

United Nations Development Programme



**PROJECT DOCUMENT**  
**UKRAINE**

**Project Title:** Strengthening the National Council on TB and HIV/AIDS in Ukraine**Project Number:** 00084507**Implementing Partner:** UNDP Ukraine**Start Date:** January 01, 2023**End Date:** December 31, 2025**PAC Meeting date:**

**Brief Description**

In the framework to reach Goal 3.3. of Sustainable Development Goals «By 2030, end the epidemics of AIDS, tuberculosis, malaria and neglected tropical diseases and combat hepatitis, water-borne diseases and other communicable disease» the overall objective of the Project is to strengthen the capacity of the National Council on TB and HIV/AIDS (NTHC), which is a body of the Cabinet of Ministers of Ukraine and performs the functions of the Country Coordination Mechanism (CCM) of the Global Fund to Fight AIDS, TB and Malaria in Ukraine.

More specifically, the Project aims at assisting the CCM to execute its core functions in the areas of Oversight, Engagement, Positioning and Operations.

**Contributing Outcome (UNSDCF, CPD, RPD):**

CPD Outcome(s): 1. By 2023, women and men, girls and boys participate in decision-making and enjoy human rights, gender equality, effective, transparent and non-discriminatory public services.

CPD Output 1.1. Regional and local authorities have scaled up knowledge and skills to engage communities in planning, coordination, delivery and monitoring of public services provision.

Indicative Output(s) with gender marker:

**GEN2**

Total resources required (USD):	387 759.00	
Total resources allocated:		
	UNDP TRAC:	
	Donor:	387 759.00
	Government:	
	In-Kind:	
Unfunded:		

Agreed by (signatures):

Government	UNDP
<b>Minister of Health of Ukraine – CCM Chair</b>  <b>Dr. Viktor Liashko:</b> <div align="right"> <small>DocuSigned by:</small>    <small>32189F373750497...</small> </div>	<b>Resident Representative, UNDP in Ukraine</b>  <b>Mr. Jaco Cilliers:</b> <div align="right"> <small>DocuSigned by:</small>    <small>E882E40AA1B54B4...</small> </div>
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**I. DEVELOPMENT CHALLENGE (1/4 PAGE – 2 PAGES RECOMMENDED)**

Ukraine is the largest recipient of aid from the Global Fund in the region of Eastern Europe and Central Asia. The Global Fund has funding totaling up to US\$190 million signed for Ukraine for 2021-2023. Its investments – emergency funding, COVID-19 investment and three HIV/tuberculosis (TB) grants – aim at supporting the country in adapting HIV and TB service delivery and protecting gains against the diseases amidst health systems affected by conflict.

According to the [Report](#) of the Oversight activities under the current Global Fund program in Ukraine, prepared in the framework of the Project in 2022 year, Ukraine's situation analysis demonstrates that:

- during 2021, 10,210 cases of tuberculosis were registered, 77.4% of cases of treatment of all forms of tuberculosis were successful; in 19 regions of Ukraine, more than 56,000 representatives of key groups were screened, almost 23,000 people received diagnostic services for tuberculosis, 679 tuberculosis patients were identified, and 96% of them started treatment; in order to optimize the detection of tuberculosis cases among contacts, 7,564 people were involved in the examination, of which 286 people were diagnosed with tuberculosis (3.7%) and all of them started treatment during 2021;
- at the beginning of 2021, 75% of people living with HIV knew their status, of which 95.5% were receiving ART and had a suppressed viral load;
- during 2021, 126,477 people received ART in civilian health care institutions, of which 123,365 were in the institutions of the Ministry of Health of Ukraine and 3,112 in the institutions of the National Academy of Medical Sciences of Ukraine, which is 84% of the total number of people registered without taking into account the number of children diagnosed HIV infection is in the confirmation stage;
- as of the end of 2021, 3,808 people received ART in the institutions of the penitentiary system, during the second half of 2021, the percentage of ART coverage is 95% of all HIV-infected people who are on dispensary registration in the penitentiary system;
- HIV prevention in 2021 covers 37,077 people who use drugs by injection, 9,490 sex workers and 8,703 MSM, the implementation of the plan for the prevention of HIV among trans\* people is 90%, according to the results of the annual work, 3,601 people are covered;
- 27,494 prisoners were tested for HIV, 289 (1% of those tested) were diagnosed with HIV.

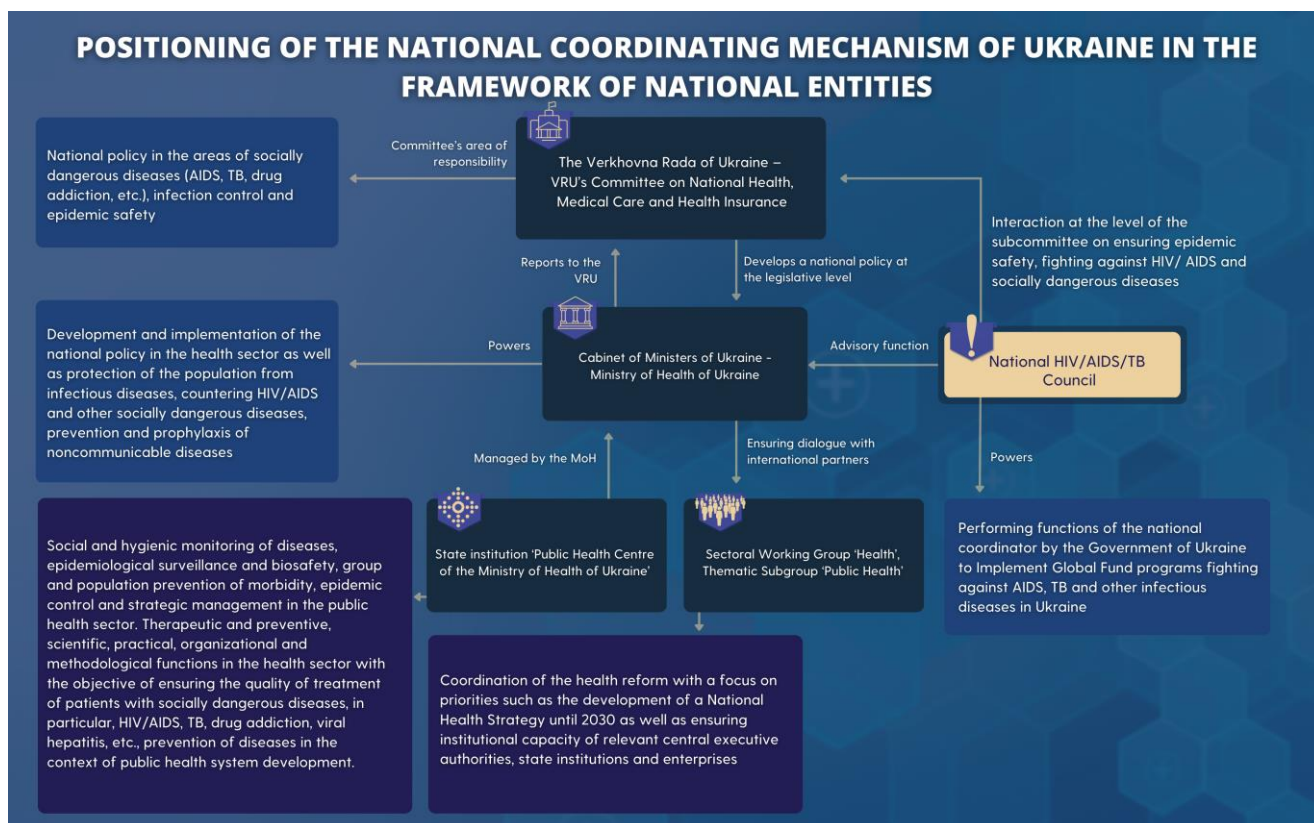
According to the Allocation letter of the Global Fund dated 20 December 2022 addressed to Ukraine, based on the Global Fund Board's decision in November 2022 on the funding available for the 2023-2025 allocation period, Ukraine has been allocated more than USD 157.1 million for HIV, tuberculosis (TB) and building resilient and sustainable systems for health (RSSH). Besides, Ukraine has the right to receive catalytic Matching Funds totaling US 8.4 million to prevent HIV among key populations, find and successfully treat the missing people with drug-susceptible and drug-resistant TB, and scale up programs to remove human rights and gender related barriers.

In accordance with the resolution of the Cabinet of Ministers of Ukraine No. 926 of 11.07.07 the National Council on TB and HIV/AIDS (NTHC) is an advisory and consultative body established under the Cabinet of Ministers of Ukraine, which performs role as the Country Coordination Mechanism of the Global Fund programs in Ukraine (CCM).

