

**PROJECT DOCUMENT****[Türkiye]****Project Title:** Strengthened Civic Engagement for Enhanced Democratic Local Governance in Türkiye**Project Number:** 00101209**Implementing Partner:** Union of Municipalities of Türkiye (UMT)**Start Date:** 01/01/2023**End Date:** 30/09/2025**PAC Meeting date:** 29/07/2022**Brief Description**

The overall objective of the Project is to create an enabling and sustainable environment for CSO-public partnership and volunteerism based on willingness, trust and mutual acknowledgement. Specific Objectives of the Project is to strengthen dialogue and cooperation between CSOs and public institutions and the legal framework on volunteerism in Türkiye at local and national level.

Contributing Outcome (UNSDCF, CPD, RPD):

UNSDCF 4.1: By 2025, governance systems are more transparent, accountable, inclusive and rights-based with the participation of civil society; and the quality of judiciary services is improved.

Indicative Output(s) with gender marker:

4.1 Legislative and policy making processes and governance mechanisms at national and subnational level strengthened to promote participation, transparency and accountability

* Indicative Output with gender marker GEN2

Total resources required:

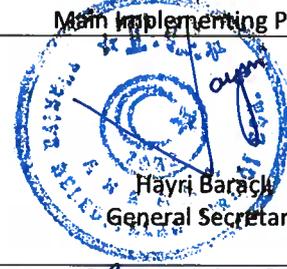
USD 5,823,600.00

*as per October 2022 exchange rate

Total resources allocated:**UNDP TRAC:** N/A**Donor (EU):** USD 5,823,600.00**Government:** N/A**In-Kind:** N/A**Unfunded:**

N/A

Agreed by:

Ministry of Foreign Affairs	UNDP	Union of Municipalities of Türkiye Main Implementing Partner
Rauf Alp Denktaş Deputy Director General for Multilateral Economic Affairs	 Louisa Vitoraz Resident Representative	 Hayri Baraç General Secretary
Date:	Date: 08.12.2022	Date: 08.12.2022

List of Abbreviations

CEMR	Council of European Municipalities and Regions
CESGP	Civic Engagement Small Grants Programme
CSOs	Civil Society Organisations
CoE	Council of Europe
DEUA	Ministry of Foreign Affairs, Directorate for EU Affairs
DGRCS	Ministry of Interior, Directorate General for Relations with Civil Society
DP	Development Plan
EC	European Commission
EC DG	European Commission Directorate General
EU	European Union
EUD	Delegation of the European Union to Türkiye
GNAT	Grand National Assembly of Türkiye
IPA II	Instrument for Pre-Accession Assistance II
Mol	Ministry of Interior
MoEUCC / GDLA	Ministry of Environment, Urbanization and Climate Change / General Directorate of Local Administrations
RBA	Rights Based Approach
SDGs	Sustainable Development Goals
STE	Short-Term Expert
ToR	Terms of Reference
UN	United Nations
UMT	Union of Municipalities of Türkiye
UNDP	United Nations Development Programme
UNV	United Nations Volunteers

I. DEVELOPMENT CHALLENGE

Civic engagement can be broadly defined as “the process through which individual and collective actors undertake voluntary action in the civil society arena – as opposed to the spheres of the family, the state and the market – with the aim of achieving socially relevant goals.” Participation, empowerment and partnership are the constitutive pillars of the civic engagement where active citizen participation is crucial. Therein, civil society plays an integral role in opening the space for amplifying the voice of the right holders in an organized and effective manner. Volunteerism is one of the important mediums and a good opportunity for engaging citizens in decision making and for fostering inclusion, ownership and sustainability, and particularly in ensuring efficiency and accountability in service delivery. Despite growing numbers of CSOs and a number of policy commitments by Türkiye for the empowerment of civil society, there is a need to increase level of cooperation between CSO and decision makers at the local and central level. Volunteerism is one of the important tools for enhancing civic engagement. The engagement of volunteers in the work of civil society is also the corner stone of participation, mobilisation or civic engagement. Therefore, insufficient level of cooperation with CSOs coupled with the lack of clear and sufficient legislative framework on volunteerism presented as considerable barriers to civic engagement. This project at hand will contribute to fill these gaps and to the establishment of a legal, political and social environment for enhanced dialogue and relations with CSOs and public institutions at local level.

An integral part of the EU accession agenda is to promote the inclusion of civil society and further development of participatory democracy in Türkiye. Therefore, the Project is also directly relevant to the key EU priorities. The Project at hand is in conformity with the priorities of the Accession Partnership and EU/Commission policies by supporting the ongoing work of Türkiye Assessment of various progress reports of the European Commission along with the policy endeavours of Türkiye to address gaps in civic engagement and volunteerism. Secondly, the Project is in line with the Revised Indicative Strategy Paper for Türkiye (for 2014-2020) under the Civil Society sub-sector which addresses to (...) to support the development of civil society and an enabling environment allowing its more active participation in democratic policy and decision making processes; to enhance civil society dialogue. Likewise, the European Commission’s Enlargement Strategy highlights EU’s support to CSOs and public administration reform which is essential for improving governance at all levels. Moreover, the EC Directorate General (EC DG) Enlargement’s Guidelines for EU Support to Civil Society in Enlargement Countries 2014-2020 include a set of objectives, results, and indicators which will allow progress to be measured at country level, as well as across the enlargement region. The intervention logic and most of the indicators defined in this Project have been inspired and followed by these Guidelines. Additionally, project is designed in line with the European Code of Conduct on Partnership which fixed common set of standards to improve consultation, participation and dialogue with partners such as regional, local, urban and other public authorities, including CSOs for promoting social inclusion, gender equality and non-discrimination during the planning, implementation, monitoring and evaluation of EU structural and investment funds. Furthermore, the Project is in line with in the needs addressed by 2021 Progress Report of Türkiye which underlines that empowered and diverse civil society is a crucial component of any democratic system, need for an improved operating space for CSOs and supporting implementation of municipal law as empowered routes for engagement between local public institutions and citizens as well as civil society. In response to above, the 2020

Annual Action Document on EU support to Civil Society targets (i) improving the legal framework for volunteerism so that it fully complements professional civil society work; (ii) improving public-CSO cooperation at local level; and (iii) supporting civil society's participation in decision-making processes.

The Project is also in line with national level policy framework. Several legal reforms were made in 2004 in Türkiye, 2008 and 2011 on the Civil Code, Law on Associations and Law on Foundations. Türkiye has also introduced certain policies for increased collaboration between CSOs and decision makers in its key national policy targets. This includes, first of all, the 11th Development Plan (DP) 2019-2023, which has a specific target to increase public awareness about civil society and organized civil society, to ensure that CSOs are in conformity with principles of transparency and accountability and promote effective participation of CSOs to public decision-making processes. The 11th DP also provides explicit reference to the adoption of an inclusive framework regulation for volunteering. Moreover, the 2022 Annual Programme of the Presidency focuses on formulation of legal and administrative regulation in the area of civil society and volunteerism, improving the awareness of civil society, strengthening the organized civil society and also effective participation of the CSOs to the public decision-making processes. Project also fully in line with the new Presidential Decree No:17 Article numbered 1 of, adopted in 2018, regarding the Organization and Duties of the General Directorate of Civil Society Relations (DGRCS) established under the Ministry of Interior (MoI) has been mandated to identify mid-term and long-term strategies related to civil society, engage in research and capacity development studies in cooperation with CSOs and other institutions including universities, encourage volunteering in the field of civil society and improve statistics on it and carry out the necessary work to create a pool of volunteers.

Within this policy related framework, project addresses the following key needs:

- Need to transform legal framework for CSOs in Türkiye so as to enable (i) dialogue and cooperation between the CSOs and public institutions, (ii) CSOs' participation in public activities and programmes at all levels (ii) improved fundraising of CSOs. The only existing legal framework for public consultation is the Regulation on the Procedures and Principles of Drafting Legislation. However, there are limitations of the consultation process largely due to the procedures and criteria i.e. the process is not obligatory and does not define specific criteria for selection of the CSOs that are to be involved in the policy process.
- Need for comprehensive transformation in the policy environment in terms of regulations and practices regarding right to organize, employment capabilities of CSOs, voluntary working, financial rules the organizations are subject to, resource development tools, and their participation to decision-making processes.
- Need for adoption of an overall civil society development strategy with multiannual working programs and multi sectoral cooperation mechanisms for effective participation. and civil society development in Türkiye. There is also need for specific guiding tools on civil participation.
- Need for enhanced capacities of CSOs for carrying out advocacy and engaging in policy dialogue as well as basic technical skills, such as organisational management, collaboration with volunteers, fundraising and financial management.
- Need for to improve volunteerism, rights and responsibilities of volunteers and organisations and need to develop adequate legal framework for volunteerism including definition of volunteerism/volunteers in the current legislation

which is currently absent in Türkiye. Therefore, there is a need for a legislation that allows for flexibility, respects human rights (notably freedom of expression, association) and that promotes civic engagement.

