United Nations Development Programme
Country: Kyrgyzstan
Project Document "Mainstreaming DRM into Decentralization process in Kyrgyzstan"

Kyrgyzstan

Project document

UNDAF Outcome(s):	**A 2.** "Poor and vulnerable groups have increased and more equitable access to quality basic social services and benefits, in a strengthened pro-poor environment" and
	B.1 "Good governance reforms and practices institutionalized at all levels of Government, civil society organizations and the private sector towards poverty reduction, protection of rights and sustainable human development"
Expected CP Outcome(s):	"Role of local self-governments in disaster risk management agreed at the national level and DRM services benefiting poor and vulnerable communities improved"(until 2010)
Expected Output(s):	**Output 1.** Realistic and sustainable role for local self-governance bodies in DRM and associated resource requirements identified and agreed
	Output 2. Capacities of local self-governance bodies and partners to address disaster risk management strengthened
	Output 3. Self-help capacities of vulnerable communities and inter-face with Ayil Okmots and partners strengthened
Implementing partners:	Ministry of Emergency Situations
Responsible parties:	National Agency for Local Self-Governance, National Statistics Committee, Ministry of Finance, State Committee for Taxation and Revenues

Brief Description

Disaster Risk Management (DRM) is a core function of local and national government entities. A decentralized structure of the government apparatus is often more effective to both deal with a) the local dimensions of economic, social and physical vulnerability and b) disaster impact. This program proposes to facilitate the strengthening of a sustainable DRM capacity of local self-governments (Ayil Okmots) in Kyrgyzstan mainstreaming it into the ongoing decentralization process. Decentralization offers a window of opportunity to define a clear DRM mandate for Ayil Okmots and establish mechanisms to support DRM as a critical component of their social and economic development. The program will therefore engage with the decentralization process and cover practical application, testing and refinement of DRM instruments and appropriate technologies at the local level as well as normative work at the national level. The two national implementing partners are the Ministry of Emergency Situations as the national lead agency in DRM and the National Agency for Local Self-Governments as the national lead agency in supporting the decentralization process.

Project Lifetime:	2008-2010
Country Program Component:	DRM at local level
Project Title:	Mainstreaming DRM into Decentralization Process in Kyrgyzstan
Atlas Award ID:	
Start date:	June 2008
End Date:	December 2010
PAC Meeting Date	11 April 2008

Total resources required: USD 2 230 000

Total allocated resources: USD 1 000 000
- Regular (indicative)   USD 1 000 000
- Other:
  - o   Donor   _____
  - o   Donor   _____
  - o   Donor   _____
  - o   Government   _____

Unfunded budget: USD 1 230 000

In-kind Contributions   _____

Agreed by (Government):

National Project Director

Minister of Emergency Situations of the Kyrgyz Republic

_____   29.07.08.
Mr. Kamchybek Tashiev   Date

Agreed by (UNDP):

Resident Representative, UNDP Kyrgyz Republic

_____   30/07/08
Mr. Neal Walker   Date

I. SITUATION ANALYSIS

Kyrgyzstan is a disaster-prone country. The Ministry of Emergencies lists 20 natural hazards and processes that pose risks to Kyrgyz society. Most of these hazards (floods, landslides etc.) are predominantly seasonal, relatively localized and frequent, other hazards (earthquakes) are rare events but potentially highly destructive. Natural hazards inter-act with human activity and unsustainable development practices. These include the cultivation and over-exploitation of marginal lands, overgrazing, unregulated logging/ deforestation, poor water-management and unsafe construction practices both in the housing sector and of critical infrastructure. Land-use and urban planning are – if existing - often outdated and rarely enforced. Poverty is one of the main underlying causes of vulnerability, particularly in Southern rural areas, where a majority of the poor reside. Livelihoods tend to depend upon small-scale commodity agriculture and livestock that in turn increase pressure on fragile lands and eco-systems. Together with physical isolation (particularly of mountain communities), a lack of awareness and limited access to assets and services, this reduces people's ability to withstand and cope with hazards.

