Project Document

National Executing Agency:	Youth Association for Habitat
UN Implementing Agency:	United Nations Development Programme (UNDP)
Programme Partners:	Microsoft UNDP Vodafone Youth Association for Habitat
Number and Title of the Project:	Bridging Digital Divide: Empowerment of Youth for the e-Transformation of Turkey

---

Brief Description:

Building on the Project "Empowerment of Youth through Improved e-Governance in Turkey", this project aims to strengthen the ICT usage capacities of young people in Turkey. Where as a well-trained IT peer educator team will continue to give local and regional peer to peer trainings with a target to reach a group of 100.000 young people all over Turkey until March 2009, the number of trained young people will be multiplied to 1.000.000 within 3 years via "**Bridging Digital Divide: Empowerment of Youth for the e-Transformation of Turkey**" Project. The Project will not only increase the digital inclusion of Turkish youth, but it will also fulfill the need for ICT skilled employees in Turkey. This Project will reach young people through ECDL e-learning modules in coordination with Ministry of National Education and local youth platforms that are established through Turkey's Local Agenda 21 Program (LA-21). The project has a special emphasis on the digital inclusion of disadvantaged young people including young women.

SECTION I- ELABORATION OF THE NARRATIVE

I. SITUATION ANALYSIS

A. Problem to be addressed:

Local Agenda 21 (LA-21) National Program of Turkey is an important local democratization project of Turkey, implemented and coordinated by United Nations Development Program and the Regional Section for International Union of Local Authorities East Mediterranean and Middle East (IULA-EMME) since 1997. The overall objective of the program is to strengthen local governance by ensuring that civil society participates in decision-making in planning and influences local investments to meet priorities. The program, currently encompassing over seventy cities, reflects a decentralized and enabling approach, based upon networking and collaboration among equal partners. The primary decision-making and implementation mechanisms are the local stakeholders organized mainly in the form of city councils supported by working groups, women and youth councils, and platforms of children, elderly and disabled.

Within the scope of the Local Agenda 21 Project, local youth platforms have been established in seventy three cities throughout the country. These platforms raise awareness on youth related issues, encourage youth participation in decision-making and create an inclusive platform for people of different backgrounds to come together and share common values. Youth Association for Habitat facilitates the youth component of the LA-21 Programme as well as the Local Agenda 21 National Youth Parliament Network.

The LA-21 National Youth Parliament declared its establishment at the end of the Summit organized between the dates 18-21 May 2004 with the participation of 297 delegates and observers from 75 diverse provinces. Prior to the Summit, within the period of 2003-2004 a dynamic and participatory process took place. The LA-21 National Youth Parliament is based on democratic civil participation and constitutes a basis in determination, preparation and efficient implementation of national youth policies and programs.

About sixty percent of Turkey's population is in the 0-30 age bracket. Thirty five percent of Turkey's present 71.7 million people are in the 15 to 29 age group. This demographic profile combined with information on employability and income suggests that Turkey's youth, especially those in the country's less developed regions, do not enjoy the cultural and intellectual opportunities available to their peers in other countries. Platforms for youth empowerment, such as those supported under Turkey's LA-21, are therefore of critical importance in terms of drawing attention and local action to the problems of youth.

Despite Turkey's young population, computer and Internet usage is still not as prevalent as in the developed world. According to the 2005 UN Millennium Development Goals Report, computer usage is 4.72% and internet usage is 14.01%. In a recent study, World Economic Forum's Global Information Technology Report (2002-2003), different countries were ranked according to their readiness to information society. Among 84 countries, Finland, the US, and Singapore takes the top three, and Turkey is ranked as 50th.

It is widely recognized that youth activities and involvement are essential to the success of the LA-21. Therefore, it is important to focus on young people, especially those who are unemployed and are from the disadvantaged provinces of Turkey. This is the target group of this project. The project aims to establish the mechanisms to capacitate youth groups in selected provinces in order to prevent them from being excluded in the employment sector. It will also increase IT skills in youth groups that would directly contribute to the effectiveness of the local governance incentives with better utilization of the Local Agenda 21 e-Governance Web Portal.

