>Outcome 1: The efforts of Member States to deliver on the 2030 Agenda are supported through volunteerism as an effective means of implementation and people engagement.</p> <p>Outcome 2: The United Nations system is supported to deliver on the 2030 Agenda through the engagement of UN-Volunteers and the integration of volunteerism.</p>
	<p>Applicable Output(s) from the UNDP Strategic Plan: 1.1.2 Marginalised groups, particularly the poor, women, people with disabilities and displaced are empowered to gain universal access to basic services and financial and non-financial assets to build productive capacities and benefit from sustainable livelihoods and jobs.</p>
	<p>Project title and Atlas Project Number:</p> <p>Promoting Sustainable Urban Development through Volunteer Service for the Beijing Winter Olympics</p>

⁴ UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

EXPECTED OUTPUTS	OUTPUT INDICATORS ⁵	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)					DATA COLLECTION METHODS & RISKS
			Value	Year	2021	2022	2023	2024	FINAL	
Output 1 Ensuring the sustainability, advocacy and knowledge sharing of the Winter Olympics volunteer service.	1.1 Number of researches reports on volunteer service for the Winter Olympics	<i>Research report</i>	0	2020	1	0	0	0	1	<i>Annual report and phased project report</i>
	1.2 Number of times of United Nations professional consultation or expert training provided for the establishment of the Winter Olympics volunteer service system	<i>PMO document and project report</i>	0	2020	2	0	0	0	2	<i>Annual report and phased project report</i>
	1.3 Number of researches on the effective experience of multiple cities in Beijing and Hebei province co-hosting the Olympics and on volunteer service for the Summer and Winter Olympics	<i>Research report</i>	0	2020	0	0	2	0	2	<i>Annual report and phased project report</i>
	1.4 Number of gender analysis developed	<i>Research report</i>	0	2020	0	0	1	0	1	<i>Annual report and phased project report</i>

⁵ It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

Output 2 A collaborative network will be developed for volunteering in Olympic cities and international cooperation will be deepened for sustainable urban development.	2.1 Number of Olympic cities involved in the voluntary service collaboration network	<i>PMO document</i>	0	2020	3	0	0	0	3	<i>Annual report and phased project report</i>
	2.2 Number of people participating in the International Volunteer Service Exchange Conferences (disaggregated by sex and handicap)	<i>PMO document and project report</i>	0	2020	200	0	0	0	200	<i>Annual report and phased project report</i>
	2.3 Number of participants in the seminars and workshops on different themes, such as volunteering for public health emergency response. (disaggregated by sex and handicap)	<i>PMO document and project report</i>	0	2020	50	50	0	0	100	<i>Annual report and phased project report</i>
	2.4 Number of people receiving the training on the SDGs among VIOs and volunteers, integrating with the goals of Beijing's urban governance and development (disaggregated by sex and handicap)	<i>PMO document and project report</i>	0	2020	0	0	100	0	100	<i>Annual report and phased project report</i>
Output 3 The capacities for international volunteering will be enhanced and the international volunteering management system will be improved.	3.1 Number of outstanding young talents who are selected to become UN Volunteers (disaggregated by sex)	<i>PMO document and technical support report</i>	3	2020	6 National UN Youth Volunteers and 2 National UN Volunteer Specialists	6 International UN Youth Volunteers and 2 National UN Volunteer Specialists	8 International UN Youth Volunteers and 2 National UN Volunteer Specialists	2 National UN Volunteer Specialists	14 International UN Youth Volunteers and 8 National UN Volunteer Specialists, and 6 National UN Youth Volunteers	<i>Annual report and phased project report</i>

	3.2 Number of international volunteer management and evaluation manuals and International UN Volunteer success stories	<i>PMO document and technical support report</i>	0	2020	0	1+4 (1 manual, 4 cases)	16 (case)	0	21	<i>Annual report and phased project report</i>
	3.3 Number of reports on expatriate volunteer evaluation and pilot projects	<i>PMO document and investigation report</i>	0	2020	2	2	0	0	4	<i>Annual report and phased project report</i>
	3.4 Number of trainees and trainers participating in the international volunteer service training (disaggregated by sex and handicap)	<i>PMO document and technical support report</i>	0	2020	80	80	80	0	240	<i>Annual report and phased project report</i>
	3.5 Number of participants in the training in promotion of gender equality (disaggregated by sex and handicap)	<i>PMO document and technical support report</i>	0	2020	80	80	80	0	240	<i>Annual report and phased project report</i>
	3.6 Number of participants covered by the advocacy activities for volunteerism and involved in volunteering activities. (disaggregated by sex and handicap)	<i>PMO document and technical support report</i>	0	2020	100	200	0	0	300	<i>Annual report and phased project report</i>
	3.7.1 Number of international volunteer talent pools 3.7.2 Number of people in the international volunteer talent pools and UNV Global Talent Pool (disaggregated by sex and handicap)	<i>PMO document and technical support report</i>	0	2020	1+100	100	0	0	1+200	<i>Annual report and phased project report</i>

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans: *[Note: monitoring and evaluation plans should be adapted to project context, as needed]*

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.		
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Annually	Risks are identified by project management, and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.		
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.		
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.		

Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.	Annually, and at the end of the project	Annual report and final report		
Project Review (Project Board)	The project's governance mechanism (i.e., Project Board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	Annually	Any quality concerns or slower than expected progress should be discussed by the Project Board and management actions agreed to address the issues identified.		

Evaluation Plan

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNSDCF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
Final Evaluation Report				First quarter of 2024	PMO and experts	

VII. MULTI-YEAR WORK PLAN ⁶⁷

All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year				RESPONSIBLE PARTY	PLANNED BUDGET		
		Y1	Y2	Y3	Y4		Funding Source	Budget Description	Amount
Output 1: Ensuring the sustainability, advocacy and knowledge sharing of the Winter Olympics volunteer service.	1.1 To carry out baseline and comparative studies on volunteer service for the Winter Olympics, and propose innovative models and paths for sharing	5,000				BVF will invite experts to conduct research; UNDP, UNV and other partners will coordinate and provide in kind expertise	Government allocates the funds through BVF	Expenses for consultation, translation, printing, etc.	5,000
	1.2 To provide support such as professional consultation from UN and expert training for the establishment of the Winter Olympics volunteer service system based on the goals and actual needs of volunteering for the Beijing Winter Olympics	7,000				BVF will be responsible for collecting the requirements of Beijing Winter Olympics Organizing Committee; UNDP and UNV will provide in kind expertise.	Government allocates the funds through BVF	Expenses for consultation, publicity, transportation , venues, etc.	7,000

⁶ Cost definitions, classifications for programme, and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

⁷ Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

	1.3 To conduct case studies on volunteering for sustainable city and communities with a focus on relieving Beijing of functions non-essential to its role as China's capital by discussing and analysis the valuable experience of multiple cities in Beijing and Hebei province co-hosting the Olympics, and share it with the world through the UN network			8,000		BVF will establish a panel of experts; UNDP and UNV will support experience sharing and promotion	Government allocates the funds through BVF	Expenses for venues, translation, printing, expert consultation, etc.	8,000
	1.4 To conduct a light gender analysis on women's participation in the past Olympic volunteer services and provide suggestions on the establishment of volunteer service. for the Olympics			2,000		BVF will invite experts to conduct research; UNDP and other partners will coordinate and recommend experts.	Government allocates the funds through BVF	Expenses for consultation, translation, printing, etc.	2,000
	EVALUATION AND MONITORING	2,000		2,000		UNDP/UNV ⁸ /CICETE	Government allocates the funds through BVF		4,000
	Sub-Total for Output 1								26,000

⁸ Any monitoring and evaluation activities of UNV in the context of this document should be understood as the standard interactions between the UNV Regional Office for Asian and the Pacific and the project team only (i.e. missions, advice, etc.)