The project will help tackling some of the above-mentioned needs, namely by working on the improvement of the legal framework on volunteerism, by offering opportunities for CSOs-public cooperation and by enhancing capacities on both sides to engage in constructive partnerships.

II. STRATEGY

Through policy and legislative initiatives and by enacting, fostering channels of accountability, transparency and participation, authorities at the local and central level have the duty to create the required environment for civic engagement and volunteerism. At the first level, this would imply public institutions to provide timely, accurate information on the decision-making processes and placing due weight to the results of consultation and collaborations with civil society in the larger sense. On the other side, CSOs' responsibilities touch upon similar issues; accountability, legitimacy, transparency, enabling the participation of right-holders in an inclusive manner in their decision making. Accordingly, capacity building, especially on human rights-based monitoring, reporting and advocacy are crucial. Through initiatives in the fields of civic engagement and volunteerism there will be provided necessary framework for the rights of the volunteers, right holders, CSOs and responsibilities of public actors.

The following five key challenges (1) Lack of strong and comprehensive policy documents on civic engagement, (2) Reduced opportunities for CSOs/local authorities cooperation, (3) Need for specific guiding tools on civil participation, (4) Absence of regulatory frameworks concerning volunteerism, rights and responsibilities of volunteers and organisations, and (5) Lack of awareness among the public and institutions about the importance volunteerism in the framework of civic engagement are the core problems that the Project will address concerning civic engagement and volunteerism. In addressing these challenges and building on the human rights approach between duty bearers and right-holders organized into civil society, the Project at hand is built on a Theory of Change that IF (1) a sustainable partnerships between CSOs and local authorities to increase awareness of civil society's engagement in policy making processes, through innovative enhanced community-based initiatives and the promotion of volunteerism in Türkiye is established; And (2) volunteerism in Türkiye at local and national level including an improved legal framework is promoted, THEN an enabling and sustainable environment for volunteerism in Türkiye will be established, as well as mutual trust and enhanced cooperation between CSOs and local authorities will be established. In the long term this will lead to Civil society and public institutions at local level working in partnership through dialogue and cooperation – on the basis of willingness, trust and mutual acknowledgment, on common interests and policy making.

Challenges	Insufficient level of cooperation between CSO and decision makers	Insufficient legal and policy framework			RISKS
Underlying causes	Lack of strong and comprehensive policy documents on civic engagement	Need for specific guiding tools on civil participation	Absence legislative regulations concerning volunteerism	Lack of awareness on the importance volunteerism in the framework of civic engagement	<ul style="list-style-type: none"> CSOs and local authorities' unwillingness to collaborate. Lack the necessary capacity (human resources, etc.) of CSOs to collaborate effectively with local authorities Lack of determination of local/public institutions to improve the legislative environment and willingness to cooperate with CSOs in decision-making processes and implementation Continuation of COVID-19 preventing travel and meetings of regional stakeholders
Long term impact	Civil society and public institutions at local level work in partnership through dialogue and cooperation – on the basis of willingness, trust and mutual acknowledgment, on common interests and policy making				
Change to be achieved	An enabling and sustainable environment for volunteerism in Türkiye is created				
Solutions	Establishing sustainable partnerships between CSOs and local authorities to increase awareness of civil society's engagement in policy making processes, through innovative enhanced community-based initiatives and the promotion of volunteerism in Türkiye		Promoting volunteerism in Türkiye at local and national level including an improved legal framework		
Interventions	Analyse the current level of civil society's participation in policy making and needs of the local participatory mechanisms	Develop Civic Engagement Strategies and 2 Year-Action Plans	Develop a toolkit for the implementation of CoE Guidelines on Civil Participation in Political Decision Making in the context of Türkiye	Capacity development through training programmes	
	Enhance capacity, networking and awareness raising on volunteerism	Enhance capacity of UMT and DGRCs on civic engagement and develop Proposal Report	Enhance awareness raising on civic engagement and networking	Develop proposals on legislative regulations concerning volunteerism in Türkiye	
Cross Cutting Issues	Gender and Inclusiveness	Transparency	Participation	Accountability	
Scope	National			Local	

Based on its above stated strategy and intervention logic, the Project is directly contributing to the Outcome of UNSDCF (2021-2025) 4.1: By 2025, governance systems are more transparent, accountable, inclusive and rights-based with the participation of civil society; and the quality of judiciary services is improved. Complementarily, it directly serves for UNDP CPD (2021-2025) output namely "4.1 Legislative and policy making processes and governance mechanisms at national and subnational level strengthened to promote participation, transparency and accountability". In line with UNSDCF and UNDP CPD priorities, the Project specifically targets to strengthen dialogue and cooperation between CSOs and public institutions and the legal framework on volunteerism in Türkiye at local and national level. The Project at hand, will directly contribute to realization of the SDG 16, SDG 17, SDG 11 and serve Rights Based Approach (RBA) by enhancing participation and partnership at all levels.

In order to overcome these risks, Project will be sustaining a continuous dialogue among all stakeholders through building collaboration and forging a consensus-based approach as further explained below. In order to overcome any

risks to lacking capacities, the Project adopts a strong capacity building approach including different methods (conventional trainings, interactive approach to trainings, grant scheme, mentoring, technical assistance). Further on, the Project will be developing an effective strategy to promote the willingness of CSOs and other target groups to collaborate and will contribute to the mobilization of civil society sector through information sharing activities for relevant stakeholders and opportunities to share success stories. Regarding the risks on legislative environment, the project will continuously engage with the public institutions and law makers and will promote the benefit of improving environment for CSOs and volunteerism. In mitigating the effects of the Pandemic, the Project will implement activities on-line where necessary and will develop innovative approaches to cooperation which will make the best use of available digital capacities.

- As regards to division of roles; the UNDP will be responsible for the implementation of the Project and the use of the funds under a Contribution Agreement signed with the EUD. UNDP is expected to ensure the achievement of the Project's expected results as presented in this document and under the conditions stipulated in the General and Special Conditions of the Agreement.
- Department of Project Implementation of the DEUA, as the Lead Institution, will lead the implementation strategy and any eventual shifts and adjustments during the implementation. Further on, the DEUA will be a part of the quality assurance in terms of being involved in the monitoring of the Project and providing guidance for the implementation and further improving and strengthening the Project's expected results. The DEUA also assumes role of National IPA Coordinator (NIPAC) and ensures general coordination of IPA. The DEUA will liaise with EUD on behalf of governmental authorities, when necessary and as appropriate; and will facilitate inter-institutional coordination.
- As End Beneficiary of the Project, UMT and DGRCS will be closely involved in implementing this Project in cooperation with the UNDP and following the lead and guidance of the DEUA as lead institution and will be responsible contributing to the initiating of the Project and further carrying out all activities in line with the Project work plan; following and monitoring the proper implementation of activities of the Project and review the reporting to the Project Committee (PSC); Mobilizing and coordinating other institutions involved in the Project; ensuring proper participation and representation of relevant Turkish institutions in activities organized within the Project; reviewing and approving, in a timely manner, the Project outputs.
- UNV, as a UN partner organisation will support UNDP in terms of promoting volunteerism as a development concept given that a large part of CSO work is based on voluntary action. UNV will support UNDP effort for involvement of CSOs in more strategic policy engagement and genuine participation in governance. UNV will support the development of the legislative framework on volunteerism and enhance the capacities of the local administrations and CSOs on volunteer management.
- EUD as representative of the EU which will be part of implementation, will contribute follow and monitor activities and deliveries as well as the evaluation for this programme; participate to the SC meetings; attend and represent the EU in activities and other actions during the implementation of the project; and provide advice and guidance for the purposes of improving and strengthening further the project's expected results.

While the objective has been to identify provinces that present as conducive an environment for civic engagement as possible, significant effort has also been made to reasonably diversify the selection in terms of capacities and socio-economic development levels among the provinces. A number of selection criteria were applied through the five-step process in identifying pilot provinces where the Project will be implemented. The Criteria set are as follows: "Demographic Distribution" (Step 1) and "Economic Distribution" (GDPs between 20 000 000 and 100 000 000 (Step 2), where a sizeable number of most and least developed provinces were eliminated. At the same time, Geographic Distribution and Political Representation (Step 3) criteria were taken into consideration, to ensure a balanced socio-political distribution across geographic regions. Moreover, the "Enabling Environment" criterion, including considerations on CSO Presence/Number¹, Socio-Economic Development (SEGE) Index (2017)², the active presence of universities and CSO in the province and the level of engagement/cooperation with the local actors within the scope of their works (Step 4), was taken into account in selection. The latter also helped the assessment of a conducive environment where people would have sufficient resources to be involved in CSOs and volunteerism activities. Finally, "Type of municipality" was taken into account since it was important to involve both metropolitan and provincial municipalities (Step 5)³. The results of the project in terms of civic engagement modalities are desired to be replicable and customizable by other municipalities; for this reason a balanced representation of municipalities with different scales is important. Through the application of this methodology, the following provinces from each geographic area of Türkiye were identified: Manisa, Trabzon, Eskişehir, Elazığ, Çanakkale, Mersin, Gaziantep. Commitment letters from all seven municipalities of the pilot provinces were also received to ensure their ownership and engagement in the Project.

