

United Nations Development Programme
Country: Turkey
Project Document

Project Title : Support to the Implementation and Monitoring of the UN Convention on the Rights of Persons with Disabilities (UNCRPD) in Turkey

UNDAF Outcome(s):Result 4: Increased provision of inclusive and responsive public as well as community-based services to strengthen equitable access to knowledge, information and quality basic services (education, health, nutrition, water and sanitation, and human safety)

Expected CP Outcome(s): Outcome 4: Increased Provision of Inclusive and Responsive Public as well as Community-Based Services to Strengthened Equitable Access to Knowledge Information and Quality Basic Services (Education, Health, Nutrition , Water and Sanitation and Human Safety)

Expected Output(s): (1) The Set of Indicators to be used at the monitoring of implementation of the Convention defined and related Data Sets and Collection Methodologies Developed

(2) The awareness among line ministries on the UNCRPD and their required inputs throughout Turkey's Report's preparation process increased to comply with Turkey's obligations relating to the UNCRPD.

Implementing Partner: Ministry of Family and Social Policy/ GD of Disabled and Elderly Services

Brief Description

This project aims to strengthen the Government of Turkey in her current efforts on monitoring the implementation of the Convention on the Rights of Persons with Disabilities as well as its preparation of the report on the progress of the implementation in Turkey. This will be realized through the achievements of two main outputs: (1) The Set of Indicators to be used at the monitoring of implementation of the Convention defined and related Data Sets and Collection Methodologies Developed. (2) The awareness among line ministries on the UNCRPD and their required inputs throughout Turkey's Report preparation process increased to comply with Turkey's obligations relating to the UNCRPD.

The Project will be nationally implemented by the Ministry of Family and Social Policy.

Programme Period:	2011-2015
Key Result Area (Strategic Plan)	1.1 Promoting Inclusive Growth, Gender Equality, MDG Achievement
Atlas Award ID:	_____
Start date:	December 2012
End Date	August 2014
PAC Meeting Date	14.11.2012
Management Arrangements	NIM

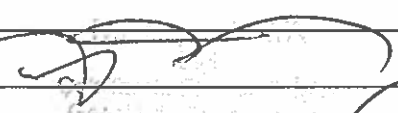
Total resources required:	277,047.00 USD*
Total allocated resources:	277,047.00 USD*
• Regular (TRAC)	70,000.00 USD
• Other:	
Government (GoT)	414,000.00 TL
GMS (% 3)	12,420.00 TL

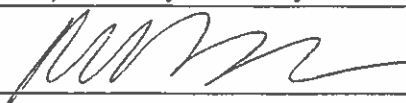
*The USD amounts reflected here is indicative as the contribution from the GOT will be realized in TL. The TL contribution will be converted in USD by using the UN Operational Exchange Rate on the day of the transfer and reflected in USD in the project budget accounts accordingly.

Agreed by (Government): Ministry of Foreign Affairs

Agreed by (Implementing Partner): Ministry of Family and Social Policies

Agreed by (UNDP):


Dr. Aylin ÇİFTÇİ
Genel Müdür


Matilda Dimarska, Deputy Resident Rep

01.03.2013

I. BACKGROUND

The Convention on the Rights of Persons with Disabilities was adopted in December 2006 and came into force in May 2008. The UN Convention on the RPWD highlights that persons with disabilities should be involved in all policy-making affecting them, to ensure legislation is reasonable and effective. Particularly, the article 33 underscores the establishment or strengthening of effective national machineries and institutions, for coordination within government and between governments and civil society, and rigorous monitoring of implementation which "should be built into the process of government at all levels but also requires independent monitoring by national human right institutions, NGOs and others".

Turkey ratified the Convention on the RPWD on 03.12.2008 at the Grand Assembly and the official process for the ratification is completed on 25/05/2009. And then, at the 61st meeting of the United Nations General Assembly, on 28/09/2009, the Optional Protocol of the Convention was signed and thus the UNCRPD entered into force.

