

**United Nations Development Programme**  
**Government of the Republic of Kazakhstan**  
**Country: Republic of Kazakhstan**  
**Project Document**

**Project Title:** Assistance to Kazakhstan in Improving Interregional Cooperation for the Green Growth Promotion and Astana Initiative Implementation

**UNDAF Outcome(s):** Outcome 2. Environmental sustainability

**Expected outcomes according to UNDP CPD:** Outcome 2. The government, industries and civil society take steps to adapt to climate change and mitigate its impact through energy efficiency measures

**Expected output:** Output 2.1. Comprehensive national climate change strategies (with a focus on economic sectors at risk, ecosystem vulnerability and adaptation needs) are developed and integrated into national development plans and sustainable development strategies  
*(project outputs according to CPAP)*

**Implementing Partner:** Ministry of Environmental Protection of the RK (MEP)

This project is designed to provide institutional assistance in the development of partnerships among European, Asian and Pacific countries in the preparation of plans to transit from traditional models of economy to 'green' growth concepts for the implementation of the Green Bridge Astana Initiative and in pursuance of the Ministerial Declaration adopted by the Ministerial Conference on Environment and Development in Asia and the Pacific (2010), as well as by the Pan-European Ministerial Conference 'Environment for Europe' (2011).

The Project objectives are: to develop implementation principles and mechanisms for the Green Bridge Partnership Programme, prepared in pursuance of the Astana Initiative; to provide assistance in fulfilling Kazakhstan's commitments to support two thematic areas of the Astana Initiative; to build capacity, partnerships and public awareness on 'green' growth and Astana Initiative issues.

<p>Programme period: 2010-2015  Project number: _____  Programme outcome: Environmental Sustainability</p> <p>Start date: 01.05.2012  End date: 31.12.2013</p> <p>LPAC meeting date: January 2012</p> <p>Project implementation: National (NIM)</p>	<p>Overall project budget: \$454,000</p> <p>Required funds: \$454,000</p> <p>Allocated funds: \$454,000</p> <ul style="list-style-type: none"> <li>• RK Government \$294,000*</li> <li>• UNDP \$160,000</li> </ul> <p style="text-align: center;"><small>* KZT equivalent as per the Cost-Sharing Agreement between the UNDP and the Government of Kazakhstan</small></p>
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Agreed by the Ministry of Environmental Protection of the Republic of Kazakhstan:

**Minister** **Nurlan Kapparov**

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Approved by UNDP:

**Resident Representative** **Stephen Tull**

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## **I. EXECUTIVE SUMMARY**

The Project will provide assistance in the implementation of 2010-2014 Zhasyl Damu State Intersectoral Programme dd. 10.09.2010. The Project will assist in the fulfilment of Kazakhstan's commitments to support two thematic areas of 'Environment for Europe' and Asia-Pacific Programme for Environment and Development of the Astana Initiative:

- Environmentally efficient use of water resources and investments into ecosystem services, and
- Low-carbon economy and climate change adaptation.

Following the decisions of the Ministerial Conference on Environment and Development of Asia and the Pacific (MCED-6) and UNECE Committee on Environmental Policy, the Government of Kazakhstan, in collaboration with its partners, prepared the Green Bridge Partnership Programme. The objective of the Green Bridge Partnership Programme is to bring together the efforts of governments, international organizations, civil and business sectors in Europe, Asia and the Pacific towards green economy.

To achieve this objective the Partnership Programme provides for consistent implementation of logically linked measures 'to green' the policies: regional, national, and sectoral, as well as for assistance in the preparation and implementation of regional and national projects to support green economy. The Project will elaborate principles, mechanisms and indicators of the Partnership Programme to ensure effective coordination of the implementation efforts.

Activities to implement the Partnership Programme will be additionally adjusted in line with the following areas:

- Strengthening of national and international governance
- Creation of Partnership's information infrastructure, education and advocacy
- Promotion of green businesses and green technologies
- Financial and economic mechanisms
- Improvement of standards for green economy
- Sectoral areas:
  - Conservation of aquatic, mountainous and other ecosystems, ecoeffective use of natural resources and investments into ecosystem services;
  - Sustainable energy, its accessibility and efficiency
  - Food security and sustainable agriculture
  - Sustainable municipal infrastructure and transport
  - Climate change adaptation and natural disaster preparedness

Broad partnership approach will be applied to increase efficiency of the Partnership Programme implementation to pursue the Astana Initiative. The Project will provide assistance in the dissemination of information and will support establishment of a regional forum for political framework and participate in the identification of partners in Asia and the Pacific and Europe, as well as together with other international organizations it will assist Kazakhstan in enabling the Multidonor Trust Fund with a view to implement political framework for green growth. The Project will assist in organizing meetings of the Sustainable Development Board (SDB) under the RK Prime Minister to monitor implementation of the Astana Initiative. As 'green growth' topic has not become the primary focus of the society, there is also an acute need to attract public attention through the development and implementation of special programmes, delivery of workshops and training programmes as well as assistance in conducting national forums with NGOs, representatives of business and academic communities.

The Project results will contribute to the achievement of joint objectives of the Government, MEP, UNDP and other partners in the context of the Millennium Development Goals, Johannesburg Declaration on Sustainable Development and World Summit on Sustainable Development Plan of Implementation, as well as strengthening of interregional cooperation in addressing environmental transboundary issues through innovative collaboration methods. The Green Bridge Astana Initiative and the Partnership Programme for its implementation will be presented by Kazakhstan at the Millennium Summit (World Summit on Sustainable Development) in 2012 in Rio de Janeiro as an interregional contribution into sustainable development.

## **SITUATION ANALYSIS**

Kazakhstan's strategy of becoming one of top 50 competitive countries includes priorities which take into count the country's interests in regional and world development processes.

Modern world economy is characterized by intensifying globalization processes and dominating internationalization and in this context Kazakhstan's priorities in foreign policy are bilateral and multilateral relationships.

In these circumstances a stronger focus is made on activities of integration unions, which help to consolidate efforts in addressing economic, social, environmental and political issues. These issues are pressing in the context of intensive globalization, for the protection of national interests, especially related to management of transboundary ecological systems.

Removal of technical and legal barriers to regional, subregional and interregional interaction through strengthened cooperation in such areas as trade, transport, water and energy, as well as Kazakhstan's accession to and successful implementation of relevant international instruments are the necessary conditions for social and economic development of not only Kazakhstan but of European, Asian and Pacific countries as well.

Kazakhstan participates in two regional processes: 'Environment for Europe' and Asia-Pacific Forum for Environment and Development.

Both processes have similar ideology but also have their specifics. In addition to environmental issues, the APFED also contains social and economic dimensions, which is a good opportunity for integration.

The all-European process of 'Environment for Europe' is most advanced in practical administrative and economic instruments for improving the environment.

The 'Green Bridge' Astana Initiative: European-Asian-Pacific green growth partnership, presented by Kazakhstan at the 6<sup>th</sup> Ministerial Conference on Environment and Development in Asia and the Pacific (MCED-6), was unanimously adopted by all parties to the conference on 2 October 2010, in Astana, the capital of the Republic of Kazakhstan, in addition to other two major documents: the 2010 Ministerial Declaration on Environment and Development and the 2011-2015 Regional Action Plan for Sustainable Development in Asia and the Pacific.

There are convincing political grounds for such partnership. Particularly, the decisions of the World Summit on Sustainable Development, Millennium Development Goals and many other UN decisions call for sharing technologies and best practice.

The overarching goal of the Green Bridge Astana Initiative is to promote establishment of European-Asian-Pacific partnership that will designate a plan for transition from current conventional development models to green growth. Its general objective is to assist the transition from current conventional unsustainable development models to green growth by the adoption of regional and national innovative green growth policies framework allowing for accelerated implementation of investment projects of multilateral cooperation and public-private partnerships.

