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**United Nations Development Programme
Country: UKRAINE
Project Document**

Project Title	Strengthening the National Council on TB and HIV/AIDS in Ukraine
UNDAF Outcome(s):	Improved access to and utilization of quality health, education and social services
Expected CP Outcome(s):	Improved access to and utilization of quality health, education and social services
Expected Output(s):	National and regional response to HIV/AIDS and TB strengthened through sectoral mainstreaming, good governance, HRBA and gender based approaches
Implementing Partner:	The State Service of Ukraine on HIV/AIDS and Other Socially Dangerous Diseases
Responsible Parties:	UNDP, State Service of Ukraine on HIV/AIDS and Other Socially Dangerous Diseases

Brief Description

The overall objective of the Project is to strengthen the capacity of the National Council on TB and HIV/AIDS (NTHC) in implementation of functions of the Country Coordination Mechanism in line with the requirements and recommendations of the Global Fund to Fight AIDS, TB and Malaria. More specifically, the Project aims to strengthen the oversight function of NTHC over activities of the Principal Recipients of the Global Fund funded programs; and to facilitate alignment of the goals of the National Programs on TB and HIV/AIDS and the goals of Global Fund grants.

Programme Period:	2012-2014	Total resources required:	\$300 094.00
Key Result Area (Strategic Plan):	Reducing Poverty and MDGs	Total allocated resources:	\$300 094.00
Atlas Award ID:	_____	o Global Fund	\$214 514.00
Start date:	2012	o State Service on HIV/AIDS and Other Socially Dangerous Diseases	\$85 580.00 (in-kind)
End Date:	2014		
PAC Meeting Date:	19.11.2012		
Management Arrangements:	NIM		

Agreed by the State Service of Ukraine on HIV/AIDS and Other Socially Dangerous Diseases:

[Signature] / Ms. T. Aleksandrina
Head of State Service of Ukraine on HIV/AIDS and Other Socially Dangerous Diseases

Agreed by UNDP:

[Signature]

**RICARDA RIEGER
COUNTRY DIRECTOR
UNDP UKRAINE**

I. ANNUAL WORK PLAN

Year: 2012

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
<p>Output 1: The capacity of the NTHC in implementation of functions of the CCM in line with the requirements and recommendations of the Global Fund to Fight AIDS, TB and Malaria strengthened</p> <p>Baseline:¹ 1. 17% of planned oversight activities completed with documented participation by all CCM constituencies</p> <p>2. 67% of key CCM documents completed and shared with all members</p> <p>3. 8% of impact/outcome indicators in Global Fund grants that are consistent with impact/outcome indicators in national strategy documents</p> <p>Indicators:² 1. % of planned oversight activities completed with documented participation by all CCM constituencies</p>	<p>Activity 1: Strengthening of oversight function of NTHC over activities of Principal Recipients of the Global Fund funded programs</p> <ul style="list-style-type: none"> Support organization and carrying out of the regular meetings of NTHC Support organization and carrying out of the Oversight Commission meetings Maintenance of NTHC web-page <p>Total</p>				X	State Service on HIV/AIDS and Other Socially Dangerous Diseases	Global Fund 30000	75700 (Training, Workshops and Confer) 72100 (Contractual Services- Companies) 255.00	1,456.00 255.00
	<p>Activity 2: Facilitation of alignment between the goals of the National Programs on TB and HIV/AIDS and the goals of Global Fund grants</p> <ul style="list-style-type: none"> Support organization and carrying out of the Program Committee meeting to discuss alignment of the Global Fund Grants and the National Programs Support organization and carrying out of the Regional Policy Committee meeting to discuss alignment of the Global Fund Grants and the National Programs <p>Total</p>				X	State Service on HIV/AIDS and Other Socially Dangerous Diseases	Global Fund 30000	75700 (Training, Workshops and Confer)	USD 1,711.00 1,417.00
									USD 1,417.00

