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PROJECT DOCUMENT

Kazakhstan

Project Title: COVID-19 Emergency Response Project

Project Number: 00123520

Implementing Partner: Ministry of Labour and Social Protection of Population of the Republic of Kazakhstan

Responsible Partner: UNDP

Start Date: January 11, 2021

End Date: July 12, 2021

PAC Meeting date: December 21, 2020

Brief Description

The World Health Organization (WHO) declared a novel coronavirus disease (COVID-19) a pandemic on 11 March 2020. The virus is a global public health emergency and has infected over 187 million people in 218 countries resulting in over 2,4 million deaths. In Kazakhstan, as of February 12, 2021, 200,044 people were infected with 2,540 deaths, and 181,974 recovered.

Within the framework of the project, United Nations Development Program (UNDP) will support Government of Kazakhstan represented by the Ministry of Labour and Social Protection of Population (MLSPP) and the Ministry of Healthcare (MoH) in procurement and delivery to regions of medicines and personal protective equipment needed for preventing of the spread of COVID-19 to reduce the economic burden for low-income families, in accordance with the Agreement between Asian Development Bank and the Government of Kazakhstan, approved by Kazakhstan President Decree № 470 of December 11, 2020. Implementation of the project will ensure equal rights of women and men and will reduce the impact of the crisis on women who carry the burden unpaid care work in households.

In particular, the project will focus on the following:

- Preparation of terms of reference and technical specifications for procure medicines and personal protective equipment in close consultation with partners,
 - Holding a tender for the supply of medical kits to the regions in accordance with the terms of reference and specifications ensuring the best price-quality ratio,
 - Awarding contracts for the procure and supply to the regions of medical kits in accordance with the terms of reference and specifications,
- Coordinating and ensuring timely delivery to the regions of medical kits under the signed contracts.

Programme period : 2021-2025





Contributing CPD Outcome:

Outcome 1.1.: By 2025, effective, inclusive and accountable institutions ensure equal access for all people living in Kazakhstan, especially most vulnerable, to quality and gender sensitive social services according to the principle of leaving no one behind

Gender marker:2

Total resources required:	USD 3,000,000	
Total resources allocated:	ADB through Government:	USD 3,000,000

Agreed by:

UNDP Kazakhstan	MLSPP
  Yakup Beris Resident Representative	  Yerlan Aukenov Vice-Minister
Date :	Date:

LIST OF ABBREVIATIONS

UN – United Nations

UNDP – United Nations Development Programme

CO – Country Office

ADB – Asian Development Bank

CPD – Country Programme Plan

HQ – Headquarters

LLP – Limited Liability Partnership

LOA – Letter of Agreement

LTAs – Long-Term Agreements

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

MOH– Ministry of Healthcare of the Republic of Kazakhstan

OECD – Organization for Economic Cooperation and Development

PPM – Pooled Procurement Mechanism

PPE – Personal Protective Equipment

RRF – Results and Resources Framework

TBC – To be confirmed

I. DEVELOPMENT CHALLENGE

In March 2020, Kazakhstan faced a double challenge: an outbreak of the COVID-19 and a sharp fall in oil prices. These challenges put the achieved development gains at risk due to an array of negative consequences to people, businesses, and the economy. This situation is also a severe test of the nation's resilience to cope with two complex simultaneous challenges. State of Emergency declared from 16 March to 11 May 2020, and lockdowns had a profound effect on daily lives, systems, and structures in Kazakhstan. Many people have lost jobs or been furloughed. These challenges are particularly acute for low-income families. According to the results of the recent COVID-19 Socio-Economic Impact Assessment overall 45% of respondents from low-income families reported deterioration in their living standards. During the SoE, more than 4.5 mln. people received social benefits amounting to 1 minimum wage (hereinafter "MW") or 42,500 tenge for 2 months. About 370 bln. tenge was allocated for this purpose from the State Social Insurance Fund. Pensions and state benefits, including targeted social assistance, have been increased by 10% in annual terms (313 bln. tenge). Approximately 1 mln. food packages have been given to large families, disabled persons and other vulnerable social groups, including 202,700 children aged 6-18 from among Targeted Social Assistance (TSA) recipients, 109,600 registered unemployed, 648,000 children with group I, II and III disabilities and 84,900 people raising disabled children. In addition, socially vulnerable groups received payments of 15,000 tenge each to pay for public utilities.

At an expanded meeting of the Government on 10 July 2020, the President of the Republic of Kazakhstan ordered to provide low-income families with medicines and primary equipment to prevent the spread of coronavirus infection. On 8 October 2020, this issue was considered at a meeting of the Interministerial Commission on Preventing the Emergency and Spread of Coronavirus Infection in the Republic of Kazakhstan under the leadership of Deputy Prime Minister. Following the meeting, the MOH, together with the MLSPP requested ADB's assistance in allocating a grant to provide low-income families with medicines and primary medical means of protection and to ensure their targeted distribution. In this regard, the ADB allocated to the Government of Kazakhstan (MOH) the grant from the Joint Fund of ADB and the Government of Japan (Asia-Pacific Disaster Response Fund) to fight coronavirus infection.

