



United Nations Development Programme

Country: Ukraine

Project Document

Project Title	Community Based Approach to Local Development – Phase II
UNDAF Outcome(s):	<p>Partnership Framework Area 1. Sustainable economic growth and poverty reduction</p> <p><i>Outcome 2</i> – Reduction of poverty in rural areas through socio-economic development of those areas.</p> <p>Partnership Framework Area 2. Social Development</p> <p><i>Outcome 1</i> - Improved access to and utilization of quality health, education and social services.</p> <p>Partnership Framework Area 4. Environment and climate change</p> <p><i>Outcome 2</i> – Reduced energy, resource and carbon intensity of economy through the application of energy efficient technologies, renewable and alternative sources of energy.</p>
Expected CP Outcome(s): <i>(Those linked to the project and extracted from the CPAP)</i>	Community mobilization supported in all regions to address social and health service requirements. National authorities supported in developing and implementing policies for social inclusion (PA Area 2; Outcome 1)
Expected Output(s):	<p>Enhanced capacity of local communities and local authorities to initiate and maintain participatory process on local sustainable development and public services delivery;</p> <p>Improved energy efficiency at local level through promotion of energy saving technology, public awareness and joint efforts of local communities and local authorities;</p> <p>Locally owned and managed repository and network of good practices and knowledge on community mobilization and participatory governance created</p>
Implementing Partner:	UNDP Ukraine
Responsible Parties:	Community-based organization throughout Ukraine

Local public governance	Activity Result - 1 Formulation and implementation of regional strategies on efficient energy use in selected regions provided. <u>Action:</u> a) Assist local/regional authorities in revision/ updating of their strategies on energy efficiency b) Develop technical guidelines for innovative energy saving technologies at the local level c) Organise training for communities and /local/regional authorities in energy planning and energy efficiency. d) Support local authorities in the development of technical documentation for energy saving projects in line with revised strategies	1	2	3	4	T-USD	T-EUR
<p>Output 2</p> <p>Improved energy efficiency at local level through promotion of energy saving technology, public awareness and joint efforts of local communities and local authorities</p> <p><u>Indicators:</u></p> <ol style="list-style-type: none"> # of revised/updated regional strategies on energy efficiency drafted with LAs and public participation, approved by local councils and receiving funding for implementation # of awareness raising campaigns/events on energy efficiency # of community members and local/regional authorities trained on energy efficiency # of technical documentation packages for local projects aimed at reducing energy consumption supported # of community micro-projects implemented 	<p>UNDP, Regional authorities; rayon authorities; Local councils; Community organisations</p>	10000	10000	5000	0	25000	18375
		35000	15000	12000	3000	65000	47775
		5000	1000	1000	1000	8000	5880
		15000	12000	12000	1884	40884	30050
		4550	2660	2100	412	9722	7145
Sub-total	69550	40660	32100	6296	148606	109225	
<p>Local public governance</p> <p>Sustainable economic development through pro-poor policy reform</p>	<p>UNDP, Rayon authorities; Local councils; Community organisations</p>	13872	16000	12000	5000	46872	34451
		1	2	3	4	T-USD	T-EUR
		13872	16000	12000	5000	46872	34451
		Sub-total	13872	16000	12000	5000	46872