It has been recognized that for many developing countries, the elimination of poverty, achievement of the Millennium Development Goals (MDGs) and objective of sustainable development are the primary objectives and countries also recognize that the Green Bridge, subject to adequate adaptation to country-specific conditions and its consideration in the context of sustainable development, is one of the approaches to support quick green growth, achievement of MDGs and environmental sustainability. The green growth was denoted as environmentally sustainable economic growth. At the 6<sup>th</sup> Ministerial Conference on Environment and Development in Asia and the Pacific (MCED-6), the countries decided to work together to improve regional and subregional cooperation to promote green growth and carry out researches for developing policies and instruments, including environmentally clean technologies and taking various practical steps to promote, to reinforce transfer or to ensure access to environmentally clean technologies. The Green Bridge Astana Initiative was proposed to assist partnership in Europe, Asia and the Pacific to implement political framework with a view to improve welfare and sustainable development.

It should be also noted that for Kazakhstan, which initiated the Green Bridge, environmental issues are especially important. Such issues as high vulnerability of pastures, woodland and mountainous areas, aquatic ecosystems, land-lockedness and location of most land in areas of risky agriculture are aggravated by high man-made burden. In Kazakhstan, there are some world largest power plants, chemical and metallurgic plants producing billions of industrial waste. The explosions at Semipalatinsk nuclear test site are equivalent to a thousand of Hiroshima, as the military test sites take many thousands of square kilometres. Kazakhstan has suffered from unprecedented ecological catastrophe at the Aral Sea. The country is the home for the world largest and extremely fragile Balkhash lake ecosystem and the shallowest part of the Caspian Sea, very important both for biodiversity and for hydrocarbon supplies to the global market.

With such large-scale ecological issues, most of which are transboundary ones, Kazakhstan is especially aware of inadequate performance of many existing programmes.

The bottom of the initiated activities is the ideology of support to Eurasian cooperation. The Initiative identified five thematic areas of cooperation, which are the priorities of the 6<sup>th</sup> Asia and the Pacific Conference. In their turn, the thematic areas have several programme areas.

Area 1: Ecoeffective use of natural resources and investments into ecosystem services.

It includes such programme areas as development of basin and integrated water management, water-control technologies, protection of aquatic biodiversity and, particularly, sustainable fishery management, which is especially important for littoral and island states.

Area 2: Low-carbon development and climate change adaptation – will be oriented at technologies and methods of reducing greenhouse gas emissions, low-carbon ‘green’ economic development, as well as climate change adaptation and sustainability measures.

Area 3: Facilitation to sustainable development of urban settlements – will help to popularize best practice of urban sustainable development planning such as effluent treatment, organization of traffic, ‘green houses’ and municipal waste management.

Area 4: ‘Green’ business and investments – key instruments to implement the green growth concept designed to stimulate environmentally effective innovations and environmentally clean technologies. One of key instruments here is a tax reform – replacement of labour taxes with pollution and resource depletion taxes.

And Area 5: Promotion of sustainable life patterns and improvement of the quality of life – includes programme areas contributing to exchange of experience and technologies of sustainable production and consumption among European, Asian and Pacific countries.

To launch implementation of the Astana Initiative Kazakhstan prepared the Green Bridge Partnership Programme, which objective is to assist the transition from current conventional unsustainable development models to green growth by the adoption of regional and national innovative green growth policies framework allowing for accelerated implementation of investment projects of multilateral cooperation and public-private partnerships.

The objective of the Green Bridge Partnership Programme is to integrate efforts of states, international organizations, public and business sectors in Europe, Asia and the Pacific in the move towards green economy.

To achieve its objective the Programme provides for consistent implementation of logically coherent measures in order ‘to green’ policies: regional, national and sectoral ones, as well as assistance in the preparation and implementation of regional and national projects to support green economy. With respect to two thematic areas of the Astana Initiative, particularly, ecoeffective use of natural resources and investments into ecosystem services, transboundary aquatic ecosystem management is the most pressing issue for Kazakhstan, Kazakhstan is an active participant of transboundary water-related cooperation within the framework of the International Fund for Saving the Aral Sea (IFAS), Caspian Environmental Programme, Irtysh, Balkhash and other transboundary basins. Furthermore, the fact that Kazakhstan has common ecosystems and water courses with Central Asian countries, Russia, Azerbaijan in the European region, as well as with China and Afghanistan in Asian region also requires larger format of cooperation. This area will be focused on the development of transboundary regional cooperation for water management and protection, which will have an indirect positive impact on the progress in Ili and Irtysh Agreements: a) technical, information and expert support to the processes of multilateral political consultations on development of transboundary cooperation, b) preparation and circulation of reviews, analytical notes on issues of transboundary ecosystem protection and use, c) creation of a repository of transboundary cooperation development projects, d) popularization of Central Asian countries’ experience in developing cooperation in the Aral and Caspian basins, as well as in Russian-Kazakh transboundary basins, and e) popularization of experience in creating near-border protected areas and protection of migratory animals. The project will provide assistance in the fulfilment of commitments related to improved ecoeffectiveness of usage of water and other natural resources and investments into ecosystem services based on the available experience in building multilateral and bilateral cooperation under the existing programmes. The project will identify potential partners under trilateral agreements in Asia and the Pacific and Europe, as well as principles of implementation of political framework designed to facilitate investments into green technologies. A work plan for Area 1 at the regional and subregional levels will be identified as part of the component.

Area 2. Low-carbon development and climate change adaptation. This area will be focused on political options for increasing energy efficiency and reducing greenhouse gas emissions, including low-carbon development of green growth for promoting climate change mitigation and adaptation. Thus, the 2020 Strategic Plan identified the solution to greenhouse gas emission issue as ‘forced technological

upgrade of energy sector and development of energy saving', particularly, implementation of modern technologies based on renewable resources and energy. An enabling environment will be created for developing wind power, solar and geothermal power, technologies of efficient use of the country's water resources based on the integrated water management principles will be implemented and further efforts will be made to provide people with drinking water, to optimize management systems for sustainable development based on green policies and low-carbon economy for attraction of investments, addressing environmental issues, reducing negative impact of man-made burden, enhancing nature users' responsibility for reducing environmental emissions and integrated waste processing. The 2020 Strategic Plan includes targets to reduce Kazakh economy's energy intensity, at least, by 10% by 2015 and, at least, by 25% by 2020; it also says that 'pricing and tariff reforms will be implemented in the electric power sector, which will allow for sector's development in market environment. A new tariff mechanism will be implemented for electric grid companies'. It is intended to develop and implement long-term power pricing policies by 2012. This provision is quite important as it creates the foundation for implementing economic instruments for enhancing competitiveness of alternative energy. Kazakhstan has committed to reduce its emissions by 15% by 2020 and by 25% by 2050 against 1992 baseline. Low-emission 'green growth' can create strategic opportunities for economic growth and Kazakhstan has already made some measures to fulfil its commitments. The joint project of the Ministry of Environmental Protection and UN Development Programme 'Strengthening the Capacity in the Field of Sustainable Development through Integration of Climate Change Issues into Strategic Planning in Kazakhstan' (2009-2010) prepared the basis for the Concept of Transition to Low-Carbon Development and Climate Change Adaptation. A draft law was prepared and submitted to the national Parliament providing for activities to reduce greenhouse gas emissions, including introduction of domestic quota trading system. The state intersectoral programme for 2010-2014, Zhasyl Damu, approved in September 2010, proposes a number of innovative mechanisms that will facilitate low-emission 'green growth'. It is common knowledge that nowadays Kazakhstan's economic growth is mostly due to rising resource prices at the world markets and use of considerable natural resources without considering the need to introduce low-carbon development requirements. Huge losses and natural capital degradation are progressing. The growth of gross domestic product is accompanied by high environmental emissions. Reportedly, about 75% is subject to an increased risk of ecological destabilization and policy changes should be developed hand-in-hand with adaptation measures, as consequences of climate change will likely result in deteriorated water supply and water quality, decline in agricultural productiveness and decline in human health.