In line with the signed convention, the Signatory States are requested to (1) assign national focal points and (2) establish national monitoring frameworks for the implementation of the UNCRPD. Consequently, they are also requested to report the progress on the implementation of the UNCRPD in their respective countries to the UN on a regular basis. Within this context, as one of the signatory states, Republic of Turkey has initiated its preparations for both the implementation of the UNCRPD and fulfilling its reporting obligations to the UN. As the first step, General Directorate of Disabled and Elderly Services of the Ministry of Family and Social Policy was assigned the national focal institution. The GD of Disabled and Elderly Services has initiated the reporting process through translation of the international reference documents in Turkish and making them available for public at the Ministry's web site. The report preparation currently continues in cooperation with the relevant government institutions, civil society organizations and universities.

Ministry of Family and Social Policy is currently implementing the "Family and Social Policy Knowledge and Information System" project in cooperation with TUBITAK. The project aims at developing a knowledge management system on the social services targeting children, women, disabled, family and elderly which will enable an efficient and effective service provision for the targeted groups. It is envisaged that the Ministry and its affiliated General Directorates and Units will be able to obtain updated information and data on their target groups as well as other partners and actors working in the area of social policy and social services. The project at hand will provide relevant information on the type of data to be available in the knowledge management system to effectively provide disabled related information for policy making and Convention related purposes. While the project at hand will result in development of relevant data sets for reporting of the UNCRPD, TUBITAK project will use this information while designing the disabled related modules of the knowledge management system.

II. STRATEGY

One of the UN's mandate is to promote disability –inclusive programming at all levels as well as encouraging partnerships to support the mainstreaming of disability and the inclusion of persons with disabilities in development and thus UNDP is committed to support the local and global efforts on strengthening the human development of the persons with disabilities in all different levels including advocacy for their rights, establishment of social protection schemes as well as socio-economic empowerment of the persons with disabilities. In that content, within the scope of this project, UNDP will support the efforts of the Government of Turkey for the Implementation of the UNCRPD with a specific focus on establishing the data basis and institutional infrastructure as well as preparation of the national monitoring framework for the implementation of the UNCRPD in Turkey. Currently, the Government of Turkey is working on establishment of a comprehensive Family and Social Policy Knowledge Management System, which has components on disability-related data collection and it is planned that UNDP's support will complement this effort. UNDP's support will also include linking the global experiences of the implementation of the Convention in countries and the monitoring and reporting of the progress in these countries with the efforts in Turkey. Furthermore, UNDP will support the awareness raising activities of the Government on the UNCRPD and its implementation among crucial actors those will include high-level representatives of different ministries, their affiliated institutions, local administrations and civil society organizations. UNDP will bring the UN expertise, particularly of the UNDESA into the Turkey's report preparation process.

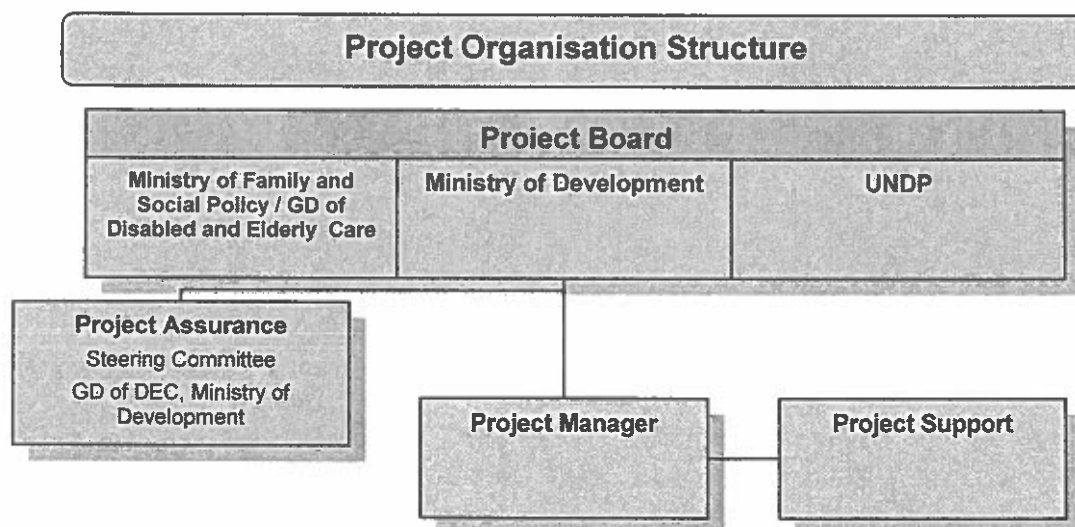
III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework:			
Outcome 4: Increased Provision of Inclusive and Responsive Public as well as Community-Based Services to Strengthened Equitable Access to Knowledge Information and Quality Basic Services (Education, Health, Nutrition , Water and Sanitation and Human Safety)			
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:			
Applicable Key Result Area : 1.1 Promoting Inclusive Growth , Gender Equality and MDG Achievement			
Partnership Strategy: The primary partner of this initiative is the Ministry of Family and Social Policies, but specific working groups will be established to engage relevant line ministries in critical areas pertaining to disability issues, including education, justice, health, employment, etc.			
Project title and ID (ATLAS Award ID): Support to the Implementation and Monitoring of the UN Convention on the Rights of Persons with Disabilities (UNCPRD) in Turkey			
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
<p>Output 1 : The Set of Indicators to be used at the monitoring of implementation of the Convention defined related Data sets and methodologies developed</p> <p>Baseline: - The set of indicators to be used for the monitoring of the implementation of the Convention is not developed -Currently there is no data collection/monitoring</p>	<p>Targets (2013)</p> <ul style="list-style-type: none"> - The Set of Indicators to be used at the monitoring of implementation of the Convention is defined <p>Targets (year 2014)</p> <ul style="list-style-type: none"> - Relevant Data sets and collection methodologies developed on disability, to be integrated in the data collection/monitoring system of the Ministry to be established 	<p>1.1 Review of the Current Available Disability Indicators in Turkey on Relevant fields including Education, Justice, Finance, Health, Employment, etc.</p> <p>1.2 Conducting Separate Technical Meetings with each Relevant Ministry on Current Process of Data Collection/Monitoring</p> <p>1.3 Review of the global practices on Disability Indicators</p> <p>1.4 Organization of a Study Tour to a Selected Country/ Organization</p> <p>1.5 Conducting a gap analysis based on the review of the current practices in Turkey and Global Practices / International Obligations</p> <p>1.6 Defining the Relevant Indicators</p>	MoFSP, UNDP
			INPUTS

