



UNDEF Project Number: UDF-UKR-06-121

Executing Agency Project Number: _____

Project Title: Spreading the democratic culture in small towns/settlements of Ukraine

Country/Region: Ukraine (Europe)

Executing Agency: UNDP Ukraine

Implementing Agency: West Ukrainian regional non-enterprise public organization "Volyn Resource Centre"

Duration: 24 months

Project Start Date: 01/03/2007

Project End Date: 31/12/2008

Funding Round and Year of Grant: First Funding Round, 2006

Amount of UNDEF Grant in USD: 216 752 USD

Project Summary:

Spread democratic culture among the local councilors in small towns/settlements of the whole Ukraine by providing for them seminars-trainings which are up to methods and procedures of democratic decision-making in local councils, creating of relations with local community.

JOANNA KAZANA-WISNIOWIECKA

UNDP DEPUTY Resident October 10, 2006

(Executing Agency: Representative's Name, Title & Organization) _____ date

*Vasyl Kashevsky, president
West Ukrainian regional non-enterprise
public organization "Volyn Resource Centre"*

(Implementing Agency, if applicable: Representative's Name, Title & Organization) _____ date

Magdy Martinez-Soliman
(Executive Head of UNDEF)



October, 10, 2006
February 16, 2007
date

2. Executive Summary (maximum length: one-half page)

The project aims to spread democratic culture among the local deputies (councilors) of small towns and settlements in the whole of Ukraine by providing seminars-trainings on methods and procedures of democratic decision-making in local councils and creating relations with the local community.

The project will of:

1. The selection of newly-elected local deputies in each of the 5 regions of Ukraine (West, East, Center, South, North part of Ukraine).
2. Conducting 2 trainings of trainers for updating of trainer's methodology.
3. Conducting, for selected local deputies, 2 two-day trainings on the themes "Parliamentary procedures" & "Creating relations with local community".
4. Publication & distribution of 5000 brochures on the theme "Parliamentary procedures" for local deputies.

Due to the 34 seminar-trainings the 425 local council deputies in small towns and settlements of Ukraine will improve their knowledge/skills in the field of:

- democratic decision making by local councils and communications with communities.
- deciding problems of local communities in democratic manner.

The trainings will play role of induction mechanism for newly elected deputies.

The deputies of local councils will be able to spread the knowledge, skills and materials obtained during the project among colleagues in local councils and local departments of political parties.

It is expected that in the future, as a result of the trainings, the deputies-participants of the project will build their work in accordance with their increased knowledge of Human Rights, PR and democratic parliamentary procedures.

3. Situation Analysis, Project Strategy and Sustainability (maximum length: one-half page)

a. Situation Analysis

The regional problems in Ukraine can be described by the phrase "The farther from Kiev (the capital of Ukraine) – the less democracy". During Ukrainian independence, perceptible democratic changes took place only in the central region. The Ukrainians, who defended the choice during "Orange revolution", expect positive changes from a new state power. However, many changes depend not only on the government but also on the local authorities.

The local council elections that took place in spring 2006 highlighted at least 2 challenges for Ukrainian democracy at the local level:

- Are the standards of democratic culture in local authorities sufficient given their increased power after elections?
- Are the standards of democratic culture in the local departments of political parties sufficient as they gain more influence in local councils?

Taking into account these challenges providing democratic education to local departments of political parties and local authorities acquires special importance.

However, the present level of democratic culture in small towns and settlements remains low. The only bearers of changes in small towns and settlements are the deputies of local councils and political activists this is why they were chosen as the project target audience.

The activity of deputies is regulated in Ukraine by the Law of Ukraine "About the status of the deputy of local councils in Ukraine" and the Law of Ukraine "About the Local self-governance in Ukraine". The major problem is that the vast majority of deputies are not acquainted with the maintenance and procedures of implementing such laws. What's more they are not acquainted with the document "The regulation of work of local councils". This project will give newly-elected deputies the possibility of gaining such knowledge.

The causes of such situation are the following:

- Nobody teaches newly-elected deputies the basics of local authorities functioning (the procedures of democratic decision making, law-making activity, adjusting the communications with communities).
- The deputies of local councils do not have experience of partner co-operation to enable problem solving in the territorial communities.

The information the parties provide to the deputies is, mostly covers how to follow their respective political courses. Volyn Resource Centre has the knowledge, which is lacking in political parties. Such knowledge is: the

parliamentary procedures and the basis of democratic decision-making, the knowledge about adjusting the relations with local community for the deputy, the knowledge about the Human Rights world's practices.

