

**United Nations Development Programme**

**United Nations Volunteers**

**Country: Kazakhstan**

**Project Document**

<b>Project Title</b>	Promoting economic and social integration of oralman
<b>UNDAF Outcome(s) (2005-2009)</b>	Professional capacity, transparency and accountability of the governance structure and participation of civil society in decision-making enhanced
<b>(2010-2015):</b>	By 2015, the population of Kazakhstan and vulnerable groups in particular, will enjoy improved social, economic and health status.
<b>Expected CP Outcome(s) (2005-2009)</b>	Participatory approaches to development are increased through the enhanced capacities of civil society to better represent the interests of various social groups.
<b>(2010-2015):</b>	Vulnerable groups, especially women, children, migrants, refugees, young and aged people, people with disabilities have improved access to markets, goods, services and quality social safety nets.
<i>(Those linked to the project and extracted from the CP)</i>	
<b>Expected Output(s):</b>	National partners are able to better plan, implement and monitor quality social services with special emphasis on target vulnerable groups.
<i>(Those that will result from the project)</i>	
<b>Implementing Agency:</b>	Administration of Semey
<b>Other partners:</b>	Ministry of Labour and Social Protection of the Republic of Kazakhstan, NGOs

**Brief Description**

The project intends to address the following objectives:

- Enhanced social inclusion and access of repatriates (oralmans) to social services through piloting the centre for adaptation and social integration
- Engaging UNV volunteers and other volunteers of repatriates (oralmans) through necessary training for better access to the job market and social inclusion
- Ensure national government receives support to implement relevant policies, including on social inclusion and volunteering for development
- Community mobilization through volunteer action demonstrating volunteering as one of the mechanisms to improve greater social inclusion

Programme Period:	2005-2009; 2010-2015
Key Result Area (Strategic Plan)	_____
Atlas Award ID:	00070212
Start date:	mid 2009
End Date	December 2011
UNV PAC Meeting Date	22 June 2009
Management Arrangements	NEX

Total resources required	972,400
Total allocated resources:	_____
• Regular	300,000
• Other:	
o UNV	300,000
o Culture Fund	82,400
o LGI	50,000
o GMS	
UNHSTF (project ID 00069500):	140,000
In-kind Contributions	100,000

Agreed by the Administration of Semey:

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Agreed by UNDP/UNV:

*John S...*

23/07/09

*John S...*

## I. SITUATION ANALYSIS

The community empowerment through volunteering opportunities is an important but missing tool in the current development trends of rural Kazakhstan. The low level of living standards, lack of social services and opportunities for income generation, especially in rural areas, around the former nuclear test site of Semipalatinsk is a matter of grave concern for the country. Over the years, international and national organisations in cooperation with the state agencies supported a multi-sector approach including improving health services to promote universal access to basic health care, ensuring minimum living standards, enhancing local capacity and promoting partnerships with civil society groups and NGOs for the affected population of the former nuclear test site. However, a group of vulnerable population – Kazakh repatriates (oralman) – remains uncovered by this assistance.

Since independence, Kazakhstan has become home to more than 1.1 million immigrants, of which over 464,000 are ethnic Kazakhs or “oralman”. While much has been done from the top national management to encourage oralman to return to their ethnic homeland, the economic and social integration of oralman once resettled in the country remains a significant challenge. Despite relatively high economic growth experienced in Kazakhstan, oralman face considerable challenges as one of the country’s most vulnerable groups, and remain largely excluded from the general society.

In 2005, UNDP has published findings based on a sociological survey, which extracted opinions of oralman and local population about status of oralman in the country. The survey revealed significant problems with the situation of oralman in the country and showed a need to transform the government’s economic and social policies regarding oralman, in particular to empower this group of population to become an equal member of the new homeland. In order to improve the social and economic position of oralmandar, and to increase the level of their confidence and self-esteem, the Government of Kazakhstan should develop the Programme for Oralman Integration and revisit the quota system, which are the cornerstone of the oralman integration policy. It is also recommended to enhance the capacities of the Committee on Migration of the Ministry of Labour and Social Protection and its local departments in order to more efficiently manage oralman return and integration. Recently, the Ministry presented the Programme “Nurly Kosh” to support Oralman community for 2008-2015 and proposed establishment of the adaptation centers across the country. To date, we are aware of two such centres, i.e in Aktau and Karaganda. Unfortunately, due to the financial crisis and cut in public expenditure, government support to these centres is limited and none exists in the Eastern Kazakhstan. Moreover, international experiences show that top-to-down approach does not serve its purposes, unless the target group would not actively participate in the process through the civic movements, often through volunteering initiatives

Although legislation provides for employment assistance, specific integration programmes do not exist. For instance, in the field of employment a special integration programme should include the provision of vocational and retraining courses for oralman in both Kazakh and Russian languages. These trainings can be conducted by the repatriates, already established themselves in the communities and members of local communities on voluntary basis. In order to allow oralman quicker access to the labour market in Kazakhstan, the government should consider the possibility to legislate the right for an oralman to be employed after obtaining oralman status (after receiving an oralman certificate). Oralman formal and informal qualifications (including diplomas) should also be properly assessed and officially recognized.

The Eastern Kazakhstan became a home for over 13 000 oralmandar. The majority of them arrived on the state quota, which is aimed at relocating the ethnic Kazakhs to the neighboring areas with China

in line with the state policy to enhance the density of the population at the Chinese border. With the general pattern of population outflow from the Semey region, the oralman have a potential to become one of the largest communities to be affected by the implications of the former nuclear test site, and no means to be empowered. Some initial actions are taken through the joint efforts of UN agencies towards empowering local communities that can be utilized further in solving the oralman issues in the region.

In 2008, UNDP together with UNICEF, UNV and UNFPA started a joint three-year programme "Enhancing Human Security in the Former Nuclear Test Site of Semipalatinsk" with the funding from the UN Human Security Trust Fund (UNHSTF<sup>1</sup>). The goal of the project as a whole is to alleviate social suffering among the vulnerable groups in the Semipalatinsk region, in particular to enhance the economic, health, environmental and community security as well as reduce social tensions to prevent potential conflicts. The goals, objectives, outputs and activities are designed to allow:

- Vulnerable families to benefit from raised living standards and quality health and psychosocial support services
- Decrease infant, child and maternal mortality and improve health status of young people
- Enhance and empower civil society and local ownership in order to prioritize people's needs and implement sustainable community initiatives
- Enhance community and resource mobilization and volunteerism to form self-help groups and associations in conjunction with local authorities to undertake small scale projects for improved living standards
- Create markets in rural areas to benefit the poorest through indirect support, namely empowerment and expanded access to financial services

The UN agencies involved have divided the areas of responsibility according to specific comparative advantages, and have ensured compatibility and coordination in a common effort to face the multi-sectoral nature of the challenges in the region. UNV and UNDP are successfully cooperating on all the project activities within the social and economic components of the project. The goal of the social component of the ongoing UNHSTF project is to mobilize communities and support NGOs and CBOs in providing community services and in acting as agents of change within society (UNDP and UNV). UNV and UNDP together have completed a baseline study on NGOs' capacity in the region. The project held six one day seminars for 124 representatives of local NGOs, initiative groups, community based organizations and the representatives from the local government on "Implementation of the Social Procurement Law" and "Practical skills on the new Social Procurement Law and fund-raising" and "Mobilization of volunteers".

In 2009, UNDP/UNV initiated a mid-term evaluation of the related components of the UNTFHS-funded project. According to the above, the project was evaluated as highly relevant to address the problems of the Semipalatinsk area, timely, although its resources are limited compared to the scale of the problems at hand. The project effectively demonstrates how the UN agencies can "deliver as one" by combining their respective capacities, experiences and comparative advantages. National ownership of the project is ensured through its full alignment with national policy and coordination responsibility of the national authorities through the National Project Director. Thanks to this partnership strategy and the demonstration of concrete results achieved on the ground, the project aims to influence central level policy making.

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<sup>1</sup> In March 1999, the Government of Japan and the United Nations Secretariat launched the United Nations Trust Fund for Human Security (UNTFHS). The UNTFHS places priority on promoting multi-sectoral and inter-agency integration based on the comparative advantage of the applying organizations and through their collaboration.

However, the mid-term evaluation report stated that the social component of the project has not really started since the UNV volunteers who play a key role in its implementation were only recruited in March and April 2009. The mission can only give its perception as to the extent to which the target is achievable. The project activities will seek to stimulate volunteerism through training activities and the work of the UNV volunteers. One can therefore reasonably expect that the project will achieve this target or will be very close to achieving it.

This Oralman project combined with local initiatives well demonstrates at a local level the application of recommendations of UNV given in a 2009 report on "Situation Analysis on volunteerism as a development Resource in Kazakhstan" (using PRODEFA Funds in 2007-2008) with the further aim to upscale and replicate them. Preparation of this proposal document is recommended follow up action of the study. The implementation of this recommendation is the Oralman project itself. The following measures on Government Institutional Support recommended in the same study will be piloted in the project:

- Promote the involvement of volunteers in the implementation of government funded national programme and use of volunteers in Government Departments;
- Support the establishment and operations of volunteer resource centres, networks etc.