<p>module on disability data designed</p> <p>Indicators: -Presence of the set of indicators</p> <p>-Presence of the Developed Datasets on disability data</p>		<p>1.7 Developing the data sets to enable regular monitoring of the defined set of indicators</p> <p>1.8 Validation of the developed datasets through conducting technical meetings with relevant Ministries</p> <p>1.9 Finalization of the datasets and collection methodologies; to be further integrated with the Data Collection and Monitoring System of the Ministry</p>	<table border="1"> <tr> <td>71300- Loc. Consultant (GoT)</td> <td>30,000 \$</td> </tr> <tr> <td>71400- Individual Contracts (Project Personnel) (TRAC)</td> <td>27,000 \$</td> </tr> <tr> <td>71200- Int. Consultant (GoT)</td> <td>15,000 \$</td> </tr> <tr> <td>71600- Travel (GoT)</td> <td>47,000 \$</td> </tr> <tr> <td>72100-Contractual Services – Companies(GoT)</td> <td>21,837 \$</td> </tr> <tr> <td>74500- Miscellaneous (TRAC)</td> <td>3,000 \$</td> </tr> <tr> <td>74100- Prof. Services (Audit) (GoT)</td> <td>2,000 \$</td> </tr> <tr> <td>75100- Facilities and Admin (%3)</td> <td>3,583 \$</td> </tr> <tr> <td>Total (Output I)</td> <td>149,420 \$</td> </tr> </table>	71300- Loc. Consultant (GoT)	30,000 \$	71400- Individual Contracts (Project Personnel) (TRAC)	27,000 \$	71200- Int. Consultant (GoT)	15,000 \$	71600- Travel (GoT)	47,000 \$	72100-Contractual Services – Companies(GoT)	21,837 \$	74500- Miscellaneous (TRAC)	3,000 \$	74100- Prof. Services (Audit) (GoT)	2,000 \$	75100- Facilities and Admin (%3)	3,583 \$	Total (Output I)	149,420 \$
71300- Loc. Consultant (GoT)	30,000 \$																				
71400- Individual Contracts (Project Personnel) (TRAC)	27,000 \$																				
71200- Int. Consultant (GoT)	15,000 \$																				
71600- Travel (GoT)	47,000 \$																				
72100-Contractual Services – Companies(GoT)	21,837 \$																				
74500- Miscellaneous (TRAC)	3,000 \$																				
74100- Prof. Services (Audit) (GoT)	2,000 \$																				
75100- Facilities and Admin (%3)	3,583 \$																				
Total (Output I)	149,420 \$																				
<p>Output 2: Increased awareness among Line Ministries on the UNCRPD and their required inputs throughout Turkey's Report Preparation Process.</p> <p>Indicators: -involvement of line ministries in the process (active participation in the working groups)</p> <p>-Presence of Roadmap for the Implementation of the UNCRPD</p>	<p>Targets (year 2013)</p> <ul style="list-style-type: none"> - Awareness Raising Workshop on the UNCRPD with the participation of the high-level representatives of the Relevant Ministries (Ministry of Education, Ministry of Health, Ministry of Justice, etc.) took place <p>Targets (year 2014)</p> <ul style="list-style-type: none"> - Inputs and Roles of the relevant Ministries throughout the Turkey's Report Preparation Process are determined and endorsed -Working Groups Established - Monitoring Framework 	<p>2.1 Organizations of Awareness Raising Workshops with participation of high-level senior management to secure the government buy-in</p> <p>2.2 Establishment of working groups in critical areas such as education, health, justice, employment</p> <p>2.3 Organization of Consultation Meetings with the GD of the Disabled and Elderly Services and the Ministries on their inputs, roles and responsibilities on the Implementation of the UNCRPD</p> <p>2.4 Review of the global experiences/practices on the implementation of the UNCRPD as well as report preparation processes</p>	<p>MoFSP, UNDP</p>																		

