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PROJECT DOCUMENT
Country: Republic of Azerbaijan

Project Title: Creating new platforms to support active youth engagement in global policy debates
Project Number: 00102214
Implementing Partner: UNDP, Ministry of Youth and Sport of the Republic of Azerbaijan

Start Date: 1 May 2018 **End Date:** 1 May 2020 **PAC Meeting date:** 16 April 2018

Brief Description
<p>The objective of the project is to support the formation and development of new directions and opportunities that will strengthen youth participation and mainstreaming in national and international levels, as well as to contribute to youth development processes in Azerbaijan.</p> <p>The project focuses on three specific objectives:</p> <ol style="list-style-type: none"> 1) To expand and strengthen Model UN movement in Azerbaijan 2) To support the selection of SDG Youth Ambassadors and youth participation in development of Voluntary National Reports 3) To contribute to expansion of volunteer activities in Azerbaijan and its adaptation to international experience <p>It should be noted that both the overall and specific objectives of this action conform to policy of the Government of Azerbaijan on youth mainstreaming and reflect the ideas expressed in the "Development Strategy of Azerbaijani Youth in 2015-2025" and "State Program on Azerbaijani Youth 2017-2021".</p>

Contributing Outcome (UNDAF/CPD, RPD or GPD):
UNAPF 2016-2020 Outcome 2.1: By 2020, Azerbaijan has enhanced institutional capacities for transparent, evidence-based and gender-responsive policy formulation and implementation
 Indicative Output(s) with gender marker: GEN2

Total resources required:	USD 330,000	
	Output 1: USD	
Total resources allocated:	UNDP TRAC:	USD 30 000
	Government:	USD 300,000
	In-Kind:	0

Agreed by (signatures)¹:

Government	UNDP	Implementing Partner
Mr. Azad Rahimov	Mr. Ghulam M. Isaczai	
Minister of Youth and Sport	UNDP Resident Representative	Ministry of Youth and Sport
Date: 27/04/18	Date: 27/04/18	

(Handwritten signatures and official blue circular seals of the Ministry of Youth and Sport of Azerbaijan and the UNDP Office in Azerbaijan, Baku)

¹ Adjust signatures as needed

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I. DEVELOPMENT CHALLENGE

Young population of the planet is currently estimated at 1.8 billion people, making it the largest generation of youth the world has ever known. Growing number and size of the youth has brought about the necessity of creating new paradigms at local, regional and international levels on working with and for the young people.

The United Nations has long recognized that the imagination, ideals and energies of young people are vital for the continuing development of the societies in which they live.

In 1995 the Member States of the United Nations directed the international community's response to youth issues by adopting the "World Program of Action for Youth to the Year 2000 and Beyond (WPAY)". Complemented (officially) in 2007, the WPAY constitutes the first global blueprint for effective national youth policies. It also provides a policy framework and practical guidelines for national action and international support to improve the situation of youth around the world.

Several other global initiatives were taken by the United Nations to address the issues concerning youth since that WPAY. These efforts culminated in the announcement of "working with and for young people" as one of his five priorities for his second term in office by the Secretary General Ban Ki-moon and appointment of first-ever Envoy on Youth in early 2013. On 9 December 2015 UN Security Council has adopted Resolution 2250 on Youth, Peace and Security.

Despite being a country with relatively short history of independence, Azerbaijan is one of the most advanced when it comes to the investments into the youth sector. Currently approximately 27% of the total population (~3 million people) falls into the category of youth (aged 14-29), making the youth one of the top priorities in the political agenda. The country has quickly established a legislative basis in this direction by adopting the Law on Youth Policy (2002). The law was further supplemented with 3 State Programs on Youth with the recent one covering the years 2017-2021 which contains concrete action plans with clear focus on enhancing youth engagement in socio-economic, political and cultural life of the country. In 2015 the "Strategy on Development of Azerbaijani Youth in 2015-2025" was adopted as well.

In 2009 Azerbaijan was the first among CIS countries to adopt the Law on volunteerism. Young people take an active part as volunteers in different national and international scale events organized in Azerbaijan. However, the main direction of activities is event-based and does not involve the social spheres.

In October 2016, the National Coordination Council on Sustainable Development has been established, composed of representatives of all relevant governmental bodies with the aim of contributing to achievement of Sustainable Development Goals.

Spearheaded by the Ministry of Youth and Sport, the youth policy of the country can serve as example for other countries around the world.