There is a critical need to strengthen DRM capacities of local level actors to effectively deal with a) the local dimensions of economic, social and physical vulnerability and b) disaster impact. Within the context of ongoing decentralization, local self governments at the sub-district level ("Ayil Okmotu") are slowly becoming the designated core provider of services to the public and communities. The Kyrgyz Republic's Law No. 45 of the year of 2000, on "Protection of the Population and Territory from Natural Disasters and Manmade Emergency Situations" delegates a considerable number of DRM tasks to local self governance bodies. However, local self-governments and communities have extremely limited ability to act upon DRM issues. This is related to two major factors: a) the absence of an integrated DRM system that would clearly define the mutual roles and responsibilities of state administrative and local self governance bodies as well as the division of roles between different levels of the state administration and b) a lack of capacity and resources. These difficulties also affect the effectiveness of the de-concentrated rayon level offices of the Ministry of Emergency Situations (MoES). Several NGOs, bi-lateral, international and multi-lateral agencies (including UNDP) have implemented community-level DRM activities. However, in the absence of a supportive institutional and legal framework these are sporadic and unsustainable[1].

II. STRATEGY

This program proposes to facilitate the strengthening of a sustainable DRM capacity of local self-governments (Ayil Okmots) in Kyrgyzstan within the ongoing decentralization process. The long-term outcome of the project (for 2008-2010) is:

> **"Role of local self-governments in disaster risk management agreed at the national level and DRM services benefiting poor and vulnerable communities improved"**.[2]

Three related outputs support the achievement of the outcome:

> 1. Realistic and sustainable role of local self-governance bodies in DRM and associated resource requirements identified and agreed

[1] Mid-term Review of UNDP's local level disaster risk management program, 2007

[2] Please see full strategy document "Local Level Disaster Risk Management Program in Kyrgyzstan". The strategy proposes a second longer-term outcome until 2015 that foresees and institutionalization of local self-government roles and capacities to follow upon initial work in 2008-2010.

2. Capacities of local self-governance bodies and partners to address DRM strengthened

3. Self-help capacities of vulnerable communities and inter-face with Ayil Okmotus and partners strengthened

Decentralization offers a window of opportunity to define a clear DRM mandate for local self-governance bodies and establish mechanisms to support DRM as a critical component of their social and economic development. The program will therefore engage with the decentralization process and cover both piloting of DRM instruments and capacity building at the local level as well as normative work at the national level. These are not seen as separate activities but inform each other with lessons learnt locally fed up to the national level and national level policies and guidelines tested and refined at the local level. Practical work and DRM applications at the community level will complement the picture and help to make a stronger case for DRM.

Although the major focus of the program is on local self-governments, the ultimate purpose of this work is to address risk at the community level (to which local self-governments are ultimately accountable). The definition of suitable roles and responsibilities at the Ayil Okmot level therefore also requires a vision of what roles and functions the communities can realistically shoulder themselves and what kind of support they need. Rayon level MoES offices also come into the equation of "local level DRM" since the MoES is a source of technical (and financial/ material) support to local self-governance bodies and communities. The role of rayon level MoES will have to be slowly adapted as the respective roles of local self-governance bodies and communities are becoming clearer and MoES capacities will have to be strengthened accordingly.

This program straddles the spheres of DRM and Democratic Governance. UNDP's main role will be to help steer this process and facilitate communication and cooperation between the main actors at various levels. UNDP's main comparative advantage is its access to in-house expertise in both DRM and Democratic Governance, its ongoing involvement in the decentralization process and its role as a trusted long-term advisor of government in both DRM and decentralization. In harmony with the dual character of the program the program has two national implementing partners: the Ministry of Emergency Situations (MoES) as the national lead agency in DRM and the National Agency for Local Self-Governments (NALSG) as the national lead agency in the decentralization process. UNDP has excellent relationships with both. The MoES and NALSG will co-chair a working group at the national level that will facilitate multi-sectorial consultation and work on policies and norms. Depending upon individual tasks more specialized sub-groups and teams may be established. At the local level selected local self-governance bodies, rayon level MoES and Civil Society organizations will be key partners. Other stakeholders include relevant government departments, NGOs and other agencies active in local DRM and local development/ decentralization.