From its end, UNV Country office in Astana has been advocating the establishment of a unit/focal point within the national government that is responsible for the coordination of all volunteering activities in the country. Ministry of Culture and Information in second year in row allocated funds particularly for the development of national volunteering infrastructure, while the Ministry of Education and Science funded within its national budget is developing "Community Service" national programme for the children, applying volunteering mechanism as a core of its activities.

#### *Problems with social integration and adaptation of Oralman*

The majority of legal immigrants are oralmans. According to the Committee on migration under the Ministry of Labour and Social Protection of the RK, as of 1 January 2008 the total number of oralmans reached 165.8 thousand families or 651.3 thousand people. The countries of origin are mainly as follows: Uzbekistan - 61,5%, Mongolia - 13,8%, Turkmenistan - 8,5% and China - 7,7%. 53,9% of repatriates are able-bodies, 15,1% - are of preschool age and 26,3% are of school age and only 4,8% are pensioners.

Absence of effective mechanisms of assistance to oralman does not allow for their successful adaptation in their historical motherland. There is a dire need to establish cohesive mechanism on empowerment of the oralman and to support integration of oralman into larger society. In current system supported from top-to-down, serious procedural problems, in particular, emerge from contradictions between interests of the Committee on migration and migration police. To enter the quota oralman has to provide supporting documents to the Committee on migration certifying his family's residence in the republic. However, the migration police register able-bodied oralman family members only upon their receipt of Kazakhstan citizenship, which in its turn cancels their oralman status.

According to the simplified procedures, citizenship granting takes from 3 to 6 months for each family member. During this period of time every repatriate should also be able to receive his/her accommodation subsidy. The amount of funds assigned for this purposes equaling 100-times of minimal accounting indicator for each family member and reimburse of their move expenses are not satisfactory. As a result, there are a large number of cases when oralman have to live in premises unfit for human habitation. This problem is mostly common in rural areas, where a strong culture to help each other rooted in tradition of "asar" (local form of traditional volunteering) exists.

The next problem relates to a low qualification of oralman. Less than 72 thousand people have secondary education and only about 33 thousand have obtained higher education certificate. More than 240 thousand oralman lack formal education which results in a high level of unemployment among them.

According to the Law on Employment of Population, only those unemployed included in the target groups have priority rights for vocational training and re-training. However, oralman cannot be a part of these groups while obtaining their repatriate status.

To facilitate immigration of highly qualified people, the points system for subsidy and allowance queue determination was introduced as of 1 January 2008. Earlier, the amount and timing for government support to repatriates depended only on the number of family members. Nowadays, each member of oralman family can receive for 2 to 10 marks depending on the level of his/her qualification, which in its turn influences the speed of their documentation processing.

In addition, the Ministry of Labour and Social Protection has developed the draft National programme on support to oralman for 2008–2015, which envisages some increase in the amount of accommodation subsidy in the ratio of average cost of 1 square meter of accommodation in the republic.

Finally, the latest amendments to the Migration law foresee the establishment of adaptation and integration centers in the form of state entities. It is envisaged that the main dimension of these centers activities would be provision of adaptation services, including vocational training and re-training of oralmans. Such centers already exist in Karaganda, Shymkent and Aktau. However, it is clearly insufficient for provision of services to all repatriates in the country. The local government of Semey city - the proposed project site, has fully pledged its support to establishment of such a center in town with local funds without state support if the project will take a place.

To ensure progress in the implementation of government policy with regard to oralman the Ministry of Labour and Social Protection has approached the UN through UNDP for technical assistance. Requested support will be concentrated on development of recommendations on improving legislative and institutional aspects, as well as social policies and services in accordance with international experience. In addressing this request, UNDP aspires to demonstrate to both national and local governments the opportunities of empowering local community and vulnerable groups in integration and social inclusion using volunteering as a key mechanism. Within the framework of technical assistance there are plans to cooperate with local executive bodies on a number of initiatives related to development of dialogue and strengthening national capacities in the area of migration processes; development of nongovernmental and LVIOs working in the sphere of integration of immigrants. Based on the newly established center for adaptation and integration of oralman in Semey, innovative measures will be developed and concrete instruments will be approved with the help of volunteers.

The volunteering mechanism integrated in the project will serve as a catalyst to enhance the social inclusion of oralman into the larger society, and support the better understanding of the oralman' problem by the general public of Semey region. The Centre for adaptation and integration of oralmandar in Semey will be a home to local volunteers from both oralman and population of Semey city to achieve the project goals.

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## **II. STRATEGY**

According to the UNDAF for the Republic of Kazakhstan, 2010-2015, the UNCT has agreed to render assistance to reach the Outcome 1: "by 2015, the population of Kazakhstan and vulnerable groups in particular, will enjoy improved social, economic and health status." In particular, under the agency

outcome 1 (output 1.3) UNDP and UNV will support the piloting and scaling up of new models of services for oralmans.

In order to ensure economic and social integration of oralman into Kazakhstan society, UNV and UNDP in cooperation with key partners will support the Semey City Administration in the following strategies:

- Capacity-building. The project will conduct capacity needs assessment and prepare capacity building work plans, which will include organization of training workshops and seminars for pilot partners, including local authorities, private sector and NGOs. With the help of local authorities and UNV volunteers, UNDP will set up the Oralman support center. Also, the centre will carry out training of Employment Offices staff at the regional level to improve awareness on migrant issues and to better understand their situation in regards to unemployment. The crosscutting force behind the Center's activities will be volunteers both from Semey residents and oralman. The Volunteer Coordination Committee established by the key stakeholders including local government representatives, business sector, oralman and LVIO/NGO leaders will develop the strategy and steer the volunteer-based activities of the Center. In 2009, with the funding from the Culture Fund, the project will distribute small grants to Oralman craftsman, who would like to start their own business. Only those Oralman that successfully completed the business courses will be awarded small grants.

- Community mobilization. The project will conduct initial assessment of vulnerable migrant groups in Semey and organize trainings and discussions to promote better dialogue among members of the committees. Meetings to establish a mechanism for the identification of local development priorities and corresponding remedial measures will take place on regular basis. Also, the project will organize regular joint NGO/Government meetings to establish a mechanism to coordinate and evaluate local volunteering efforts in meeting the local development priorities. In 2010, with the funding from UNV, the project will train and award small grants to the community-based organizations of Semey to mobilize local population for solution of acute socio-economic problems using and promoting volunteering mechanisms. For example, the community could be encouraged to mobilize and engage its members in activities for youth, sprucing up public areas or addressing other social needs through local grassroots mobilization activities. The idea is to train the Oralman and local community to work together actively in addressing common areas of concern and enhance their society's cohesiveness.

- Advocacy. The project will run public awareness campaigns and other social inclusion and human rights promotional events; share experiences on workshops and visits by the media, central government authorities and other relevant stakeholders to the project sites and organize public discussions and debates on the results of the projects. Building on the Resolution by the UN General Assembly on the implementation of the International Year of Volunteers 63/153, the project together with UNV CO office will organize a regional meeting devoted to follow-up to the International Year and the commemoration of its tenth anniversary.

### III. RESULTS AND RESOURCES FRAMEWORK

#### Intended Outcome as stated in the Country Programme Results and Resource Framework:

1. *Vulnerable groups, especially women, children, migrants, refugees, young and aged people, people with disabilities have improved access to markets, goods, services and quality social safety nets.*

#### Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:

**Indicator:** % of unemployed population (age 15-24) covered by inclusive and life-skills based education programmes in Eastern Kazakhstan; **Baseline:** 7.3 % (National report on Status of Education, 2008); **Target:** 50%

#### Applicable Key Result Area (from 2008-11 Strategic Plan):

**Partnership Strategy:** *The project will partner with the local authorities, oralman community/associations and community NGOs.*

**Project title and ID (ATLAS Award ID):** Promoting economic and social integration of oralman and 00070212

INTENDED OUTPUTS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p><b>Output 1</b> Centre on adaptation and social integration for Oralman in Semey serves Oralman community with support of volunteers</p> <p><b>Indicator 1.1:</b> Number of repatriates disaggregated by gender served by the Centre;</p> <p><b>Baseline 1.1:</b> - Centre not properly established. As of 1 January 2008 the total number of oralman reached 651.3 thousand people with a few Oralman in Semey region</p>	<p><b>Component 1: Capacity-building</b></p> <ul style="list-style-type: none"> <li>- Facilitate in collaboration with local authorities and NGOs access to legal, psychological and adaptation advice</li> <li>- Develop training programmes and <i>integrate volunteerism</i> into training modules for the following topics: Russian/Kazakh language; Computer skills; entrepreneurial skills</li> <li>- Provide consultative support to repatriate start up businesses on advertising and marketing, with particular focus on women participants</li> </ul>	<p>Administration of Semey; Ministry of Labour and Social Protection; Association of Oralman; NGOs</p>	<p>UNDP Culture Fund Administration of Semey in-kind contribution<sup>2</sup></p>

<sup>2</sup> The Administration of Semey will provide in-kind contribution through committed time of employees of Migration, Social Services Department, Employment Office and the National Director.



