

24/12/2014



UN Development Programme

Kyrgyzstan - Bishkek

Award ID: 00060705
Award Title: Capacity Development Facility
Start Year: 2010
End Year: 2015
Implementing Partner
(Executing Agency): UNDP

Budget (US\$) as of Last Revision on 01-January-2014		
Donor	Fund	Amount
UNDP	04000 TRAC (Lines 1.1.1 and 1.1.2)	200,000.00
Total Budget (2015 and Beyond)		200,000.00
Total Expenditure (2014 and Prior)		3,097,797.75
Award Total		2,470,287.00
Unprogrammed/Unfunded		-827,510.75

Responsible Party
(Implementing Agent): UNDP
Revision Type: Project Approval

Brief Description:

CAPACITY DEVELOPMENT FACILITY

In view of the importance and relevance of main CDF project activities with the priorities identified in the NSSD for the period 2013-2017 and respective Government Program for 2013-2017, UNDP took a decision to extend this project for one next year, i.e. till December 2015.

In 2015 CDF will continue the assistance to the Prime-minister Office on several main priorities in area of PAR, such as an optimization and introducing gender sensitivity framework of public and municipal services system as well as institutionalization of performance evaluation of heads of governmental units, launching of E- Governance Strategy, etc..

Annual work plan 2015 of the Capacity Development Facility project was discussed and agreed with National Counterparts and UNDP CO Programme Unit.

Agreed by: National PMU Manager
Agreed by: UNDP Operations Manager
Agreed by: UNDP ARR
Agreed by: UNDP DRR

TRAC for 2015 = \$200k



Annual Work Plan

Kyrgyzstan - Bishkek

Report Date: 14/1/2015

Project: 00060705
 Project Title: Capacity Development Facility
 Year: 2015

Output	Key Activities	Timeframe		Responsible Party	Planned Budget			
		Start	End		Fund	Donor	Budget Descr	Amount US\$
00076557 Capacity Development Facility	Capacity Building			UNDP	04000	UNDP	71300 Local Consultants	4,500.00
				UNDP	04000	UNDP	74200 Audio Visual&Print Prod Costs	1,980.00
				UNDP	04000	UNDP	73500 Reimbursement Costs	2,000.00
	Implementation Support Acti			UNDP	04000	UNDP	73100 Rental & Maintenance-Premises	3,000.00
	Management and Oversight			UNDP	04000	UNDP	71400 Contractual Services - Individ	84,370.00
	Programme staff			UNDP	04000	UNDP	74200 Audio Visual&Print Prod Costs	6,620.00
	Public Administration Reform			UNDP	04000	UNDP	75700 Training, Workshops and Confer	9,000.00
				UNDP	04000	UNDP	72100 Contractual Services-Companies	56,530.00
				UNDP	04000	UNDP	71300 Local Consultants	25,000.00
				UNDP	04000	UNDP	73100 Rental & Maintenance-Premises	7,000.00
TOTAL								200,000.00
GRAND TOTAL								200,000.00



Nations Development Programme

Country: Kyrgyzstan

Annual Work Plan 2015

Project Title:	Capacity Development Facility
UNDAF/CDP Outcome(s):	By 2016, national and local authorities apply rule of law and civic engagement principles in provision of services with active participation of civil society
Expected CPAP Output(s):	Output 2.1. Capacity of public and municipal bodies from targeted areas to deliver good quality services and apply transparent and participatory decision-making at central and local levels built Output 2.2. Key actors have institutional capacities to further develop and preserve democratic stability, rule of law, new legal framework and accountability of the government
Expected Project Output(s):	<u>Output 1:</u> Professionalism, efficiency, transparency and accountability of public administration improved through policy support and capacity development <u>Output 2:</u> Internal operations of identified state institutions improved leading to strengthened policy development and implementation
Implementing Partner	UNDP Kyrgyzstan
Responsible Parties:	Prime-Minister's Office, Ministry of Economy, civil society organizations



Brief Description

In 2010-2012 Capacity Development Facility project (CDF) produced significant results and was instrumental in supporting the President's Office, the Provisional Government and its administrative structures in maintaining peace and conflict resolution in the aftermath of 2010 political instability and inter-ethnic violence. With adoption of a new Constitution, envisaging parliamentary form of governance, the focus of the project shifted to facilitating design and execution of the new national strategic frameworks improving efficiency, accountability and transparency of the governance processes.