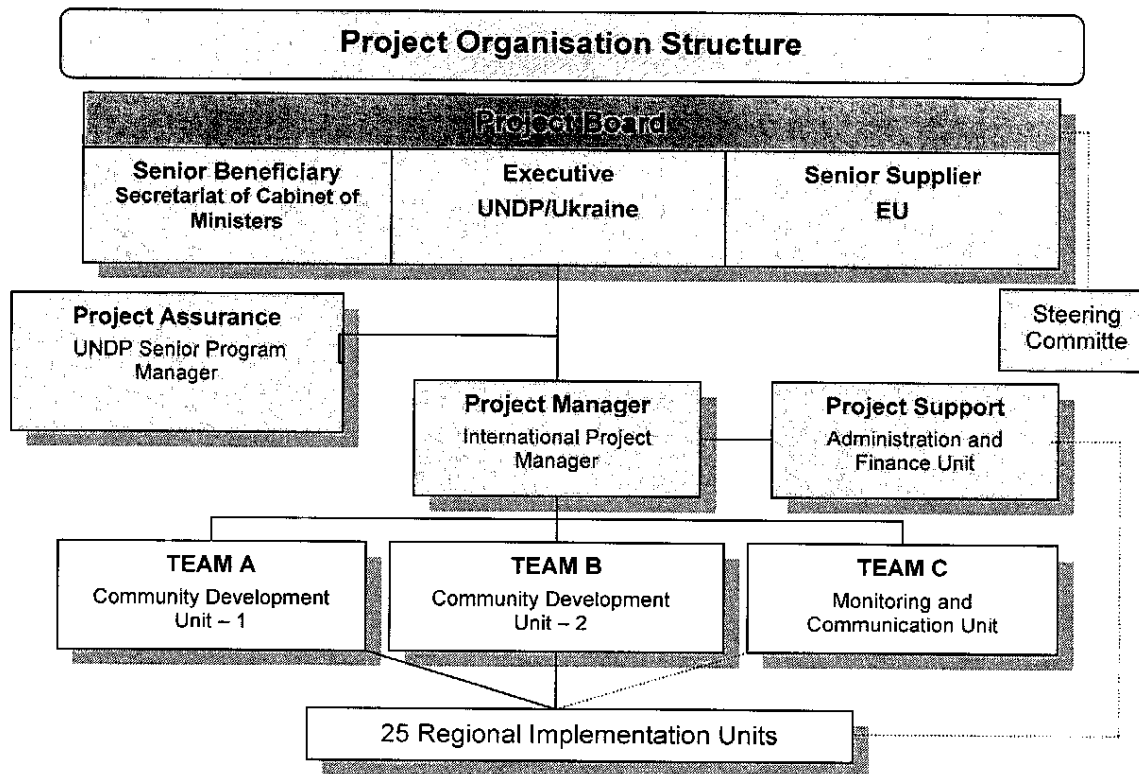
<p>3. Majority of active community members, local/regional authorities and recently elected officials lack skill in energy planning</p> <p>4. The amount of energy consumption of the Ukrainian households is 3-7 times higher than the average in Europe.</p> <p>5. Living condition in rural Ukraine is poor due to out of date worn out energy infrastructure</p>	<p>design of micro-projects</p> <p>b) Provide small grants to community organisations for implementation of innovative energy saving initiatives</p> <p>c) Technical support for implementation of community based energy efficiency projects</p> <p>d) Support transfer and sustainability of completed projects</p>										
<p>Targets:</p> <p>1. At least 2 regional strategies on efficient energy use revised updated</p> <p>2. 50 high-visibility events to raising public awareness on energy saving options organised</p> <p>3. At least 10,000 people, including community members and local/regional authorities trained in energy planning and efficient energy use (with at least 50% of women participating)</p> <p>4. At least 4 technical documentation packages for large scale local projects on reducing energy consumption supported</p> <p>5. 300 energy efficient micro-projects implemented by 2014</p> <p>Gender Marker Rating and</p>	<p>Activity Result - 3</p> <p>Public awareness raised on energy efficiency, including the use of renewable energy sources based on practical experience and lessons from the local level</p> <p>Actions:</p> <p>a) Document experiences in energy efficiency</p> <p>b) Conduct events and /training to increase public awareness about energy efficiency options</p> <p>c) Involve media to promote the importance and benefits of energy efficiency</p> <p>d) Conduct national roundtables related to energy efficiency at local</p>			<p>UNDP</p>	<p>EU UNDP</p>						