The Government requested UNDP to provide support in implementing the ADB grant-funded Project considering its well-established partnerships with the MOH and the MLSPP, as well as existing procurement and logistics support capacities.

Activities include procurement and targeted delivery to the low-income families of medical kits. The composition of medical kit (Annex 4) which includes: (i) thermometers, (ii) masks, (iii) sanitizers, and (iv) non-steroid anti-inflammatory drugs.¹

According to the WHO, masks should be used as part of a comprehensive strategy of measures to suppress transmission and save lives. It is common knowledge that community members can play a critical role in fighting COVID-19 by adopting frequent hand hygiene and wearing masks as part of their day-to-day practices.

Upon Project commencement, UNDP will procure medical kits with medicines and personal protective equipment needed to prevent the spread of COVID-19 to vulnerable groups in accordance with the list provided by the MLSPP, with subsequent delivery to people.

The Project is in line with the newly adopted Country programme document for Kazakhstan (2021-2025) one of the priorities was identified "Addressing of social vulnerabilities and inequalities". In this regard, item 18 states: "The work on vulnerable groups will feed into policy support for developing national social support systems". In the health sector, UNDP will continue to ensure more efficient procurement of high-quality medicines, while supporting system-wide resilience of health services to prepare for, respond to and recover from crises".

The Project also supports the implementation of the UNDP Strategic Plan 2018-21 with one of the signature solutions focused on strengthening the response to disasters and crises.

¹ The list in accordance with the official communication from the MOH № 01-1-13/9259-И of 25.11.2020

II. STRATEGY

The Project's overall objective is to support the Government's response to the COVID-19 outbreak by providing direct medical support to the most vulnerable groups of population. The Project components and activities are designed to support critical gaps identified through the National Preparedness and Response Plan for COVID-19.

The project will focus on the improvement of health status and socio-economic well-being of low-income families, through the reduced economic burden and improved access to medicines needed for treatment of mild symptoms of COVID-19 infection and personal protective equipment needed for preventing the spread of COVID-19. Thus, the project will support the Government in realization of the measures of social support for low-income citizens as well as national health care strategy and promote fighting against COVID - 19.

The main project's objective stated above will be attained by adhering to the following approach to project implementation:

- Multi-country expertise in a wide variety of settings;
- Country-level presence and operational capacity;
- Well-established operational, legal and administrative agreements with countries;
- Robust risk management and control frameworks with additional measures tailor-made for national and international partners;
- Well-established institutional capacity to support with dedicated support teams at HQ and regional levels;
- Experience accumulated since 2003 in supporting complex health programmes implementation, both at the country and corporate levels.

The project will be implemented on the basis of advance planning, wise structuring and organization of all procurement and logistics processes in accordance with UNDP rules, regulations, policies and procedures with strong and well-established risk mitigation and prevention measures.

Work on the basis of UNDP rules, regulations, policies, and procedures will enable to fair competitive bidding process in order to get the best value for money to show timely and efficient deliverables in line with the project's objectives.

Expected Results

The project aims to provide the Government of Kazakhstan with global access to the most well-known and reliable international suppliers of health products to result in attaining essential objectives of the project, i.e. improving the health status and socio-economic well-being of vulnerable people of the Republic of Kazakhstan. Procured products are destined for low-income families.

The Project is expected to reduce the economic burden for low-income families associated with the need to procure high-quality medical supplies needed for treatment of mild symptoms of COVID-19 infection and preventing the spread of COVID-19. It is proposed to distribute a total of **145,000 medical kits with medicines and PPE** in the regions for families in a difficult financial situation due to the state of emergency and quarantine measures.

Information on the Project's impact in social and ecological screening can be viewed in Annex 1 to this Document.

Resources Required to Achieve the Expected Results

The UNDP CO will mobilize its own human resources (programme and project staff) and form a team of qualified personnel. UNDP will designate a National Project Manager in order to supervise and coordinate the operations of UNDP Personnel in the field and to be responsible for liaison between UNDP and the Government. In addition, the UNDP will make its physical and ICT infrastructure available to the project team.

MLSP shall provide an adequate number of suitably qualified local counterparts on a full-time basis to cooperate with and assist the Personnel in the carrying out of the Services.

Partnerships

The UNDP will capitalise fully on its existing partnerships with key national partners. On the national level UNDP will work with the MOH, MLSP, regional Akimats (Mayors Offices). In accordance with the Agreement between Asian Development Bank and the Government of Kazakhstan, approved by Kazakhstan's President Decree № 470 of December 11, 2020.

The MLSP will:

- (i) send a list of employees of local executive bodies responsible for receiving cargo in regional centers and cities of republican significance,
- (ii) ensures the availability of warehouses and receipt of goods from the supplier in regional centers and cities of republican significance;
- (iii) ensure the distribution of medicines and primary medical means of protection among beneficiaries through local executive bodies and territorial bodies of MLSP.

Gender mainstreaming

Ensuring equal rights of women and men project implementation will reduce the impact of the crisis on women who carry the burden unpaid care work in households.

Risks and Assumptions

Project results depend on the availability of medicines and personal protective equipment of sufficient quality level in local and international markets and possible disruptions in the supply chain due to blockages and other restrictive measures related to COVID-19. The MLSP need to take care of the readiness of regional stores to receive large volumes of medical goods.