In 2013-2014 the project continued its support to the President's Office and the Prime Minister's Office, as the major counterpart, in advancing and promoting strategic initiatives in the area of public administration reform. After midterm review held with assistance of BRC Capacity Development Experts in February 2013, project scope envisages two outputs:

- Professionalism, efficiency, transparency and accountability of public administration improved through policy support and capacity development
- Internal operations of identified state institutions improved leading to strengthened policy development and implementation

In November 2014 the independent final evaluation was conducted according to the guidance, rules and procedures established by UNDP as reflected in the Cost-sharing Agreement between the Foundation Open Society Institute – Zug and the UNDP. The significant achievements of CDF in area of public administration reform were recognized by the final evaluation team. These were also recognized by several key project partners such as the Prime-minister Office, the Ministry of Economy, the State Personnel Service, Coordination Council of PACs, etc. Herewith they marked the need to continue project support on several main priorities in area of PAR, such as an optimization and introducing gender sensitivity framework of public and municipal services system as well as institutionalization of performance evaluation of governmental units and LSG bodies including gender responsive instruments, launching of E- Governance Strategy, etc.

It should be noted that bearing in mind the importance and relevance of main project activities with the priorities identified in the National Strategy for Sustainable Development of the Kyrgyz Republic for the period 2013-2017 and Government Program and Plan for Transition of the KR to Sustainable Development for 2013-2017, UNDP took a decision to extend this project for one next year, i.e. till December 2015.

In 2015 CDF will continue the assistance to the Prime-minister Office on abovementioned priorities. It will have a multi-sided focus on individual, organizational and national capacity and skills by supporting the drivers of empowerment, leadership, public participation and institutional change.

The overall project duration is six years starting from Oct. 2010 till Dec. 2015.

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q 1	Q 2	Q 3	Q 4		Source of funding	Budget Description	RR/TR AC funds	Donor & UNDSS funds

Programme Period: Oct. 2010 – Dec 2015
 Key Result Area (Strategic Plan): Democratic Governance
 Atlas Award ID: 00060705
 Start date: 1 January 2014
 End Date: 31 December 2015
 PAC Meeting Date: 25 Aug. 2010
 Management Arrangements: DIM

2015 AWP budget (Bishkek): USD **200,000.00**
 Total allocated resources: USD **200,000.00**
 Regular (TRAC) USD 200,000.00
 Unfunded budget:
 In-kind Contributions _____



Agreed by UNDP:

Deputy Resident Representative

Name: Mr. Pradeep Sharma

Date 19.01.15

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED OUTPUTS AND ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD	To be mobilized USD
SP 2014-2017 related 2.4.2 indicator Number of civil society organizations/networks with mechanisms for ensuring transparency, representation and accountability Output 1 Professionalism, efficiency, and transparency of public accountability improved through policy support and capacity development Baseline: 1. Availability of bylaws within implementation of the Law "On Provision of Public and Municipal Services". Indicators: 1. Developed and discussed drafts of bylaws within	Activity Result 1.1 Government is able to implement the Public Administration Reform according to the Government Order On the Priorities for Public Sector Reform	x								
	Action 1.1.1. Support to the Prime-Minister Office to finalize methodology on civic monitoring of public service delivery and launch it on pilot standards of public services in area of school education, social protection, public health. Continue the expertise of gender sensitivity of these pilot standards of public services.	x				Prime-Minister Office, Ministry of Economy, State Agency on LSG and IR (SALSGIR), CSO, national experts, ICTD Coordinator, LSG Coordinator, CDF Project Coordinator, CDF Project Assistant	Subcontract/National experts Workshops/ Discussions	17,120 15,120 2,000		
	Action 1.1.2. Support to the Prime-Minister Office to develop bylaws within implementation of the Law on Provision of Public and Municipal Services	x	x	x	x	TRAC	Subcontract/National experts (2) Discussions	5,500 5,000 500		

