

**United Nations Development Programme**

**Country: UZBEKISTAN**

**Project Document**

**Project Title** **ACCESS: promoting Accessibility, Civic Consciousness, Employment, and Social Support for people with disabilities**

**UNDAF Outcome:** 1. Strengthened national and local level capacity to develop, implement and monitor strategies for improving living standards and reducing poverty

**Expected CP Outcome:** 1. Sustainable human development policies to improve livelihoods and access to social services by the poor developed and their implementation is monitored in accordance with MDGs.

**Expected CP Output:** 1.1. Strengthened capacity of the government in cross-sectoral policy analysis and formulation.

**Implementing Partner:** Ministry of Labour and Social Protection of the Republic of Uzbekistan  
**Responsible Parties:** UNDP, UNICEF, UNESCO, UNFPA, Coalition "Accessibility", NGO "Opa-Singillar", Ministry of Labor and Social Protection, Ministry of Higher and Secondary Specialized Education, Ministry of Health, Ministry of Public Education, Republican Center for social adaptation of the children, General Prosecutors, Ministry of Justice, State Committee for architecture and construction, khokimiyats, Japanese Center, Special Olympics Uzbekistan, National television radio broadcaster

**Brief Description**

The main goal of the project is to widen social integration and employment opportunities for people with disabilities through a) increasing public awareness and formation of positive image of disability, b) improving coordination and strengthening the capacity of state and non-state agencies in the implementation of national legislation in the field of disability, c) promoting accessible physical environment and d) creating a system of social support in the employment of people with disabilities.

Programme Period:	<u>Country Programme 2005-2009</u>
Key Result Area (Strategic Plan):	<u>Promoting inclusive growth gender equality and MDG achievement</u>
Atlas Award ID:	<u>00050635</u>
ATLAS Project ID:	<u>00062647</u>
Start date:	<u>15/08/2008</u>
End Date:	<u>31/08/2010</u>
PAC Meeting Date:	<u>08/08/2008</u>
Management Arrangements:	<u>NEX</u>

2008 AWP budget:	<b>USD 87,790</b>
Total resources required:	<b>USD 415,000</b>
Total allocated resources:	<b>USD 415,000</b>
• Regular UNDP TRAC:	<b>USD 390,000</b>
• Parallel funding:	<b>USD 20,000 (UNICEF) USD 5,000 (UNESCO)</b>
In-kind Contributions:	Government: office space, furniture, telephone lines



*[Handwritten signature]*

**Aktam Haitov**  
Minister of Labour and Social Protection  
of Population of Republic of Uzbekistan

Date:

*[Handwritten signature]*

**Ercan Murat**  
UNDP Resident Representative a.i.

Date:

15/08/2008

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## I. SITUATION ANALYSIS

Uzbekistan was one of the first countries in the CIS to focus on the problem of disability and the first in the commonwealth to pass the law "On Social Protection of The Disabled" in 1991 which served as an example for the development of similar laws in other republics. Up to date, the Government has approved the new version of this law that includes the detailed description of mechanisms of ensuring equal right of people with disabilities and the accountability for breaching the law are heightened. The advantage of the law is in the new approach, people with disabilities are considered not "defective objects of charity" but instead worthy citizens with equal rights<sup>1</sup>. The law brings the national legislation into conformity with international standards in the field of legal protection of people with disabilities and the new Convention on the Rights of People with Disabilities. Together with a number of other laws such as "On the Guarantees of Child Rights", "On Education", "On Protection of Citizens' Health", this law provides comprehensive legal basis in the field of disability.

In addition to creating legal basis, the Government of Uzbekistan continues to take concrete measures to promote the well-being of people with disabilities. The Welfare Improvement Strategy for 2008-2010<sup>2</sup>, together with existing and recently passed measures for social protection of people with disabilities, envisages a number of actions aimed at increasing availability of technical means of rehabilitation, creating barrier-free environment, increasing the effectiveness of the system of rehabilitation, improving the access to education, employment and sports.

The Ministry of Labor and Social Protection of Population is identified by the Government as responsible for the issues of social protection of people with disabilities and their employment. The Ministry has substantial experience and potential in this field. Additionally, it was responsible for the development, implementation, and coordination and monitoring of State Programme on Medico-Social Rehabilitation of the Disabled in 1996-2000.

All these facts indicate the strong commitment of Uzbekistan to building a constitutional state with well developed social policy that provides the rights and interests of all citizens, including citizens with disabilities. However, there are a number of urgent issues to be addressed in the field of equal rights guarantee and socio-economic well-being of people with disabilities.

The official statistics in Uzbekistan indicate that people with disabilities number 780,000 people (2% of total population) of whom 52% are women and 48% are men. 31% of the total number of people with disabilities receive social benefits, around 30% are employed.<sup>3</sup> There is a gap in the data on education coverage and the level of poverty among them in the republic. They are often "invisible" in the national research and analysis. According to the international data, the level of poverty among people with disabilities is at least four times higher than the average in a country, whereas their education and employment opportunities are severely limited<sup>4</sup>. The assessment conducted by UN in Uzbekistan also indicates the high risk of severe poverty among people with disabilities due to limited access to labor market<sup>5</sup>. Moreover, due to physical barriers, the access to services, that are available to all groups of population, and the participation in socio-political life are often inaccessible for people with physical disabilities. Even the agencies dealing with the disability issues do not have proper facilities accessible to the PWD.

Hence, despite the achievements of Uzbekistan in creating legal basis for ensuring socio-economic well-being of people with disabilities, the implementation of the existing legislation remains far from effective.

The adoption of the Convention on the Rights of People with Disabilities by the General Assembly of UN in 2006 is a call for UNDP, the leading organization among UN agencies on promotion of human rights and poverty reduction, to engage actively. For UNDP Uzbekistan the field of disability is relatively new, with only one previous joint project with Special Olympics Uzbekistan that was aimed increasing public awareness through involvement of children and youth with and without disabilities in sports. Thus ACCESS is the first complex project that deals at once with a number of marginalizing and segregating factors: "invisibility", stigmatization and "medical" approach, limited access to information, communication and decision-making, limited accessibility of physical environment, insufficient system of socio-legal support. Only via overcoming these negative factors will enable the achievement of full and equal implementation of all fundamental freedoms and rights of people with disabilities.

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<sup>1</sup> Law "On introduction of changes and additions to the law "On Social Protection of the Disabled in RU", passed by the Legislative Chamber on 22 April 2008, approved by the Senate on 27 June 2008, approved by the President on 11 July 2008.

<sup>2</sup> Welfare Improvement Strategy for 2008-2010 approved by the Presidium of the Cabinet of Ministers of the Republic of Uzbekistan on 27 August 2007.

<sup>3</sup> Based on the Ministry of Labour and Social Protection of Population data.

<sup>4</sup> RBEC Action Plan on People Living with Disabilities 2008-2009, 2 April 2008.

<sup>5</sup> Uzbekistan: Common Country Assessment, UN, 2003.

## II. STRATEGY

RBEC Action Plan on People Living with Disabilities for 2008-2009 suggests that RBEC actions for people with disabilities should utilize to the maximum the complex, multi-sectoral approach of UNDP. In line with this the main goal of the project is to widen social integration and employment opportunities for people with disabilities through

- 1) increasing public awareness and formation of positive image of disability,
- 2) improving coordination and strengthening the capacity of state and non-state agencies in the implementation of national legislation in the field of disability,
- 3) promoting accessible physical environment, and
- 4) creating a system of social support in the employment of people with disabilities.