¹ For details, see Performance Framework sheet, CCM Funding Application

² Ibid

<p>2. % of key CCM documents completed and shared with all members</p> <p>3. % of impact/outcome indicators in Global Fund grants that are consistent with impact/outcome indicators in national strategy documents</p> <p>Targets:³</p> <p>1. N/A</p> <p>2. N/A</p> <p>3. N/A</p> <p>Gender Marker Rating and Motivation: 2</p>	<p>Activity 3: Project Management</p> <ul style="list-style-type: none"> Maintenance of NTHC Secretariat Procurement of equipment Procurement of stationary Transportation Procurement of office furniture 		<p>X</p>	<p>State Service on HIV/AIDS and Other Socially Dangerous Diseases</p>	<p>Global Fund 30000</p>	<p>71400 (Contractual services - Individuals)</p> <p>72200 (Equipment and Furniture)</p> <p>72500 (Supplies)</p> <p>71600 (Travel)</p>	<p>3,227.00</p> <p>3,388.00</p> <p>584.00</p> <p>238.00</p> <p>USD 7,437.00</p> <p>739.50</p>
<p>TOTAL</p>	<p>Total</p>					<p>USD 11,304.50</p>	
<p>F&A</p>					<p>75100 Facilities and Administration)</p>		

³ Ibid

Year: 2013

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description
<p>Output 1: The capacity of the NTHC in implementation of functions of the CCM in line with the requirements and recommendations of the Global Fund to Fight AIDS, TB and Malaria strengthened</p> <p>Baseline: 1. 17% of planned oversight activities completed with documented participation by all CCM constituencies</p> <p>2. 67% of key CCM documents completed and shared with all members</p> <p>3. 8% of impact/outcome indicators in Global Fund grants that are consistent with impact/outcome indicators in national strategy documents</p> <p>Indicators: 1. % of planned oversight activities completed with documented participation by all CCM constituencies</p> <p>2. % of key CCM documents completed and shared with all members</p> <p>3. % of impact/outcome indicators in Global Fund grants that are consistent with impact/outcome indicators in national strategy documents</p>	<p>Activity 1: Strengthening of oversight function of NTHC over activities of Principal Recipients of the Global Fund funded programs</p> <ul style="list-style-type: none"> Support organization and carrying out of the regular meetings of NTHC Conduct consultations for development of the NTHC Oversight Plans Organize workshop for NTHC members on the oversight activities Conduct training for the Oversight Commission members on oversight of PRs financial management Conduct training for the regional THC members on building partnership with grant implementing NGOs and on oversight function Support organization and carrying out of the Oversight Commission meetings Undertake consultancy to analyse the efficiency of the Global Fund grant implementation Undertake consultancy to ensure data collection and analysis and Dashboard management on PRs activity Organize field visits by NTHC and Oversight Commission members Maintenance of NTHC webpage Develop the NTHC communication strategy Develop the NTHC policy on rotation 	X	X	X	X	State Service on HIV/AIDS and Other Socially Dangerous Diseases	Global Fund 30000	20,196.00
							75700 (Training, Workshops and Confer)	12,100.00
							71300 (Local Consultants)	7,046.00
							72100 (Contractual Services-Companies)	3,060.00

<p>Targets:</p> <ol style="list-style-type: none"> 1. 53% 2. 100% 3. 100% <p>Gender Marker Rating and Motivation: 2</p>	<p>Total</p> <p>Activity 2: Facilitation of alignment between the goals of the National Programs on TB and HIV/AIDS and the goals of Global Fund grants</p> <ul style="list-style-type: none"> • Conduct stakeholders meeting to analyse alignment of the Grants and National Programs indicators • Conduct consultations with National Programs implementers • Support organization and carrying out of the Program Committee meeting to discuss alignment of the Global Fund Grants and the National Programs • Support organization and carrying out of the Regional Policy Committee meeting to discuss alignment of the Global Fund Grants and the National Programs • Organize NTHC Regional Policy Committee field visit • Conduct working group meeting for development of the new National HIV Program • Conduct national Stakeholders/CCM meeting to review the draft of new National HIV Program <p>Total</p> <p>Activity 3: Project Management</p> <ul style="list-style-type: none"> • Maintenance of NTHC Secretariat • Procurement of equipment • Procurement of stationary • Transportation • Procurement of office furniture 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>	<p>State Service on HIV/AIDS and Other Socially Dangerous Diseases</p> <p>Global Fund 30000</p>	<p>75700 (Training, Workshops and Confer)</p> <p>71600 (Travel)</p>	<p>USD 42,402.00</p> <p>11,680.00</p> <p>4,080.00</p> <p>USD 15,760.00</p> <p>38,718.00</p> <p>584.00</p> <p>2,856.00</p>
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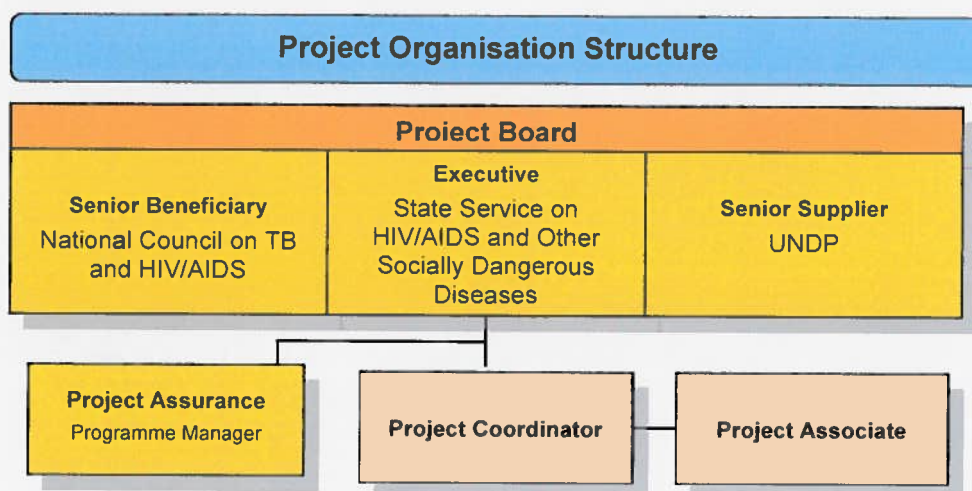
Year: 2014