On 26 March 2014 Memorandum of Understanding has been signed between the Ministry of Youth and Sport of the Republic of Azerbaijan and United Nations which was later confirmed by the Order 212 of the President of the Republic of Azerbaijan dated 8 July 2014.

II. STRATEGY

The project will be implemented according to CPD national priority to strengthen institutional capacities and effective public and social services, and UNAPF outcome 2 to enhance institutional

capacities for transparent, evidence-based and gender-sensitive policy formulation and implementation.

Young people need to have the space and recognition to participate in translation of the agenda into local, national and regional policy, in implementation, in monitoring and review, in holding governments accountable. Young people need structured mechanism for participation through decision-making, ideally in co-decision manner, and especially in areas that have a clear impact on young people. With right political commitment and adequate fund allocation, young people can fulfil their roles — and that way make the most effective transformation of the world into a better place for all. Project aims to activate young people to contribute towards the achievement of the Sustainable Development Goals (SDGs), also referred to as the Global Goals and Agenda 2030. Activating youth will happen through the mobilizing and developing young leaders who create awareness, foster engagement and take action to implement SDGs. The project framework allows to identify entry-points in working with youth around the SDGs. The core of the initiative is to drive action by young people to create a better world, and move beyond the traditional role in advocacy.

The objective of the project is to support the formation and development of new directions and opportunities that will strengthen youth participation and mainstreaming in national and international levels, as well as to contribute to youth development processes in Azerbaijan.

The project intends to help youth of Azerbaijan to develop their professional and personal skills, to deliver their experience to international level and to create them an opportunity to take more active part in social, economic and political life of local and global community.

The objective of the action will be achieved through the delivery of the following 3 results:

Estimated Result 1: Support to the expansion and strengthening of Model UN movement in Azerbaijan

Activity 1.1: National Model UN Conferences are organized annually.

Activity 1.2: Model UN Summer Schools are organized annually

Activity 1.3: Model UN Conferences are organized in 3 different regions of Azerbaijan

Activity 1.4: The participation of Azerbaijani youth in esteemed international Model UN Conferences is supported

Activity 1.5: Presentations and trainings on Model UN and rules and procedures of international organizations that form part of UN are organized periodically

Estimated Result 2: Selection of SDG Youth Ambassadors and support to youth participation in development of Voluntary National Reports

Activity 2.1: The requirements for selection and procedures of nomination, evaluation and selection are confirmed and SDG Youth Ambassadors are selected.

Activity 2.2: Trainings and presentations on SDGs, role of youth in achieving them and youth participation in development of VNRs are periodically held

Estimated Result 3: Expansion of volunteer activities in Azerbaijan and its adaptation to international experience

Activity 3.1: Unified database of volunteers in Azerbaijan is formed

Activity 3.2: Amount of Azerbaijani citizens in UN Volunteers' database increased

Activity 3.3: The principles of online volunteering are promoted and presentations on UN Volunteerism are held.

III. RESULTS AND PARTNERSHIPS

Expected Results

The overall objective of the action is to support the personal and professional development of youth, present their skills and experience to international arena and to enhance the sustainable development ideas.

The specific objectives of this action are to continue the work on Model UN movement by ensuring the increase of its coverage and expansion; to promote sustainable development ideas in society and importance of youth participation through involvement of prominent young people and to present the experience and skills of volunteers in Azerbaijan to global scale where they can develop and contribute to global community.

Estimated Result 1: Support to the expansion and strengthening of Model UN movement in Azerbaijan

Activity 1.1: National Model UN Conferences are organized annually

First National Model UN Conference was organized on 20-23 February 2016 with participation of 350 young people. The feedback and reaction received from the participants, guests and stakeholders were very positive. It served as a main platform and activity ground to all MUNers (a term used to indicate the participants of Model UN Conferences). Along with various school, university and inter-university level Model UN Conferences and summer schools, National Model UN Conference forms a part of MUN year and serves as a main event. Therefore it lasts longer than other mentioned events and includes the participation of high-level government officials such as Ministers of Youth and Sport. It is important to ensure the continuity of this event and its status.

The Activity 1.1 will be achieved through:

1.1.1 Formation of working group involving the project staff, representatives of stakeholders and experienced participants that will decide on dates, venue, topics, committees, approximate amount of expected participants and will start developing the necessary documents.