## **II. Project Description**

The Project is aimed to provide institutional assistance in strengthening cooperation among European, Asian and Pacific environmental protection processes under the Astana Initiatives and in pursuance of the Ministerial Declaration adopted by MCED-6. The project components are:

- Development of implementation principles and mechanisms of the Partnership Programme prepared in pursuance of the Astana Initiative
- Assistance in fulfilment of Kazakhstan's commitments to support two thematic areas of the Astana Initiative: a) Eco-effective use of natural resources and investments in ecosystem services; b) Low-carbon development and climate change adaptation.
- Capacity building, building of partnership and awareness raising on 'green growth', 'green economy' and Astana Initiative issues.

In general, the following activities will be performed under the proposed Project:

Component 1. Development of implementation principles and mechanisms of the Partnership Programme prepared in pursuance of the Astana Initiative

1.1. Assistance in the development, reconciliation and approval of Astana Initiative Implementation Plan;

1.2. Support to the development of mechanisms and criteria for identifying project areas, target countries and participants and partners from Asia, Pacific and Europe;

1.3. Participation in the development of Resource Mobilization Strategy for implementation of investment projects under the Partnership Programme; and

1.4. Assistance in identifying mechanisms for monitoring progress in the implementation of Astana Initiative and Partnership Programme.

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Component 2. Assistance in fulfilment of Kazakhstan's commitments to support two thematic areas of the Astana Initiative: a) Eco-effective use of natural resources and investments in ecosystem services; b) Low-carbon development and climate change adaptation

2.1. Assistance in the development, reconciliation and submission for financing of one of multilateral investment projects of the Partnership Programme under area 1 related to organic farming, sustainable fishery, tourism and restoration of navigation in the Balkhash lake basin and replacement of existing production models with thrifless use of water for social and economic development of the region, reduction of water losses and use, and conservation of Balkhash lake ecosystem based on transboundary cooperation with People's Republic of China and public-private partnership;

2.2. Assistance in promotion of the Low-Carbon Development Concept till 2050 through inclusion of proposed measures into sectoral and territorial development plans;

2.3. Participation in the development of the Concept's indicators to monitor its implementation;

2.4. Assistance in the development and implementation of economic and tax leverages to incentivize nature users to reduce greenhouse gas emissions and to increase energy efficiency and energy saving;

2.5. Arrangement of regional and national trainings on practical, cost effective approaches to reduction of emissions for representatives of enterprises, government institutions, business sector and NGOs; and

2.6. Implementation of a demonstration project at a local level, engagement of partners under the Partnership Programme.

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Component 3. Capacity building, building of partnership and awareness raising on 'green growth', 'green economy' and Astana Initiative issues.

3.1. Participation in the preparation of awareness raising strategy;

3.2. Assistance in the development and implementation of public awareness raising programmes on low-emission 'green growth', projects of the Partnership Programme and Astana Initiative;

3.3. Development and implementation of public awareness raising programme on low-emission 'green growth';

3.4. Assistance in delivery of programmes/workshops/trainings for research, technical and management staff

3.5. Preparation of materials for public awareness raising on 'green growth' issues.

A detailed description of the project activities is presented in Annex 4, Results Framework, which is an integral part of this Project Document.

Project monitoring and evaluation activities (M&E) will be performed by the Project team and UNDP Kazakhstan Country Office (UNDP Kazakhstan), with the support of MEP, in accordance with the UNDP Guidelines for Programme Activities and UNDP project monitoring and evaluation procedures. M&E Plan includes an inception report, annual project reports, quarterly progress reports, quarterly project risk monitoring and management. Project impact will be measured by joint monitoring with participation of the target group. Project's M&E Plan will be presented and approved at the inception workshop. Prior to it, work will be performed to jointly identify and approve project outputs, refine indicators and measurement methods and to prepare complete description of monitoring and evaluation responsibilities of the project team.

The project inception report will be prepared with the participation of the project team, government stakeholders, cofinancing partners, and UNDP Country Office. The primary objective of this workshop will be to help the project team to understand and to become imbued with Project goal and objectives, as well as to finalize the first annual Work Plan and Logframe. It will include development/update of the Logframe (indicators, means and quality of measurements, assumptions), transfer of additional details as required and based on this work finalization of the annual Work Plan with measurable indicators that will be consistent with the project expected results. Furthermore, the purpose of the inception workshop will be: (i) to introduce project team to the UNDP team and implementing agency's representatives who will support the Project during its implementation; (ii) to clarify the roles, support and additional responsibilities of the

UNDP Country Office and Steering Committee with respect to the project team; (iii) to present in details the UNDP reporting, monitoring and evaluation requirements, especially with respect to annual project progress reports and relevant documentation. The inception workshop will also provide an opportunity to inform the project team about project budget planning, budget reviews and mandatory budget revisions. The inception report will enable all parties to understand their roles, functions and responsibilities within the project decision-making structure, including reporting and information provision issues, as well as conflict resolution mechanisms. If necessary, during the workshop the participants will again discuss Terms of Reference of the project team and decision-making structures to clarify the responsibilities of each party during the project implementation.

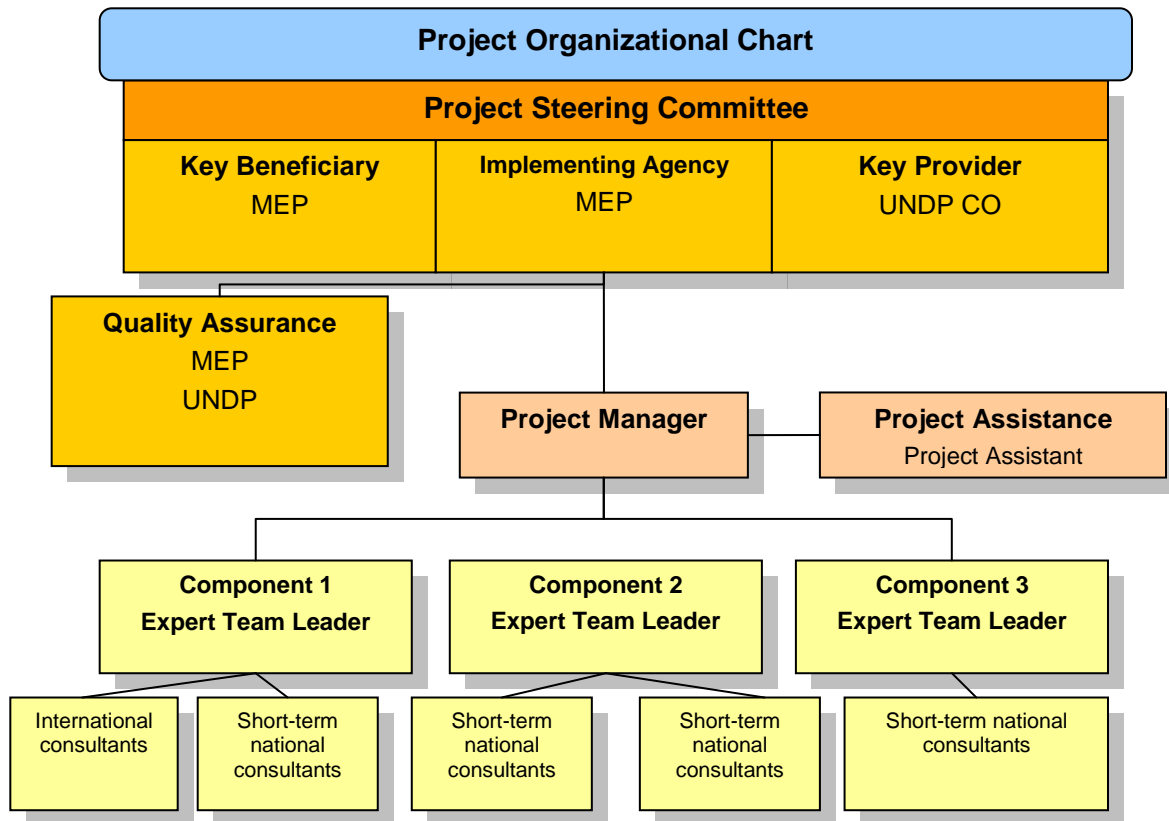
### ***Expected Results***

During the project implementation the following documents are expected to be prepared and results are expected to be achieved:

- Further refinement of the governance structure, implementation plan of the Partnership Programme in pursuance of the Astana Initiative
- Methodology of project identification, list of projects
- Resource mobilization strategy for investment projects
- Mechanisms and indicators to monitor progress in the implementation of the Partnership Programme and Astana Initiative
- Preparation of pre-feasibility study and feasibility study for a demonstration ‘green economy’ project as part of activities to implement Area 1 of the Astana Initiative on eco-efficient use of natural resources and investments into ecosystem services
- Inclusion of measures for transition to low-carbon economic development into sectoral and territorial development plans, identification of indicators
- Submission of recommendations on fiscal and economic incentives for nature users to reduce greenhouse gas emissions to the RK Government
- Trainings and workshops;
- Awareness raising courses and programmes for NGOs, businesses and public community.