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED OUTPUTS AND ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD
implementation of the Law “On Provision of Public and Municipal Services”. Targets: 1. Drafts of bylaws within implementation of the Law “On Provision of Public and Municipal Services”. Related CP outcome: By 2016, national and local authorities apply rule of law and civic engagement principles in provision of services with active participation of civil society	Action 1.1.3. Assistance to the SALSIGIR in implementation of the Strategy on LSG development through the years of 2013-2017 (in two pilot municipalities): -inventory of LSGs’ additional services, including gender disaggregation of all relevant data -development of local registers of municipal services	x	x	x	x		TRAC	National experts	7,000
	Action 1.1.4. Support to the Prime-Minister Office to launch a pilot project of public and municipal services delivery at the local (district) level	x	x	x	x		TRAC	Subcontract/National experts Workshops/ Discussions	20,000 19,000 1,000
	Action 1.1.5. Support to the Prime-Minister Office to develop and launch of implementation of the methodology on evaluation of heads of government units	x	x	x	x		TRAC	Subcontracts/National experts Workshops/ Discussions	6,000 3,000 3,000
	Activity Result 1.2. Enabling environment on access to information and e-governance introduction enhanced								

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED OUTPUTS AND ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD	To be mobilized USD
	Action 1.2.1. Support to the Government of KR on the implementation of the adopted e-Governance programme and its Action Plan for 2014-2017 on the development of the priority legislation in ICT area and its further promotion in Jogorku Kenesh	X		X	X	X	TRAC	National experts	37,410	
						Subcontract		10,000		
						Round Table (conference facilities, translation, printing, stationeries, etc.)		22,410		
							5,000			
	Action 1.2.2. Support to the Government of KR on the implementation of the adopted e-Governance programme and its Action Plan for 2014-2017 on conducting an Open Data (OD) readiness assessment and development OD Action Plan (in cooperation with WB& UNDP RBEC)	X		X	X	X	TRAC WB UNDP RBEC	Round Table (conference facilities, translation, printing, stationeries, etc.)	11,120	
								Subtotal:		104,150

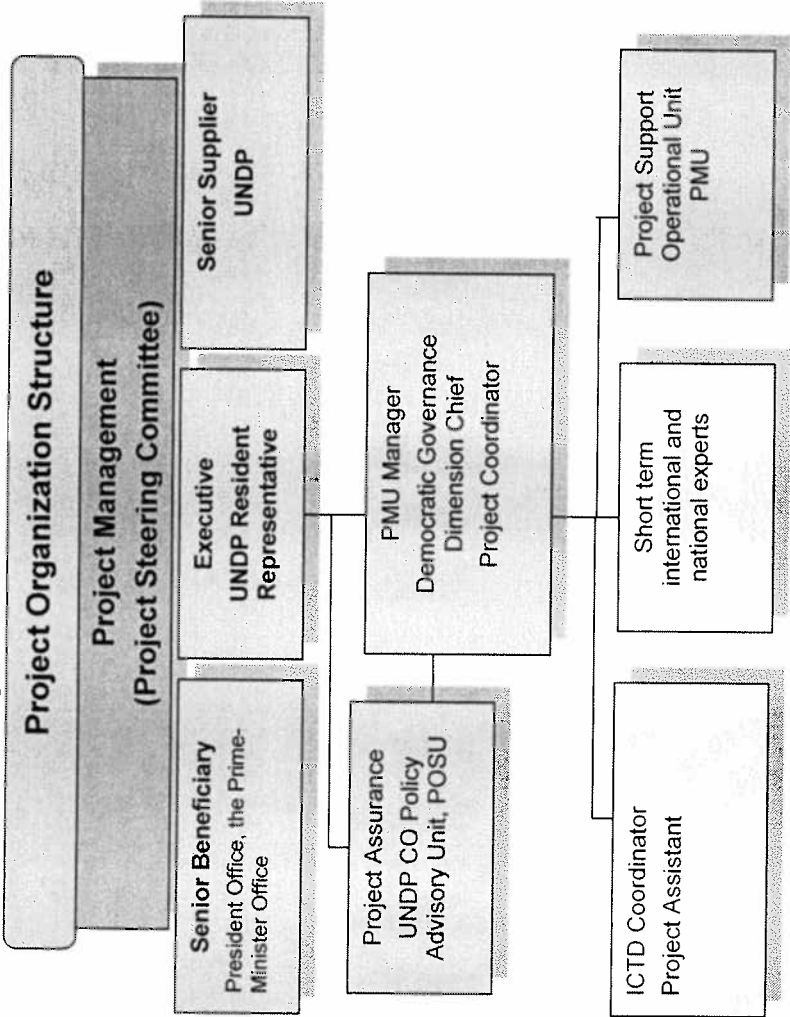
PLANNED BUDGET											
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED OUTPUTS AND ACTIVITIES <i>List activity results and associated actions</i>		TIMEFRAME				RESPONSIBLE PARTY	Source of funding	Budget Description	Available funds USD	To be mobilized USD
			Q1	Q2	Q3	Q4					
Output 2 Internal operations of identified state institutions improved leading to strengthened policy development and implementation Baseline: 1. Availability of analysis on issues related to promotion of foreign policy within implementation of the NSSD. Indicators: 1. Developed and submitted an analysis on promotion of foreign policy with respective recommendations to the President Office Targets: 1. An analysis on promotion of foreign policy with respective recommendations submitted to the President Office. Related CP outcome: By 2016, national and local authorities apply rule of law and civic engagement principles in provision of services with active participation of civil society	Activity Result 2.1 Capacity of the President Office and the Prime-minister Office in relevant areas built						President Office, national experts, CDF Project Coordinator, CDF Project Assistant				
	Action 2.1.1 Advisory-expert and analytical support to the of the President's Office on promotion of foreign policy issues within implementation of the NSSD		x					TRAC	National expert	2,048	
									Communication cost (1% TRAC fund)	1,980	
									M&E cost	3,324	
								Subtotal		6,480	