<p>receiving uncoordinated help on ad hoc and sporadic basis.</p> <p><b>Target 1.1:</b> Yr 1 - 100 Oralman (50% of which are women).</p> <p><b>Means of verification:</b> Registration forms</p> <p><b>Indicator 1.2:</b> Work of Centre supported by Oralman and community volunteers (of which approximately half are female)</p> <p><b>Baseline 1.2:</b> No</p> <p><b>Target 1.2:</b> Yes by year 2</p> <p><b>Means of verification:</b> Volunteer registration forms/ database</p>	<ul style="list-style-type: none"> <li>- Provide small grants to Oralman craftsman, who would like to start their own business. Only those Oralman that successfully completed the business courses will be awarded small grants</li> <li>- Identify interested Oralman as <i>volunteers</i> and coordinate their engagement with the public vocational training courses</li> <li>- Organize workshop sessions for <i>volunteer</i> oralman coordination committee members on capacity building</li> <li>- Consult with professional associations to identify, review and validate the feasibility of potential incentives for accommodating Oralman in the private sector</li> <li>- Training for Employment offices staff on awareness of migrant issues</li> </ul>	<p>Administration of Semey; Ministry of Labour and Social Protection; Association of Oralman; NGOs</p>	<p>UNDP Administration of Semey in-kind contribution<sup>3</sup></p>
<p><b>Indicator 2.1:</b></p> <ul style="list-style-type: none"> <li>- Recommendations conveyed to the authorities on streamlining the registration process.</li> </ul> <p><b>Baseline 2.1:</b></p> <ul style="list-style-type: none"> <li>- None emanating from Semey</li> </ul> <p><b>Target 2.1:</b></p> <p>Yr 2-Concept paper &amp; recommendations on streamlining the registration process for Oralman submitted by end of second year.</p>	<p><b>Component 2: Advocacy</b></p> <ul style="list-style-type: none"> <li>- Advocate with the central and local authorities for streamlining the registration/naturalization process</li> <li>- Development and publication of materials on stepwise naturalization procedures; civil registration for access to basic social services; legislative updates etc.</li> <li>- Public debates and discussions with various stakeholders on strategic planning to increase government agencies' capacities to deal with migrant issues using volunteering tools</li> <li>- Facilitate networks with local partners</li> <li>- Workshop sessions on human rights, gender mainstreaming, leadership skills, strategic planning, etc. to increase government agencies' capacities to deal with migrant issues</li> </ul>	<p>Administration of Semey; Ministry of Labour and Social Protection; Association of Oralman; NGOs</p>	<p>UNDP Administration of Semey in-kind contribution<sup>3</sup></p>

<p><b>Means of verification:</b> Report</p> <p><b>Indicator 2.2:</b> Level of public dialogue and understanding amongst community on issues of Oralman and civic participation</p> <p><b>Baseline 2.2:</b> Low</p> <p><b>Target 2.2:</b> Yr 3 - High</p> <p><b>Means of verification:</b> Interviews / surveys</p>	<p>- Workshops on priority migrant issues and consultation workshops to raise awareness and empower the local departments of the Migration committee and increase government and public dialogue</p> <p>- Workshops on participatory mechanisms to assist regional authorities and local migrant leaders in developing local policy documents on diversity management, which will result in implementation of the national Programme for Oralman Adaptation</p> <p>- Organize workshops on participatory mechanisms to assist local authorities and local Oralman community leaders in developing local action plan for the implementation of the National programme</p> <p>- Organize public events to present the local action plan</p> <p>- Organize together with UNV CO a regional meeting devoted to follow-up to the International Year and the commemoration of its tenth anniversary</p>	
<p><b>Indicator 3.1:</b></p> <p>- Number of local community members participating in NGO/CBO initiatives on migrant and human rights issues resulting from training and Centre's activities;</p> <p><b>Baseline 3.1:</b> 0</p> <p><b>Target 3.1:</b> Yr 2 – around 500 community members Yr 3 - around 1000 community members of which 50% are female.</p> <p><b>Means of verification:</b> Participant records</p> <p><b>Indicator 3.2:</b> Number of volunteer Oralman coordination committees established</p>	<p><b>Component 3: Community mobilisation through voluntary actions</b></p> <p>- Initial assessment of vulnerable Oralman groups and work of local NGOs and LVIOs</p> <p>- Facilitate establishment of Community Based Organizations</p> <p>- Facilitate establishment of <i>volunteer local Oralman</i> coordination committees with the local authorities to liaise with Oralman community leaders</p> <p>- Organize trainings on CBO functioning, management, human rights, participatory planning, and leadership development (for CBOs)</p> <p>- Trainings and consultation workshops to raise awareness on <i>volunteering as a resource</i> to enhance social integration of various groups of society</p>	<p>Administration of Semey; Ministry of Labour and Social Protection; Association of Oralman; NGOs</p> <p>UNV</p>

<p><b>Baseline 3.2: 0</b>  <b>Target 3.2:</b> Yr 2 – 7; Yr 3 - 15  <b>Means of verification:</b> Reports / registration records</p> <p><b>Indicator 3.3:</b>  Number of CBOs/ Oralman associations that as a result of the centre's training coordinate volunteering activities to address local development priorities  <b>Baseline 3.3: 0</b>  <b>Target 3.3:</b>  Yr 2 – 7  Yr 3 - 15  CBOs/associations of oralmans  <b>Means of verification:</b> report</p>	<ul style="list-style-type: none"> <li>- Trainings on participatory mechanisms to assist regional authorities, including the department of Internal development, and local NGO leaders in developing local policy documents on <i>volunteering coordination</i> to trigger the development of the Concept of the national Programme for volunteering coordination</li> <li>- Organize specialized trainings on human rights, legal rights and obligations to strengthen and develop the capacity of local communities (for CBOs, local government and civil society)</li> <li>- Support CBO sustainability and functioning through small grants, with particular emphasis on women participants. The community-based organizations of Semey will be trained and encouraged to engage local population in seeking grassroots solutions to acute socio-economic problems using and promoting <i>volunteering</i> mechanisms (e.g. youth activities / community participation in public infrastructure refurbishment etc)</li> </ul>		
<p>4 Administrative costs<sup>4</sup>  Joint final evaluation</p>		Administration of Semey	UNDP UNV

<sup>3</sup> The Administration of Semey will provide in-kind contribution through provision of free of charge premises for round tables and discussions as well as a webpage on the official website of the city administration for placing information about the project and its activities.

<sup>4</sup> In 2009-2010, the costs of Project Coordinator, Project Administrative Assistant, National and International UNV volunteers will be covered by the UNHSTF project "Enhancing human security in the former nuclear test site of Sempalatinsk" in the amount of 140,000 USD (UNHSTF project ID 00069500 budget).

IV. ANNUAL WORK PLAN

Year: 2009

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
<p><b>Output 1</b> Centre on adaptation and social integration of Oralman in Semey serves community with support of volunteers</p> <p><b>Indicator 1.1:</b> Number of repatriates, who benefited from the Centre;</p> <p><b>Baseline 1.1:</b> Centre not fully established. A few Oralman in Semey region receiving uncoordinated assistance on ad hoc and sporadic basis</p> <p><b>Target 1.1:</b> - Centre directly serves 100 Oralman in first year (50% female participation)</p> <p><b>Means of verification:</b> Registration forms</p>	<p>Activity 1. <b>Capacity-building</b> Action 1 Renovation of the building, where the center will be located, and purchase of furniture</p> <p>Action 2 Training program: Russian/Kazakh language; Computer skills; entrepreneurial skills</p> <p>Action 3 Facilitate access to legal, psychosocial and adaptation advice</p>		X	X	X	Administration of Semey	UNDP TRAC	72100 Contractual service - Companies	35000
							UNDP TRAC	72200 – Equipment and Furniture	16600
							UNDP TRAC	72400 - Communic & Audio Visual Equip	400
							UNV	75700 - Trainings	45000
							Culture Fund	72600 - Grants	80000





Year: 2010

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
<p><i>And baseline, indicators including annual targets</i></p> <p><b>Output 1</b> Centre on adaptation and social integration of Oralman in Semey serves community with support of volunteers</p> <p><b>Indicator 1.2:</b> Work of Centre supported by Oralman &amp; community volunteers (of which approx 50% are female)</p> <p><b>Baseline1.2:</b> No</p> <p><b>Target 1.2:</b> Yes by end 2010</p> <p><b>Means of verification:</b> registration forms / database</p>	<p><i>List activity results and associated actions</i></p> <p>Activity 1. <b>Capacity-building</b> Action 1 Training program: Russian/Kazakh language; Computer entrepreneurial skills Action 2 Provide consultations to Oralman (legal aid, psychological, vocation training)</p> <p>Action 3: Identify &amp; recruit interested volunteers Action 4 Round table discussions with professional associations to identify, review and validate the feasibility of potential incentives for accommodating Oralman in the private sector</p> <p>Action 5 Training for</p>	X	X	X	X	Administration of Semey	UNDP TRAC	71300 -- Local consultants	10000
							UNDP TRAC	71600 - Travel	8000
							UNDP TRAC	74500 Miscellaneous expenses	1000
							UNDP TRAC	75700 - Trainings	50000