Country Coordinating Mechanism is a national committee that submit funding applications to the Global Fund and oversee grants on behalf of their country. This is a key element of the Global Fund partnership. A Country Coordinating Mechanism – often called a “CCM” – includes representatives of all sectors involved in the response to the diseases: academic institutions, civil society, faith-based organizations, government, multilateral and bilateral agencies, nongovernmental organizations, people living with the diseases, the private sector and technical agencies.

United Nations Development Programme  
Project Document

The existence of such a national coordinating body and its compliance with defined list of qualification requirements is the main prerequisite for counties receiving financial assistance from the Global Fund. A Country Coordinating Mechanism transparently and inclusively: Coordinates the development of the national request for funding, Nominates the Principal Recipient, Oversees the implementation of approved grants, Approves any reprogramming requests, Ensures linkages and consistency between Global Fund grants and other national health and development programs.

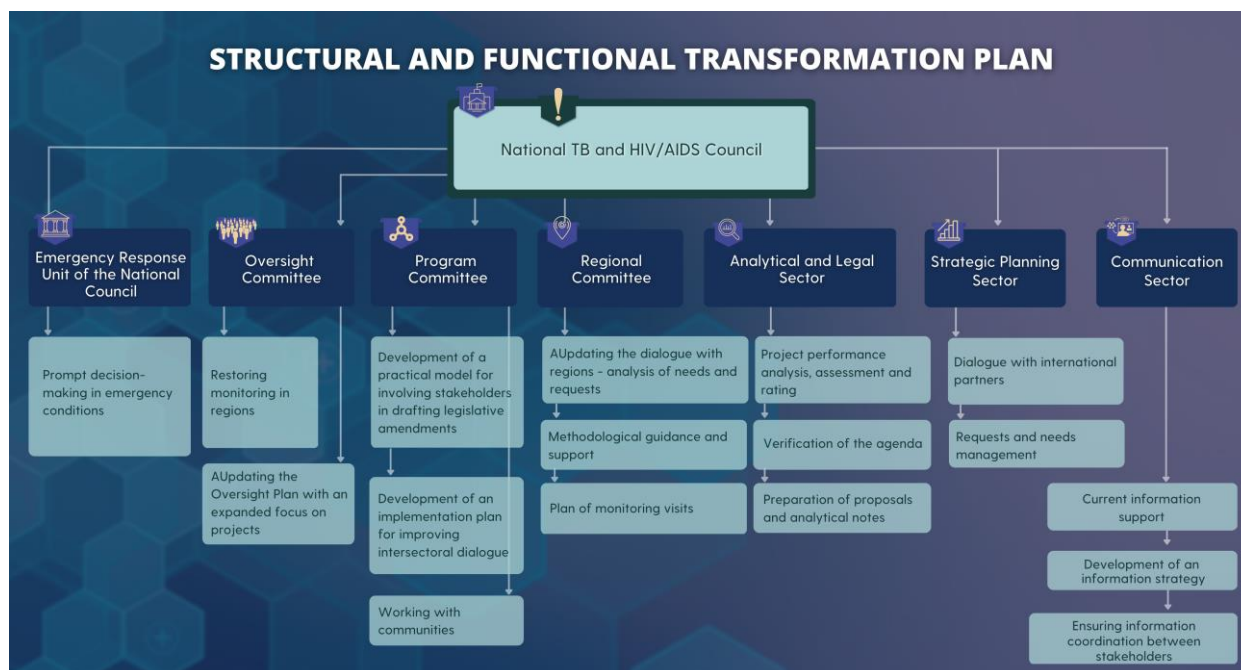


Following the analysis, processing of data from open sources and public messages, and considering the results of interviews with experts, the key bottlenecks of CCM performance were identified during 2022:

- **Narrowing of the functional role.** The examination of the performance of the National Council (using the method recommended for this Project) shows that the functions of the advisory body defined by law are performed only in a 'small focus' format. There is a tendency to actually narrow the functional role of the coordinating mechanism to the level of a technical consultant. At the same time, the expert capacity and established powers allow to perform a wider range of tasks, provided that technical and organizational resources are strengthened.
- **Updating of work plans and algorithms.** The practical algorithm of intersectoral cooperation, work with non-governmental organizations and internal communication management needs to be improved.
- **Restoring of interaction with regions and monitoring of their activities.** The function of oversight over programs and projects at the regional level is now significantly weakened due to the martial law, inability to conduct monitoring visits, reduction of actual opportunities for the functioning of regional councils, etc. Termination of communication with regions results in the absence or inaccuracy of information about the real implementation of programs, the lack of information about the needs and requests of regional councils and the specifics of organizing interaction with local governments, medical institutions, etc.
- **Analytical and legal activities as a mechanism for improving functional performance.** Professional analysis of materials at the Secretariat level will increase proactive communication on behalf of the National Council – proposals for amendments to the legislation, participation in public discussions,

communication at the level of ministries and departments, verification of internal documentation and materials.

- Formatting in terms of internal management. Introduction of additional formats of communication and interaction at the level of members of the National Council and committees for team-building purposes.
- Strengthening of the strategic capacity and opportunities for international dialogue.



## II. STRATEGY (1/2 PAGE - 3 PAGES RECOMMENDED)

The «Strengthening the National Council on TB and HIV/AIDS in Ukraine» Project has been implemented since 2013. The main goal of the Project is to strengthen the capacity of the National Council on TB and HIV/AIDS, which is a body of the Cabinet of Ministers of Ukraine and performs the functions of the Country Coordination Mechanism (CCM) of the Global Fund programs in Ukraine.

The Ministry of Health of Ukraine (MoH) is responsible for implementation of the state TB and HIV/AIDS policies and hosts the Secretariat of the National Council on TB and HIV/AIDS – Country Coordination Mechanism (CCM). The key tasks of the National Council are the following:

- to develop proposals concerning the priorities of the national policy to fight TB and HIV/AIDS and ensure implementation of this policy, the proposals concerning the consolidated use of national and local budget funds as well as the money of international and public organizations for financing programmes and actions to fight TB and HIV/AIDS with the objective of ensuring that they are used rationally and efficiently;
- to help coordinate actions of ministries, other central and local executive authorities, local governments, international and public organizations, including the ones uniting people living with TB and HIV/AIDS, representatives of business circles, trade unions, unions of employers and religious organizations in order to implement TB and HIV/AIDS Projects at the national level, including the grants of the Global Fund, etc.

The Global Fund allocates funding to support the CCM work. The Global Fund policy on the CCM funding aims to increase the CCM efficiency by linking the CCM funding with its activities. In particular, this policy provides for the use of the CCM funding for the following four areas: 1) strengthening oversight functions; 2) broader involvement of stakeholders into the CCM work; 3) facilitation of coordination of the CCM work with that of other structures and/ or processes existing in the country, as well as for 4) strengthening of the CCM capacity, including in the area of gender equality.

In the framework of the Project, the UNDP will support the CCM Secretariat activity, the major objective of it's to support activities of the National Council on TB and HIV/AIDS through provision of organizational, logistical, informational and analytical and other assistance, perform coordination related to the exchange of information and resolve technical issues regarding National Council and its committee's meetings, workshops, site visits arrangements.

The work will be implemented in four key areas of responsibilities.

1. Operations – Lead the CCM Secretariat and support the operational structures of the CCM.
2. Oversight - Enhance efficiency of oversight procedures mandated by the Global Fund.
3. Positioning - Facilitate political discussions and strengthen sustainability efforts.
4. Engagement – Foster meaningful, inclusive and active participation of key stakeholders.

### ***Theory of change***

According to the results of the analysis of threshold data of the activity of the National Council, conducted by an external expert at the request of the Global Fund, the directions for strengthening the work of the National Council as a coordination mechanism of the country were determined. In accordance with these recommendations, the Project is expected to implement measures aimed at:

- implementation of the strategic positioning plan of CCM,
- regular verification of the execution of the positioning plan,
- learning (including distance) on oversight issues,
- strengthening the Secretariat of the National Council for oversight.

Accordingly, the theory of change for this project recognizes that **IF** National Council on TB and HIV, along it's working bodies are able to effectively ensure national-level positioning and oversight of the Global Fund programs in Ukraine and their coordination with state programs and other donors, and **IF** national stakeholders, including patients, key populations and civil society organizations and businesses are capable of supporting and coordinating the implementation of HIV and TB programs in Ukraine, **THEN** Ukrainian citizens will have better access to quality, accessible and affordable health services, **BECAUSE** the improvement of the capacity of the National Council as a governmental cross-sectoral coordination body combined with a strong partnership role of NGOs and other organizations is critical prerequisite for increasing the effectiveness, efficiency, transparency and accountability of national programs aimed at curbing the HIV and TB epidemic in Ukraine.