Gender balance will be sought in all of the Project's managing bodies and activities, and importance will be given to gender issues at every stage of the Project including preparing guidelines for applicants to the small grants programme and providing disaggregated data by gender. The activities will be designed to ensure equal participation of and opportunities for women and men. The Project will target those CSOs that work on gender equality and women empowerment issues at local/regional level in order to incorporate gender equality in local agenda. The Project will also benefit from the European Charter for Equality of Women and Men in Local Life, which was launched by Council of European Municipalities and Regions (CEMR) in 2006. Currently, UMT holds vice-residency of CEMR and promotes the Charter in Türkiye and encourages local leaders to become signatory. Throughout the Project, the CEMR charter will also be promoted for local leaders and encourages the local authorities to adopt its principles. In terms of participation of persons having special needs (i.e. women, people with disabilities, elderly, children, refugees, etc.), the Project will benefit from Local Equality Action Plans (LEAPs) of municipality commissions on equal opportunities for women and men in selected pilot provinces as for adoption of gender equality and social inclusion principles. In those municipalities who are already implementing LEAPs, submissions to the grant component of the Project by the initiatives which present a clear alignment with the LEAP measures/targets will be prioritized.

¹ The CSO data is received from Ministry of Interior DERBIS system.

² SEGE bottom rankings 5,6 were eliminated to ensure an optimal development level.

³ Elazığ and Canakkale are provincial municipalities and Manisa, Mersin, Trabzon, Gaziantep and Eskişehir are metropolitan.

Therefore, the Project will contribute to LEAP execution and monitoring and leverage their impact. Similarly, proposals on LEAPs and gender-responsive budgeting (GRB) will get extra points, as those tools leverage the effectiveness of participatory decision-making processes for persons having special needs.

III. RESULTS AND PARTNERSHIPS

Expected Results

Project has four main expected results as formulated below with their related activities.

- **Result 1- Civic engagement strategies and a two-year action plans for CSO/local authorities' partnership developed:** This result aims to develop civic engagement strategies and two-year action plans in each 7 pilot cities for CSO/local authorities' partnership. To this end, a detailed analysis on the current level of civil society participation and needs analysis on the participatory mechanism will be conducted. This will be followed by the development of Civic Engagement Strategies and 2 Year-Action Plans for each province. Here, Civic engagement Task Forces chaired by the municipality and composed of local actors. This result also foresees technical visit and development of CoE toolkit which will provide guidance for implementation of the Civic Engagement Strategy and Action Plan.
 - 1.1. Analyse the current level of civil society's participation in policy making and needs of the local participatory mechanisms including CSO mapping and voluntary structures in pilot provinces
 - 1.2. Develop Civic Engagement Strategies and 2 Year-Action Plans
 - 1.3. Develop a toolkit for the implementation of CoE Guidelines on Civil Participation in Political Decision Making in the context of Türkiye

- **Result 2- Capacities of relevant stakeholders increased to support civic participation:** This result aims to improve institutional and individual capacities of local authorities and CSOs and partnership between them through training programmes and small grants programme. The grant programme is conceptualized as a capacity building exercise itself and is accompanied by strong technical and administrative assistance by the project team. Call for proposal will require applicants to include peer-to-peer learning activities among funded projects and the PT will support awarded projects organize small peer trainings or event. The trainings will include skills building and context specific approaches on civil engagement of specific groups of women, refugees, youth, elderlies and persons with disabilities. "Toolkit on the Implementation of CoE Guidelines on Civil Participation" will be also mainstreamed through the trainings/events
 - 2.1. Design Tailormade Civic Engagement Small Grants Programme
 - 2.2. Develop the CESGP Guidance, Guideline and Call for Proposals
 - 2.3. Establishing a web-based grant programme information system for grantees to follow up their notification/amendment requests for grant projects and provide input for monitoring and evaluation of grant projects
 - 2.4. Technical and administrative assistance during grant implementation and review, including monitoring visits

- 2.5. Conduct 6 one-day virtual information day meetings including trainings for small grants programme
- 2.6. Conduct 7 Online Orientation Meetings
- 2.7. Establish at least 2 Thematic Networks among the funded projects
- 2.8. Support organization of the peer to peer/peer-to-peer trainings/events among funded projects
- 2.9. Design and develop best practices booklet which will include outcomes of Projects supported by CESGP
- 2.10. Overall monitoring and independent evaluation of Civic Engagement Small Grants Programme implementation

- **Result 3- Civil society organizations and local authorities increased their capacity to facilitate participation in the decision-making process:** This result aims to build institutional and individual capacities of the UMT, DGRCS and relevant stakeholders (such as line ministries, local authorities and provincial organizations of the DGRCS) to support their capacities to interact with civil society organisations, to collect inputs from civil society and their capacity to stimulate civic participation.

- 3.1. Enhance capacity of UMT and DGRCS on civic engagement and develop Proposal Report
- 3.2. Enhance awareness raising on civic engagement and networking

- **Result 4- A legal framework, including laws/decrees and administrative provisions for volunteerism is drafted:** This component aims to develop proposals for legal framework for volunteerism in Türkiye. The efforts under this component will build on an assessment study on existing needs for improved volunteerism in including best practices in the selected EU countries. The component will provide the necessary environment for wide consultations, technical support and capacity building required for the development of a strong volunteerism framework.

- 4.1. Develop proposals on legislative regulations concerning volunteerism in Türkiye
- 4.2. Enhance capacity, networking and awareness raising on volunteerism

Resources Required to Achieve the Expected Results

The resources for achieving the expected results of the project, the European Commission will be allocating a financial contribution of USD 5,823,600.00. The total indicative amount made available under the Civic Engagement Small Grants Programme (CESGP) is USD 3,494,200.00. The main beneficiary, UMT, will provide office place for project team in its main building in Ankara. Both beneficiary partner institutions, UMT and MoI-DGRCS will be providing their policy design and research capacities, networks, institutional communication channels, human resources and expertise for the success of the project. To implement this project, UNDP will also mobilize its international and national expertise in the area of civic engagement and support to civil society to support the project and its activities.

Partnerships

The project will build on UNDP's long-standing and close partnership with the key national, central government agencies including beneficiary institutions UMT (main beneficiary) and MoI-DGRCS (co-beneficiary), lead institution (DEUA), local administrations and CSOs in pilot provinces through effective coordination and cooperation at central

and local levels. Such partnerships and cooperation will support to ensure linkages with design of national legislation and directives that are tailor made and applicable in Türkiye. During the project implementation, engagement with public sector, civil society and local administrations will be realized with continuous information sharing, online and hybrid events, workshops and meetings as well as country-wide application of the civic engagement grant programme.

Continuation of existing partnership and ownership of beneficiary partner institution, UMT and MoI-DGRCS are key to ensure operationalisation of the expected results as well as sustainable implementation of the project activities and services during the project and also after the end of the project to all segments of society with a standardized, inclusive, transparent, and accountable manner.

Risks and Assumptions

Success of the project depends on number of critical assumptions:

- Türkiye is fully committed to respect democratic principles as per Copenhagen political criteria,
- Related public institutions have political determination to improve legislative environment and to cooperate with CSOs in decision-making processes and implementation,
- Both public authorities and CSOs are willing to engage in dialogue and cooperation,
- Grant beneficiaries show willingness to develop effective and sustainable cooperation,
- Media is open to promote civil society work and dialogue.

In achieving the objectives, the Project is well aware of the key risks:

- CSOs and local authorities' unwillingness to collaborate,
- Lack of the necessary capacity (human resources, etc.) of CSOs to collaborate effectively with local authorities,
- Lack of determination of local/public institutions to improve the legislative environment and willingness to cooperate with CSOs in decision-making processes and implementation,
- Continuation of COVID-19 preventing travel and meetings of regional stakeholders.

Stakeholder Engagement

- Target Groups of the Project are: UMT, DGRCS, Ministry of Environment and Urbanization General Directorate of Local Authorities, Ministry of Culture and Tourism, Directorate General of Foundations, Ministry of Youth and Sports, Ministry of Labour and Social Security, Ministry of Family and Social Policies, Development Agencies, Local Authorities, CSOs, Universities, Think Tank Organisations, Professional Organisations, Business Organisations, Civil Society Networks
- Final beneficiaries of the Project are: Local Population, UMT, municipalities, DGRCS, Development Agencies, Local Authorities, CSOs, Universities, Think Tank Organisations, Professional Organisations, Civil Society Networks, and Business Organisations

This project carries a low risk as evaluated based on the SES and the project team will continue to monitor project activities and outcomes to ensure adherence to UNDP's environmental principals. Low risk projects are projects that, include activities with minimal or no risks of adverse social or environmental impacts.