<p><b>Indicator 2.1:</b> - Recommendations conveyed to the authorities on streamlining the registration process.</p> <p><b>Baseline 2.1:</b> - None emanating from Semey</p> <p><b>Target 2.1:</b> - Concept paper &amp; recommendations on streamlining the registration process for Oralman submitted by end of second year.</p> <p><b>Means of verification:</b> Report</p>	<p>Employment offices staff on awareness of migrant issues</p>	X	X	X	X	Administration of Semey	UNV	75700 - Trainings	30000
		UNV	74500 Miscellaneous	-	10000				
		UNDP TRAC	72500 - Supplies		1000				
		Subtotal			80000				
		UNDP TRAC	74500 Miscellaneous expenses	-	1000				
							UNDP TRAC	71300 - Local consultants	10000
							UNDP TRAC	72100 Contractual service - Companies	7000



<p><b>Indicator 3.1:</b> - Number of local community members participating in NGO/CBO initiatives on migrant and human rights issues resulting from training and Centre's activities; <b>Baseline 3.1: 0</b> <b>Target 3.1:</b> - By end 2010, around 500 community members of which 50% are female. <b>Means of verification:</b> Participant records</p>	<p>Activity 3. <b>Community mobilisation</b> Action 1: Awareness raising trainings and consultations on volunteering</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>Subtotal</p>	<p>UNV</p>	<p>75700 - Trainings</p>	<p>48000</p>
<p><b>Indicator 3.2:</b> Number of volunteer Oralman coordination established <b>Baseline 3.2: 0</b> <b>Target 3.2:</b> 10 by end of 2010 <b>Means of verification:</b> Reports / registration records</p>	<p>Action 2: Facilitate establishment of volunteer local Oralman coordination committees</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>Subtotal</p>	<p>UNV</p>	<p>72605 - Grants</p>	<p>50000</p>
<p><b>Indicator 3.3:</b></p>	<p>Action 3: Support to CBOs through small grants Activity 4. <b>Administrative costs</b></p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>Administration of Semey</p>	<p>UNDP TRAC</p>	<p>71400 – SC holder</p>	<p>13224</p>
							<p>Administration of Semey</p>	<p>UNDP TRAC</p>	<p>73100 - Rental and Maintenance-Premises</p>	<p>6720</p>
							<p>UNDP TRAC</p>	<p>72500 - Supplies</p>		<p>5000</p>





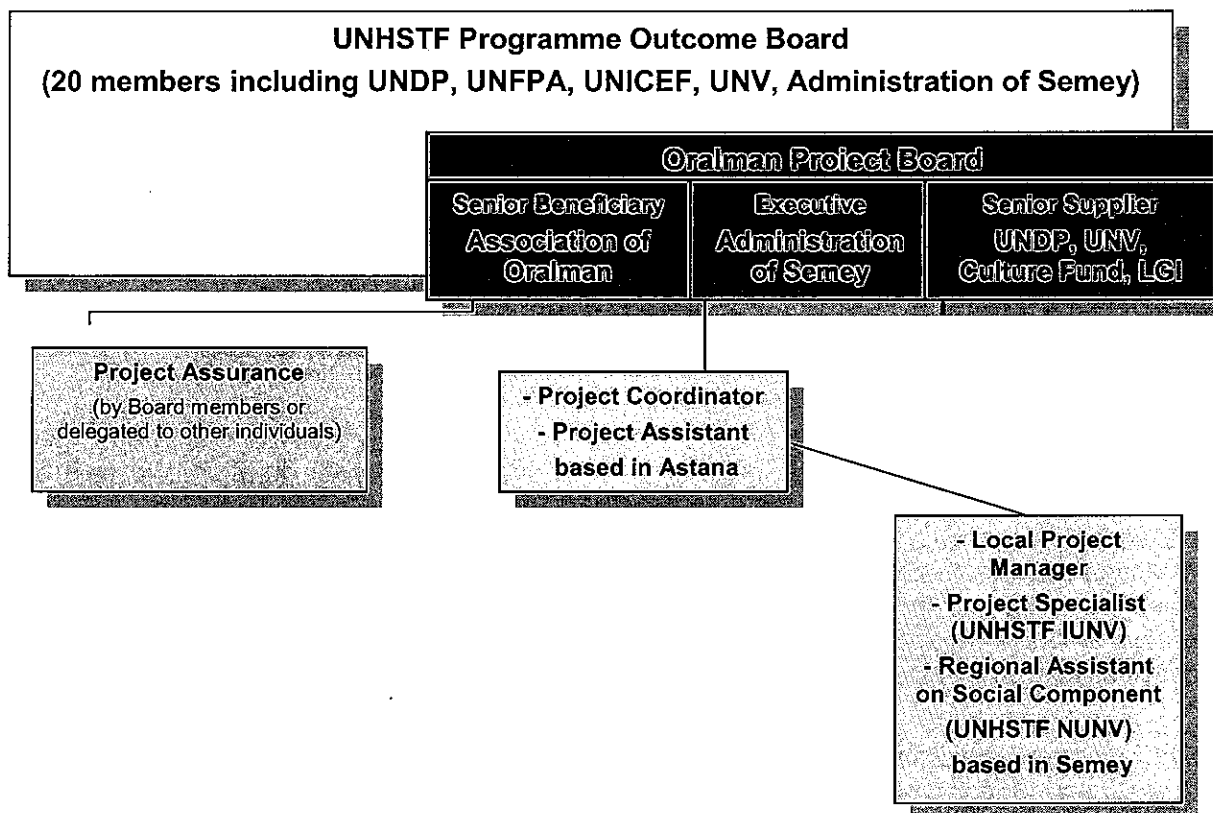
<p><b>Indicator 3.1:</b></p> <ul style="list-style-type: none"> <li>- Number of local community members participating in NGO/CBO initiatives on migrant and human rights issues resulting from training and Centre's activities;</li> </ul> <p><b>Baseline 3.1: 0</b></p> <p><b>Target 3.1:</b></p> <ul style="list-style-type: none"> <li>- By end 2011, around 1000 community members of which 50% are female.</li> </ul> <p><b>Means of verification:</b></p> <ul style="list-style-type: none"> <li>Participant records</li> </ul>	<p>Action 1: Specialized trainings on human rights, legal rights, CBO functioning, management, human rights, participatory planning, and leadership development (for CBOs)</p> <p>Action 2: Facilitate establishment of volunteer local Oralman coordination committees with the local authorities to liaise with Oralman community leaders</p> <p>Action 3: Trainings and consultation workshops civic participation</p> <p>Action 4: Award &amp; monitoring of small grants to the community-based organizations of Semey to mobilize local population for solution of acute socio-economic problem using and promoting volunteering mechanisms</p>	<p>UNV</p>	<p>75700 – Trainings</p>	<p>20000</p>
<p><b>Indicator 3.2:</b></p> <ul style="list-style-type: none"> <li>Number of volunteer Oralman coordination committees established</li> </ul> <p><b>Baseline 3.2: 0</b></p> <p><b>Target 3.2:</b> 15 by end of 2011</p> <p><b>Means of verification:</b> Reports / registration records</p>				
<p><b>Indicator 3.3:</b></p> <ul style="list-style-type: none"> <li>Number of CBOs/ Oralman associations that as a result of the training coordinate volunteering activities to address local development priorities</li> </ul> <p><b>Baseline 3.3: 0</b></p> <p><b>Target 3.3:</b></p> <ul style="list-style-type: none"> <li>- By end 2011, 15 CBOs and</li> </ul>				





## V. MANAGEMENT ARRANGEMENTS

### Structure of Project as integrated within UNHSTF Joint Programme



The project will be nationally executed by the Administration of Semey as an Implementing Partner. The project is a response to the needs of the Administration of Semey and the Oralman community of Semey identified through joint meetings and discussions. The Administration of Semey has adequate capacity in terms of expertise as well as the authority to further roll out activities that are piloted through the project.

The Implementing Partner is leading in project implementation and has ownership of project results. UNDP Kazakhstan will provide support services and will assist in monitoring and evaluation (as per the Annex 1 in accordance with UNDP rules and procedures). UNDP is also responsible for financial and program reporting to UNV, the Culture Fund and LGI.

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

- Project Board;
- Project Assurance;
- Project Coordinator and Local Project Team.

#### **Project Board:**

The Project Board is responsible for making management decisions for the project and providing guidance to the Project Coordinator in case of significant deviations in the delivery of project outputs from established time and budget limits. During the running of the project the Project Board will meet at least twice a year 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 to assess how well the outputs were achieved.

The Project board includes representatives of the:

- **Executive** – Administration of Semey
- **Senior Supplier** – UNDP, UNV, the Culture Fund and LGI
- **Senior Beneficiary** – Association of Oralman

**The role of Project Assurance**, including project oversight and monitoring functions, is assumed by the Project Board, while UNDP Governance Team carries out daily project oversight and monitoring functions.

**Project Coordinator and Assistant (based in Astana)**: To support the Implementing Partner in the project realisation, the Project Coordinator acting as the focal point for the UNHSTF project “Enhancing human security in the former nuclear test site of Semipalatinsk” will direct the project from Astana with the support of an assistant. The Project Coordinator is responsible for day-to-day management and decision-making for the project.

Both posts will be funded by UNHSTF project during the first 2 years. From 2011, these posts will be funded solely by the Oralman project when the UNHSTF project comes to an end.