<p>-Presence of the Monitoring Tools/data collection methodology for tracking the Progress on the Implementation of the UNCRPD</p>	<p>Developed -Relevant Inputs for the Action Plan Defined</p>	<p>2.5 Development of the Monitoring Framework on tracking the progress on the Implementation of the UNCRPD 2.6 Definition of Inputs for the Action Plan on the Implementation of the UNCRPD</p>	<table border="1"> <tr> <td data-bbox="161 315 233 622">71300- Loc. Consultant (TRAC)</td> <td data-bbox="161 141 201 264">25,000 \$</td> </tr> <tr> <td data-bbox="233 315 336 622">71400- Individual Contracts (Project Personnel) (GoT)</td> <td data-bbox="233 141 272 264">27,000 \$</td> </tr> <tr> <td data-bbox="336 315 408 622">71200- Int. Consultant (TRAC)</td> <td data-bbox="336 141 376 264">10,000 \$</td> </tr> <tr> <td data-bbox="408 315 448 622">71600- Travel (GoT)</td> <td data-bbox="408 141 448 264">8,000 \$</td> </tr> <tr> <td data-bbox="448 315 576 622">72100- Contractual Services – Company (GoT)s</td> <td data-bbox="448 141 488 264">50,000 \$</td> </tr> <tr> <td data-bbox="576 315 647 622">74500- Miscellaneous (TRAC)</td> <td data-bbox="576 141 616 264">3,000 \$</td> </tr> <tr> <td data-bbox="647 315 719 622">74100- Prof. Services (Audit) (TRAC)</td> <td data-bbox="647 141 687 264">2,000 \$</td> </tr> <tr> <td data-bbox="719 315 791 622">75100- Facilities and Admin (%3)</td> <td data-bbox="719 141 759 264">2,550 \$</td> </tr> <tr> <td data-bbox="791 315 831 622">Total (Output II)</td> <td data-bbox="791 141 831 264">127,627 \$</td> </tr> <tr> <td data-bbox="831 315 932 622">Total Project Budget</td> <td data-bbox="831 141 932 264">277,047 \$</td> </tr> </table>	71300- Loc. Consultant (TRAC)	25,000 \$	71400- Individual Contracts (Project Personnel) (GoT)	27,000 \$	71200- Int. Consultant (TRAC)	10,000 \$	71600- Travel (GoT)	8,000 \$	72100- Contractual Services – Company (GoT)s	50,000 \$	74500- Miscellaneous (TRAC)	3,000 \$	74100- Prof. Services (Audit) (TRAC)	2,000 \$	75100- Facilities and Admin (%3)	2,550 \$	Total (Output II)	127,627 \$	Total Project Budget	277,047 \$
71300- Loc. Consultant (TRAC)	25,000 \$																						
71400- Individual Contracts (Project Personnel) (GoT)	27,000 \$																						
71200- Int. Consultant (TRAC)	10,000 \$																						
71600- Travel (GoT)	8,000 \$																						
72100- Contractual Services – Company (GoT)s	50,000 \$																						
74500- Miscellaneous (TRAC)	3,000 \$																						
74100- Prof. Services (Audit) (TRAC)	2,000 \$																						
75100- Facilities and Admin (%3)	2,550 \$																						
Total (Output II)	127,627 \$																						
Total Project Budget	277,047 \$																						