The project will be implemented in the framework of UNDP Strategy Plan 2008-2011, key results area E "Poverty reduction and achievement of MDGs" with particular focus on sub-area "Promoting inclusive growth, gender equality and achievement of the MDGs" (par.70-77). Project components on awareness raising, promoting accessibility and employment are the largest contributors to these goals. Component one - the wide awareness raising campaign - is aimed at diminishing stigmatization and discrimination towards women and men with disabilities and overcoming their "invisibility", both are necessary for the successful implementation of other project components. Component four - promoting employment - will enable to not only increase the economic and social well-being of people with disabilities, but also to ensure their input into economic and social development, and, in its own turn, to reach their full social integration. This will be possible only when barriers in the physical environment are absent (component three).

Additionally, the project contributes to key result no 1 of Country Programme Results and Resources Framework "Sustainable human development policies to improve livelihoods and access to social services by the poor developed and their implementation is monitored in accordance with MDGs". Component two of the project, supporting the provision of rights of people with disabilities, is aimed at supporting the participation of organizations of people with disabilities in public and political spheres, their participation in decision making in the sphere of disability. This component contributes to UNDP Strategic Plan 2008-2011 sub-sections on UNDP priority in democratic governance - «strengthening accountable and responsive governing institutions» (nap.88-89). The result of this activity will be a Joint Action Plan on improving the well being of people with disabilities aimed at increasing access to services. Finally, the component contributes to «grounding democratic governance in international principles» (nap. 90-91) - promotion of the ratification of the Convention on the Rights of People with Disabilities is envisaged in the project activities.

The project will interact with UNDP project "Assisting the Government of Uzbekistan in formulation and implementation of ICT for development policy" on conducting computer literacy trainings for PWD and project "Capacity building for Internet Technologies Development and Promotion in Uzbekistan. Phase 2" on professional ICT training for PWD.

The project will also interact with UNDP projects «Promoting Energy Efficiency in Public Buildings in Uzbekistan» «Piloting Energy Efficient and Renewable Energy Solutions in Rural Health Clinics of Uzbekistan» on providing accessibility of pilot buildings of these projects for PWD.

To ensure success implementation of the projects its methodology is based on the following principles:

1. *Human Rights Based Approach* emphasizes that all project activities aimed at supporting people with disabilities are considered not charity activities but rather the implementation of their equal rights guaranteed by law.
2. *Social model of disability* means that disability is defined largely by social barriers (stigmatization, stereotypes, and barriers in physical environment, lack of access to services, education, and employment) rather than constraints connected to physical, psychological, and intellectual or sensor impairments of the person. Hence the project targets overcoming social constraints, rather than "correcting" the impairments of person with disabilities.
3. *Partnership approach* ensures that all project activities are implemented in close partnership of state, non-state, international and non-profit organizations and mass-media. No activities or decisions in the frameworks of the project can be implemented without participation of people with disabilities - the rule "nothing about us without us".
4. *Advocacy approach* of the project is implemented through large scale campaign on public awareness. All activities and actions of the project contribute to the formation of positive attitude towards people with disabilities and promotion of necessary changes.

### III. RESULTS AND RESOURCES FRAMEWORK

<p><b>Intended Outcome as stated in the Country Programme Results and Resource Framework:</b></p> <p>1. Sustainable human development policies to improve livelihoods and access to social services by the poor developed and their implementation is monitored in accordance with MDGs</p>						
<p><b>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</b></p> <p><i>Indicators:</i> national strategy for improving living standards launched with clear national and regional targets for poverty reduction and achievement of MDG</p> <p><i>Baseline:</i> Government has created an inter-agency committee to coordinate the elaboration of mid-term strategy for improving of living standards</p> <p><i>Target:</i> MDGs integrated into national strategy for improvement of living standards</p>						
<p><b>Applicable Key Result Area (from 2008-11 Strategic Plan) E: Poverty reduction and achievement MDG / Promoting inclusive growth, gender equality and achievement of the MDGs. Provisional Corporate Outcome:</b> MDG-based national development strategies promote growth and employment, and reduce economic, gender and social inequalities</p>						
<p><b>Partnership Strategy</b></p> <p>Implementing agency: Ministry of Labor and Social Protection of Population</p> <p>Other partners: UN agencies (UNFPA, UNICEF, UNESCO), state structures (Ministries of Higher Education, Health, others)</p> <p>Main beneficiaries: Society of PWD in Uzbekistan, Coalition "Accessibility", NGO "Opa-Singillar"</p>						
<p><b>Project ID and title:</b> 00062647 "ACCESS: promoting Accessibility, Civic Consciousness, Employment, and Social Support for people with Disabilities"</p>						
INTENDED OUTPUT(S)	OUTPUT BASELINE(S)	OUTPUT INDICATOR(S)	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
People with disabilities have more opportunities to work and live in accessible and inclusive environment	1. Insufficient public awareness about disability issues, stigma and discriminations towards PWD.	1. Percentage of people having social understanding of disability and aware of the rights of PWD	Y 2008 1.1 Program on raising awareness of general public, specialist and authorities is designed and launched. Y 2009 1.2. 13 PWD Organizations from all regions of Uzbekistan are able to implement advocacy program on disability issues for at least 400 specialists from state social agencies, UN-agencies, decision-makers, journalists parliamentarians	1 Activity Result General public, specialists of main social agencies, journalists, parliamentarians and authorities are more aware about disability issues <ul style="list-style-type: none"> <li>Conduct base-line analysis on public awareness on disability issues</li> <li>Develop a strategy of public awareness raising program (goals, messages, methods and volume).</li> <li>Design and produce of promotional materials (clips, banners, posters, etc.)</li> <li>Presentation of PR-campaign to general public, decision makers and international organization on World Disability Day</li> <li>Design and conduct of TOT for</li> </ul>	1 Activity UNICEF, UNESCO, UNFPA, Special Olympics Uzbekistan, Coalition "Accessibility", NGO "Opa-Singillar", Ministry of Labor and Social Protection, Ministry of Higher and Secondary Specialized Education, Ministry of Health, Ministry of Justice, Ministry of Public Education, General Prosecutors, khokimiyats	Total for the Activity 1 – \$90,600  Y 2008 - \$37,000 Conducting base-line analysis on public awareness on disability issues Development strategy of PR-company, producing presentation of PR-company TOT for PWDO PR-assistant  Y2009 - \$35,150 Trainings in regions for specialists of main social agencies Training for journalists +