Motivation - 2	level	Activity Result - 1	1	2	3	4	T-USD	T-EUR
<p>Significant involvement and participation of women in key activities on energy planning, training and implementation of micro-projects on energy efficiency will be promoted in all activities.</p> <p>Related CP outcome: People-centered decentralisation of local public governance</p> <p>Sustainable development policies and practices make the difference</p>		<p>Activity Result - 1 Knowledge management and experience dissemination mechanism established at local/regional/national level</p> <p>Actions: a) Establish partnership with universities and training institutions b) Expose local and regional authorities, universities and training institutions to CBA best practice c) Provide technical/ advisory support for curriculum development on community development d) Establish a national knowledge management hub at the 'Ukrainian Association of Local and Regional Authorities'</p>	8000	9000	3000	2000	22000	16170
<p>Output 3 Locally owned and managed repository and network of good practices and knowledge on community mobilization and participatory governance created</p> <p>Indicators: 1. # of universities/training institutes which included in their teaching curricula a training module on "local governance and public participation" 2. % of CO-members, LAs officials, who participated in training, exposure visits, roundtables, etc. state their understanding of and their intention to adopt participatory approaches in all relevant spheres of local governance 3. National level knowledge management hub in the field of participatory governance and community based development established 4. # of policy related roundtables held to advocate for implementation of practices and procedures of participatory</p>	<p>UNDP; Universities; Training institutes; Regional/ray on authorities</p> <p>EU UNDP</p>	10000	12000	10000	9000	41000	30135	
			7041	2680	1428	1668	12817	9420
			32653	32653	32653	32653	130612	96000
			29475	29475	14737	14737	88424	64992
			6102	6007	4327	4204	20640	15170
			93271	91815	66145	64262	315493	231887

Gender Marker Rating and Motivation - 2	Empowering women and promoting gender awareness will be achieved through motivating women leaders to come forward to develop their skills and knowledge	Related CP outcome: People-centered decentralisation of local public governance	Activity Result - 3 Effective project management and advisory support provided for implementation of CBA activities Actions: a) Provide national/international expertise and support services b) Arrange logistics and operational support services c) Carry out management reviews audits and assessments of the project implementation	UNDP				EU UNDP			
				1	2	3	4	T-USD	T-EUR		
			Travel	8000	5000	4000	4000			21000	15435
			Contr Srv - Ind	1270545	1438188	1400118	506526			4615377	3392302
			Eqpt. /Furn.	131973	0	0	0			131973	97000
			Office O & M	403462	394837	394544	189878			1382721	1016300
			Audit cost	0	20408		20408			40816	30000
			F & A+ Misc.	126979	130090	125961	50403			433433	318573
			Sub-total	1940959	1988523	1924623	771215			6625320	4869610
				5285083	9308607	5900756	2806165			23300611	17125949
TOTAL											

II. MANAGEMENT ARRANGEMENTS

The Project will be implemented in DIM modality. The Project's organisational structure is presented below:



Project Board: The Project Board (the Board) will consist of 3 members (senior managers) who will have full authority and responsibility over all aspects of the project, and will ensure that the interests of all parties are protected. The Board will provide overall direction of the project and will make decisions on a consensus basis when guidance is required by the Project Manager. In cases when a consensus cannot be reached by the Project Board members, the final decision will be taken by the UNDP Senior Management. The Board will be constituted by UNDP senior management.

The Board will be responsible for ensuring the delivery of expected results and will be accountable for the overall success of the Project. It will endorse recommendations for budget and project revisions. It will review the progress of the Project at designated points during the implementation or when requested by the Project Manager. The Project Manager shall seek approval of the Project Board for decisions when project tolerances (i.e. constraints normally in terms of time and budget) have been exceeded.

The Board will approve all major plans, including recommendations for budget revisions, commitment of resources, etc. and will authorize any major deviation from the agreed CBA workplans. Where necessary, it will arbitrate on any conflicts within the project and will negotiate between the project and any other party beyond the scope of the project.

The Project Board will meet on a quarterly basis or as necessary. It will 'manage by exception' whereby members of the Board will regularly receive project progress reports and will only be asked for joint decision making at key points during the project implementation.

The roles within the Board will be divided as follows. The Executive (UNDP) will ensure successful production of envisaged outputs. The Executive (a UNDP Senior Manager) will be ultimately responsible for effective and efficient implementation of CBA-II. The Executive will hold the project ownership and will chair Project Board meetings. The Senior Supplier (EU) will provide guidance on the technical feasibility of the project; and Senior Beneficiary Secretariat of the Cabinet of Ministers) will ensure the realization of project benefits from the perspective of project beneficiaries.

