

PROJECT DOCUMENT

Project Title	Improving human rights protection mechanisms in Kazakhstan and facilitating effective implementation of the UN Universal Periodic Review recommendations
UNDAF Outcome(s):	By 2015, build up potential and accountability of the state bodies at all levels and of the civil society to ensure the rights and needs of the population, particularly of vulnerable groups
Expected CP Outcome(s): <i>(Those linked to the project and extracted from the CPAP)</i>	Increase of potential of the state institutions with regard to protection of human rights and provision of everybody with an access to justice
Expected Output(s): <i>(Those that will result from the project and extracted from the CPAP)</i>	Output 5.3. People have better access to information and justice through strengthened capacity of the justice system and improved legal framework.
Implementing Partner:	Ministry of Justice of the Republic of Kazakhstan
Responsible Parties:	The Human Rights Commission under the President of Kazakhstan, Ombudsman, the Supreme Court, Parliament, other central and local authorities, non-governmental organizations

Brief description

The aim of the Project is to promote further implementation of human rights in Kazakhstan in accordance with international obligations and improve practical realisation of the UN Universal Periodic Review recommendations. The Project will contribute to better coordination between various state and non-state actors and enhance capacity of national cadre to formulate and implement a comprehensive, consistent and reasonable policy on human rights in the country. With the aim of practical implementation of the National Action Plan on UPR the Project will provide the necessary expert and methodology support. The opinion surveys and studies will be initiated to identify specific needs of vulnerable groups in the course of human rights policy-making. The findings will be published and thoroughly discussed with the expert community and Parliament members. A set of legal recommendations to the law-makers on implementation of human rights obligations and norms as well as on improvement of inter-agency coordination and streamlining will be provided. Specific attention will be devoted to the opportunities for public oversights and monitoring, and the use of human rights indicators. Several events will be devoted to the human rights propaganda and promotion of new reforms in this sphere.

Implementation period of the UNDP Kazakhstan Country Program: 2010-2015	
Key areas (Strategic Plan): Democratic governance	
Project number:	
Start date:	January, 2013
End date:	December, 2014
Date of the Project Board:	
Project management: NIM	

Project budget for 2013	USD 312 467
Project budget for 2014	USD 175 526
Total budget:	USD 487 993
Direct costs:	USD 487 993
Regular sources	
Other sources:	
◦ RoK Government (tied grant)	USD 387 993
◦ RoK Government (voluntary contribution of 2012)	USD 50 000
◦ UNDP	USD 50 000

Approved for the Ministry of Justice of the Republic of Kazakhstan:
Minister of Justice

Berik Imashev

Approved for UNDP:
Resident Representative UNDP Kazakhstan

Stephen Tull

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I. Situation analysis

The institutional development of national human rights institutions and promotion of people's access to justice is one of the key directions for UNDP in the field of human rights. In accordance with its strategic documents and Country programme priorities for 2010-2015 UNDP has been supporting the projects which promote wider access to information and justice, strengthen the rule of law, as well as enhance national capacity of state and non-state institutions in human rights protection.

Since gaining the independence, Kazakhstan has notably advanced in the field of human rights: there is a defined priority to improve human rights defense mechanisms, significant efforts to improve laws and practice. For the moment, Kazakhstan has acceded to more than 60 multilateral human rights treaties, including the International Bill of Rights. Kazakhstan falls under the jurisdiction of the international treaty bodies, and regularly reports to them on the progress of implementation of its international obligations. In 2010 Kazakhstan has undergone the Universal Periodic Review and received a number of recommendations. There is a national practice to promote implementation of such recommendations by adopting the Actions plans by a Government decree.

In 2009 UNDP supported the development and adoption of the National Human Rights Action Plan for 2009 – 2012 which encompassed a wide range of recommendations to enact international human rights treaties in the national legislature. In 2011 the Ministry of Justice of Kazakhstan in collaboration with UNDP and non-governmental partners conducted a series of events to discuss the implementation of UPR recommendations in the country. As a result of those discussions the Government has adopted an Action Plan on UPR on 13 October 2011, by the Decree № 1165. Currently, the Government is implementing and monitoring the progress of realisation of this Action Plan while the next country's Periodic Review scheduled for 2014.