### ***Human Rights and Gender aspects***

#### **Human Rights Aspects**

The Project will support the representative of the civil society, people living with TB and HIV/AIDS, as well as the key populations of Ukraine to participate in decision-making on a parity level with the government and international partners, donors to insure human rights, gender equality, effective, transparent and non-discriminatory health services in Ukraine.

#### **Gender Aspects**

In accordance with the [resolution](#) of the Cabinet of Ministers of Ukraine, which approved the Regulations on the National Council, as well as the recommendations of the Global Fund, the project will contribute to the formation of the composition of the National Council and the election of deputy heads of the National Council, taking into account the principle of ensuring equal opportunities for women and men.

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### **III. RESULTS AND PARTNERSHIPS (1.5 - 5 PAGES RECOMMENDED)**

The project will seek to achieve three interconnected outputs:



**Output 1. The oversight function of the NTHC over activities of the Global Fund funded programs in Ukraine is strengthened.**

Activity 1.1. Supporting organization and carrying out of the regular meetings of the NTHC.

Activity 1.2. Conducting meetings of the Oversight Commission.

Activity 1.3. Conducting site/monitoring visits of the NTHC and the Oversight Commission members.

Activity 1.4. Supporting activities of the Technical Expert Group on the Funding Request developing, holding stakeholders meetings.

Activity 1.5. Supporting monitoring and analysis of the efficiency of the Global Fund Grants and Transition Plan Implementing in Ukraine.

Activity 1.6. Conducting workshop or briefing for newly appointed members of the NTHC and Oversight Committee (including Ethic training).

**Output 2. The strategic capacity and opportunities of the NTHC is strengthened and Participation in the programs management of the stakeholders' representatives, including the civic society (in particular representatives of the vulnerable groups and people living with diseases) and the private sector is ensured.**

Activity 2.1. Conducting meetings of the Committee on Program Issues and Committee on Regional Policy.

Activity 2.2. Supporting organization and coordination of measures to implement the plan of measures for the positioning of the NTHC (CCM).

Activity 2.3. Supporting C19RM coordination.

Activity 2.4. Conducting additional consultations with the National Covid Response authorities or oversight activities linked to COVID 19 resources.

Activity 2.5. Organization and holding of the workshops, meetings etc.

**Output 3. The effective work of the NTHC secretariat is ensured.**

Activity 3.1. Ensuring effective functioning of the NTHC Secretariat.

Activity 3.2. Providing administrative support, including Ukrainian and English translation of the Global Fund and NTHC documents and simultaneous translation during the meetings.

***Resources Required to Achieve the Expected Results***

According to the procedures of the Global Fund, a standard amount of \$100,000 is allocated annually to carry out typical activities aimed at supporting and strengthening the work of the CCM of any country that implements the programs of the Global Fund. At the same time, taking into account the situation in Ukraine caused by the state of war, this amount for Ukraine was increased by 47% in the first year (at the expense of the resources of the CCM Evolution Initiative and C19RM) and by 20% in the second and third years. Accordingly, the opportunities to attract additional resources to support the work of the CCM Secretariat for coordination and analytical work, interaction with the regions have been expanded.

***Partnerships***

According to the [Country Coordinating Mechanism Policy Including Principles and Requirements](#) CCMs should:

- (a) be effective fora for bringing together key stakeholders;
- (b) seek active engagement in their national context, with balanced and well-qualified representation across geographies, genders, expertise, sectors, and other factors as appropriate;
- and (c) ensure effective representation and the flow of information to and from the CCM members and constituencies.

According to the above, and also taking into account the composition of the Ukrainian CCM and its working bodies, which includes more than 80 people representing various government departments, sectors, as well as vulnerable groups of the population, the Project will cooperate with various of ministries, regional administrations, as well as international and non-governmental organizations

involved to the implementation of programs and measures in the field of combating the spread of HIV and TB.

### ***Risks and Assumptions***

Taking into account the previous work experience and the specificity of the Project, the only key risk in achieving the effectiveness of its results may be the lack of the personal commitment of political leaders to participate in the fight against HIV and tuberculosis.

To limit the impact of this risk as much as possible, Project staff will ensure constant close cooperation with specialists of the Ministry of Health, as well as other key ministries.

Given the limitations faced by the Project due to the Covid pandemic, as well as hostilities, the Project will conduct active work online (meetings on the Zoom platform), as well as through email correspondence.

In particular, the education and training of the members of the CCM and the Oversight Commission will also be done through an online course developed in 2020, which is hosted on the educational platform of the Center for Public Health: [https://courses.phc.org.ua/courses/course-v1:PHC+61+2021\\_2/about](https://courses.phc.org.ua/courses/course-v1:PHC+61+2021_2/about).

### ***Stakeholder Engagement***

During 2022 were held on consultations with stakeholders about 1) [CCM positioning](#) and 2) [review with the aim of improving](#) existing policies and procedures for stakeholders involving to the CCM activities. The results of these consultations will form the basis of the Project's activities for the next three years to the process of implementation of the Project and to improve the involving interested state bodies, both central and regional levels, NGOs, representatives of key groups in the process of preparation and decision-making, including the Global Fund programs, as well as state and regional programs and activities in the field HIV, TB, other socially dangerous diseases, in order to increase their effectiveness, prevent and avoid interrupts in treatment.

The following key groups will be involved in the implementation of the Project:

- People Living with HIV/AIDS
- Women Living with HIV/AIDS
- People Affected by TB
- People with Drug Addiction
- Sex Workers (SW)
- Men have sex with men (MSM)
- Prisoners
- Transgender People
- Internally Displaced Persons
- Youth

Also, the key interested parties in the framework of the Project will be:

- The Verkhovna Rada of Ukraine Committee on Health Care
- The Ministry of Health
- Ministry of Social Policy
- Ministry of Youth and Sports
- Ministry of Science and Education
- Ministry of Economy
- Ministry of Finance
- Ministry of Internal Affairs
- Ministry of Justice (State Criminal Enforcement Service)
- Ministry of Reintegration of Temporarily Occupied Territories
- The Office of Human Rights Commissioner
- Public Health Center
- UN agencies
- USAID

- International NGOs
- NGOs providers services in the HIV sphere
- NGOs providers services in the TB sphere
- Commission for Social Service of All-Ukrainian Council of Churches and Religious Organizations
- Federation of Trade Unions of Ukraine
- Federation of Employers of Ukraine
- Ukrainian Red Cross Society
- Ukrainian Union of Industrialists and Entrepreneurs
- Ukrainian association of district and regional councils
- National Academy of Medical Sciences of Ukraine

### **Knowledge**

All documents developed as a result of the Project and agreed at the level of the CCM (protocols, reports, recommendations, procedures, regulations, etc.) are distributed (official newsletter of the Ministry of Health and electronic newsletter by Project employees) for use by all interested parties involved in activities in the field of countermeasures HIV and TB, and are also published on the official website of the Ministry of Health of Ukraine: <https://moz.gov.ua/nacionalna-rada-z-pitan-protidii-tuberkulozu-ta-vilsnid>.

### **Sustainability and Scaling Up**

Since the National Council is a body of the Cabinet of Ministers of Ukraine, an important component and result of the Project will be the improvement of procedural documents that regulate its activities, the formation of effective forms and methods of its work involving civil society and key groups in discussion and decision-making, the creation of a sustainable and effective platforms for the communication of authorities of various levels with representatives of civil society for effective and prompt resolution of problems in the sphere of the spread of socially dangerous diseases and public health.

It is expected that the above will be achieved through the implementation of the plan for the transition of the National Council to a new level of positioning, which was formed last year: [https://docs.google.com/document/d/1aG-PP\\_V2aDFI5SvcqWEDNj5pS0va3q97/edit?usp=sharing&ouid=101006321191493354217&rtpof=true&sd=true](https://docs.google.com/document/d/1aG-PP_V2aDFI5SvcqWEDNj5pS0va3q97/edit?usp=sharing&ouid=101006321191493354217&rtpof=true&sd=true)

### **Digital Solutions**

The Project will use the Zoom platform to hold CCM meetings and other meetings, workshops.

The Project will involve, coordinate and inform a wide range of stakeholders through e-mail and electronic system of interaction of authorities.

The official website of the Ministry of Health of Ukraine as a webpage of the CCM will be used for the publication, preservation and wide use of documents, protocols, reports and other materials of the CCM.

