



Программа Развития Организации Объединенных Наций
Страна: Казахстан
Проектный документ

Project Title

Realizing the rights of persons with disabilities

UNDAF Outcome(s):

UNDAF Outcome: Reduced (income and human) poverty at national and sub-national levels

Expected CP Outcome(s):

CPD Outcome: The Government is more capable of reducing poverty, achieving MDG targets, and monitoring its progress to those ends

(Those linked to the project and extracted from the CPAP)

Expected Output(s):

1. A comprehensive report, which will assist the Government of Kazakhstan in realising the rights of persons with disabilities in accordance with the International Convention of the Right of Persons with disabilities and its Optional Protocol.

(Those that will result from the project and extracted from the CPAP)

Implementing Partner:

Ministry of Labour and Social Protection of Population of the Republic of Kazakhstan

Other Partners:

National Commission on Human Rights under the President of the Republic of Kazakhstan

Responsible Parties:

Public Society of People with Disabilities "Namys"
 Ministry of Labour and Social Protection of Population of the Republic of Kazakhstan

Brief Description

The project will mainstream disability issues across public institutions and promote the process of signing and ratification of the International Convention on the Right of Persons with disabilities and its Optional Protocol in Kazakhstan. The project will intend to facilitate disability mainstreaming by empowering of policy makers and civil society with knowledge of disability situation in the country and preparedness of Kazakhstan for ratification of the Convention and its protocol with concrete recommendations for improvement of the legislative, institutional, policy and services etc. areas in compliance with the Convention and its impact on human development derived from multi-dimensional comprehensive research.

Programme Period: CPAP-2005-
 2009, 2010-2015

Key Result Area (Strategic Plan): Democratic Governance

Atlas Award ID: 00046296

Project # 00063140

Start date: 01.08.2008

End Date: 31.12.2010

PAC Meeting Date: 24.09.2008

Management Arrangements: _____

2008-2010 AWP budget:

Total resources required: 311,000 USD

Total allocated resources:

- Regular: 103,000 USD

- Other:
 - British Embassy: 208,000 USD
 - Donor: _____
 - Donor: _____
 - Government: _____

Unfunded budget: _____

In-kind Contributions: _____

Agreed by Ministry of Labor and Social Protection
Ms. Gulnara Dilimbetova, Vice-Minister



Agreed by UNDP
Mr. Haoliang Xu, Resident Representative



I. SITUATION ANALYSIS

Persons with disabilities remain amongst the most marginalized in every society. Regardless of a country's human rights and economic situation, they are generally the last in line to have their human rights respected. In recent years, the subject of disability has attracted considerable attention in Kazakhstan. The position of persons with disabilities in terms of social welfare, education, social participation, equal training, employment and work opportunities are guaranteed by a number of laws and state programmes. Kazakhstan has made some progress in promoting an active policy towards persons with disabilities, introducing the law in 2005 protecting the rights of disabled persons, operating of the two state programmes in 2002-2005 and 2006-2008 intended to rehabilitate those disabled, state program devoted to deepening social reforms with special focus on social protection of disabled persons, establishing the advisory National Council on Social Protection of Disabled under the Government as a national machinery for speedily address the needs of persons with disability at national level.

However, in last years the number of persons with disabilities in Kazakhstan varies from 459,572 in 2004 and 455,675 in 2007. One third of this number is able working age persons, and 10% is children. The small monthly social assistance to persons with disabilities (average amount is around the subsistence minimum) suggests that disabled people are still under big risks to be poor. For the vast majority of persons with disabilities, shops, public facilities and transport, and even information are largely out of reach. Moreover, official share of disabled persons in the country much differs from international rate, the small share of children with disabilities, and other problems with the official data on disability suggests that the official data on number of disabled should be interpreted with caution and probably underestimates the true figure.