In Kazakhstan among the following state bodies are handling the tasks of promoting human rights: Commission on Human Rights under the President of Kazakhstan, Ombudsman, Parliament of Kazakhstan, the Supreme Court, Constitutional Council, General Prosecutor's Office, Ministry of Exterior, Ministry of Justice, Ministry of Labor and Social Protection, Ministry of Culture and Information, Ministry of Health, Ministry of Internal Affairs, Ministry of Education, Ministry of Environment protection, Agency on Religious affairs, Central Election Commission, National Commission on Women affairs and demographic policy, and others. Promotion of human rights and its defense also falls under the competence of a range of other national and local authorities. Within their jurisdiction justice and law enforcement bodies provide legal base for the state, including on the international arena, underpin the rule of law, oversee the work of the state bodies, organizations, officials and citizens; and protect rights and freedoms of persons and legal entities on the territory of Kazakhstan.

Interagency commissions coordinate efforts of various state bodies in the areas of human rights protection. They include the Commission on international humanitarian law and international human right treaties, the Commission on law drafting, Coordination Council on law enforcement, Commission against human trafficking, Coordination Council of state legal offices, and some others. However, with raising number of international obligations and growing complexity of public administration, coordination mechanisms require significant revision and improvement. For the moment, the commissions do not have a central authority, neither they monitor or systematically follow up on the commission's decisions. In many instances they have different level of power and scope. Introduction of the modern and efficient coordination mechanisms including into the law drafting processes would substantially improve implementation of international human rights standards and obligations.

With the aim of better protection of constitutional, civil and other human rights and to promote legal and human rights culture, Kazakhstan's state institutions regularly engage in the information and propaganda activities. Thus, they conduct media and publicity events, organize round table discussions, conferences, lectures, seminars, briefings, and communicate via Internet, social media and TV. There is also a need to wider promote communication and information activities, reinforcing its interactive approach, feedback resources and social opinion measurements. To improve the dialogue with civil society it is reasonable to engage NGOs in those research activities.

II. Strategy

The Project will promote human rights protection mechanisms in the country and suggest better coordination among different state bodies on implementation of UPR recommendations and Kazakhstan's international obligations endorsing human rights. The Project will also provide for a formulation of systemic, holistic and consistent human rights policy, effective legal propaganda and protection of the rights of vulnerable groups.

Tasks of the Project:

- To improve interagency coordination among state institutions and donor organizations on the implementation of the human rights policy; to raise the capacity of the executive and legislative bodies of Kazakhstan in monitoring and evaluation of human rights protection system and implementation of international obligations; to introduce human rights based approach and global human rights indexes and indicators.
- To support the execution of the Government Action plans on UPR recommendations and universal human rights treaties.
- To promote the rights of vulnerable groups by conducting needs assessments and research, and elaborating practical recommendations and solution for better protection mechanisms.
- To advance human rights culture in the country and increase information level on human rights reforms by using innovative communication solutions and strategies.

The Project will be implemented in the two main directions:

1. Support to the implementation of the Government Action Plan on UPR and universal human rights treaties.
2. Promote the needs and rights of people from vulnerable groups during formulation and implementation of the human rights policies.

The goal and tasks of the Project will be achieved through the following activities:

Within its First component, the Project will make a review of activities and opinions of the main stakeholders (state institutions, NHRIs, NGOs, etc) on the progress of implementation of UPR recommendations in the country. The Project will provide technical advice and expert support regarding further accelerated implementation of the Action Plan. Relevant expertise will be given to draft next regular reports to the UN Treaty bodies as well as to utilize human rights indicators and indexes during the policy monitoring. The Office of the High Commission on Human Rights and other UN agencies will be engaged in providing relevant expertise.

A new coordination mechanism will be established to engage government bodies, UN agencies and international donors in the joint discussion of practical measures to implement the UPR Action plan. Additional expert support will be provided to the work of the existing coordination commissions and councils.

To advance the rights protection role of the state institutions, including Commission on Human Rights under the President and the Ombudsman's Office, the Project will draw on international experience and technical advice.

A series of training seminars and workshops will be organized for the representatives of state bodies, Parliament members and the law enforcement. This should provide for additional capacity on implementation of UPR Action Plan. Training on the leading methodologies for expertise and endorsement of international obligations will be also provided.

In order to establish efficient and coordinate work of different state bodies in implementation of human rights obligations, the Project will develop and enact an electronic database of all Kazakhstan's obligations under international treaties and multilateral agreements concerning human rights. The database will include the information on the responsible agencies within the country, relevant international instruments, reporting periods and domestic legislation gaps. This would not only help for the interagency cooperation on the matter, but also provides for better transparency to public scrutiny and improved analysis of national legislation gaps.

To support Kazakhstan in the process of reporting to the UN Treaty bodies, the project will give expert advice on drafting next periodic reports on UPR and International Covenant on Civil and Political Rights. In this regard, the new mode of drafting a joint national report between the state and non-state actors will be suggested.