Due to regular appeals for humanitarian assistance DRM is an issue that is on the horizon of most donors in Kyrgyzstan. So far the Swiss and the European Union have been particularly supportive of local level DRM. The overall approach and dual character of the program i.e. working on both national, normative arrangements and practical application/ capacity-building may appeal to a wider group of donors. It addresses two key donor-concerns: sustainability and support to local democratic governance capability. The strategy charts out three main outputs which can be easily packaged as distinct project proposals to cater to the needs and preferences of different donors. Initially UNDP will have to invest its own resources to kick start the program, in particular the normative work at the national level.

The program strategy is aligned with the Country Development Strategy 2007-2010 (paragraph 579, point VI. "establishment of new socially oriented, economically sustainable system of protection and safety provision for the population and territory in the case of emergency situations"), the UNDAF 2005-2010 (A 2. "Poor and vulnerable groups have increased and more equitable access to quality basic social services and benefits, in a strengthened pro-poor

environment" and B.1 ""Good governance reforms and practices institutionalized at all levels of Government, civil society organizations and the private sector towards poverty reduction, protection of rights and sustainable human development"") as well as UNDP's Country Development Program ("assisting both national and local administrations to develop a national disaster management mechanism").

Longer-term Disaster Risk Management Outcome: "Sustainable role of local self-governments in disaster risk management institutionalized at the national level and local level capacities to reduce losses from disasters in place" (until 2015) was identified in the process of UNDP DRM Program strategy development and intensive consultations with concerned partners.

As a result of discussions with the key stakeholders (key partners, donors, etc.) and analysis of the DRM problems at the local level, the decision was made to change the DRM Outcome of UNDP Country Program adopted in 2006 to reflect priorities corresponding to the Country Development Strategy 2007 – 2010 (CDS) and the Development Strategy of the Ministry of Emergency Situations.

Expected Outcome as stated in the Country Programme Results and Resource Framework:
"Role of local self-governments in disaster risk management agreed at the national level and DRM services benefiting poor and vulnerable communities improved"

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:
Indicators:
- # of recommendations on improvement of legislation in DRM at the local level,
- # of draft laws and draft normative legal acts; piloting and application of the new tools and methods,
- # of strategic plans with the components of the DRM in pilot local self-governance bodies,
- adoption and utilization of the DRM instruments for pilot communities.

Baseline:
- imperfect legislation and unclear role of the local self-governance bodies in DRM,
- lack of DRM mechanisms at the local level,
- rare and not regular DRM work at the community level.

Targets: To reduce the impact of disasters on poor and vulnerable communities and thus contribute to the attainment of the Country Development Strategy and Millennium Development Goals

Applicable Strategic Plan 2008-2011 provisional outcome #11: National capacity building (including participation of women) for prevention, mitigation and recovery after systemic shocks of natural hazards.

Partnership Strategy: Multi-level involvement of key actors including the two main partners: MoES and NALSG, as well as participating local self-governance bodies, communities, National Statistics Committee, Ministry of Finance, State Committee for Taxation and Revenues, Ministry of Economic Development and Trade, State Agency for Registration of Real Estate Property, State Committee for Construction and Architecture, Civil Society Organizations, the research community, World Bank, Asian Development Bank, SDC, etc.

Project title and ID (ATLAS Award ID):

EXPECTED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS (USD)
Output 1: Realistic and sustainable role for local self-governance bodies in DRM and associated resource requirements identified and agreed. Baseline: *1. Unclear role of local self governments in DRM.* *2. Legislation on emergency situations/civil defence, on*	Targets (year 1) 1.1. Realistic roles of central and local governments in disaster management identified and separated.	1.1.1. Conduct analysis of business processes on identification and separation of roles of the local governance bodies and the central and local authorities in disaster risk management. 1.1.2. Conduct study on identification of disaster-related indicators for formation of local budget (budget of local self-governments) taking into account DRM expenses and with links to the Millennium Development Goals, Country	UNDP (DRM and Democratic Governance Programs), MES, National Agency for Local Self-Governance, National Statistics Committee, Ministry of Finance, Ministry of Economic Development and Trade, State Agency for Registration of Real	25 000 35 000

local self-governments is contradictory and incomplete.