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## **IV. PROJECT MANAGEMENT (1/2 PAGES - 2 PAGES RECOMMENDED)**

### ***Cost Efficiency and Effectiveness***

Cost efficiency and effectiveness in the programme management will be achieved through adherence to the UNDP Programme and Operations Policies and Procedures (POPP) and reviewed regularly through the governance mechanism of the UNDP Country Programme for Ukraine. In addition, there are specific measures for ensuring cost-efficient use of resources through using a portfolio management approach. This approach by UNDP Ukraine deployed by its three portfolio –



United Nations Development Programme  
Project Document

Democratic Governance, Inclusive Development, Recovery and Peacebuilding, and Environment and Sustainable Development - ensures synergies and leverages activities and partnerships among several initiatives and projects that are implemented through the Portfolios by UNDP Ukraine. The strategy of this Project is to deliver maximum results with the available resources through ensuring the design is based on good practices and lessons learned, that activities are specific and clearly linked to the expected outputs, and that there is a sound results management and monitoring framework in place with SMART indicators. The Project aims to balance cost efficient implementation and best value for money with quality delivery and effectiveness of activities.

On the financial side, UNDP Ukraine will prepare a financial report at the end of the Project, which will constitute the official report of Project expenditures for a given period. For any balance at the end of the Project, the UNDP Ukraine shall consult with the Global Fund and Ministry of Health on its use.

### ***Project Management***

This Project will be implemented under the framework of UNDP Country Program Document for Ukraine, applying the Direct Implementation (DIM) modality, where UNDP Ukraine will act as the Implementing Partner. This programme complies with policies, procedures and practices of the United Nations Development Programme, and as such, is consistent with UNDP's Programme and Operations Policies and Procedures, social and environmental sustainability through application of the UNDP Social and Environmental Standards.

The programme implementation team will consist The programme implementation team will benefit from wider support services of the Operations Team of UNDP Ukraine, including Procurement, Human Resources and other operational aspects.

**V. RESULTS FRAMEWORK<sup>1</sup>****Intended Outcome as stated in the UNSDCF/Country [or Regional] Programme Results and Resource Framework:**

CPD/UNDAF Outcome: By 2023, women and men, girls and boys participate in decision-making and enjoy human rights, gender equality, effective, transparent and non-discriminatory public services.

CPD Output 1.1. Regional and local authorities have scaled up knowledge and skills to engage communities in planning, coordination, delivery and monitoring of public services provision.

SDGs: 10.2. By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status;

3.8. Achieve universal health coverage, including financial risk protection, access to quality essential health-care services and access to safe, effective, quality and affordable essential medicines and vaccines for all;

16.5. Substantially reduce corruption and bribery in all their forms.

**Outcome indicators as stated in the Country Programme [or Regional] Results and Resources Framework, including baseline and targets:**

Indicator 1.2. Availability of legal frameworks that promote, enforce and monitor equality and nondiscrimination (SDG). Baseline (2016): 3. Target (2023): 4.

**Applicable Output(s) from the UNDP Strategic Plan:**

Output 1.4 Equitable, resilient and sustainable systems for health and pandemic preparedness strengthened to address communicable and non communicable diseases, including COVID-19, HIV, tuberculosis, malaria and mental health.

**Project title and Quantum Project Number:** Strengthening the National Council on TB and HIV/AIDS in Ukraine, 00084507.

EXPECTED OUTPUTS	OUTPUT INDICATORS <sup>2</sup>	DATA SOURCE	BASELINE	TARGETS (by frequency of data collection)	DATA COLLECTION METHODS & RISKS
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<sup>1</sup> UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

<sup>2</sup> It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

## United Nations Development Programme

## Project Document

			Value	Year	Year 2023	Year 2024	Year 2025	
<b>Output 1:</b> <i>The oversight function of the NTHC over activities of the Global Fund funded programs in Ukraine is strengthened.</i>	<b>1.1.</b> <i>Information on the activities of the NTHC and the Oversight Commission is properly documented and made public.</i>	Documents of NTHC, website of Ministry of Health	Yes	2022	Yes	Yes	Yes	Data collection based on project records Minimal risks
	<b>1.2.</b> <i>The decisions of NHTC and the Oversight Commission have been brought to the attention of the performers and all interested parties.</i>	Documents of NTHC, website of Ministry of Health	Yes	2022	Yes	Yes	Yes	Data collection based on project records Minimal risks
	<b>1.3.</b> <i>Monitoring of the implementation of the decisions of the NTHC and the Oversight Commission is ensured.</i>	Documents of NTHC, website of Ministry of Health	Yes	2022	Yes	Yes	Yes	Data collection based on project records Minimal risks
<b>Output 2:</b> <i>The strategic capacity and opportunities of the NTHC is strengthened and participation in the programs management of the stakeholders' representatives, including the civic society (in particular representatives of the vulnerable</i>	<b>2.1.</b> <i>Share of activities from the <a href="#">Action Plan</a> implemented to raise functional, reputation and public positioning of the NTHC.</i>	Documents of NTHC, website of Ministry of Health	0%	2022	50%	75%	100%	Data collection based on project records Minimal risks
	<b>2.2.</b> <i>% of representatives of people living with or affected by diseases participating in the decision-making process at the national level in the field of HIV/AIDS and tuberculosis within the framework of NTHC and its working bodies.</i>	Documents of NTHC, website of Ministry of Health	40%	2022	40% and above	40% and above	40% and above	Data collection based on project records Minimal risks
	<b>2.3.</b> <i>Information on the activities of Program and Regional Committees is properly documented and made public.</i>	Documents of NTHC, website of Ministry of Health	Yes	2022	Yes	Yes	Yes	Data collection based on project records Minimal risks

## United Nations Development Programme

## Project Document

EXPECTED OUTPUTS	OUTPUT INDICATORS <sup>2</sup>	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)			DATA COLLECTION METHODS & RISKS
			Value	Year	Year 2023	Year 2024	Year 2025	
<i>groups and people living with diseases) and the private sector is ensured.</i>								

**VI. MONITORING AND EVALUATION****Monitoring Plan**

<b>Monitoring Activity</b>	<b>Purpose</b>	<b>Frequency</b>	<b>Expected Action</b>
<b>Track results progress</b>	Progress data against the results indicators in the RRF will be collected, reported into UNDP Ukraine Integrated Monitoring and Reporting Platform and analysed to assess the progress of the Project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by Project management.
<b>Monitor and Manage Risk</b>	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by Project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.
<b>Learn</b>	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other Projects and partners and integrated back into the Project.	At least annually	Relevant lessons are captured by the Project team and used to inform management decisions.
<b>Annual Project Quality Assurance</b>	The quality of the Project will be assessed against UNDP's quality standards to identify Project strengths and weaknesses and to inform management decision making to improve the Project.	Annually	Areas of strength and weakness will be reviewed by Project management and used to inform decisions to improve Project performance.
<b>Review and Make Course Corrections</b>	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the Project board and used to make course corrections.
<b>Project Report</b>	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual Project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.	Annually, and at the end of the Project (final report)	
<b>Project Review (Project Board)</b>	The Project's governance mechanism (i.e., Project board) will hold regular Project reviews to assess the performance of the Project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the Project. In the Project's final year, the Project Board shall hold an end-of Project review to capture lessons learned and discuss opportunities for scaling up and to socialize Project results and lessons learned with relevant audiences.	At least annually	Any quality concerns or slower than expected progress should be discussed by the Project board and management actions agreed to address the issues identified.



**VII. MULTI-YEAR WORK PLAN 2023 – 2025**

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year			RESPONSIBLE PARTY	PLANNED BUDGET		
		Y1	Y2	Y3		Funding Source	Budget Description	Amount (\$)
<b>Output 1:</b> The oversight function of the NTHC over activities of the Global Fund funded programs in Ukraine is strengthened. <i>Gender marker: 2</i>	1.1. Supporting organization and carrying out of the regular meetings of the NTHC	X	X	X	UNDP, MOH	Global Fund 30000, 30068	72100 (Contractual Services-Companies)	12,000
	1.2. Conducting meetings of the Oversight Commission	X	X	X	UNDP, MOH	Global Fund 30000, 30068	72100 (Contractual Services-Companies)	6,000
	1.3. Conducting site/monitoring visits of the NTHC and the Oversight Commission members	X	X	X	UNDP, MOH	Global Fund 30000, 30068	72100 (Contractual Services-Companies)	24,000
	1.4. Supporting activities of the Technical Expert Group on the Funding Request developing, holding stakeholders meetings	X	-	-	UNDP, MOH	Global Fund 30000, 30068	72100 (Contractual Services-Companies)	4,000
	1.5. Supporting monitoring and analysis of the efficiency of the Global Fund Grants and Transition Plan Implementing in Ukraine	X	X	X	UNDP, MOH	Global Fund 30000, 30068	71300 (Local Consultants)	37,153
	1.6. Conducting workshop or briefing for newly appointed members of the NTHC and Oversight Commission (including Ethic training)	X	X	X	UNDP, MOH	Global Fund 30000, 30068	75700 (Learning costs)	3,060
	<b>Sub-Total for Output 1</b>							<b>86,213</b>