The issue of addressing the issue of persons with disabilities is gaining increasing attention within UNDP and Kazakhstan as well. It is also important from the legal perspective, especially in light of the Convention on the Right of persons with disabilities and its Optional Protocol, adopted by the United Nations General Assembly on December 2006, and which is open for ratification since March 2007. The Convention is the first disability-specific human rights treaty which gives universal legal recognition that persons with disabilities are no longer the objects of charity, but rights holders and agents of change for development. It also underscores the importance of social development and international cooperation to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by persons with disabilities.

With the completion of the 2006-2008 state programme on rehabilitation of disabled persons and in light of intention of the Kazakstani Government to join the Convention on the Rights of persons with disabilities the Ministry of Labour and Social Policy, as a key Government body responsible for policy toward to disabled persons in the country, is currently working on a social policy approach concept that needs to address the above challenges as well as a number of weaknesses in the current system of social protection of disabled.

To ensure progress in implementing policies towards to persons with disabilities the Ministry of Labour and Social Policy, has requested further technical assistance from UNDP. The specific focus of the requested assistance is developing detailed recommendations for improvement of the legislative, institutional, policy and services etc. areas in compliance with the Convention based on international experience and best practices, conducting of feasibility study on the preparedness of Kazakhstan to sign, ratify and successfully implement the Convention as well as developing innovative measures and concrete tools to enforce national debate platform and awareness raising efforts to promote the Convention in order to mainstream disability issues in the country.

II. STRATEGY

Responding to the request by the Ministry of Labour and Social Policy UNDP Kazakhstan proposes to expand the cooperation through the current project to include mainstream disability issues across public institutions and promote the process of signing and ratification the International Convention on the Right of Persons with Disabilities and its Optional Protocol in Kazakhstan.

The main object of the project will be facilitate disability mainstreaming by empowering of policy makers and civil society with knowledge of disability situation in the country and preparedness of Kazakhstan for ratification of the Convention and its protocol with concrete recommendations for improvement of the legislative, institutional, policy and services etc. areas in compliance with the Convention and its impact on human development derived from multi-dimensional comprehensive research.

The specific strategies to be adopted in implementing the project include:

- 1) Comprehensive analysis of situation with disability in the country and preparedness of Kazakhstan for ratification of the Convention and its protocol, including longer-term benefits and initial costs related to the ratification of this international instrument and if possible, the costs of reintegration of persons with disabilities in society as well as gap analysis with a particular aim to assess to what extent Kazakhstan has enacted and is enforcing appropriate legislation and regulations guaranteeing rights of disabled. This activity will be resulted in the Thematic Report devoted to Disability in Kazakhstan. The output of this activity is viewed to further facilitate the advocacy and decision-making process of the Government and Parliament to precede with the ratification the Convention, as well as develop and implement a rights based and inclusive strategy and action plan related to reforming the social protection system targeting the persons with disabilities.
- 2) Enhanced awareness on disability issues. In order to raise awareness of disability issues in general and of the Convention on the Human Rights of People with Disabilities in particular, a number of advocacy and awareness creation activities will be undertaken. These will include: holding national and regional dissemination workshops/trainings/round tables on issues of the situation with disability in Kazakhstan and the CHRPD, preparation of media briefing and TV show on disability problems in light of the Convention, presentation and further adaptation the training modules for journalists, member of Parliament and representatives of civil society based on the best valuable international practice and materials.