Within the Second component the Project will conduct the training of the state and non-state actors on the

and leading experts will be engaged in studying 2 research areas and giving practical recommendations for improvement: (1) system of protection and support for the victims of human trafficking; (2) system of social and legal protection for the graduates of orphanages, and other similar institutions.

To announce the findings of national research and receive expert feedback from expert and NGO community, the Project will organize press conferences, public and Parliamentary hearings on the abovementioned issues. Electronic versions of the reports will be published at the websites of relevant Ministries, Human Rights Commission and other resource centres.

By promoting new interactive methods of communication and feedback the project will help to improve legal propaganda and engage wider audience in the discussion and monitoring the human rights policy and practice.

Inputs and Resources Framework

Outcome as stated in the Country Programme (CPAP) Results and Resource Framework:

of the potential of the state institutions with regard to protection of human rights and provision of everybody with an access to justice

Key indicators as stated in the Country Programme (CPAP) Results and Resources Framework, including baseline and targets:

: "Gap" between existing legislation and its implementation in practice. Basic indicator: 44 items (Global Honesty Index). Targets: Narrowing of the gap between existing legislation and its implementation

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

Area 2.2: strengthening responsive governing institutions

Project Strategy:

Project is implemented in cooperation with the Ministry of Justice of the Republic of Kazakhstan. Other relevant ministries and agencies, the Parliament and the national human rights institutions will be

Project Title and ID (ATLAS Award ID): Improving human rights protection mechanisms in Kazakhstan and facilitating effective implementation of the UN Universal Periodic Review recommendations

Planned outputs	Output targets	Indicative activities	Responsible parties	Inputs	
				USD	KZT*, thousand
<p>Improving human rights protection mechanisms in a view of the vulnerable groups with the national human rights institutions</p> <p>Target 1: Conditions for effective implementation of the Government's Action Plan on UPR and implementation of the universal human rights treaties are established</p> <p>Baseline: The Second UPR on Kazakhstan is scheduled for 2014; on ICCPR the date is not yet indicated. There is no information resource to monitor the implementation of international human rights obligations and standards into the national legislation and practice. Weak interagency coordination on the implementation of human rights policy.</p> <p>Indicator 1: The assessment of UPR recommendations implementation, draft reports on UPR and ICCPR implementation progress.</p> <p>Indicator 2: At least 180 officers of the law enforcement and 60 Parliament members are educated on human rights issues.</p>	<p>Activity Result Expert and educative support to the implementation of UPR Action plan</p> <ul style="list-style-type: none"> ■ Activity 1. Review of UPR implementation, improvement of coordination mechanisms and drafting national reports on UPR and ICCPR (international and national experts) ■ Activity 2. Strengthening the dialogue and raising awareness on human rights by convening coordination/donor meetings, parliamentary hearings, thematic workshops, regional round tables and press conferences on the issues of implementation of UPR Action plan and ICCPR. ■ Activity 3. Educational support: Training seminars for the experts of state institutions and members of the Parliament. ■ Activity 4. Development and introduction of an electronic database of all international obligations of Kazakhstan endorsing human rights 	<p>UNDP Ministry of Justice</p>	<p>Tied grant: 225,043 Voluntary contribution: 50,000</p>	<p>Tied grant: 33,756 Voluntary contribution: 7,500</p>	

<p><u>Indicator 3:</u> An electronic information system (database) on international obligations of Kazakhstan on human rights is created</p>	<p><u>Target 2</u> Formulation of a comprehensive human rights policy with account of needs of vulnerable groups</p> <p><u>Baseline:</u> The needs of vulnerable groups are not fully encompassed by the human rights protection mechanisms, relevant international standards are not implemented in the national legislation.</p>	<p>2 Activity result Improvement of the system of social protection and legal aid to the representatives of the vulnerable groups</p> <ul style="list-style-type: none"> ■ Activity 1. Needs assessment and research on legal and social protection among the victims of human trafficking and graduates of orphan houses. Development of practical recommendations and solutions. 	<p>UNDP Ministry of Justice</p>	<p>Tied grant 112,950</p>	<p>Tied grant 16,943</p>
<p><u>Indicator 1:</u> Practical recommendations to accommodate the needs of vulnerable groups (human trafficking victims and graduates of orphanages) within the national human rights policy</p>	<p>3 Activity result Effective Project management</p> <ul style="list-style-type: none"> ■ Establishment of organizational structure of the Project, regular Project Board meetings. ■ Effective daily management of the Project ■ Project monitoring and risk management ■ Regular reporting under the Project 	<p>UNDP</p>	<p>Tied grant 50,000 UNDP 50,000</p>	<p>Tied grant 7,500 UNDP 7,500</p>	