### **Local Project Team**

A Local Project Manager will be hired solely for the project for the 3 year duration and paid by Oralman project funding. He/she will report to the Project Coordinator in Astana and be assisted by the international and national UNV volunteers currently working for the UNHSTF 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.

From 2011, only the project manager and national UNV volunteer will remain on the local project team in Semey and funded through the Oralman project.



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## VI. MONITORING FRAMEWORK AND EVALUATION

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

### Within the annual cycle

- A monitoring framework will be established at the onset of the project.
- 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.

### Evaluation

- About six months prior to the end of the project, a joint final evaluation will be undertaken with involved UN agencies and project stakeholders including GoK.<sup>6</sup> The evaluation will assess relevance, effectiveness, efficiency, impact and sustainability of the project, identify lessons and make recommendations for any future face of the project and for potential scaling up of piloted initiatives.
- The project evaluation will be carried out in accordance with UN/UNDP rules and regulations on monitoring and evaluation.

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<sup>6</sup> Extra funds will need to be made available by partners to conduct a detailed evaluation mission. UNV recommends that when the UNHSTF project conducts its final evaluation in 2010, a mid term assessment of the Oralman project is also done at the same time since the latter is part of the UNHSTF structure.

## Quality Management for Project Activity Results

<b>OUTPUT 1: Centre on adaptation and social integration of Oralman in Semey serves community with support of volunteers</b>		
<b>Activity Result 1</b> (Atlas Activity ID)	<i>Component 1: Capacity-building Oralman centre capacitated and developing capacities of Oralman in Semey</i>	Start Date: 2009 End Date: 31 December 2011
<b>Purpose</b>	<i>Development of capacities and employable skills of Oralman through necessary training and better access to job market and social inclusion</i>	
<b>Description</b>	<ul style="list-style-type: none"> <li>- Facilitate in collaboration with local authorities and NGOs access to legal, psychological and adaptation advice</li> <li>- Develop training programmes and <i>integrate volunteerism</i> into training modules for the following topics: Russian/Kazakh language; Computer skills; entrepreneurial skills</li> <li>- Provide consultative support to repatriate start up businesses on advertising and marketing, with particular focus on women participants</li> <li>- Provide small grants to Oralman craftsman, who would like to start their own business. Only those Oralman that successfully completed the business courses will be awarded small grants</li> <li>- Identify interested Oralman as <i>volunteers</i> and coordinate their engagement with the public vocational training courses</li> <li>- Organize workshop sessions for <i>volunteer</i> oralman coordination committee members on capacity building</li> <li>- Consult with professional associations to identify, review and validate the feasibility of potential incentives for accommodating Oralman in the private sector</li> <li>- Training for Employment offices staff on awareness of migrant issues</li> </ul>	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Feedback from participants	Training evaluations, number of participants	Quarterly
Qualification of trainers	Diploma, reference check	Quarterly
Qualification of beneficiaries	Certificates	Quarterly
<b>OUTPUT 1: Centre on adaptation and social integration of Oralman in Semey serves community with support of volunteers</b>		
<b>Activity Result 2</b> (Atlas Activity ID)	<i>Component 2: Advocacy Awareness amongst local authorities on migrant issues increased</i>	Start Date: 2009 End Date: 31 December 2011
<b>Purpose</b>	<i>Promotion of migrant issues nationally and locally</i>	
<b>Description</b>	<ul style="list-style-type: none"> <li>- Advocate with the central and local authorities for streamlining the registration/naturalization process</li> <li>- Development and publication of materials on stepwise naturalization procedures; civil registration for access to basic social services; legislative updates etc.</li> <li>- Public debates and discussions with various stakeholders on strategic</li> </ul>	

	<p>planning to increase government agencies' capacities to deal with migrant issues using volunteering tools</p> <ul style="list-style-type: none"> <li>- Facilitate networks with local partners</li> <li>- Workshop sessions on human rights, gender mainstreaming, leadership skills, strategic planning, etc. to increase government agencies' capacities to deal with migrant issues</li> <li>- Workshops on priority migrant issues and consultation workshops to raise awareness and empower the local departments of the Migration committee and increase government and public dialogue</li> <li>- Workshops on participatory mechanisms to assist regional authorities and local migrant leaders in developing local policy documents on diversity management, which will result in implementation of the national Programme for Oralman Adaptation</li> <li>- Organize workshops on participatory mechanisms to assist local authorities and local Oralman community leaders in developing local action plan for the implementation of the National programme</li> <li>- Organize public events to present the local action plan</li> <li>- Organize together with UNV CO a regional meeting devoted to follow-up to the International Year and the commemoration of its tenth anniversary</li> </ul>	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
Multi-stakeholder participation at the public debates/ advocacy campaigns	Quality inputs from key stakeholders into discussions, materials	Quarterly
Improved access to information about migrant issues	Number of publications/ printed and electronic materials available	Quarterly
Establishment of local Oralman coordination committees	Number of Oralman involved in the local coordination committees	Quarterly
<b>OUTPUT 1: Centre on adaptation and social integration of Oralman in Semey serves community with support of volunteers</b>		
<b>Activity Result 3</b> <b>(Atlas Activity ID)</b>	<i>Component 3: Community mobilization</i> <i>Community Based Organisations capacitated in management, human rights, participatory planning and leadership</i>	Start Date: 2009 End Date: 31 December 2011
<b>Purpose</b>	<i>Demonstrating volunteering as one of the mechanisms to improve greater social inclusion</i>	
<b>Description</b>	<ul style="list-style-type: none"> <li>- Initial assessment of vulnerable Oralman groups and work of local NGOs and LVIOs</li> <li>- Facilitate establishment of Community Based Organizations</li> <li>- Facilitate establishment of <i>volunteer local Oralman</i> coordination committees with the local authorities to liaise with Oralman community leaders</li> <li>- Organize trainings on CBO functioning, management, human rights, participatory planning, and leadership development (for CBOs)</li> <li>- Trainings and consultation workshops to raise awareness on <i>volunteering as a resource</i> to enhance social integration of various groups of society</li> <li>- Trainings on participatory mechanisms to assist regional authorities, including the department of Internal development, and local NGO leaders in developing local policy documents on <i>volunteering coordination</i> to trigger the</li> </ul>	

	development of the Concept of the national Programme for volunteering coordination - Organize specialized trainings on human rights, legal rights and obligations to strengthen and develop the capacity of local communities (for CBOs, local government and civil society) - Support CBO sustainability and functioning through small grants, with particular emphasis on women participants. The community-based organizations of Semey will be trained and encouraged to engage local population in seeking grassroots solutions to acute socio-economic problems using and promoting <i>volunteering</i> mechanisms (e.g. youth activities / community participation in public infrastructure refurbishment etc)	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Establishment of CBOs	Number of Oralman and national UNVs involved in CBOs	Quarterly
Sustainability of CBOs	Awarding small grants to CBOs	Quarterly
Feedback from participants	Training evaluations forms, interviews	Quarterly

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## VII. 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 SBAA 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".

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## VIII. ANNEXES

**Risk Analysis.** Use the standard Risk Log template. Please refer to the Deliverable Description of the Risk Log for instructions

**Agreements.** Any additional agreements, such as cost sharing agreements, project cooperation agreements signed with NGOs<sup>7</sup> (where the NGO is designated as the "executing entity") should be attached.

**Terms of Reference:** TOR for key project personnel should be developed and attached

**Capacity Assessment:** Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)

**Special Clauses.** In case of government cost-sharing through the project which is not within the CPAP, the following clauses should be included:

1. The schedule of payments and UNDP bank account details.
2. The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of

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<sup>7</sup> For GEF projects, the agreement with any NGO pre-selected to be the main contractor should include the rationale for having pre-selected that NGO.

payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.

3. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

4. UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.

5. All financial accounts and statements shall be expressed in United States dollars.

6. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavors to obtain the additional funds required.

7. If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph [ ]above is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.

8. Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.

In accordance with the decisions and directives of UNDP's Executive Board:

The contribution shall be charged:

- (a) [...%]cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices
- (b) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

9. Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

10. The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP."

## OFFLINE RISK LOG



Project Title: Promoting economic and social integration of oralman		Award ID: 00070212		Date: 03.06.2009					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted updated by	Last Update	Status
1	Change of national political priorities in the area of social inclusion	03.06.2009	Political	P = low I = high	CO will closely monitor the political situation and will hold discussions with national partners.	Project Coordinator Programme Analyst			
2	Fluctuations in USD/KZT exchange rate/ High inflation	03.06.2009	Financial	P = medium I = medium	CO will adjust the project budget to the situation and consult with the national partners on the project activities.	Project Coordinator			
3	Change in project management	03.06.3009	Operational	P = low I = medium	CO will ensure smooth implementation of the project. If the change in project management occurs, CO will select and change the project staff and provide mentoring/training accordingly.	Head of the Governance and Local Development Unit			

**TERMS OF REFERENCE**  
**Projects Coordinator**

Project reference:

- **Enhancing Human Security in the Former Nuclear Test Site of Semipalatinsk**
- **Empowerment of oralman community in Semey**

Grade: SB-3, Q3

Supervisor: Governance and Local Development Unit

Duty station: Astana, Kazakhstan

Duration of employment: March 2009 – December 2011

**II. ORGANIZATIONAL CONTEXT**

**The project Enhancing Human Security in the Former Nuclear Test Site of Semipalatinsk**

strives to address the following critical problems with a long term development perspective:

- **Health and social services:** ensuring quality basic health services, targeting vulnerable groups (women, children and youth), to decrease the high infant and maternal mortality rates.
- **Economic development:** building capacities for entrepreneurship, improving business knowledge and management skills, and providing people with new tools (micro credit, leasing, etc) to start and develop economic activities and to create employment.
- **Social infrastructure:** working to mobilize communities and to support NGOs/CBOs in providing community services, and in acting as agents of change within society.