1.1.2. Launch of the call for applications, promotion of the event and possible presentations

1.1.3 Selection of participants consisting of two stages - application form and interviews, their allocation by committee and country, their training and preparation

Activity 1.2: Model UN Summer Schools are organized annually

Model UN Summer Schools were organized twice: first one in Dashkesen (10-14 August 2015, 80 participants) and second one in Ismayilli (2-5 August 2016, 120 participants) regions of Azerbaijan. This format of MUN allows the organizers to include more details such as ice-breakers, trainings, team-building activities and also crisis sessions. In conditions of summer schools the participants have chance to spend more time together, especially after the conference hours are over which contributes to the formation of MUNers' community. The formation of this groups support the organization of future activities, even after the project period is over and serves as platform to share UN values and ideas.

The Activity 1.2 will be achieved through:

1.2.1. Formation of working group involving the project staff, representatives of stakeholders and experienced participants that will decide on dates, venue, topics, committees, approximate amount of expected participants and will start developing the necessary documents.

1.2.2 Launch of the call for applications and promotion of the event

1.2.3 Selection of participants consisting of two stages - application form and interviews, their allocation by committee and country, their training and preparation

Activity 1.3: Model UN Conferences are organized in 3 different regions of Azerbaijan

On 12-15 May 2016 the first Model UN Conference was organized in Nakhchivan which is the center Nakhchivan Autonomous Republic with the participation of 90 young people. In difference to the summer schools that in terms of geography are also organized in regions of Azerbaijan, this conference's participants were selected from the youth of the host city. The event showed that in the regions the level of information about UN agencies' work, SDGs, principles and rules of procedure of international organizations are not well-known. This proves to be a ground to work and build on UN, its missions and vision, Sustainable Development Goals and to promote the close participation of youth in society's life. This also serves as a motivation to young people in regions to continue to improve themselves and to set big goals. The participants also include some experienced MUNers whose main goal is to share their knowledge, skills and experience about Model UN.

The objective of this activity is to organize minimum one MUN conference at least in three regions of Azerbaijan. The preferences will be given to locations with higher educational institutions. The secondary object is to support the formation of MUN Clubs in the regions which can serve to the expansion of MUN movement in Azerbaijan.

The Activity 1.3 will be achieved through:

1.3.1 Formation of working group involving the project staff and representatives of stakeholders that will decide on location and region, will contact the municipality and the administration of educational institution located there.

1.3.2 Identification of the dates, venue, committees and topics and start of the preparation works accordingly

1.3.3 Launch of the call for applications and promotion of the event

1.3.4 Selection of participants consisting of two stages - application form and interviews, their allocation by committee and country, their training and preparation

Activity 1.4: The participation of Azerbaijani youth in esteemed international Model UN Conferences is supported

The participation of young people from Azerbaijan in esteemed international Model UN Conferences will serve to two main aims: 1) motivation for youth to continuously develop their skills and earn the right to become part of very important international-scale events; 2) ensure the development of networking with international MUNers.

It will contribute to keep the processes and movement in Azerbaijan up to date with international trends, share experience and ideas, work on common projects.

In 2016, 5 winners of "Best Delegate" award of First National Model UN were granted the right to attend one of the international MUN Conferences which proved to be very good tool of motivation.

In order to ensure that effectiveness of this tool, only most prominent and esteemed international Model UN conferences and active participants will be taken into consideration for evaluation.

The Activity 1.4 will be achieved through:

1.4.1 Receipt of request from active MUN participants along with letter of acceptance to event.

1.4.2 Evaluation of the candidate and event

1.4.3 Decision and [in case if positive] support of the participation

Activity 1.5: Presentations and trainings on Model UN and rules and procedures of international organizations that form part of UN are organized periodically

The current Model UN movement in Azerbaijan has commenced as a result of many presentations and trainings in various educational institutions. It is important to continue this approach in order to ensure the expansion of Model UN movement and increase of its coverage.

Now that there is an interest in Model UN among young people, these presentations and trainings shall be sued in order to strengthen that interest and involve everyone interested.

The youth houses developed by the Ministry of Youth and Sport can serve as a ground for periodical presentations and trainings.

The Activity 1.5 will be achieved through:

Activity 1.5.1 Development of presentation and training program

Activity 1.5.2 Periodical organization of presentations and training in various institutions

Estimated result 2: Selection of SDG Youth Ambassadors and support to youth participation in development of Voluntary National Reports

Activity 2.1: The requirements for selection and procedures of nomination, evaluation and selection are confirmed and SDG Youth Ambassadors are selected.

SDG Youth Ambassadors are to contribute to the promotion and popularization of Sustainable Development Goals in society, invite people to take more active participation in actions and to invite young people to contribute in implementation of these goals.