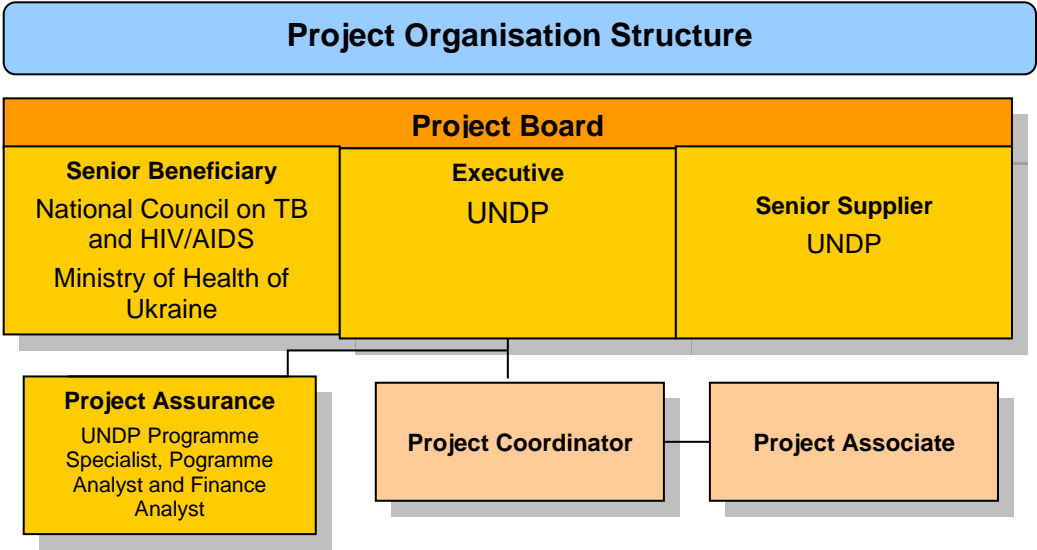
EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year			RESPONSIBLE PARTY	PLANNED BUDGET		
		Y1	Y2	Y3		Funding Source	Budget Description	Amount (\$)
<b>Output 2:</b> The strategic capacity and opportunities of the NTHC is strengthened and participation in the programs management of the stakeholders' representatives, including the civic society (in particular representatives of the vulnerable groups and people living with diseases) and the private sector is ensured. <i>Gender marker: 2</i>	2.1. Conducting meetings of the Committee on Program Issues and Committee on Regional Policy	X	X	X	UNDP, MOH	Global Fund 30000, 30068	72100 (Contractual Services-Companies)	21,600
	2.2. Supporting organization and coordination of measures to implement the plan of measures for the positioning of the NTHC (CCM)	X	-	-	UNDP, MOH	Global Fund 30000, 30068	71300 (Local Consultants)	6,000
	2.3. Supporting C19RM coordination	X	-	-	UNDP, MOH	Global Fund 30000, 30068	71300 (Local Consultants)	10,000
	2.4. Conducting additional consultations with the National Covid Response authorities or oversight activities linked to COVID 19 resources	X	-	-	UNDP, MOH	Global Fund 30000, 30068	72100 (Contractual Services-Companies)	4,605
	2.5. Organization and holding of the workshops, meetings, etc	-	X	X	UNDP, MOH	Global Fund 30000, 30068	72100 (Contractual Services-Companies)	2,740
	<b>Sub-Total for Output 2</b>							<b>44,945</b>
<b>Output 3:</b> The effective work of the NTHC secretariat is	3.1. Ensuring effective functioning of the NTHC Secretariat	X	X	X	UNDP, MOH	Global Fund 30000, 30068	71400 (Contractual services - Individuals)	199,119

## United Nations Development Programme

## Project Document

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year			RESPONSIBLE PARTY	PLANNED BUDGET		
		Y1	Y2	Y3		Funding Source	Budget Description	Amount (\$)
ensured.  <i>Gender marker: 2</i>	3.2. Providing administrative support, including Ukrainian and English translation of the Global Fund and NTHC documents and simultaneous translation during the meetings	X	X	X	UNDP, MOH	Global Fund 30000, 30068	74200 (Audio Visual&Print Prod Costs)	27,115
	Sub-Total for Output 3							<b>226,234</b>
<b>Evaluation</b> ( <i>as relevant</i> )	EVALUATION	-	-	X	UNDP	Global Fund 30000, 30068	71300 (Local Consultants)	5,000
<b>General Management Support</b>		X	X	X	UNDP	Global Fund 30000, 30068	75100 (Facilities and Administration)	25,367
<b>TOTAL</b>								<b>387,759</b>

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS



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

This Board contains three roles:

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

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

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

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

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

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

The ToRs of the above-mentioned positions are attached to the present Project Document (See Annex).

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

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## IX. LEGAL CONTEXT

This Project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of (country) and UNDP, signed on (date). All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This Project will be implemented by [name of entity] ("Implementing Partner") in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

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## X. RISK MANAGEMENT

1. UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)
2. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the Project funds, received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism, that the recipients of any amounts provided by UNDP hereunder do not appear on the United Nations Security Council Consolidated Sanctions List, and that no UNDP funds received pursuant to the Project Document are used for money laundering activities. The United Nations Security Council Consolidated Sanctions List can be accessed via <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
3. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
4. UNDP as the Implementing Partner will: (a) conduct Project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the Project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other Project stakeholders are informed of and have access to the Accountability Mechanism.
5. In the implementation of the activities under this Project Document, UNDP as the Implementing Partner will handle any sexual exploitation and abuse ("SEA") and sexual harassment ("SH") allegations in accordance with its regulations, rules, policies and procedures.



United Nations Development Programme  
Project Document

6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or Project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to Project sites, relevant personnel, information, and documentation.
7. UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor, and sub-recipient:
  - a. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP's property in such responsible party's, subcontractor's and sub-recipient's custody, rests with such responsible party, subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:
    - i. 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;
    - ii. assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.
  - b. 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 the responsible party's, subcontractor's and sub-recipient's obligations under this Project Document.
  - c. Each responsible party, subcontractor and sub-recipient (each a "sub-party" and together "sub-parties") acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the sub-parties, and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
    - (a) In the implementation of the activities under this Project Document, each sub-party shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").
    - (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, each sub-party, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. SH may occur in the workplace or in connection with work. While typically involving a pattern of conduct, SH may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.
  - d. In the performance of the activities under this Project Document, each sub-party shall (with respect to its own activities), and shall require from its sub-parties (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, sub-parties will and will require that their respective sub-parties will take all appropriate measures to:
    - (i) Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
    - (ii) Offer employees and associated personnel training on prevention and response to SH and SEA, where sub-parties have not put in place its own training regarding the prevention of SH and SEA, sub-parties may use the training material available at UNDP;
    - (iii) Report and monitor allegations of SH and SEA of which any of the sub-parties have been informed or have otherwise become aware, and status thereof;

- (iv) Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
- (v) Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. Each sub-party shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the relevant sub-party shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
- e. Each sub-party shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the relevant sub-party to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
- f. Each responsible party, subcontractor and sub-recipient will ensure that any Project activities undertaken by them will be implemented in a manner consistent with the UNDP Social and Environmental Standards and shall ensure that any incidents or issues of non-compliance shall be reported to UNDP in accordance with UNDP Social and Environmental Standards.
- g. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud, corruption or other financial irregularities, by its officials, consultants, subcontractors and sub-recipients in implementing the Project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption, anti-fraud and anti money laundering and countering the financing of terrorism policies are in place and enforced for all funding received from or through UNDP.
- h. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices (b) UNDP Anti-Money Laundering and Countering the Financing of Terrorism Policy; and (c) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at [www.undp.org](http://www.undp.org).
- i. In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and Projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with it to find a solution.
- j. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud, corruption other financial irregularities with due confidentiality.  
Where it becomes aware that a UNDP Project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.
- k. UNDP will be entitled to a refund from the responsible party, subcontractor or sub-recipient of any funds provided that have been used inappropriately, including through fraud corruption or other financial irregularities, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the responsible party, subcontractor or sub-recipient under this or any other agreement (*Option 3*).