Indicators:
1.1. Draft of the document on the roles of local self-governments/ communities in DRM developed and submitted to the Government.
1.2. Methodology and software for maintenance of and exchange with disaster-related information at the level of municipalities developed and tested.
2.1. Recommendations on elimination of contradictions in DRM legislation developed and submitted to the Government.
2.2. Supportive by-laws and guidelines developed.

Activities / Targets	Responsible	Budget
Development Strategy, and the National Plan of Actions (including classification of risks, indicators of vulnerability on types of hazards, etc).	Estate Property. State Agency for Architecture and Construction, State Committee on Taxation and Revenues, Scientific Research Institutes, experts	
Targets (year 2) 1.2. Realistic legal, technical and financial conditions for disaster risk management at the local level piloted.		
1.2.1. Public discussion of the results of analysis; policy statement on suggested functions and separation of roles between local state administrations and local self-governments in DRM.	UNDP (DRM and Democratic Governance Programs), MES, National Agency for Local Self-Governance, National Statistics Committee, Ministry of Finance,	15 000
1.2.2. Conduct joint testing of DRM indicators at the local level, and arrange practical trainings for pilot municipalities by the inter-agency working group; publication of indicators. Support in signing of Memorandum of Understanding between national partners in disaster management for information exchange.	Ministry of Economic Development and Trade, State Agency for Registration of Real Estate Property, State Agency for Architecture and Construction, State Committee on Taxation and Revenues, Central Treasury of the Ministry of Finance, Scientific Research Institutes, experts	40 000
1.2.3. Strengthening capacity of the MES sub-divisions		200 000
1.2.4. Support to the Government of KR in improvement of legislation on local self-governance in DRM on various aspects (i.e. social, economic, gender, etc)		20 000
Targets (year 3) 1.3. Legal, technical and financial conditions for disaster risk management at the local level in pilot Ayil Okmotu improved.		
1.3.1. Elaborate supportive normative legal by-laws and guidelines in DRM at the local level.	UNDP (DRM and Democratic Governance Programs), MES, National Agency for Local Self-Governance, National Statistics Committee, Ministry of Finance,	20 000
1.3.2. Elaborate a Guidebook on DRM indicators (including gender-related) to forecast socio-economic development of territories and formation of local budget		25 000

Budget item	Activity/Description	Detailed activity	Responsible parties / Partners	Amount
		with regard to disaster risks	Ministry of Economic Development and Trade, State Agency for Registration of Real Estate Property, State Agency for Architecture and Construction, State Committee on Taxation and Revenues, Central Treasury of the Ministry of Finance, Scientific Research Institutes, experts	
		1.3.3. Review and evaluation of the project results	UNDP, experts	100 000
National staff and International Expert	National staff (Chief Technical Adviser, Budget/Finance Specialist) and International Expert			122 000
Administrative costs	Rent of office premises, rent of joint office premises, administrative costs of joint offices			41 000
Travel costs	Transportation costs, DSA			5 000
Total for Output 1				*648 000*
Output 2: Capacities of local self-governance bodies and partners to address DRM strengthened. Baseline: 1. *Delegated governmental authority in DRM to the level of local self-governments is not performed / not being implemented.* 2. *Unclear funding mechanism of the delegated authorities;*	*Targets (year 1)* *2.1. DRM system in pilot local self-governments (and their partners) strengthened:* *a)DRM indicators and reporting formats for drafting local budget defined;* *b) awareness of local self-governance bodies and partners on disaster risks increased.*	2.1.1. Elaborate and align Plan of Action (in accordance with the National Disaster Management Plan) for capacity building of the local self-governments to manage disaster risks.	UNDP, MES, National Agency for Local Self-Governance, AO, Local authorities, National Statistics Committee, Ministry of Finance, Academy of Management under the President of KR, experts	10 000
		2.1.2. Elaboration of partnership mechanisms at local level between pilot Ayil Okmotu, rayon level sub-division of MES, local state administration, National Statistics Committee, Ministry of Finance, and elaborate regulation on LSG DRM		30 000