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#### IV. PROJECT GOVERNANCE STRUCTURE



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#### V. MONITORING AND EVALUATION

According to the UNDP programme policy and procedures the project will be monitored as follows:

##### Within an annual cycle

- Progress in the achievement of key outputs will be assessed on a quarterly basis. Quality will be assessed based on quality criteria and methods.
- Issue Log is to be activated in Atlas and updated by Project Manager to facilitate tracking and addressing issues or change requests.
- Based on the initial risk analysis, Risk Log is to be activated in Atlas and regularly updated through a review of external environment which can impact on project execution.
- Based on the information presented in Atlas, the Project Manager is to present Project Progress Reports to the Project Steering Committee using standard UNDP reporting formats.
- Lessons Learnt Log is to be activated and regularly updated to ensure continuous training and adaptation within the organization and to assist in the preparation of Lessons Learnt Report at the project end.
- Monitoring Plan is to be activated in Atlas and updated for tracking key project management actions

##### Annually

- **Annual Review Report.** A satisfactory annual Review Report is to be prepared by Project Manager and submitted to the Project Steering Committee. Annual Review Report is to cover a whole year and present updated information on each element of quarterly reports, and contain summary of achieved results as compared with pre-determined annual targets.



- **Annual Project Review.** Based on the above report, project review is to be carried out during the fourth quarter or soon after the year-end to review project progress and to approve annual Work Plan for a subsequent year. Such review is performed by the Project Steering Committee and is focused on the degree of results achievement.
- **Project audit.** Project will be audited in accordance with the UNDP procedure. The Government will provide certified financial statements to the UNDP Resident Representative and will annually audit financial statements covering status of GEF funds, according to the procedures identified in the Programme and Financial Guidelines. Audit will be performed by a legislatively assigned auditor of the Government or by a commercial auditor appointed by the Government.

### Quality management to achieve project results

<b>Outcome 1:</b> Development of implementation principles and mechanisms of the Partnership Programme prepared in pursuance of the Astana Initiative		
<b>Activity 1 Result</b>	<i>Detailed governance structure, work plans, methodology for identifying 'green economy' projects, draft Resource Mobilization Strategy, progress monitoring mechanisms and indicators, model Agreements, Multilateral Trust Fund</i>	Start date: 01.01.2012 Completion date: 31.12.2013
<b>Objective</b>	<i>Assistance in implementation of the Partnership Programme</i>	
<b>Description</b>	<p><i>1.1. Assistance in the development, reconciliation and approval of the Astana Initiative Implementation Work Plan (WP);</i></p> <p><i>1.2. Support to the development of mechanisms and criteria for identifying project areas, target countries and participants and partners from Asia, Pacific and Europe;</i></p> <p><i>1.3. Participation in the preparation of Resource Mobilization Strategy for implementation of investment projects under the Partnership Programme;</i></p> <p><i>1.4. Provision of assistance in identification of mechanisms and indicators to monitor progress in implementation of the Astana Initiative and Partnership Programme.</i></p>	
<b>Quality criteria</b> <i>How/what indicators are used to measure result quality?</i>	<b>Quality assurance methods</b> <i>Assurance methods. What method is used to evaluate quality achieved?</i>	<b>Quality evaluation</b> <i>When quality evaluation is performed?</i>
Work performance in accordance with ToRs	Experts' technical reports	
Achievement of project outputs	Analytical notes, recommendations	
Compliance with project implementation requirements	Audit	
Delivery of planned activities	Minutes, recommendations	
<b>Outcome 2:</b> Assistance in fulfilment of Kazakhstan's commitments to support two thematic areas of the Astana Initiative: a) Eco-effective use of natural resources and investments in ecosystem services; b) Low-carbon development and climate change adaptation		
<b>Activity 2 result</b>	Project pre-feasibility and feasibility studies in a selected sector (in line with international organization's format), draft Joint Project Implementation Agreement, Implementation Plan of the Low-Carbon Development Concept with monitoring indicators; recommendations	Start date: 01.01.2012 Completion date: 31.12.2013

	on fiscal and economic incentives for nature users, trainings	
<b>Objective</b>	<i>Assistance in fulfilment of commitments under AI and UNFCCC (GHG reduction by 15% by 2020 and by 25% by 2050)</i>	
<b>Description</b>	<p>2.1. Assistance in the development, reconciliation and submission for financing of one of multilateral investment 'green economy' projects of the Partnership Programme under area 1 related to sustainable development of the Balkhash lake;</p> <p>2.2. Assistance in promotion of the Low-Carbon Development Concept till 2050 through inclusion of proposed measures into sectoral and territorial development plans</p> <p>2.3. Participation in the development of the Concept's indicators to monitor its implementation</p> <p>2.4. Assistance in the development and implementation of economic and tax leverages to incentivize nature users to reduce greenhouse gas emissions and to increase energy efficiency and energy saving</p> <p>2.5. Arrangement of regional and national trainings on practical, cost effective approaches to reduction of emissions for representatives of enterprises, government institutions, business sector and NGOs.</p> <p>2.6. Development of a demonstration project at a local level, engagement of partners under the Partnership Programme</p>	
<b>Quality criteria</b> <i>How/what indicators are used to measure result quality?</i>	<b>Quality assurance methods</b> <i>Assurance methods. What method is used to evaluate quality achieved.</i>	<b>Quality evaluation</b> <i>When quality evaluation is performed?</i>
Work performance in accordance with ToRs	Experts' technical reports	
Achievement of project outputs	Analytical notes, recommendations	
Compliance with project implementation requirements	Audit	
Delivery of planned activities	Minutes, recommendations	
<b>Outcome 3:</b> Capacity building, building of partnership and awareness raising on 'green growth', 'green economy' and Astana Initiative issues		
<b>Activity 3 result</b>	<i>groups trained, workshops/trainings delivered for research, technical and management staff, SDB meetings conducted, training courses prepared</i>	Start date: 01.01.2012 Completion date: 31.12.2013
<b>Objective</b>	<i>To raise awareness among decision-makers, experts and people</i>	
<b>Description</b>	<p>3.1. Participation in the preparation of awareness raising strategy;</p> <p>3.2. Assistance in the development and implementation of public awareness raising programmes on low-emission 'green growth', projects of the Partnership Programme and Astana Initiative;</p> <p>3.3. Development and implementation of public awareness raising programmes on low-emission 'green growth', projects of the Partnership Programme and Astana Initiative;</p> <p>3.4. Delivery of programmes /workshops /trainings for research, technical and management staff;</p> <p>3.5. Preparation of materials for public awareness raising on 'green growth' issues</p>	
<b>Quality criteria</b>	<b>Quality assurance methods</b>	<b>Quality evaluation</b>

<i>How/what indicators are used to measure result quality?</i>	<i>Assurance methods. What method is used to evaluate quality achieved?</i>	<i>When quality evaluation is performed?</i>
Work performance in accordance with ToRs	Experts' technical reports	
Achievement of project outputs	Analytical notes, recommendations	
Compliance with project implementation requirements	Audit	
Delivery of planned activities	Minutes, recommendations	

## **VI. LEGAL CONTEXT**

This Project Document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Kazakhstan and the United Nations Development Programme, signed by the parties on 4 October 1994. The host country executing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government co-operating agency described in that Agreement.

The UNDP Resident Representative in Astana, Kazakhstan is authorized to effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP-GEF Unit and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a) Revision of, or addition to, any of the annexes to the Project Document;
- b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and
- d) Inclusion of additional annexes and attachments only as set out here in this Project Document.