The project indeed will have a direct positive impact and positive externalities as regards to civic engagement of social and environmental policy related civil actors in to the central and local level policy formulation and implementation in a way to promote their social inclusiveness and environmental sensitivity. Social and Environmental Compliance Review and Stakeholder Response Mechanism will also be made available for all target groups and stakeholders by UNDP. Particularly through civic engagement small grant programme (CEGSP) will support local and regional adaptation measures in Türkiye to improve the resilience of communities, protect natural resources and ecosystems and improve the capacity of vulnerable economic sectors to adapt to climate change. At least 30% of the grants will be allocated to CSOs (along with co-applicant municipalities) working on environment and climate change.

The project also aims to utilize environmentally friendly policies throughout all project activities such as double-side printing, using recycled paper, recycling materials not needed, environment-friendly transportation use, environment-friendly tools including pens, notebooks, handbooks and/or manuals.

South-South and Triangular Cooperation (SSC/TrC)

The UNDP will establish/maintain networks and seek opportunities for inter-regional/inter-institutional collaboration and cooperation through UNDP's Regional Hub that serves for Eastern Europe and Central Asia. The outputs of the project will also be disseminated with the relevant countries through the networks to be established/maintained within the scope of the project following approval of the project parties. The Regional Hub covering Eastern Europe and Central Asia along with other regional bureaus and HQ, will support the UNDP Türkiye CO in such efforts.

Digital Solutions

Use of digital tools for strengthening local governments' transparency and ease the access to information is prioritized as part of the project particularly through below stated actions:

- UNDP in close consultation with the UMT will design pilot e-participation Forum to ensure citizen's and CSOs' engagement in policy, decision-making, and service design and delivery. The Forum will be piloted in two selected municipality and will complement existing interventions in the field of local governance. The Forum will function as a platform for discussion and addressing most urgent and important issues for a local community in participatory, inclusive and deliberative approach.
- In analyzing best practices on civic engagement, a special attention will be paid to digital platforms for citizen participation and online tools such as "gamification" of civic engagement platforms.
- UMT's web site and www.katilimcilikpusulasi.com websites will be updated to improve their existing capacity as resource centre on local participation by uploading recent information guidelines, sample projects, best examples as well as tools, are shared with other municipalities and public.

- Grant program applications will be taken via digitalised application system through website of the project to be established.

Knowledge

- Describe any specific knowledge products, besides evaluations, that will be produced by the project (e.g., publications, databases, media products, etc.) and how the project will create visibility for knowledge and lessons learned generated by the project so others can benefit.
- Project envisages various experience and knowledge sharing meetings (for grant programme that is open across country, also knowledge sharing meetings for members of Task Forces from each of the 7 pilot regions with the aim of sharing experiences and progress in implementation of the Project activities.
- Outputs/Reports of the project will be available through website of the project which made the key outputs available to other parties and public at large such as Best Practices on Civic Engagement and Recommendations Report, 7 Civic Engagement Strategies and 2-year Action Plans for each 7 pilot province, Reports of the Experience and Knowledge Sharing Meetings including recommendations for areas of improvement and opportunities etc.
- Project website will be developed under the project and will make key information about the Project and its outputs available to whole public.
- Best practices booklet which will include outcomes of Projects supported by CESGP will be designed and developed. 300 Booklets will be printed and softy copy will be uploaded to the UMT and Project website and also shared with all the relevant stakeholders for increased knowledge sharing.
- The press releases and news pieces about the Project activities and results will be developed by the Communications Unit of UNDP Türkiye in cooperation with the Project Team.
- They will also be published on the project website, UNDP Türkiye web site, the implementing partners' websites, social media accounts and UNDP Türkiye monthly e-newsletter New Horizons.
- For all capacity building activities, evaluation forms will be distributed to the participants, both before and after the activity, in order to assess the effectiveness of the activity and assessment for further improvement.

Sustainability and Scaling Up

- The intervention modality proposed for implementation of the project includes a number of measures to optimize the multiplier effects and sustainability of the impact after completion of the Project. These elements *include*, but are not limited to, improved legislative base, establishment of online platforms, networks, forums, comparative analysis and best practice reports. In addition to such outputs the project is expected to contribute significantly to the human resources capacity both at the central and local level through various training activities. The knowledge on other country experiences on civic engagement and know-how to be gained through the trainings will be used for future reform endeavours.
- Increasing the capacity of the UMT, DGRCS and various local actors will guarantee further engagement with civil society as both institutions are key for providing a better legal environment for CSOs and *developing* good practices and models to increase participation in decision and policy making at local level. Another strong sustainability aspect of the action is that some events will provide ‘model implementations’ in terms of their content and methodology, which can be used by other public institutions and possibly scaled up and financed under other projects
- In terms of financial sustainability, CSOs are facing constant deficiency of funds for their operating and services. While the CESGP will not resolve long-term funding challenges, some immediate effects will surely be visible. By promoting transparent and system funding from CESGP, CSOs can ideally expect support in *more* regular and long-term basis. The Project is geared towards strengthening institutional and individual capacities and the funds will be used for this specific purpose. As such, once the required capacity will be established, the Project beneficiaries with the skills and tools, will be able to expand the implementation of the recommendations and scale up pilot interventions from their own resources.
- Institutional sustainability will also be achieved through strengthening the contacts and networks within the Project. The Project anticipate involvement of a broader range of stakeholders which will be specifically *considered* and motivated to contribute to institutional sustainability of the results. In this regard, the Project will closely work with the local authorities and CSOs and close involvement of the UMT as union of the local authorities and DGRCS institution regulating the relations with the CSOs directly would strengthen the intervention of this Project. Municipalities and CSOs will have greater understanding of benefits of involvement of the CSOs in decision and policy making process. The small grant programme will also contribute to the capacity of local authorities and CSOs.
- In terms of policy sustainability, promotion of civic engagement and capacity development activities will involve scaling up initiatives between local authorities and CSOs. In addition, Civic Engagement Strategies and a two-year Action Plans for CSO/local authorities’ partnership as well as new civic engagement mechanisms such as Tasks Forces can be replicated in all provinces and UMT’s network and provincial presence will provide great advantage for the intervention. The legal framework on volunteerism will also provide policy level change in the volunteerism structure and with enabling legal environment volunteerism will be scaled up.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

- The European Commission will allocate a financial contribution of USD 5,823,600.00 to achieve the expected results of the project during 33 months of total project duration. Moreover, UMT, Mol-DGRCS and UNDP will be providing their policy design and research capacities, networks, institutional communication channels, human resources and expertise for the success of the project.
- UNDP's workforce individually and collectively acts to promote the timely accomplishment of the organization's mission consequentially. The technical competency and experience that UNDP accommodate are key factors for effective and successful achievement of targeted outcomes. With clear structural roles, policy manuals and guidelines UNDP has institutional capacity on the provision of high calibre implementation support services through its competent human resources, rapid mobilization capacity, and institutional regulations on procurement, administration, finance and accounting, monitoring and valuation and contract management that ensure full transparency and impartiality as well as effectiveness and efficiency.
- UNDP also pursues the sustainability of its programs and projects, through strong emphasis on local, regional and national cooperation, exchange and networking as well as a significant focus on monitoring, evaluation, and reporting. Identifying best practices and lessons learned and disseminating experience for replication and scaling-up of the practices fall within the mandate of UNDP.

Project Management

The main implementing partner of the Project will be the UMT. The Project Office (PO) will be located in Ankara at UMT premises and costs for necessary furniture and equipment will be undertaken by the Project's budget. Daily running expenses of the PO will be covered by the Project's budget. The Project office furniture and equipment will be transferred to main beneficiary institution UMT at the end of the Project.

The UNDP will establish a Project Team (PT) to ensure effective and effective implementation. The PT will be headed by the Chief Technical Advisor (who is also acting as Project Manager) (PM/CTA). The PT will be composed of local and international experts, and administrative support staff as listed below.

- Chief Technical Advisor (who is also acting as Project Manager) (PM/CTA)
- Project Associate (PA)
- Grant Manager (GM)
- Monitoring and Evaluation Officer (MEO)
- Field Coordinator(s) (FCs)
- Project Assistant(s) (PAs)

The PT will work in close cooperation with the main beneficiary UMT, and co-beneficiary institution, Mol-DGRCS. In addition to the PT, depending on the nature of the work and complexity, a number of technical and administrative roles and services are covered by the UNDP Country Office and are cost-shared within the office. Based on the needs

of the action and the projected inputs, the following positions are included, on a pro-rata basis, as direct costs to the Action. The time allocation is based on the existing workflow in the UNDP office and is pro-rated to the scale of the budget and the scope of the action requiring different time inputs from different positions.