The problems that are addressed in this project coincide with two of the priority areas eligible for funding:

- Civic Education,
- Electoral Support and Political Parties

This project does not coincide with the priorities or dimensions of funding of other native and international foundations that work in Ukraine.

b. Project Strategy

The project plans to spread democratic culture among local deputies in small towns and settlements in the 5 regions of Ukraine by providing 2 two-day seminars-trainings covering "Parliamentary procedures" and "Creating relations with local community". These cover methods and procedures of democratic decision-making in local councils and creating relations with local community.

Project territory:

The project will cover the 5 regions of Ukraine: Western, Northern, Eastern, Central and Southern. It will consist of 8 trainings in each of the Southern and Eastern regions (4 on "Parliamentary procedures" and 4 on "adjusting the PR") and 6 trainings in each of the Western, Northern and Central regions of Ukraine (3 on "Parliamentary procedures" and 3 on "adjusting the PR"). The greater amount of trainings in the Southern and Eastern regions is because of the larger population and lower levels of democratic transformations compared to other regions in Ukraine.

The project framework also plans to publish brochures entitled "Parliamentary procedures". The brochures content will be based on an analysis of the best democratic practices of applying parliamentary procedures using materials from the Foundation Education for Democracy, Poland (Volyn Resource Centre has permission to re-edit these materials.)

The brochures will be given to the participants of the trainings for them to distribute among other local council deputies and members of political parties.

It is planned to hold a competition to select 425 newly-elected deputies of local councils from small towns and settlements in 5 regions of Ukraine

The selection criteria:

- The level of local council (town/settlement or district council).
- The deputies have to be elected for the first time.
- The territorial belonging of the deputies to the region in the seminar is going to be conducted.

The place for conducting the training will be selected taking into account the best ways for participants to get there.

The methodology, which is going to be used for conducting the trainings, was gained by Volyn Resource Centre from Foundation Education for Democracy (Poland), in 1998, whereupon it was adapted and approved for over 100 trainings. Thus, the subject of "Parliamentary procedures" and "adjusting the PR" was approved on over 15 trainings for civil society organizations and deputies of local councils. The training methodology is built on the principles of adult teaching and includes applying interactive forms of teaching: mini lectures, work in small groups, individual exercises, role games, discussions, video shooting, presentations, stimulating exercises.

Now with the experience of conducting trainings for deputies in two pilot oblasts, we are expecting written reviews from the participants about the utility of training courses, and also reviews from local mass-media.

Each participant will receive a kit of training materials, which will consist of: a folder, pen, badge-identification, paper for noting, brochure, extractions from the Laws of Ukraine "About the local self-governance in Ukraine" and the "Status of the deputies of local councils of Ukraine", and also handouts for better understanding the training.

Blocks (modules) of the training "Parliamentary procedures":

- The structure of democratic organizations
- Parliamentary procedures
- Conducting the meetings, conferences
- The Basis of Human Rights

Blocks (modules) of the train. "adjusting the PR":

- What is the deputy image making for
- The elements of personal and corporate image. Party image, image of local authority.
- Making up the program of image correction
- Public Relations. What for to adjust them.
- PR-policy methods
- Conducting the press-conferences.
- Effective interviews. How to become a good speaker.
- Press-releases

At the end of each training the participants will be asked to fill in an anonymous training evaluation. The results of these forms will help to carry out effective project monitoring.

Trainings will be conducted by the Volyn Resource center trainers who have over 5-years experience of conducting the trainings for different audiences (and also for deputies) and are familiar with the methodology (based on the experience of the Foundation Education for Democracy (Poland)).

The capacity of the Volyn Resource Center trainers can be witnessed by their work with over 50 local authorities in Ukraine (for example in: Zdolbuniv, Sarny, Osrtoh, Dubno in Rivne oblast; Krorstyshiv, Novograd-Volyns'ky, Korosten' in Zhutomyr oblast; Kivertci, Gorokhyv, Kovel in Volyn oblast). A contract covering their services will be signed with these trainers.

In order to update the trainer's methodology 2 trainings of trainers will be conducted. During this training the UNDP Human Rights Advisor will talk about Human Rights education for trainers. Six trainers will participate in a 3 day workshop in Rivne.

The main project results:

Due to 34 seminar-trainings the 425 deputies of local councils in small towns and settlements of Ukraine will improve their knowledge and skills in the field of:

- Democratic decision making by local councils,
- Improving communication with communities.
- Mediating problems in local communities in a democratic manner.

The trainings will act as an induction mechanism for newly elected deputies.

The deputies of local councils will be able to spread the knowledge, skills and materials obtained during the project among colleagues in local councils and local departments of political parties.