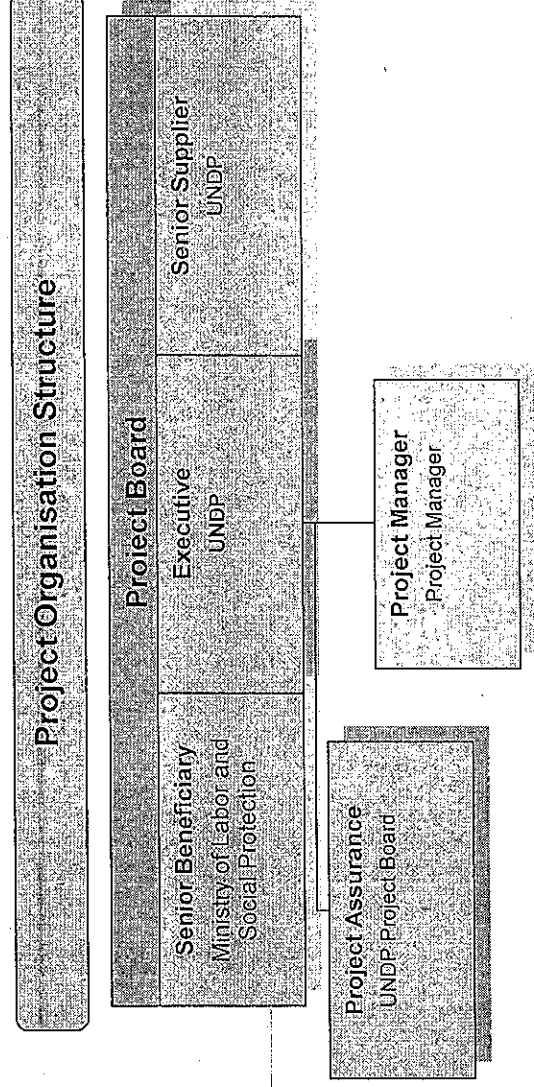
The project will utilize human rights based approach in order to encourage cooperation between policy-makers, state/public institutions, civil society organizations, the media thus creating and demonstrating policy synergies contributing to the up streaming of policy initiatives throughout Kazakhstan.

TOTAL										
Other	X	X	X	X	X	X	X	30000	7400 Miscellaneous	475
192670										

Year: 2010

EXPECTED OUTPUTS	And baseline, associated indicators and annual targets	List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	Funding Source	Budget Description	Amount \$
			Q1	Q2	Q3	Q4				
<p>Output 3. A comprehensive report, persons with disabilities in Kazakhstan in realising the rights of accordance with the International Convention of the Right of Persons with disabilities and its Optional Protocol</p>										
Support to National Council on disability issues		X						71600 Travel	2000	
Trainings on the Convention		X	X	X	X			72100 Contractual Services company	33000	
Release of TV show devoted to the human rights of people with disabilities		X	X					74200 Audio visual print prod costs	10000	
<p>4. Administrative</p>										
Project staff		X	X	X	X			71400 Contractual services - individ	16000	
Monitoring and Audit		X	X	X	X			75100 Facilities and Administration	4580	
Rental		X	X	X	X			73100 Rent	2000	
Supplies		X	X	X	X			72500 Supplies	1000	
<p>2. Improved public access to information about the situation on protection of the rights of persons with disabilities in Kazakhstan</p>										
Support to National Council on disability issues		X						71600 Travel	2000	
Trainings on the Convention		X	X	X	X			72100 Contractual Services company	33000	
Release of TV show devoted to the human rights of people with disabilities		X	X					74200 Audio visual print prod costs	10000	
<p>UNDP/MLSP</p>										
Project staff		X	X	X	X			71400 Contractual services - individ	16000	
Monitoring and Audit		X	X	X	X			75100 Facilities and Administration	4580	
Rental		X	X	X	X			73100 Rent	2000	
Supplies		X	X	X	X			72500 Supplies	1000	
<p>PLANNED BUDGET</p>										
										68580

IV. MANAGEMENT ARRANGEMENTS



The project will be nationally executed with the Ministry of Labour and Social Protection acting as an Implementing Partner. The implementing partner was selected based on

- a) Ministry of Labour and Social Protection is a key governmental agency responsible for social policy and social protection schemes including for disabled people in Kazakhstan. Also, this project is a response to the needs of the Ministry identified through joint meetings and discussions;
- b) Ministry has adequate capacity in terms of expertise as well as the authority to further implement recommendations resulting from project activities;
- c) UNDP's previous experience working with the Ministry, which has proved its project implementing, advisory and technical capacity to be a full-fledged project partner.