<p>Output 2: A collaborative network will be developed for volunteering in Olympic cities and international cooperation will be deepened for sustainable urban development.</p> <p>Note: Vulnerable groups such as differently abled groups will be included in project promotion and cooperation.</p>	<p>2.1 To develop a working mechanism for exchange and cooperation through leveraging the advantages of IOC, UNDP and UNV (where applicable) as international cooperation platforms and establishing a volunteering for sustainable development collaboration network among Olympic cities to share relevant practical experience by conferences, seminars, and collaborative projects.</p>	17,500				<p>BVF will mobilize the resources from Beijing Organising Committee for the 2022 Olympic and Paralympic Winter Games; UNDP will facilitate the advocacy of the network and the connection with relevant organizations in other countries or regions .</p>	<p>Government allocates the funds through BVF</p>	<p>Expenses for consultation, translation, printing, etc.</p>	17,500
	<p>2.2 To hold International Volunteer Service Exchange Conferences to share Beijing's experience of Olympic volunteering in promoting sustainable urban development to the international community.</p>	258,620				<p>BVF will be responsible for overall work including liaising with Chinese attendees and Beijing Winter Olympics Organizing Committee and coordinating conference design; UNDP and UNV will support sharing the invitations among their professional networks. Other partners will assist in the operation.</p>	<p>Government allocates the funds through BVF; in-kind</p>	<p>Expenses for venues, translation, equipment, accommodation, transportation , etc.</p>	258,620

	2.3 To organize seminars and workshops on different themes, such as volunteering for public health emergency response, to summarize good practices and to share them with the world.	5,000	5,000			BVF will be responsible for overall work. UNDP will be responsible for inviting international attendees. UNV will share the invitations among their expert networks.	Government allocates the funds through BVF	Expenses for venues, translation, equipment, accommodation, transportation, etc.	10,000
	2.4 Integrating with the goals of Beijing's urban governance and development, to provide relevant trainings on the SDGs among VIOs and volunteers and to develop pilots of community volunteering for sustainable urban development, as an exploration for innovative solutions.			10,000		BVF together with UNDP will organize experts to select volunteer organizations and volunteers, promote community pilots, and conduct researches on typical cases. UNDP will provide existed toolkit to support the training; BVF will be responsible for the implementation. UNV will provide limited advisory support, where applicable.	Government allocates the funds through BVF;	Expenses for volunteer SDGs training course design, venues, expert lectures, equipment, etc.	10,000

	EVALUATION AND MONITORING	2,000	2,000	2,000		UNDP/ UNV ⁹ / CICETE	Government allocates the funds through BVF		6,000
Sub-Total for Output 2									302,120
<p>Output 3: The capacities for international volunteering will be enhanced and the international volunteering management system will be improved.</p> <p>Note: 1. In the process of recruitment, assessment and dispatch, the gender of volunteers shall be fully considered, and the participation and representation of women shall be emphasized to ensure that volunteers of different genders enjoy equal opportunities and treatment, with 50% participants will be women and diverse groups. 2. In the trainings, no less than 5% of the participants are from the different abled groups.</p>	<p>3.1 To select 20 outstanding young volunteers to work for relevant UN agencies in China and abroad; to select 2 UN volunteers from China every year to support the work of BVF (PMO); provide high-level professional backbone volunteers for the Winter Olympics through the UN platform</p>	<p>134,374 (6 National UN Youth Volunteers for 12 months (6 months in 2021); 2 National UN Volunteer Specialists 11 months)</p>	<p>487,374 (6 National UN Youth Volunteers for 12 months (6 months in 2022). 6 International UN Youth Volunteers and 2 National UN Volunteer Specialists for 12 months</p>	<p>524,000 8 International UN Youth Volunteers and 2 National UN Volunteer Specialists for 12 months)</p>	<p>10,002 (2 National UN Volunteer Specialist s for 2 months)</p>	<p>BVF will be responsible for the preliminary selection of volunteers; UNV and UN Host Entities are responsible for the final selection and job arrangements.</p>	<p>The expenses of national UN volunteers in PMO covered by BVF; The expenses of all international/national UN volunteers for relevant UN agencies in China and abroad will be covered by resources mobilized by BVF.</p>	<p>Providing and managing the living allowances of International UN Youth Volunteers for 12 months, National UN Youth Volunteers for 12 months in average and National UN Volunteer Specialists for 12 months. Every year, National UN Volunteer Specialists provide support for project implementation, including event planning, supervision and evaluation, and publicity.</p>	<p>1,155,750¹⁰</p>

⁹ Reference to the Footnote 8 above

¹⁰ The actual numbers of UN Volunteer assignments will be confirmed as per the new proforma and budget availability for each year in the Annual Work Plan

	3.2 To develop manuals on international volunteer management and evaluation as well as typical case studies on promoting sustainable urban development through international volunteering		10,000	20,000		BVF will be responsible for implementation, UNV will provide with limited advisory support, where applicable	Government allocates the funds through BVF;	Expenses for experts for promotion, experts, etc.	30,000
	3.3 To conduct evaluations on dispatched volunteers and conduct research on pilot projects of selecting volunteers to carry out volunteer service.	17,500	17,500			BVF	Government allocates the funds through BVF;	Expenses for the consultation and development of reports, transportation, etc.	35,000
	3.4 To hold international volunteer and trainer training	16,000	16,000	16,000		BVF will be responsible for implementation; UNDP/UNV will provide in kind expertise, if applicable.	Government allocates the funds through BVF;	Expenses for experts, venues, equipment, transportation, etc.	48,000
	3.5 To organize advocating activities of volunteerism and volunteering activities to develop an international volunteer talent pool.	3500	3,500			BVF will develop a talent pool. UNV will advocate for Chinese candidates to join the UNV Global Talent Pool	Government allocates the funds through BVF	Expenses for experts, the technical support for developing a talent pool, etc.	7,000
	EVALUATION AND MONITORING	2,000	2,000	2,000	1,000	UNDP/UNV ¹¹ /CICETE	Government allocates the funds through BVF		7,000
	Sub-Total for Output 3								1,282,750
Operation	Miscellaneous expenses (annual project board meeting, etc.)	3,000	3,000	2,500	1,000	BVF	Government allocates the funds through BVF	Expenses for meeting venues, etc.	9,500

¹¹ Reference to the Footnote 8 above

	Expenses for presentations and promotion materials	2,000	2,000	2,000		BVF	Government allocates the funds through BVF	Expenses for exhibition boards, news briefings and promotional materials, etc.	6,000
Evaluation (as relevant)	Final evaluation includes recommendations for the new phase of the project			10,000		BVF	Government allocates the funds through BVF	Expenses for consultation	10,000
Subtotal	Government: 1,390,000+management fees= 1,473,400; in-kind: 246,370								1,636,370
General Management Support	CICETE (3%)								41,700
	UNDP (3%) (Output 1, 2 and operation expenses)								3,217.5
	UNV (Output 3: UNV collects \geq 3% management fee from all donor funded volunteer positions, and the budget is calculated at 3%)								38,482.5
TOTAL									1,719,770

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

- **Implementation modality**

The project will be conducted through national implementation modality (NIM).

- **Project governance and management framework**

In order to ensure compliance and effectively manage the implementation, the project has established the following management, supervision, and coordination agencies: 1) Project Board responsible for project strategic decision-making; 2) Project Management Office, responsible for the specific work of project implementation and engineering project implementation.