Project Assurance will be ensured by the UNDP Program Manager in charge of the Local Development Portfolio. He/she will provide objective and independent project oversight and monitoring on behalf of the Board and will ensure the completion of agreed project management milestones.

A **Steering Committee** will be established to involve a broad range of stakeholders into the Project implementation and will review Project's achievements, lessons learnt, explore opportunities and provide advice on effectiveness of the project. It will consist of representatives from relevant Ministries, Secretariat of the Cabinet of Ministers, national associations of local/regional councils and donors. The Committee will meet at least once a year or more frequently if necessary. Detail description and ToR of the Steering Committee is provided in Annex-1.

An international **Project Manager** will be in charge of a daily management of the project on behalf of the Project Board and will act within the scope/constraints laid down by the Project Board. He/she will be responsible for management and decision-making for the project and will ensure the delivery of project results as specified in the project document and according to the required quality standards, time and cost.

Project Team will support the Project Manager. It will consist of professionals in the field of community mobilization, energy and environment cooperatives development engineering monitoring and support staff related with administration and finance.

The **Project Management Unit (PMU)** will be located in Kyiv.

The main tasks of the PMU will be:

- Overall management and coordination of Project implementation
- Strategic technical and methodological backstopping of Regional implementation Units
- Final endorsement of community projects for grant award
- Monitoring of implementation and quality assurance
- Communication and reporting to UNDP/EU/Government and Donors

The PMU will consist of –

- 1 International Project Manager
- 2 Community Development Specialists
- 4 Engineers
- 1 Communications and Monitoring Specialist
- 1 Administrative Officer
- 1 Finance Specialist
- 1 Energy and Environment Specialist
- 1 Cooperative Development Officer
- 9 Support Staffs (4 finance assistants, 1 administration assistant, 2 community develop assistants, 1 monitoring assistant, and 1 driver)

PMU will carry out its functions through 25 regional implementation units established with support of regional authorities (in the premises offered by them) under the framework of memorandum of understanding (MoU).

The RIU in the Autonomous Republic of Crimea will work in close coordination with the sub-office of UNDP located in Simferopol. For the day-to-day work with local authorities and communities, current regional implementation units (one in each region and consisting of 2 community development officers and 1 driver) will be maintained. :

The ToRs of the above-mentioned positions are given in Annex-2 (Description of the Action document).

Short Term Consultants: Services of short term international and national experts will be utilised for technical backstopping and specific advisory needs to improve effectiveness of specific Project activities.

Project implementation will be governed by provisions of the agreed Project Document, the UNDP POPP, the UNDP Ukraine SOPs, and the CBA Operational Guidelines and Manuals.

Annual Workplan

The estimated duration of CBA-II will be 48 months. Preliminary indicative calendar of key activities is given in Annex – 2 (Description of the Action)

Project Budget

Total budget of the Project will be EUR 17,125,949 (US \$ 23,300, 611) to be used for the activities outlined in Annex - 2 (Description of Action). The Project Budget will be cost shared between the EU and UNDP which will provide EUR 16, 850,000 (US\$ 22,925,170) and EUR 275,949 (US\$375,441) respectively.

It is anticipated that an estimated parallel co-financing in the amount of EUR 4,200,000 (US\$ 5,700,000) will be mobilized by local communities and authorities.

Communication and Visibility activities will be carried out under the framework of 'Joint Visibility Guidelines for EC-UN Actions in the Field'.

Audit Arrangements:

The Project shall be subject to the internal and external auditing procedures laid down in the Financial Rules and Regulations of UNDP. Based on UNDP standard operational procedure two independent Project audits will be carried out during the 2nd year of the project and upon the completion of the project.

III. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP rules and regulations 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 3) 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

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project 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 will involve members of the Steering Committee. It shall focus on the extent to which progress is being made towards outputs and that these remain aligned to appropriate outcomes.

External Evaluation

Evaluation of the project implementation will be commissioned by EU as ex-ante mid-term final and ex post. Besides UNDP will carry out independent external evaluation of the Project implementation its outputs and impacts.