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Amount	
<p>Output 1: The capacity of the NTHC in implementation of functions of the CCM in line with the requirements and recommendations of the Global Fund to Fight AIDS, TB and Malaria strengthened</p> <p>Baseline: 1. 53% of planned oversight activities completed with documented participation by all CCM constituencies</p> <p>2. 100% of key CCM documents completed and shared with all members</p> <p>3. 100% of impact/outcome indicators in Global Fund grants that are consistent with national strategy documents</p> <p>Indicators: 1. % of planned oversight activities completed with documented participation by all CCM constituencies</p> <p>2. % of key CCM documents completed and shared with all members</p> <p>3. % of impact/outcome indicators in Global Fund grants that are consistent with impact/outcome indicators in national strategy documents</p>	<p>Activity 1: Strengthening of oversight function of NTHC over activities of Principal Recipients of the Global Fund funded programs</p> <ul style="list-style-type: none"> Support organization and carrying out of the regular meetings of NTHC Conduct consultations for development of the NTHC Oversight Plans Organize workshop for NTHC members on the oversight activities Conduct training for the Oversight Commission members on oversight of PRs financial management Conduct training for the regional THC members on building partnership with grant implementing NGOs and on oversight function Support organization and carrying out of the Oversight Commission meetings Undertake consultancy to analyse the efficiency of the Global Fund grant implementation Undertake consultancy to ensure data collection and analysis and Dashboard management on PRs activity Organize field visits by NTHC and Oversight Commission members Maintenance of NTHC web-page Develop the NTHC communication strategy Develop the NTHC policy on rotation 	X	X	X	X	State Service on HIV/AIDS and Other Socially Dangerous Diseases	Global Fund 30000	20,256.00	
								75700 (Training, Workshops and Confer)	8,800.00
								71300 (Local Consultants)	7,046.00
								71600 (Travel)	2,805.00
								72100 (Contractual Services- Companies)	

Targets: 1. 100% 2. 100% 3. 100% Gender Marker Rating and Motivation: 2	Total Activity 2: Facilitation of alignment between the goals of the National Programs on TB and HIV/AIDS and the goals of Global Fund grants <ul style="list-style-type: none"> Conduct stakeholders meeting to analyse alignment of the Grants and National Programs Indicators Conduct consultations with National Programs implementers Support organization and carrying out of the Program Committee meeting to discuss alignment of the Global Fund Grants and the National Programs Support organization and carrying out of the Regional Policy Committee meeting to discuss alignment of the Global Fund Grants and the National Programs Organize NTHC Regional Policy Committee field visit Conduct working group meeting for development of the new National HIV Program Conduct national Stakeholders/CCM meeting to review the draft of new National HIV Program 	X	X	X	X	X	X	State Service on HIV/AIDS and Other Socially Dangerous Diseases	Global Fund 30000	75700 (Training, Workshops and Confer) 71600 (Travel)	38,907.00 8,501.00 4,080.00
	Total Activity 3: Project Management <ul style="list-style-type: none"> Maintenance of NTHC Secretariat Procurement of equipment Procurement of stationary Transportation Procurement of office furniture Total	X	X	X	X	X	X	State Service on HIV/AIDS and Other Socially Dangerous Diseases	Global Fund 30000	71400 (Contractual services - Individuals) 71600 (Travel)	12,581.00 35,492.00 2,618.00