Turkey has very few cases where the internet and advanced communication technologies have been effectively utilized for advocacy and public action. The main reason for this is lack of opportunities that young people have in order to enhance or build their IT skills. This lack results in limited opportunities for the youth to participate in decision making, to network with other youth associations and to build skills for better access to job opportunities. Therefore, programs like these which aim to decrease the digital gap and ICT illiteracy in Turkey is essential to reach Turkey's aim to become an information society.

In terms of its demographical structure, Turkey has remarkable opportunities for transformation into an information society in the medium term. The fact that the majority of the population is under the age of 30 (54.9%) and that the individuals under the age of 15 constitute 28.1% of the society is a sign of great potential for Turkey. As a result of this demographic breakdown, which highlights the young generation, the 25-39 age group will be the dominant population cluster in 2020. This means that the employed in this age group will create the highest value added in tomorrow's knowledge economy. As a result, investing in today's young generation and ensuring that they become individuals of the information society will be an important gain for the future.

B. Relevance to the Country Program

Republic of Turkey, State Planning Organization:-Information Society Strategy Report (2006-2010): ICT usage in Turkey differs widely depending on the employment status, income level, education, gender, age groups and geographic locations. Transformation into information society not only involves a change in traditional mechanisms of the economy but also a change in social and cultural terms. Effective and frequent usage of ICT by youth in their day-to-day and professional lives along with the improvement of access opportunities to information will allow them to fulfil their potential and improve their quality of life.

In this social transformation process, Turkey has adopted a strategy focused on *effective usage* for increasing economic and social benefit through the usage of ICT. For this purpose, students, employees and the unemployed, that constitute the segments of intense ICT users, have been picked as the target audience. At the same time, these priority segments that will meet the labour demand of the changing economy in the short and medium term will be equipped with ICT access opportunities and ICT skills through training processes supported by ICT, and thus development of the human resources required by an information society will be ensured. By providing access opportunities, competency and motivation to young people, a "driving force" will be created for the transition to the information society.

ICT will be one of the main tools of the training process and it will be ensured that students, teachers and trainers are able to use these technologies effectively. Within this scope, the ICT infrastructure will be completed in formal and informal education institutions, students will be equipped with ICT skills in these institutions, and ICT-supported curriculum will be developed. On the other hand, establishment of appropriate structures and enriching digital content will be supported for self-development of individuals through life-long learning and e-learning.

The disparities in ICT access and usage between various social segments will be reduced, and the disadvantages that may arise in economic and social life as a result of digital divide will be prevented. Computer and Internet user penetration will be increased throughout the country, and eventually, the gap between Turkey and developed countries in this field will be eliminated. To this end, the Public Internet Access Points (PIAP) for providing Internet access to underprivileged citizens will be established and these will serve as venues where ICT guidance and training services will be provided. Moreover, designing the ICT infrastructure and applications in a way that is suitable for the usage of disabled citizens will be adopted as a fundamental principle in order to ensure that disabled citizens who face various problems in economic and social life and in employment are not affected adversely from digital divide.

UNDP Country Cooperation Framework (CCF): CCF (2001-2005) identifies Governance and Decentralization as one of the two main cooperation areas of UNDP in Turkey with particular focus on promoting transparency, efficiency and effectiveness of public sector services and underlines the importance of ICT as a major tool to foster good governance.

The 2006-2010 country programme aims to support the multiple social and economic reforms and national development priorities in line with EU accession and in support of UNDAF outcomes, specifically, focusing on "capacity development for democratic governance" as one of the three key issues.

The UN Development Assistant Framework (UNDAF) Turkey (2006-2010): also highlights the importance of ICT for development in the country program output 1.1.3 mentioning the achievement target for the enhancement of access to information and participation through effective utilization and diffusion of ICT technologies.