Quality Management for Project Activity Results

OUTPUT 1: Enhanced capacity of local communities and local authorities to initiate and maintain participatory process on local sustainable development and public services delivery		
Activity Result 1 (Atlas Activity ID)	Strengthened knowledge and institutional capacity of local communities and local authorities to apply participatory approach to local development	Start Date: month 1 End Date: month 18
Purpose	Lack of trust and confidence of citizens towards government is still common in Ukraine. Unelected local administrations appointed from the capital focus on serving the interests of the state rather than the citizens while elected councils have little capacity and influence and need to be empowered. Purpose of this activity is to bridge the gap in understanding between citizens and local authorities on the agenda of local sustainable development	
Description	To address this issue it is planned to develop operational guidelines; provide training to local/regional authorities and implement social mobilisation to organise local communities.	
Quality Criteria	Quality Method	Date of Assessment
One third of the 900 formed/grafted community organisations show maturity with legal status, sustainability fund, community development plan and at least one participation in local planning process	Project team prepares profile of all community organisations and analyses the results	One month after completion of each annual workplan
50% of trained community members are female	Project team assesses training participation records and analyzes the results.	One month after completion of each annual workplan
Activity Result 2 (Atlas Activity ID)		
Decentralized and participatory governance mechanisms integrated in the standard practice of local governments resulting in improved joint decision-making, planning, and service delivery		Start Date: month 6 End Date: month 29
Purpose	The existing structures of local authorities lack appropriate institutional mechanism for joint decision-making. They also lack suitable mechanism that would enable financing to communities for implementation of their priority initiatives in a transparent manner. Therefore purpose of this activity is to establishment/nurturing of appropriate institutional mechanism at rayon and regional level.	
Description	To address this issue training/technical support will be provided to partner rayon and regional authorities for establishment/nurturing of 200 local development forum (LDF); 200 community resource centres; 2 regional development fund (RDF) and 25 regional coordination councils such that they will contribute to practice of bottom-up planning process resource mobilisation for implementation of community initiatives.	
Quality Criteria	Quality Method	Date of Assessment
70% of (200) LDF and 50% of (25) RCCs will have at least one functional meeting every year	Review of the protocols of the meetings of LDF and RCCs as reflected in Annual Progress Report of the Project	February 2012 2013 2014
25% of the partner rayons have functional community resource centres	Assessment surveys carried out in course of project implementation	December 2012; March 2014
60% of rayon authorities accept the community development plans	Annual Report of the Project; Assessment survey Report	February 2012 February 2013; December 2012
Activity Result 3 (Atlas Activity ID)		
Community-based initiatives for sustainable rehabilitation management and operation of basic social and communal infrastructure supported		Start Date: month 8 End Date: month 47
Purpose	It is necessary to involve local communities and local authorities in a process oriented learning by doing that will empower citizens and bring elected authorities and civil servants closer to people such that they will make a decision together pool their resources and deliver public services on sustained basis	