It is anticipated that through this initiative, the UN agencies involved in the project will promote positive changes among people and local authorities, social engagement, and will support the economic recovery in a long term development perspective, which is in line with both national and local government priorities as identified in many strategic development documents. The project will work hand in hand with local authorities and civil society who repeatedly expressed their interest in and support to the initiative.

The project will be executed by UNDP and implemented by UNDP, UNICEF, UNFPA and UNV in cooperation with local organizations and authorities. Active coordination with other donors and NGOs is already in place as the UN Country Team has a lead role in supporting the Semipalatinsk Rehabilitation Programme.

**The project Empowerment of the Oralman Community in Semey** is aimed at testing social inclusion concept in the area of Eastern Kazakhstan as a powerful policy making tool for addressing inequality, poverty and social inclusion in a multi-national context. In order to ensure economic and social integration of oralman into Kazakhstan society, UNDP in cooperation with key partners will support the Semey City Administration in the following areas:

1. Social inclusion and Access of oralman to social services;
2. Development of capacities and employable skills;
3. Promotion of migrant issues and development of the Programme for Oralman Adaptation;
4. Demonstrating volunteering as one of the mechanisms to improve greater social inclusion.

**III. FUNCTIONS / KEY RESULTS EXPECTED**

The Semey Projects Coordinator will be responsible for the progress toward the stated projects objectives and day-to-day management of the project components and coordination of their activities under overall guidance from the UNDP Governance and Local Development Unit. S(he) will supervise the project



personnel. He/she will work in close collaboration with the National Project Director, Implementing Partner under direct supervision of the Administrative Agent's focal point and overall substantive guidance of the respective UN Agencies' Focal Points. The main duties include but are not limited to:

1. Coordinates and monitors activities of two projects on a daily basis to ensure smooth implementation of the whole project in accordance with the rules and procedures;
2. Consolidates the annual project workplan/project and budget revisions and their discussion by the relevant stakeholders;
3. Ensures coherence between the undertaken activities and ongoing Government reforms and processes;
4. Ensures effective liaison with National Project Director based in the Semipalatinsk City Akimat;
5. Manages relations with local authorities and civil society organizations involved in the projects;
6. Establishes networks/linkages with other externally and nationally-funded related projects;
7. Promotes publicity of the projects and advocates for project-based initiatives through outreach events and meetings with relevant authorities;
8. Establishes effective substantive and financial management system for the projects in the areas of recruitment, sub-contracting, procurement and training.
9. Supervises the elaboration of terms of references for projects experts, consultants and sub-contractors as well as agenda for training activities;
10. Provides support to setting up and implementation of proper monitoring and evaluation activities, including reporting as specified in the M&E section of project document throughout the project;
11. Takes a lead in preparation of the projects equipment acquisition ledger and organise physical annual check at the end of each calendar year.
12. Supports the work of the Project Board serving as a secretariat.

## VI. COMPETENCIES AND CRITICAL SUCCESS FACTORS

### Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

### Functional Competencies:

#### Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- In-depth knowledge on development issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Good knowledge of the Results Management Guide and Toolkit
- Strong IT skills
- Ability to lead implementation of new systems (business side), and affect staff behavioral/ attitudinal change

#### Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

**Prince2 training and certification, RMG**

<b>V. IMPACT OF RESULT</b>	
The general impact of this post will be reflected in the results achieved by the Enhancing Human Security in the Former Nuclear Test Site of Semipalatinsk Project and Empowerment of the oralman community in Semey Project as defined in the project documents. Specific impact should be created through smooth implementation of the project and attainment of project results.	

<b>VI. Recruitment Qualifications</b>	
Education:	<ul style="list-style-type: none"> <li>▪ A degree (preferably, Master) in public administration, politics, social science</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least 4 years of professional experience in the related sphere, extensive experience of project management and a demonstrated ability to manage complex technical assistance projects</li> <li>• Profound knowledge of the region's socio-economic situation</li> <li>• Good interpersonal and communication skills</li> <li>▪ <i>PC skills</i></li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>▪ Good written and spoken English and Russian</li> <li>▪ Knowledge of Kazakh is essential</li> </ul>

**TERMS OF REFERENCE**  
**Semey Administrative Assistant**

Project reference:

- **Enhancing Human Security in the Former Nuclear Test Site of Semipalatinsk**
- **Empowerment of the oralman community in Semey**

Grade: SB-2, Q1

Supervisor: Project Coordinator, Governance and Local Development Unit

Duty station: Astana, Kazakhstan

Duration of employment: March 2009 – December 2011

**II. ORGANIZATIONAL CONTEXT**

**The project Enhancing Human Security in the Former Nuclear Test Site of Semipalatinsk**

strives to address the following critical problems with a long term development perspective:

- Health and social services: ensuring quality basic health services, targeting vulnerable groups (women, children and youth), to decrease the high infant and maternal mortality rates.
- Economic development: building capacities for entrepreneurship, improving business knowledge and management skills, and providing people with new tools (micro credit, leasing, etc) to start and develop economic activities and to create employment.
- Social infrastructure: working to mobilize communities and to support NGOs/CBOs in providing community services, and in acting as agents of change within society.

It is anticipated that through this initiative, the UN agencies involved in the project will promote positive changes among people and local authorities, social engagement, and will support the economic recovery in a long term development perspective, which is in line with both national and local government priorities as identified in many strategic development documents. The project will work hand in hand with local authorities and civil society who repeatedly expressed their interest in and support to the initiative.

The project will be executed by UNDP and implemented by UNDP, UNICEF, UNFPA and UNV in cooperation with local organizations and authorities. Active coordination with other donors and NGOs is already in place as the UN Country Team has a lead role in supporting the Semipalatinsk Rehabilitation Programme.

**The project Empowerment of the oralman community in Semey** is aimed at testing social inclusion concept in the area of Eastern Kazakhstan as a powerful policy making tool for addressing inequality, poverty and social inclusion in a multi-national context. In order to ensure economic and social integration of oralman into Kazakhstan society, UNDP in cooperation with key partners will support the Semey City Administration in the following areas:

1. Social inclusion and Access of oralman to social services;
2. Development of capacities and employable skills;
3. Promotion of migrant issues and development of the Programme for Oralman Adaptation;
4. Demonstrating volunteering as one of the mechanisms to improve greater social inclusion.

**III. FUNCTIONS / KEY RESULTS EXPECTED**

The Administrative Assistant is responsible for the day-to-day implementation and operational support of project activities under direct supervision of the Semey Projects Coordinator and:

1. Provides operational support to the project management for the smooth implementation of the three project components;

2. Prepares requests for direct payment, cash advances, reports on expenses, budget revisions and other required supporting documentation for all financial transactions; records these transactions accordingly;
3. Prepares and maintains inventories of non-expendable project equipment and maintains stock-record of other supplies;
4. Provides logistical support and prepares background materials for use in workshops, seminars, training sessions, meetings, visiting missions, field trips, etc.;
5. Establishes and maintains accurate and up-to-date filing system for the documents, keeps information and reference material in a manner which allows easy retrieval;
6. Contributes to the preparation of status and progress reports by collecting information, preparing tables and drafting selected sections;
7. Drafts and/or types correspondence, notes, documents, reports, prepares required contracts, keeps the necessary flow of correspondence;
8. Receives telephone calls and visitors concerning the projects, responding directly where appropriate;
9. Prepares unofficial translations and acts as interpreter;
10. Performs other duties as required.

#### **IV. IMPACT OF RESULTS**

The general impact of this post will be reflected in the results achieved by the Enhancing Human Security in the Former Nuclear Test Site of Semipalatinsk Project and the Empowerment of the oralman community in Semey Project as defined in the project documents. Specific impact should be created through smooth implementation of the project and attainment of project results.

#### **V. Recruitment Qualifications**

Education:	<ul style="list-style-type: none"> <li>▪ University degree is desirable</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>▪ At least 2 years of substantive experience working in administrative support, logistics or related fields</li> <li>▪ Ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, donors and other stakeholders</li> <li>▪ Excellent inter-personal, communication and organisational skills</li> <li>▪ Ability to work to tight deadlines and to handle multiple concurrent project components</li> <li>▪ Excellent computer skills (especially Microsoft office applications) and ability to use information technology as a tool and resource</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>▪ Good command of Russian and English</li> <li>▪ Knowledge of Kazakh is an asset</li> </ul>

# UNV VOLUNTEER TERMS OF REFERENCE

## Preamble:

The United Nations Volunteers is the UN organization that supports sustainable human development globally through the promotion of volunteerism, including the mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer action in all its diversity.