	<p>2. Legislation on PWD rights exists, however, there is a lack of coordination and capabilities on its implementation ; CRPWD is not ratified.</p>	<p>2.1. Draft of State Actions Plan on improving wellbeing of PWD is designed by inter-agency group and presented for consideration of Government</p> <p>2.2 Number of people from state and PWD organizations empowered for joint work on improving the implementation of national legislation and promoting the ratification CRPWD</p>	<p>people having social understanding of disability and aware of the rights of PWD is at least doubled in comparison with baseline analysis data</p> <p>Y 2008 2.1.1 Inter-agency group on improving implementation of legislation on PWD is established, trained and functioning</p> <p>Y 2009 2.2.1. Guidebook with practical information on the realization of the rights of PWD is published and disseminated among PWDO and main public social service agencies</p> <p>Y 2010 2.2.2 At least 100 people from state and PWD organizations trained on organizational and project management skills and social partnership</p>	<p>PWDO on disability issues</p> <ul style="list-style-type: none"> <li>• Design and implementation of training programs on disability issues in regions with the engagement PWDO for: <ul style="list-style-type: none"> <li>- parliamentarians,</li> <li>-specialists of state social agencies,</li> <li>- staff of UN-agencies</li> </ul> </li> <li>• Design and implementation series of training programs for journalists on positive presentation of PWD</li> <li>• Organization of competition on the best article, radio and TV programmes on disability issues among journalists</li> </ul>	<p><b>2 Activity Result</b></p> <p>PWD and state organizations are empowered for joint work on improving the implementation of national legislation and promoting the ratification CRPWD.</p> <ul style="list-style-type: none"> <li>• Develop TOR and establish inter-agency working group of decision-makers from ministries, representatives of PWD organizations;</li> <li>• Develop a work plan of the inter-agency group; facilitation of the work of the group.</li> <li>• Conduct learning needs assessment among PWD organizations</li> <li>• Design and implement training programs for PWD organizations on organizational and project management skills and social partnership</li> <li>• Analyze accordance of national Legislation with CRPWD and presentation of results to Government.</li> <li>• Design, publishing and</li> </ul>		<p><b>2 Activity</b></p> <p>Coalition "Accessibility", NGO "Opa-Singillar", Ministry of Labor and Social Protection, Ministry of Higher and Secondary Specialized Education, Ministry of Health, Ministry of Public Education, Republican Center for social adaptation of the children, General Prosecutors, Ministry of Justice, State Committee for architecture and construction, khokimiyats</p>	<p>competition</p> <p>Training for parliamentarians</p> <p>Printing of promotional material</p> <p>PR-assistant</p> <p>Y2010 - \$ 18,450</p> <p>Trainings in regions for specialists of main social agencies</p> <p>Printing of promotional material</p> <p>PR-assistant</p> <p>Conducting analysis on public awareness on disability issues -</p> <p><b>Total for the Activity 2 -- \$101,700</b></p> <p>Y2008 -\$14,950</p> <p>Inter-agency group meetings</p> <p>Training for inter-agency group, design working plan</p> <p>Equipment for project staff (computers, printer, scanner, notebook, LCD projector &amp; screen, phone/fax)</p> <p>Office supplies</p> <p>Driver &amp; car</p> <p>Y2009 - \$63,050</p> <p>Inter-agency group meetings</p> <p>Legislative analysis</p> <p>Assessment of PWDO capacities</p> <p>Training programme for PWDO on social partnership</p> <p>Study-tour</p> <p>Guidebook on the rights of PWD</p> <p>Office supplies</p> <p>Driver &amp; car</p> <p>Y2010 - \$23,700</p>
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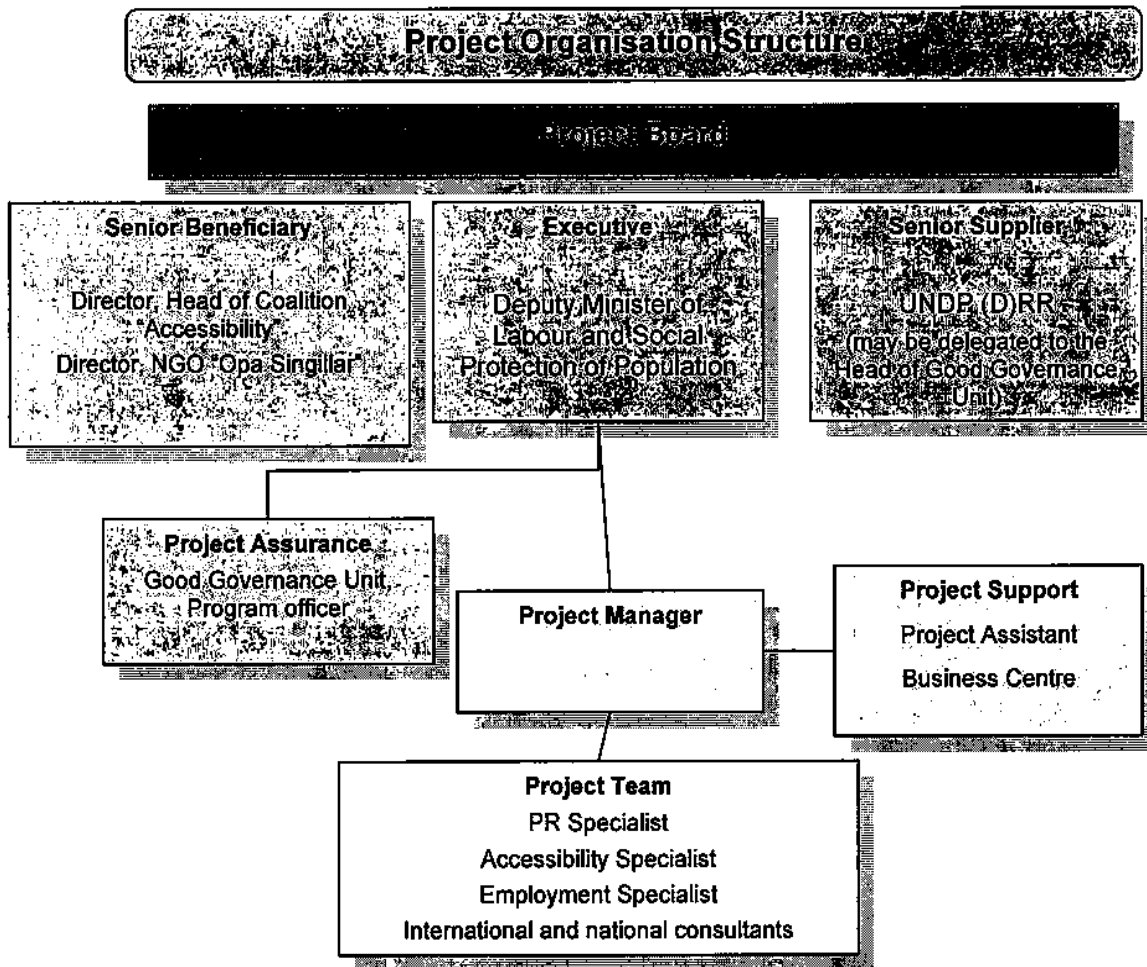
	<p>3. Inaccessibility of main public social agencies, public buildings enterprises and public transport.</p>	<p>3.1 Number of PWD having more opportunities for free movement in Tashkent and Samarkand Cities</p> <p>3.2 Draft of State Action Plan on provision of accessibility of main public social agencies for PWD is submitted to Government</p>	<p>Y 2009 3.1.1 Tashkent and Samarkand Accessibility City Guides for PWD are designed, published and disseminated among PWD organizations and local authorities</p> <p>Y 2010 3.2.1 At least 25 engineers and architects trained on providing accessibility</p> <p>3.2.2. At least 30 technical-economical substantiations and calculations for provision of accessibility of public buildings are made</p>	<p>dissemination of Guidebook on the rights of PWD (set legislative acts, description of procedures to get education, employment, social protection, social benefits) among PWDO and main public social service agencies.</p> <ul style="list-style-type: none"> <li>• Study tour for members of the inter-agency group to familiarize with the best practices on provision of rights of PWD (conceivably to Germany).</li> <li>• Workshop on the Development of Draft State Action Plan on improving the wellbeing of PWD (inter-agency group).</li> <li>• Organization of national conference with participation of international experts for:</li> <li>- promotion of the ratification of CRPWD;</li> <li>- discussion and presentation of the draft of State Action Plan on improving wellbeing PWD for consideration of Government.</li> </ul> <p><b>3 Activity Result</b></p> <p>PWD movement within cities is facilitated by City Guides on accessible public buildings and enterprises; State organizations have tools on providing accessibility for PWD.</p> <ul style="list-style-type: none"> <li>• Design and conduct of training program on providing accessibility for specialists of State Architectural and Construction Committee, Architectural and Construction Institutes, Planning and Design Institutes.</li> <li>• Design, publishing and dissemination of the Manual on accessibility provision among specialists of State Committee for Architecture and Construction, Architectural and Construction</li> </ul>	<p><b>3 Activity</b> Kokimiyats, State Committee for Architecture and Construction, Architectural and Construction Institutes, Planning and Design Institutes Coalition "Accessibility", NGO "Opa-Singillar"</p>	<p>Inter-agency group meetings Workshop on the development of Draft State Action Plan on improving the wellbeing of PWD National conference - Office supplies Driver &amp; car</p> <p><b>Total for the Activity 3 -- \$92,750</b></p> <p>Y2008 - \$14,590 Development of programme for architects Engineer-assistant Admin-finance assistant Travel to regions Medical examinations &amp; insurances Miscellaneous Mobile phone and communication costs Learning plans of PT</p> <p>Y2009 - \$43,120 Training programmes for specialists architects</p>
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	4. Lack of employment opportunities for PWD.	4.1. Number of PWD improved their skills on vocational adaptation after career-guidance workshops and trainings 4.2. Number of staff in Employment Centres are better qualified for provision of services to PWD (employment)	3.2.3. Draft of State Action Plan on provision of accessibility is available	<p>Institutes, Planning and Design Institutes, constructions firms.</p> <ul style="list-style-type: none"> <li>Design, publishing and dissemination of Tashkent and Samarkand City Accessibility Guides for PWD with addresses of educational, medical, public and social agencies among PWDO.and khokimiyats</li> <li>Design of technical-economical substantiations and calculations for the provision of accessibility of main public social agencies.</li> <li>Design of Draft State Action Plan on provision accessibility of main public social agencies; presentation of the draft to the Government.</li> </ul>		<p>Development of technical-economical substantiations and calculations</p> <p>Manual on accessibility</p> <p>Engineer-assistant</p> <p>Admin-finance assistant</p> <p>Travel to region</p> <p>Medical insurances</p> <p>Communication costs</p> <p>Learning plans of PT</p> <p>Miscellaneous</p> <p><b>Y2010 - \$35,040</b></p> <p>Training programmes for specialists architects</p> <p>Development of Draft of State Action Plan on provision of accessibility of main public social agencies</p> <p>Workshop on Draft of State Action Plan</p> <p>City Guides</p> <p>Engineer-assistant</p> <p>Admin-finance assistant</p> <p>Travel to regions</p> <p>Medical Insurances</p> <p>Communication costs</p> <p>Learning plans of PT</p> <p>Miscellaneous</p>
	4.1. Number of PWD improved their skills on vocational adaptation after career-guidance workshops and trainings 4.2. Number of staff in Employment Centres are better qualified for provision of services to PWD (employment)	4.1. Number of PWD improved their skills on vocational adaptation after career-guidance workshops and trainings 4.2. Number of staff in Employment Centres are better qualified for provision of services to PWD (employment)	Y 2008 4.2.1 Model of social and legal assistance on employment of PWD in pilot districts is designed Y 2009 4.2.2 On-line data-base on vacancies & roster of PWD is established and functioning 4.2.3. At least 15 employment centre staff trained on employment PWD Y 2010 4.1.1 At least	<p><b>4 Activity Result</b></p> <p>Pilot model of social and legal assistance on employment PWD in 3 pilot employment centers (in Tashkent, Samarkand, Kashkadarya district), is implemented</p> <ul style="list-style-type: none"> <li>Conduct of base-line analysis on employment opportunities for PWD.</li> <li>Design of Model of social and legal assistance on employment of PWD in pilot districts</li> <li>Design and implementation of data-base on vacancies and PWD roster in pilot-centre for labor and employment.</li> </ul>	<p><b>4 Activity</b></p> <p>Ministry of Labor and Social Protection, Republican Scientific Centre of Employment Population, Labor Protection and Social Protection of Population, Ministry of Higher and Secondary Specialized Education, Ministry of Public Education Coalition "Accessibility", NGO</p>	<p><b>Total for the Activity 4 -- \$104,950</b></p> <p>Y2008 - \$21,200</p> <p>Base-line analysis on job opportunities</p> <p>Job-fair</p> <p>Club of PWD looking for a job</p> <p>Data-base</p> <p>Design of two training programs for PWD and staff of employment centres</p> <p>Project Manager</p> <p>Employment assistant</p> <p>Equipment for 3 pilot centers</p>