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED OUTPUTS AND ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD	To be mobilized USD
Activity3	Professional staff remuneration (including payroll and security charges): TRAC Chief of Dimension (100%) Project Coordinator (100%) ICTD Coordinator/CTA (100%) LSG Coordinator (3 months) Project assistant (10%) ADMINISTRATIVE COSTS TRAC									84,370
Activity4										3,000
ISA										2,000
									Subtotal Programme Costs and Professional staff:	200,000

Programme costs	110,630
ISA	2,000
Professional staff remuneration	84,370
PMU Admin costs TRAC	3,000
TOTAL CDF AWP Bishkek	200,000

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED OUTPUTS AND ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	To be mobilized USD

ii. Management arrangements



The **Project Steering Committee** is responsible for making by consensus management decisions for a project when guidance is required by the implementing agency, including approval of project plans and revisions. The Project Steering Committee involves representatives from the President’s Offices, Prime-minister Office. The Project Steering Committee decisions should be made in accordance to standards that shall ensure best value for money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Committee, final decision shall rest with the Executive. Project reviews by this group are made at designated decision points during the running of a project, or as necessary when raised by the implementing agency.

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED OUTPUTS AND ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD
									To be mobilized USD

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 Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. The role represents the interests of all those who will benefit from the project, or those for whom the deliverables resulting from activities will achieve specific output targets. The Senior Beneficiary role monitors progress against targets and quality criteria.

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 Project Steering Committee is to provide guidance regarding the technical feasibility of the project. The Senior Supplier role must have the authority to commit or acquire supplier resources required.

The Project will be implemented by UNDP-Kyrgyzstan Country Office under Direct Implementation Modality (DIM).

Project Assurance is to be performed by the UNDP Programme Democratic Governance Policy and Programme Analyst and POSU. The Project Assurance role supports the Project Steering Committee by carrying out objective and independent project oversight and monitoring functions.

Composition of Programme Management Unit (PMU)

The technical assistance will be provided through a Programme Management Unit, which includes:

- PMU Manager
- Democratic Governance Chief of Dimension
- Project Coordinator
- ICT Coordinator
- Project Assistant
- Operational Unit
- Short term international and national experts

The Chief of Dimension is responsible for day-to-day management and decision-making for the project. The Chief of Dimension'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 Coordinator provides support to Chief of Dimension in day to day operation and implementation of the project both at the central and field level, as well as achieving the overall objective of the project.

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED OUTPUTS AND ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD

ICTD Coordinator provides support to Chief of Dimension in implementation and evaluation activities from substantive ICT component point of view. The CDF project has the Project Assistant supervised by the Project Coordinator who also will support the day to day project implementation assisting to the Chief of Dimension and Project Coordinator.

The short term international/national expert will be engaged as an Individual Consultant/Contractor according UNDP Individual Contract Guidelines to perform non-project staff tasks in connection with clear and quantifiable deliverables which shall be listed in the contract and linked to payment. He/she is supervised by Project Coordinator and Chief of Dimension.