It is expected that in the future, as a result of the trainings, the deputies-participants of the project will build their work in accordance with their increased knowledge of Human Rights, PR and democratic parliamentary procedures

Uneven participation of different political parties in the project may influence the efficiency of its realization. It is planned to remove this factor by communicating the information of a competitive selection to all regional departments of political parties and by also spreading the information in all district and regional mass-media. Such a method will inform the maximum number of possible applicants for participation in the trainings.

c. Sustainability

Project beneficiaries will be the main proprietors of eventual project results. Newly-elected deputies will act as multipliers by spreading democratic culture in towns/settlement councils and in the local departments of political parties.

The experience of similar projects by Volyn Resource Centre in two oblasts of Ukraine (Volyn and Chernivtsi oblasts) confirmed that the knowledge offered by the project matches that needed by the newly-elected deputies.

Evidence of this is provided in the towns of Manevychi (Volyn Oblast) and Novodnistrovsk (Chernivtsi Oblast) where after the trainings amendments were made to the District Council Regulations and in Novovolynsk (Volyn Oblast) where participants elaborated the "Position about the advisers of local deputies in local councils".

After project completion the Volyn Resource Center will provide consultative and informative support for the participants as is the practice of the Volyn Resource Center.

The project results will not depend on the political situation in Ukraine and the project will show no preference for any political party.

4. Gender and Marginalized or Vulnerable Groups (maximum length: one-half page)

One of the possible risks in the realization of the project is receiving a small quantity of applications for participation in the project from newly-elected women deputies as men make up 70-80% of local councils and women 20-30%. To avoid this risk local public activists will participate in the project as, according to the statistics, the majority of such activists are women. Thus, it is planned to attain a gender balance of 50%/50%.

The newly-elected deputies of Ukraine will be able to use all products of the project without any health, religion and nationality discriminations, etc

5. Results Framework: Outcomes, Outputs and Activities

The results framework is attached as **Annex II** to this document.

6. Management Arrangements and Partnership Information *(maximum length: one page)*

The United Nations Democracy Fund is housed within the United Nations Fund for International Partnerships (UNFIP). The Executive Director of UNFIP and ex officio Member of the Democracy Fund's Advisory Board provides management oversight to the Democracy Fund. Financial and administrative services are provided to the Democracy Fund by UNFIP.

	Responsibility
Executing Agency	
UNDP Ukraine	UNDP Ukraine is responsible for the overall management of the project and will bear all financial, monitoring, evaluation and reporting responsibilities to the Democracy Fund. The Executing Agency will also be responsible for contracts with all Implementing Agencies. Conducting of tender for the choice of organization that will carry out monitoring of the project.
Implementing Agency	
Volyn Resource Centre	Organization and management of project in the regions of Ukraine. Organization of the PR-campaign. Timely implementation of all planned project activities for achievement of the project aim. Gathering all supporting documents for the analytical and financial report (midterm and final). Selection of trainer's group.

Contact information for all project partners in Annex III

7. Other Donors or Sponsors

8. Monitoring, Evaluation and Financial Reporting (maximum length: one page)

	Indicators	Sources of information
Outcomes	Raised awareness among deputies in small towns and settlements of Ukraine.	Number of publications in the mass-media about the project. Success-story prepared by the deputies-participants of the project.
	Increased levels of democratization and transparency in decision making by local councils of Ukraine.	
	Local deputies successfully spread experience, knowledge, skills and materials obtained during the project among their colleagues in local councils and local departments of political parties.	
Outputs	The quantity of applications for participation in the trainings of the project.	• List of applicants for participation in the trainings during the project.
	The quantity of training participants.	• Participants' registration cards.
	Gender of training participants.	
	Quantitative composition of representatives from political parties and public activists among the participants of the trainings.	• Training programs • Anonymous course estimation cards filled by participants • Detailed trainer's reports about conducting of trainings
	The quality of the trainings	

UNDP Ukraine will be responsible for preparation of the final project evaluation report and certified financial reports

VRC will be responsible for preparation of the mid-term progress report.

The financial audits will be conducted by an external and independent entity chosen on a tender basis.