- Access to Justice and Human Rights Specialist (60%)
- Communications Officer (35%)
- Procurement Analyst (15%)
- Programme Finance Administrator (25%)

Roles and responsibility of project management team members are listed as follows:

Chief Technical Advisor / Project Manager (PM/CTA) (full time: 33 months)

- Ensures that the implementation and outputs are timely and adhere to project objectives
- Provides advice, guidance and technical inputs for the implementation of the Project
- Supervises the Project Team and ensures smooth implementation of day-to-day activities and tasks
- Manages day-to-day contractual relations with the donor and timely implementation of workplan
- Reviews and ensures the technical quality of regular reporting and output related substantial documentation of the Project
- Maintains collaborative working relationships and coordination among key project partners and donor, through effective communication, consultation and reporting
- Provides strategic feedback, reporting of risks and potential bottlenecks to Partnership and Quality Assurance Team during the implementation of the Project
- Liaising with key national and international stakeholders at the institutional level regarding the realization of activities of the Project

Project Associate (PA) (full time: 33 months)

- Coordinates the overall administrative tasks of the Project
- Liaison with Finance, Admin, Procurement and Human Resources Units
- Takes lead in the process of preparation of project addendums/notifications
- Ensures compliance with UNDP and EU rules and regulations
- Organizes and facilitates the work of the TAT
- Carries out a wide range of tasks related to project formulation and implementation, including delivering high-quality outputs in a variety of project implementation processes
- Supports MEO and Communications Officer for identification and reporting of key information
- Reports to CTA/PM

2 Field Coordinator(s) (FCs) (full time: 48 months in total)

- Based in the field (each coordinator will be assigned with project implementation in pilot provinces)
- Supports monitoring of grants and coordination of project activities.
- Ensures hands-on management at the activity level

- Running the local level consultations in a participatory way and make sure that the results are reflected in grant priorities and management
- Supporting local authorities and CSOs, in developing and implementing Civic Engagement Strategy and Action Plans

2 Project Assistants (PAs) (full time: 60 months in total)

- Undertakes all daily administrative tasks
- Supports the overall project implementation
- Undertakes all tasks in the ERP system including initiation of e-requisitions
- Supports planning and implementation of Grant Program and monitoring related activities, Grant Manager and Field Coordinators for providing hands-on support to grantees
- Provides support for the coordination of communication and visibility activities
- Reports to CTA/PM

Grant Manager (GM) (full time: 29 months)

- Develops detailed structure and guidelines of grant programme.
- Undertakes all activities for the implementation of the grant programme including informative sessions, liaising with grantees and municipalities
- Provides technical expertise and coordinate grantees, civil society to understand the project objectives, as well as the grant projects serving for the objectives of the Project
- Undertakes the Field Coordinator role for one of the pilot provinces
- Reports to CTA/PM

Access to Justice and Human Rights Specialist (60%)

- Ensures quality of outputs from human rights based technical perspective and provides guidance to experts
- Provides support to CSOs and municipalities for adopting human rights-based approach and gender mainstreaming
- Contributes to implementation, risk assessment and management continuously based on rights based approach
- Continuously builds the capacities of and supporting the project team and beneficiaries on international human rights standards and literature
- Ensures human rights approach to monitoring of project results
- Reviews communication materials to ensure correct usage of language in terms of human rights and gender equality

Monitoring and Evaluation Officer (MEO) (full time: 29 months)

- Monitoring and evaluation of the Project
- Development of donor and other project reports including monitoring and reporting of grants
- Inputs quality assurance of results

- Ensures timely preparation of the Projects' reports to be submitted to the Contracting Authority in a timely and high quality manner with the inputs of the PT and beneficiaries
- Undertakes various field missions (at least 4 visits annually) to collect data in terms of the results, lessons learned and best practices, to verify that project activities are on track and results are delivered taking into account the bigger outcome/impact level changes expected from the intervention
- Responsible for timely and effective design and implementation of objective evaluations and monitoring achievement of results with their associated effectiveness, efficiency, impact and sustainability

Communications Officer (35%)

- Develops and implements Project's communication and visibility strategy
- Develops and disseminates success stories and human-interest stories of CSOs, municipalities and right-owners related with project
- Designs and ensures quality of communication activities for Civic Engagement Grant Program including pre-award and post-award grant program support
- Supports the visibility actions of the Project in line with Article 7 of the General Conditions
- Supports the Project with proofreading and editing of the documentation produced within the scope of the Project

Procurement Analyst (15%)

- Procurement of equipment and services (including recruitment of STEs)
- Ensures accountable system for procurement and compliance with UNDP procurement rules for all actions and compliance of all procurement transactions
- Supports description of services, management and correct use of LTAs
- Preparation and adherence to yearly procurement plans
- Responsible for maintaining of project procurement documentation
- Liaison for local/international procurement process
- Most importantly, make sure that the recruitment of STEs will be done in high quality and highest efficiency serving for the overall

Programme Finance Administrator (25%)

- Ensuring the quality of financial management of the project
- Review, monitor status of project budgets / advances and cost sharing deficits (if any) and coordinate corrective action
- Ensures maintenance of the internal expenditures control system including timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers and POs
- Monitors and ensures projects financial data are correctly entered into ERP (Budgets, AWP, GMS rates)
- Tracks project delivery on quarterly basis and produce delivery reports
- Performs full compliance with UNDP rules, regulations and operational policies, ensure implementation of CO's SOPs, keep updated on POPP and ensure application of POPP to the project

- Monitors corporate dashboards to ensure project financial indicators are correct and valid, initiate corrective action in case an indicator shows-up in the dashboard
- Conducts review prior to formal submission of financial reports to donors
- Receives final payment documents (i.e. receipt, invoice, etc.)
- Issues payment

UNDP will provide direct country office support services (as listed above) and direct project costing will apply in line with UNDP's cost recovery policy. Financial transactions and financial statements shall be subject to internal and external auditing procedures laid down in the Rules and Regulations of UNDP, whereby the cost of audit will be charged against the relevant budget line in the project budget.

A total of 500 Senior National, 555 Junior National, 399 Senior International and 30 Junior International person/days of short-term expertise will be mobilised for a number of activities. The Project will comply with UNDP equal opportunity policies, by recruiting personnel and selecting consultants in accordance with these well-established policies and practices.

A Project Steering Committee (PSC) will be established to ensure consistency and practicality of the activities of the project implementation. The PSC will be evaluating and assessing project activities in advance and during in the implementation process. The PSC will convene on a bi-annual basis and will be co-chaired by UMT and UNDP, in partnership with DEUA, DGRCS and other project beneficiaries. The Steering Committee will be composed of representatives of the Presidency of Strategy and Budget Office, EUD, MFA, DEUA, UMT, DGRCS, UNDP, UNV, other relevant public institutions and CSOs' representatives may be invited when and if needed.

V. RESULTS FRAMEWORK

Intended Outcome as stated in the UNSDCF/Country [or Regional] Programme Results and Resource Framework:
 UNSDCF (2021-2025) Outcome 4.1: By 2025, governance systems are more transparent, inclusive and rights-based with the participation of civil society; and the quality of judiciary services is improved.

Applicable Output(s) from the UNDP CPD (2021-2025) Output 4.1: Legislative and policy making processes and governance mechanisms at national and subnational level strengthened to promote participation, transparency and accountability.

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

4.1.1 Number of proposals developed by UNDP for preparation of legislative and regulatory frameworks that enable civil society to engage in public sphere and contribute to sustainable development. Baseline: 0 Target: 9

4.1.2 Number of civil society partners empowered by joint work to participate in policymaking. Baseline: 78 Target: 104

Project title and Atlas Project Number: Strengthened Civic Engagement for Enhanced Democratic Local Governance in Türkiye, Project No: 00101209

EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)				DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	Year 3	FINAL	
Output 1 Civic engagement strategies and a two-year action plan for CSO/local authorities' partnership developed	1.1.Number of civic engagement strategies in pilot cities.	Project reports	0	2021			7	7	Records of Ministry of Interior and UMT Project reports Project-based M&E tools and systems
Output 2 Capacities of relevant stakeholders increased to support for civic participation.	2.1 Number of new toolkits for supporting civic participation in the decision-making process	Project reports	0	2021			1	1	Risks: - Low political determination of related public institutions to improve legislative environment and to cooperate with CSOs in decision-making
	2.2 Number of experience-sharing meetings and capacity building trainings	Project reports	0	2021		10		20	
Output 3 Civil society organizations and	3.1. Number of partnership projects supported	Project reports	0	2021		20		50	

EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)				DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	Year 3	FINAL	
Output 4 A legal framework, including laws/decrees and administrative provisions for volunteerism is drafted.	3.2. Number of civil society partners empowered by joint work to participate in policymaking	Project reports	0	2021		9		18	processes and implementation - Low willingness of both public authorities and CSOs to engage in dialogue and cooperation. - Low willingness of Grant beneficiaries to develop effective and sustainable cooperation. - Low openness of media to promote all sorts of civil society work and dialogue.
	4.1. Number of desk-based studies on volunteerism legislation	Project reports	0	2021				1	
	4.2. Draft legal framework on volunteerism submitted to the Presidency, Grand National Assembly and other relevant parties	Project reports	0	2021				1	
	4.3. Number of consultations with public institutions on the draft legal framework	Project reports	0	2021		5	7	7	
	4.4. Number of consultations with CSOs on the draft legal framework	Project reports	0	2021		8	10	10	

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans: *[Note: monitoring and evaluation plans should be adapted to project context, as needed]*

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Bi-Annually	Slower than expected progress will be addressed by project management.		
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Annually	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.		
Learn	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. Lessons Learned will be provided as part of section in the Progress Report to be provided annually.	Annually	Relevant lessons are captured by the project team and used to inform management decisions.		
Annual Project Quality Assurance	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 Including Design Stage QA and Closure Stage QA	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.		
Review and Make Course Corrections	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 steering committee and used to make course corrections.		
Project Report	A progress report will be presented to the Project Steering Committee and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output and result level.	Annually, and at the end of the project (final report) Following the first 12			

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
		months of the project implementation and due for submission within 60 days after the period covered by the report			
Project Review (Project Steering Committee)	The project's governance mechanism (i.e., project steering committee) 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 steering committee 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.	Bi-annually	Any quality concerns or slower than expected progress should be discussed by the project steering committee and management actions agreed to address the issues identified.		

Evaluation Plan

Since project is above 5 Million USD, both a mid-term and final evaluation is required for the project.

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNSDCF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
Mid-Term Evaluation	N/A	UNDP CPD Output 4.1.	UNSDCF Outcome 4	By the 1 st half of 2024	The Project will be evaluated (technical evaluation) by an independent team of experts	By project budget
Final Evaluation (Including Independent Evaluation of the Implementation of Civic Engagement Small Grants Programme) ⁴	N/A	UNDP CPD Output 4.1.	UNSDCF Outcome 4	By the 2 nd half of 2025 (to be conducted 1 month before the Project ends)	The Project will be evaluated (technical evaluation) by an independent team of experts.	By project budget

⁴ For practical purposes and to provide input to final evaluation report, it is merged with final evaluation report.

VII. MULTI-YEAR WORK PLAN

At the beginning of each year the respective years work plan will be reviewed and updated. All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.

EXPECTED OUTPUTS	PLANNED ACTIVITIES	PLANNED BUDGET BY YEAR			RESPONSIBLE PARTY	PLANNED BUDGET	
		Y1	Y2	Y3		Funding Source	Amount (USD)
Output 1: Civic engagement strategies and a two-year action plans for CSO/local authorities' partnership developed Gender Marker: 2	1.1 Analyse the current level of civil society's participation in policy making and needs of the local participatory mechanisms including CSO mapping and voluntary structures in pilot provinces	x			UNDP / UMT	30079	34,243.30
	1.2 Develop Civic Engagement Strategies and 2 Year-Action Plans	x	x	x	UNDP / UMT	30079	141,592.92

EXPECTED OUTPUTS	PLANNED ACTIVITIES	PLANNED BUDGET BY YEAR			RESPONSIBLE PARTY	PLANNED BUDGET		
		Y1	Y2	Y3		Funding Source	Budget Description	Amount (USD)
	1.3 Develop a toolkit for the implementation of CoE Guidelines on Civil Participation in Political Decision Making in the context of Türkiye	x	x		UNDP / UMT	30079	71200 - International Consultants 71300 - Local Consultants 71600 - Travel	40,020.00
Sub-Total for Output 1								215,856.22
Output 2: Capacities of relevant stakeholders increased to support civic participation Gender marker: 2	2.1 Design Tailormade Civic Engagement Small Grants Programme	x	x	x	UNDP / UMT	30079	71200 - International Consultants 71300 - Local Consultants 72600 - Grants 71600 - Travel	3,495,135.36
	2.7. Establish at least 2 Thematic Networks among the funded projects		x		UNDP / UMT	30079	71200 - International Consultants 71300 - Local Consultants	1,900.00
	Sub-Total for Output 2							3,497,035.36

EXPECTED OUTPUTS	PLANNED ACTIVITIES	PLANNED BUDGET BY YEAR			RESPONSIBLE PARTY	PLANNED BUDGET		
		Y1	Y2	Y3		Funding Source	Budget Description	Amount (USD)
Output 3 Civil society organizations and local authorities increased their capacity to facilitate participation in the decision-making process Gender marker: 2	3.1. Enhance capacity of UMT and DGRCS on civic engagement and develop Proposal Report		x	x	UNDP / UMIT	30079	75700 Training, Workshops and Confer 71600 Travel 71200 International Consultants 71300 Local Consultants	82,307.56
Sub-Total for Output 3								82,307.56
Output 4 A legal framework, including laws/decrees and administrative provisions for volunteerism is drafted. Gender marker: 2	4.1. Develop proposals on legislative regulations concerning volunteerism in Türkiye	x	x		UNDP / Mol-DGRCS	30079	75700 Training, Workshops and Confer 71600 Travel 71200 International Consultants 71300 Local Consultants	39,756.04

EXPECTED OUTPUTS	PLANNED ACTIVITIES	PLANNED BUDGET BY YEAR			RESPONSIBLE PARTY	PLANNED BUDGET		
		Y1	Y2	Y3		Funding Source	Budget Description	Amount (USD)
	4.2. Enhance capacity, networking and awareness raising on volunteerism		x	x	UNDP / Mol-DGRCS	30079	75700 Training, Workshops and Confer 71600 Travel 71200 International Consultants 71300 Local Consultants	10,133.25
Sub-Total for Output 4								49,889.29
Evaluation	Mid-Term Evaluation		x		UNDP	30079	71200 International Consultants 71300 Local Consultants	17,000.00
	Final Evaluation (including Independent Evaluation of the Implementation of Civic Engagement Small Grants Programme)			x	UNDP	30079	71200 International Consultants 71300 Local Consultants	25,500.00

EXPECTED OUTPUTS	PLANNED ACTIVITIES	PLANNED BUDGET BY YEAR			RESPONSIBLE PARTY	PLANNED BUDGET		
		Y1	Y2	Y3		Funding Source	Budget Description	Amount (USD)
Preparation and implementation of communication strategy	Preparation and implementation of communication strategy	x	x	x	UNDP	30079	71200 International Consultants 71300 Local Consultants 74200 Audio Visual&Print Prod Costs	- 88,784.75
Translation/Interpretation		x	x	x	UNDP	30079	74200 Audio Visual&Print Prod Costs	- 35,800.00
Office	Office equipment and supplies	x	x	x	UNDP	30079	72200 Equipment and Furniture 72500 Supplies	- 19,435.98
Travel		x	x	x	UNDP	30079	71600 Travel	- 89,192.66

EXPECTED OUTPUTS	PLANNED ACTIVITIES	PLANNED BUDGET BY YEAR			RESPONSIBLE PARTY	PLANNED BUDGET		
		Y1	Y2	Y3		Funding Source	Budget Description	Amount (USD)
Human Resources		x	x	x	UNDP	30079	71200 - International Consultants	1,209,615.00
							71300 - Local Consultants	-
							71400 - Contractual Services - Individual	-
Delivery Enabling Services		x	x	x	UNDP	30079	71500 - UN Volunteers	112,200.00
General Management Support		x	x	x	UNDP	30079	74596 - Direct Project Costs (GOE)	380,983.18
							75100 - Facilities & Administration	-
TOTAL								5,823,600.00