The Implementing partner and UNDP Kazakhstan will be responsible for the overall project implementation and attainment of project results as well as for monitoring and evaluation of the project. UNDP is also responsible for financial and program reporting to the British Embassy in Kazakhstan.

For effective implementation the project structure requires the following roles/focal points:

- Project Board;
- Project Assurance;
- Project Manager.

Project Board:

The Project Board is responsible for making management decisions for the project and providing guidance to a Project Manager in case of significant deviations in the delivery of project outputs from established time and budget limits. Final decision-making rests with UNDP in accordance with its applicable regulations, rules, policies and procedures. During the running of the project the Project Board will meet semi-annually, i.e. after 2 quarters through the project to assess the project's progress against planned outputs, give strategic directions to the implementation of the project and identify any corrective action to be taken and at the end of the project to assess how well the outputs were achieved.

The Project board consists of:

- **Executive** – National project Director/Vice-Minister of labor and Social Protection
- **Senior Supplier** – UNDP Deputy Resident Representative (or Head of the Good Governance and Local Development Department)
- **Senior Beneficiary** – the Ministry of Labour and Social Protection (Director of the Social Services and Social Assistance Department)
- **Member** – Ambassador of British Embassy (or Programme Coordinator of the British Embassy)
- **Member** – Programme Analytic of UNDP Good Governance and Local Development Department (or Programme Associate of UNDP Good Governance and Local Development Department).

Project Assurance, including project oversight and monitoring functions, is assumed by the Project Board, while UNDP Governance Team carries out objective project oversight and monitoring functions.

Project Manager: To strengthen capacity of the Implementing Partner in terms of administrative and managerial support, a Project Manager and Project Assistant will be recruited. The Terms of Reference are attached as Annex 1 and 2. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the outputs specified in the project document, to the required standard of quality and within the specified constraints of time and cost, in which regard the tolerance levels will be 3 weeks deviation in implementation of project activities and up to 10% beyond the approved project budget amount.

Project support: UNDP will provide support services for project implementation as per the Annex 3 in accordance with UNDP rules and procedures.

Implementing Agency will ensure proper working conditions for the project personnel including office space and working stations.

The Project Manager will work under supervision of the UNDP.

Partnership Information:

Organization: United Nations Development Program in Kazakhstan

Address: 26 Bukei Khan Str., Astana, Kazakhstan

Phone/Fax: +7 7172 59 25 50, +7 7172 592540

Web site: www.undp.kz

UNDP Focal Point: Ms. Ainur Baimyrza

Position: UNDP Programme Analyst

Phone/Fax: +7 7172 592550

E-mail: ainur.baimyrza@undp.org

Implementing Agency

Organization: Ministry of Labor and Address:

House of Ministries, Astana, Kazakhstan

Phone: +7 7172 743350,

Fax: +7 7172 743350

Name of the person responsible for Implementation of the Project:

Ms. Gulnara Dilimbetova

Position: Vice Minister of Labour and Social Protection

Phone/Fax: +7 7172 743350

V. MONITORING FRAMEWORK AND EVALUATION

The project is subject to UNDP Monitoring and Evaluation Policy and Procedures and UK FCO requirements.

In addition, the following monitoring tools will be used:

- Project Board meetings at least twice a year;
- Quarterly and Annual progress reports;
- Monitoring visits to the project sites by the UNDP Governance Program Team;
- Review of workshop evaluation forms.