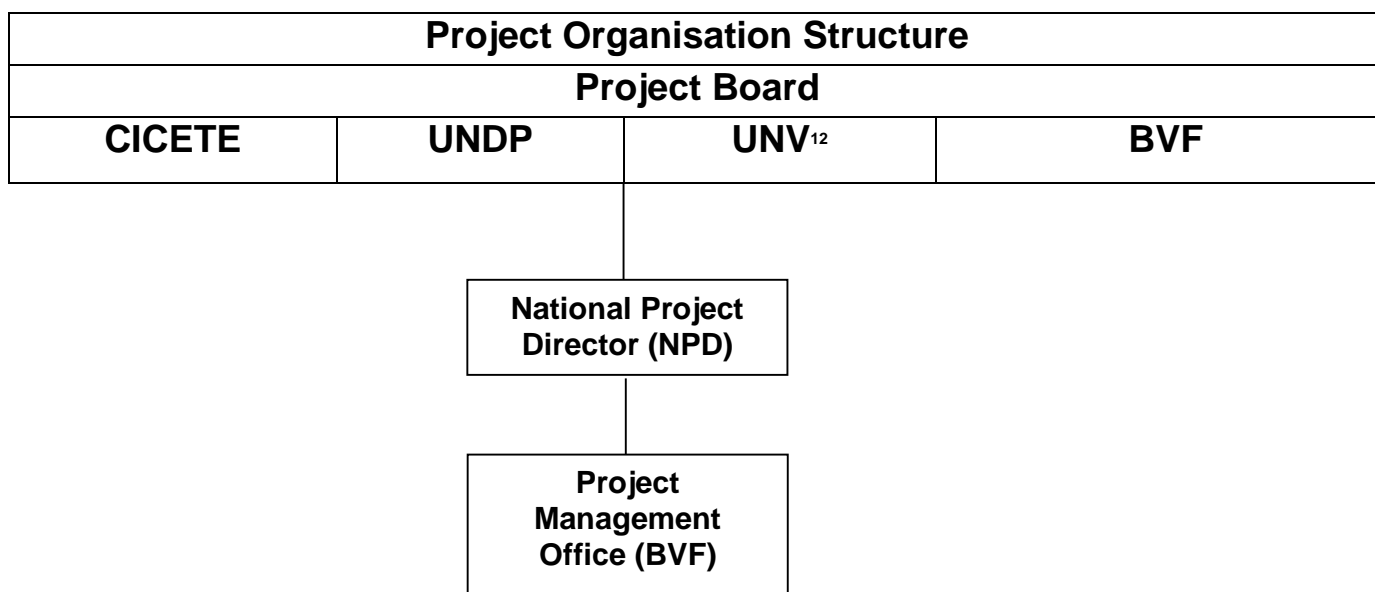


Figure Project Management Framework

- **Specific Roles and Responsibilities of Key Stakeholders**

- **Project Board**

In order to reflect the spirit of cooperation and ensure the substantial participation and joint decision-making of all parties in project management and implementation, the Project Board is established.

The Project Board consists of representatives from UNDP, UNV, CICETE and BVF.

The responsibilities of the Project Board include: 1) supervising the progress of project implementation; 2) reviewing Annual Work Plan and Budget and submitting it to CICETE, UNV, and UNDP; 3) reviewing Adjustment Plan of the Work Plan and Budget, submitting it to CICETE, UNV, and UNDP for approval; 4) providing technical input advice for project activities of different industries; 5) reviewing and approving the main outputs; 6) mobilizing the resources of policies, human resources, and funding to support project implementation; 7) coordinating different opinions within the project and negotiating solutions; 8) ensuring collaboration among partners; 9) comprehensively evaluating the final outputs of the project.

- **UNDP**

UNDP is responsible for: 1) promoting project implementation and providing suggestions for improving the implementation of project activities; 2) providing technical advice and support, international networks, and expert resources for sustainable development research and international exchanges involved in the project; 3) cooperating with UNV and CICETE to jointly carry out monitoring and evaluation, and share and release project outcomes.

¹² UNV's role will only be on supporting the deployment and management of UN Volunteers. UNV will also provide available knowledge sharing and advisory support to the respective activities, where applicable

■ UNV

UNV is responsible for: 1) promoting project implementation, providing available expertise, if applicable, and suggestions for improving the implementation of project activities related to Output 3.1 exclusively; 2) Under Output 3.1 providing support during the selection and dispatch of UN volunteers, while UNV guides the PMO to carry out most of the management, administration and task supervision work according to the standard procedures of UNV; 3) the deployment of the UNV-BVF UN Volunteers will be regulated and managed as per UNDP rules and regulations as well as UNV and UNDP policies and procedures as applicable.

■ CICETE

As the executing agency of the project, CICETE is responsible for the following project management activities: (1) guiding and coordinating the relevant foreign-related approval affairs of UNDP and UNV in China; (2) effectively implementing and managing the project according to the work plan to ensure the achievement of the goals set in the project documents; (3) supervising the project implementation parties to use project funds effectively to ensure that the project activities are carried out as planned and the outputs are achieved; (4) using funds in strict accordance with project financial management rules and regulations, ensuring a timely, efficient, clean, and diligent manner; (5) closely monitoring the progress of project implementation and properly controlling the financial status.

■ Beijing Youth League (BYL)

Beijing Youth League (BYL) is responsible for providing support including leadership, policy, organization, and coordination support for project implementation.

The activities carried out in view of the project's outputs involve domestic and foreign activities such as the Olympics and sustainable development as well as the cross-field and cross-department coordination including environmental governance and renewable energy utilization.

■ PMO

PMO is based at BVF, under the guidance of the Project Board, it is responsible for the daily implementation and management of the project. NPD (General Secretary of BVF) and PMO Director (Deputy General Secretary of BVF) lead PMO.

Responsibilities of PMO include: developing work plans, providing technical guidance for achieving project outputs, preparing procurement plans, writing monitoring reports, regularly coordinating project outcomes, maintaining communication with stakeholders, and providing secretariat support to Project Board In addition to management and coordination responsibilities, PMO will also be responsible for the implementation of policies, systems, and planning projects, promoting knowledge management and outcome sharing, as well as accelerating the promotion and application of project outcomes at the policy level. Moreover, the responsibilities include: coordinating parties to develop and summarize work plans and budgets, managing daily project implementation, monitoring the progress of project implementation and funding, implementing project procurement plans, signing service contracts with technical service agencies and consultants, regularly coordinating project outputs, promoting experience exchange, writing regular project reports, etc.

■ Crucial Partner

Beijing Organising Committee for the 2022 Olympic and Paralympic Winter Games is the organization responsible for organizing and coordinating the preparations and hosting of the 2022 Winter Olympics and Paralympics. As the guiding party to provide support for work related to the Winter Olympics in this project, the relevant content of the project is included in the work system of the sustainable development and legacy transformation of the Beijing Winter Olympics volunteer service.

■ Supporting Partners

Beijing Volunteer Service Fund, as the party that directly allocates the funds, will conduct financial supervision at the beginning and end of each fiscal year during the project period.

Beijing Volunteer Service Research and Development Institute, teachers from Universities in Beijing, experts, and representatives from the private sector will work as the advisors for the Project Board.

Universities in Beijing will support the dispatch of UN volunteers overseas and the training of talent in the project. The government will allocate the funding through BVF to the universities. Relevant enterprises will provide support covering venues, etc.

- **Others**

During the implementation, the project will seek to cooperate with similar projects to jointly implement the activities specified in the project documents in areas where the synergy of policies and technologies happens and achieve deliverable technical outcomes.

During the project implementation, cooperation will be open to stakeholders including the private sector, charitable foundations and other civil society groups. New partners and newly designed project activities will be registered, designed and approved in accordance with the requirements of UNV, UNDP, and CICETE on project cycle management, and relevant agreement procedures will be followed.

IX. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of China and UNDP, signed on June 29, 1979. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by CICETE (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

X. RISK MANAGEMENT

Option a. Government Entity (NIM)

1. Consistent with the Article III of the SBAA, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. To this end, the Implementing Partner 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 Implementing Partner’s security, and the full implementation of the security plan.
2. 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 the Implementing Partner’s obligations under this Project Document.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no 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/sc/committees/1267/aq_sanctions_list.shtml.
4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
 - (a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General’s Bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse” (“SEA”).
 - (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment (“SH”). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.