		<p>300 PWD improved their skills on vocational adaptation after career-guidance workshops and trainings</p>	<ul style="list-style-type: none"> <li>• Organization of Club of PWD looking for a job.</li> <li>• Organization of semi-annual job-fairs for PWD.</li> <li>• Design and implementation of training program, including manual for trainings "Promotion of employment of PWD: ways and methods" for staff of three selected employment centers.</li> <li>• Design, publishing and dissemination of manual "Protection of labor – important factor of prevention of disability" among state and private enterprises.</li> <li>• Design and implementation of two training programs on career-guidance and vocational adaptation for PWD among senior PWD students of colleges and universities in three pilot regions.</li> <li>• Implementation of training programs on computer literacy for PWD</li> <li>• Professional training programs (computer skills, cooking, massage, etc.)</li> <li>• Development and implementation of social work system on employment of PWD including the facilitation of the process of job finding and retention, communication with potential and/or present employers, formation of living skills among PWD.</li> </ul>	<p>"Opa-Singillar", Chamber of Commerce and private companies, Japanese Center</p>	<p>(computers, printers) Y2009 - \$67,000 Data-base Club of PWD looking for a job Job-fair Two trainings for PWD on employment issues in three regions Trainings for staff of three employment centers Project Manager Employment assistant Support of local initiatives on PWD's employment Professional training programs (computer skills, cooking, massage, etc.)</p> <p>Y2010 - \$16,750 Data-base Club of PWD looking for a job Job-fair Project Manager Employment assistant</p> <p>TOTAL: \$390,00 2008 - \$ 87,740 2009 - \$208,320 2010 - \$93,940</p>
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## V. MANAGEMENT ARRANGEMENTS



The Ministry of Labour and Social Protection of Population will be represented in the Project Board. The Project Board will be responsible for making by consensus management decisions for a project when guidance is required by the Project Manager, including recommendation for UNDP/Ministry of Labor and Social Protection approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance to standards that shall ensure best value to money, fairness, integrity transparency and effective international competition.