For more information on risks, please refer to the Risk Log attached to this document in Appendix II.

Stakeholder Engagement

Target Groups:

Beneficiaries of the Project:

- low-income families - active recipients of targeted social assistance at the moment of procurement procedures as well as individuals approved by the local authorities as those in need of social support, in accordance with the legislation and regulatory legal acts of the Republic of Kazakhstan;
- MLSPP – in terms of improving socio-economic conditions of low-income families.

Sustainability and Scaling Up

UNDP will continue to explore the possibilities of procuring medical goods and other products necessary to maintain and improve the health and social well-being of the population of the Republic of Kazakhstan for the Government of the Republic of Kazakhstan, observing the principles of best quality for the best price.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

The UNDP will use a portfolio management approach to improve cost effectiveness by leveraging activities of this project financed by the Asian Development Bank.

Cost effectiveness and efficiency during the project implementation will be ensured by compliance with the UNDP standard rules, regulations, policies and procedures.

The UNDP project team will develop a detailed project implementation plan with application of monitoring tools at each phase of the project. This will help trace the output indicators and measure the level of achievement of project goals versus identified project targets.

Project Management

The UNDP CO will involve a professional project management team comprised of national and international experts that possesses the required expertise, managerial and analytical skills. High quality of reporting will be ensured by engaging technical advisors. The international technical advisors and the programme UNDP staff, including the thematic team leaders from the Istanbul Regional Hub, will provide the quality assurance of the project's deliverables.

The project will be managed by the UNDP project manager responsible for the health portfolio supported by a project assistant and a dedicated procurement specialist. The UNDP regional and global specialized units will ensure the procurement support and quality assurance of the products subject to procurement.

In its implementation, the project will widely use new programme and project management methods, mechanisms and financial instruments to ensure cost efficiency and effectiveness throughout the project implementation. Thus, the project will be executed based on the portfolio management approach which allows to reduce transaction costs of project designing, monitoring, implementing, overseeing and reporting. The project team will be structured in the way to unify professional experts to work in one portfolio to ensure rapid space of the project implementation and exchange of the best practices and lessons learnt from other projects both on country and regional levels.

The project will be operationalized in Nur-Sultan. Other UNDP projects will provide support to the project team by sharing knowledge and expertise, helping build relationships with the national partners and other stakeholders. The UNDP programme staff will closely supervise all stages of the Project's implementation. The project team will be supported by the inhouse operation capacity, the UNDP CO Operation services during project implementation.

V. RESULTS FRAMEWORK²

Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework:

By 2025, effective, inclusive and accountable institutions ensure equal access for all people living in Kazakhstan, especially most vulnerable, to quality and gender sensitive social services according to the principle of leaving no one behind

Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets:

- Indicator 1.1.1: % satisfaction of vulnerable groups for public services supported

Applicable Output(s) from the UNDP Strategic Plan: Build resilience to shocks and crises

Project title and Atlas Project Number:

EXPECTED OUTPUTS	OUTPUT INDICATORS ³	DATA SOURCE	BASELINE		TARGETS 2021		DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1 (2021)	FINAL	
Output Reduced economic burden on low-income families and their improved access to medicines needed for treatment of mild symptoms of COVID-19 infection and personal protective equipment needed for preventing the spread of COVID-19.	Number of procured and delivered to the regions medical kits with medicines and PPE for further targeted distribution among low-income families, disaggregated by sex.	MLSPP statistic reports	0	2020	145,000 units	145,000 units	MLSPP official data and statistic reports

² UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

³ It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

VI. MONITORING AND EVALUATION

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Annually	If progress is slower than expected, project manager will have to take relevant measures.	UNDP//MLSP	N/A
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Annually	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	UNDP	N/A
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.	UNDP/MLSP	N/A
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	UNDP	N/A
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	UNDP	N/A
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.	Annually, and at the end of the project (final report)		UNDP	N/A
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	At least annually	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	UNDP/ MLSP	N/A