Where such funds have not been refunded to UNDP, the responsible party, subcontractor or sub-recipient agrees that donors to UNDP (including the Government) whose funding is the source, in

United Nations Development Programme  
Project Document

whole or in part, of the funds for the activities under this Project Document, may seek recourse to such responsible party, subcontractor or sub-recipient for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud, corruption or other financial irregularities, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term “Project Document” as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

- l. Each contract issued by the responsible party, subcontractor or sub-recipient in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from it shall cooperate with any and all investigations and post-payment audits.
- m. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the Project or programme, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
- n. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled “Risk Management” are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled “Risk Management Standard Clauses” are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

United Nations Development Programme  
Project Document

**XI. ANNEXES****Annex 1. Risk Analysis**

<b>Project Title:</b> Strengthening the National Council on TB and HIV/AIDS in Ukraine	<b>Project number:</b> 00084507	<b>Date:</b> 12 April 2023
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#	Event	Cause	Risk Valid From/To	Risk category and sub-category	Impact	Impact, Likelihood & Risk Level	Risk Treatment	Risk Owner
1	There is a risk of a serious intensification of the ongoing war in Ukraine, including significant increase in scale, scope or severity of the war and the possibility that the warfare could affect the entirety of Ukraine	The situation on the battlefield is extremely dynamic. While Ukraine seems to be holding an upper hand and gradually recaptures territories occupied by Russia in the first few months of the war, there is still a considerable risk that recently announced mobilization by the Russian Federation and change in the war tactics may change this trend. At this point, there is no sure way to predict the real potential for the risk to materialize. The situation on Ukraine's borders and in the temporarily occupied territories is constantly changing and must be monitored to enable proper response.	01.01.2023 31.12.2025	8. Safety and Security (8.1 Armed conflict)	Significant increase in hostilities would further destabilize Ukraine's governance, divert available resources available towards countering the aggression or responding to its immediate aftermath.	<b>Likelihood:</b> 2 <b>Impact:</b> 5 <b>Risk level:</b> Substantial	Intensified aggression against Ukraine may pause on most activities aimed at supporting of public health and social system in HIV, TB sphere and for key populations and other related interventions. Those flows of international aid and programming that are allowed to continue will likely be diverted to strengthening humanitarian response and support to Ukraine's ability to defend itself. In this situation, UNDP will reach out to the Global Fund with a rapid response plan for reallocation of the costs for programming.  Risk treatment owner: Project manager	Project manager
2	There is a risk of a political crisis and instability, which might include potential	The further extension of martial law, combined with ongoing security uncertainty and economic deterioration, may lead to heightened	01.01.2023 31.12.2025	8. Safety and Security (8.2 Political Instability)	It is likely that some degree of political instability is to be expected, but there is a wide range of scenarios	<b>Likelihood:</b> 2 <b>Impact:</b> 3 <b>Risk level:</b> Moderate	Should UNDP see serious deterioration of the situation or signs that suggest a need to reformulate program approaches, a Board Meeting	Project manager



## United Nations Development Programme

## Project Document

	<p>disruptions, turnover in government or turmoil in the political landscape of the country.</p>	<p>political tensions. The imposition of martial law, which involves the restrictions on civil liberties, can exacerbate political divisions and create a volatile environment. Additionally, the uncertainty in security and a deteriorating economy, characterized by economic downturns, inflation, or unemployment, can contribute to social unrest and discontent among the population. The combination of these factors could potentially spark a political crisis, leading to further instability and uncertainty.</p>			<p>in how deep the crisis may run. Small- to mid-scale political crisis may not be as disruptive and may even act as a catalyst for civil society and patient community mobilization. A larger-scale crisis - for instance massive strikes, large-scale protest movements that have a permanent character (as opposed to one off events), delayed or significantly postponed Parliamentary or Presidential elections, or civil unrest will, on the other hand, detract the attention from recovery, predictable developments and divert attention to liquidation of immediate concerns rather than investment into stable, predictably functioning systems. The effect on proposed programming will be major, as UNDP will have to propose significant re-prioritization of resources for different activities and -</p>		<p>will be called to discuss a fast-response plan to reallocate financial and human resources are seen as most topical at that point in time. The degree of change proposed and the concrete areas that will be prioritized will depend on the essence of the political crisis.</p> <p>Risk treatment owner: Project manager</p>	
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United Nations Development Programme

Project Document

					potentially - a temporary halt to some of them to invest more efforts into the most topical ones.			
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## **Terms of Reference (TOR)** **for functions under a National Personnel Service Agreement**

### **1. Position Information**

<b>Office/Unit/Project</b>	Strengthening the National Council on TB and HIV/AIDS in Ukraine Project
<b>Functional Title</b>	Project Coordinator
<b>Classified Level (NPSA 1-12)</b>	NPSA-8
<b>Duty station (City and Country)</b>	Kyiv, Ukraine
<b>Type (Regular or Short term)</b>	Regular

### **2. Background Information:**

The United Nations Development Programme (UNDP) is a leading UN organization for addressing HIV and AIDS dimensions in relation to human rights, gender and sexual diversity. In addition, UNDP contributes to public health and development partnerships through collaborations with the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund), Roll Back Malaria, Stop TB Partnerships, and special programmes on human reproduction and infectious diseases that disproportionately affect poor populations.

As part of its wider engagement with the United Nations, the Global Fund has partnered with UNDP since 2003 to ensure that grants are implemented and services are delivered in countries facing complex challenges. The capacity of national partners is strengthened to ensure long-term sustainability of health outcomes. The partnership focuses on three closely linked areas of work: implementation support, capacity development, and policy engagement. Importantly, in several countries, UNDP also provides support in strengthening Country Coordination Mechanisms (CCM), by serving as a CCM Funding Recipient Entity.

The NTHC is an advisory body established under the Cabinet of Ministers of Ukraine. Minister of health of Ukraine is the chair of the NTHC. The Ministry of Health of Ukraine (MoH) is responsible for implementation of the state TB and HIV/AIDS policies and hosts the Secretariat of the National TB and HIV/AIDS Council (NTHC) – Country Coordination Mechanism.

Its main objectives include preparation of proposals for prioritization and implementation of the national policies on TB and HIV/AIDS, and consolidated use of funds provided by various budgets and organizations, including the Global Fund; promotion of the

coordinated activities of various partners; coordination of the development and submission of national proposals to the Global Fund; monitoring and oversight of TB and HIV/AIDS programmes and activities, including the Global Fund grants; etc.

The Global Fund is the biggest donor of the national HIV and TB programmes in Ukraine. The total Investments in Health for Ukraine amounts to USD 885 million as of December 2022.

The NTCH has the Committee on Programme Issues and the Committee on Regional Policy (Committees), and the Commission on Oversight of Development of Proposals, Negotiations and Implementation of Programmes funded by the Global Fund (Oversight Commission).

The major objectives of the Secretariat is to support activities of the NTHC through provision of organizational, logistical and other assistance, perform coordination related to the exchange of information and resolve technical issues regarding NTHC meeting arrangements. To ensure that the NTHC Secretariat can perform its functions effectively and in due course, two full-time NTHC Secretariat staff positions were approved by the NTHC, namely the NTHC Secretariat Coordinator and the NTHC Secretariat Associate. The NTHC has requested UNDP to be the recipient of CCM funding from the Global Fund (the project) and a Funding Recipient Agreement will be signed between UNDP and the Global Fund.

To provide technical and administrative support to activities of the NTHC and the NTHC Committees and Oversight Commission, UNDP Ukraine invites applications from highly qualified and experienced Ukrainian professionals for the post of the Project Coordinator (NTHC Secretariat Coordinator) to ensure effective functioning of the Secretariat of the National TB and HIV/AIDS Council.

### **3. Duties and Responsibilities:**

Under supervision of the HIV and Health Policy Officer, and overall oversight from the Programme Specialist (Procurement), the Project Coordinator (NTHC Secretariat Coordinator) will be responsible for the following tasks.

#### **Tasks related to general project management:**

- Provide the overall operational management of the project and delivery of results in accordance with the project document, work plans and agreements;
- Ensure timely preparation, update and implementation of the project annual and detailed implementation work plans, and other related documents;

- Assume direct responsibility for the day-to-day project management for timely commencement and implementation of the project activities;
  - Provide general coordination of the NTHC Secretariat's staff;
  - Coordinate and supervise the work of project experts and consultants, including preparation of terms of references, facilitation of recruitment and monitoring of work/results;
- Assume direct responsibility for managing the project budget, based on the delegation of authority. Ensure that project funds are available when needed and disbursements achieved as per the work plans and agreements. Ensure appropriate recording and accounting documentation as required by UNDP and prepare required financial reports;
  - Ensure coordination of project activities with other stakeholders. Ensure synergies with other stakeholders' projects for mutually reinforcing impact;
  - Conduct project monitoring and facilitate project evaluation, as well as audit activities;
  - Prepare project reports, including progress and annual reports, as well as ad-hoc technical reports;
  - Ensure compliance of project-business processes with UNDP Programme and Operations Policies and Procedures and UNDP Standard Operating Procedures;
  - Assure that due security measures are in place with regard to the project office;
  - Ensure that the Atlas Project Management module is updated on a regular basis.

