



PROJECT DOCUMENT REVISION

Project Title: Capacity Building of the Academy of Civil Service under the President of Turkmenistan

Number of Project: 00123315

Implementing partner: Academy of Civil Service under the President of Turkmenistan

Start date: 1 May 2021

End date: December 31, 2025

Description
<p>This title page confirms the no cost extension of the project “Capacity Building of the Academy of Civil Service under the President of Turkmenistan” till December 21. 2025</p> <p>During the implementation of the project, the parties identified the need for the extension to achieve all results planned under the project to strengthen the capacity of the Academy of Civil Service under the President of Turkmenistan and increase the level of professional qualifications and retraining of civil servants, as well as promoting young specialists. The following was agreed:</p> <ul style="list-style-type: none"> • to extend the validity period of the Project Document until December 31, 2025, for the effective completion of all activities planned under the project. • to supplement the project document with the Work Plan for 2024–2025. (attached). • to supplement the results structure for 2024–2025. (attached) • to update the list of possible risks (attached) <p>other provisions, conditions and clauses of the Project Document remain unchanged.</p>

Contributing Outcome 1 of the SDCF UN-TKM 2021-2025: By 2025, the people of Turkmenistan have access to a more efficient, innovative and transparent public administration system based on the rule of law, respect for human rights, gender equality and labor rights, and quality data.

CPD Output 1.2: State institutions have improved public administration system with electronic government systems and digital public services for the population, with special focus on services for vulnerable groups.

Gender marker: GEN 1

Total funds:	439,773 USD
Government of Turkmenistan:	424,773 USD
UNDP:	15,000 USD
Budget Balance:	322,701 USD

Agreed (signatures):

Academy of Civil Service under the President of Turkmenistan	United Nations Development Programme
Alym Annamuradov, Rector	Tomica Paovic, UNDP Officer-in-Charge in Turkmenistan
Date: 03.05.2024	Date: 03.05.2024



V. RESULTS FRAMEWORK

The expected result in the formulation of the United Nations Sustainable Development Cooperation Framework (UNSCDF) between Turkmenistan and the UN 2021-2025:

Outcome 1. Effective governance and the rule of law

By 2025, the population of Turkmenistan has access to a more efficient, innovative, and transparent public administration system based on the rule of law, respect for human rights, gender equality and labour rights, and quality data.

Output 1.2 as stated in the Country Programme Document for Turkmenistan 2021-2025:

State institutions have improved public administration system with electronic government systems and digital public services for the population, with special focus on services for vulnerable groups.

Indicator 1.2.2: Number of women and men who participated in capacity building activities in public administration and digitalization.

Baseline: 0 (zero) Target: at least 600 (at least 30% women) (2025)

Applicable Immediate Outcome from the UNDP Strategic Plan:

Accelerating structural transformation for sustainable development

Name and number of the project: « Capacity building of the Academy of Civil Service under the President of Turkmenistan»

EXPECTED SHORT TERM RESULTS	SHORT TERM RESULTS INDICATORS	DATA SOURCE	INITIAL DATA	TARGETS						DATA COLLECTION METHODS
				2021	2022	2023	2024	2025	Final	
Output 1: Certification programs for advanced training in accordance with the primary goals of the development of the digital economy and with a focus on empowering women have been formulated and implemented at the Academy	1.1 Number of men and women who have increased capacity through participation in an information workshop on key areas of digitalization in public services with the participation of international experts 1.2. Electronic course using distance technologies has been prepared and piloted	CSAPT	0	15 (women at least 30%)	15 (women at least 30%)	15 (women at least 30%)	15 (women at least 30%)	15 (women at least 30%)	60	Project reports
				Level	Yes	Yes	Yes	Yes	Yes	Project reports

	1.3. Number of short-term curricula and methodological materials developed for selected new certification courses	CSAPT, UNDP expert(s)	0		3				3	Report overview. Reports of international experts and national consultants
	1.4. Number of master trainers / trainers (men and women) trained in specific certification programs and their methodology	CSAPT, UNDP expert(s)	0			15 (women at least 30%)		15 (women at least 30%)	30 (women at least 30%)	Report overview. Attendance lists
	1.5. Number of certification courses implemented, including short-term courses for high-level executives with the participation of international experts	CSAPT, UNDP expert(s)	0				3		3	Report overview. Attendance lists
	1.6. Number of prepared test programs to determine the theoretical knowledge and practical skills of civil servants in the field of digital economy and management	CSAPT, UNDP expert(s)	0		2				2	Communication with Academy Project reports
	1.7. The regulations and criteria for evaluation of civil servants was developed. Pilot competition in the city of Arkadag was held.	CSAPT, UNDP expert(s)	No						Yes	Project reports Reports of international experts and national consultants

<p>Output 2: Targeted international cooperation in priority areas of development of public administration (public service) and local governments in the context of digital transformation has been established.</p>	2.1 Number of signed partnership agreements between the Academy and international institutions in the areas of digital transformation (including in the direction of South-South cooperation).	CSAPT, UNDP, partners	0				1	1	2	Communication with Academy
	2.2 Number of men and women who have built capacity through participation in internships and study visits to share experiences in public administration and digitalization.	CSAPT, UNDP	0				5 (women at least 30%)	5 (women at least 30%)	10 (women at least 30%)	Project reports Communication with Academy
	2.3 Number of men and women who have built capacity through participation in international conferences to share experiences in public administration and public service.	UNDP, CSAPT	0					2	4	Project reports Travel Participant Lists;
<p>Output 3: The Academy's ICT infrastructure for training in line with civil service objectives during the transition to digital economy has been strengthened.</p>	3.1. Number of e-courses developed in public administration, digital economy, human resources management and civil servant ethics.	CSAPT, UNDP expert(s)	0				2	2	2	Project team analysis Interview with partners. Official correspondence