units in tenge are indicative and given only for information purposes

ANNUAL WORK PLAN

Year 1: 2013

Expected outputs baseline, indicators including annual targets	Planned activities List activity results and associated actions	Timeframe				Responsible party	Funding Source	Planned budget			
		Q1	Q2	Q3	Q4			Budget Description	Amount, USD		
<p>1: Training human rights protection mechanisms in Kazakhstan in a view of the vulnerable groups and in line with national human rights standards</p> <p>is for effective implementation of Government's Action Plan on UPR and ratification of the universal human rights instruments established</p> <p>2: 80 officers of the law enforcement are trained on human rights issues.</p> <p>3: Electronic information system (database) on national obligations of Kazakhstan on human rights is created</p>	<p>2: Activity Result Expert and educative support to the implementation of UPR Action plan</p> <ul style="list-style-type: none"> ■ Activity 1. Review of UPR implementation, improvement of coordination mechanisms and drafting national reports on UPR and ICCPR (2 international and 2 national experts) ■ Activity 2. Strengthening the dialogue and raising awareness (3 coordination/donor meetings, 5 parliamentary hearings, 3 regional round tables). ■ Activity 3. Educational support: 3 Training seminars for the experts of state institutions and NHRIs. ■ Activity 4. Development and introduction of an electronic database of all international obligations of Kazakhstan endorsing human rights 	X	X	X	X	UNDP Ministry of Justice	Tied grant	Expert support	43800		
										71200 International consultants	27100
										71300 Local consultants	7500
										74200 Translation services	8000
				X	X		X	X		72100 Contracts with companies	900
				X	X		X	X		74500 Miscellaneous	300
									Tied grant	Strengthening of dialogue and awareness raising	69000
				X	X		X	X		72100 Contracts with companies	37000
										71600 Tickets for participants	15600
				X	X		X	X		71600 Daily allowance for participants	15400
							74500 Miscellaneous	1000			
						Voluntary contribution	Educational support	20000			
							71300 Local consultants	5000			
							72100 Contracts with companies	6000			
							74200 Translation services	1500			
							71600 Tickets for participants	3500			

2	<p>tion of a comprehensive human policy with account of needs of the groups</p> <p>1: Practical recommendations to update the needs of vulnerable groups trafficking victims and graduates of (ses) within the national human rights</p>	<p>2 Activity result</p> <p>Improvement of the system of social protection and legal aid to the representatives of the vulnerable groups</p> <p>Activity 1.</p> <p>Needs assessment and research on legal and social protection among the victims of human trafficking and graduates of orphan houses. Development of practical recommendations and solutions. (2 research companies, 1 international experts, 2 national experts, report in 3 languages)</p>	<p>X X X X</p>	<p>UNDP</p> <p>Ministry of Justice</p>	71600 Daily allowance for participants	3500	
					74500 Miscellaneous	500	
					Electronic database	29865	
					71300 Local consultants	8000	
					72100 Contracts with companies	20000	
					74200 Translation services	1500	
					74500 Miscellaneous	365	
					75100 Administration expenses (GMS 7%)	11852	
					Tied grant Voluntary contribution		
					Sub-Total:		174,517
					Tied grant		
					National research and needs assessment	82190	
					72100 Contracts with companies	50000	
					71200 International consultants	17000	
					71300 Local consultants	6500	
74200 Translation services	3000						
74200 Publications	5000						
74500 Miscellaneous	690						
75100 Administration expenses (GMS 7%)	5760						
Sub-Total:		87,950					
UNDP							
71400 Project manager	15600						
Tied grant							
71400 Project manager	15600						
UNDP							
71400 Project assistant	3900						
Tied grant							
71400 Project assistant	3900						
UNDP							
72400 Communications	500						
Tied grant							
72400 Communications	500						
UNDP							
72500 Consumables	600						
Tied grant							
72500 Consumables	600						
3	<p>Activity result</p> <p>Effective project management</p> <p>Administrative support</p>	<p>X</p>	<p>X X X X</p>	<p>UNDP</p>			