Activities	Indicators / Baseline	Responsible	Budget (USD)
commission	there are no financial/material resources at the local level (local self governance bodies) for DRM.		15 000
2.1.3 Conduct analysis of business processes for identification of indicators to form local budget (taking into account DRM expenses at the local level and linked to the Millennium Development Goals, Country Development Strategy, and the National Plan of Actions)	3. Existing training course for employees of local self-governments does not meet modern requirements.		
2.1.4. Hold trainings for employees of the pilot local self-governance bodies and their partners at the Academy of Management on DRM at the local level.	Indicators: 1.1. DRM system for pilot Ayil Okmotu elaborated.		15 000
2.1.5. Raising public awareness on disaster risks in pilot Ayil Okmotu (production and dissemination of visual and informational materials)	2.1. Resource mechanisms and coordination system of local self-governments with state administration bodies in disaster management elaborated and recommended to the Government.		40 000
2.1.6. Start hazard assessment and risk mapping for raising awareness on existing risks on spots.	3.1. Training course developed, institutionalized and harmonized with MES.		10 000
2.2.1. Train UNDP field staff, employees of the pilot local self-governance bodies to elaborate strategic plans for selected Ayil Okmotu with regard to disaster risks; arrange experience exchange.	Targets (year 2) 2.2. Disaster risk management system in pilot local self-governments and their partners improved through: strategic planning that takes into account disaster risks; developed and improved training modules, manuals, guidelines and raising awareness on disaster risks.	UNDP, MES, National Agency for Local Self-Governance, National Statistics Committee, Ministry of Finance, Ministry of Economic Development and Trade, State Agency for Registration of Real Estate Property, State Agency for Architecture and Construction, State Committee on Taxation and Revenues, Central Treasury of the Ministry of Finance, Scientific Research Institutes.	40 000
2.2.2. Conduct hazard assessment and risk mapping, vulnerability and capacity assessment for strategic planning.			35 000
2.2.3. Elaborate strategic development plans in 5 selected Ayil Okmotu taking into account disaster risks.			25 000
2.2.4. Improve material and technical basis (computer equipment) of pilot Ayil Okmotu and develop software for			100 000

Activity	Cost	Responsible agencies
maintenance of disaster-related statistics based on the developed indicators and figures.		experts the Urban Institute
2.2.5. Elaborate training modules, improve existing modules (with consideration of gender aspects); elaborate and adopt a unified methodology in the sphere of disaster risk management.	20 000	
2.2.6. Elaborate and introduce integrated guidelines (instructions) on DRM at the level of Ayil Okmotu (with regard to risk mapping, information management, monitoring, training, preparedness, and response).	35 000	
2.2.7. Awareness raising campaign on disaster risks (printing out and dissemination of information materials, media). Train employees of pilot Ayil Okmotu at the Academy of Management (based on new training modules).	45 000	
2.2.8. Dissemination and piloting of gained experience in additionally selected Ayil Okmotu.	150 000	
Targets (year 3) 2.3. DRM system at the local self-governance level is tested and disseminated 2.3.1.Testing the methodology 2.3.2. Dissemination 2.3.3. Experience exchange 2.3.4. Training	35 000	UNDP, MES, National Agency for Local Self-Governance, National Statistics Committee, Ministry of Finance, Ministry of Economic Development and Trade, State Agency for Registration of Real Estate Property, State Agency for Architecture