This Board contains three roles, including:

- 1) An Executive: individual representing the project ownership to chair the group.
- 2) Senior Supplier: individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project. The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project.
- 3) Senior Beneficiary: individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.

Project Assurance is the responsibility of each Project Board member, however the role can be delegated. 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.

The Project Support role provides project administration, management and technical support to the Project Manager as required by the needs of the individual project or Project Manager. The provision of any Project Support on a formal basis is optional. It is necessary to keep Project Support and Project Assurance roles separate in order to maintain the independence of Project Assurance.

Duties and responsibilities of the all project team members are presented in Annex II. - Terms of Reference.

### **Direct UNDP Country office Support Services to the Programme Implementation**

The UNDP and the Ministry of Labour and Social Protection of Population have agreed that the UNDP Country Office will provide the following support services for the project activities at the request of the Ministry of Labour and Social Protection of Population:

1. Identification and/or recruitment and solution of administrative issues related to the project personnel;
2. Procurement of commodities, labor and services;
3. Identification and facilitation of training activities, seminars and workshops;
4. Financial monitoring and reporting;
5. Processing of direct payments;
6. Supervision of project implementation, monitoring and assistance in project assessment.

The UNDP country office may 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 Ministry of Labour and Social Protection of Population is strengthened to enable it to carry out such activities directly.

When providing the above support services, the UNDP Country Office will recover the costs for providing Implementation Support Services on the basis of actual costs and transaction fee based on the Universal Price List. According to the corporate guidelines, these costs are an integral part of project delivery and, hence, will be charged to the same budget line (account in AWP) as the project input itself.

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. If the requirements for support services by the country office change during the life of a project, the list UNDP country office support services is revised with the mutual agreement of the UNDP resident representative and the Ministry of Labour and Social Protection of Population.

The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Government of Uzbekistan and the UNDP, signed by Parties on 10th June 1993, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services.

The Ministry of Labour and Social Protection of Population shall retain overall responsibility for this nationally managed project and will appoint the National Project Coordinator (NPC). Direct responsibility of the NPC will be provision of strategic advice, as well as coordination of the project activity taking into account interests of the Government. He/she will approve Annual Work Plan of the Project, according to which the whole project activity will be carried out.

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

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## **VI. MONITORING FRAMEWORK AND EVALUATION**

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

### **Within the annual cycle**

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.

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

#### **Quality Management for Project Activity Results**

<b>OUTPUT : People with disabilities have more opportunities for employment in accessible and inclusive environment</b>		
<b>Activity Result 1 (Atlas Activity ID)</b>	<b><i>Public awareness is increased</i></b>	Start Date: September 2008 End Date: August 2010
<b>Purpose</b>	The prevailing attitude among current specialists in Uzbekistan is the 'medical' or 'charity' approach towards people with disabilities that identifies treatment as the main goal of social protection (by "correcting" impairments all problems will be solved). People with disabilities remain invisible for the majority of the general population. As a result, these people face stigmatization and discrimination. This requires actions aimed at promoting the approach based on human rights and social model of disability – the goal of this activity.	
<b>Description</b>	A large scale information campaign on awareness raising among general population, social workers and responsible parties will be developed and launched. The activity includes design, production and dissemination of promotion materials (banners, posters, social videos, talk-shows, TV/radio programmes), organization of trainings on correct understanding of disability issues for parliamentarians, responsible parties and UN agencies and carrying out a competition among journalists, as well as a training courses for organizations of people with disabilities.	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Program on raising awareness of general public, specialist and authorities is designed and launched.	Project board and representatives of interested parties carry out evaluation of produced promotion materials and the implementation of programme.	December 2008
13 NGOs of people with disabilities from all parts of the country are able to implement advocacy campaigns on the issue of disabilities for at least 400 specialists from state social agencies, UN agencies, decision-makers, parliamentarians and journalists.	Project team prepares training evaluation survey and analyzes the results.	June 2009
Percentage of people having social understanding of disability and aware of the rights of PWD is at least doubled to base-line analysis data	Comparison of initial baseline and project impact survey results on general awareness	June 2010

<b>OUTPUT : People with disabilities have more opportunities for employment in accessible and inclusive environment</b>		
<b>Activity Result 2 (Atlas Activity ID)</b>	<b>Capacity for implementation of rights of people with disabilities is increased</b>	Start Date: September 2008 End Date: August 2010
<b>Purpose</b>	Despite achievements of Uzbekistan in legal basis for ensuring socio-economic well-being of people with disabilities, the implementation of existing legislation is not sufficiently effective. This is due to lack of inter-agency coordination, limited participation of people with disabilities in decision-making, low legal awareness of social workers and representatives of law enforcement.	
<b>Description</b>	It is envisaged to create an interagency working group from the representatives of ministries, agencies, and organizations of people with disabilities. The capacity of the group members, as well as that of their organizations, will be strengthened through training courses, study tours and series of meetings and round-tables. The group will contribute to decision-making within project, especially in reference to interagency cooperation. The group will be also responsible for creating "Guide" on the rights of people with disabilities, draft Action Plan on Improving the well-being of People with Disabilities and promotion of the ratification of the Convention on the Rights of People with Disabilities by Uzbekistan.	
<b>Quality Criteria</b>	<b>Quality Method</b>	<b>Date of Assessment</b>
Interagency group on the improvement of implementation of legislation on the rights of people with disabilities at the MLSP is created, has increased its expertise and is functioning successfully	The MLSP order, training feedback questionnaires, minutes of interagency group meetings, documents confirming joint initiatives of state agencies and NGOs of people with disabilities	December 2008
Number of people from state and PWD organizations empowered for joint work on improving the implementation of national legislation and promoting the ratification CRPWD	Project team prepares training evaluation survey and analyzes the results.	June 2008
"Guide" that contains clear information on practical steps for the implementation of the rights of people with disabilities is published and disseminated among organizations of people with disabilities and main social agencies	The Project Board and representatives of stakeholder organizations evaluate "Guide" on the rights of people with disabilities 6 months after the dissemination of the guide, an evaluation survey is conducted among NGOs on the usefulness and practical applicability of "Guide"	December 2009
Draft Action Plan on Improving the Well-being of People with Disabilities is developed by interagency group and submitted to the Government	International consultant carries out expert evaluation of the draft Action Plan The Project Board and representatives of stakeholder organizations evaluate Draft Action Plan on Improving the Well-being of People with Disabilities	June 2010