In addition, due to high importance of the matter, the theme for the National Human Development Report (NHDR) of Turkey for 2004 was chosen as "ICT and Human Development." The NHDR highlights the key role that ICT can play as an effective tool in helping to achieve Turkey's development goals, and to help inform the process of strengthening the role of ICT in a manner that fosters an open information society. The analysis in the report identifies entry points for ICT to bridge the digital divide in Turkey and opportunities that ICT can bring to Turkey's advancement of democratic governance, poverty reduction, and a strengthened education system.

C. Institutional Framework:

The efforts for the advancement of ICT for development need to be complemented by the implementation of strategies based on a multi-stakeholder approach and innovative partnerships to expand dialogue and connect people to development situations. Therefore the institutional framework has been built around a multi-stakeholder partnership with responsibilities defined for each institution as below:

Youth Association for Habitat:

Youth Association for Habitat is established as an international youth network working in partnership with the United Nations during the 1995 Copenhagen Social Development Summit with the participation of 300 youth organizations with diverse religious, racial, cultural and national backgrounds. The organization serves as the Secretariat of Youth for Habitat International Network. Its main mission is to increase youth awareness for sustainable development and livable environment, youth participation in decision making; to develop partnerships among youth; to enable youth to establish partnerships with the governments, local authorities and the private sector; to follow up and increase the participation of youth in

the international youth related events of the United Nations and the European Union; to improve networking among youth groups and to develop training programmes.

The organization facilitates the youth work of Local Agenda 21 Programme. In addition, Youth Association for Habitat coordinates various youth programs to enhance the capacity development of young people in Turkey with an aim to increase their participation in decision making processes for the sustainable development of the country.

Youth Association for Habitat will promote a link between the Project and youth platforms established within the framework of Local Agenda 21 Programme with an aim to reach out young people within Turkey and to allocate human and technical capacities of these youth platform to the Project. In addition, Youth Association for Habitat will canalize the volunteer trainers pool established within the framework of the Empowerment of Youth for E-Transformation of Turkey Project to the benefit of this Project.

LA-21 Youth Platforms:

The local youth platforms have been established in the majority of partner cities of LA-21. These platforms raise awareness on youth related issues, encourage youth participation in decision-making and create an inclusive platform for people of different backgrounds to come together and share common values. Special youth programs to accommodate the needs of the youth have been launched in various partner cities. 73 local youth platforms have technical facilities in forms of operational youth centers or IT centers to utilize as training units which will be allocated for the use of young participants of the Project.

LA-21 Partner Municipalities:

The primary responsibility for developing and implementing Local Agenda 21 action plans in Turkey lies with municipalities whose jurisdiction is limited to urban areas and to settlements with more than 2,000 inhabitants. The Municipal Law empowers municipalities with responsibility for taking any and all necessary measures for the health, well-being and welfare of the population of their localities. The municipalities will provide the necessary infrastructure / laboratories with internet connection.

Vodafone:

Vodafone Group Plc is the world's leading mobile telecommunications company, with a significant presence in Europe, the Middle East, Africa, Asia Pacific and the United States through the Company's subsidiary undertakings, joint ventures, associated undertakings and investments.

Microsoft:

Microsoft Turkey Office has been in cooperation with the UNDP Turkey Office and Youth Association for Habitat for the empowerment of IT skills of youth in Turkey. Youth Association for Habitat and Microsoft Turkey Office have also come to a mutual agreement for the implementation of online education for youth to enhance and build their IT skills, which strengthens the sustainability of this project. Microsoft provides $480,000 in cash and software licenses as well as Digital Inclusion training curriculum for the implementation of the Empowerment of Youth for E-Transformation of Turkey Project. In addition, Microsoft is engaged in training of trainers as well as support for the visibility of the Project.

UNDP:

UNDP Turkey Country Office is responsible for overall project formulation and management

including negotiations with the relevant stakeholders and partners of the project. UNDP will financially contribute to the cost of the independent auditing of the project as well as the organization of two "Career Days" fairs which will be also partially financed by contributing sponsors. UNDP will provide in kind staff support for monitoring the project's activities on daily basis and providing services for contracting the project manager, keeping the financial transactions and reporting to Microsoft and other Steering Committee Members as needed.

