

United Nations Development Programme
Country: Kazakhstan
Project Document



Project Title: Support to the Country Coordination Mechanism

UNDAF Outcome(s): Expected UNDAF outcome #1: By 2015 population of Kazakhstan and vulnerable groups in particular will enjoy improved social, economic and health status

Expected CP Outcome(s): Vulnerable groups, especially women, young and aged people, oralmans, people with disabilities have improved access to markets, goods, services and social safety nets

Implementing Partner: Country Coordination Mechanism on work with international organizations

Responsible Parties: Country Coordination Mechanism on work with international organizations

Brief Description

The Country Coordinating Mechanism (CCM), a multi-stakeholders body, has been established in 2006 to coordinate country-level activities with the GFATM and ensure participatory decision-making. It has been mandated to develop and submit grant proposals to the Global Fund based on priority needs at the national level, oversee progress during implementation and ensure linkages and consistency between Global Fund grants and other national health and development programs. In 2009, the decision has been taken to establish a CCM Secretariat to assist the CCM to conduct its business by providing the necessary administrative, secretarial, communication and logistical support. In 2010, the GFATM provided funding of USD 50,000 and expanded funding in amount USD 240,402 provided in 2011 to the CCM to support certain administrative costs via its Secretariat. In 2013, the GFATM allocated expanded funding for the CCM for 2 years amounting to USD 198,457. UNDP Kazakhstan has been designated as the CCM Funding Recipient to receive and manage the expanded funding on behalf of the CCM.

Programme Period:	2010-2015
Key Result Area (Strategic Plan):	Democratic Governance
Atlas Award ID:	
Start date:	January 2014
End date:	December 2015
PAC Meeting date:	
Management Arrangements:	National Implementation

Total resources required:	USD 198,457
Total allocated resources:	USD 198,457
• Other:	
○ GFATM	USD 198,457

Agreed by:
Country Coordination Mechanism
on work with international organizations

Nurali Amanzholov
Vice – Chair, Country Coordination Mechanism
on work with international organizations

Agreed by:

(I) Project Results and Resources Framework

Intended Outcome as stated in the Country Results and Resource Framework: Vulnerable groups, especially women, young and aged people, oralmans, people with disabilities have improved access to markets, goods, services and social safety nets	
Partnership Strategy: Country Coordination Mechanism, Global Fund on Tuberculosis, AIDS and Malaria	
ATLAS Award ID:	
Intended outputs	Project activities
<p>Output 1: The CCM Secretariat is fully staffed and provides the necessary administrative, secretarial, communication and logistical support to the CCM</p> <p>Baseline: CCM Secretariat terms of reference agreed as part of overall CCM regulations, CCM Secretariat Coordinator hired</p> <p>Indicators: compliance with the TOR and the workplan</p> <p>Targets: The CCM Secretariat is fully staffed, CCM Secretariat functions in line with the TOR and approved workplan</p>	<p>1. Human resources (2 CCM Secretariat staff - Coordinator and assistants)</p> <p>CCM Secretariat Coordinator (salary, 10% pension fund and medical insurance)</p> <p>CCM Secretariat Assistant (salary, 10% pension fund and medical insurance)</p> <p>2. Planning and administration (oversight visits)</p> <p>2014: Three-day field visit to Atyrau oblast to identify progress in implementation of GFATM Grant. Oversight visits will be conducted by 4 specialists (3 ov.committee members&1technical expert)</p> <p>Airfare:\$500 x 4 persons =\$2000; DSA* Atyrau:\$222/night x 3nights x4persons=\$2664; Terminals: \$152 x 4persons =\$608 Total: \$ 5272</p> <p>2014: Three-day field visit to West - Kazakhstan oblast (Uralsk) Airfare to Aktobe (no direct flights allowed by UNDP Security therefore trip will be held via Aktobe): Almaty Aktobe: \$450 x 3 prs =\$1350; Astana – Aktobe: \$350 x1 prs =\$350; Train ticket Aktobe-Ural: \$100x4prs=\$400; DSA Uralsk=\$206, for nights in train need to be provided 50%DSA*Uralsk:\$103x1nghtx4prs=\$412; DSA Uralsk: \$206x3nightsx4prs=\$1648; Terminals: \$152 x 4prs =\$608; Total: \$4768.</p> <p>2015: Three-day field visit to Aktobe: Airfare Almaty Aktobe:\$450 x 3 prs =\$1350; Airfare Astana Aktobe:\$350 x 1 prs =\$350; DSA* Aktobe \$165/night x3nightsx4prs=\$1980; Terminals: \$152 x 4prs =\$608 Total: \$4288</p> <p>2015: Three-day field visit to Mangystau oblast (Aktau): Airfare:\$500 x 4 prs =\$2000; DSA* Aktau: \$221/night x2nightsx4prs=\$1768; Terminals: \$152 x 4prs =\$608; Total: \$4376</p> <p>2014: JOINT REVIEW VISITS: Airfare Almaty - Kyzylorda: \$320 x 3prs=\$960; Airfare Astana - Kyzylorda: \$330; Train Kyzylorda - Taraz: \$70 x 4prs=\$280;</p>
	<p>Inputs (USD)</p> <p>USD 79 560</p> <p>(USD 49 512)</p> <p>(USD 30 048)</p> <p>USD 95 412</p> <p>(USD 5272)</p> <p>(USD 4768)</p> <p>(USD 4288)</p> <p>(USD 4376)</p> <p>(USD 11582)</p>
	<p>SOF</p> <p>GFATM</p> <p>GFATM</p>