The executing agency 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 executing agency's security, and the full implementation of the security plan.

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

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Any transfer of funds from UNDP to the PIU or subcontractors shall be made in accordance with the UNDP rules and procedures specified in the Programme Guideline.

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**VII. ANNEXES**

ANNEX 1 – Risk Analysis

ANNEX 2 – Project Results Framework

ANNEX 3 – Terms of Reference

**ANNEX 1****RISK ANALYSIS AND EMERGENCY MEASURES**

<b>Risks and Responsibilities</b>	<b>Mitigation Strategy</b>
Frequent changes in the Government resulting in unexpected changes in the partners' key staff.	The Project will mainly work at the level of department heads and Executive Secretary who will ensure continuity of changing leaders, thus, ensuring succession in the project implementation.
Quality and performance of all stakeholders, both government and non-government ones.	Singing of MoU among key partners and stakeholders, as well as approval of action plans and due information exchange and regular meetings. Membership in the Project Steering Committee.
Different perceptions due to varied local circumstances; potential difference in interests and unequal opportunities.	Conduct of regular consultations and capacity building through training and study tours.
Difficulties due to insufficient expertise and managerial skills.	Conduct of regular consultations and capacity building through training and study tours.
Difficulties with adequate implementation and coordination of activities and available resources; barriers to arrangement of cooperation among various partners which is to ensure coordinated activities of all stakeholders.	Singing of MoU among key partners and stakeholders, as well as approval of action plans and due information exchange and regular meetings, regular meetings and exchange visits.
Late allocation of funds from the republican budget.	Financing by UNDP stipulated by a Steering Committee's decision (?)
Deepening of the global financial and economic crisis preventing the participating countries of the Green Bridge Partnership Programme from participating in green economy projects.	Promotion of joint activities for preparation of pre-feasibility and feasibility studies of green economy projects through existing intergovernmental agreements.





## PROJECT RESULTS FRAMEWORK

<b>Expected outcome in accordance with Country Results Framework:</b>				
<b>Millennium Development Goals 7 and 2:</b> environmental sustainability, poverty reduction and employment. National development strategies and programmes reflect an integrated approach to sustainable development and poverty issues.				
<b>Indicator:</b> Basis put in place for implementing the Partnership Programme as a mechanism of the Green Bridge Astana Initiative, pre-feasibility and feasibility studies prepared for a demonstration 'green economy' project, Project Implementation Agreement prepared;				
<b>Background:</b> The Green Bridge Astana Initiative was prepared by Kazakhstan in 2010 and approved by the European and Asia-Pacific Ministerial Conferences. Pursuant to the decisions of the Ministerial Conferences the Partnership Programme enabling implementation of the Initiative was developed.				
<b>Objective:</b> To assist in implementation of the Green Bridge Astana Initiative and Partnership Programme				
<b>Relevant area of assistance:</b> Environment and Sustainable Development				
<b>Cooperation strategy:</b> Key project partner– RK Ministry of Environmental Protection				
<b>Project title and number (ATLAS code):</b> Assistance to Kazakhstan in Improving Interregional Cooperation for the Green Bridge Promotion and Astana Initiative Implementation				
ПРЕДПОЛАГАЕМЫЕ РЕЗУЛЬТАТЫ	TARGETS BY YEARS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTY (IES)	PARTIES' CONTRIBUTIONS
<p><b>Component 1.</b> 1. Development of implementation principles and mechanisms of the Partnership Programme prepared in pursuance of the Astana Initiative</p> <p><b>Baseline data:</b> Kazakhstan presented the Green Bridge Astana Initiative supported adopted by the European and Asian-Pacific Ministerial Conferences. The Partnership Programme prepared based on it will be presented at the WSSD-2012. To support activities under the Initiative the Government of Kazakhstan together with the</p>	<p>Targets (2012)</p> <ul style="list-style-type: none"> <li>- Partnership Programme Action Plan in pursuance of the Astana Initiative, detailed governance structure</li> <li>- Projects identification methodology, projects</li> <li>- Draft Resources Mobilization Strategy for investment projects</li> <li>- SDB meeting</li> </ul> <p>Targets (2013)</p> <ul style="list-style-type: none"> <li>- Mechanisms and indicators to</li> </ul>	<p>1.</p> <p>Development of implementation principles and mechanisms of the Partnership Programme prepared in pursuance of the Astana Initiative</p> <p>1.1. Assistance in the development, reconciliation and approval of the Astana Initiative Implementation Work Plan (WP), as well as in detailing the governance structure;</p> <p>1.1.1. Identification of activities through a political dialogue in Asia and the Pacific for each of five Areas of the Green Bridge PP</p>	<p>RK Ministry of Environmental Protection</p>	<p>2012</p> <p>MEP- KZT 14,495,000</p> <p>UNDP- KZT 1,000,000</p> <p>2013</p> <p>MEP- KZT 4,510,000</p>

<p>interested partners hosted the Green Bridge office.</p> <p><b>Indicators:</b> Detailed work plans approved, monitoring plan and resource mobilization plan approved, PP governance structure identified, requirements identified for establishing and operations of the Green Bridge Multilateral Trust Fund</p>	<p>monitor implementation progress of the Partnership Programme and Astana Initiative</p> <p>Partnership Programme Work Plan in pursuance of the Astana Initiative</p> <ul style="list-style-type: none"> <li>- Interministerial meetings</li> <li>- model agreements</li> <li>- Five-year resource mobilization strategy</li> <li>- Recommendations for establishing the Green Bridge Multilateral Trust Fund</li> </ul>	<p>1.1.2. Identification of activities for reconciliation of strategies /areas /topics of cooperation at the regional, subregional, national and multisectoral levels</p> <p>1.1.3. Preparation of annual Work Plans for 2012-2013 as part of interagency task group</p> <p>1.1.4. Seeking agreement on the WP with the RK Government. Arrangement of a ministerial meeting</p> <p>1.1.5. Approval of a WP as related to national activities by SDB</p> <p>1.1.6. Preparation of ToRs for national and international experts in accordance with approved WP</p> <p>1.2. Support to the development of mechanisms and criteria for identifying project areas, target countries and participants and partners from Asia, Pacific and Europe</p> <p>1.2.1. Scheme for identification of project areas, target countries and participants and partners from Asia, Pacific and Europe prepared and agreed upon with major partners</p> <p>1.2.2. Analysis of prepared model agreements and significant details of new partnership agreements identified</p> <p>1.2.3. Formats of agreements prepared and agreed upon with major partners</p> <p>1.2.4. Mechanisms of trilateral-multilateral cooperation elaborated through feasibility study implementation agreements between participants of each area from Asia and Europe and target</p>		
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		<p>countries</p> <p>1.3. Participation in the preparation of Resource Mobilization Strategy for implementation of investment projects under the Partnership Programme;</p> <p>1.3.1. Identification of a mechanism for establishing and operations of Green Bridge Multilateral Trust Fund based on best practice and experience of international development organizations</p> <p>1.3.2. Identification of mechanisms to coordinate resource mobilization activities and identification of potential partners</p> <p>1.3.3. Elaboration of a short-term (5-year) resource mobilization strategy</p> <p>1.3.4. Identification of resource mobilization criteria</p> <p>1.3.5. Reconciliation with the participants of the Partnership Programme</p> <p>1.3.6. Strategy approval</p> <p>1.4. Provision of assistance in identification of mechanisms and indicators to monitor progress in implementation of the Astana Initiative and Partnership Programme.</p> <p>1.4.1. Identification of progress monitoring mechanisms</p> <p>1.4.2. Identification of progress monitoring indicators</p>		
<p><b>Component 2.</b> Assistance in fulfilment of Kazakhstan's commitments to support two thematic areas of the Astana Initiative: a) Eco-effective use of natural resources and investments in</p>	<p>Targets (2012)</p> <ul style="list-style-type: none"> <li>- project's pre-feasibility study in selected sector (in the format of an international organization),</li> <li>- Low-Carbon Development</li> </ul>	<p>2.1. Assistance in the development, reconciliation and submission for financing of one of multilateral investment 'green economy' projects of the Partnership Programme under area 1 related to sustainable</p>	<p>RK Ministry of Environmental Protection, UNDP</p>	<p>2012 UNDP- KZT 11,600,000 MEP- KZT 4,805,000</p> <p>2013</p>