Description	Community organisations will be provided with trainings 600 small grants will be allocated to implement their priorities pertaining to basic needs e.g. water supply, waste management vis-à-vis environment improvement, public health and energy saving. The grants will be subject to cost sharing from beneficiary communities, local budget and private sector. To ensure sustainability, micro-project will be maintained solely by community organisation or jointly by community organisation and local authorities.	
Quality Criteria	Quality Method	Date of Assessment
20% of the completed micro-projects function with community based sustainability mechanism in place	<ul style="list-style-type: none"> Project team prepares report on sustainability mechanism of completed projects and analyses for results; 2nd Assessment survey of the Project implementation 	<p>July 2013</p> <p>March 2014</p>
10 local authorities will have developed local policy/procedure for supporting community based sustainability mechanism	<ul style="list-style-type: none"> Project team collects policy decisions or decree of the local authorities on the subject 2nd Assessment survey of the Project implementation 	<p>July 2013</p> <p>March 2014</p>
Activity Result 4 (Atlas Activity ID)	Community based agro/service cooperatives created for small business promotion in rural areas	Start Date: month 14 End Date: month 30
Purpose	Poverty level in Ukraine is relatively higher in rural areas where population lack access to non-farm opportunities and suffer from seasonality in income generation. Small business in rural areas is still underdeveloped and presents a big potential for income generation.	
Description	It is planned to provide organised communities with training technical backstopping and small grants to enable them to develop cooperatives and undertake agro-processing and/or agro-marketing activities.	
Quality Criteria	Quality Method	Date of Assessment
Women constitute at least 50% of the total community members employed by SMEs developed under Project support	<ul style="list-style-type: none"> Ad hoc report prepared by project team 2nd Assessment report 	<p>June 2013</p> <p>March 2014</p>
One third of the cooperatives are functioning at least for two years after UNDP support provided	<ul style="list-style-type: none"> Ad hoc report prepared by project team 2nd Assessment report 	<p>June 2013</p> <p>March 2014</p>
OUTPUT 2: Enhanced energy efficiency at local level through promotion of innovative energy saving technology, public awareness and collective action of local communities and local authorities		
Activity Result 1 (Atlas Activity ID)	Formulation and implementation of regional strategies on efficient energy use in selected regions provided.	Start Date: month 8 End Date: month 21
Purpose	<p>The amount of energy consumption of the Ukrainian households is 3-7 times higher than the average in Europe. One of the key reasons is that most of the equipment in use is obsolete as it has been installed during the soviet times without any requirements for energy-efficiency. Since energy costs now constitute more than half of all residential service costs any increase in energy prices will lead to a significant increase in the cost of providing these services.</p> <p>Energy efficiency and ensuring sustainability of energy resources has been recognized as a top priority of state development policy in recent years. Therefore there is a strong need to raise knowledge of energy users and energy suppliers regarding respective innovative technologies and renewable energy sources.</p>	
Description	Efficient use of energy on the local level is promoted by the following sub-activities: (1) Revision of regional strategies on efficient use of energy; (2) Developing recommendations for energy saving measures in housing sector and public infrastructure;(3) Providing support to the development of technical documentation for energy efficiency measures; (4) Public awareness raising on the efficient use of energy;(5) Support to community micro-projects in the efficient use of energy (including projects on renewable energy production and energy saving)	

Quality Criteria	Quality Method	Date of Assessment
30% of energy plans are accepted by the local councils	Project team prepares analytical report on energy plans	March 2013
One third of rayons/local councils allocate budget for energy efficiency measures in line with revised regional strategy on efficient use of energy	Project's annual progress reports	Feb 2012, Feb 2013
Activity Result 2 (Atlas Activity ID)	Community-based initiatives to increase energy efficiency supported	Start Date: month 11 End Date: month 47
Purpose	Energy efficiency and ensuring sustainability of energy resources has been recognized as a top priority of state development policy in recent years. Therefore there is a strong need to raise knowledge of energy users and energy suppliers regarding respective innovative technologies and renewable energy sources	
Description	Support will be provided for technical designing and micro-capital grant will be provided for implementation of innovative energy projects under the condition of cost sharing from local authorities and beneficiary communities; who will also undertake joint responsibility for operation and maintenance of the system.	
Quality Criteria	Quality Method	Date of Assessment
At least 30% energy is saved from application of new technology/alternative energy sources	<ul style="list-style-type: none"> • Special report prepared by project team • 2nd Impact assessment report 	<ul style="list-style-type: none"> • March 2013 • March 2014
Activity Result 3 (Atlas Activity ID)	Public awareness raised on energy efficiency, including the use of renewable energy sources based on practical experience and lessons from the local level	Start Date: month 28 End Date: month 48
Purpose	Population in general media policy makers and elected/state officials possess limited knowledge about existing options to reduce energy consumption. Micro-level alternative energy sources implemented and maintained under community participation is generally unknown to them. The purpose of the activity is to broaden the perspectives for implementation of energy efficient projects on the local level.	
Description	Documentation of experience will be carried out. The findings (and policy recommendations) will be disseminated among regional/national stakeholders through roundtables and media coverage. On the basis of the developed recommendations public awareness campaign on specific measures to reduce energy consumption and to raise energy efficiency in the public infrastructure and housing sector for the local authorities and communities is launched. Campaign will serve as a model for national replication	
Quality Criteria	Quality Method	Date of Assessment
One third of the community organisations have at least one member knowledgeable about renewable energy	Training evaluation report prepared by project team	June 2013
At least 50 local councils allocate budget for renewable energy projects	Councils' decision collected and compiled by project team	June 2013
OUTPUT 3: Locally owned and managed repository and network of good practices and knowledge on community mobilization and participatory governance created		
Activity Result 1 (Atlas Activity ID)	Knowledge management and experience dissemination mechanism established at local/regional/national level	Start Date: month 10 End Date: month 48
Purpose	National scale operation of the Project involves large number of stakeholders from local level to national level. However there are still large number of citizens, civil servants and elected officials that remain to benefit from the experience generated by CBA-I and CBA-II. There is also demand for replication of CBA methodology. Therefore it is essential to establish appropriate mechanism that would enable continuity of community based development methodology even after completion of CBA-II.	
Description	Universities and training institutes will be involved in collection of lessons systematisation and teaching to students. Similarly knowledge hub will be established at national level such that	