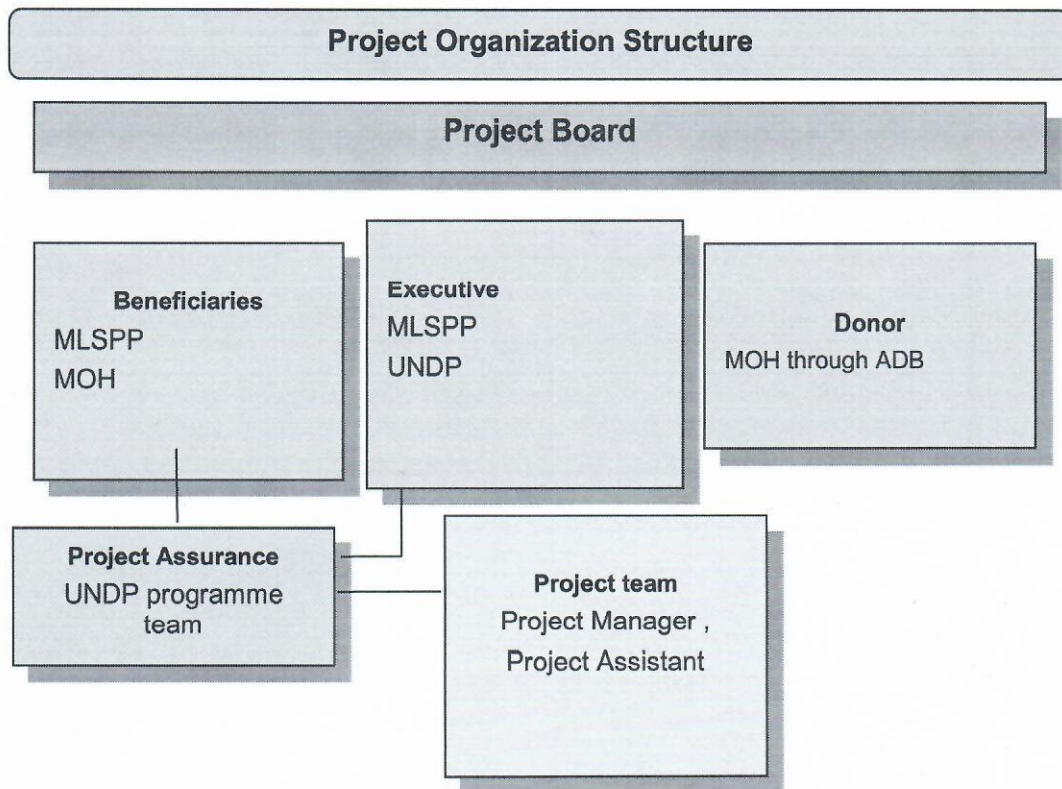
VII. WORK PLAN FOR THE DURATION OF THE PROJECT

Expected outputs	Planned activities	Planned budget by year, USD	Implementing / responsible parties	Planned budget, USD		
				Funding Source	Budget Description	Amount*
<p>Output Reduced economic burden on low-income families and their improved access to medicines needed for treatment of mild symptoms of COVID-19 infection and personal protective equipment needed for preventing the spread of COVID-19.</p> <p>Baseline: Low-income families suffer from economic burden due to the COVID-19 outbreak and related countermeasures</p> <p>Indicator 1: Number of procured and delivered medical kits with medicines and PPE for further targeted distribution among low-income families, disaggregated by sex</p> <p>Total</p>	<p>1.1 Procurement and delivery to vulnerable people in all regions of medical kits with anti-inflammatory medicines, thermometers and PPE packed into carton boxes with logo</p>	2,777,466.40	UNDP/MoH/MLSPP	ADB trough Government	72300 – medical kits	2,777,466.40
	<p>1.2 Bank commission</p>	311.50	UNDP	ADB trough Government	74500 - Bank commission	311.50
	<p>1.3 General project management expenses (GPM) (8%)</p>	222,222.23	UNDP	ADB trough Government	75100 - F & A	222,222.23
Total						3,000,000.00

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The project will be governed by a Project Board, which will serve as its decision-making body represented by MLSP, MOH and UNDP. The Project Board, which will meet no less than once a year will be chaired by the representative of MLSP. The Project Board will exercise overall management of the Project and is responsible for initiating, reviewing, and finalizing the closure. Within the framework, the Project Board is the supreme governing body. It ensures allocation of all necessary resources, acts as a mediator in any conflict within the framework of the project or negotiates to resolve any problems that have arisen between the project and any parties outside the scope of the project.

UNDP will appoint a UNDP Project Manager to support the MLSP in project management and quality assurance, in accordance with the plans approved by the Project Board. More detailed information about the Project Board can be looked upon in Annex 3 to this document.



IX. LEGAL CONTEXT

Option a. Where the country has signed the Standard Basic Assistance Agreement (SBAA)

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Kazakhstan and UNDP, signed on 4 October 1994. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner." (UNDP)

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

X. RISK MANAGEMENT

1. Consistent with the Article III of the SBAA [*for the Supplemental Provisions to the Project Document*], the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
 - a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
 - b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.
2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml.
4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the UNDP and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
 - (a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").
 - (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.

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

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

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

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

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

13. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided within HACT modality to the Implementing Partner that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement.
14. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
15. If UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
16. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

ANNEX

- 1. Social and Environmental Screening**
 - 2. Risk Analysis.**
 - 3. Project Board provision and terms of reference for key project positions**
 - 4. Standard agreement between UNDP and MLSP for the provision of support services**
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ANNEXES XI

Annex 1. Social and Environmental Screening

Project Information

Project Information	
1. Project Title	COVID-19 Emergency Response Project
2. Project Number (i.e. Atlas project ID, PIMS+)	00123520
3. Location (Global/Region/Country)	Kazakhstan
4. Project stage (Design or Implementation)	Design
5. Date	January 2021

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

QUESTION 1: How Does the Project Integrate the Programming Principles in Order to Strengthen Social and Environmental Sustainability?

Briefly describe in the space below how the project mainstreams the human rights-based approach

The activities that are going to be implemented within the project will definitely contribute to the improvement of the system of healthcare provision, which is one of the basic human needs. This, for sure, will bring strong positive influence on recipients' socio-economic wellbeing.