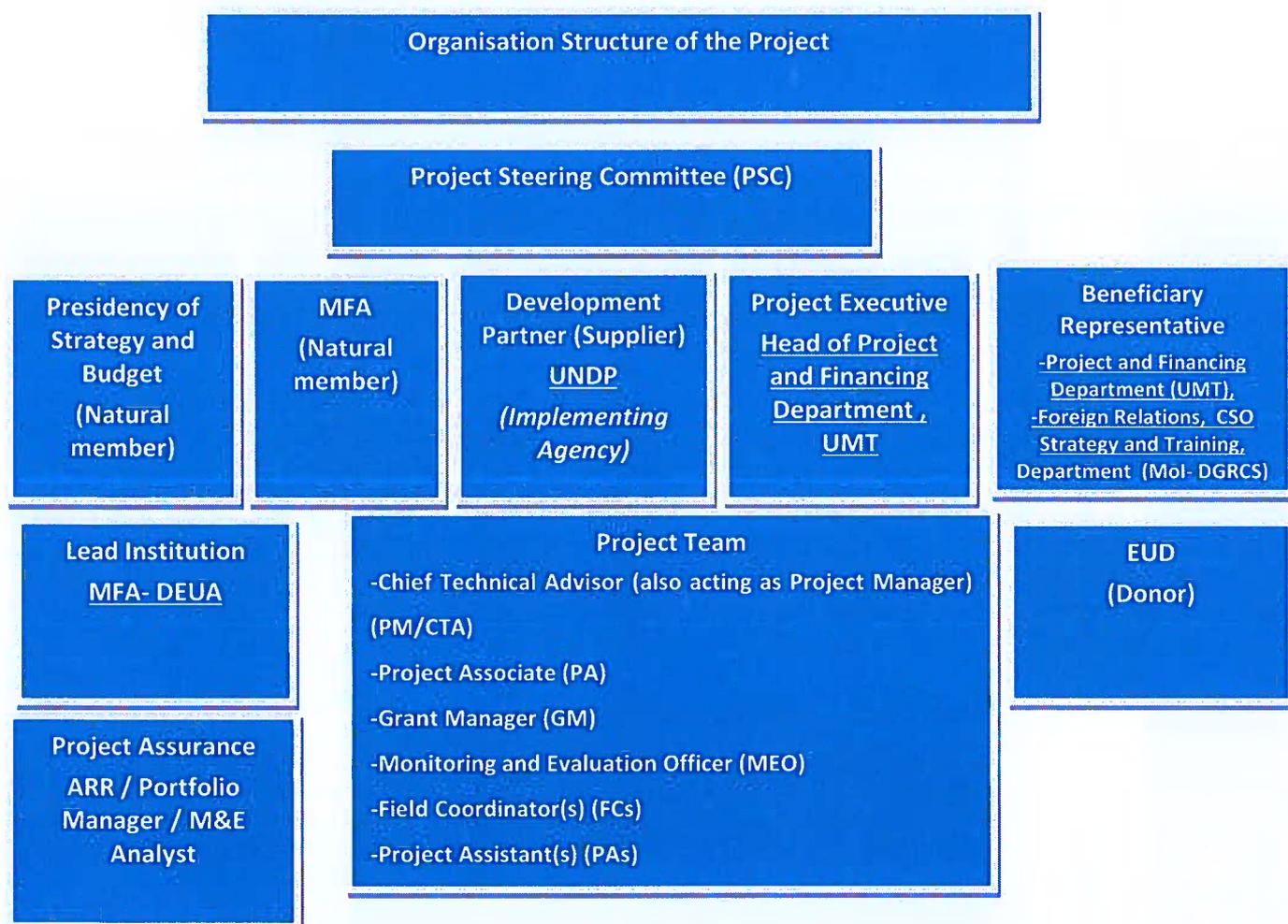
VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The Project will have a two-layer management structure. At the top, there is the PSC, which will oversee overall implementation of the Project and provide strategic guidance. The second layer of the management structure concerns day-to-day management and coordination.

Project Steering Committee will convene on a bi-annual basis and will be co-chaired by UMT and UNDP in partnership with DEUA, DGRCS and other project beneficiaries. The Committee will be composed of representatives of the Presidency of Strategy and Budget, EUD, MFA, DEUA, UMT, DGRCS, UNDP, UNV, Other relevant public institutions and CSOs' representatives may be invited when and if needed.

The responsibility and duties of the Committee include:

- To make an assessment of emerging needs for a sound project implementation,
- To make decision for the selection of the project proposals submitted in the Evaluation Reports prepared by the Independent Assessors under CESGP, in accordance with the ToR for selection and awarding criteria for the grants.
- To adopt the overall work programme and the annual work plans,
- To conduct a final review of the implementation,
- To recommend new strategies in the light of lessons learned,
- To recommend strategies for future sustainability of the Project,
- To discuss progress of the project, verify the achievement of the outputs and the mandatory results and indicators, and decide on actions to be undertaken for the success of the project,
- To recommend eventual amendment of the project timeline.



In order to ensure UNDP's ultimate accountability, the PSC decisions should be made in accordance with standards that shall ensure the best value for money, fairness, integrity, transparency and effective international competition.

As regards to implementation of grant programme, the UNDP will also establish a Grant Review Committee composed of UNDP Project Manager and Grant Manager of the Project, two representatives of UMT, two representatives of DEUA and independent assessors if needed. The grant contracts will be managed by UNDP in line with its micro-grant management rules and procedures. The Grant Review Committee will be invited and report to the PSC, as required.

The Project will be nationally implemented by the UNDP Project Team (PT), which will work in close cooperation with the Lead Beneficiary Institution DEUA, lead beneficiary UMT as well as co-beneficiary DGRCS. The UNDP CO will provide technical assistance and implementation support services.

The Project beneficiaries will also task relevant staff to cooperate with the PT and liaise with the PT on day-to-day project activities. For day-to-day interactions, the Chief Technical Advisor (who is also acting as Project Manager) and the staff assigned by the UMT and DGCSR will be the main contact persons for the project stakeholders.

IX. LEGAL CONTEXT

Türkiye is a signatory of a basic agreement to govern the United Nations Development Programme's (UNDP) assistance to the country, being the provisions of the Revised Standard Agreement signed between the Government and the Technical Assistance Board, which is one of the predecessor entities of UNDP (the "Basic Agreement") on 21 October 1965.

In this regard, the project document shall be the instrument envisaged and defined in the Supplemental Provisions, (https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/FRM_Pipeline%20and%20Revenue%20Management_Annexure%208%20-%20SBAA_Standard%20Annex%20to%20Project%20Document.doc&action=default&DefaultItemOpen=1) to the Project Document, attached hereto and forming an integral part hereof, as "the Project Document".

This project will be implemented by Union of Municipalities of Türkiye (UMT) ("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.

X. RISK MANAGEMENT

1. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

2. 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 Implementing Partner's obligations under this Project Document.

3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP 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>.

4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their

respective sub-recipients 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, the Implementing Partner, and each of its sub-parties referred to above, 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, the Implementing Partner, and each of its sub-parties referred to above, 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.

5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (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, the Implementing Partner will and will require that such 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 the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
- iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 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. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 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 Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.

b) The Implementing Partner 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 Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.

6. 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>).

7. The Implementing Partner shall: (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.

8. 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.

9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds.

10. In the implementation of the activities under this Project Document, UNDP places reasonable reliance upon the Implementing Partner for it to apply its laws, regulations and processes, and applicable international laws regarding anti money laundering and countering the financing of terrorism, to ensure consistency with the principles of then in force the UNDP Anti-Money Laundering and Countering the Financing of Terrorism Policy.

11. The Implementing Partner 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.

12. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP

Office of Audit and Investigations Investigation Guidelines. The Implementing Partner 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.

13. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', 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 the Implementing Partner to find a solution.

14. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, credible allegation of fraud or corruption or other financial irregularities with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

15. The Implementing Partner agrees that, where applicable, donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities which are the subject of this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud, corruption or other financial irregularity, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud, corruption or other financial irregularity, 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.

16. Each contract issued by the Implementing Partner 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 the Implementing Partner shall cooperate with any and all investigations and post-payment audits.

17. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, 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.

18. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

XI. ANNEXES

1. Project Quality Assurance Report
2. Social and Environmental Screening Template
3. Risk Analysis
4. Partner Capacity Assessment Tool (PCAT)



MINUTES OF THE LOCAL APPRAISAL COMMITTEE (LPAC) MEETING
Strengthened Civic Engagement to Improve Democratic Local Governance in Türkiye Project

Date:	29 July 2022, Friday / 16.00 - 17.15
Place:	Online Zoom Meeting
Chair: Mr. Miodrag Dragisic, Deputy Resident Representative (DRR), UNDP	
Participants:	
Union of Municipalities of Türkiye (UMT)	Mr. Cemal Baş, Head of Project and Financing Department Ms. Tuğba Ereken, Expert
T.R. Ministry of Interior (MoI)	Mr. Hüseyin Cevahir Özalp, Head of Group at DG Relations of Civil Society Mr. Halil Erbaş, Expert
T.R. Ministry of Foreign Affairs (MFA)	Mr. Harun Ercan, Expert, Directorate General for Multilateral Economic Affairs Ms. Bilge Özer, EU Affairs Expert, Directorate for EU Affairs Ms. Zelal Şen, EU Affairs Expert, Directorate for EU Affairs
T.R. Presidency of Strategy and Budget	Mr. Aşkın Çetinkaya, Strategy and Budget Expert, Multilateral Cooperation Department Ms. Gülüzar Güleç, Strategy and Budget Expert, Multilateral Cooperation Department
United Nations Development Programme (UNDP) Türkiye Country Office	Mr. Miodrag Dragisic, Deputy Resident Representative (DRR) Ms. Burcu Dıraor Aydın, IDG Portfolio Manager Ms. Esra Ulukan Fettahoğlu, RBM / Programme Analyst Mr. Emrah Doğan, Programme Finance Administrator Ms. Işıl Erdemli, Access to Justice and Human Rights Specialist Ms. Aslı Çoban, Gender Analyst Mr. Baran Türker, Procurement Assistant Ms. Eda Şenel, Project Assistant

Agenda Items (Annex 1)

I. Opening Remarks

II. Project Document Presentation (ppt presentation including key info of the project, Annual Workplan, Management and Monitoring Arrangements, Monitoring & Evaluation)

III. Other Issues and Q&A

Opening Remarks

- UNDP DRR Mr. Miodrag Dragisic, introduced himself and welcomed all participants. The DRR explained the purpose of the LPAC meeting, which is to present the project document to key partners and finalize through feedbacks then initiate the official signature process afterward. He gave a short introductory brief about the project, indicating that it belongs to the year 2020 'civil society sector' component of IPA II (Instrument for Pre-Accession Assistance) programming period in which the content was developed and matured through views and support of relevant parties. He then shared that the project thematically has crosscutting components of civil society and local administrations. The DRR briefly went over the key info about the project. He stated that the expected start date is planned for the end of the 3rd Quarter of 2022.¹ Awaiting final feedback from the European Union Delegation (EUD), the contract process is planned to be completed during or after the summer period. Preparations for the establishment of the team are ongoing.
- The DRR then explained the agenda of the meeting (Annex 1) and concluded his introductory remarks by giving the floor to the participants and IDG Portfolio Manager Ms. Burcu Diraor Aydın.