9. Legal Commitments (maximum length: one page)

- a. The Executing Agency agrees to be responsible for the overall management of the project and will bear all financial, monitoring, evaluation and reporting responsibilities to the Democracy Fund as per the UNDEF Monitoring, Evaluation and Reporting Guidelines. The Executing Agency also agrees to be responsible for contracts with all implementing agencies or individuals involved in the project.
- b. The Executing Agency agrees to undertake best efforts to ensure that none of the funds received from UNDEF are used to provide support to individuals or entities associated with terrorism and that the recipient of any amounts provided by UNDEF do not appear on the list maintained by the UN Security Council Committee established pursuant to Security Council Resolution 1267 (1999) and that this undertaking form part of any and all sub-contracts entered into by the grantee.
- c. As per ECOSOC Resolution 1996/31 on consultative relationship, as well as the UNDP criteria for associated NGOs, the aims and purposes of all Executing and Implementing Agencies are in conformity with the spirit, purposes and principles of the Charter of the UN.
- d. All CSO and NGO partners to this project have been recognized nationally or internationally and, where applicable, comply with existing national legislation regarding formal registration and public accountability.
- e. All CSO and NGO partners to this project have statutes or by-laws providing for a transparent process of decision-making, election of officers and members of the Board, and the CSO has authority to speak for its members through its authorized representatives.
- f. All funds will be transferred from UNDEF to the designated Executing Agency in US Dollars. Any onward payments made in currencies other than US Dollars will be determined by applying the rate of exchange in effect on the date of payment. Should there be a change in the rate of exchange prior to the full realization of the project, which may affect the ability to carry out project activities, the Executing Agency or Implementing Agency(ies) will be expected to adjust project design so as to stay within available resources.
- g. All financial accounts and statements shall be expressed in US Dollars.
- h. Any interest income attributable to the utilized portion of the grant will be credited to the project account.

- i. All parties agree to take all necessary measures to facilitate evaluations as and when required by UNDEF or a third party on its behalf.
- j. All parties agree to provide financial expenditure reports and certified financial statements as per the UNDEF Monitoring, Evaluation and Reporting Guidelines available on the UNDEF web site.”

10. **Budget** *(required length: one page)*

PROJECT RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcomes as stated in the Country Programme Results and Resource Framework:</p> <p>Outcome 1: Accountable citizen-based government promoted Outcome 2: People-centred decentralization and local public governance</p>
<p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets.</p> <p>Indicator 1: Number of regional and local development plans elaborated</p> <p>Baseline: Insufficient capacity of the oblast and rayon level officials to take over enhanced authorities and responsibilities in public finance management, regional development and services provision</p> <p>Target: Representatives of at least half of Ukrainian regions trained in preparation of regional and local development plans in a participatory manner</p> <p>Indicator: Number of rayon administrations trained in decentralized and participatory decision making; number of civil society leaders trained in policy formulation</p> <p>Baseline: Participatory decision-making mechanisms are not operational at the local level</p> <p>Target: At least 40 rayon administrations and 70 civil society leaders trained in decentralized and participatory policy formulation and decision making</p>
<p>Applicable MYFF Service Line: Civil Society Empowerment</p>
<p>Project title and ID (ATLAS Award ID): Spreading the democratic culture in small towns/settlement of Ukraine Atlas ID:</p>

Intended Outputs	Output Targets for 2 years	Indicative Activities	Responsible parties	Inputs
Based on pilot experience, training methodology revised	To train at least 425 local deputies/policy makers in 23 oblast (regions) of Ukraine	<ul style="list-style-type: none"> • Training for trainers organized and facilitated • Documentation of local experience 	Volyn Resource Center UNDP Ukraine	10760 USD
Training packages for local deputies/policy makers developed	To disseminate at least 5000 brochures At least 34 workshops organized and facilitated	<ul style="list-style-type: none"> • Disseminate a specialized brochure on parliamentary procedures to all local deputies/policy makers • Develop a specialized brochure on parliamentary procedures • Develop a training on effective communication with local communities 	Volyn Resource Center	65272 USD
Current local deputies/policy makers are trained on concepts and processes of parliamentary procedures, Human Rights and effective communication		<ul style="list-style-type: none"> • Capacity development workshops facilitated in each targeted rayons and municipalities 	Volyn Resource Center	108477 USD
Knowledge Network (KN) established as knowledge management, information sharing and partnership building tool		<ul style="list-style-type: none"> • Identify KN moderator • Office facilities, workstations • Travel, training • Regular meetings of KN 	Volyn Resource Center UNDP Ukraine	13395 USD
Monitoring and Evaluation undertaken		Knowledge codification (case studies, lessons learned), report preparation	Volyn Resource Center UNDP Ukraine	18848 USD

PARTNERSHIP INFORMATION

In this section, please provide the following contact details for all project partners:

Executing Agency

Name of Organization: UNDP Ukraine
Address: 1 Klovsky Uzviz, Kyiv, 01021, Ukraine
Telephone: +380 44 2539363
Fax: +380 44 2532607
Web Site: www.undp.org.ua