Briefly describe in the space below how the project is likely to improve gender equality and women's empowerment

The Project does not improve significantly gender equality and women's empowerment .

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

The Project does not concern sustainability and resilience issues.

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

Accountability to stakeholders is achieved by continuous monitoring and progress reporting during the lifecycle of the Project.

Part B. Identifying and Managing Social and Environmental Risks

<p>QUESTION 2: What are the Potential Social and Environmental Risks?</p> <p><i>Note:</i></p>	<p>QUESTION 3: What is the level of significance of the potential social and environmental risks?</p> <p><i>Note: Respond to Questions 4 and 5</i></p>	<p>QUESTION 6: What social and environmental assessment and management measures have been implemented and /or are needed to address potential risks (for moderate and high risks)</p>
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Briefly describe the potential social and environmental risks identified in Annex 1. - Checklist for screening of risk (on the basis of any "Yes" answer). If Annex 1 does not specify any risks, put "Risks are not identified", move to the question 4 and select "Low risk". Low risk projects does not require answers to questions 5 and 6.

below proceeding to Question 6

Risk Description (broken down by event, cause, impact)	Impact and Likelihood (1-5)	Significance (Low, Moderate, Substantial, High)	Comments	Description of assessment and management measures as specified in the project structure. If ESIA (Environmental and Social Impact Assessment) or SESA (Strategic Environmental and Social Assessment) required, note that the assessment should take into account all potential risks and consequences.
N/A	N/A	N/A	N/A	N/A

QUESTION 4: What is the overall project risk categorization?				
Indicate one (look at SESP reference)				
		Low Risk	x	The Project has low social and environmental risks

	Substantial Risk	<input type="checkbox"/>	
	Moderate Risk	<input type="checkbox"/>	
	High Risk	<input type="checkbox"/>	
QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are triggered?			
Question only required for Moderate, Substantial and High Risk projects			
	<u>Is assessment required? (check if "yes")</u>	<input type="checkbox"/>	Status? (completed, planned)
	<i>if yes, indicate overall type and status</i>	<input type="checkbox"/>	Targeted assessment(s)
		<input type="checkbox"/>	Environmental and Social Impact Assessment
		<input type="checkbox"/>	Strategic Environmental and Social Assessment
	Are management plans required? (check if "yes")	<input type="checkbox"/>	
	<i>if yes, indicate overall type</i>	<input type="checkbox"/>	Targeted management plans (e.g. Gender Action Plan, Emergency Response Plan, Waste Management Plan, others)
		<input type="checkbox"/>	(Environmental and Social Management Plan which may include range of targeted plans)
		<input type="checkbox"/>	Environmental and Social Management Framework
	Based on identified risks, which Principles/Project-		

	level Standards triggered?		
	Overarching Principle: Leave No One Behind		
	Human Rights	<input type="checkbox"/>	
	Gender Equality	x	
	Accountability	<input type="checkbox"/>	
	1. Biodiversity Conservation and Sustainable Natural Resource Management	<input type="checkbox"/>	
	2. Climate Change and Disaster Risks	<input type="checkbox"/>	
	3. Community Health, Safety and Security	<input type="checkbox"/>	
	4. Cultural Heritage	<input type="checkbox"/>	
	5. Displacement and Resettlement	<input type="checkbox"/>	
	6. Indigenous Peoples	<input type="checkbox"/>	
	7. Labour and Working Conditions	<input type="checkbox"/>	
	8. Pollution Prevention and Resource Efficiency	<input type="checkbox"/>	

Final Sign Off

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

Name	Signature	Date
Zhanetta Babasheva UNDP Resource Monitoring Associate		
Irina Goryunova UNDP Resident Representative Assistant		

Vitalie Vremis

Deputy Resident Representative

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SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks	
Principle 1: Leave No One Behind	Answer (Yes/No)
Human Rights	
1. Have local communities or individuals raised human rights concerns regarding the project (e.g. during the stakeholder engagement process, grievance processes, public statements)?	No
2. Is there a risk that duty-bearers (e.g. government agencies) do not have the capacity to meet their obligations in the project?	Yes
3. Is there a risk that rights-holders (e.g. project-affected persons) do not have the capacity to claim their rights?	Yes
<i>Would the project potentially involve or lead to:</i>	
4. adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
5. inequitable or discriminatory impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups, including persons with disabilities?	No
6. restrictions in availability, quality of and/or access to resources or basic services, in particular to marginalized individuals or groups, including persons with disabilities?	No
7. exacerbation of conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Gender Equality and Women's Empowerment	
8. Have women's groups/leaders raised gender equality concerns regarding the project, (e.g. during the stakeholder engagement process, grievance processes, public statements)?	No
<i>Would the project potentially involve or lead to:</i>	
9. adverse impacts on gender equality and/or the situation of women and girls?	No
10. Would the project potentially have impacts on reproducing discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
11. limitations on women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services?	No
12. For example, through the influx of workers to a community, changes in community and household power dynamics, increased exposure to unsafe public places and/or transport, etc.	No