<p>ecosystem services; b) Low-carbon development and climate change adaptation</p> <p><b>Baseline data:</b> Pursuant to Para 33 of the Green Bridge Astana Initiative, Kazakhstan is focused on two priority components under thematic Areas 1 and 2, particularly:</p> <p>a) Eco-effective use of natural resources and investments in ecosystem services;</p> <p>b) Low-carbon development and climate change adaptation.</p> <p>Kazakhstan has committed to reduce GHG emissions by 15% by 2020 and by 25% by 2050. Kazakhstan has prepared the Low-Carbon Development Concept (Low-Carbon Development Transition Plan) until 2050 and climate change adaptation document, both were approved by SDB</p> <ul style="list-style-type: none"> <li>• <b>Indicators:</b> pre-feasibility and feasibility studies of a demonstration projects approved Joint Implementation Agreement, Low-Carbon Development Concept Action Plan, recommendations on fiscal and economic incentives for nature users.</li> </ul>	<p>Concept Action Plan with monitoring indicators</p> <ul style="list-style-type: none"> <li>- recommendations on fiscal and economic incentives for nature users</li> <li>- trainings</li> </ul> <p>Targets (2013)</p> <ul style="list-style-type: none"> <li>- project's feasibility study (in the format of an international organization),</li> <li>- draft Joint Project Implementation Agreement</li> <li>- demonstration project</li> <li>- trainings</li> </ul>	<p>development of the Balkhash lake</p> <p>2.1.1. Seeking agreement on the topic, goal, objectives of investment project with potential partners</p> <p>2.1.2. Preparation of project's pre-feasibility and feasibility studies (in the format of an international organization),</p> <p>2.1.3. Discussion and approval of Joint Project Implementation Agreement</p> <p>2.2. Assistance in promotion of the Low-Carbon Development Concept till 2050 through inclusion of proposed measures into sectoral and territorial development plans</p> <p>2.2.1. Seeking agreement on and approval of low-carbon economic development action plan for energy sector in the RK Government</p> <p>2.2.2. Assistance in inclusion of the Action Plan activities into national, sectoral and territorial development plans</p> <p>2.3. Participation in the development of the Concept's indicators to monitor its implementation</p> <p>2.3.1. Conduct of a study to identify monitoring indicators of the LCC in accordance with international measurement, reporting and verification (MRV) requirements and best practice</p> <p>2.3.2. Reconciliation of indicators</p> <p>2.4. Assistance in the development and implementation of economic and fiscal leverages to incentivize nature users to reduce greenhouse gas emissions and to increase energy efficiency and</p>		<p>UNDP- KZT 5,100,000</p> <p>MEP- KZT 7,830,000</p>
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		<p>energy saving</p> <p>2.4.1. Preparation of recommendations on fiscal and economic incentives for nature users</p> <p>2.4.2. Assistance in implementation of recommendations in legal regulations</p> <p>2.5. Arrangement of regional and national trainings on practical, cost effective approaches to reduction of emissions for representatives of enterprises, government institutions, business sector and NGOs</p> <p>2.6. Development of a demonstration project at a local level, engagement of partners under the Partnership Programme</p> <p>2.6.1. Seeking agreement on investment project topic, goal and objectives with potential partners</p> <p>2.6.2 Preparation of project's pre-feasibility and feasibility studies (in the format of an international organization)</p>		
<p><b>Component 3.</b> Capacity building, building of partnership and awareness raising on 'green growth', 'green economy' and Astana Initiative issues.</p> <p><b>Baseline data:</b> the Green Bridge Office established under the Environmental Protection Think Tank by order of the Environmental Protection Minister ensures dissemination of information and mass media activities during the Initiative's implementation with respect to the priorities of Zhasyl</p>	<p>Targets (2012)</p> <ul style="list-style-type: none"> <li>- draft public awareness raising strategy</li> <li>- training programmes on LCD, green growth at multimedia</li> <li>- trainings, workshops</li> <li>- SBD meetings</li> </ul> <p>Targets (2013)</p> <ul style="list-style-type: none"> <li>- finalized public awareness raising strategy</li> </ul>	<p>3.1.Participation in the preparation of awareness raising strategy</p> <p>3.1.1. Consultations with Partnership Programme's participants on areas and objectives of the awareness raising strategy</p> <p>3.1.2. Preparation of the strategy, as well as its implementation arrangements</p> <p>3.1.3. Preparation of annual Work Plan in pursuance of the Strategy</p> <p>3.1.4. Identification of implementation indicators of the Work Plan and Strategy</p>	<p>RK Ministry of Environmental Protection, UNDP</p>	<p>2012</p> <p>UNDP- KZT 2,150,000</p> <p>MEP- KZT 4,400,000</p> <p>2013</p> <p>UNDP- KZT 1,150,000</p> <p>MEP- KZT 2,975,000</p>

<p>Damu national ‘green development’ programme, and supports execution of partnerships among European, Asian and Pacific countries for ‘green growth’</p> <p><b>Indicators:</b> held meetings of SDB, public awareness raising strategy developed. Training programmes prepared on low-carbon development, green growth, PP and AI projects, continuously updated Web site</p>	<ul style="list-style-type: none"> <li>- training programmes on LCD, green growth at multimedia</li> <li>- trainings, workshops</li> <li>- SBD meetings</li> </ul>	<p>3.1.5. Maintenance of a Web site and expansion of its enhancement in accordance with the Work Plan</p> <p>3.2. Assistance in the development and implementation of public awareness raising programmes on low-emission ‘green growth’, projects of the Partnership Programme and Astana Initiative.</p> <p>3.2.1. Development of training programmes and courses</p> <p>3.2.2. Arrangement and delivery of trainings and workshops</p> <p>3.3. Delivery of programmes /workshops /trainings for research, technical and management staff</p> <p>3.3.1. Assistance in conduct of meetings of Sustainable Development Board</p> <p>3.3.2. Assistance in conduct of national forums with NGOs, business and academia</p> <p>3.4. Preparation of materials for public awareness raising on ‘green growth’ issues</p>		
<p><b>Project Management</b></p>		<p>Salary to project staff</p> <p>Miscellaneous costs</p>	<p>UNDP</p>	<p>2012 UNDP- KZT 1,500,000 MEP- KZT 2,800,000</p> <p>2013 UNDP- KZT 1,500,000 MEP- KZT 2,285,000</p>
<b>Total from the republican budget:</b>				<p>2012 - KZT 26,500,000</p> <p>2013 - KZT 17,650,000</p>

<b>Total UNDP contribution:</b>	2012 - KZT 16,250,000 2013 - KZT 7,750,000
<b>TOTAL:</b>	KZT 68,100,000



## TERMS OF REFERENCE



## UNITED NATIONS DEVELOPMENT PROGRAMME

## Terms of Reference

**I. Information on Position**

Position: National Project Coordinator

Project: Assistance to Kazakhstan in Improving Interregional Cooperation for the Green Bridge Promotion and Astana Initiative Implementation

Contract type: SSA

Duty location: Astana, Kazakhstan

Duration: One year upon signature

Employment: Full-time

Class: SB-4 MIN

Supervisor: Environment and Energy Unit Programme Coordinator, UNDP Kazakhstan

**II. CONTEXT****Background:**

At the 6<sup>th</sup> Ministerial Conference on Environment and Development in Asia and the Pacific (MCED-6), the countries decided to work together to improve regional and subregional cooperation to promote green growth and carry out researches for developing policies and instruments, including environmentally clean technologies and taking various practical steps to promote, to reinforce transfer or to ensure access to environmentally clean technologies. These agreements became the basis for a document approved by MCED-6, 'Green Bridge' Astana Initiative. This document was unanimously adopted by all parties to the conference on 2 October 2010, in Astana, the capital of the Republic of Kazakhstan, in addition to other two major documents: the 2010 Ministerial Declaration on Environment and Development and the 2011-2015 Regional Action Plan for Sustainable Development in Asia and the Pacific.