### **Tasks related to NTHC support:**

- Support preparation of the work plans of the NTHC by collecting, consolidating and agreeing of proposals received from NTHC members;
  - Develop and to submit for approval draft agendas and resolutions of NTHC meetings, collect proposals for presentations at its meetings;
  - Ensure preparation and convening of NTHC meetings, including invitation of NTHC members and stakeholders, and finalization of minutes of these meetings;
  - Ensure timely (at least 5-7 days before a meeting) provision of necessary information and handout materials for NTHC meetings to NTHC members and invitees, and ensure that these materials are available in English (if needed);
  - Ensure involvement in NTHC activities of international, donor, non-governmental organizations, including those of people living with TB and HIV, MARP communities, faith-based organizations, associations of labor unions and employers, and the private business community, taking into account gender aspects;
  - Coordinate preparation and organization of meetings of stakeholders to discuss draft documents to be reviewed/considered at NTHC meetings;
  - Monitor activities of the NTHC, analyze implementation of resolutions, and provide regular feedback to NTHC members;
  - Provide NTHC members with information necessary to perform their functions, facilitate organization of trainings for NTHC members;
  - Facilitate implementation of the NTHC capacity building plan;

- Provide advisory support to the NTHC in performing its oversight functions as required by the Global Fund;
- Monitor implementation of indicators of the Ukraine's Application to the Global Fund for CCM Funding;
- Participate in preparation of the annual NTHC activity reports;
- Ensure effective communication between the NTHC and the regional TB and HIV/AIDS councils;
- Inform the public about NTHC activities and ensure the transparency of its activities;
- Facilitate periodic updates on emerging policy issues/guidelines to partners and other stakeholders;
- Maintain records of NTHC members, NTHC policy documents and guidelines, minutes of NTHC, Committees' and Commission meetings, Global Fund proposals and other key documents;
- Facilitate communication between the NTHC, the Local Fund Agent and the Global Fund.

### **Tasks related to NTHC Committees Support:**

- Support preparation of annual work plans of the Committees by collecting, consolidating and agreeing of proposals received from Committees' members;
- Prepare the draft annual Committees' activity reports;
- Develop draft agendas and resolutions of Committees' meetings, and collect proposals for presentations at its meetings;
- Ensure preparation and convening of Committees' meetings, including invitation of its members and taking minutes of meetings;
- Ensure timely (at least 5-7 days before a meeting) provision of necessary information and handout materials for Committees' meetings to Committees' members and invitees, and ensure that these materials are available in English (if needed);
- Monitor activities of the Committees, analyze implementation of resolutions, and provide regular feedback to Committees' members;
- Provide the Committees' heads and members with information necessary to perform their functions;
- Provide organizational, technical and methodological assistance to the Committees' head and members, advisors, experts and working groups that the Committees may set up;
- Participate in preparation and organization of trainings for members and secretariats of the regional TB and HIV/AIDS councils;
- Inform the public about Committees' activities and ensure the transparency of their activities.

### **Measurable outputs of the work assignment:**

All planned NTHC meetings and activities organized on time and in due manner, including high quality of documentation and timely reporting;

All planned Committees' meetings and activities organized on time and in due manner, including high quality of documentation and timely reporting;

Project reports, including progress and annual reports, prepared on time and according to the Global Fund and UNDP rules.

### **Performance Indicators for evaluation of results:**

Project annual work plan is fully and timely implemented;

Project funds delivery reached 100%;

Project is fully accomplished and closed in accordance with UNDP requirements.

## **4. Institutional Arrangement**

Under supervision of the Programme Manager (Health), the Project Coordinator ensures provision of high quality services, accuracy and consistency of work. Project Organigram is provided in an Annex to this TOR.

## **5. Minimum Qualifications of the Successful NPSA**

- Masters Degree in Medical Sciences, Social Sciences, Management, Public Administration, Psychology, Pedagogy or other relevant area;
- At least 4-year experience in planning, management, monitoring and evaluation of programmes and activities in social and health areas, including TB and HIV/AIDS;
- Experience in cooperation with governmental, non-governmental and international organizations;
- Knowledge of TB and HIV governance structures in the country, including the functions of the NTHC;
- Deep understanding of the situation and developments in TB and HIV/AIDS areas;
- The ability to manage programmes/projects for results, including the ability to translate strategic goals into achievable annual work plans; and prepare programme/project reports in a timely manner;
- Good interpersonal communication skills, including acceptance of responsibility to ensure that organizational objectives, policies and requirements are met; ability to handle politically sensitive issues and contacts within governmental and non-governmental organizations and within UNDP; sound judgment and maturity to foster a positive work environment;
- Familiarity with national legislation in the area of TB and HIV/AIDS as well as with TB and HIV/AIDS epidemics situation in the country;
- Excellent knowledge of the Ukrainian government institutions and other actors involved in the response to TB and HIV/AIDS;

- Understanding of the need to engage communities, including MARPs, at all stages of programme development, implementation and evaluation. Adherence to greater involvement of people living with HIV and TB patients;
- Knowledge of strategies and procedures employed by the Global Fund;
- Demonstrated strong coordination and facilitation skills;
- Ability to use computers and office software packages;
- Proven writing and communication skills.

**Core Competencies:**

- Leadership;
- Communication;
- People Management;
- Delivery;
- Innovation;
- Demonstrate/safeguard ethics and integrity;
- Demonstrate corporate knowledge and sound judgment.

**Functional Competencies:**

- Job Knowledge/Technical Expertise;
- Promoting Organizational Learning and Knowledge Sharing;
- Client Orientation;
- Promotes Accountability and Results-Based Management;
- Strong organizational and time management skills;
- Ability to identify problems and proposes solutions.
- Self-development, initiative-taking;
- Acting as a team player;
- Managing conflict;
- Transparent decision-making.

**Required Language(s) (at working level)**

Fluency in Ukrainian/Russian is required; knowledge of English language will be considered as an asset.

**6. Travel:**

Should any travel be necessary in connection to this TOR, UNDP will reimburse the expenses based on the duly authorized travel details, including travel and per diems.

**7. The following documents shall be required from the applicants:**

a) Personal CV or P11, indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details



United Nations Development Programme  
Project Document

(email and telephone number) of the Candidate, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.

b) A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.

## **Terms of Reference (TOR)** **for functions under a National Personnel Service Agreement**

### **1. Position Information**

<b>Office/Unit/Project</b>	Strengthening the National Council on TB and HIV/AIDS in Ukraine Project
<b>Functional Title</b>	Project Associate
<b>Classified Level (NPSA 1-12)</b>	NPSA-5
<b>Duty station (City and Country)</b>	Kyiv, Ukraine
<b>Type (Regular or Short term)</b>	Regular

### **2. Project Description:**

The United Nations Development Programme (UNDP) is a leading UN organization for addressing HIV and AIDS dimensions in relation to human rights, gender and sexual diversity. In addition, UNDP contributes to public health and development partnerships through collaborations with the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund), Roll Back Malaria, Stop TB Partnerships, and special programmes on human reproduction and infectious diseases that disproportionately affect poor populations.

As part of its wider engagement with the United Nations, the Global Fund has partnered with UNDP since 2003 to ensure that grants are implemented and services are delivered in countries facing complex challenges. The capacity of national partners is strengthened to ensure long-term sustainability of health outcomes. The partnership focuses on three closely linked areas of work: implementation support, capacity development, and policy engagement. Importantly, in several countries, UNDP also provides support in strengthening Country Coordination Mechanisms (CCM), by serving as a CCM Funding Recipient Entity.

The NTHC is an advisory body established under the Cabinet of Ministers of Ukraine. Minister of Health of Ukraine is the chair of the NTHC. The Ministry of Health of Ukraine (MoH) is responsible for implementation of the state TB and HIV/AIDS policies and hosts the Secretariat of the National TB and HIV/AIDS Council (NTHC) – Country Coordination Mechanism.

Its main objectives include preparation of proposals for prioritization and implementation of the national policies on TB and HIV/AIDS, and consolidated use of funds provided by various budgets and organizations, including the Global Fund; promotion of the coordinated activities of various partners; coordination of the development and

submission of national proposals to the Global Fund; monitoring and oversight of TB and HIV/AIDS programmes and activities, including the Global Fund grants; etc. The Global Fund is the biggest donor of the national HIV and TB programmes in Ukraine. The total Investments in Health for Ukraine amounts to USD 885 million as of December 2022.

The NTCH has the Committee on Programme Issues and the Committee on Regional Policy (Committees), and the Commission on Oversight of Development of Proposals, Negotiations and Implementation of Programmes funded by the Global Fund (Oversight Commission).