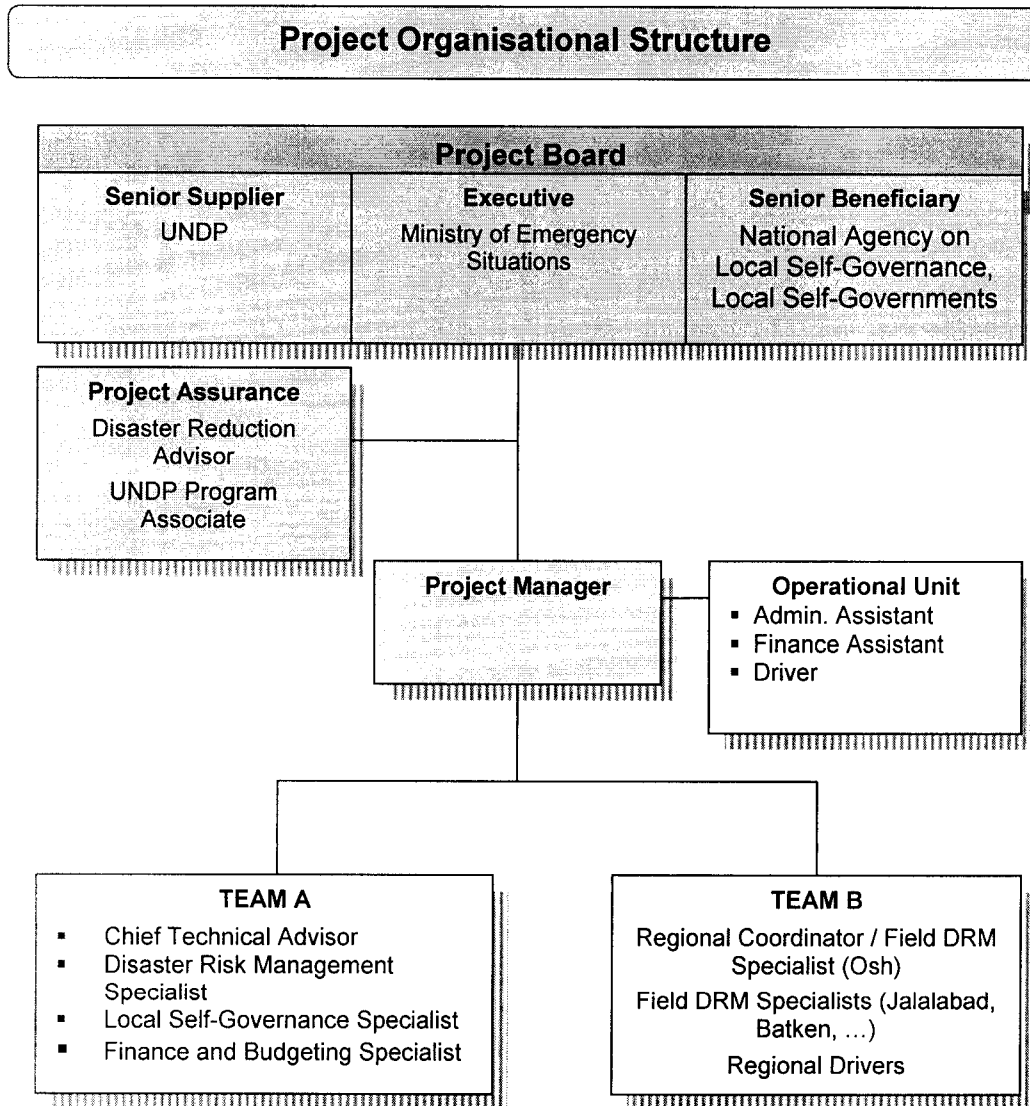|			
National staff	Programme Manager, DRM Specialist, LSG Specialist	and Construction. State Committee on Taxation and Revenues, Central Treasury of the Ministry of Finance, Scientific Research Institutes, experts, the Urban Institute	101 000
Administrative costs	Office equipment, furniture, communication costs, vehicle, vehicle maintenance, fuel, office refurbishment costs, stationery, utilities, security, petty cash		120 000
Travel costs	Transportation costs, DSA		5 000
Total for Output 2			**831 000**
Output 3: Self-help capacities of vulnerable communities and interface with Ayil Okmotus and partners strengthened. Baseline: 1. *DRM work at community level is currently sporadic and not regular.* 2. *Lack of interaction and coordination between communities, local self-governments and partners.* Indicators: 1.1. *# of recommendations and initiatives of communities in strengthening the role of civil*	Targets (year 1) 3.1. Realistic functions of communities, civil society and private sector in DRM defined.	3.1.1. Identify basic structures of communities who would participate in DRM (action in pilot communities). Identify realistic functions of communities in DRM at the local level and support pilot communities.	UNDP, AO and MES, National Agency for Local Self-Governance, civil society organizations	30 000
		3.1.2. Identify (elaborate) mechanisms of interaction for coordination with DRM commission at the AO level (Output 2). Analyse business processes (including gender analysis) in DRM with selected local communities.	UNDP, AO, MES, National Agency for Local Self-Governance, civil society organizations	20 000
		3.1.3. Conduct awareness raising events on disaster risks in pilot communities (exhibitions, self-trainings, etc).	UNDP, MES, National Agency for Local Self-Governance, sub-contractors	20 000