Sustainability and Resilience: Screening questions regarding risks associated with sustainability and resilience are encompassed by the Standard-specific questions below	
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management.	
<i>Would the project potentially involve or lead to:</i>	
1.1 Would it potentially have adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?	No
1.2 Are activities within or adjacent to critical habitats and/or environmentally sensitive areas, including (but not limited to) legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities being offered?	No
1.3 Are there changes provided for to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4 Does the project events pose risks to endangered species?	No
1.5 Exacerbation of illegal wildlife trade?	No
1.6 Would the project pose a risk of introducing invasive alien species?	No
1.7 Adverse impacts on soils	No
1.8 Are the harvesting of natural forests, plantation development, or reforestation provided for?	No
1.9 significant agricultural production?	No
1.10 animal husbandry or harvesting of fish populations or other aquatic species	No
1.11 significant extraction, diversion or containment of surface or ground water? For example, construction of dams, reservoirs, river basin developments, groundwater extraction	No
1.12 handling or utilization of genetically modified organisms/living modified organisms?	No
1.13 Does the project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.14 adverse transboundary or global environmental concerns?	No
Standard 2: Climate Change and Disaster Risks	
<i>Would the project potentially involve or lead to:</i>	
2.1 areas subject to hazards such as earthquakes, floods, landslides, severe winds, storm surges, tsunami or volcanic eruptions?	No
2.2 outputs and outcomes sensitive or vulnerable to potential impacts of climate change or disasters?	No

	<i>For example, through increased precipitation, drought, temperature, salinity, extreme events, earthquakes</i>	
2.3	increases in vulnerability to climate change impacts or disaster risks now or in the future (also known as maladaptive or negative coping practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
2.4	increases of greenhouse gas emissions, black carbon emissions or other drivers of climate change?	No
Standard 3: Community Health, Safety and Security		
<i>Would the project potentially involve or lead to:</i>		
3.1	construction and/or infrastructure development (e.g. roads, buildings, dams)? (Note: the GEF does not finance projects that would involve the construction or rehabilitation of large or complex dams)	No
3.2	air pollution, noise, vibration, traffic, injuries, physical hazards, poor surface water quality due to runoff, erosion, sanitation?	No
3.3	harm or losses due to failure of structural elements of the project (e.g. collapse of buildings or infrastructure)?	No
3.4	risks of water-borne or other vector-borne diseases (e.g. temporary breeding habitats), communicable and noncommunicable diseases, nutritional disorders, mental health?	No
3.5	transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.6	adverse impacts on ecosystems and ecosystem services relevant to communities' health (e.g. food, surface water purification, natural buffers from flooding)?	No
3.7	influx of project workers to project areas?	No
3.8	engagement of security personnel to protect facilities and property or to support project activities?	No
Standard 4: Cultural Heritage		
<i>Would the project potentially involve or lead to:</i>		
4.1	Would the measures proposed in the project potentially have adverse impacts to sites, structures or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the project propose utilization of tangible and/or intangible forms (e.g. practices, traditional knowledge) of Cultural Heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		

<i>Would the project potentially involve or lead to:</i>		
5.1	Does the project involve temporary or permanent and full or partial physical displacement ?	No
5.2	Would the project lead to economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the project will lead to forced evictions? ⁴	No
5.4	Would there be impacts or changes to land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
<i>Would the project potentially involve or lead to:</i>		
6.1	Do indigenous peoples live on the project areas (including project area of influence)?	No
6.2	Is there a possibility that the project or activities located on lands and territories will be claimed by indigenous peoples?	No
6.3	Would the proposed project have impacts (positive or negative) to the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas)?	No
6.4	Is there a fact of ignoring the absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	Does the project provide for the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	Is there a possibility of forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7	Would the project have an adverse impacts on the development priorities of indigenous peoples as defined by them?	No
6.8	Would the project have an adverse impact on the traditional, physical and cultural survival of indigenous peoples?	No
6.9	Would the project have impacts on the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No

⁴ Forced eviction is defined here as the permanent or temporary removal against their will of individuals, families or communities from the homes and/or land which they occupy, without the provision of, and access to, appropriate forms of legal or other protection. Forced evictions constitute gross violations of a range of internationally recognized human rights.

Standard 7: Labour and Working Conditions	
<i>Would the project potentially involve or lead to:</i>	
7.1 working conditions that do not meet national labour laws and international commitments?	No
7.2 working conditions that may deny freedom of association and collective bargaining?	No
7.3 use of child labour?	No
7.4 use of forced labour?	No
7.5 discriminatory working conditions and/or lack of equal opportunity?	No
7.6 occupational health and safety risks due to physical, chemical, biological and psychosocial hazards (including violence and harassment) throughout the project life-cycle?	No
Standard 8: Pollution Prevention and Resource Efficiency	
<i>Would the project potentially involve or lead to:</i>	
8.1 the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
8.2 the generation of waste (both hazardous and non-hazardous)?	No
8.3 the manufacture, trade, release, and/or use of hazardous materials and/or chemicals?	No
8.4 the use of chemicals or materials subject to international bans or phase-outs? For example, DDT, PCBs and other chemicals listed in international conventions such as the <u>Montreal Protocol</u> , <u>Minamata Convention</u> , <u>Basel Convention</u> , <u>Rotterdam Convention</u> , <u>Stockholm Convention</u>	No
8.5 the application of pesticides that may have a negative effect on the environment or human health?	No
8.6 significant consumption of raw materials, energy, and/or water?	No