Ministry of National Education

It will be asked to the Ministry of National Education to provide support on accessing the contact details of high school students as well as the necessary infrastructure / laboratories of the schools with internet connection.

D. Beneficiaries

The primary direct beneficiaries of the project will be socio-economically disadvantaged young people in Turkey below 30 years of age. This Project aims to empower 1.000.000 young people on ICTs within three years.

By the end of the first year of the project, the Project targets to reach 50 thousand young people through the Local Agenda 21 youth platforms and another 50 thousand high school students through the Ministry of Education.

For the second and third year of the project, this Project will be the biggest ICT Literacy project in the country as the number of trained young people will be multiplied reaching out 1.000.000 by the end of 2009.

The Project targets to provide ECDL training to 1.000.000 young people out of which at least 50 % will be young women. The Project team aims to provide IDEA online certification at least for 200.000 young people who will successfully complete the online ECDL training.

The Project will not only increase the digital inclusion of 1.000.000 Turkish youth via increasing their ICT capacities through online ECDL training, but it will also fulfill the need for ICT skilled employees in Turkey.

II. Strategy:

Building on the "Empowerment of Youth through Improved e-Governance in Turkey" Project that aims to train young people on ICTs trough peer education model, "Bridging the Digital Divide: Empowerment of Youth for the E-Transformation of Turkey" Project will multiply the ICT literate young people in Turkey to 1.000.000 through European Computer Driving License (ECDL) e-learning modules.

ECDL is a world widely known and accepted certificate that ensures an information society through ICT literates with standardized computer knowledge. Empowering young people in Turkey with MS Office trainings that will facilitate their ECDL certification will increase the ICT capacities of Turkish people coping with the people in developed countries.

Online MS Office trainings will include Microsoft Office XP, Word XP, Excel XP, PowerPoint XP and Outlook XP training packages. This e-learning system includes trainings for beginners, intermediaries and advanced users.

The ECDL e-learning mechanism of this Project will be supported by the peer to peer ICT training model of the Empowerment of Youth for the E-Transformation of Turkey Project to reach out young people with insufficient knowledge of computer usage.

The online ECDL training is composed of a 100 hours training programme. The system enables a participant to frame his/her individual training plan and to conclude the training package within 2,5 months. As the young participant concludes the training package, s/he will be required to pass an online examination. If s/he succeeds, s/he will be certified by Microsoft and IDEA. The system will be open for another 2,5 months for those who do not succeed for the first trial.

With the Learning Management System (LMS), online trainings of the young participants will be followed closely. LMS will report statistics for the whole participants of the Project as well as it will report the amount of the usage of the system and the success of individual participants.

Youth Association for Habitat will include the members of the Euro<26 Youth Card network to the Bridging Digital Divide: Empowerment of Youth for the e-Transformation of Turkey Project. Euro<26 Youth Card is the only discount card recognized and promoted by the European Commission and the Council of Europe. The Euro<26 Youth Card that is distributed in 38 European countries enables mobility and cultural dialogue within Europe for its 4.100.000 card holders.

Euro<26 Youth Card will also enhance the sustainability of the Bridging Digital Divide: Empowerment of Youth for the e-Transformation of Turkey Project.

III. Management Arrangements:

The project will be executed by the Youth Association for Habitat, which will be the responsible agent for the management of the Project. The Association will carry all administrative, technical, financial and secretarial functions.

The project will be coordinated by the Director of the Association. He will be fully responsible for the coordination of the project and to ensure the intended outputs that are achieved within their timetable. He will consult and cooperate with the UNDP Governance Programme Manager and Programme Associate for the success and the realization of the project accordance with the expectations of UNDP. *(See Annex I)*

The project will be managed by a project manager (PM) to work under the supervision of project coordinator. The PM will be responsible for day-to-day management and implementation of the project activities. S/he will provide technical and administrative support to the project activities. S/he will facilitate, guide and organize all relations with Programme partners as well as with the local youth committees, local administrations, governors and school administrators. In addition, s/he will be responsible for providing progress reports, the financial reports and a final report of the Project. The progress and financial reports will be prepared and shared with the Programme partners in each three months of the implementation period *(See Annex II)*.