society organizations in disaster management developed and supported *2.1 Mechanisms of interaction and coordination between communities, local self-governments and partners in disaster risk management developed and recommended to local self-governance bodies.*	*Targets (year 2)* *3.2 "Community toolkit" developed and piloted in additional 5 Ayil Okmotu.*	UNDP, AO, MES, National Agency for Local Self-Governance, civil society organizations	*35 000*
	3.2.1 Dissemination and piloting of gained experience into additionally selected communities.		
	3.2.2. Support local communities in elaboration of "Community toolkit" (including awareness raising, rescue teams/groups, committees on various aspects, hazards and vulnerability monitoring, response plans, humanitarian assistance monitoring, information management, etc).	UNDP, MES, National Agency for Local Self-Governance, with probable support of sub-contractor	*45 000*
	3.2.3. Support pilot communities in mitigation activities.		*250 000*
	3.2.4. Continue awareness raising on disaster risks (holding exhibitions, trainings, etc).		*30 000*
	3.2.5. Special trainings for community structures (first aid courses, rescuers trainings, etc).	UNDP, AO, MES, National Agency for Local Self-Governance, civil society organizations	*60 000*
	3.2.6. Participation of communities in business processes. Test the coordination mechanism. Document lessons learnt from work performed under Phase I		*30 000*
	Targets (year 3) *3.3. Development process and testing of the "Community toolkit" is completed*		
	3.3.1. Elaboration of testing process; testing; discussion of results; completion.	Sub-contractor (one of the participating civil society organizations),	*15 000*
	3.3.2. Publication and dissemination of results.	UNDP, MES, National Agency for Local Self-Governance	*15 000*
	Regional Coordinator/Specialist - Osh,		
National staff			*90 000*

Support staff	Regional Specialists (Jalalabat, Batken) Administrative Assistant, Finance Assistant, Driver, Regional Drivers (Osh, Jalalabat, Batken…)	106 000
Travel costs	Transportation costs, DSA	5 000
Total for Output 3		**751 000**

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III. MANAGEMENT ARRANGEMENTS

In the framework of the Country Program Action Plan, the Ministry of Emergency Situations is an Executive Agency of the Project, which is responsible for project management, achievement of project outputs, and effective utilization of UNDP resources. The Head of the Executive Agency is the National Project Director, on behalf of whom the Project Manager manages the Project. Project implementation is performed based on the Annual Work Plans endorsed by the Project Board.

Project Organisational Structure

Project Board

Senior Supplier	Executive	Senior Beneficiary
UNDP	Ministry of Emergency Situations	National Agency on Local Self-Governance, Local Self-Governments

Project Assurance

Disaster Reduction Advisor

UNDP Program Associate

Project Manager

Operational Unit
- Admin. Assistant
- Finance Assistant
- Driver

TEAM A
- Chief Technical Advisor
- Disaster Risk Management Specialist
- Local Self-Governance Specialist
- Finance and Budgeting Specialist

TEAM B

Regional Coordinator / Field DRM Specialist (Osh)

Field DRM Specialists (Jalalabad, Batken, ...)