Annex 2. Risk Analysis

Project Title: COVID-19 Emergency Response Project in the Republic of Kazakhstan	Project number (Award ID): 00123520	Date: January 2021
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Risk log

#	Type	Description	Date Identified	Probability ⁵ & Impact ⁶	Countermeasures / Management response	Accountable	Submitted / updated by	Last Update	Status
1	Environmental	No environmental risks identified	-	-	-	-	-	-	-
2	Financial	Project possesses sufficient funds to implement all activities	Dec 2020	Functions reallocation review will cover all fourteen oblasts and three cities P = 1 / I = 5	UNDP will work closely with the MLSPP to provide the necessary resources	UNDP GU Head	UNDP GU Head / Project Manager	-	-
3	Operational / Organizational	Some activities need to be completed in a short period of time	Dec 2020	Beneficiary's requirement to complete activities in a rather short period of time may lower the quality of expected outcomes	UNDP and the MLSPP will work closely to ensure timely implementation	UNDP GU Head	UNDP GU Head / Program Manager	-	-

⁵ Probability scale: 1 (low) to 5 (high).

⁶ Impact scale: 1 (low) to 5 (high).

				P = 2 / I = 4					
		Selection of most appropriate project management personnel	Dec 2020	Off target selection and recruitment of the most experienced and suitable project management personnel may hinder execution capacity P = 2 / I = 4	UNDP will ensure that it is very selective in recruiting experienced project management personnel	UNDP GU Head	UNDP GU Head	-	-
		Selection of most experienced providers for conducting main activities	Dec 2020	Off target selection and engagement of most suitable providers may influence the quality of the outputs and results P = 1 / I = 4	UNDP will use precise and detailed evaluation criteria in selecting the most experienced providers	UNDP GU Head	UNDP GU Head	-	-
4	Political	Frequent turnover of key decision making personnel	Dec 2020	Change in key beneficiary personnel may hinder timely progress of activities	Engage mid-level personnel at MLSP to ensure continuation	UNDP GU Head	UNDP GU Head / Project Manager	-	-

				P = 3 / I = 3					
5	Regulatory	No regulatory risks identified	Dec 2020	-	-	-	-	-	-
6	Strategic	UNDP as partner of choice for future development issues	Dec 2020	If UNDP does not manage to produce the expected results may diminish its partner of choice status P = 1 / I = 5	Focus on producing the best possible results	UNDP GU Head	UNDP GU Head	-	-
7	Security	No security risks identified	-	-	-	-	-	-	-

Annex 3. Project Board provision and terms of reference for key project positions

Project Board Provision

Project Board Overall Responsibilities

To ensure UNDP's ultimate accountability, a Project Board (PB) is established with the ultimate responsibility for making sure that the project remains on course to deliver the desired results. The Board is responsible for making management decisions for the project consensually: [i] at designated decision point during the implementation of the project, in line with the specific responsibilities below; [ii] when guidance is required by the Project Manager; and [iii] when project tolerances – normally in terms of budget and time – have been exceeded.

The PB reviews and approves the work plans (WP) and authorizes any major deviation from these plans. It ensures that the required resources are available, arbitrates on any conflicts within the project and negotiates a solution to any problems between the project and the external bodies involved. In addition, it approves the appointment and responsibilities of the National Program Manager. It may also decide to delegate its Project Assurance responsibilities to a designated staff member of UNDP and/or of the Implementing Partner.

Composition and organization

The Beneficiary – representative of the MLSP – heads the Project Board and is ultimately responsible for the project. The MLSP's appointed representative has to ensure that the project remains focused on achieving its objectives and is cost-effective by conducting regular reviews with respect to project implementation progress and results achieved.

The Implementing Partner – the UNDP Kazakhstan Governance Unit – is ultimately responsible for providing guidance regarding the technical feasibility of the project. The UNDP's appointed representative is accountable for the quality of the resources provided to implement the project, as well as for ensuring that all activities are carried out in accordance with UNDP rule, regulations and processes.

Specific responsibilities

When the project is initiated the Project Board should:

- Agree on the National Program Manager's responsibilities, as well as the responsibilities of the Project Assistant;
- Delegate any project assurance functions as appropriate;
- Review and appraise the detailed project plans and annual work plans, including the risk log and the monitoring plan;

During the implementation of the project:

- Provide overall guidance and direction to the project;
- Decisions by consensus are essential to reflect the dual accountability of the Government and UNDP in accordance with applicable regulations, rules, policies and procedures;
- Address project issues as raised by the Project Manager;
- Provide guidance and agree on possible management actions to address specific risks;

- Conduct regular meetings to review the project progress report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Review Combined Delivery Reports (CDR) prior to certification by the implementing partner;
- Appraise the project annual review report and give recommendations to the next annual plans;
- Provide ad hoc direction and advice for exceptional situations when the tolerances are exceeded;
- Assess and decide on project changes through revisions.