	F&A									75100 Facilities and Administration)	6,271.80	
TOTAL											USD	95,869.80

II. MANAGEMENT ARRANGEMENTS



Implementing Partner: The Implementing Partner – the entity responsible and accountable for managing a project, including the monitoring and evaluation of project interventions, achieving project outputs, and for the effective use of allocated resources – is the State Service of Ukraine on HIV/AIDS and Other Socially Dangerous Diseases. State Service is an ideal partner as it is a central executive authority guided and coordinated by the Cabinet of Ministers of Ukraine, responsible for implementation of the state TB and HIV/AIDS policies and hosts the Secretariat of the National TB and HIV/AIDS Council (NTHC) – Country Coordination Mechanism.

Responsible Party is an entity selected to act on behalf of the Implementing Partner to purchase goods or provide services using the project budget. The Responsible Party may manage the use of these goods and services to carry out project activities and produce outputs. UNDP and State Service of Ukraine on HIV/AIDS and Other Socially Dangerous Diseases are Responsible Parties for this project.

Project Board: The Project Board is the group responsible for making on a consensus basis management decisions for a project when guidance is required by the Project Coordinator. Particularly, the Project Board has the responsibility to review/endorse project documents and revisions thereto, annual work plans, quarterly and annual project reports.

This Board contains three roles:

- **The Executive** is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The Executive has to ensure that the project gives value for money, ensuring a cost-conscious approach to the project, balancing the demands of beneficiary and supplier. The State Service of Ukraine on HIV/AIDS and Other Socially Dangerous Diseases assumes the role of Project Board Executive.
- **The Senior Supplier** represents the interests of the parties which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project. The Senior Supplier role have the authority to commit or acquire supplier resources required. UNDP assumes this role.
- **The Senior Beneficiary** is responsible for validating the needs and for monitoring that the solution meet those needs within the constraints of the project. The role represents the interests of all those who benefit from the project, or those for whom the deliverables resulting from activities achieve specific output targets. The Senior Beneficiary role monitors progress against targets and quality criteria. This role is assumed by NTHC.

To discuss strategic issues of the Project activities and impact, and to ensure that best available international and national expertise is given due consideration in formulation of the project strategy, the Project Board may decide to invite to its meetings other stakeholders.

Project Assurance: The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. This role will be performed by a UNDP Ukraine Programme Manager.

Project Coordinator: The Project Coordinator has the authority to run the Project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Project Board. The Project Coordinator is responsible for day-to-day management and decision-making for the Project. The Project Coordinator's prime responsibility is to ensure that the Project produces the results specified in the Project document, to the required standard of quality and within the specified constraints of time and cost.

The Project team: The Project Team will consist of the following local staff:

- Project Coordinator (full time);
- Project Associate (full time).

The ToRs of the above-mentioned positions are attached to the present Project Document (See Annex 2). Contracts for services of individual contractors (for advisory and consultancy support) will be completed between UNDP and the selected experts for each thematic subject area in accordance with the approved work plan. The experts will be competitively selected based on an open competition, according to UNDP rules and regulations.

Audit Arrangement: The Project shall be the subject to the internal and external auditing procedures laid down in the Financial Regulations Rules and directives of UNDP.

Direct UNDP Country Office Support Services to the project implementation

UNDP and the State Service of Ukraine on HIV/AIDS and Other Socially Dangerous Diseases hereby agree that the UNDP country office will provide support services, as described below.

The UNDP country office will provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the State Service of Ukraine on HIV/AIDS and Other Socially Dangerous Diseases is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

The UNDP country office will provide the following support services for the activities of the project:

- a) Identification and/or recruitment and solution of administrative issues related to the project personnel;
- b) Procurement of commodities and services, including those provided by physical person;
- c) Identification and facilitation of training activities, seminars and workshops;
- d) Financial monitoring and reporting;
- e) Processing of direct payments and financial services;
- f) Supervision of project implementation, monitoring and assistance in project assessment;
- g) Assistance with reporting requirements and direct payment.