Youth Ambassadors are to be selected from Azerbaijani citizens. They are to be on duty for the period of one year. One person can be Ambassador of only one SDG, therefore the amount of Youth Ambassadors shall not exceed 17.

The requirements, the procedure of nomination, evaluation and selection are to be agreed upon by the working group formed of project staff and representatives of stakeholders.

Both UNDP and the Ministry of Youth and Sport are to support the advocacy of SDG Youth Ambassadors in society, media and different events.

The Activity 2.1 will be achieved through:

- 2.1.1 Formation of working group consisting of project staff and representatives of stakeholders that will draft the requirements for selection and procedures of nomination, evaluation and selection
- 2.1.2 Selection and presentation to public of SDG Youth Ambassadors in Azerbaijan (annually)
- 2.1.3 Coordination of their work and actions

Activity 2.2: Trainings and presentations on SDGs, role of youth in achieving them and youth participation in development of VNRs are periodically held

As the Sustainable Development goals are aimed for the years of 2015-2030, the major group that will be affected or benefiting from its results and achievements, are today's youth. Therefore, it is very critical for young people to be aware of SDGS, to understand how they can support and contribute, to be informed of the role they play in this agenda and how their ideas and voices can be heard in international arena. Several countries have already included youth's position to the developed Voluntary National Reports.

The main objective will be to organize different types of events that will not only be focused in capital, but also in the regions and will serve as a platform to inform young people about what are SDGs, what is youth's role and how they can achieve that. Involvement of SDG Youth Ambassadors, as well as other famous and notable people of Azerbaijan can contribute to increased dissemination of information among population.

The youth houses developed by the Ministry of Youth and Sport can serve as a ground for periodical presentations and trainings.

The Activity 2.2 will be achieved through:

- 2.2.1 Preparation of presentation and training programs
- 2.2.2 Contacts with educational institutions and municipalities and agreement on dates and venues of presentations
- 2.2.3 Periodical presentations in Youth Houses

Estimated Result 3. Expansion of volunteer activities in Azerbaijan and its adaptation to international experience

Activity 3.1: Database of volunteers in Azerbaijan is formed.

The history and experience of Azerbaijan is quite rich. Currently, there are various institutions closely involved with the work with volunteers. One of the leading entities is the Ministry of Youth and Sport which throughout the years has involved many young people as volunteers to many local, national and international events such as Eurovision Song Contest, First Global Forum on Youth Policies, First European Games, IV Islamic Solidarity Games, World Scout Conference, Formula 1 races, etc. Another notable governmental body is ASAN which has its own group, called ASAN Volunteers, which unites most of young people who served as volunteers in ASAN services. "Bir" volunteers' work is mainly supported by the Ministry of Education. Most of the youth organizations and NGOs such as National Assembly of Youth Organizations of the Republic of Azerbaijan, Azerbaijani Student Youth Organizations' Union, Ireli, etc base wide range of their work on volunteers.

Each of these organizations keeps their own records, especially when it comes to statistical information on participation. Despite the fact that there are many young people who have benefited from volunteerism opportunities of most of above mentioned entities, the real number is not available due to the lack of unified database. Therefore there is a need in development of unified database of people involved in volunteer work in Azerbaijan.

The Activity 3.1 will be achieved through:

- 3.1.1 Preparation of the concept of database
- 3.1.2 Meeting with all relevant stakeholders
- 3.1.3 Development of database tool and its presentation and promotion

Activity 3.2: Amount of Azerbaijani citizens in UN Volunteers' database increased

United Nations Volunteers organization is the biggest international volunteering platform. During the meetings held with the representatives of mentioned organization, it was noted that the amount of Azerbaijani citizens registered in UNV database is less than ten. It was mentioned that for country that has big experience in volunteer work this indicated is extremely low. Therefore there is a need to promote the work and principles of UNV so that more people from Azerbaijan can obtain information and represent Azerbaijan's experience to global arena.

The Activity 3.2 will be achieved through:

- 3.2.1 Organization of trainings and presentations on UNV
- 3.2.2 Identification of Azerbaijani citizens currently registered in UNV database and their involvement to promotion.
- 3.2.3 Support to people who register for UNV database

Activity 3.3: The principles of online volunteering are promoted and presentations on UN Volunteerism are held.

The concept of online volunteerism is new for Azerbaijani society. The idea of volunteerism has mainly been implemented through different events. The notion, that one can help other people from all over the world using his professional skills just by using internet, can be very popular, helpful and effective. Therefore it is important to explain the youth, the importance of online volunteering, its benefits and successes.