This post is a UNV volunteer assignment based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer as well as the society at large. It enhances social cohesion and enriches communities.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UNV volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UNV volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich your understanding of local and social realities, as well as create a bridge between yourself and the people in your host community. This will make the time you spend as UNV volunteer even more rewarding and productive.

**1. UNV Assignment Title:** Project Specialist on Social Component

**2. Type of assignment (International or National UNV volunteer):** International UNV volunteer

**3. Project Title:** "Enhancing human security in the former nuclear test site of Semipalatinsk" and "Empowering the vulnerable communities of Kazakhstan through promoting economic and social integration of oralman-repatriates"

**4. Duration:** 01 Feb 2009 – 31 Jan 2010 (with the possibility of extension)

**5. Location, Country:** Semey, Eastern Kazakhstan with the frequent trips to rural villages

**6. Expected starting date:** 1 Feb 2009

## **7. Brief Project Description:**

Phase 1) The "Enhancing Human Security In The Former Nuclear Test Site Of Semipalatinsk" project strives to address the following critical problems with a long term development perspective:

- Health and social services: ensuring quality basic health services, targeting vulnerable groups (women, children and youth), to decrease the high infant and maternal mortality rates.
- Economic development: building capacities for entrepreneurship, improving business knowledge and management skills, and providing people with new tools (micro credit, leasing, etc) to start and develop economic activities and to create employment.
- Social infrastructure: working to mobilize communities and to support NGOs/CBOs in providing community services, and in acting as agents of change within society.

This project will focus on human security in Kazakhstan through their capacity development by providing volunteer management skills and resources to volunteering involving organizations and community based activities. The project will run for three years and is financed by the Japanese Government; implementing agencies are UNICEF, UNFPA, UNV, and UNDP in Kazakhstan.

Phase 2) "Empowering the vulnerable communities of Kazakhstan through promoting economic and social integration of oralman-repatriates"

In order to ensure economic and social integration of oralman into Kazakhstan society, UNDP in cooperation with key partners will support the Semey City Administration in the following areas:

1. Social inclusion and Access of oralman to social services;
2. Development of capacities and employable skills;
3. Promotion of migrant issues and development of the Programme for Oralman Adaptation;
4. Demonstrating volunteering as one of the mechanisms to improve greater social inclusion.

The international UNV volunteer will be mainly working within the framework of

GOAL 3 of the Project– Social infrastructure: mobilizing and empowering communities, promoting volunteerism and supporting NGOs/CBOs in providing community services and in acting as agents of change within society.

#### **8. Host Agency/Host Institute: UNDP and UNV**

#### **9. Description of Duties:**

*Under the overall guidance of the UNV Programme Officer and supervision by the Project Coordinator the UNV volunteer will be responsible for:*

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***Responsibilities: Supervision: The IUNV will be provided supervision under the overall guidance of the UNV Programme Officer and supervision by the Project Coordinator.***

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#### **Responsibilities:**

The IUNV will be responsible for technical advice and strategic planning. Oversee development and implementation of the volunteering related training modules and supporting volunteering networking in the region. Specifically, his/her duties will include:

- Assess training and capacity development needs and make required plans;
- Identify possibilities of co-implementation of volunteer activities together with government and/or other organizations;
- Identify long-term strategies for the sustainability of the volunteer coordination units and facilitate the formation of the network of volunteer organizations;
- Draw up a planning, management and monitoring system taking into account its purpose, focus and use to the stakeholders;
- Modify the project strategy if needed and requested
- Work closely with UNDP and other UN agencies, including UNFP and UNICEF, in building linkages with relevant programmes.
- Contribute to the sharing of knowledge by documenting findings and lessons learned, success stories and best practices, and drafting relevant materials for dissemination
- Facilitate the organization of regional workshops, seminars and conferences on volunteerism;
- Facilitate contacts, collaboration and coordination among project partners and donors;
- Undertake regional, national and international initiatives of resource mobilization and conduct networking to support community based development by volunteer coordination centres.
- Overall support to the Project Coordinator in all aspects of the project implementation.
- Undertake any other activities requested by the UNV PO.
- Support National UNV volunteers on strategic issues such as;
- Proper planning and management for project implementation at regional level;
- Technical approach on how to create opportunities for volunteers' interventions in response to identified local development needs;

- Production of training modules on participatory development to volunteer groups;
- Resource mobilization and networking among youth organizations/groups, local governments, donors and other organizations including private sector;
- Provides support to proper monitoring and evaluation of the youth volunteer activities and organizational development and capacity building
- Reporting from the regional level.
- Support the Volunteer Information Centre on;
- Documentation of volunteer contributions to local development needs and making this information available to general public and Government;
- Documentation of best practices and lessons learned for dissemination in awareness-raising campaigns on volunteerism;

## **Promotion of Volunteerism**

***UNV volunteers are expected to promote volunteerism and engage in volunteering activities. As such UNV volunteers are encouraged to:***

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and other publications and taking active part in UNV activities;
- Get acquainted with traditional and/or local forms of volunteerism in the host community.
- Reflect on and integrate into their work plan activities that will be undertaken as part of their assignment in order to promote volunteerism for development (V4D)

Specific ways to promote volunteerism during the assignment and within working hours include:

- Networking and building relationships with local organizations, groups or individuals and supporting and/or participating in local volunteering initiatives;
- Encouraging, mobilizing and supporting co-workers, fellow UNV volunteers and members of the local community to play an active part in the development of their community;
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;
- Initiating and/or participating in local volunteer groups. Assisting them in submitting stories, experiences to the World Volunteer Web site;
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities.
- Promoting or advising local groups in the use of OV (online volunteering), or encouraging relevant local individuals and groups to use OV whenever technically possible.

## **10. Results/Expected Output:**

More specifically, the international UNV volunteer will be part of the team that strives to achieve the following targets:

Target 1: By end 2010, 1500 local community members will benefit from initiatives by NGOs/CBOs resulting from training and grant distribution

Target 2: By end 2010 60 self-help groups and associations will be engaged in voluntary action to support small-scale local initiatives

### **Activities intended to reach targets 1 and 2 and achieve related outputs**

- An effective and transparent grant mechanism targeted at registered NGOs/CBOs is established in cooperation with local authorities to successfully deliver social services to the target population.

*The projects will be selected through a transparent mechanism already developed by UNDP, with participation of local authorities, civil society and international organizations. Transfer of knowledge of the transparent grant mechanism to local authorities will include the implementation of the new law on social procurement with special attention given to local social needs assessment, monitoring and evaluation of grant projects.*

- Establish a small grants review committee composed of representatives of NGOs/CBOs, local authorities and UN agencies, and collect project proposals from NGOs/CBOs from villages and the city of Semipalatinsk.
- Parallel financing from authorities will be mobilized with the objective of all projects co-financed by local authorities, private sector and volunteer organizations.
- Monitoring visits to track the implementation of projects financed with grants by project staff, developing a small grants monitoring tool to assess effective use of funds.
- The methodology and the know-how of small grants disbursement is transferred to local administration for the implementation of the Social Procurement Law. A guideline for small grants disbursement with information on specific activities and contribution from local authorities to support small scale community initiatives is developed and implemented.
- Sensitize nine rayons and city Akimats as well as NGOs/CBOs with training and information to ensure a transparent implementation of the new Social Procurement Law and Local Self Governance Law in Kazakhstan; identify effective NGOs/CBOs and committed local authorities as partners at the rayon level and coordinate small grants activities in order to progressively transfer the know-how.
- Organizing one-day workshops in nine rayons with local authorities and NGOs/CBOs on the implementation of the Social Procurement law and of the Local Self Governance Law. One-day follow-up workshops in nine rayons with local authorities, NGOs/CBOs on improvement of implementation of Social Procurement Law will then be conducted.
- National UNV volunteers support the creation of self-help groups in selected rural areas through follow-up activities on delivered trainings and day-to-day presence and advice. Existing forms of local volunteerism as a development resource and formation of self-help groups and associations are identified to engage them in voluntary action to support small-scale local initiatives.
- Village development plans that outline possible social, economical and ecological projects are developed by CBOs. A local resource mobilization package for NGOs/CBOs and local authorities to complement small grants facility is developed.
- Quarterly trainings for local NGOs/CBOs are organized at the rayon level on: (1) organizational development and technical capacity building; (2) poverty, environment, sustainable livelihoods, gender and human rights issues; (3) humanitarian and social mandates of NGOs and CBOs; (4) participatory assessment techniques; (5) application of laws governing civil society, including the Social Procurement Law and fund-raising; (6) results-based management of social programs, projects implementation and monitoring techniques; and (7) community mobilization and volunteerism. International and national UNV volunteers will review existing training manuals for NGOs/CBOs and develop a training programme for NGOs/CBOs based on best international practices and adapt it to the local context. National UNV volunteers are expected to work at the grassroots level to mobilize NGOs/CBOs and help them to grow.

*The training programme will be set up to support the development of local NGOs/CBOs, key actors in the empowerment of local communities through volunteerism and enhance opportunities for people to articulate their needs. The skills will be used to improve implementation capacity of small projects based on the Social Procurement law and the small grant scheme.*

- Sensitize and lobby local authorities and City Akimat to make budget allocation for small-scale local community projects at the rayon level.