The major objectives of the Secretariat is to support activities of the NTHC through provision of organizational, logistical and other assistance, perform coordination related to the exchange of information and resolve technical issues regarding NTHC meeting arrangements. To ensure that the NTHC Secretariat can perform its functions effectively and in due course, two full-time NTHC Secretariat staff positions were approved by the NTHC, namely the NTHC Secretariat Coordinator and the NTHC Secretariat Associate. The NTHC has requested UNDP to be the recipient of CCM funding from the Global Fund (the project) and a Funding Recipient Agreement will be signed between UNDP and the Global Fund.

To provide technical and administrative support to activities of the NTHC and the NTHC Oversight Commission, UNDP Ukraine invites applications from highly qualified and experienced Ukrainian professionals for the post of the Project Associate (NTHC Secretariat Associate) to ensure effective functioning of the Secretariat of the National TB and HIV/AIDS Council.

### **3. Duties and Responsibilities:**

Under supervision of the Project Coordinator (NTHC Secretariat Coordinator), the Project Associate (NTHC Secretariat Associate) will be responsible for the following tasks.

#### **Tasks related to general project management support:**

- Provide support to Project Coordinator in overall operational management of the project and delivery of results, in accordance with the project document, work plans and agreements;
- Provide support to the Project Coordinator in timely preparation, update and implementation of project annual and detailed implementation work plans, and other related documents;
- Provide support to the Project Coordinator on the day-to-day project management for timely commencement and implementation of the project activities;

- Provide administrative support functions to facilitate the implementation of project activities, including personnel matters, attendance, travel arrangements, facilitating missions, office maintenance, procurement, contracting, communications, inventory;
- Prepare and monitor operations budget, assist in preparation of project budget and maintain necessary budgetary controls and records;
- Be responsible for the day-to-day administration of financial operations of the project in accordance with UNDP rules and regulations;
- Process payment requests and payments within the limits of the financial authorizations provided;
- Monitor expenditures and prepare accurate financial reports, including monthly and quarterly disbursement reports and financial reports for donors;
- Organize procurement processes, including preparation of RFPs/RFQs documents; ensuring timely bid opening process; ensuring proposals are received and evaluated by panels; preparing overall evaluation of the proposals, memos, CAP submission forms, etc.;
- Keep updated project inventory and assure that UNDP regulations on the equipment use, storage and proper maintenance are adhered. Assure that the project equipment transfer/disposal is being done in accordance with UNDP rules;
- Ensure arrangement of all travel, accommodation, venue and logistics for meetings, workshops and consultancies;
- Keep accurate electronic and paper filing, information and records systems;
- Liaise with UNDP Operations Centre on a variety of the operations related issues: finance, procurement and human resources;
- Ensure compliance of project business processes with UNDP Programme and Operations Policies and Procedures and UNDP Standard Operating Procedures.

### **Tasks related to NTHC support:**

- Support preparation of the work plans of the NTHC by collecting, consolidating and agreeing of proposals received from NTHC members;
- Provide support to development of draft agendas and resolutions of NTHC meetings, collection of proposals for presentations at its meetings;
- Provide support to preparation and convening of NTHC meetings, including invitation of NTHC members and stakeholders, and take minutes of these meetings;
- Provide support to timely (at least 5-7 days before a meeting) provision of necessary information and handout materials for NTHC meetings to NTHC members and invitees, and ensure that these materials are available in English (if needed);
- Support involvement in NTHC activities of international, donor, non-governmental organizations, including those of people living with TB and HIV, MARP communities, faith-based organizations, associations of trade unions and employers, and the private business community, taking into account gender aspects;
- Support preparation and organization of meetings of stakeholders to discuss draft documents to be reviewed/considered at NTHC meetings;
- Assist in monitoring activities of the NTHC, analyzing implementation of resolutions, and providing regular feedback to NTHC members;

- Assist in providing NTHC members with information necessary to perform their functions, provide support in organization of trainings for NTHC members;
- Support the NTHC in implementing the plan on oversight of development of proposals, negotiation and implementation of programmes funded by the Global Fund;
- Ensure organization of NTHC members' monitoring visits to regions to perform the oversight function;
- Participate in preparation of the annual NTHC activity reports;
- Provide support in ensuring effective communication between the NTHC and the regional TB and HIV/AIDS councils;
- Ensure posting the materials about NTHC and NTHC Committees' activities at the NTHC website and other sources of information;
- Assist in maintaining records of NTHC members, NTHC policy documents and guidelines, minutes of NTHC, Committees' and Commission meetings, Global Fund proposals and other key documents.

### **Tasks related to NTHC Oversight Commission and Committees support:**

- Support preparation of annual work plans of the Oversight Commission and of the Committees by collecting, consolidating and agreeing of proposals received from Oversight Commission members;
- Prepare the draft annual Oversight Commission and Committees' activity reports;
- Participate in preparation of analytical materials based on Oversight Commission and Committees' activities;
- Participate in preparation of NTHC recommendations to Principal Recipients based on results of Oversight Commission Committees' activities;
- Develop draft agendas and resolutions of Oversight Commission and Committees' meetings, and collect proposals for presentations at its meetings;
- Ensure preparation and convening of Oversight Commission and Committees' meetings, including invitation of its members and taking minutes of the meetings;
- Ensure timely (at least 5-7 days before a meeting) provision of necessary information and handout materials for Oversight Commission and Committees' meetings to members and invitees, and ensure that these materials are available in English (if needed);
- Monitor activities of the Oversight Commission and Committees', analyze implementation of resolutions, and provide regular feedback to Oversight Commission and Committees' members;
- In close cooperation with the Principal Recipients provide the Oversight Commission and Committees' head and members with information necessary to perform their functions;
- Support the NTHC and the Oversight Commission, Committees' in managing and using the Dashboard to perform the oversight function;
- Provide support in organization of Oversight Commission and Committees' members' monitoring visits to regions, disseminate the information based on the results of these visits;

- Provide organizational, technical and methodological assistance to the Oversight Commission and Committees' heads and members, advisors, experts and working groups that the Commission may set up;
- Ensure dissemination of information about activities of the Oversight Commission and Committees' including posting materials about Oversight Commission, Committees' activities at the NTHC website.

### **Measurable outputs of the work assignment:**

All planned NHTC meetings and activities organized on time and in due manner, including high quality of documentation and timely reporting;

All planned Oversight Commission meetings and activities organized on time and in due manner, including high quality of documentation and timely reporting.

### **Performance Indicators for evaluation of results:**

Project annual work plan is fully and timely implemented;

Project funds delivery reached 100%.

## **4. Institutional Arrangement**

Under overall guidance of the Programme Manager (Health) and direct supervision of the Project Coordinator, the Project Associate ensures provision of high quality services, accuracy and consistency of work. Project Organigram is provided in an Annex to this TOR.

## **5. Minimum Qualifications of the Successful NPSA**

- Bachelor's Degree in Medical Sciences, Social Sciences, Management, Public Administration, Psychology, Communications, Journalism or other relevant area;
- At least 4-year experience in the area of administration, finance, procurement and/or communication;
- Knowledge of TB and HIV governance structures in the country, including the functions of the NTHC;
- Experience in cooperation with governmental, non-governmental and international organizations;
- Good interpersonal communication skills, including acceptance of responsibility to ensure that organizational objectives, policies and requirements are met; ability to handle politically sensitive issues and contacts within governmental and non-governmental organizations and within UNDP; sound judgment and maturity to foster a positive work environment;

- Familiarity with national legislation in the area of TB and HIV/AIDS as well as with TB and HIV/AIDS epidemics situation in the country;
- Knowledge of the Ukrainian government institutions and other actors involved in the response to TB and HIV/AIDS;
- Knowledge of procedures employed by the Global Fund;
- Demonstrated strong coordination and facilitation skills;
- Ability to use computers and office software packages;
- Proven writing and communication skills.

### **Core Competencies:**

- Leadership;
- Communication;
- People Management;
- Delivery;
- Innovation;
- Demonstrate/safeguard ethics and integrity;
- Demonstrate corporate knowledge and sound judgment.

### **Functional Competencies:**

- Job Knowledge/Technical Expertise;
- Promoting Organizational Learning and Knowledge Sharing;
- Client Orientation;
- Promotes Accountability and Results-Based Management;
- Strong organizational and time management skills;
- Ability to identify problems and proposes solutions.
- Self-development, initiative-taking;
- Acting as a team player;
- Managing conflict;
- Transparent decision-making.

### **Desired additional skills and competencies**

Experience in social and health areas, including TB and HIV/AIDS, will be considered as an asset.

### **Required Language(s) (at working level)**

Fluency in Ukrainian/Russian is required; knowledge of English language will be considered as an asset.

## **6. Travel:**

Should any travel be necessary in connection to this TOR, UNDP will reimburse the expenses based on the duly authorized travel details, including travel and per diems.

## **7. The following documents shall be required from the applicants:**

- a) Personal CV or P11, indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and telephone number) of the Candidate, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.
- b) A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.