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project-Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

Quality Management for Project Activity Results

OUTPUT 3: A comprehensive report, which will assist the Government of Kazakhstan in realising the rights of persons with disabilities in accordance with the International Convention of the Right of Persons with Disabilities and its Optional Protocol.			
Activity Result 1 (Atlas Activity ID)	A comprehensive report on disability in Kazakhstan prepared, published	Start Date: End Date:	
Purpose	Government of Kazakhstan is equipped with the concrete tools, information, and data analysis to sign and ratify the Convention of the Right of Persons with Disabilities and its Optional Protocol in Kazakhstan.		
Description	<ol style="list-style-type: none"> 1. Enhancement of capacity of the Ministry of Labour and Social Protection in analysis of disability situation in Kazakhstan in light of the Convention and its Optional Protocol 2. Conduct of a researches about situation with disability in the country and about preparedness of the country to sign and ratify the Convention and its Optional Protocol 		
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>	
Conduct of activity together with the Ministry of Labour and Social Protection	Reports, monitoring and evaluation		
Participation of key government stakeholders in the process of report preparation	Meetings and monitoring		
Final report about situation with disability in the country and preparedness of the country to sign and ratify the Convention	Peer and expert review		
OUTPUT 3: A comprehensive report, which will assist the Government of Kazakhstan in realising the rights of persons with disabilities in accordance with the International Convention of the Right of Persons with Disabilities and its Optional Protocol.			
Activity Result 2 (Atlas Activity ID)	Round tables and workshops	Start Date: End Date:	
Purpose	To ensure a participatory approach and public debate to disability situation in Kazakhstan in light of the Convention and its Optional Protocol		
Description	<ol style="list-style-type: none"> 1. To discuss recommendation developed within the project 2. Assistance with knowledge and expertise for the Members of Parliament, civil society representatives (NGO and mass media) and other project stakeholders about the Convention and its Optional Protocol; 		
Quality Criteria <i>how/with what indicators the quality</i>	Quality Method <i>Means of verification. What</i>	Date of Assessment <i>When will the</i>	

<i>of the activity result will be measured?</i>	<i>method will be used to determine if quality criteria has been met?</i>	<i>assessment of quality be performed?</i>
Variety of stakeholders involved in discussion and providing recommendations	Registration forms Minutes of workshops	
Meetings and interviews with key stakeholders	Minutes of the meeting and interviews	
OUTPUT 3: A comprehensive report, which will assist the Government of Kazakhstan in realising the rights of persons with disabilities in accordance with the International Convention of the Right of Persons with disabilities and its Optional Protocol.		
Activity Result 3 (Atlas Activity ID)	Improved public access to information about the situation on protection of the rights of persons with disabilities in Kazakhstan	Start Date: End Date:
Purpose	<i>To improve public access to information about the situation on people with disability in Kazakhstan in light of the Convention and its Optional Protocol</i>	
Description	1.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Consultations with stakeholders	Meeting reports, monitoring and evaluation	
Outreach and communication campaigns	Reports, Presentations	
Trainings and seminars	Reports	
OUTPUT 3: A comprehensive report, which will assist the Government of Kazakhstan in realising the rights of persons with disabilities in accordance with the International Convention of the Right of Persons with disabilities and its Optional Protocol.		
Activity Result 4 (Atlas Activity ID)	Administrative	Start Date: End Date:
Purpose	To ensure smooth implementation of the project and attainment of project outputs	
Description	To coordinate project activities	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Project staff's performance to the required standard Project management as per the project document	SC Evaluation Form Progress reports (quarterly and annual)	

VI. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the Standard Basic Assistance Agreement and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, 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.

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.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

VII. ANNEXES

1. Annex

Terms of Reference:

- A. Position: Project Manager
B. Duty station: UNDP, Astana
C. Duration: 12 months

GENERAL DESCRIPTION:

Under overall guidance from UNDP Resident Representative/Deputy Resident Representative and day-to-day supervision from the Head of Good Governance and Local Development Department manager will be responsible for implementation of the project in accordance with the Project Document and Approved Workplan.

The project manager is expected to closely cooperate with project counterpart Ministry of Labour and Social Protection and other government bodies involved in project activity.