	<p>Transportation Taraz - Shymkent: \$70x4=280; Airfare Shymkent - Almaty (it's not a return ticket): \$260x3prs=\$780; Airfare Shymkent - Astana: \$350 DSA Kyzylorda: \$165 x 1 nightx4prs=\$660; DSA train Kyzylorda-Taraz (\$165 - 50%):\$82,5x1nightx4prs=\$330; DSA Taraz: \$165x1nightx4prs=\$660; DSA Shymkent: \$174x3nightx4prs=\$2088 Terminals:\$152x8pointx4prs=\$4864 Total: \$11582.</p> <p>2015: JOINT REVIEW VISITS: Airfare Almaty - Petropavl: \$320 x 3prs=\$960; Airfare Astana - Petropavl: \$420; Airfare Almaty - Kostanai: \$560x3prs=\$1680; Airfare Astana-Kostanai: \$350 DSA Petropavl: \$165 x 2nightx4prs=\$1320; DSA Kostanai: \$165 x 2nightx4prs=\$1320; DSA Taldykorgan: \$165x2nights=\$330x4prs=\$1320; Terminals: \$152x8pointx4prs=\$4864; Transportation Taldykorgan: \$500; Total: \$12734</p> <p>2014-2015; Two CCM MEETINGS: Airfare Shymkent - Astana: \$550x 3prs = \$1650; Airfare Kostanai - Astana: \$300x 1 prs = \$300; Airfare Almaty - Astana: \$290x 8prs = \$2320; Airfare Pavlodar - Astana: \$200x 1 prs = \$200; Land Karagandy - Astana: \$20x 1 prs = \$20; DSA Astana: \$310 per night x 1ngx14prs=\$4340; Terminals: \$152 x 13prs = \$1976; Printing materials: \$20x27prs = \$540; Stationeries:\$10x27prs= \$270; Coffee-break: \$10x 27prs=\$270; Venue: \$750. Total: \$12636 x2meetings=\$25272</p> <p>Office-rent/utilities - \$90\$, telephone - \$100, mail - \$30 Stationery (paper, cartridge, etc.) -</p>	<p>(USD 12734)</p> <p>(USD 25 272)</p>	
	<p>3. Meeting, Training, Workshop 2014: DSA Astana: \$310 per night x 1ngx14prs=\$4340; Airfare of international trainer: \$900 DSA for trainer \$310x2nights=\$620 Terminals: \$152x1prs=\$152 Honorarium: \$550x1day(training)+(4days CCM regulations & develop report)= \$550*5days=\$2750 Total:\$8762</p> <p>4. Communication materials (Web site improvement and announcements in mass media related to CCM activities) 2014: Advertisement of vacancy (assistant) in mass media:1sq.cm.costs = \$3,4x117,64sq.m = \$400; The CCM web-site hosting (Year1):\$22,5x12months = \$270. Total to Year 1: \$670 2015: The CCM web-site hosting (Year 2): \$22,5x12months = \$270.</p> <p>5. Overheads</p>	<p>(USD 25 920) (USD 1200)</p> <p>USD 8 762</p> <p>USD 940 (USD 670) (USD 270)</p> <p>USD 800</p>	<p>GFATM</p> <p>GFATM</p> <p>GFATM</p> <p>GFATM</p>