The project manager will be assisted by two project assistants (PA). PAs will facilitate the implementation of the Project under the supervision of project coordinator. In addition to their support for day-to-day management and implementation of the project activities; they will be responsible in increasing the visibility of the project. *(See Annex III)*

The project team will include an administrator of the online ECDL training system. S/he will be responsible for the administration of the e-learning mechanism as well as the Learning Management System. S/he will provide statistics for the reporting of the Project; these

statistics will be open for public through the web-site of the project. S/he will also be responsible for moderating the web-site of the Project.

The project team will be assisted by an accountant (A). The A will be mainly responsible for the financial reporting of the project. (*See Annex IV*)

UNDP will be responsible with day to day monitoring of the activities and provide services for project management including monitoring the project's activities on daily basis, contracting the project manager on behalf of the Youth Association for Habitat in accordance with the established UNDP rules and procedures, as well as keeping the financial transactions and reporting to programme partners and other Steering Committee Members.

The staff time as the direct contribution of UNDP for the provision of above mentioned services is estimated as below:

Function	Total number of staff	Staff hours to be allocated for the project
Programme Manager: (Overseeing, advocating management)	1	50 hrs
Programme Associate: (Assisting executing agency and project staff in project management, day to day monitoring, liaising with project partners and stakeholders, participating in selected events, organizing steering committee meetings, reporting etc.)	1	300 hrs
Account Manager: (Account keeping, arranging advance and direct payments, contracting project personnel and independent auditing firm, financial reporting etc.)	1	150 hrs
Finance Associate: (Issuing payments to vendors and project personnel)	1	50 hrs.
TOTAL	4	**550 hrs.**

IV. Monitoring and Evaluation:

The monitoring and the evaluation of the project will be carried out in accordance with the principles and procedures designed by UNDP. To fulfill this purpose the following are needed:

Quarterly Progress Reports: Youth Association for Habitat will prepare Quarterly Progress and Financial Reports for this project.

Annual Progress and Project Terminal Reports: Youth Association for Habitat will submit an Annual Project Report and a Project Termination Report to UNDP at the end of the year. These reports will be comprehensive to assess the performance of the project.

The project will be monitored jointly by UNDP and the Project Steering Committee (PSC). PSC will meet once each 6 months to examine the implementation of the project and to provide guidance and support to the project management. PSC will consist of the Ministry of Foreign Affairs, Prime Ministry's General Directorate for Youth and Sport, State Planning

Organization, Ministry of National Education, Vodafone, Microsoft, UNDP Turkey and Youth Association for Habitat. *(See Annex IV)*

The project will be audited, in line with the UNDP audit requirements, once in its lifetime at a minimum. Adequate financial provisions for the audit are included in the project budget.

An impact study of the Project will be conducted with an aim to measure the social impact of the Project. The study will be managed by an independent research company.

V. Legal Context

The project document shall be the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto. The host country-implementing agency shall, for the purpose of the Supplemental Provisions to the Project Document, refer to the government cooperating agency described in the Supplemental Provision.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the project document have no objections to the proposed changes:

(a)   Revisions in, or addition of, any of the annexes of the project document (with the exception of the Standard Legal Text for non-SBAA countries which may not be altered and agreement to which is a pre-condition for UNDP assistance).

(b)   Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by the rearrangement of inputs already to or by cost increases due to inflation; and

Mandatory annual revisions, which rephrase the delivery of, agreed project inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility.