Name of Person Responsible for Execution of the Project:
Title: Joanna Kazana-Wisniowiecka
Telephone/Fax: +380 44 2539363
E-mail: joanna.kazana@undp.org

Implementing Agency

Name of Organization: **West Ukrainian regional non-enterprise public organization “Volyn Resource Centre”**
Address: **17, Pushkina str. (High School #15), Rivne, Ukraine, 33028**
Telephone/Fax: **+38 0362 223 175**
Web Site: <http://vrc.rv.ua/>

Name of Person Responsible for Implementation of the Project: **Vasyl Kashevsky**
Title: **President**
Telephone/Fax: **+38 0362 223 175**
E-mail: vasyl@vrc.rv.ua

UNDEF PROJECT BUDGET IN US DOLLARS

Executing Agency:
Project Title:
Start Date:
End Date:
Executing Agency Project Number:
IMIS Project ID:
UNDEF Project Number:

UNDP- Ukraine
Spreading the democratic culture in small towns/settlements of Ukraine
 1-Mar-07
 31-Dec-08
 Enter Executing Agency project number
 1028
 UDF-UKR-06-121

Project Budget

Project Budget Lines	Object of Expenditure	Total	II		III	
			Year 1	US\$	Year 2	US\$
1 Salaries						
a	Project Manager	400\$ x 24 month	9,600	4,800	4,800	
b	Training Manager	350\$ x 24 month	8,400	4,200	4,200	
c	Project Accountant	200\$ x 24 month	4,800	2,400	2,400	
	Total		22,800	11,400	11,400	
2 Travel						
a	Charges on travels of trainers	30\$ x 2 trainers x 46 trainings	2,760	552	2,208	
b	Accommodation of trainers	15\$ x 2 trainers x 2 days x 46 trainings	2,760	552	2,208	
	Total		5,520	1,104	4,416	
3 Contractual services						
a	Publication of brochures	5000 units x 7\$	35,000	35,000		
	Total		35,000	35,000	0	
4 Meetings and Training						
	34 Trainings in 5 regions for local deputies					
a	Hall rent	60\$ x 2 days x 34 trainings	4,080	816	3,264	
b	Meals	29\$ x 25 participants x 2 days x 34 trainings	49,300	9,300	40,000	
c	Accommodation	21\$ x 25 participants x 1,5 days x 34 trainings	26,775	5,355	21,420	
d	Trainers' fees for preparation and conducting trainings	19\$ per 1 hours x 1088 hours	20,672	4,134	16,538	
e	Training materials	7\$ x 25 participants x 34 trainings	5,950	1,190	4,760	
	2 Trainings of Trainers					
f	Meals	30\$ x 6 participants x 3 days x 2 trainings	1,080	1,080		
j	Trainers' fees for preparation and conducting trainings	23\$ per 1 hours x 96 hours	2,208	2,208		
	Total		110,065	24,083	85,982	
5 Project Equipment						
a	Computers	2 units	4,000	4,000		
b	Multimedia projector	1 unit	2,000	2,000		
c	Digital camera	1 unit	1,000	1,000		
d	Licensed software		1,200	1,200		
e	Dictaphone	1 unit	200	200		
f	Printers	2 units	400	400		
	Total		8,800	8,800	0	
6 Advocacy						
	Total		0	0	0	
7 Monitoring and Evaluation - Note 1						
	Total		19,649	19,649	0	
8 Miscellaneous						
a	Telephone lines/fax charges	100\$ x 24 month	2,400	1,200	1,200	
b	Internet charges	20\$ x 24 month	480	240	240	
c	Stationary	40\$ x 24 month	960	480	480	
d	Bank charges		756	378	378	
	Total		4,596	2,298	2,298	
9 Total Project Cost (TPC)			206,430	102,334	104,096	
10 Admin. Overhead Fees @ 5% of TPC - Note 3			10,322	5,117	5,205	
11 Total UNDEF Grant Award - Note 4			216,752	107,451	109,300	

Notes: Budget lines may be added and all line items should be rounded off to the nearest dollar. Please note yellow cells are formulas and should not be altered.

1 All projects are entitled to 10% of the project budget to cover the cost of monitoring and evaluation activities, to be capped at \$25,000.

2 Miscellaneous expenses include bank charges, expendable office supplies, telephone lines/fax charges, freight, postage, etc.

3 This fee must be calculated at 5% of the Total Project Costs NOT 5% of the Total UNDEF Grant Award.

4 This line item must not exceed the total UNDEF grant award.