5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities) and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:
 - i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
 - ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
 - iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
 - iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
 - v. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
- b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or

using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.

10. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
11. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.
12. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

13. The Implementing Partner agrees that, where applicable, donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities which are the subject of this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

14. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
15. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
16. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.
17. If the contribution referred to deploy UN Volunteers under Output 3.1 is not received in accordance with UNDP rules and regulations as well as UNV and UNDP policies and procedures, or if the additional financing required in accordance with UNV's Conditions of Service for UN Volunteers is not forthcoming from BVF or other sources,

the implementation of the BVF UN Volunteer assignments may be reduced, suspended or terminated by UNV. All losses (including but not limited to losses as result of currency exchange fluctuations) shall be charged to BVF.

XI. ANNEXES

1. **Project Quality Assurance Report**
2. **Social and Environmental Screening Template** [\[English\]](#) [\[French\]](#) [\[Spanish\]](#), including additional Social and Environmental Assessments or Management Plans as relevant. *(NOTE: The SES Screening is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences, preparation of communication materials, strengthening capacities of partners to participate in international negotiations and conferences, partnership coordination and management of networks, or global/regional projects with no country level activities).*
3. **Risk Analysis.** Use the standard [Risk Register template](#). Please refer to the [Deliverable Description of the Risk Register](#) for instructions
4. **Capacity Assessment:** Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)
5. **Project Board Terms of Reference and TORs of key management positions**

ANNEX 1: Project Quality Assurance Report

PROJECT QA ASSESSMENT: DESIGN AND APPRAISAL

OVERALL PROJECT

EXEMPLARY (5) ●●●●●	HIGHLY SATISFACTORY (4) ●●●●○	SATISFACTORY (3) ●●●○○	NEEDS IMPROVEMENT (2) ●●○○○	INADEQUATE (1) ●○○○○
At least four criteria are rated Exemplary, and all criteria are rated High or Exemplary.	All criteria are rated Satisfactory or higher, and at least four criteria are rated High or Exemplary.	At least six criteria are rated Satisfactory or higher, and only one may be rated Needs Improvement. The Principled criterion must be rated Satisfactory or above.	At least three criteria are rated Satisfactory or higher, and only four criteria may be rated Needs Improvement.	One or more criteria are rated Inadequate, or five or more criteria are rated Needs Improvement.

DECISION

- **APPROVE** – the project is of sufficient quality to be approved in its current form. Any management actions must be addressed in a timely manner.
- **APPROVE WITH QUALIFICATIONS** – the project has issues that must be addressed before the project document can be approved. Any management actions must be addressed in a timely manner.
- **DISAPPROVE** – the project has significant issues that should prevent the project from being approved as drafted.

RATING CRITERIA

For all questions, select the option that best reflects the project

STRATEGIC

<p>1. Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change?</p> <ul style="list-style-type: none"> • 3: The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks. • 2: The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change. • 1: The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change. <p><i>*Note: Projects not contributing to a programme must have a project-specific Theory of Change. See alternative question under the lightbulb for these cases.</i></p>	3	2
	1	
	<p>Evidence</p> <p>The project will empower talents, VIOs and communities to form a dynamic integration of volunteering and urban governance on the basis of deepening the understanding of sustainable development goals and innovation, to</p>	

	<p>strengthen the empowerment of international volunteering talents, and to establish a network of Olympic host cities.</p>	
<p>2. Is the project aligned with the UNDP Strategic Plan?</p> <ul style="list-style-type: none"> • 3: The project responds to at least one of the development settings as specified in the Strategic Plan¹³ and adapts at least one Signature Solution¹⁴. The project's RRF includes all the relevant SP output indicators. <i>(all must be true)</i> • 2: The project responds to at least one of the development settings as specified in the Strategic Plan⁴. The project's RRF includes at least one SP output indicator, if relevant. <i>(both must be true)</i> • 1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF. 	3	<u>2</u>
	1	
	<p>Evidence The project contributes to UNDP Strategic Plan: 1.1.2 Marginalized groups, particularly the poor, women, people with disabilities and displaced are empowered to gain universal access to basic services and financial and non-financial assets to build productive capacities and benefit from sustainable</p>	

¹³ The three development settings in UNDP's 2018-2021 Strategic Plan are: a) Eradicate poverty in all its forms and dimensions; b) Accelerate structural transformations for sustainable development; and c) Build resilience to shocks and crises

¹⁴ The six Signature Solutions of UNDP's 2018-2021 Strategic Plan are: a) Keeping people out of poverty; b) Strengthen effective, inclusive and accountable governance; c) Enhance national prevention and recovery capacities for resilient societies; d) Promote nature based solutions for a sustainable planet; e) Close the energy gap; and f) Strengthen gender equality and the empowerment of women and girls.

	livelihoods and jobs.	
3. Is the project linked to the programme outputs? (i.e., UNDAF Results Group Workplan/CPD, RPD or Strategic Plan IRRF for global projects/strategic interventions not part of a programme)	<u>Yes</u>	No
RELEVANT		
4. Does the project target groups left furthest behind? <ul style="list-style-type: none"> • 3: The target groups are clearly specified, prioritising discriminated and marginalized groups left furthest behind, identified through a rigorous process based on evidence. • 2: The target groups are clearly specified, prioritizing groups left furthest behind. • 1: The target groups are not clearly specified. <p><i>*Note: Management Action must be taken for a score of 1. Projects that build institutional capacity should still identify targeted groups to justify support</i></p>	3	<u>2</u>
	1	
	Evidence Young people, especially young women, young people with disabilities will be targeted. Make sure that women were fully represented in the whole project.	
5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design? <ul style="list-style-type: none"> • 3: Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project. • 2: The project design mentions knowledge and lessons learned backed by evidence/sources, but have not been used to justify the approach selected. • 1: There is little or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	3	2
	1	
	Evidence This project is the forth phase, which builds upon the previous three projects experiences and also the support from national policies on volunteer service. The Beijing Volunteer Service Promotion Regulations was effective on 1st March 2021, which backed up the project as an effective approach to support the project.	
	3	<u>2</u>

<p>6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national/regional/global partners and other actors?</p> <ul style="list-style-type: none"> • 3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. <i>(all must be true)</i> • 2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans. • 1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance. <p>*Note: Management Action or strong management justification must be given for a score of 1</p>	<p style="text-align: center;">1</p> <p style="text-align: center;">Evidence</p> <p style="text-align: center;">This is the forth phase of the project, all partners involved has their own clear advantages, labour division was almost clear while there is space to improve on communication strategies.</p>	
<p>PRINCIPLED</p>		
<p>7. Does the project apply a human rights-based approach?</p> <ul style="list-style-type: none"> • 3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. <i>(all must be true)</i> • 2: The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. <i>(both must be true)</i> • 1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered. <p>*Note: Management action or strong management justification must be given for a score of 1</p>	3	<u>2</u>
	<p style="text-align: center;">1</p> <p style="text-align: center;">Evidence</p> <p style="text-align: center;">The project applied the human rights-based approach and make sure that no one is left behind, fully respect human rights and avoid adverse impacts on human rights, there is budget allocated to make sure all people are equally participated without discrimination.</p>	
<p>8. Does the project use gender analysis in the project design?</p> <ul style="list-style-type: none"> • 3: A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and indicators of the results framework include explicit references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. <i>(all must be true)</i> • 2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. <i>(all must be true)</i> 	3	<u>2</u>
	<p style="text-align: center;">1</p> <p style="text-align: center;">Evidence</p> <p style="text-align: center;">A basic gender analysis has been carried out and listed in the development challenges, gender sensitive activities were listed in the project, while as this is not a GEN 3 project, thus it's</p>	