Project Document Presentation

(Annual Workplan, Management and Monitoring Arrangements, Monitoring and Evaluation)

- IDG Portfolio Manager Ms. Aydın, gave a presentation (Annex 2) on the key features and aspects of the project. The presentation explained the following topics;
 - Project Document (overall scope and objective of the project, situation and risk analysis, rationale, sustainability, alignment with strategic documents),
 - Project Beneficiaries, Partners, Stakeholders,
 - Capacity Development Plans, Communication & Visibility Plan, Gender Dimension, Social and Environmental Analysis, Possible Cooperation's (South-South),
 - Inception Period, Annual Workplan (outputs, indicators & targets, activities, budget, HR & procurement plans),
 - Feasibility of the Project Implementation Timeframe,
 - Management & monitoring (project implementation unit, roles, and responsibilities of all parties, steering committee composition),
 - Monitoring and Evaluation (planned reporting and monitoring schedules, evaluation plan),
 - Legal Context and other issues.

Feedback and Other Discussions

- T.R. Presidency of Strategy and Budget Expert Ms. Gülüzar Güleç stated that next week they would provide sectoral feedback. She asked if it was possible to make a minor change in the project's name. She indicated that during the preparations of the UNSDCF (United Nations Sustainable Development Cooperation Framework) documents, which is agreed upon between UN (United Nations) and Türkiye, there were some discussions on the type of governance, whether it is good or democratic governance. Therefore, she indicated that the project's name should only include 'Local Governance' rather than 'Democratic Local Governance' if possible. She shared that while this title is agreed on, it can lead to discussions among their institution, which could cause delays for the project. Ms. Güleç also explained that they couldn't see the seven pilot provinces written in the project document, indicating that they would prefer to include this within the Project document.
- T.R. Ministry of Foreign Affairs (MFA-DEUA) representative Ms. Bilge Özer indicated that a project name change is theoretically possible. Still, it would practically result in a one or two-year delay in terms of starting

¹ Start date may change depending on contract agreement with EUD (Note: After the LPAC meeting, start date of the project is agreed as 1/1/2003 with the EUD.)

the project She mentioned that the name of the project is written as 'democratic governance' in the Action Document, which is an annex to the Financing Agreement signed between the European Commission and the Turkish Government, also published in the official gazette (<https://www.resmigazete.gov.tr/eskiler/2021/04/20210428-7.pdf>). Since it is a part of the international agreement announced in the Official Gazette, she indicated that changing even a simple word in that approved document would require re-negotiating with the European Commission as well as adjustments to the financial agreement, which would take at least one year to negotiate, agree and realize, and also which can pose a significant risk for the implementation of the project. She mentioned that this should be avoided if possible to ensure a timely start and implementation of the project.

- Ms. Güleç mentioned that there is no detailed reference made in the prodoc text to 'democratic governance'; there is only a reference to this wording in the Project title. She indicated that she has noted these concerns and them will share it internally at PSB with her higher authorities.
- Ms. Aydın explained that since this is a European Union (EU) Project, its root comes from the documents the Turkish government agreed on previous EU programming cycles going back to the 2018-2019 period. She indicated that the name of the action was clearly stated within EU Action Document (Annex 3) and was agreed at that time by the related Turkish authorities and, therefore, that the title of the project is bounded, as the MFA-DEUA representative indicated.
- Ms. Güleç indicated that she understands all concerns but that they would like to avoid using the specific 'democratic governance' term in both CPD (Country Programme Document) and the UNSDCF preparations. She mentioned that she would have to wait for her authorities' responses on this. She asked if changing the name would result in losing funding or just lead to a delay in starting the project.
- Ms. Özer indicated that changing the title of a project is one of the major amendments that could be requested due to its already approved status through the Action Document at the Official Gazette. She mentioned that they have come across similar situations where there were political sensitivities on the usage of certain words, which resulted in the loss of funding just because of word change requests. She again indicated that a possible name change would take a lot of time (at least one year) and that the project cannot be started before changing the name. She explained that if the project is not started, the contract can not be signed. She also said that EU projects funded under IPA have specific contracting deadlines, emphasizing that this project has to be signed before 2024. She indicated that they would also have to substantiate the reason for such a wording change by coming up with a very well substantiated reason. She strongly recommended that this change should be avoided unless it is definitely inadmissible.
- The Union of Municipalities of Türkiye (UMT), Head of Project and Financing Department, Mr. Cemal Baş, indicated that they went through the project document, including the exiting name, with the Presidency of Strategy and Budget sectoral department experts three years ago and the meeting was held, and no rejection was shared by PSB on that regard. Therefore, he suggested that maybe this justification could be used to surpass the possible obstacle of the name change.
- Ms. Güleç indicated that these documents and issues were already discussed three years ago, which could be used to surpass them. She mentioned that public institutions are all fine with the name, so she could also share this with her authorities.
- Mr. Dragisic indicated that the name of the project is very long, so he suggested that while it still remains the same, the short title 'Civic Engagement Project' could be used during events or any kind of other correspondence to avoid certain sensitivities.
- Mr. Baş asked Ms. Özer if Mr. Dragisic's suggestion was possible, and Ms. Özer indicated that this would not be possible in formal events or formal correspondence. She mentioned that the formal name on the Action document has to be used, but that it is possible to refer to the project as 'Civic Engagement' in daily usage.
- As regards to Ms. Güleç's suggestion about adding the project's pilot provinces/municipalities to the project document, Ms. Aydın indicated that they would be added alongside more information on the steps to be taken.
- Ms. Özer asked about the recruitment of positions within the scope of the project and when these hiring processes will be started. Ms. Aydın explained the HR procedures and team composition, indicating that there is an internal roster system of UNDP that will provide flexibility in terms of the selection processes of the project team. For the two positions that is not available on the roster, she added that on 27th July 2022, the job

position of Chief Technical Advisor/Project Manager was announced. For M&E Expert, who is envisaged to start 3rd/4th month after the start of the project according to the plan, the ToR was prepared already and submitted to UNDP HR processes as of 8th July 2022. She indicated that all efforts would be provided to ensure the team is on board by the start of the project.

- The MFA representative Ms. Zelal Şen asked about the situation of the pillar assessment process.
- Ms. Aydın indicated that the pillar assessment process was checked already, clarified, and agreed on with UNDP Brussels, which was also shared with the EUD; therefore, that there are no issues regarding this issue.
- Ms. Özer indicated that she remembered the meeting with the EUD which included discussion about how not finalizing the pillar assessment process would not be an obstacle in terms of signing the contract.

Closure Remarks

- Mr. Dragisic gave the floor to RBM / Programme Analyst Ms. Esra Ulukan Fettahoğlu, for her to present the procedure of the next steps.
- Ms. Fettahoğlu started her speech by thanking all participants for their feedback, indicating that all contributions will be integrated into the project document and submitted to all sides through meeting minutes with a deadline. She explained that based on comments after the deadline, the project document would be submitted for the approval signature, first to the UNDP and implementing partner UMT, then to the MFA. She indicated that the signature process can take time (at least 2 or 3 weeks) and that receiving feedback on the meeting minutes as quickly as possible would be beneficial.
- Ms. Aydın indicated that everything is clear and ready except the key issue about the title of the project. She mentioned that it would be great to receive all comments on the meeting minutes within one week and finalize the document.
- All sides agreed on submitting their comments within one week.
- Mr. Dragisic concluded the meeting by thanking all sides for their participation, fruitful contributions, and efforts in developing the project.

ATTACHMENTS:

- 1- Meeting Agenda
- 2- LPAC ppt presentation
- 3- IPA Action Document (EU support to Civil Society)