	grassroots level knowledge could be brought for national/international dissemination. Activities include training of civil servants and students; small research grants for curriculum development and research for professors and students in the field of decentralisation and community based local sustainable development; establishment and management of knowledge hub.	
Quality Criteria	Quality Method	Date of Assessment
At least five universities and/or training institutes start teaching course on community based local sustainable development	• Project team compiles teaching/training materials	October 2012
Decision of at least 3 universities/training institutes to include this subject as a part of their curriculum	Project team collects decisions and compile them	June 2013
At least three moderated discussions initiated by knowledge network members are supported through knowledge hub	Project team prepares report on the Knowledge Hub activities	January 2014
Activity Result 2 (Atlas Activity ID)	Enabling environment created at national level for - /replication of the principles of community based approach to local sustainable development	Start Date: month 26 End Date: month 46
Purpose	A part of Ukrainian population local and regional authorities is sensitized to appreciate principles promoted by CBA through practical experience. A large number of citizens and authorities have still remained outside the scope of CBA. They will be able to benefit under national development framework through appropriate national policy/legislation provisions. Purpose of the proposed activity is to sensitize national policy-makers and other stakeholders by offering them relevant information.	
Description	Policy studies regular reporting to stakeholders national roundtables for debate on policy recommendations various form of lobbying and advocacy legal drafting etc. will be carried out during the project period to meet the purpose.	
Quality Criteria	Quality Method	Date of Assessment
Draft legislation is submitted to relevant national agency for debate and consideration	Conformation from the legislative body on receipt of the draft proposal	September 2013

IV. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA) of 3 June 1993 and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement 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".

Annex – 1
ToR of Steering Committee

The Steering Committee of the CBA Project is established in accordance with the "Project Document for CBA-II" as per Agreement between European Union and UNDP.

1. The Committee will be formed by representatives of the following institutions:
 - a. The Ministry of Economic Development and Trade
 - b. Secretariat of Cabinet of Ministers
 - c. The Ministry of Regional Development, Buildings and Housing
 - d. The Ministry of Social Policy
 - e. The Ministry of Agrarian Policy and Food (Department of Rural Development)
 - f. The Ministry of Infrastructures
 - g. The Ministry of Health
 - h. The Ministry of Environmental and Natural Resources
 - i. The Ministry of Education, Science, Youth and sport
 - j. The National Agency of Ukraine for Efficient Use of Energy
 - k. The State Fund of Local Self-Government of Ukraine
 - l. The Ukrainian Association of Local and Regional Authorities of Ukraine
 - m. The Association of Cities of Ukraine
 - n. The Association of Small Towns of Ukraine
 - o. The Association of Village and Settlement Councils
 - p. United Nations Development Programme, Ukraine
 - q. European Union Delegation Office, Ukraine

Should the need arise, representatives of other institutions, organizations and enterprises can be invited to participate in the CBA Steering Committee.