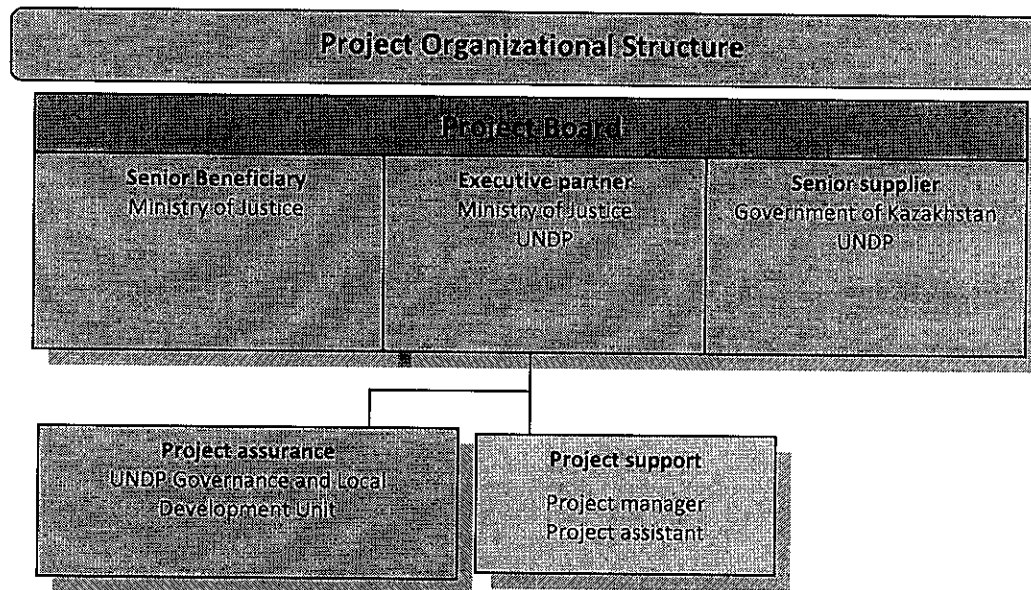
		Timeframe				Responsible party	Planned budget	Amount, USD
		Q1	Q2	Q3	Q4			
UNDP	73100 Lease and maintenance of premises						4100	
Tied grant	73100 Lease and maintenance of premises						2400	
UNDP	74500 Miscellaneous						300	
Tied grant	74500 Miscellaneous						300	
Tied grant	75100 Administration expenses (GMS 7%)						1700	
Sub-Total:							50,000	
							312,467	

Annex 2: 2014

Expected outputs define, indicators including annual targets	Planned activities List activity results and associated actions	Timeframe				Responsible party	Planned budget	Amount, USD
		Q1	Q2	Q3	Q4			
<ul style="list-style-type: none"> 3. Ensuring human rights protection mechanisms in Kazakhstan in a view of the vulnerable groups and in line with international human rights standards for effective implementation of Government's Action Plan on UPR and realization of the universal human rights as established Implementation of UPR recommendations Parliament members are educated on rights issues. 	<ul style="list-style-type: none"> 3. Activity Result Expert and educative support to the implementation of UPR Action plan Activity 1. Review of UPR implementation, improvement of coordination mechanisms and drafting national reports on UPR and ICCPR (1 international and 2 national experts) Activity 2. Strengthening the dialogue and raising awareness (2 regional round tables, 2 thematic workshops, 3 press conferences) Activity 3. Educational support: 2 Training seminars for Parliament members 	X	X	X	X	UNDP Ministry of Justice	19700	
							11050	
							5000	
							3650	
							38700	
							13100	
							10000	
							10000	
							5100	

UNDP	73100 Lease and maintenance of premises	4100
Tied grant	73100 Lease and maintenance of premises	2400
UNDP	74500 Miscellaneous	300
Tied grant	74500 Miscellaneous	300
Tied grant	75100 Administration expenses (GMS 7%)	1700
	Sub-Total:	50,000
		175,526

V. MANAGEMENT ARRANGEMENTS



The project is nationally executed with the Ministry of Justice of the Republic of Kazakhstan as an Implementing Partner. The Ministry is a key institution responsible for the state's legal policy, including at the international arena, accession to the international and multilateral agreements and promotion of human rights protection in the country. The Ministry of Justice has an adequate capacity as well as the authority to further roll out activities piloted through this project. The Implementing partner is leading in project implementation and has ownership of project results. UNDP Kazakhstan will provide support services, technical advice and will assist in monitoring and evaluation (in accordance with UNDP rules and procedures). UNDP is also responsible for financial and programme reporting to donors.

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

- Project Board;
- Project Assurance;
- Project Support.