When the project is being closed:

- Assure that all Project deliverables have been achieved and completed satisfactorily;
- Review and approve the Final Project Review Report, including Lessons-learned;
- Make recommendations for follow-on actions to be submitted to the Outcome Board;
- to conduct project evaluation if it is required;
- Notify operational completion of the project to the Outcome Board.

Meetings of the Project Board

- On a quarterly basis to review and approve the regular project reports;
- At any other time when meeting is requested by one of its members.

Project Assurance

Project Assurance is the responsibility of the UNDP Resource Monitoring and Evaluation Unit. The following list includes the key elements that need to be checked for assurance purposes throughout the project.

- Maintenance of thorough liaison throughout the project between the members of the Project Board;
- Beneficiary needs and expectations are being met or managed;
- Risks are being controlled;
- Adherence to the Project Justification (Business Case);
- Projects fit with the overall Country Programme;
- The qualified people are being involved;
- An acceptable solution is being developed;
- The project remains viable;
- The scope of the project is not “creeping upwards” unnoticed;
- Internal and external communications are working;
- Applicable UNDP rules and regulations are being observed;
- Any legislative constraints are being observed;
- Adherence to monitoring and reporting requirements and standards;
- Specific responsibilities of the assurance function.

During the implementation of the project:

- Ensure that funds are made available to the project;

- Ensure that project outputs definitions and activity definition including description and quality criteria have been properly recorded in the Atlas Project Management module to facilitate monitoring and reporting;
- Ensure that risks and issues are properly managed, and that the logs in Atlas are regularly updated;
- Ensure that critical project information is monitored and updated in Atlas, using the Activity Quality log in particular;
- Ensure that Project Quarterly Progress Reports are prepared and submitted on time, and according to standards in terms of format and content quality;
- Ensure that CDRs and FACE are prepared and submitted to the Project Board and Outcome Board;
- Perform oversight activities, such as periodic monitoring visits and “spot checks”.
- Ensuring that the project data quality panel remains green

When the project is being closed:

- Ensure that the project is operationally closed in Atlas;
- Ensure that all financial transactions are in Atlas based on final accounting of expenditures;
- Ensure that project accounts are closed, and status set in Atlas accordingly.

Annex 4. Standard agreement between UNDP and MLSPP for the provision of support services

Reference is made to consultations between officials of the MLSPP and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and MLSPP hereby agree that the UNDP country office may provide such support services at the request of MLSPP through its institution designated in the relevant project document of the joint project of the UNDP and MLSPP.

The UNDP CO may provide, at the request of the designated institution, the following support services for the activities of the project:

- (a) Identification and recruitment of project personnel; handling administrative issues related to the project personnel;
- (b) Identification and facilitation of training activities, seminars and workshops;
- (c) Procurement of goods and services;
- (d) Processing of direct payments.
- (e) Delivery of goods to regional centres, the capital and cities of national importance.

The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures.

The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the UNDP and the Government of Kazakhstan, signed by the Parties on 4 October 1994, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The MLSPP shall retain overall responsibility for the nationally managed project through its designated departments. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.

Any claim or dispute arising under or about the provision of support services by the UNDP CO in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

The UNDP CO shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between the MLSPP and UNDP on the terms and conditions for the provision of support services from CO UNDP for the project "COVID-19 Emergency Response Project", which is in national governance and implemented by UNDP and MLSPP.

Attachment to the Annex 4:

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

Reference is made to consultations between the MLSP and officials of UNDP with respect to the provision of support services by the UNDP CO for the nationally managed project of UNDP, MLSP "COVID-19 Emergency Response Project in the Republic of Kazakhstan", Project ID _____, or "the Project".

In accordance with the provisions of the letter of agreement signed and the project document, the UNDP country office shall provide support services for the Project as described below.

Support services to be provided, including:

Support services	Schedule for the provision of the support services	Amount and method of reimbursement of UNDP (where appropriate)
Payment Process	Ongoing throughout implementation when applicable	UNDP will directly charge the project upon provision of services, on a quarterly basis.
Vendor profile entry in ATLAS	Ongoing throughout implementation when applicable	As above
Project personnel selection and/or recruitment process * Project Manager * Project Assistant	At the start of the project	As above
Staff HR & Benefits Administration & Management (one time per staff including medical insurance enrolment, payroll setup and separation process)	Ongoing throughout implementation when applicable	As above
Recurrent personnel management services: Staff Payroll & Banking	Ongoing throughout implementation when applicable	As above

Administration & Management (per staff per calendar year)		
Consultant recruitment	Not needed	N/A
Procurement of goods and services involving local CAP (contracts, assets, procurement)	Ongoing throughout implementation when applicable	As above
Procurement of goods and services not involving local CAP (contracts, assets, procurement)	Ongoing throughout implementation when applicable	As above
Issue/Renew IDs (UN LP, UN ID, etc.)	Ongoing throughout implementation when applicable	As above
F10 settlement	Ongoing throughout implementation when applicable	As above
Visa request	Ongoing throughout implementation when applicable	As above
Hotel reservation	Ongoing throughout implementation when applicable	As above
Travel Ticket processing	Ongoing throughout implementation when applicable	As above