<ul style="list-style-type: none"> • 1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document. <p>*Note: Management Action or strong management justification must be given for a score of 1</p>	not mainstreamed in all outputs.									
<p>9. Did the project support the resilience and sustainability of societies and/or ecosystems?</p> <ul style="list-style-type: none"> • 3: Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. <i>(all must be true)</i>. • 2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. <i>(both must be true)</i> • 1: Sustainability and resilience dimensions and impacts were not adequately considered. <p>*Note: Management action or strong management justification must be given for a score of 1</p>	<table border="1"> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;"><u>2</u></td> </tr> <tr> <td colspan="2" style="text-align: center;">1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Evidence</td> </tr> <tr> <td colspan="2" style="text-align: center;">The project integrates sustainability and resilience, also potential adverse impact was identified for example if the COVID-19 continue, there might be difficult for young people to work as UNV abroad, there is mitigation measure planned to avoid this.</td> </tr> </table>		3	<u>2</u>	1		Evidence		The project integrates sustainability and resilience, also potential adverse impact was identified for example if the COVID-19 continue, there might be difficult for young people to work as UNV abroad, there is mitigation measure planned to avoid this.	
3	<u>2</u>									
1										
Evidence										
The project integrates sustainability and resilience, also potential adverse impact was identified for example if the COVID-19 continue, there might be difficult for young people to work as UNV abroad, there is mitigation measure planned to avoid this.										
<p>10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [if yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]</p>	<table border="1"> <tr> <td style="text-align: center;"><u>Yes</u></td> <td style="text-align: center;">No</td> </tr> <tr> <td colspan="2" style="text-align: center;">SESP has been conducted</td> </tr> </table>		<u>Yes</u>	No	SESP has been conducted					
<u>Yes</u>	No									
SESP has been conducted										
MANAGEMENT & MONITORING										
<p>11. Does the project have a strong results framework?</p> <ul style="list-style-type: none"> • 3: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. <i>(all must be true)</i> • 2: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. <i>(all must be true)</i> • 1: The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. <i>(if any is true)</i> <p>*Note: Management Action or strong management justification must be given for a score of 1</p>	<table border="1"> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;"><u>2</u></td> </tr> <tr> <td colspan="2" style="text-align: center;">1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Evidence</td> </tr> <tr> <td colspan="2" style="text-align: center;">As the project document illustrated, the project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be</td> </tr> </table>		3	<u>2</u>	1		Evidence		As the project document illustrated, the project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be	
3	<u>2</u>									
1										
Evidence										
As the project document illustrated, the project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be										

	<p>fully specified.</p> <p>Some use of women focused, sex-disaggregated indicators.</p>	
<p>12. Is the project's governance mechanism clearly defined in the project document, including composition of the project board?</p> <ul style="list-style-type: none"> • 3: The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. <i>(all must be true).</i> • 2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. <i>(all must be true)</i> • 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided. <p><i>*Note: Management Action or strong management justification must be given for a score of 1</i></p>	<p>3</p>	<p><u>2</u></p>
	<p>1</p>	
	<p>Evidence</p> <p>The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet, as individuals might change during the implementation. A TOR was attached in the project document as an annex.</p>	
<p>13. Have the project risks been identified with clear plans stated to manage and mitigate each risk?</p> <ul style="list-style-type: none"> • 3: Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders. Clear and complete plan in place to manage and mitigate each risk, reflected in project budgeting and monitoring plans. <i>(both must be true)</i> • 2: Project risks related to the achievement of results are identified in the initial project risk log based on a minimum level of analysis and consultation, with mitigation measures identified for each risk. • 1: Some risks may be identified in the initial project risk log, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified and/or no initial risk log is included with the project document. <p><i>*Note: Management Action must be taken for a score of 1</i></p>	<p>3</p>	<p><u>2</u></p>
	<p>1</p>	
	<p>Evidence</p> <p>There is risk log which listed the relevant risks with mitigation measures.</p>	

EFFICIENT		
<p>14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include, for example: i) using the theory of change analysis to explore different options of achieving the maximum results with the resources available; ii) using a portfolio management approach to improve cost effectiveness through synergies with other interventions; iii) through joint operations (e.g., monitoring or procurement) with other partners; iv) sharing resources or coordinating delivery with other projects, v) using innovative approaches and technologies to reduce the cost of service delivery or other types of interventions.</p> <p><i>(Note: Evidence of at least one measure must be provided to answer yes for this question)</i></p>	Yes (3)	No (1)
<p>15. Is the budget justified and supported with valid estimates?</p> <ul style="list-style-type: none"> • 3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated. • 2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates. • 1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget. 	3	<u>2</u>
	1	
	<p>Evidence Please refer to the Prodoc Multi-year plan, under which the budget was listed at the activity level with funding sources, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates.</p>	
<p>16. Is the Country Office/Regional Hub/Global Project fully recovering the costs involved with project implementation?</p> <ul style="list-style-type: none"> • 3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.) • 2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant. • 1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project. <p><i>*Note: Management Action must be given for a score of 1. The budget must be revised to fully reflect the costs of implementation before the project commences.</i></p>	<u>3</u>	2
	1	
	<p>Evidence The budget fully covers all project implementation.</p>	
EFFECTIVE		
<p>17. Have targeted groups been engaged in the design of the project?</p> <ul style="list-style-type: none"> • 3: Credible evidence that all targeted groups, prioritising discriminated and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including 	3	2
	1	
	<p>Evidence Women was one of the target group, while</p>	

<p>through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.)</p> <ul style="list-style-type: none"> • <u>2</u>: Some evidence that key targeted groups have been consulted in the design of the project. • <u>1</u>: No evidence of engagement with targeted groups during project design. 	<p>during the consultation, improvement is needed to engage women related organizations.</p>	
<p>18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?</p>	<p><u>Yes</u> (3)</p>	<p>No (1)</p>
<p>19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.</p> <p>*Note: Management Action or strong management justification must be given for a score of “no”</p>	<p><u>Yes</u> (3)</p>	<p>No (1)</p>
<p>Evidence The project is scored at GEN2, gender analysis, gender specialist and gender budget were all allocated in the project to make sure that gender were mainstreamed in the whole process.</p>		
<p align="center">SUSTAINABILITY & NATIONAL OWNERSHIP</p>		
<p>20. Have national/regional/global partners led, or proactively engaged in, the design of the project?</p> <ul style="list-style-type: none"> • <u>3</u>: National partners (or regional/global partners for regional and global projects) have full ownership of the project and led the process of the development of the project jointly with UNDP. • <u>2</u>: The project has been developed by UNDP in close consultation with national/regional/global partners. • <u>1</u>: The project has been developed by UNDP with limited or no engagement with national partners. 	<p><u>3</u></p>	<p><u>2</u></p>
	<p align="center">1</p>	
	<p>Evidence This is the fourth phase of the project, national partners had rich experience on project design and formulation, they are leading the process of development with UNDP.</p>	
<p>21. Are key institutions and systems identified, and is there a strategy for strengthening specific/comprehensive capacities based on capacity assessments conducted?</p> <ul style="list-style-type: none"> • <u>3</u>: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly. • <u>2</u>: A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment. • <u>1</u>: Capacity assessments have not been carried out. 	<p>3</p>	<p><u>2</u></p>
	<p align="center">1</p>	
	<p>Evidence Capacity assessment has been completed, there are plans to improve the capacities of key institutions, usually it will be considered in drafting the AWP.</p>	
<p>22. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.,) to the extent possible?</p>	<p><u>Yes</u> (3)</p>	<p>No (1)</p>

23. Is there a clear transition arrangement/ phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?

Yes (3)

No
(1)

ANNEX 2: Social and Environmental Screening Template (2021 SESP Template, Version 1)

The completed template, which constitutes the Social and Environmental Screening Report, must be included as an annex to the Project Document at the design stage. Note: this template will be converted into an online tool. The online version will guide users through the process and will embed relevant guidance.