Project Board:

The Project Board is responsible for making management decisions for the project and providing guidance to the Project Manager 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 partners** – Ministry of Justice of the Republic of Kazakhstan, UNDP
- **Senior Suppliers** – UNDP, Government of Kazakhstan (Ministry of Justice, Ministry of Foreign Affairs)
- **Beneficiaries** – Ministry of Justice, National Human Rights Institutions

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

Project Support: To support the Implementing Partner in the project realisation, a Project manager will be assigned to support day-to-day management of the project. The responsibility 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, will be assured by the UNDP Governance and Local Development Team. The tolerance levels will be 3 weeks deviation in implementation of project activities and up to 10% beyond the approved project budget amount.

Partnership Information:

Organization: United Nations Development Program in Kazakhstan
Address: 26 Bukey Khan Str., Astana, Kazakhstan
Phone/Fax: +7 7172 59 25 50, +7 7172 592540
Web site: www.undp.kz

UNDP Focal Point: Ms. Ainur Baimyrza
Position: UNDP Head of Governance and Local Development Unit
Тел./факс: +7 7172 592550
E-mail: ainur.baimyrza@undp.org

Organization: Ministry of Justice of the Republic of Kazakhstan
Address: 8, Orynbor st., 13 entrance, House of the Ministries, 010000 Astana
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Ministry Focal Point:
Ms Azimova Elvira, Director of the Department of International Treaties
Tel/Fax: + 7 7172 740948
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VI. MONITORING FRAMEWORK AND EVALUATION

The project will be subject to monitoring by UNDP office, in accordance with the UNDP program rules and monitoring / evaluation procedures:

Within the annual cycle

- Quarterly, a qualitative assessment for the project progress in terms of the key results achieved based on a key criteria matrix and the method specified in the quality criteria table.
- The project manager will activate the matrix of issues in the ATLAS system and update it as potential problems or requests arise and are resolved in the project.
- Based on the above information in the Atlas system, a project progress report will be prepared and submitted by the Project Manager to the Project Management Committee.
- The Project Manager will activate and update a matrix of the "lessons learnt". At the end of the project, a report on the "lessons learnt" of the project will be prepared.
- The monitoring plan will be activated in Atlas and updated in accordance with the main events / management activities.

Annually

- **Annual Overview Report.** It will be prepared by the Project Manager and submitted to the Project Management Committee.
- **Annual Project Overview.** Based on the above report, the Annual Project Overview will be prepared during or after Quarter IV of the year in question to assess the project activities and annual working plan for next year. Such review is conducted by the Project Management Committee, and may include other stakeholders upon request.

In addition, the following monitoring tools will be used:

- Quarterly and annual progress reports;
- Visits of a representative of the UNDP Kazakhstan Efficient Management and Regional Development Department, including visits to the project sites;
- The Project Management Committee will meet at least twice a year;
- Review the workshop evaluation forms.

Audit Clause

The project will be audited in accordance with UNDP Financial Regulations and Rules and Audit policies.

Quality Management for Project Activity Results

Output1: Strengthening human rights protection mechanisms in Kazakhstan in a view of the needs of vulnerable groups and in line with the international human rights standards		
Activity Result1	Conditions for effective implementation of the Government's Action Plan on UPR and implementation of the universal human rights treaties are established	Start date: January 2013 End date: December 2014
Purpose	Expert and educative support to the implementation of UPR Action plan	
Description	Planned activities to achieve this target: <ol style="list-style-type: none"> 1. Review of UPR implementation, improvement of coordination mechanisms and drafting national reports on UPR and ICCPR 2. Strengthening the dialogue and raising awareness 3. Educational support: Training seminars for the experts of state institutions, Parliament members and NHRIs. 4. Development and introduction of an electronic database of all international obligations of Kazakhstan endorsing human rights 	

Quality Criteria	Quality Method	Assessment Date
<ol style="list-style-type: none"> 1. Improvement of reports drafting process to the UN Treaty bodies and under UPR with account to the expert opinions and civil society feedback. 2. Better coordination of efforts on the human rights policy 3. Introduction of an electronic database of all international obligations of Kazakhstan endorsing human rights 4. Enhancing knowledge and capacity of state bodies representatives, MPs and NHRIs' experts on the issues of human rights policy formulation and monitoring 5. Raising awareness of the society on the issues of human rights protection mechanisms 	<ul style="list-style-type: none"> • Progress report on implementation of UPR recommendations • ToRs for the experts • Expert reports and conclusions • Database • Draft national reports on the progress on UPR and ICCPR • Recommendations to amend the legislation on coordination mechanisms in the area of human rights • Minutes of the coordination and donor committees • List of participants of the Committees and donor meetings • Agendas and resolutions of the round tables and conferences • Agenda and list of participants of the Parliament hearings • Resolutions and materials for the round tables and public and Parliamentary hearings • Press release for a final press conference • Media and Internet publications(media clipping) • Agendas and list of participants of the education activities, trainings • Review of participants' assessment surveys • Final reports on the events and Project activities, quarterly released to the Board members • Individual feedback, interviews and assessment of the impact of training 	January 2013 r. – December 2014 r.