The Green Bridge Astana Initiative was proposed to assist partnership in Europe, Asia and the Pacific to implement political framework with a view to improve welfare and sustainable development.

To launch implementation of the Astana Initiative Kazakhstan prepared the Green Bridge Partnership Programme, which objective is to assist the transition from current conventional unsustainable development models to green growth by the adoption of regional and national innovative green growth policies framework allowing for accelerated implementation of investment projects of multilateral cooperation and public-private partnerships. The objective of the Green Bridge Partnership Programme is to integrate efforts of states, international organizations, public and business sectors in Europe, Asia and the Pacific in the move towards green economy.

MEP/UNDP Project ‘Assistance to Kazakhstan in Improving Interregional Cooperation for the Green Bridge Promotion and Astana Initiative Implementation’ is aimed to provide institutional assistance in developing partnerships among European, Asian and Pacific countries for planning transition from conventional models of economy to the ‘green growth’ concept in pursuance of the Green Bridge Astana Initiatives and the Ministerial Declaration adopted by MCED-6 (2010), and the Ministerial Conference ‘Environment for Europe’ (2011).

The project objectives are: to develop implementation principles and mechanisms of the Green Bridge Partnership Programme prepared in pursuance of the Astana Initiative; to assist in fulfilment of Kazakhstan’s commitments to support two thematic areas of the Astana Initiative; to build capacity, partnership and to raise public awareness on ‘green growth’ and Astana Initiative issues.

Broad partnership approach will be applied to increase efficiency of the Partnership Programme implementation to pursue the Astana Initiative. The Project will provide assistance in the dissemination of information and will support establishment of a regional forum for political framework and participate in the identification of partners in Asia and the Pacific and Europe, as well as together with other international organizations it will assist Kazakhstan in enabling the Multidonor Trust Fund with a view to implement political framework for green growth. The Project will assist in organizing meetings of the Sustainable Development Board (SDB) under the RK Prime Minister to monitor implementation of the Astana Initiative. As ‘green growth’ topic has not become the primary focus of the society, there is also an acute need to attract public attention through the development and implementation of special programmes, delivery of workshops and training programmes as well as assistance in conducting national forums with NGOs, representatives of business and academic communities.

The Project results will contribute to the achievement of joint objectives of the Government, MEP, UNDP and other partners in the context of the Millennium Development Goals, Johannesburg Declaration on Sustainable Development and World Summit on Sustainable Development Plan of Implementation, as well as strengthening of interregional cooperation in addressing environmental transboundary issues through innovative collaboration methods. The Green Bridge Astana Initiative and the Partnership Programme for its implementation will be presented by Kazakhstan at the Millennium Summit (World Summit on Sustainable Development) in 2012 in Rio de Janeiro as an interregional contribution into sustainable development.

### **III. FUNCTIONS**

#### **Summary of key functions:**

National Project Coordinator (NPC) is responsible for the overall routine coordination of all project aspects at the national level in consultation with National Project Director (NPD). NPC manages Project Implementation Unit and is fully responsible for efficient implementation of all project activities. NPC ensures timely and reasonable planning, control and monitoring of project activities in accordance with the GEF/UNDP planning, monitoring and reporting procedures. NPC ensures effective teamwork based on international business administration and human resources management standards. NPC maintains direct contacts with the RK Ministry of Environmental Protection, which is Implementing Partner of the Project. NPC is responsible for preparation of financial statements and project progress reports, provides expertise and supervises subcontracted activities.

NPC is focused on achievement of the following results:

To ensure that project goal, objectives and activities are timely and properly performed under the



following components:

Component 1. Development of implementation principles and mechanisms of the Partnership Programme prepared in pursuance of the Astana Initiative;

Component 2. Assistance in fulfilment of Kazakhstan's commitments to support two thematic areas of the Astana Initiative: a) Eco-effective use of natural resources and investments in ecosystem services; b) Low-carbon development and climate change adaptation;

Component 3. Capacity building, building of partnership and awareness raising on 'green growth', 'green economy' and Astana Initiative issues.

#### **IV. Impact of results**

The overall objective of NPC is to ensure successful implementation of the project in line with the objectives, work plans and budgets presented in the project documents, including specific objectives:

1. To ensure effective project planning and implementation with the involvement of all stakeholders;
2. To organize and manage the Project Implementation Unit (PIU), including staff responsible for each project result and project budget;
3. To arrange preparation of Terms of Reference and contracts for national and international experts, consultants and partners in consultation with Project Director/UNDP;
4. To arrange and assist in delivery of project-related activities as necessary. This may include planning of meetings, national workshops, consultations, business trips and other project-related activities.
5. To ensure preparation of project progress reports, financial statements, any inquiries;
6. To ensure preparation of technical reports in accordance with UNDP requirements and M&E forms;
7. To ensure effective cooperation with relevant government authorities, academia, NGOs and other stakeholders;
8. To establish and maintain contacts and relations with national and international project partners;
9. To ensure control for timely execution of activities;
10. To ensure preparation and submission of various technical reports for Project Steering Committee and UNDP in accordance with the project document;
11. To ensure cost control under the approved project budget for each project result;
12. To ensure dissemination of information about the project among all stakeholders;
13. To create and manage arrangements for sharing experience and lessons learnt at the national level;
14. To coordinate, track and be responsible for execution of approved project annual work plans;
15. To ensure mobilization, coordination and monitoring of co-financing funds as specified by the project document;
16. To develop relationship with other GEF programmes and other regional programmes, if necessary;
17. To submit project reports and to duly inform the Project Steering Committee and UNDP about any issues arising during the project implementation;
18. To participate in each meeting of the Project Steering Committee; and
19. To perform other functions as required by the Project Steering Committee.

<b>V. KNOWLEDGE AND SKILLS</b>	
<b>Corporate requirements:</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrate integrity through modelling UN values and ethic standards</li> <li><input type="checkbox"/> Facilitates promotion of the UNDP vision, mission and strategic goals</li> <li><input type="checkbox"/> Demonstrates awareness and ability to adapt to cultural, gender, religious, race, ethic and age factors</li> <li><input type="checkbox"/> Treats all people fairly, with no favouritism</li> </ul>	

<b>VI. QUALIFICATION REQUIREMENTS</b>	
Background:	A degree in Ecology, Economy, Resource Management or a related area
Experience:	<ul style="list-style-type: none"> <li>▪ At least, ten (10) years of professional experience</li> <li>▪ At least, five (5) years of managerial experience, project management experience involving various sectors;</li> <li>▪ Experience of effective HR/project management;</li> <li>▪ Experience in similar projects;</li> <li>▪ Experience of work with government authorities, local governments, PR, civil society organizations and academia;</li> <li>▪ Strong strategic thinking, planning and management skills;</li> <li>▪ Experience in planning and delivery of workshops, etc.;</li> <li>▪ Experience in establishing cooperation with stakeholders, institutions and organizations;</li> <li>▪ Strong computer skills;</li> <li>▪ Knowledge of UNDP project implementation procedures, including procurement, payments, reporting and monitoring, will be an advantage;</li> <li>▪ Preferably, good knowledge of objectives and procedures of international organizations and partners (UNDP, UNEP, World Bank, large NGOs, current and potential donors)</li> </ul>
Language proficiency:	<ul style="list-style-type: none"> <li>• Fluent verbal and written Russian, good knowledge of English;</li> <li>• Knowledge of Kazakh is preferred.</li> </ul>

<b>VII. Signatures – ToR approval</b>		
Name	Signature	Date
Name	Signature	Date
Department head		
Name	Signature	Date



**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**Terms of Reference**

**I. Information on Position**

Position: Administrative and Financial Assistant

Project: Assistance to Kazakhstan in Improving Interregional Cooperation for the Green Bridge Promotion and Astana Initiative Implementation

Contract type: SSA

Duty location: Astana, Kazakhstan

Duration: One year upon signature

Employment: Full-time

Class: SB-2 Q3

Supervisor: Administrative and Financial Assistant works under direct supervision of the National Project Coordinator.