The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services are detailed in the current project document as described above. If the requirements for support services by the country office change during the life of a project, the list of services will be revised with the mutual agreement of the UNDP Resident Representative and the State Service of Ukraine on HIV/AIDS and Other Socially Dangerous Diseases.

The relevant provisions of the Standard Basic Assistance Agreement between the Government of Ukraine and the United Nations Development Programme (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through State Service of Ukraine on HIV/AIDS and Other Socially Dangerous Diseases. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the

current project document. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

The manner and method of cost-recovery by the UNDP country office in providing the support services will be in line with UNDP Cost Recovery Policy. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

III. 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 Coordinator 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 Coordinator 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 Coordinator and shared with the Project Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the Quarterly Progress Report (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 of the project implementation, 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 NTHC oversight function delivery to the activities of the Principal Recipients in implementation of the Global Fund funded programs strengthened		
Activity Result 1 (Atlas Activity ID)	Strengthening of oversight function of NTHC over activities of Principal Recipients of the Global Fund funded programs	Start Date: 2012 End Date: 2014
Purpose	To strengthen the oversight function of NTHC over activities of the Principal Recipients of the Global Fund funded programs	
Description	Support organization and carrying out of the regular meetings of NTHC; Conduct consultations for development of the NTHC Oversight Plans; Organize workshop for NTHC members on the oversight activities; Conduct training for the Oversight Commission members on oversight of PRs financial management; Conduct training for the regional THC members on building partnership with grant implementing NGOs and on oversight function; Support organization and carrying out of the Oversight Commission meetings; Undertake consultancy to analyse the efficiency of the Global Fund grant implementation; Undertake consultancy to ensure data collection and analysis and Dashboard management on PRs activity; Organize field visits by NTHC and Oversight Commission members; Maintenance of NTHC web-page; Develop the NTHC communication strategy; Develop the NTHC policy on rotation.	
Quality Criteria	Quality Method	Date of Assessment
High quality and effective workshops, meetings, consultations delivered	Feedback from NTHC members	Regularly, after completion of assignment
Activity Result 2 (Atlas Activity ID)	Facilitation of alignment between the goals of the National Programs on TB and HIV/AIDS and the goals of Global Fund grants	Start Date: 2012 End Date: 2014
Purpose	To facilitate alignment between the goals of the National Programs on TB and HIV/AIDS and the goals of the Global Fund grants	
Description	Conduct stakeholders meeting to analyse alignment of the Grants and National Programs indicators; Conduct consultations with National Programs implementers; Support organization and carrying out of the Program Committee meeting to discuss alignment of the Global Fund Grants and the National Programs; Support organization and carrying out of the Regional Policy Committee meeting to discuss alignment of the Global Fund Grants and the National Programs; Organize NTHC Regional Policy Committee field visit; Conduct working group meeting for development of the new National HIV Program; Conduct national Stakeholders/CCM meeting to review the draft of new National HIV Program.	
Quality Criteria	Quality Method	Date of Assessment
High quality and effective workshops, meetings, consultations, field visits delivered	Feedback from NTHC members	Regularly, after completion of assignment
Activity Result 3 (Atlas Activity ID)	Project Management	Start Date: 2012 End Date: 2014
Purpose	To ensure effective project management	
Description	Provide technical and organisational assistance to the implementation of the project	
Quality Criteria	Quality Method	Date of Assessment
Delivery of results	Project Reports	Regularly

IV. LEGAL CONTEXT

If the country has signed the [Standard Basic Assistance Agreement \(SBAA\)](#), the following standard text must be quoted:

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 SBAA [or other appropriate governing agreement] 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".

LIST OF ANNEXES:

Annex 1: Risk Analysis

Annex 2: Terms of Reference

Annex 3: Standard Terms and Conditions

Annex 3.1: CCM Funding Application

Annex 3.2: National NTHC Plan on Strengthening Oversight Activity and Harmonizing Targets of the National Programmes and Global Funds Grants (2012-2014)

ANNEX 1

Risk Analysis

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Low level of activity of partner organizations	November 2012	Operational	Low level of activity among partner organizations may result into low effectiveness of the interventions and low impact (if any) P = 2 I = 4	Involve as many partners as possible to the implementation of project activities; organize regular consultation with the partners; initiate joint efforts partners	Project Coordinator			