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 Chief of Dimension 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 Chief of Dimension to the Project Steering Committee 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 Chief of Dimension and shared with the Project Steering Committee 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

EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED OUTPUTS AND ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD
									To be mobilized USD

assessment. This review is driven by the Project Steering Committee 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

Replicate the table for each activity result of the AWP to provide information on monitoring actions based on quality criteria. To be completed during the process "Defining a Project" if the information is available. This table shall be further refined during the process "Initiating a Project".

OUTPUT 1: Professionalism, efficiency, transparency and accountability of public administration improved through policy support and capacity development			
Activity Result 1.1 (Atlas Activity ID)	Government is able to implement the Public Administration Reform	Start Date: Jan. 2015 End Date: Nov. 2015	
Purpose	<i>What is the purpose of the activity?</i> Continue implementation of the Government's priority activities within Public Administration Reform according to the Government Order On the Priorities for Public Sector Reform dated May 20, 2014 # № 167-p		
Description	<i>Planned actions to produce the activity result.</i> - Support to the Prime-Minister Office to finalize methodology on civic monitoring of public service delivery and launch it on pilot standards of public services in area of school education, social protection, public health; - Support to the Prime-Minister Office to develop bylaws within implementation of the Law on Provision of Public and Municipal Services; - Assistance to the SALSGIR in implementation of the Strategy on LSG development through the years of 2013-2017 (in two pilot municipalities):- inventory of LSGs' additional services and development of local registers of municipal services; - Support to the Prime-Minister Office to finalize a draft Decree of the Government of the KR on a pilot project of public and municipal services at the local level and launch its priority activities; - Support to the Prime-Minister Office to developed and launch of		

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED OUTPUTS AND ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD	To be mobilized USD

	implementation of the methodology on evaluation of heads of government units.									
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>								
methodology on civic monitoring of public service delivery / bylaws within implementation of the Law on Provision of Public and Municipal Services / pilot local registers of municipal services / Number of discussions	Experts reports/Minutes of discussions/ bylaws within implementation of the Law on Provision of Public and Municipal Services / pilot local registers of municipal services	Throughout the project duration								

OUTPUT 1: Professionalism, efficiency, transparency and accountability of public administration improved through policy support and capacity development		
Activity Result 1.2 (Atlas Activity ID)	Enabling environment on access to information and e-governance introduction enhanced	Start Date: Jan. 2015 End Date: Nov. 2015
Purpose	<i>What is the purpose of the activity?</i> Assist the Prime-Minister Office in its effort to enhance enabling environment on access to information and e-governance introduction	
Description	<i>Planned actions to produce the activity result.</i> - Support to the Government of KR on the implementation of the adopted e-Governance programme and its Action Plan for 2014-2017 on the development of the priority legislation in ICT area and its further promotion in Jogorku Kenesh; - Support to the Government of KR on the implementation of the adopted e-Governance programme and its Action Plan for 2014-2017 on conducting an Open Data (OD) readiness assessment and development OD Action Plan (in	

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED OUTPUTS AND ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD	To be mobilized USD

cooperation with WB& UNDP RBEC).		
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Number of meetings/discussions with the Prime-minister Office, ministries and agencies, CSO/ development of the priority legislation in ICT area	Experts reports/ Minutes of meetings/discussions with the Prime-minister Office, ministries and agencies, CSO/ development of the priority legislation in ICT area	Throughout the project duration

OUTPUT 2: Internal operations of identified state institutions improved leading to strengthened policy development and implementation				
Activity Result 2.1 (Atlas Activity ID)	Capacity of the Capacity of the President Office and the Prime-minister Office in relevant areas built in relevant areas built		Start Date: Jan. 2015 End Date: March 2015	
Purpose	What is the purpose of the activity? Capacity development of the President Office and the Prime-minister Office in relevant areas			
Description	Planned actions to produce the activity result. - Advisory-expert and analytical support to the of the President’s Office on promotion of foreign policy issues within implementation of the NSSD.			
Quality Criteria How/with what indicators the quality of the activity result will be measured?	Quality Method	Date of Assessment When will the assessment of quality be performed?		
Reports of expert	Means of verification. What method will be used to determine if quality criteria has been met? Expert’s reports signed by the respective official of the President	March 2015		

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED OUTPUTS AND ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD

	Office
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Legal Context

This project annual plan shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on (date). 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:

- 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;
- 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 Annual Plan.