2. In compliance with main goal of CBA-II, the Steering Committee will:
 - Advise and provide guidance on project implementation;
 - Provide advice on ways to correlate Project activities with relevant state policies so as to tackle local development challenges;
 - Review Project progress and ensure consistency and coordination of measures supported under the Project
 - Endorse Annual Work Plans of the Project;
 - Coordinate and facilitate the participation of line ministries, relevant government and non-government agencies
 - Ensure that regional and local authorities are duly informed about the Project and fully authorized to participate.
 - Assist in elaboration of draft legislation and other documents related to Project implementation and its coordination with relevant state programmes; preliminarily reviews such documents.
3. The Steering Committee is entitled to:
 - Hear regular reports on Project implementation;
 - Give endorsement to Annual Work Plans of the Project;
 - Provide recommendations for improvement of Project implementation;
 - Charge its members with assignments related to drafting of relevant legislation;
 - Involve experts from governmental agencies and local authorities, upon consent of their superiors;
 - Issue recommendations to local executive and elected institution as per implementation of the Project.
4. The Steering Committee is co-chaired by a Chairperson who is appointed by the Delegation of the European Union and UNDP in Ukraine on a rotation basis.
5. Regular meetings of Steering Committee are held as frequently as needed and at least once a year.
6. Meetings are chaired by Chairperson.
7. Decisions of Steering Committee taken within the limits of its competences have a nature of a recommendation and are obligatory for the review by local governments, as well as other enterprises, institutions and organizations.

Organizational, information, technical and financial support to the activities of Project Steering Committee is provided by the CBA Project. Project Management Unit acts as Secretariat of the Steering Committee.

Annex – 2
Description of the Action

Document Attached Separately

Risk Log: Monitoring of Identified Risks


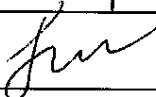
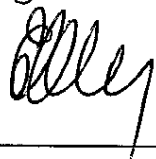
Project Title: Community Based Approach to Local Development II				Award ID:		Date:			
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Management response	Owner	Submitted /updated by	Last Update	Status
1	<ul style="list-style-type: none"> Changed elected/ government officials are not open to adopt CBA methodologies and are inclined toward greater centralization; 	October 2010	Financial	<p>Implementation schedule of the Project might be negatively affected</p> <p>Probability on scale 1-5: 1</p> <p>Impact on scale 1-5: 1</p>	<ul style="list-style-type: none"> Share success stories of CBA I, promotion of direct contacts between communities (highlighting the CBA I best practices, peer-to-peer learning, effective functioning of LDFs and OCCs); 	Project Manager			
2	<ul style="list-style-type: none"> Regional strategies on energy efficiency are considered by local partners as a formality, hence with actual low interest and limited resources to implement relevant measures; 	November 2010	Social	<p>Institutionalization of the approach will be negatively affected</p> <p>Probability on scale 1-5: 1</p> <p>Impact on scale 1-5: 1</p>	<ul style="list-style-type: none"> Intensify cooperation with local authorities on regional level as well as involve members of the Steering Committee representing central structures at national level; Conduct public awareness campaigns on importance of energy-saving measures; 	Project Manager			
3	<ul style="list-style-type: none"> Recovery from national or global financial crisis affects the revenue collection of budgets at all levels, thus limiting local co-financing possibilities 	October 2010	Financial	<p>Delay may occur in completion of community projects</p> <p>Probability on scale 1-5: 2</p> <p>Impact on scale 1-5: 1</p>	<p>Review co-financing arrangements for micro-grants, if necessary</p>	Project Manager			


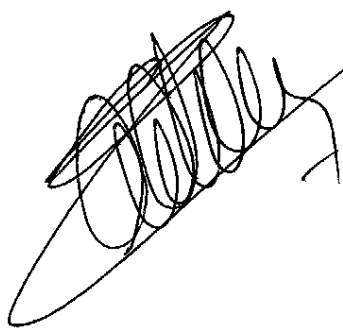
Attachment #6

**Clearance Slip for
Approval of ProDoc**

Project title: *Community Based Approach to Local Development – Phase II*

Prepared by: Mr. Berdi Berdiyev

Submission	Date	Signature	Comments
Assistant Country Director clearance	21/07/11		
Finance Analyst/SRMU clearance	21/07/11		
DCD clearance for signature of Country Director or Resident Representative	21/07/11		
Remark:			

  25/07/11