IV. MANAGEMENT ARRANGEMENTS



A Steering Committee will be established to take project assurance role, i.e. evaluating on a periodic basis whether the project outcomes are in line with the intended outcomes and whether the project activities are implemented in line with agreed upon work plans. The Steering Committee (ref. above schematic presentation) will convene within 10 days upon signature of the present project document. At its first meeting the PB will decide on the members of the project steering committee (i.e. project assurance), and the functions and working principles of the Project Steering Committee (PSC). Ideally the PSC should be composed of high-level representatives of the partners of the project and other relevant parties, if any.

The Intellectual Property Rights of all the outputs of the project will vest in the GD of Disabled and Elderly Care upon completion of the project. The name and emblem of the UNDP can be used only in direct connection with the Project, and subject to prior written consent of the UNDP Resident Representative in Turkey.

The Project will be subject to NIM audit, and related costs will be charged against the project budget. The project will start in December 2012 and the funds from UNDP's TRAC allocation for 2012 will be used for the activities in 2012 and first quarter of 2013 as appropriate.

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

Annually

- **Semi-Annual Review Report.** A Semi-Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

Quality Management for Project Activity Results

OUTPUT 1: The Set of Indicators to be used at the monitoring of implementation of the Convention defined and related Data sets and collection methodologies developed		
Activity Result 1 (Atlas Activity ID)	Finalization of the datasets and collection methodologies; to be further integrated with the Data Collection and Monitoring System of the Ministry	Start Date: December 2012 End Date: May 2014
Purpose	Developing data sets and indicators to enable the government report on UNCRPD progress	
Description		
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Statistical reliability of the developed indicators in line with UNCRPD	Statistical analysis, consultation with TUIK.	May 2014
Ability of periodic data collection by the government	Availability of periodic data, collected by relevant line ministries or TUIK	December 2013

OUTPUT 2: Increased awareness among Line Ministries on the UNCRPD and their required inputs throughout Turkey's Report's Preparation Process.		
Activity Result 2 (Atlas Activity ID)	Inputs and Roles of the relevant Ministries throughout the Turkey's Report Preparation Process are determined and endorsed	Start Date: June 2013 End Date: March 2014
Purpose		
Description		
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. what method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Presence of the Monitoring Framework Document with roles and responsibilities identified	Whether the monitoring system will be useful for reporting according to the required standards.	June 2014
Presence of Protocols between line Ministries and the Ministry of Family and Social Policies for data sharing and development	Progress reports and protocols	January 2014 and June 2014

VI. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP through the legal framework of Revised Standard Agreement signed on 21 October 1965, constitute the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto.

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

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

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

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

VII. ANNEXES

Annex I Special Clauses

Annex I
Special Clauses for Government Cost-Sharing

1. The Government shall, in accordance with the schedule of payments set out below, deposit the contribution in bank of America information of which is detailed below:

Name of Bank: Garanti Bankasi
Address of branch: Ankara Ticari Sube
Branch Code: 170
Iban: TR53 0006 2000 1700 0001 2010 38
Swift code: TGBATRIS
Account Number: 1201038

	<u>Date payment due</u>	<u>Amount (TL)¹</u>
(a)	April 2013	300.000 TL
(b)	March 2014	114.000 TL

2 The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.

3. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

4. UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.

5. All financial accounts and statements shall be expressed in United States dollars.

6. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavors to obtain the additional funds required.

7. If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph []above is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.

8. Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.

¹ The government contribution shall be deposited upon approval and announcement of the Investment Program in January 2013, which currently includes provisions for the project at hand. From the starting day of the project until the funds are deposited, TRAC resources allocated by UNDP for this project will be utilized to ensure timely implementation of the project activities

In accordance with the decisions and directives of UNDP's Executive Board:

The contribution shall be charged:

- (a) [3%]cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices
- (b) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

9. Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

10. The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP.”