SECTION II- RESULTS AND RESOURCES FRAMEWORK

Outcome indicator as stated in the Country Programme Results and Resources Framework, including baseline and target: Citizens' participation, especially of vulnerable groups, in policy dialogue increased through enhanced access to information

Applicable MYFF Service Line: 2.5. E-governance and access to information

Project title and ID: Bridging Digital Divide: Empowerment of Youth for the e-Transformation of Turkey

Intended Outputs	Output Targets for 2007	Indicative Activities	Inputs $	
1. The number of youth using ICTs will be increased	1.1. 100,000 young people will receive online ECDL trainings	Youth Network will be established	ECDL Training Package for 100,000 young people	100,000.00
2. 1,000,000 young people will be trained on IT	2.1 The training of 50,000 young people in coordination with local youth platforms and local governments	1.1.2 National Coordination Meetings (once a year)	LMS (unlimited)	100,000.00
		1.1.3 An LMS will be established to provide trainings online	4 server	12,000.00
	2.2. The training of 50,000 high school students in coordination with Ministry of Education	1.1.4 A public awareness campaign will be launched to promote youth participation in the Project	10 Mb band (3 years)	75,000.00
			Travels for monitoring and evaluation	40,000.00
	2.3 Peer to peer pre-trainings via volunteer trainers of the Empowerment of Youth for E-Transformation Project for young people with insufficient knowledge to use e-learning tools		Coordination meetings	82,500.00
			Promotional Materials	21,000.00
			Project Film	10,000.00
			Impact Study	15,000.00
			Project Management Unit: 1 Project Manager ($2000x 30 mn.) 2 Project Assistant ($1500x 30 mn.) 1 Administrator ($1500x 30 mn.) 1 Project Accountant ($1250x 30 mn.)	187,500.00
			2 Laptop	
			Independent Audit	3,910.00
			NGO Execution Fee	9,000.00
			UNDP General Management Services	60,000.00
				34,090.00

ANNEX I

Terms of Reference of the National Project Coordinator

- The National Project Coordinator ensures the coordination of project inputs and outputs between the Youth Association for Habitat, the State Planning Organization (SPO) and Ministry of National Education, on the one hand, and UNDP on the other.

- Maintains close contacts with UNDP indicating foreseeable changes in work-plan and proposing realistic amendments and budget revisions.

- Ensures that suitable working conditions are maintained at the duty station for project management and that project manager performs in accordance with his/her job description.

- Monitors progress of the project according to the work-plan and informs UNDP in time of any foreseeable delays.

- Ensures that the respective interest, active involvement and contributions of all project partners are sustained through the project period.

- Ensures that project activities are conducted and concluded in a timely, satisfactory and coordinated manner.

- Ensures compliance with UNDP's NEX procedures.

- Facilitates procurement of goods and services and recruitment of project personnel in accordance with UNDP rules and regulations.

- Develops and oversees monitoring and evaluation efforts.

ANNEX II

Terms of Reference for the Project Manager (PM)

The Project Manager is responsible for day-to-day management and implementation of the project activities. He/she also provides technical and administrative support to the project activities. More specifically, his\her responsibilities are as following:

- Ensures the timely and effective management of the activities as scheduled;

- Identifies trainers and trainees to be involved (in consultation with the Steering Committee and UNDP);

- Develops scope of work and respective curriculum for the training activities;

- Prepares technical, policy and briefing papers as requested;

- Helps organize the scheduled trainings/consultations/workshops and Steering Committee meetings;

- Prepares quarterly progress report of the activities performed;

- Controls the expenditures and otherwise ensure adequate management of the resources provided;

- Coordinates and supports the work of all trainers;

- Interacts closely with all relevant stakeholders and the Steering Committee members;

- Facilitate, guides and organizes all relations with the local youth committees, local administrations, and governors within the target regions

- Fosters/facilitates and establishes and maintains links with other UNDP or Microsoft's IT training projects and other related national and international projects;

- Oversees and contributes to finalization of project outputs, such as the organization of the Career Days Fairs and the establishment of a CV roster and success stories under the LA-21 e-Governance Portal;

- Regularly reports to UNDP, Vodafone and Microsoft.