**II. CONTEXT**

**Background:**

At the 6<sup>th</sup> Ministerial Conference on Environment and Development in Asia and the Pacific (MCED-6), the countries decided to work together to improve regional and subregional cooperation to promote green growth and carry out researches for developing policies and instruments, including environmentally clean technologies and taking various practical steps to promote, to reinforce transfer or to ensure access to environmentally clean technologies. These agreements became the basis for a document approved by MCED-6, 'Green Bridge' Astana Initiative. This document was unanimously adopted by all parties to the conference on 2 October 2010, in Astana, the capital of the Republic of Kazakhstan, in addition to other two major documents: the 2010 Ministerial Declaration on Environment and Development and the 2011-2015 Regional Action Plan for Sustainable Development in Asia and the Pacific.

The Green Bridge Astana Initiative was proposed to assist partnership in Europe, Asia and the Pacific to implement political framework with a view to improve welfare and sustainable development.

To launch implementation of the Astana Initiative Kazakhstan prepared the Green Bridge Partnership Programme, which objective is to assist the transition from current conventional unsustainable development models to green growth by the adoption of regional and national

innovative green growth policies framework allowing for accelerated implementation of investment projects of multilateral cooperation and public-private partnerships. The objective of the Green Bridge Partnership Programme is to integrate efforts of states, international organizations, public and business sectors in Europe, Asia and the Pacific in the move towards green economy.

MEP/UNDP Project 'Assistance to Kazakhstan in Improving Interregional Cooperation for the Green Bridge Promotion and Astana Initiative Implementation' is aimed to provide institutional assistance in developing partnerships among European, Asian and Pacific countries for planning transition from conventional models of economy to the 'green growth' concept in pursuance of the Green Bridge Astana Initiatives and the Ministerial Declaration adopted by MCED-6 (2010), and the Ministerial Conference 'Environment for Europe' (2011).

The project objectives are: to develop implementation principles and mechanisms of the Green Bridge Partnership Programme prepared in pursuance of the Astana Initiative; to assist in fulfilment of Kazakhstan's commitments to support two thematic areas of the Astana Initiative; to build capacity, partnership and to raise public awareness on 'green growth' and Astana Initiative issues.

Broad partnership approach will be applied to increase efficiency of the Partnership Programme implementation to pursue the Astana Initiative. The Project will provide assistance in the dissemination of information and will support establishment of a regional forum for political framework and participate in the identification of partners in Asia and the Pacific and Europe, as well as together with other international organizations it will assist Kazakhstan in enabling the Multidonor Trust Fund with a view to implement political framework for green growth. The Project will assist in organizing meetings of the Sustainable Development Board (SDB) under the RK Prime Minister to monitor implementation of the Astana Initiative. As 'green growth' topic has not become the primary focus of the society, there is also an acute need to attract public attention through the development and implementation of special programmes, delivery of workshops and training programmes as well as assistance in conducting national forums with NGOs, representatives of business and academic communities.

The Project results will contribute to the achievement of joint objectives of the Government, MEP, UNDP and other partners in the context of the Millennium Development Goals, Johannesburg Declaration on Sustainable Development and World Summit on Sustainable Development Plan of Implementation, as well as strengthening of interregional cooperation in addressing environmental transboundary issues through innovative collaboration methods. The Green Bridge Astana Initiative and the Partnership Programme for its implementation will be presented by Kazakhstan at the Millennium Summit (World Summit on Sustainable Development) in 2012 in Rio de Janeiro as an interregional contribution into sustainable development.

### III. FUNCTIONS

#### Summary of key functions:

The functional responsibilities are aligned with the project document. Administrative and Financial Assistant (AFA) is responsible for daily administrative and financial support to project activities, supplies of goods and services for the project, including accounting of the project funds and financial statements in accordance with UNDP requirements and procedures. AFA will ensure high quality and accurate performance.

The following tasks are to be achieved:

To ensure continuous support to NPC, so that activities are timely and properly performed under the following components:

Component 1. Development of implementation principles and mechanisms of the Partnership Programme prepared in pursuance of the Astana Initiative;

Component 2. Assistance in fulfilment of Kazakhstan's commitments to support two thematic areas of the Astana Initiative: a) Eco-effective use of natural resources and investments in ecosystem services; b) Low-carbon development and climate change adaptation;

Component 3. Capacity building, building of partnership and awareness raising on 'green growth', 'green

The overall objective of AFA is to ensure successful implementation of the project in line with the objectives, work plans and budgets presented in the project documents, including specific objectives:

1. To prepare revised project budgets (at least, once a year);
2. To prepare requests for advance payments and reporting, if necessary, in accordance with UNDP procedures;
3. To prepare requests for payment;
4. To prepare requests for travel for project staff, implementing partner and UNDP in accordance with UNDP format, rules and procedures;
5. To provide support in arrangement of trips (booking of tickets and hotels);
6. To support National Project Coordinator in maintaining continuous contacts with Implementing partner, UNDP, project partners and other organizations, through direct contacts, to collect information and proposals, to register incoming and outgoing correspondence, to draft letters and to arrange meetings;
7. To support National Project Coordinator in project monitoring through review of existing materials, correspondence, reports, project activities, project contributions, budgets and costs in accordance with UNDP requirements; to prepare and archive the above correspondence and materials;
8. To arrange and support arrangement of workshops, meetings, delegations, study tours, etc.;
9. To prepare handouts for workshops, briefings and meetings;
10. To keep inventory of equipment, to prepare equipment status reports;
11. To keep records of release of project equipment to PIU experts; equipment monitoring;
12. To collect and circulate incoming correspondence, to post outgoing correspondence; to search for files, etc.;
13. To register data on office car use;
14. Unofficial translation and interpretation, as required;
15. To prepare procurement plan in consultation with project experts, to approve it; to monitor procurement in accordance with UNDP requirements and under Steering Committee's oversight;
16. To arrange selection of providers of goods/services in accordance with UNDP requirements and procedures;
17. To prepare, in consultation with project experts, rationale for selection of goods/services providers to be reviewed by relevant UNDP units and UNDP Procurement Committee;
18. To prepare, seek agreement on and ensure approval of contract documents related to procurement of goods/services; to monitor providers' performance and to provide information to the Steering Committee;
19. To prepare electronic requests under signed contracts and tranches, to monitor requests for payment in Atlas;
20. To prepare short-term contracts in accordance with UNDP requirements and procedures and to monitor contractual performance;

21. To prepare annual/quarterly reports as input into Atlas in line with project experts' recommendations as approved by the Steering Committee.
22. To analyze project financial situation reflected in Atlas, and, as necessary, to prepare proposals for modifications for the Steering Committee's review.

**IV. Impact of Results**

Key results impact successful project implementation. Accurate submission of information, careful and complete documentation of activities strengthen the project capacity and facilitate further supervisor's actions.

- V. KNOWLEDGE AND SKILLS**
- Corporate requirements:**
- Demonstrate integrity through modelling UN values and ethic standards
  - Facilitates promotion of the UNDP vision, mission and strategic goals
  - Demonstrates awareness and ability to adapt to cultural, gender, religious, race, ethic and age factors
  - Treats all people fairly, with no favouritism

**VI. QUALIFICATION REQUIREMENTS**

Background:	A degree in Accounting, Finance, Economy or Business Administration
Experience:	<ul style="list-style-type: none"> <li>• 3+ relevant work experience, including, at least, 2 years at administrative/financial position in an international company/project;</li> <li>• Computer/office equipment skills, knowledge of software, accounting and cost accounting, financial statements and audit;</li> <li>• Knowledge of UNDP procedures will be an advantage.</li> </ul>
Language proficiency:	<ul style="list-style-type: none"> <li>• Fluent verbal and written Russian and English;</li> <li>• Knowledge of Kazakh is preferred</li> </ul>

**VII. Signatures - ToR approval**

Name	Signature	Date
Supervisor		
Name	Signature	Date
Unit head		
	Signature	Date