The Activity 3.3 will be achieved through:

- 3.3.1 Development of online volunteerism concept
- 3.3.2 Organization of presentations and trainings on concept of online volunteerism
- 3.3.3 Development of tool for coordination and management of online volunteerism within Azerbaijan

Resources Required to Achieve the Expected Results

UNDP will manage and maintain the oversight on the overall budget of 330 000 USD and procurement of inputs required for implementation of the action. For this purpose, a UNDP Programme Officer will be assigned to the action and he/she will be responsible for monitoring the

implementation of the action by the project team, quality assurance, timely reporting of its progress to the EC as well as for organizing the required external evaluation. UNDP Operations staff will support the project team with guidance and compliance with UNDP operational rules and procedures. UNDP will also assign its Communication Specialist to support the action's visibility plan.

Risks and Assumptions

The risk analysis is presented in the Risk Log below:

#	Description of Risk	Category of risk	Impact and Probability	Counter-Measures/ Management Response
1	Organization of Model UN Conferences in 3 regions may be unsuccessful due to lack of interest and/or relevant participants	Social	I=high P=low	UNDP will contact educational institutions in these regions in order to ensure their support and interest, will engage them in organization and will hold various presentation and trainings in order to ensure the profile of participants fits and have them got interested.
2	Approval of the status of the SDG Youth Ambassadors may be delayed to lengthy and bureaucratic clearance procedures.	Legal	I=high P=low	UNDP will seek to form SDG Youth Ambassadors more as a social and community-oriented project. As their main mission will be to promote SDGs, to disseminate information and to contribute to youth participation, so that there will be no need for legal clearance procedures.
3	There might be lack of enthusiasm from people regarding online volunteerism and its effectiveness	Social	I=high P=medium	The relevant strategy will be aimed to promote online volunteerism based on success stories of other people from globe.

The success of the project is pre-conditioned on the following assumptions:

- There is a continued commitment on the part of the Government of Azerbaijan to carry out all three directions;
- There is a genuine interest among all partners to cooperate for the achievement of the action results;
- National and regional authorities are supportive to project directions and help to gain action's buy-in by the local population;

- There is a good level of coordination between various branches of the partner institution and local executive authorities to ensure achievement of the objectives of the action.

Stakeholder Engagement

Key project stakeholders will be:

Ministry of Youth and Sport

Ministry of Youth and Sport (MYS) is the principal government body responsible for the formulation, coordination and implementation of youth and sport policies including youth participation, youth empowerment and international youth cooperation and will be the main Government counterpart to play an active role in the implementation of the action. The Ministry will ensure national ownership of the action, facilitate access to the project's target areas, and coordinate certain activities with other government entities (e.g. with the Ministry of Education, Ministry of Foreign Affairs, ASAN Service, municipalities). In this respect, close cooperation is expected throughout the implementation with the key officials and experts assigned by the MYS for this purpose.

Private businesses

SDGs cover many aspect of our life and therefore partnership with employers is one of the effective ways to promote SDGs and to support various types of volunteer work. It is therefore of crucial importance to involve employers in the promotion of SDGs, as well as support to realization of non-event directed volunteer work, with special focus on online volunteering.

UN agencies

SDGs cover a wide range of topics which involves a work done by UN agencies as well. So when supporting SDGs in Azerbaijan, especially with involvement of Youth Ambassadors, relevant help by UN agencies will be needed. Also, Model UN Conferences simulate the work of many different UN agencies where their contribution can play an important role as well. They will share, coordinate and collaborate with the action as and where relevant.

Another potential partners in the project will be central executive authorities (e.g. Ministry of Education, Ministry of Foreign Affairs), local regional authorities and municipalities, local associations of workers, NGOs/CSOs, research and academic institutions

All stakeholders will be identified and proper partnership strategy will be developed through a stakeholder analysis during the Inception Phase.

Knowledge

Project will use the services of the Istanbul Regional Hub for the required expertise and technical guidance. UNDP Istanbul Regional Hub operates within a framework that help deliver quality, accessible and locally relevant services to the 22 countries and territories in which UNDP works in Europe and CIS.