Terms of Reference for the Project Assistants (PA)

The Project Assistant will provide assistance for day-to-day management and implementation of the project activities; s/he will provide financial reports, s/he will be responsible for the formation of a web-site of the project and for moderating this web-site. More specifically, his\her responsibilities are as following:

- Ensures the timely and effective management of the activities as scheduled;

- Helps to organize the scheduled trainings/consultations/workshops and Steering Committee meetings;

- Assists the coordination of the work of all volunteer trainers and Local Agenda 21 youth platforms as well as the municipalities;

- Assists the coordination of the trainings organized within schools,

- Facilitates relations between volunteer trainers, youth platforms and schools,

- Facilitates relations with the local youth committees, local administrations, and governors and school administrators within the target regions

- Facilitates the organization of regional evaluation and monitoring meetings and national coordination meetings,

- Facilitates the increase in the visibility of the project,

- Fosters/facilitates and establishes and maintains links with other Youth Asssociation for Habitat, UNDP or Microsoft's IT training projects and other related national and international projects;

- Contributes to finalization of project outputs, such as the organization of the Career Days Fairs and the establishment of a CV roster and success stories under the LA-21 e-Governance Portal.

Terms of Reference for the Project Accountant (A)

The Project Accountant will be responsible for the financial coordination of the project including the financial analysis of regional and local trainings. S/he will provide financial reports each three months and s/he will be the person from the project management team who will be responsible at the auditing process of the project.

More specifically, his\her responsibilities are as following:

- Ensures the timely and effective management of the activities as scheduled;

- Ensures the budget of the project is used effectively;

- Controls the expenditures and otherwise ensure adequate management of the resources provided;

- Prepares financial papers as requested.

ANNEX V

Terms of Reference for the Project Administrator

The project administrator will be responsible for the administration of the online ECDL training system. S/he will be responsible for the administration of the e-learning mechanism as well as the Learning Management System. S/he will provide statistics for the reporting of the Project; these statistics will be open for public through the web-site of the project. S/he will also be responsible for moderating the web-site of the Project.

Terms of Reference for the Project Steering Committee (PSC)

The duties and operating rules of the above PSC are as following:

- PSC provides guidance and support to the project management and counterparts during the implementation process of all project activities.

- PSC will oversee monitoring and evaluation of the project, and make necessary comments on the curriculum developed by the Youth Association for Habitat, UNDP, Vodafone and Microsoft;

- PSC regularly receives information on the status of the implementation of the project activities and problems encountered;

- PSC meets three times during the project lifetime. In special cases the PSC shall meet upon the initiative of the Project Manager;

- PSC will operate on the basis of consensus in accordance with its Rules of Procedure agreed on its first session.

GOVERNMENT OF TURKEY/
UNITED NATIONS DEVELOPMENT PROGRAMME

Project number:

Project title: Bridging Digital Divide: Empowerment of Youth for the e-Transformation of Turkey

Duration: 3 years

Project Site: Turkey

Intended Outcome: Building on the Project "Empowerment of Youth through Improved e-Governance in Turkey", this project aims to strengthen the ICT usage capacities of young people in Turkey.

MYFF Service Line: 2.5. E-governance and access to information

Implementing Partner: UNDP Turkey

Estimated Starting Date: June 2007

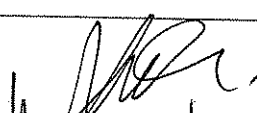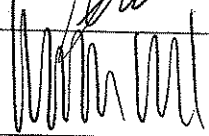Estimated Ending Date: May 2010

UNDP and Cost Sharing Financing:	
a) UNDP :	
TRAC	
(b) Cost Sharing:	
VODAFONE	US$ 750,000
TOTAL:	US$ 750,000

L/PAC review date : 17 April 2007 Programme Officer: Mr. Hansin Dogan	Government Inputs (local currency): (in kind) (in cash) CDVAT

On behalf of	Signature	Name & Title	Date
Government		R.Nihal ÇEVİK Head of Department Multilateral Economic Affairs	28.06.2007
Yoth Association for Habitat		Seren Hamr president.	04-07-2007
UNDP		for Mahmood Ayub	11/07/07