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED OUTPUTS AND ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD	To be mobilized USD



OFFLINE RISK LOG

(see *Deliverable Description* for the Risk Log regarding its purpose and use)

Project Title: Capacity Development Facility	Award ID: 00076557	Date: December 2015
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Increase of tensions in the political situation due to the upcoming parliamentary elections in 2015	Power tensions among political forces might complicate the situation by October 2015.	Political	Unstable political situation in the country can lower the speed of the recover process in the country. P = 3 I = 4	Introduce regular consultations on implementation of project activities with the Prime-minister Office and the President's Office.	UNDP CO	UNDP CO	November 2014	the situation in the country might be complicated in view to increasing of tensions in the political situation due to the upcoming parliamentary elections
2	High turnover of government servants in Prime-minister office and other government		Operational	Frequent change of the Government Officials whom the project works with can give its negative impact on the project	Assist the Government representatives in the implementation of most important	UNDP DGP	UNDP DGP	November 2014	The time-minister Office is taking measures to improve the

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED OUTPUTS AND ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of funding	Budget Description	Available funds USD
									To be mobilized USD
units						tasks through consulting/advisory , experts and technical support.			
						implementation.			situation.
			P = 4 I = 4						



Project title: **Capacity Development Facility**

Dates: January 2015 – November 2015

Geographic area: Bishkek

Partners: Prime Minister Office, Ministries and Government Agencies, and Civil Society Organizations

Stakeholders: UNDP

Beneficiaries: The Prime Minister Office, Ministry of Economy, State Agency on LSG and IR, and Civil Society Organizations

Messages: Supporting to strength the capacities required by the Prime Minister Office, Ministry of Economy, State Agency on LSG and IR, and CSO to address their strategically important mid-long term priorities.

No	W	W	W	W	W	W
1	Support to the Prime-Minister Office to finalize methodology on civic monitoring of public service delivery and launch it on pilot standards of public services in area of school education, social protection, public health	Project Coordinator – Ainura Kaparova, Project Assistant – Admir Kurman	September	Prime Minister Office, population	Project budget - \$ 2,000	Information (news release) to be placed on government and national mass media (Internet, TV)
2	Support to the Prime-Minister Office to finalize a draft Decree of the Government of the KR on a pilot project of public and municipal services at the local level and launch its priority activities	Project Coordinator – Ainura Kaparova, Project Assistant – Admir Kurman	October	Prime Minister Office, ministries, agencies, CSO	Project budget - \$ 1,000.00	Information (news release) to be placed on government and national mass media (Internet, TV)
3	Support to the Government of KR on the implementation of the adopted e-Governance	ICT Coordinator - Chynara Suiumbaeva, Project Coordinator –	May	Prime Minister Office	Project budget - \$ 2,000	Information (news release) to be placed on government and mass media

	programme and its Action Plan for 2014-2017 on the development of the priority legislation in ICT area and its further promotion in Jogorku Kenesh	Ainura Kaparova, Project Assistant – Admir Kurman				(Internet, TV)
4	Support to the Government of KR on the implementation of the adopted e-Governance programme and its Action Plan for 2014-2017 on conducting an Open Data (OD) readiness assessment and development OD Action Plan (in cooperation with WB& UNDP RBEC)	ICT Coordinator - Chynara Suiumbaeva, Project Coordinator – Ainura Kaparova, Project Assistant – Admir Kurman	September- November	Prime Minister Office, ministries, agencies, and CSO	Project budget - \$ 13,120.00	Information (news release) to be placed on government, national and international mass media (Internet, TV).

Monitoring Schedule Plan for CDF Project (ID 00076557) for 2015

Monitoring Action (indicate which one: annual review, annual workplan, audit, monitoring visit, donor report, evaluation, workshop, special publication, etc)	Due date	Description (description of the purpose of monitoring action)	Comments (provide further details and update about the status)	Date completed (actual completion date)	Responsibility (name of the person responsible for the action)
Annual Work Plan for 2015	Mid of December 2014	Implementation of project activities			Ainura Bekkoenova Ainura Kaparova Chynara Suiumbaeva
Annual Progress Report for 2014 to OSI and UNDP CO	February 2015	APR on project results for 2014			Ainura Bekkoenova Ainura Kaparova Chynara Suiumbaeva