The activities of the action, its accomplishments and lessons learnt will be disseminated through the following channels:

- Media advisory and press releases will be issued to inform the various audiences about the specific activities/outputs;
- A dedicated Facebook page will be created to inform the interested groups about relevant actions taken in all three directions of the projects, as well as new opportunities and offers;
- At least two success stories per year will be produced to capture and disseminate the project results and best practices. Success stories will be disseminated through media, UNDP website and UNDP regional and global knowledge networks to ensure outreach outside Azerbaijan;

- Publications to summarize and disseminate the results and recommendations of the action;
- Findings of the project evaluation with proven results and demonstrated benefits for the target groups will also be disseminated to increase the interest of replicating the project in other communities.

Sustainability and Scaling up

The project sustainability will be ensured by focusing on the following dimensions:

Policy level sustainability: The first important step has been put in place by aligning the project objectives with the national strategies and priorities. The Government of Azerbaijan acknowledges the importance of youth participation and mainstreaming, SDGs and volunteerism. All three directions of the project are parts of State Program on Azerbaijan Youth 2017-2021, Development Strategy of Azerbaijani Youth in 2015-2025, Law on volunteerism, etc. Azerbaijan seeks to present its experience and expertise on international level.

Financial sustainability: Financial sustainability presents one of the most challenging tasks. It is unrealistic to expect that beneficiaries (mainly young people) or private sector alone will be able to cover large parts of costs.

Environmental sustainability: Environmental sustainability will be enhanced through application of the UNDP Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).

IV. PROJECT MANAGEMENT

UNDP will manage and maintain the oversight on the overall budget and procurement of inputs required for implementation of the action. For this purpose, a UNDP Programme Officer will be assigned to the action and he/she will be responsible for monitoring the implementation of the action by the project team, quality assurance, timely reporting of its progress to the EC as well as for organizing the required external evaluation. UNDP Operations staff will support the project team with guidance and compliance with UNDP operational rules and procedures. UNDP will also assign its Communication Specialist to support the action's visibility plan.

UNDP will support co-ordination and networking with related initiatives, institutions and similar projects in the country. At the central level, the Ministry of Youth and Sport will be UNDP's main government counterpart associated with the implementation of the action. At the local level, the project team will work in close cooperation with the municipalities and university heads.

V. RESULTS FRAMEWORK²

	<p>Intended Outcome as stated in the UNDAF/Country Programme Results and Resource Framework: <u>UNAPF 2016-2020 Outcome 2.1: By 2020, Azerbaijan has enhanced institutional capacities for transparent, evidence-based and gender-responsive policy formulation and implementation</u></p>						
	<p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</p> <p>Indicator 2: Human Development Index Baseline: 0.747, Target: 0.752</p> <p>Indicator 3: Gender Inequality Index Baseline: 0.340, Target: 0.325</p> <p>Indicator 5: Networked readiness index Baseline: 4.31, Target: 4.7</p>						
	<p>Applicable Output(s) from the UNDP Strategic Plan: OUTCOME 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded</p>						
	<p>Project title and Atlas Project Number: Creating new platforms to support active youth engagement in global policy debates</p> <p>Award ID:</p> <p>Project ID:</p>						
EXPECTED OUTPUT	OUTPUT INDICATORS	DATA SOURCE	BASELINE			TARGETS (by frequency of data collection)	DATA COLLECTION METHODS & RISKS
			VALUE	Year	Year 1		

² UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (ATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

<p>Output 1. Creating new platforms to support active youth engagement in global policy debates</p>	<p>Indicator 1.1 Number of National Model UN</p> <p>Conferences and Summer Schools organised</p>	<p>MYS</p>	<p>2017</p>	<p>1 National Model UN Conference</p> <p>1 Model UN Summer School</p>	<p>1 National Model UN Conference</p> <p>1 Model UN Summer School</p>	<p>2 National Model UN Conferences</p> <p>2 Model UN Summer Schools</p>	<p>Data will be collected based on amount of National MUN Conferences and Summer Schools that have been organized</p> <p>Risk: not holding National MUN Conference or Summer School due to financial reasons (i.e. delay of money transfer from Ministry)</p>	
	<p>Indicator 1.2. Number of Azerbaijani MUNers selected to participate as delegates at high ranked conferences</p>	<p>MYS</p>	<p>2017</p>	<p>4 young people</p>	<p>6 young people</p>	<p>10 young people</p>	<p>Data will be collected based on amount of young people that were supported to participate at high ranked international conferences</p> <p>Risk: The amount of young people accepted to high ranked international MUN Conferences is lower than set in target</p>	