MAIN DUTIES

- Ensure smooth implementation of project activities and attainment of the overall project objectives as stated in the project documents;
- Coordinate project activities with the activities of national counterparts and other projects of UNDP;
- Draft annual project workplan in consultation with major project stakeholders and UNDP;
- Ensure sound management of financial resources of the project, analyse and monitor the project budget, and prepared revisions to ensure optimal use of resources;
- Develop Terms of Reference for project personnel and consultants and ensure proper delivery of technical services and submission of technical and other report;
- Develop Terms of Reference for the evaluations and its reports;
- Organise workshops and outreach activities as planned in the project document;
- Draft project progress reports and organise other monitoring actions as per the project document;
- Responsible for administration of the projects in accordance with UNDP Programming rules and regulations;
- Supervise work of project consultants/sub-contractors.
- Perform other duties as required.

2. Annex:
Risk Analysis

Risk	Likelihood (H/M/L)	Impact (H/M/L)	Management
Failure to deliver work to the expected standard entailing delay in time and extra cost due to poor performance of national consultants	L	M	In order to avoid this situation, project staff/manager will ensure detailed description of the assignment in the term of reference and break the work package into stages with specified check points to minimize the probability of any underperformance
Possible loss of institutional memory and delay in project activities due to rotation of senior management and personnel in the government counterpart agencies	M	L	Ensure a wide range of government counterpart agencies employees at various levels are aware of and involved in the project.
Failure to find strong NGO partners (constrained by low NGO capacity) in regions for implementation of project activity	L	M	Focus activities in the regions with stronger civil society capacity, synergise all UNDP experience to overcome NGOs capacity constrains
The implementing agency lacks the capacity to deliver the project	L	H	UNDP has Project manager in place to coordinate day-to-day operations of the project
Government's unwillingness to accept recommendations of the project report	L	H	Buy-in from the Ministry of Labour and Social Protection and the National HR Commission has been ensured from the beginning.

3. Annex . Communication and Monitoring Plan

Date: 1 November 2008			
Description: From exclusion to equality: realizing the rights of persons with disabilities			
Type of Action	Stakeholders	Due by	Status
Quarterly progress reports	UNDP	End of March, June, September, November 2008, 2009, 2010	Completed on
Quarterly review and update of the workplan	UNDP, MLSP	End of March, June, September, November 2008, 2009, 2010	
Quarterly Combined Delivery Reports (CDRs)	UNDP, MLSP	End of March, June, September, November 2008, 2009, 2010	
Semi-annual project board meeting	UNDP, MLSP	3d quarter 2009	
Annual progress	UNDP	End of December	

report		2009,2010	
Annual procurement plan	UNDP	January 2009,	
Annual inventory	UNDP	December 2009, march 2010	
Final project board meeting	UNDP, MLSP	March 2010	

4. Annex - Capacity Assessment:

The project will build up on the existing partnership effectively collaborating with Government, NGO and mass media. The implementing Partner is the Ministry of Labor and Social Protection, one of the key Government body responsible for social policy development and implementation and in particular towards of people with disabilities. The past three years has been a period of MLSP's effort consolidation in this field: i) introduction a new law on social protection of PWD; ii) realization of the two state programs on rehabilitation of PWD; iii) establishing the advisory National Council on Social Protection of Disabled under the Government iv) development of the draft law "On social services" with specific focus on services for PWD; v) creation of national data base of PWD and so on. UNDP has a long standing partnership with MLSP in this area contributing to a consistent and effective system of social provision and assistance for PWD in the country, however the dynamic development context especially in light of the Convention presents new challenges which require adequate social policy responses. In order to carry out successful actions the Ministry of Labour and Social Policy needs to enhance its policy capacity. There is a Department on Social Services and Assistance which is in charge for work with PWD. Due to recent an administrative reform and staff rotation the unit on PWD work has limited personnel and finance resources. Along with fact that there is currently no analytical department in the Ministry that is needed to provide key evidence for policy decisions and to ensure monitoring of their impact in PWD and taking into account the new challenges related with the Convention the proposed project becomes vital for further steps of the Government in regard to ratify and sign the Convention.

Agreements: Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs¹ (where the NGO is designated as the "executing entity") should be attached.