Project Information

Project Information	
1. Project Title	Promoting Sustainable Urban Development through Volunteer Service for the Beijing Winter Olympics
2. Project Number (i.e. Atlas project ID, PIMS+)	00124779
3. Location (Global/Region/Country)	China
4. Project stage (Design or Implementation)	Design
5. Date	30/03/2021

Part A. Integrating Programming Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Programming Principles in Order to Strengthen Social and Environmental Sustainability?
<i>Briefly describe in the space below how the project mainstreams the human rights-based approach</i>
During the implementation of the project, human rights are respected and guaranteed, and everyone's basic rights are respected during the project. In particular, vulnerable groups such as differently abled groups will be included in project promotion and cooperation in this project.
<i>Briefly describe in the space below how the project is likely to improve gender equality and women's empowerment</i>
During the project implementation, gender equality will be a basic principle for organizing and mobilizing volunteers to carry out the project. Women constitute an important force in Olympic volunteer services. Based on the existing experience in the organization and management of Olympic volunteer services, a light gender analysis will be conducted to provide suggestions for the establishment of the Olympics volunteer service system from the perspective of gender equality. As inclusiveness is integral to the project, gender lens will be mainstreamed into full cycle of the project that includes design and decision-making, implementation, monitoring and evaluation to ensure that people of different genders, ages, ethnicities, and occupations can fully participate, and men and women, have equal

opportunities, rights and treatments. 50% direct beneficiaries of this project will be women, with special consideration to the participation of women from remote areas and rural areas, and differently abled women, will be covered.

Briefly describe in the space below how the project mainstreams sustainability and resilience

Priority is given to sustainability in this project. The project cycle covers the organization cycle of Beijing 2022 Winter Olympics, which is conducive to the realization of the output and the sustainability of related activities. In this project, the establishment of the network of Olympic host cities, and the outcome of research and trainings, will further broaden the scope of voluntary service and will motivate more people to engage in volunteering. Meanwhile, the experience and knowledge sharing will be sustained in a wider range and broader fields through international exchanges.

Also, in order to ensure the ability to respond to the latest technological developments and policies, as well as to expand partnership, integrate project resources, and amplify the scope of impact of project outcomes, we will maintain an open and cooperative attitude to potential partners in project implementation.

During the project implementation, project outcome reports and a series of themed research reports will be regularly published to provide relevant departments and other regions with experience and knowledge that can be used for reference, so that the project outcomes can still have an influence outside the project cycle.

The financial sustainability of project outcomes does not pose significant risks. The method adopted in the project design is conducive to the participation of communities and the private sector in Olympic volunteering and sustainable development. By improving collaboration between various departments and increasing the participation of communities and the private sector, the sustainability of project outcomes will be ensured in the long run.

Briefly describe in the space below how the project strengthens accountability to stakeholders

This project will involve close cooperation between multiple stakeholders, including IOC, related government departments, academic and research institutions (including universities and research institutes) in Beijing and Hebei, media, non-governmental organizations, the private sector, local communities and the public. UNV's assignment management and expenditures in relation to the UN Volunteer assignments covered by the project shall be governed by UNDP rules and regulations as well as UNV and UNDP policies and procedures as applicable. In the project design stage, the relationship among stakeholders has been discussed and analysed in depth, and extensive consultation has been conducted with related parties through meetings and other forms. The identified stakeholders will participate in the preparation of project documents and project implementation. The project design document already contains the mechanism of supporting stakeholders' participation.

Part B. Identifying and Managing Social and Environmental Risks

QUESTION 2: What are the Potential Social and Environmental Risks?	QUESTION 3: What is the level of significance of the potential social and environmental risks?	QUESTION 6: Describe the assessment and management measures for each risk rated Moderate, Substantial or High
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<i>Note: Complete SESP Attachment 1 before responding to Question 2.</i>		<i>Note: Respond to Questions 4 and 5 below before proceeding to Question 5</i>		
Risk Description <i>(broken down by event, cause, impact)</i>	Impact and Likelihood <i>(1-5)</i>	Significance <i>(Low, Moderate, Substantial, High)</i>	Comments (optional)	Description of assessment and management measures for risks rated as Moderate, Substantial or High
No risk identification				
QUESTION 4: What is the overall project risk categorization?				
<i>Low Risk</i> <input checked="" type="checkbox"/> No risk identification				
<i>Moderate Risk</i> <input type="checkbox"/> No risk identification				
<i>Substantial Risk</i> <input type="checkbox"/> No risk identification				
<i>High Risk</i> <input type="checkbox"/> No risk identification				
QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are triggered? (check all that apply)				
Question only required for Moderate, Substantial and High Risk projects				
<u>Is assessment required? (check if "yes")</u>		<input type="checkbox"/>		Status? (completed, planned)
<i>if yes, indicate overall type and status</i>		<input type="checkbox"/>	Targeted assessment(s)	
		<input type="checkbox"/>	ESIA (Environmental and Social Impact Assessment)	
		<input type="checkbox"/>	SESA (Strategic Environmental and Social Assessment)	

Are management plans required? (check if “yes)	<input type="checkbox"/>	
<i>If yes, indicate overall type</i>	<input type="checkbox"/>	Targeted management plans (e.g. Gender Action Plan, Emergency Response Plan, Waste Management Plan, others)
	<input type="checkbox"/>	ESMP (Environmental and Social Management Plan which may include range of targeted plans)
	<input type="checkbox"/>	ESMF (Environmental and Social Management Framework)
Based on identified <u>risks</u>, which Principles/Project-level Standards triggered?	Comments (not required)	
Overarching Principle: Leave No One Behind		
Human Rights	<input type="checkbox"/>	No risk identification
Gender Equality and Women’s Empowerment	<input type="checkbox"/>	No risk identification
Accountability	<input type="checkbox"/>	No risk identification
1. Biodiversity Conservation and Sustainable Natural Resource Management	<input type="checkbox"/>	No risk identification
2. Climate Change and Disaster Risks	<input type="checkbox"/>	No risk identification
3. Community Health, Safety and Security	<input type="checkbox"/>	No risk identification
4. Cultural Heritage	<input type="checkbox"/>	No risk identification
5. Displacement and Resettlement	<input type="checkbox"/>	No risk identification
6. Indigenous Peoples	<input type="checkbox"/>	No risk identification
7. Labour and Working Conditions	<input type="checkbox"/>	No risk identification

	8. Pollution Prevention and Resource Efficiency	<input type="checkbox"/>	No risk identification
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Final Sign Off

Final Screening at the design-stage is not complete until the following signatures are included

Signature	Date	Description
QA Assessor		UNDP staff member responsible for the project, typically a UNDP Programme Officer. Final signature confirms they have “checked” to ensure that the SESP is adequately conducted.
QA Approver		UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have “cleared” the SESP prior to submittal to the PAC.
PAC Chair		UNDP chair of the PAC. In some cases PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.

SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks		
INSTRUCTIONS: The risk screening checklist will assist in answering Questions 2-6 of the Screening Template. Answers to the checklist questions help to (1) identify potential risks, (2) determine the overall risk categorization of the project, and (3) determine required level of assessment and management measures. Refer to the SES toolkit for further guidance on addressing screening questions.		
Overarching Principle: Leave No One Behind		Answer (Yes/No)
Human Rights		
P.1	Have local communities or individuals raised human rights concerns regarding the project (e.g. during the stakeholder engagement process, grievance processes, public statements)?	No
P.2	Is there a risk that duty-bearers (e.g. government agencies) do not have the capacity to meet their obligations in the project?	No
P.3	Is there a risk that rights-holders (e.g. project-affected persons) do not have the capacity to claim their rights?	No
<i>Would the project potentially involve or lead to:</i>		
P.4	adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
P.5	inequitable or discriminatory impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups, including persons with disabilities? ¹⁵	No
P.6	restrictions in availability, quality of and/or access to resources or basic services, in particular to marginalized individuals or groups, including persons with disabilities?	No
P.7	exacerbation of conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Gender Equality and Women’s Empowerment		
P.8	Have women’s groups/leaders raised gender equality concerns regarding the project, (e.g. during the stakeholder engagement process, grievance processes, public statements)?	No
<i>Would the project potentially involve or lead to:</i>		
P.9	adverse impacts on gender equality and/or the situation of women and girls?	No
P.10	reproducing discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
P.11	limitations on women’s ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services?	No

¹⁵ Prohibited grounds of discrimination include race, ethnicity, sex, age, language, disability, sexual orientation, gender identity, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to “women and men” or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender and transsexual people.