Routine CCM Secretariat transportation within Almaty. 4 trips per quarter at unit cost of \$10 per trip 1 trip = \$10 x 10 visits = \$100, Total: \$100x4quarters=\$400 x 2_years=\$800		
	UNDP fee	USD 12 983
TOTAL		USD 198 457
		GFAMT
		GFAMT

ANNUAL WORK PLAN

Year: 2014

EXPECTED OUTPUTS <i>Baseline, indicators including annual</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Amount	
<p>Output 1: The CCM Secretariat is fully staffed and provides the necessary administrative, operational, communication and financial support to the CCM Secretariat.</p> <p>Objective: CCM Secretariat terms of reference agreed as part of all CCM regulations, CCM Secretariat Coordinator hired and the work plan approved with the TOR.</p> <p>Indicators: compliance with the TOR and the work plan.</p> <p>Assumptions: The CCM Secretariat is fully staffed, CCM Secretariat in line with the TOR approved work plan.</p> <p>Expected CP outcome: vulnerable groups, especially women, young and aged people, people with disabilities have improved access to markets, services and social networks.</p>	1. Human resources (2 CCM Secretariat staff – Coordinator and assistants')	X	X	X	X	UNDP	71400 Contractual services 75100 F&A (7%)	USD 39780 USD 2785	
	2. Planning and administration (oversight visits, CCM meetings, office rent and stationary)	X	X	X	X	UNDP	71600 Travel (field visits) 71600 Travel (CCM meetings) 73100 Rental & Maintenance-Premises 72500 Supplies 75100 F&A (7%)	USD 21 622 USD 12 636 USD 12 960 USD 600 USD 3 347	
	3. Meeting, Training, Workshop (round table meetings CSOs, RBO, training for CCM and its Secretariat staff)	X	X	X	X	UNDP	75700 Training, Workshop and Conference 71200 International consultant 75100 F&A (7%)	USD 6 012 USD 2 750 USD 613	
	4. Communication materials (web-site review and improvement, communication strategy and announcement in mass media related to the CCM activities)	X	X	X	X	UNDP	74200 Announcement and web-site support 75100 F&A (7%)	USD 670 USD 46	
	5. Overheads (Transportation costs)	X	X	X	X	UNDP	74500 Miscellaneous 75100 F&A (7%)	USD 400 USD 28	
TOTAL									USD 104 249

III. MANAGEMENT ARRANGEMENTS

The Country Coordinating Mechanism (CCM), a multi-stakeholders body, has been established in 2002 to coordinate country-level activities with the GFATM and ensure participatory decision-making. As per the Government Resolution # 854 dated July 25, 2011, the CCM has been renamed to the CCM on interaction with international organizations. The CCM functions in line with the CCM Regulations approved at the CCM meeting as of 17 April 2011. The CCM includes representatives from the government (Ministry of Health, Ministries of Interior, Defence, Education and Science, Labour, Economic development and Budget Planning), non-governmental organizations, people affected from tuberculosis and people living with HIV and donor agencies. The Minister of Health has been assigned as the Head of the CCM.

The project will be nationally implemented with the CCM acting as an Implementing Partner responsible for attainment of project results.

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

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

Project Board:

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

The Project board consists of:

- **Executive** – Country Coordination Mechanism representatives
- **Senior Supplier** – representative of the GFATM
- **Senior Beneficiary** – Country Coordination Mechanism representatives
- **Member** – Deputy Resident Representative, UNDP

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

Project Manager: CCM Secretariat Coordinator will act as a Project Manager responsible for day-to-day management and decision-making for the project. The prime responsibility of CCM Secretariat Coordinator is to ensure that the project produces the outputs specified in the project document, to the required standard of quality and within the specified constraints of time and cost, in which regard the tolerance levels will be 3 weeks deviation in implementation of project activities and up to 10% beyond the approved project budget amount.