	Indicator 1.3 Number of Trainings and presentations on SDGs	MYS		2017	12 trainings and presentations	18 trainings and presentations	30 trainings and presentations	Data will be collected based on amount of trainings and presentations that have been organized Risk: The amount of trainings and presentations is lower than set in target	
	Indicator 1.4 Unified database	MYS		2017	Database is formed and includes minimum of 1000 people	Database includes between 2500-5000 people	To reach the mark of 5000 volunteers in database	Data will be collected based on amount of registered volunteers on database Risk: The amount of registered volunteers is lower than set in target	

VI. MONITORING AND EVALUATION

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.	Quarterly, or in the frequency required for each indicator.	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.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		
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.	Quarterly	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	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.	As required	Performance data, risks, lessons and quality will be discussed by the project board and used to make		

Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.	Annually		course corrections.	
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	Annually		Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	

VII. MULTI-YEAR WORK PLAN ³⁴

Project Title: Creating new platforms to support active youth engagement in global policy debates

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year		RESPONSIBLE PARTY	PLANNED BUDGET						
		Y1	Y2		Budget Description	Amount					
Creating new platforms to support active youth engagement in global policy debates	Result 1. Support to the expansion and strengthening of Model UN movement in Azerbaijan			UNDP, MYS	Funding Source	Budget Description	Amount				
		1.1.National Model UN Conferences are organized	X					X	GOVT	Local consultant	\$ 1200
			X					X	GOVT	Contractual Services - Companies	\$120300
									GOVT		\$ 121500,00
	1.2. Model UN Summer Schools are organized annually	X	X	GOVT	Local consultant	\$ 800					
				GOVT	Contractual Services - Companies	\$72000					
				GOVT		\$ 72800,00					

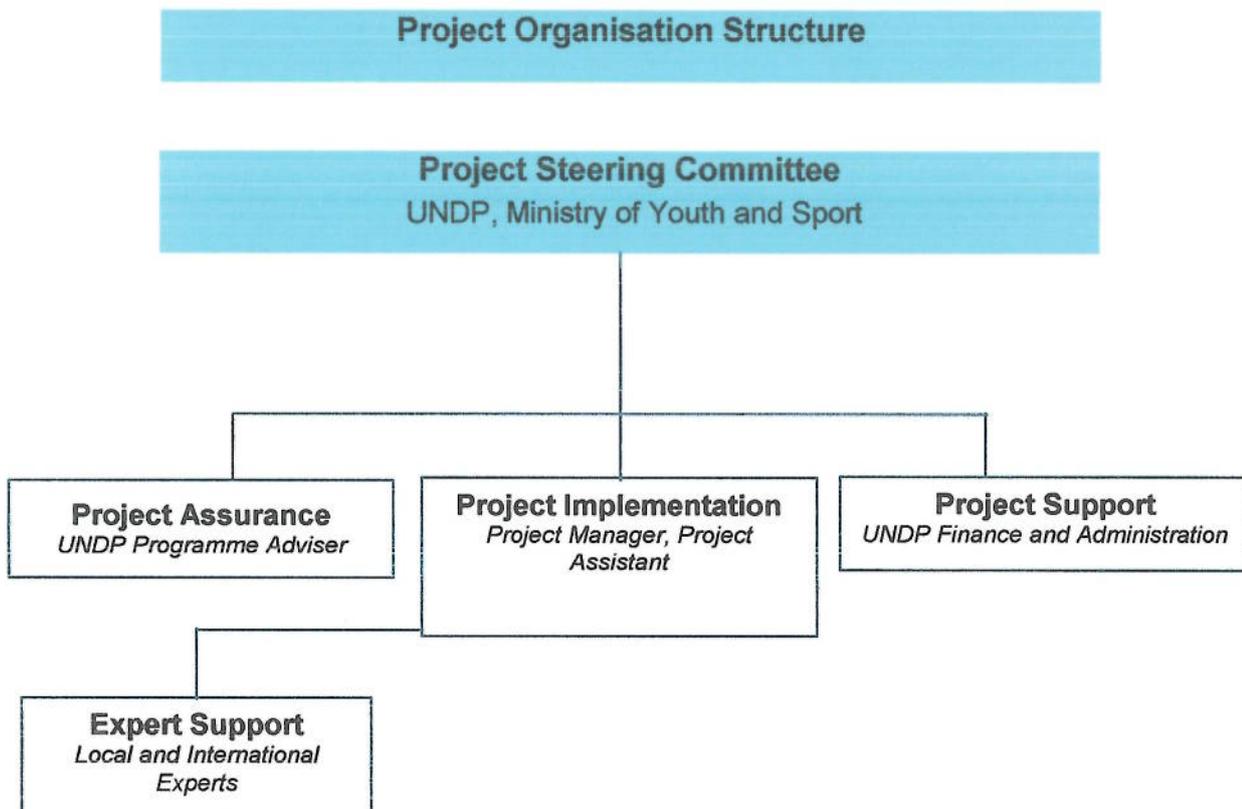
³ Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