<i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	
P.12 exacerbation of risks of gender-based violence? <i>For example, through the influx of workers to a community, changes in community and household power dynamics, increased exposure to unsafe public places and/or transport, etc.</i>	No
Sustainability and Resilience: Screening questions regarding risks associated with sustainability and resilience are encompassed by the Standard-specific questions below	
Accountability	
<i>Would the project potentially involve or lead to:</i>	
P.13 exclusion of any potentially affected stakeholders, in particular marginalized groups and excluded individuals (including persons with disabilities), from fully participating in decisions that may affect them?	No
P.14 grievances or objections from potentially affected stakeholders?	No
P.15 risks of retaliation or reprisals against stakeholders who express concerns or grievances, or who seek to participate in or to obtain information on the project?	No
Project-Level Standards	
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management	
<i>Would the project potentially involve or lead to:</i>	
1.1 adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? <i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	No
1.2 activities within or adjacent to critical habitats and/or environmentally sensitive areas, including (but not limited to) legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No
1.3 changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4 risks to endangered species (e.g. reduction, encroachment on habitat)?	No
1.5 exacerbation of illegal wildlife trade?	No
1.6 introduction of invasive alien species?	No
1.7 adverse impacts on soils?	No
1.8 harvesting of natural forests, plantation development, or reforestation?	No
1.9 significant agricultural production?	No
1.10 animal husbandry or harvesting of fish populations or other aquatic species?	No
1.11 significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No

1.12 handling or utilization of genetically modified organisms/living modified organisms? ¹⁶	No
1.13 utilization of genetic resources? (e.g. collection and/or harvesting, commercial development) ¹⁷	No
1.14 adverse transboundary or global environmental concerns?	No
Standard 2: Climate Change and Disaster Risks	
<i>Would the project potentially involve or lead to:</i>	
2.1 areas subject to hazards such as earthquakes, floods, landslides, severe winds, storm surges, tsunami or volcanic eruptions?	No
2.2 outputs and outcomes sensitive or vulnerable to potential impacts of climate change or disasters? <i>For example, through increased precipitation, drought, temperature, salinity, extreme events, earthquakes</i>	No
2.3 increases in vulnerability to climate change impacts or disaster risks now or in the future (also known as maladaptive or negative coping practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
2.4 increases of greenhouse gas emissions, black carbon emissions or other drivers of climate change?	No
Standard 3: Community Health, Safety and Security	
<i>Would the project potentially involve or lead to:</i>	
3.1 construction and/or infrastructure development (e.g. roads, buildings, dams)? (Note: the GEF does not finance projects that would involve the construction or rehabilitation of large or complex dams)	No
3.2 air pollution, noise, vibration, traffic, injuries, physical hazards, poor surface water quality due to runoff, erosion, sanitation?	No
3.3 harm or losses due to failure of structural elements of the project (e.g. collapse of buildings or infrastructure)?	No
3.4 risks of water-borne or other vector-borne diseases (e.g. temporary breeding habitats), communicable and noncommunicable diseases, nutritional disorders, mental health?	No
3.5 transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.6 adverse impacts on ecosystems and ecosystem services relevant to communities' health (e.g. food, surface water purification, natural buffers from flooding)?	No
3.7 influx of project workers to project areas?	No
3.8 engagement of security personnel to protect facilities and property or to support project activities?	No
Standard 4: Cultural Heritage	
<i>Would the project potentially involve or lead to:</i>	

¹⁶ See the [Convention on Biological Diversity](#) and its [Cartagena Protocol on Biosafety](#).

¹⁷ See the [Convention on Biological Diversity](#) and its [Nagoya Protocol](#) on access and benefit sharing from use of genetic resources.

4.1	activities adjacent to or within a Cultural Heritage site?	No
4.2	significant excavations, demolitions, movement of earth, flooding or other environmental changes?	No
4.3	adverse impacts to sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.4	alterations to landscapes and natural features with cultural significance?	No
4.5	utilization of tangible and/or intangible forms (e.g. practices, traditional knowledge) of Cultural Heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
<i>Would the project potentially involve or lead to:</i>		
5.1	temporary or permanent and full or partial physical displacement (including people without legally recognizable claims to land)?	No
5.2	economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	risk of forced evictions? ¹⁸	No
5.4	impacts on or changes to land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
<i>Would the project potentially involve or lead to:</i>		
6.1	areas where indigenous peoples are present (including project area of influence)?	No
6.2	activities located on lands and territories claimed by indigenous peoples?	No
6.3	impacts (positive or negative) to the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? <i>If the answer to screening question 6.3 is “yes”, then the potential risk impacts are considered significant and the project would be categorized as either Substantial Risk or High Risk</i>	No
6.4	the absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No

¹⁸ Forced eviction is defined here as the permanent or temporary removal against their will of individuals, families or communities from the homes and/or land which they occupy, without the provision of, and access to, appropriate forms of legal or other protection. Forced evictions constitute gross violations of a range of internationally recognized human rights.

	<i>Consider, and where appropriate ensure, consistency with the answers under Standard 5 above</i>	
6.7	adverse impacts on the development priorities of indigenous peoples as defined by them?	No
6.8	risks to the physical and cultural survival of indigenous peoples?	No
6.9	impacts on the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices? <i>Consider, and where appropriate ensure, consistency with the answers under Standard 4 above.</i>	No
Standard 7: Labour and Working Conditions		
<i>Would the project potentially involve or lead to: (note: applies to project and contractor workers)</i>		
7.1	working conditions that do not meet national labour laws and international commitments?	No
7.2	working conditions that may deny freedom of association and collective bargaining?	No
7.3	use of child labour?	No
7.4	use of forced labour?	No
7.5	discriminatory working conditions and/or lack of equal opportunity?	No
7.6	occupational health and safety risks due to physical, chemical, biological and psychosocial hazards (including violence and harassment) throughout the project life-cycle?	No
Standard 8: Pollution Prevention and Resource Efficiency		
<i>Would the project potentially involve or lead to:</i>		
8.1	the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
8.2	the generation of waste (both hazardous and non-hazardous)?	No
8.3	the manufacture, trade, release, and/or use of hazardous materials and/or chemicals?	No
8.4	the use of chemicals or materials subject to international bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Montreal Protocol, Minamata Convention, Basel Convention, Rotterdam Convention, Stockholm Convention</i>	No
8.5	the application of pesticides that may have a negative effect on the environment or human health?	No
8.6	significant consumption of raw materials, energy, and/or water?	No

ANNEX 3: OFFLINE PROJECT RISK REGISTER

A. Offline Project Risk Register for Project Document Template

Project Title: Promoting Sustainable Urban Development through Volunteer Service for the Beijing Winter Olympics			Project Number: Award ID 00132027, Output ID 00124779		Date:
#	Description	Risk Category	Impact & Likelihood = Risk Level	Risk Treatment / Management Measures	Risk Owner
1	<p>Event: The current department of government which has influence in policy making of volunteering development would be replaced by another one.</p> <p>Cause: Structure reform of the government</p> <p>Impact The support from the government for some activities of the project could be inadequate during the transition;</p> <p>New activities having a weak relevance of the project could be added in the</p>	Regulatory Changes in the regulatory framework within the country of operation	<p>The support from the government for some activities of the project could be inadequate during the transition;</p> <p>New activities having a weak relevance of the project could be added in the project due to the new department's unfamiliarly of this project.</p> <p>The process of communication becomes slow.</p> <p>P=1</p> <p>I=2</p> <p>Risk Level: Low</p>	Developing sound communication and maintaining regular reporting with the new department.	Project Manager