Project support: UNDP will provide support services for project implementation as per the Annex 1 in accordance with UNDP rules and procedures.

Head of the Governance and Local Development Unit, UNDP Kazakhstan, will be in charge of the project including authorization of payments against CCM requests.

IV. MONITORING FRAMEWORK AND EVALUATION

The project will be subject to UNDP Monitoring and Evaluation policy and procedures and the GFATM requirements laid out in the CCM Funding Agreement and will be governed by decisions of the CCM meetings. A financial report for 9-months beginning the CCM Funding Start Date will be prepared and submitted to the GFATM.

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

Within the annual cycle

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

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the CCM Secretariat Coordinator and shared with the Project 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.
- **Project audit.** Project audit. Audit of the project will be carried out in accordance with the procedure set by UNDP.

Quality Management for Project Activity Results

OUTPUT 1: The CCM Secretariat is fully staffed and provides the necessary administrative, secretarial, communication and logistical support to the CCM			
Activity Result 1 (Atlas Activity ID)	Human resources (2 CCM Secretariat staff – Coordinator and assistants)		Start Date: January 01, 2014 End Date: December 31, 2015
Purpose	Salary of CCM Secretariat Coordinator and Assistant		
Description	Hiring CCM Secretariat Coordinator and Assistant		
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>		Date of Assessment <i>When will the assessment of quality be performed?</i>
Compliance with the TOR	Performance evaluation		Annually
Activity Result 2 (Atlas Activity ID)	Planning and administration (regular CCM meetings and oversight visits)		Start Date: January 01, 2014 End Date: December 31, 2015
Purpose	Conduct regular CCM meetings and oversight visits		
Description	Regular CCM meetings and oversight visits		
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>		Date of Assessment <i>When will the assessment of quality be performed?</i>
Participation of CCM members in the meetings	Minutes of the meetings, reports		Quarterly
Activity Result 3 (Atlas Activity ID)	Meeting, Training, Workshop (regular CCM meetings and oversight visits)		Start Date: January 01, 2014 End Date: December 31, 2015
Purpose	Conduct training for CCM members and its Secretariat		
Description	Training to CCM and its Secretariat CCM members		
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>		Date of Assessment <i>When will the assessment of quality be performed?</i>
Evaluation form of participants of WSHs/trainings	Signed list of participants, training agenda, trainer's report		In the course of the training

Activity Result 4 (Atlas Activity ID)	Communication materials		Start Date: January 01, 2014 End Date: December 31, 2015
Purpose	<i>Information sharing on CCM related activities/work</i>		
Description	<i>Announcements in mass media related to CCM activities; Web-site updated; Web-site materials uploaded</i>		
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>		Date of Assessment <i>When will the assessment of quality be performed?</i>
Availability of CCM website	Number of website visitors/downloads		Semi-annually
Comprehensiveness of information presented at CCM website	Feedback from users, list of materials		Semi-annually

V. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated herein by reference, constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA); as such all provisions of the CPAP apply to this document. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner", as such term is defined and used in the CPAP and this document.

Consistent with the Article III of the Standard Basic Assistance Agreement (SBAA), the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner]¹.

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/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document".

The present Project Document is made in English and Russian and consists of two original copies. In case of any ambiguity or conflict between the English and Russian languages, the English version shall prevail.

Annex 2: Offline risk log

Description	Date Identified	Type	Impact (I) & Probability (P)	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
Change of national political priorities in the HIV/AIDS and tuberculosis	01.01.2014	political	P = low I = high	CO will closely monitor the political situation and will hold discussions with national partners	Head of Good Governance and Local Development Unit			
Failure to deliver work to the expected standard entailing delay in time and extra cost due to poor performance of Oversight Committee members	01.01.2014	operational	P = low I = high	In order to avoid this situation, project staff will ensure detailed description of the assignment in the term of reference and break the work package into stages with specified check points to minimize the probability of any underperformance	CCM Secretariat Coordinator			
Fluctuations in USD/KZT exchange rate/ High inflation	01.01.2014	financial	P = medium I = medium	Project manager will adjust the project budget to the situation and consult with the national partners on the project activities.	CCM Secretariat Coordinator			
Change in project management	01.01.2014	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 Good Governance and Local Development Unit			