Output 1: Strengthening human rights protection mechanisms in Kazakhstan in a view of the needs of vulnerable groups and in line with the international human rights standards		
Activity Result 2	Formulation of a comprehensive human rights policy with account of needs of vulnerable groups	Start date: January 2013 End date: December 2014
Purpose	Improvement of the system of social protection and legal aid to the representatives of the	

Description	Planned activities to achieve this target: 1. Needs assessment and research on legal and social protection among the victims of human trafficking and graduates of orphan houses. Development of practical recommendations and solutions.	
Quality Assessment Criteria	Quality Assessment Method	Assessment Date
<ol style="list-style-type: none"> 1. Research on the system of legal and social protection for the indicated vulnerable groups with the use of surveys, opinion polls, focus groups and expert interviews 2. Development of practical recommendations on account of vulnerable groups needs to the national human rights protection system and legislature 3. The research results are published and communicated to all stakeholders 	<ul style="list-style-type: none"> • ToRs for the experts • Final reports on researches (Publications) • Media and Internet articles • Monitoring of the law amendments and reforms of the law enforcement 	January 2013 r. – December 2014 r.

Output 1: Strengthening human rights protection mechanisms in Kazakhstan in a view of the needs of vulnerable groups and in line with the international human rights standards		
Activity Result 3	Efficient project management	Start Date: January 2013 End date: December 2014
Purpose	Efficient project management and implementation	
Description	Planned activities to achieve the target: <ol style="list-style-type: none"> 1. Form the organizational structure of the Project, including the Project Board 2. Conduct regular meetings of the Project Board 3. Appoint the Project Manager and assistant 4. Provide effective daily management, monitoring and risk management of the project 5. Timely report on the project 	
Quality Assessment Criteria	Quality Assessment Method	Assessment Date
<ol style="list-style-type: none"> 1. The organizational structure of the project, the Project Board 2. The number of meetings of the Project Board 3. Appointment of the Project Manager 4. Proposals of the parties involved in the planning and implementation of the project 5. Regular updating of the risk log, effective risk management 6. Implementation of the project in accordance with the annual Work plan 7. Efficient management of project resources 	<ul style="list-style-type: none"> • Minutes and reports of meetings of the Project Board • Report of the selection panel on appointment of the Project Manager and the Project Assistant • Risk log • Project annual Work plan and reports on the annual budget revision • The financial and descriptive reports 	January 2013 - December 2014

VII. LEGAL CONTEXT

This document, together with the Standard Agreement between the Government of the Republic of Kazakhstan and UNDP on support from UNDP to execution of the project nationwide, is governed by the relevant articles of the Standard Agreement. In accordance with Article III of the Standard Agreement, the responsibility for maintenance and safety of the Executive Partner, its personnel and property, and property of UNDP, lies on the Executive Partner.

The Executive Partner shall:

- a) Have and adhere to an appropriate security plan taking into account the situation in the country where the project is implemented;
- b) Have in mind all the risks and probabilities associated with the safety of the Executive Partner, and full implementation of the security plan.

UNDP has the right to make sure that such plan exists, and suggest modifications to the plan, if necessary. Non-compliance or absence of such security plan means a breach of this agreement.

UNDP is committed to make its best to assure proper use of the funds under this Project Document, and that the funds will not be used for individuals or organizations associated with terrorism, and that the recipients of these funds are not indicated in the lists issued by the Security Council Committee under Resolution 1267 (1999). Such lists are at <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This article must be included in all sub-contracts or sub-agreements, included in this Project Document.

The present Project Document is made in two copies in English and Russian languages. In case of inconsistencies between the two versions, the English version shall prevail.