<b>OUTPUT : People with disabilities have more opportunities for employment in accessible and inclusive environment</b>		
<b>Activity Result 3 (Atlas Activity ID)</b>	<b>Capacity for providing physical accessibility is increased</b>	Start Date: September 2008 End Date: August 2010
<b>Purpose</b>	Despite legally ensured accessibility of all public buildings and physical space for people with disabilities, the majority of buildings, social services and organizations (including UN agencies) in Uzbekistan are physically inaccessible. This is due to limited awareness in this sphere, low methodological capacity of projecting and architectural-construction agencies, as well as insufficient effectiveness of respective controlling and supervising agencies.	
<b>Description</b>	The conduct of training programmes for the representatives of projecting institutions and architectural-construction agencies on the methodology of ensuring accessible physical space and the development of methodological manual in this field are envisaged. In addition, Guidebooks on Tashkent and Samarkand city describing physical accessibility of public buildings will be developed and disseminated among organizations of people with disabilities and local authorities. Finally, technical-economical substantiations and calculations for the	

	provision of accessibility of main public social agencies will be designed and serve as basis for the development of draft State Action Plan on the Provision of Accessibility of the Main Social Agencies for People with Disabilities.	
Quality Criteria	Quality Method	Date of Assessment
The number of specialists in projecting institutions, architectural-construction agencies who received knowledge and skills on the methodology of providing accessible physical space for people with disabilities	Project team prepares training evaluation survey and analyzes the results. Technical-economical substantiations.	March 2009
Guidebooks on Tashkent and Samarkand city containing clear information on physical accessibility of public buildings and facilitating the movement of people with disabilities are published and disseminated among organizations of people with disabilities and local authorities of Tashkent and Samarkand	The Project Board and representatives of stakeholder organizations evaluate Guidebooks	December 2009
Draft State Action Plan on the Provision of Accessibility of the Main Social Agencies for People with Disabilities is developed and submitted to the Government	International consultant carries out expert evaluation of the draft Action Plan	June 2010
Number of PWD having more opportunities for free movement in Tashkent and Samarkand Cities	6 months after the dissemination of Guidebooks, an evaluation survey is conducted among NGOs on the usefulness and practical applicability of the publication	June 2010

<b>OUTPUT : People with disabilities have more opportunities for employment in accessible and inclusive environment</b>		
<b>Activity Result 4 (Atlas Activity ID)</b>	System of social and legal assistance on employment is functioning	Start Date: End Date:
<b>Purpose</b>	Employment, as one of the main human rights, allows not only to support financial well-being PWD, but provides their self-actualization, provides their input to social and economical development, and, finally their full inclusion. But there are very few employment opportunities for PWD. Available working places in state enterprises offer usually low salaries, and centers for employment do not work with private companies.	
<b>Description</b>	System of social and legal assistance on employment will be implemented in existing pilot centers for employment. It will include on-line data base on PWD employment, trainings on vocational adaptation and orientation, Club of PWD looking for a job, direct interaction with potential and real employers, including socially responsible private business and social-legal assistance on employment and during initial employment period	
Quality Criteria	Quality Method	Date of Assessment
The model system of socio-legal assistance in employment of people with disabilities in pilot districts is developed.	The model is evaluated by Project Board and representatives of stakeholder organizations. International consultant carries out expert evaluation.	December 2008
Online database on existing vacancies and people with disabilities in search of employment is created and functioning in existing employment centres.	The quantity of people with disabilities who are registered in the database/ the number of employed with the help of database.	June 2009
The number of people with disabilities who acquired professional adaptation skills and have received career guidance as a result of project training courses and seminars.	Project team prepares training evaluation survey and analyzes the results.	December 2009
Number of staff in Employment Centres are better qualified for provision of services to PWD (employment).	Project team prepares evaluation survey and analyzes the results.	June 2010

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## **VII. LEGAL CONTEXT**

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of Uzbekistan and UNDP, signed on June 10, 1993.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency 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 executing agency'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 executing agency 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.

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## **VIII. ANNEXES**

**Risk Analysis**

**Terms of Reference**

**ANNEX 1. Risks log**

No	Description	Category	Impact/ probability	Countermeasures/Mngt response	Owner	Author	Date identified	Last Update	Status
1	Low level of commitment of ministries involved may create difficulties and delays in project implementation at all stages, because ministries' engagement is required at all components of the project	Programmatic	Probability = 2 Impact=4	All activities of the project are in the framework of existing legislations and duties of responsible agencies. MLSPP and interagency group established in the project will provide lobbying of the project activities.					
2	Low capacities of engineers and architects in learning and implementing of best practices in providing accessibility, designing TES	Programmatic	Probability = 2 Impact=4	Training of engineers and architects will be conducted on the competitive basis, after learning needs assessment. International consultant and specialist on providing accessibility will be in close contact with engineers and architects.					
3	Low level of social responsibility of private business companies may hinder them from hiring PWD and to adjust buildings and working places	Operational	Probability = 2 Impact=3	The specialist on employment will explain the tax benefits for enterprises, trainings on awareness raising will be conducted. System of attracting PWD as volunteers with consequent employment will be implemented.					
4	Unwillingness to undergo vocational adaptation and high expectations among some PWD as a result of charity approach may hinder their employability even if vacancies are available	Operational & organizational	Probability = 2 Impact=4	Trainings on professional adaptation, employment and system of social and psychological support in the process of employment and during the initial period of employment.					



## **Annex II. ToRs of project staff**

### **TERMS OF REFERENCE**

<b>Post Title:</b>	Project Manager (PM, full-time)
<b>Project Title:</b>	<b>ACCESS</b> (promoting Accessibility, Civic Consciousness, Employment, and Social Support for people with disabilities) - subject to change
<b>Duty station:</b>	Tashkent, Uzbekistan
<b>Duration:</b>	Initially 6 months with possible extension to 1 year and renewable each year (subject to satisfactory performance)

#### **Background**

The project aims to support the disabled and promote their social and vocational integration into society through 1) Raising public awareness and inclusiveness of vulnerable groups and building partnerships in advocating for their rights; 2) Capacity building of state and people with disabilities (PWD) organizations on implementation of Legislation towards PWD; 3) Promotion of accessibility of main public social agencies and public buildings; 4) Design and implementation of the Pilot model of social and legal assistance on employment of PWD.

The PM will be fully responsible for the satisfactory achievement of the project objectives and for operational management of the project according to the project document and UNDP corporate rules and procedures. The PM will be working under direct supervision of of the Project Board and in close cooperation with the UNDP Head of Good Governance Unit and Gender Specialist.

#### **Duties and Responsibilities**

1. Oversees strategic planning process for the project and ensures its implementation in accordance with the signed project document;
2. Coordinates and facilitates the work of inter-agency group created in the course of the project;
3. Submits documents on project planning and financial oversight;
4. Ensures that project contributes to the promotion of non-discrimination towards PWD by providing full and effective participation and inclusion of PWD in all activities of the project and to the promotion of gender equality by reaching, involving and benefiting both women and men in its activities (gender mainstreaming);
5. Monitors the implementation of project components, analyses problems that hamper their implementation and takes appropriate measures to ensure timely delivery of required inputs and achievement of project-wide results;
6. Monitors and reports to UNDP on all financial and procurement matters of the project, including proper utilization of funds and delivery, budget revisions, availability of funds, reconciliation of accounts, establishment of internal control mechanisms. Acts as a focal point to liaise with auditors and ensures follow-up actions. Ensures the accuracy and reliability of financial information and reporting;
7. Coordinates gender balanced recruitment process of the local and international consultants and ensures timely delivery of services and payments;
8. Identifies partnership strategies with regard to providers of specialised expertise, with special encouragements for providers with a gender mandate/gender knowledge, and possible co-financiers, and leads resource mobilisation for project components;
9. Encourages deeper awareness of and promotion of human right approach toward PWD and gender equality among project staff and partners;
10. Coordinates and supervises the work of project team members and the National and International Consultants, recruited within the project activities;
11. Liaises with other UNDP-funded projects to implement possible synergies and reports to UNDP Programme Officer on conducted activities;

12. Maintains close cooperation with relevant Government bodies, UN Agencies and other development partners to ensure effective communication and follow up on matters related to project activities;
13. Monitors and facilitates advocacy and mass media outreach activities, writing of success stories, newspapers coverage, PR campaigns;
14. Acts as the certifying officer for all project expenditures according to Operational guidelines on National Execution, if applicable;
15. Prepares and submits on a timely manner the Annual Project Report and any other required progress reports and ensuring that reports prepared by project personnel or participants are prepared as required;
16. Provides assistance with the overall monitoring and evaluation of the project and ensures that all data gathered during project implementation is disaggregated by sex.