⁴ Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

	Result 2: Selection of SDG Youth Ambassadors and support to youth participation in development of Voluntary National Reports							
	2.1. The requirements for selection and procedures of nomination, evaluation and selection are confirmed and SDG Youth Ambassadors are selected	X	X		UNDP, MYS	GOVT	Local consultant	\$3100
		X	X			GOVT		\$ 3100,00
	2.2. Trainings and presentations on SDGs, role of youth in achieving them and youth participation in development of VNRs are periodically held	X	X			GOVT	Travel Audio-visual	\$1500 \$800
	1. Project Management							\$ 2300,00
	Ongoing project management, monitoring and reporting	X	X			UNDP		\$15000,00
						GOVT	GMS	
							TOTAL	
	Result 3: Expansion of volunteer activities in Azerbaijan and its adaptation to international experience				UNDP,	GOVT	Contractual service-companies	

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

I. Project Governance. The project will be nationally implemented with UNDP acting as Responsible Party. The roles and responsibility for the implementation of the programme will be in line with UNDP Rules and Regulations for Project Management that defines minimum requirements to ensure UNDP's accountability for programming activities and use of resources. Ministry of Youth and Sport will serve as an Implementing Agency and the Ministry of Youth and Sport as the Government counterpart will be responsible for the facilitating of all project events, consultant missions undertaken within the context of this project.



II. Project Management. Project Manager (PM) will be recruited and tasked with day-to-day management of project activities, as well as with substantive, financial and administrative reporting. PM will be responsible for project implementation, routine management and monitoring. His/her primary responsibility is to ensure that the planned outputs are produced by undertaking necessary activities in accordance with the project plan and meeting the required standards of quality and within specified constraints of time and cost.

III. Project Assurance. UNDP will designate a Programme Adviser to provide independent project oversight and monitoring functions, to ensure that project activities are managed and milestones accomplished. The UNDP Programme Adviser will be responsible for reviewing the project reports, produced by the PM.

IV. Project Support. UNDP will provide financial and administrative support to the project including procurement, contracting, travel and payments.

V. Expert support. Local/International experts and/or consultancy companies will be recruited by UNDP as required for the implementation of each component, to develop training/awareness raising materials, conduct of studies and surveys.

A Project Steering Committee (PSC) will be established at the beginning of implementation and will meet minimum once a year to monitor the progress of the action, to guide its implementation and to support the action otherwise in achieving its listed results and objectives. The PSC will be composed by the representatives of the UNDP and the MYS. Other stakeholders can be invited to the PSC meetings by the decision of the PSC. The project manager will participate as a non-voting member in the PSC meetings and will be responsible for compiling a summary report of the discussions, recommendations and conclusions of each meeting.

The day-to-day management of the action will be carried out by a Project Management Unit (PMU) under the overall guidance of the PSC. The PMU will be based in Baku, with possible travels to regions and will report to the PSC. The PMU will be composed of a project manager and project assistant.

The Project manager will act as Head of PMU and assume overall responsibility for the successful implementation of project activities and the achievement of planned project outputs. Specifically, he/she will be responsible for drafting and ensuring adherence to the project work plan, ensuring adequate information flow, discussions and feedback among the various stakeholders and target groups, guide the work of experts and sub-contractors and ensure the timely execution of their assignments, preparing progress reports, ensuring visibility of project activities and results and other substantive and organizational tasks.

The Project Assistant will support the Project Manager in day-to-day work. He/she will be responsible for all administrative matters such as procurement, contracting, organizational/logistical matters, and financial management of the project including disbursements, record-keeping, cash management, preparation of requests for direct payment and advances, and compilation of financial reports.

IX. LEGAL CONTEXT AND RISK MANAGEMENT

LEGAL CONTEXT STANDARD CLAUSES

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

This project will be implemented by UNDP ("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.

RISK MANAGEMENT STANDARD CLAUSES

1. Consistent with the Article III of the SBAA, 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 and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/ag_sanctions_list.shtml.
4. 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>).
5. 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.
6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
7. 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. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
8. 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.
9. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. 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.

10. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption 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.

11. 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 or corruption, 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 or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

12. 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.
13. 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.
14. 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.