### 11. Qualifications/Requirements:

- Advanced University Degree (MA or equivalent) in social sciences with at least five-year working experience in development and volunteer programmes
- Experience in programme development and management
- A strong background in participatory approach methodology and experience in knowledge transfer
- Personal sensitivity and commitment to the values and principles of volunteerism
- Excellent communication and interpersonal skills
- Excellent analytical, writing and reporting skills
- Computer skills
- Knowledge (and experience) of Kazakhstan and/or other CIS countries

### 12. Competencies:

- **Computer skills:** strong knowledge of Windows Applications
- **Language skills:** strong knowledge of English and Russian is required, knowledge of local language Kazakh is desired

### 13. Living Conditions:

Renting place in the secure area in downtown of the Semey city, Eastern Kazakhstan

## TERMS OF REFERENCE

### Local Project Manager

Project reference: **Promoting economic and social integration of oralman**

Grade: SB-2, min

Supervisor: Project Coordinator, Governance and Local Development Unit

Duty station: Semey, Kazakhstan

Duration of employment: April 2009 – December 2011

#### II. FUNCTIONS / KEY RESULTS EXPECTED

The Local Project Manager is responsible for the day-to-day implementation and operational support of project activities under direct supervision of the Project Coordinator and overall guidance from the UNDP Governance and Local Development Unit:

1. Provides operational support to the project management for the smooth implementation of the project activities;
2. Organizes and coordinates all work of the Oralman center in Semey city;
3. Planning/coordination/organization of logistical support and preparation of background materials for use in workshops, seminars, training sessions, meetings, visiting missions, field trips, etc.;
4. Establishes/maintains/coordinates the work of local trainers/providers;
5. Establishes/maintains/coordinates the liason with oralman community and local organizations;
6. Supports the work of volunteers and volunteer activities within the project
7. Prepares requests for direct payment, cash advances, reports on expenses, budget revisions and other required supporting documentation for all financial transactions; records these transactions accordingly;
8. Prepares and maintains inventories of non-expendable project equipment and maintains stock-record of other supplies;
9. Establishes and maintains accurate and up-to-date filing system for the documents, keeps information and reference material in a manner which allows easy retrieval;
10. Contributes to the preparation of status and progress reports by collecting information, preparing tables and drafting selected sections;
11. Drafts and/or types correspondence, notes, documents, reports, prepares required contracts, keeps the necessary flow of correspondence;
12. Receives telephone calls and visitors concerning the projects, responding directly where appropriate;
13. Prepares unofficial translations and acts as Kazakh-Russian interpreter;
14. Liaises with all the Project related entities;
15. Performs other duties as may be required.

#### IV. IMPACT OF RESULTS

- The general impact of this post will be reflected in the results achieved by the Promoting economic and social integration of oralman project as defined in the project document. Specific impact should be created through smooth implementation of the project and attainment of project results
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

#### V. Recruitment Qualifications

Education:	<ul style="list-style-type: none"><li>▪ University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement</li></ul>
Experience:	<ul style="list-style-type: none"><li>▪ Work experience in logistical functions;</li><li>▪ Experience of work in the projects, funded by international organization would be advantageous;</li><li>• Familiar with the traditional and/or local forms of volunteerism;</li><li>• Contribute articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;</li><li>▪ Experience in the usage of computers and office software</li></ul>

	<ul style="list-style-type: none"><li>packages (MS Word, Excel, etc);</li><li>▪ Fluency in Kazakh and Russian, including good drafting skills</li><li>▪ Computer skills: MS Office, Internet</li></ul>
Language Requirements:	<ul style="list-style-type: none"><li>▪ Language skills: Russian and Kazakh</li></ul>

## UNV VOLUNTEER TERMS OF REFERENCE

### Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development, and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UNV volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UNV volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UNV volunteers even more rewarding and productive.

1. **UNV Assignment Title:** Regional Assistant on Social Component
2. **Type of assignment (International or National UNV volunteer):** National UNV volunteer
3. **Project Title:** Promoting economic and social integration of oralman
4. **Duration:** 2009-2011
5. **Location, Country:** Semey, Eastern Kazakhstan with the frequent trips to rural villages
6. **Expected starting date:** September 2009
7. **Brief Project Description:** The project intends to address the following objectives:
  - Enhanced social inclusion and access of repatriates (oralmans) to social services through piloting the centre for adaptation and social integration
  - Engaging UNV volunteers and other volunteers of repatriates (oralmans) through necessary training for better access to the job market and social inclusion
  - Ensure national government receives support to implement relevant policies, including on social inclusion and volunteering for development
  - Community mobilization through volunteer action demonstrating volunteering as one of the mechanisms to improve greater social inclusion
8. **Host Agency/Host Institute:** UNDP and UNV
9. **Organizational Context:** The joint UNDP/UNV project, where the incumbent will work, is a natural up-scale of the volunteering component of the ongoing UNHSTF project to ensure local ownership, sustainability and attainment of the following impact level results, including, volunteerism-based mechanisms mobilized to contribute to community. The ongoing three-year programme "Enhancing Human Security in the Former Nuclear Test Site of Semipalatinsk" (UNTFHS), implemented by UNDP together with UNICEF, UNV and UNFPA, started in 2008. The goal of the UNTFHS project as a whole is to alleviate social suffering among the vulnerable groups in the Semipalatinsk region, in particular to enhance the economic, health, environmental and community security as well as reduce social tensions to prevent potential conflicts. The joint UNDP/UNV project also will demonstrate at a local level the application of recommendations of UNV given in a 2009 report on "Situation Analysis on volunteerism as a development Resource in Kazakhstan" with the further aim to upscale and replicate them.
10. **Type of assignment place: assignment with family/ without family (please choose)**

## 11. Description of Duties:

Under the overall guidance of the UNV Programme Officer, and supervision by the Project Specialist, the national UNV volunteer will undertake the following tasks:

- Assess training and capacity development needs and make required plans;
- Identify possibilities of co-implementation of volunteer activities together with government and/or other organizations;
- Identify long-term strategies for the sustainability of the volunteer coordination units and facilitate the formation of the network of volunteer organizations;
- Draw up a planning, management and monitoring system taking into account its purpose, focus and use to the stakeholders;
- Modify the project strategy if needed and requested
- Work closely with UNDP and other national and donor agencies, in building linkages with relevant programmes.
- Contribute to the sharing of knowledge by documenting findings and lessons learned, success stories and best practices, and drafting relevant materials for dissemination
- Facilitate the organization of regional workshops, seminars and conferences on volunteerism;
- Facilitate contacts, collaboration and coordination among project partners and donors;
- Undertake regional, national and international initiatives of resource mobilization and conduct networking to support community based development by volunteer coordination centres.
- Overall support to the Project IUNV in all aspects of the project implementation.
- Undertake any other activities requested by the UNV PO.
- Proper planning and management for project implementation at regional level;
- Technical approach on how to create opportunities for volunteers' interventions in response to identified local development needs;
- Production of training modules on participatory development to volunteer groups;
- Resource mobilization and networking among youth organizations/groups, local governments, donors and other organizations including private sector;
- Provides support to proper monitoring and evaluation of the youth volunteer activities and organizational development and capacity building
- Reporting from the regional level.

Support the Volunteer Information Centre on;

- Documentation of volunteer contributions to local development needs and making this information available to general public and Government;
- Documentation of best practices and lessons learned for dissemination in awareness-raising campaigns on volunteerism;

*Furthermore, UNV volunteers are encouraged to:*

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- Strengthening their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark IVD);
- Getting acquainted with and building on traditional and/or local forms of volunteerism in the host country;
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;
- Assisting with the UNV Buddy Programme for newly-arrived UNV volunteers;

- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

## **12. Results/Expected Output:**

The incumbent will be part of the team that thrives to mobilize community through voluntary actions:

- Initial assessment of vulnerable Oralman groups and work of local NGOs and LVIOs
- Facilitate establishment of Community Based Organizations
- Organize trainings on CBO functioning, management, human rights, participatory planning, and leadership development (for CBOs)
- Trainings and consultation workshops to raise awareness on volunteering as a resource to enhance social integration of various groups of society
- Trainings on participatory mechanisms to assist regional authorities, including the department of Internal development, and local NGO leaders in developing local policy documents on volunteering coordination to trigger the development of the Concept of the national Programme for volunteering coordination
- Organize specialized trainings on human rights, legal rights and obligations to strengthen and develop the capacity of local communities (for CBOs, local government and civil society)
- Support CBO sustainability and functioning through small grants
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

## **13. Qualifications/Requirements:**

- University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable and with at least three-year working experience;
- Work experience in administrative/financial functions;
- Experience of work in the projects, funded by international organization would be advantageous;
- A strong background in participatory approach methodology and experience in knowledge transfer
- Personal sensitivity and commitment to the values and principles of volunteerism
- Excellent communication and interpersonal skills
- Fluency in Kazakh and Russian, including good drafting skills
- Good knowledge of English is desirable
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages,

**14. Living Conditions:** downtown Semey city, UN Security Phase 0

## **15. Conditions of Service**

A 36-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 632; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

**Date:** Thursday, May 21, 2009