### **Professional requirements**

- Advanced university degree in any of the following areas: humanitarian and social sciences;
- At least 3 years of progressive management working experience in the sphere of social inclusion, promotion of human rights, disabilities issues (experience with international and UNDP projects is an asset);
- Excellent understanding of concepts and principles in the sphere of disability, knowledge of disability issues in the country;
- Understanding of development issues, human rights (including women's rights), basic gender concepts and gender issues in the country;
- Knowledge of or experience in gender mainstreaming is an asset;
- Strong analytical, communication and management skills, client-orientation, ability to work in a team;
- Ability to use information and communication technology as a tool and resource;
- Fluency in English and Russian, knowledge of Uzbek is an asset;
- Initiative, analytical judgment, ability to work under pressure, ethics and honesty.

## TERMS OF REFERENCE

<b>Post Title:</b>	Public Awareness Specialist (full-time)
<b>Project Title:</b>	<b>ACCESS</b> (promoting Accessibility, Civic Consciousness, Employment, and Social Support for people with disabilities) - subject to change
<b>Duty station:</b>	Tashkent, Uzbekistan
<b>Duration:</b>	Initially 6 months with possible extension to 1 year and renewable yearly (subject to satisfactory performance)

### Background

The project aims to support the disabled and promote their social and vocational integration into society through 1) Raising public awareness and inclusiveness of vulnerable groups and building partnerships in advocating for their rights; 2) Capacity building of state and people with disabilities (PWD) organizations on implementation of Legislation towards PWD; 3) Promotion of accessibility of main public social agencies and public buildings; 4) Design and implementation of the Pilot model of social and legal assistance on employment of PWD.

Under direct supervision of the Project Manager, the PA Specialist will support the implementation of the public awareness component for project's activities and undertake the following tasks and responsibilities:

#### *Public Awareness Raising Campaign*

- Develop a strategy and communication plan of countrywide public awareness raising campaign on disability issues (goals, messages, methods and volume) that targets TV, radio, press, and internet – foreign and domestic;
- Organize a wide presentation of the project's media campaign;
- Develop relevant promotional materials in cooperation with a designer (clips, brochures, banners, posters, etc.), organize their production and facilitate the dissemination all over the country;
- Organize TV and radio talk-shows on disability issues;
- Develop project component on the work with journalists, including organization of competitions on the best article, radio and TV programmes on disability issues;

#### *Project visibility*

- Organize media coverage of project-related workshops, seminars, round-tables and presentations as well as preparation of press-releases, statements and media-kits where required;
- Assist in drafting talking points for opening speeches, statements and others when requested;
- Assist with photographing and video where necessary;
- Keep abreast of national and international practices in public awareness raising on disabilities issues and apply best practices within project activities;

#### *Coordination of PA activities*

- Keep abreast of other national and international agencies PR and outreach, awareness raising activities to look for possible synergies in implementation of project's public awareness component;
- Closely liaise with UNDP Good Governance Unit and CO PR and Outreach s to update on events;
- Conduct media monitoring and press-clipping, finding reports in the areas of interest to the project and circulate them among project staff;
- Create contacts database of all stakeholders participated in projects' outreach activities to ensure effective follow-up;
- Coordinate common style, design and usage of project information and logo in all project printing materials and publications;
- Perform other duties related to the scope of the scope of work of PA Specialist as required.

### **Required skills and competencies**

- University degree in one of the following areas: Journalism, Public Relations, Communication; Development Studies;
- At least 3 years of progressively responsible experience in the field of mass media, PR and outreach, communications, journalism and reporting;
- Excellent communication and advocacy skills. Ability to mobilize interest and support with a wide range of audiences. Experience in organization of PR campaigns is an asset;
- Proficiency in writing, editing and presentation skills;
- Creativity and artistic/design skills are a must;
- Understanding of development issues and human rights (including rights of people with disabilities and women's rights),
- Knowledge of basic gender concepts, gender issues and disabilities issues in the country;
- Strong computer skills (MS Word, Publisher, PowerPoint, Excel, Adobe Acrobat and other Design programs).
- Fluency in Russian, Uzbek. Working level of English;
- Work experience with UN or other international/donor agencies is preferable;
- Initiative, analytical judgment, ability to work under pressure, results oriented, ability to work in a team, ethics and honesty.

## **TERMS OF REFERENCE**

<b>Post Title:</b>	Project Assistant (full-time)
<b>Project Title:</b>	<b>ACCESS</b> (promoting Accessibility, Civic Consciousness, Employment, and Social Support for people with disabilities) - subject to change
<b>Duty station:</b>	Tashkent, Uzbekistan
<b>Duration:</b>	Initially 6 months with possible extension to 1 year and renewable yearly (subject to satisfactory performance)

### POST PROFILE

*Under direct supervision of the Project Manager, the Project Assistant will undertake the following tasks and responsibilities:*

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### **KEY TASKS AND RESPONSIBILITIES**

- Assist the Project Manager in planning, monitoring and reporting of project activities;
- Contributes to the mainstreaming of gender issues into project planning, monitoring and reporting;
- Ensure that all actions on project activities are performed according to UNDP rules and procedures;
- Ensure the preparation of all administrative and financial documents (RLS, RDPs, RPAs with relevant supporting documentation) and ensure their timely submission to UNDP CO for further processing;
- Assist the Project Manager in drafting and implementation of the workplan to ensure timely delivery of Project outputs;
- Ensure smooth functioning of the project by timely addressing any administrative issues related to the Project premises (payment for office maintenance costs, etc);
- Arrange timely recruitment/extension/separation of the short-term consultants;
- Arrange travel of project staff/counterparts, as required;
- When applicable, arrange the preparation of required documents for RAP/CAP reviews and short term recruitments and ensure their timely submission;
- Ensure leave monitoring of project staff, prepare Monthly Leave Reports;
- Assist the Project Manager and other project staff in organizing the workshops and round tables;
- Maintain and keep updated the project files and records, including personnel records, and, where possible, ensures that all data is disaggregated by sex;
- Perform other duties related to personnel, administrative and financial issues of project as required.