VIII. APPENDIXES

APPENDIX 1: Risk Log

APPENDIX 2: Communication and Monitoring Plan

APPENDIX 3: Terms of Reference for the Project Manager

APPENDIX 1.Risk log

No.	Description	Degree of Impact and Probability	Risk Mitigation Measures / Managerial Response	Date of Establishment	Last Update	Status
1	Political staff reshuffles in the Ministry of Justice	I – High P - Average	Engagement of a wider range of partners and stakeholders, alignment of project targets with country's programmatic and strategic goals; ensuring ownership of project results and continuity within the Ministry			
2	Expert recommendations are not fulfilled	I – High P – Average	Development of recommendations in close collaboration and consultation with local experts and state representatives; engagement and update of relevant authorities at all stages of research; recruitment of the most qualified experts including from the UNDP roster and other UN agencies' rosters			
3	Duplication or mismatch with the other similar initiatives of donor organisations and state bodies	I – Average P - Low	Regular coordination and donor meetings with international and national partners working in this area			
4	Changes in project managements and as a result delays in project implementation	I – High P - Low	Adherence to the UNDP recruitment procedures and HR rules; coordination and monitoring of the project by the UNDP Governance Unit			

APPENDIX 2: Communication and Monitoring Plan

Action Type	Parties Involved	Due Dates	Completion	Status
Quarterly project progress reports	Project Manager	Every quarter		
Quarterly overview report and update of the project work plan	Project Manager	Every quarter		
The Project Management Committee meeting, conducted every six months	The Project Management Committee	End of August 2013, December 2013, June 2014, December 2014		
Annual project progress review	The Project Management Committee	December 2013, December 2014		
Annual project progress report	Project Manager	December 2013, December 2014		
Project monitoring on site	UNDP Program staff	Each project activity		
Annual procurement plan	Project Manager	May 2013, February 2014		
Annual inventory	Project Manager	Annually		
Transfer of assets	Project Manager	At the end of the project		
The session on the final review of the project results	Project Manager, The Project Management Committee	At the end of the project, December 2014		

Terms of Reference (ToR)

Project Manager

Position:	Project Manager
Project:	Improving human rights protection mechanisms in Kazakhstan and facilitating effective implementation of the UN Universal Periodic Review recommendations
Subdivision:	Governance and Local Development Unit
Type of contract:	Service Contract
Level:	SB-3 mid
Supervisor:	Head of Governance and Local Development Unit
Number of positions: 1	
Duration:	1 year (renewable)
Work Location:	Astana

Brief Information:

The aim of the Project is to promote further implementation of human rights in Kazakhstan in accordance with international obligations and improve practical realisation of the UN Universal Periodic Review recommendations. The Project will contribute to better coordination between various state and non-state actors and enhance capacity of national cadre to formulate and implement a comprehensive, consistent and reasonable policy on human rights in the country.

Duties and Responsibilities:

Under the general supervision of the Head of Governance and Local Development Unit, and under the guidance of the Program analyst, the Project Manager is responsible for providing high quality project management. The Project Manager shall provide:

- Project and Financial Control
- Support in resource mobilization
- Advocacy and Coordination

The functions of the Project Manager also includes the following:

Project and Financial Control:

- Preparation and upgrade of work plans and budgets;
- Supervision of international and local consultants and review of their performance in accordance with the UNDP rules and procedures;
- Management of funds allocations, timely payments in accordance with the UNDP rules and procedures
- Preparation of procurement plans, control of procurement and logistics for the project
- Monitoring and analysis of the project, use of applicable risk management tools, development of recommendations for timely adjustment of strategies and actions;
- Submission of periodic subject-focused and financial reports for approval to the Project Board and donors;
- Submission of regular project progress reports to the Program analyst of the UNDP Governance and Local Development Unit
- Compliance with security regulations and making project consultants comply with safety regulations.

Resource Mobilization Support:

- Creation and further development of contacts and cooperation with relevant UN agencies, governmental agencies, development of bilateral and multilateral relations with donors, private sector, civil society in the field of legal reform and judicial authorities for the strategic goals of UNDP, country needs and donor priorities;
- Search for information on donors and exchange of information on opportunities for resource mobilization with the Program analyst;
- Development of the best practices within the framework of the project and their application in a broad management strategy of UNDP;

- Support and coordination of the participation of all national and international partners and stakeholders at various stages of project planning and implementation;
Support of regular communications and coordination with donors and partners of the project, development and support of effective mechanisms of integration;
- Advice on the issues related to the rule of law to the UNDP team and other expert communities.

Qualification Requirements:

- Education in the field of law, political science, social sciences or other related fields;
- Minimum 5 years' experience in development programs with a priority to human development;
- Knowledge of the socio-political context of the country and hands-on experience in the field of justice and the rule of law;
- Ability to work in an environment involving interaction and collaboration with multiple stakeholders, including representatives of governments, donors and other partners;
- Ability to work under time and tasks pressure, handling multiple tasks simultaneously
- Excellent knowledge of Kazakh, English and Russian languages (written and oral).

Additional Qualities:

- Knowledge of policy and programme framework of the UN / UNDP and previous work experience within the UN system.