Regional Drivers

Project Board is the group responsible for making by consensus management decisions for a project when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions.

Project assurance to be performed by the Disaster Reduction Advisor and the UNDP Programme Associate to support the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

Project Manager The Implementing Partner (NPD) delegates the day-to-day project operations to a Project Manager (PM). The Project Manager has the authority to run the Project on a day-to-day

oasis on behalf of the Project Board within the constraints laid down by the Board. The PM is responsible for day-to-day management and decision-making for the Project.

Operations Unit performs administrative, financial, and organizational support to the Project Manager and the Project Staff for successful achievement of the Project outputs.

Teams (groups) render technical and expert support to the Project Manager to ensure successful achievement of the Project outputs, and provide technical support to the beneficiaries of the Project.

Team A

Senior Technical Advisor – to provide expert support and technical expertise to the project in mainstreaming DRM issues in the process of decentralization and local self-governance, i.e. endorsement at the national level of the role of local self-governance bodies in DRM sphere, and improvement of DRM services for local communities at the local level.

Disaster Risk Management Specialist - to provide expertise to the program in DRM issues, as well as introduction of the DRM issues into the decentralization process.

Local Self-Governance Specialist – to provide expertise to the program in local self-governance and decentralization issues, as well as introduction of the decentralization and local self-governance aspects into the DRM issues.

Specialist in finance and budgeting - to provide expertise to the program in finance and inter-budgetary relations for effective introduction of the DRM into the decentralization process.

Team B

Regional specialists of the program – to work at the oblast level and are responsible for implementation of project activities at the oblast level in compliance with the goals and objectives of the project

As the program expands it may also consider to hire a monitoring and evaluation specialist who is particularly versed in participatory monitoring approaches and methodologies

The program has a strong collaborative relationship with the Democratic Governance program. To facilitate co-execution of relevant components the two programs should therefore go into an annual planning retreat to analyze the situation, discuss relevant strategies, plan joint activities and designate inputs from each program.

UNDP Country Office support

The UNDP Country Office may provide support services at the request of the Government. The UNDP Country Office may offer assistance with reporting requirements and direct payment. In providing such support services, the UNDP Country Office will ensure that the capacity of the Government Agencies is strengthened to carry out such activities directly.

Procurement of goods and services will be conducted in accordance with UNDP rules and regulations. The relevant provisions of the Standard Basic Assistance Agreement between the Government of Kyrgyzstan and the UNDP, including the provision of liability and privileges and immunities, shall apply to the provision of such support services. The Government will retain overall responsibility for nationally implemented Programme.

Any claim or dispute arising under or in connection with the provision of support services by the UNDP Country Office in accordance with this letter will be handled pursuant to the relevant

provisions of the Standard Basic Assistance Agreement signed between the GoK and UNDP on 14 September 1992.

The UNDP Country Office will submit progress reports on support services provided and will report on the costs reimbursed in providing such services as required. Any modification of the present arrangements will be made through mutual written agreement of both parties.

IV. MONITORING FRAMEWORK AND EVALUATION

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

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods

- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.

- Based on the initial risk analysis, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.

- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.

- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project

- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report**. An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board. As a minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.

- **Annual Project Review**. Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

Mid-term

- **Mid-term review** While the Country Program expires in 2010 this program is planned to continue into the next cycle 2010-2015 (see strategy document that proposes a longer-term outcome). Due to the complexity and innovative aspect of the program a mid-term review is proposed in 2010. This will also help to formulate the consecutive phase of the program and review/ adapt the strategy document to cover the next phase 2010-2015.

V. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article III of the SBAA (Standard Basic Assistance Agreement) between the Government of Kyrgyz Republic and the UNDP, signed in 1993.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the project implementing partner.

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.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The 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.

ANNEXES

Strategy Document: A strategy document for the project has been drafted that outlines major goals, outcomes and approaches in far more detail. This project is designed to continue into the next programming cycle 2010-2015 and the strategy proposes a longer-term outcome for this cycle

Terms of Reference: TOR for key project personnel