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### **REQUIRED SKILLS AND COMPETENCIES**

- Higher education (bachelor's degree in social sciences or economy is an asset);
- Practical administrative experience of at least 2 years (experience with UNDP projects is an asset);
- Strong interpersonal and communication skills, client-orientation, ability to work in a team;
- Initiative, analytical judgement, ability to work under pressure, ethics and honesty;
- Understanding of development issues, human rights (including rights of people with disabilities and women's rights), basic gender concepts, gender issues and disabilities issues in the country;
- Basic knowledge of gender mainstreaming is an asset;
- Proficiency in Microsoft Office suite applications, particularly in Word, Excel, Power Point;
- Ability to use information and communication technology as a tool and resource;
- Fluency in English and Uzbek, knowledge of Russian is an asset;
- Ability to work in a team.

## TERMS OF REFERENCE

<b>Post Title:</b>	Employment Specialist (full-time)
<b>Project Title:</b>	<b>ACCESS</b> (promoting Accessibility, Civic Consciousness, Employment, and Social Support for people with disabilities)
<b>Duty station:</b>	Tashkent, Uzbekistan
<b>Duration:</b>	Initially 6 months with possible extension to 1 year and renewable yearly (subject to satisfactory performance)

### Background

The project aims to support the disabled and promote their social and vocational integration into society through 1) Raising public awareness and inclusiveness of vulnerable groups and building partnerships in advocating for their rights; 2) Capacity building of state and people with disabilities (PWD) organizations on implementation of Legislation towards PWD; 3) Promotion of accessibility of main public social agencies and public buildings; 4) Design and implementation of the Pilot model of social and legal assistance on employment of PWD.

*Under direct supervision of the Project Manager, the Employment Specialist will support the employment component for project's activities and undertake the following tasks and responsibilities:*

1. To organize and review base-line analysis on employment opportunities for PWD;
2. To provide with comments to improve and amend the research to produce a report on employment opportunities for PWD;
3. To design of Model of social and legal assistance on employment of PWD in pilot Employment Centers on the base of report on employment opportunities for PWD;
4. To design format and requirements to data-base on vacancies and PWD roster;
5. To work in close cooperation with programmers on creating data-base on vacancies and PWD roster;
6. To organize implementation of data-base in pilot-centre for labor and employment and to monitor its work;
7. To organize Club of PWD looking for a job and assist in its functioning;
8. To organize 3 semi-annual job-fairs for PWD.
9. To organize and supervise design and implementation of training program for staff of three selected employment centers;
10. To organize and supervise design and implementation of two training programs on career-guidance and vocational adaptation for PWD among senior PWD students of colleges and universities in three pilot regions;
11. To organize training programs on computer literacy for PWD in close cooperation with ICT project;
12. To organize professional training programs (computer skills, cooking, massage, etc.) for PWD;
13. To cooperate with representatives of social responsible business, big international companies on employment PWD;
14. To raise awareness among enterprises on tax and other benefits of employment of PWD;
15. To organize work of PWD as volunteers in big international/private companies;
16. To provide social-legal assistance on employment and during initial employment period for PWD;
17. To perform other duties related to the scope of the scope of work of Employment Specialist as required.

### **Required skills and competencies**

- University degree in one of the following areas: Law; Social sciences; Development Studies;
- At least 3 years of progressively responsible experience in the field of employment, social partnership, protection of the rights, social work;
- Excellent communication and advocacy skills. Ability to mobilize interest and support with a wide range of audiences.
- Understanding of development issues and human rights (including rights of people with disabilities and women's rights),
- Knowledge of basic gender concepts, gender issues and disabilities issues in the country;
- Ability to use information and communication technology as a tool and resource;
- Fluency in Russian, Uzbek. Working level of English;
- Work experience with UN or other international/donor agencies is preferable;
- Initiative, analytical judgment, ability to work under pressure, results oriented, ability to work in a team, ethics and honesty.

UNDP is an equal opportunity employer. Qualified candidates with disabilities, female candidates, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels by 2010.

## TERMS OF REFERENCE

<b>Post Title:</b>	Specialist on Accessibility (full-time)
<b>Project Title:</b>	<b>ACCESS</b> (promoting Accessibility, Civic Consciousness, Employment, and Social Support for people with disabilities)
<b>Duty station:</b>	Tashkent, Uzbekistan
<b>Duration:</b>	Initially 6 months with possible extension to 1 year and renewable yearly (subject to satisfactory performance)

### **Background**

The project aims to support the disabled and promote their social and vocational integration into society through 1) Raising public awareness and inclusiveness of vulnerable groups and building partnerships in advocating for their rights; 2) Capacity building of state and people with disabilities (PWD) organizations on implementation of Legislation towards PWD; 3) Promotion of accessibility of main public social agencies and public buildings; 4) Design and implementation of the Pilot model of social and legal assistance on employment of PWD.

*Under direct supervision of the Project Manager, the Specialist on Accessibility will support the accessibility component for project's activities and undertake the following tasks and responsibilities:*

1. To study international experience in the field of providing accessibility of environment for PWD;
2. To analyze situation on providing accessibility in Uzbekistan and prepare report;
3. To design training program on providing accessibility in close cooperation with International Consultant;
4. To organize enrolment of specialists of State Architectural and Construction Committee, Architectural and Construction Institutes, Planning and Design Institutes on competitive base for participation in training program on providing accessibility.
5. To assist International Consultant in conducting training program on providing accessibility for specialists of State Architectural and Construction Committee, Architectural and Construction Institutes, Planning and Design Institutes;
6. To participate in designing the Manual on accessibility provision;
7. To organize publishing and dissemination of the Manual on accessibility provision among specialists of State Committee for Architecture and Construction, Architectural and Construction Institutes, Planning and Design Institutes, constructions firms;
8. To organize interactions between the ministries responsible for the main public social agencies and Planning and Design Institutes on design of technical-economical substantiations and calculations (TES & TEC) for the provision of accessibility;
9. To determine executives for design of TES & TEC for the provision of accessibility of main public social agencies in Tashkent, Samarkand and Navoi;
10. To participate in designing of TES & TEC for the provision of accessibility of main public social agencies in Tashkent, Samarkand and Navoi and provide quality of TES and TEC;
11. To prepare together with national consultants analytical paper (for State Action Plan on provision accessibility) describing background, ways and opportunities for providing accessibility of main public social agencies, presenting necessary financial inputs and resources available;
12. To design during discussions with experts and stakeholders format and structure of State Action Plan on provision accessibility;
13. To organize designing Draft State Action Plan on provision accessibility of main public social agencies;
14. To design Tashkent and Samarkand City Accessibility Guides for PWD In close cooperation with contracted agency;



15. To organize publishing and disseminating Tashkent and Samarkand City Accessibility Guides for PWD among PWDO and khokimiyats;
16. Perform other duties related to the scope of the scope of work of Specialist on Accessibility as required.

**Required skills and competencies**

- University degree in one of the following areas: Architecture, Construction;
- At least 3 years of progressively responsible experience in the field of design and construction;
- Understanding of development issues and human rights (including rights of people with disabilities and women's rights),
- Ability to use information and communication technology as a tool and resource;
- Fluency in Russian, Uzbek. Working level of English;
- Work experience with UN or other international/donor agencies is preferable;
- Strong communications skills;
- Initiative, analytical judgment, ability to work under pressure, results oriented, ability to work in a team, ethics and honesty.

UNDP is an equal opportunity employer. Qualified candidates with disabilities, female candidates, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels by 2010.