	<p>project due to the new department's unfamiliarity of this project. The process of communication becomes slow.</p>				
2	<p>Event: Multiple partners of the project have different focuses when it comes to how to carry out the activities. Cause: Different perspective and agendas of these partners Impact: Several activities cannot be organized as scheduled.</p>	Operational Partnership	<p>Several activities could be delayed.</p> <p>P =2 I = 2 Risk Level: Low</p>	PMO will develop a project cooperation management system with regular meetings to manage and coordinate different needs.	Project Manager
3	<p>Event: The changes of project leaders and staff in the PMO during the project cycle. Cause: The talent out drains and personnel flow Impact: Low working efficiency during the transition of new leaders;</p>	Organizational Human resources	<p>Low working efficiency during the transition of new leaders; The time cost of organizing activities would be increased as different leaders might have different focuses on ongoing activities.</p>	<p>1. Keep good records of activities to ensure a smooth handover to minimize the negative effect to the project;</p> <p>2. PMO will strengthen the capacity building for the team and develop an inclusive and flexible working environment.</p>	Project Manager

	The time cost of organizing activities would be increased as different leaders might have different focuses on ongoing activities.		P =2 I = 3 Risk Level: Moderate		
4	Event: The timeline for annual fund allocated would be different during the project cycle. Cause: Extra time is needed for BVF to coordinate Tsinghua and other universities to raise fund. Impact: Several activities could be delayed	Organizational Budget availability and cash flow	Several activities could be delayed P =2 I = 3 Risk Level: Moderate	1. PMO will initiate the fund procedures as early as possible; 2. PMO will improve the efficiency in terms of going through procedures for the fund.	Project Manager
5	Event: The safety of the project for volunteers deployed aboard and participants of the activities need extra efforts Cause: The ongoing COVID-19 pandemic Impact: Some Activities of the project cannot be carried out as planned. They	Safety and Security Natural Hazards	Some Activities of the project cannot be carried out as planned. They need to be adjusted to off-line in a smaller scale or online completely which will bring technological challenges. The international visits for exchange	1. PMO will prepare at least two proposals to carry out activities taking the pandemic into consideration. 2. Mobilizing technological resources. 3. If the International volunteers cannot be deployed because of the pandemic or other situations, they will start working for their HE remotely from their homes. 4. The international conferences will be organize online.	Project Manager

need to be adjusted to off-line in a smaller scale or online completely which will bring technical challenges. The international visits for exchange would be cancelled.		would be cancelled. P =4 I = 4 Risk Level: Substantial		
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B. Offline Project Risk Register (NOTE: Project Risk Register to be created and maintained in Atlas where possible)

Project Title: Promoting Sustainable Urban Development through Volunteer Service for the Beijing Winter Olympics	Project Number: Award ID 00132027, Output ID 00124779	Date:
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#	Event	Cause	Impact(s)	Risk Category	Impact and Likelihood = Risk Level	Risk Treatment / Management Measures	Risk Owner	Risk Valid From/To
1	The current department of government which has influence in policy making of volunteering development would be replaced by another one.	Structure reform of the government	The support from the government for some activities of the project could be inadequate during the transition; New activities having a weak relevance of the project could be added in the project due to the new department's unfamiliarity of this project. The process of communication becomes slow.	Regulatory Changes in the regulatory framework within the country of operation	The support from the government for some activities of the project could be inadequate during the transition ; New activities having a weak relevance of the project could be added in the project due to the new department's unfamiliarity of this project. The process of communication becomes slow. P=1 I=2	Developing sound communication and maintaining regular reporting with the new department.	Project Manager	

					Risk Level: Low			
2	Multiple partners of the project have different focuses when it comes to how to carry out the activities.	Different perspective and agendas of these partners	Several activities could be delayed.	Operational Partnership	Several activities could be delayed. P =2 I = 2 Risk Level: Low	PMO will develop a project cooperation management system with regular meetings to manage and coordinate different needs.	Project Manager	
3	The changes of project leaders and staff in the PMO during the project cycle.	The talent out drains and personnel flow	Low working efficiency during the transition of new leaders; The time cost of organizing activities would be increased as different leaders might have different focuses on ongoing activities.	Organizational Human resources	Low working efficiency during the transition of new leaders; The time cost of organizing activities would be increased as different leaders might have different focuses on ongoing activities. P =2 I = 3 Risk Level: Moderate	1. Keep good records of activities to ensure a smooth handover to minimize the negative effect to the project; 2. PMO will strengthen the capacity building for the team and develop an inclusive and flexible working environment.	Project Manager	
4	The timeline for annual fund allocated would be different during the project cycle.	Extra time is needed for BVF to coordinate Tsinghua and other universities to raise fund.	Several activities could be delayed	Organizational Budget availability and cash flow	Several activities could be delayed P =2 I = 3 Risk Level: Moderate	1. PMO will initiate the fund procedures as early as possible; 2. PMO will improve the efficiency in terms of going through procedures for the fund.	Project Manager	
5	The safety of the project for volunteers deployed aboard and participants of	The ongoing COVID-19 pandemic	Some Activities of the project cannot be carried out as planned. They need to be	Safety and Security Natural Hazards	Some Activities of the project cannot be carried out as planned. They need to be adjusted to off-line in a smaller	1. PMO will prepare at least two proposals to carry out activities taking the	Project Manager	

	the activities need extra efforts		adjusted to off-line in a smaller scale or online completely which will bring technological challenges. The international visits for exchange would be cancelled.		scale or online completely which will bring technological challenges. The international visits for exchange would be cancelled. P =4 I = 4 Risk Level: Substantial	pandemic into consideration. 2. Mobilizing technological resources. 3. If the International volunteers cannot be deployed because of the pandemic or other situations, they will start working for their HE remotely from their homes 4. The international conferences will be organize online.		
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ANNEX 5.1: TERMS OF REFERENCE FOR NATIONAL PROJECT DIRECTOR

The PMO is based in Beijing Volunteer Service Federation (BVF) under the leadership of national project director. The responsibilities of national project director are as follows:

1. Reporting to the Project Board, guiding and supervising the implementation of all project activities;
2. Guiding the formulation of Annual Work Plan (AWP) as the primarily responsible role for implementation;
3. Reviewing the AWP and submitting it to the Project Board for approval;
4. Mobilizing the fund required for the project in accordance with the approved AWP;
5. Coordinating and monitoring project implementation and ensuring that the project is implemented as planned and achieves expected outputs;
6. Reviewing financial documents and technical reports of the project prior to release, circulation, or submission;
7. Coordinating the evaluation and auditing of the project;
8. Attending the project board meeting as the member of Project Board and leading the PMO in terms of summarizing annual project outcome, submitting annual project report;
9. Supervising the promotion of publicity for the project.

ANNEX 5.2: TERMS OF REFERENCE FOR PROJECT MANAGER

The Project Manager will be under the leadership and supervision of the National Project Director. The responsibilities of project manager are as follows:

1. Assisting the director in implementation of project activities and reporting to the director in a timely manner;
2. Formulating the AWP with the guidance of the director;
3. Ensuring the expenditure of the project fund is in line with the financial regulations and procedures of UNDP and CICETE;
4. Organize the project activities as scheduled in AWP, ensuring the expected output and reporting the progress, status quo of quality control, and risk identified to the director timely;
5. Preparing financial documents and reports;
6. Assisting in the evaluation and auditing of the project;
7. Summarizing annual project outcome, preparing annual project report, and attending the project board meeting;
8. Managing the equipment of the project;
9. Keeping good records of significant project documents;
10. Collecting information in forms of text, photo, and video related to the project for better publicity and advocacy through various ways.