	<p>3.2. Electronic educational resources are created through the purchase, installation and implementation of the necessary software and hardware for the learning management system.</p>	<p>CSAPT, UNDP</p>	<p>No</p>				<p>Yes</p>	<p>Yes</p>	<p>Communication with Academy Participant survey results Reports of international experts and national consultants</p>
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OFFLINE RISK LOG

Project title: Capacity Building of the Academy of Civil Service under the President of Turkmenistan	Project number: 001233315 Date: 01/2024-12/2025
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Status
1	Delay in implementation of Activity 2 and 3	June 2021	Operational	= 2	The activities were delayed by reason of the Academy moving to the new premises/ Work closely with partner	Project manager	December 2023	On going
2	Lack of coordination between UNDP and the national partner to ensure timely implementation of key project activities	December 2024	Organizational	=2	Work closely with partner to remind on importance of delivery results on time	Project manager	December 2023	On going

VII. ANNUAL WORKING PLAN 2024 YEAR

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMING				PLANNED BUDGET			
		1Q	2Q	3Q	4Q	Responsible agency	Source of funding	Budget description	Amount (USD)
<p>Output 1: <i>Certification programs for advanced training in accordance with the primary goals of the development of the digital economy and with a focus on empowering women have been formulated and implemented at the Academy</i></p>	<p>1.1. Information workshop on key areas of digitalization in public services with the participation of international experts</p>					UNDP	Government of Turkmenistan	71200 International experts (1 expert x 12 days)	9,600
								71600 Transport charges (1 expert x 5 days)	2,717
	<p>1.2 Support in creation and approbation of electronic course using distance technologies</p>					UNDP	Government of Turkmenistan	75700 Trainings (15 person x 5 days)	7,535
								71200 International experts (1 expert x 15 days)	12,000
	<p>1.5. Implementation of certification courses, including short-term courses for high-level executives with the participation of international experts</p>					UNDP	Government of Turkmenistan	71600 Transport charges (1 expert x 5 days)	2,717
<p>Total, Output 1:</p>					75700 Trainings (15 person x 5 days)			7,535	61,606

	GMS, 7%								Government of Turkmenistan	75100 Facilitation and administration	4,312
	Total for Output 1, including GMS, 7%:										
Output 2: <i>Targeted international cooperation in priority areas of development of public administration (public service) and local governments in the context of digital transformation has been established</i>	2.1	Establishing targeted partnerships between the Academy and international institutions in the areas of digital transformation						UNDP	Government of Turkmenistan	71200 International experts (1 expert x 10 days)	8,000
	2.2	Organization of internships and study visits to exchange experience in the field of public administration and digitalization						UNDP	Government of Turkmenistan	71600 Transport charges (5 expert x 5 days)	16,990
	2.3	Participation in international conferences for the exchange of experience in the field of public administration and civil service						UNDP	Government of Turkmenistan	71600 Transport charges (2 expert x 3 days) 74500 operation costs	5,276 766
	Total, Output 2:										
	GMS, 7%									75100 Facilitation and administration	2,172
	Total for Output 2, including GMS, 7%:										
Output 3: <i>The Academy's ICT infrastructure for training in line with civil service objectives during the transition to digital economy has been strengthened.</i>	3.1	Development of electronic courses in the field of public administration, digital economy, personnel management, and civil servant ethics						UNDP	Government of Turkmenistan	71200 International experts (2 expert x 10 days) 71300 Local experts (2 expert x 2 month) 74200 – Audio/Video	16,000 4,000 8,000
	Total, Output 3:										28,000

	GMS, 7%								75100 Facilitation and administration	1,960
	Total for Output 3, including GMS, 7%:									
PROJECT MANAGEMENT	Project staff salary							UNDP	71400 Salary (Project manager, Project assistant)	21,300
	Office expenses							UNDP	72500 Office supplies	500
									72400 Connectivity	3,530
									74500 Operational charges	1,500
	Total for Project Management Government of Turkmenistan									26,830
	GMS, 7%								75100 Facilitation and administration	1,872
	Total for Project Management									
	TOTAL									157,784

ANNUAL WORKING PLAN 2025 YEAR

EXPECTED OUTPUTS	PLANNED ACTIVITIES	PLANNED BUDGET							
		1Q	2Q	3Q	4Q	Responsible agency	Source of funding	Budget description	Amount (USD)
<p>Output 1: <i>Certification programs for advanced training in accordance with the primary goals of the development of the digital economy and with a focus on empowering women have been formulated and implemented at the Academy.</i></p>	<p>1.2 Support in creation and approbation of electronic course using distance technologies</p>					UNDP	Government of Turkmenistan	71200 International expert (1 expert x 15 days)	6,000
								74200 Publication	6,000
								71600 Transport charges (1 expert x 5 days)	2,717
								71300 Local expert (1 expert x 6 months)	6,000
					75700 Training (15 experts x 5 дней)	7,535			
	<p>1.4. Training of teaching personnel for specific certification programs and their methodology</p>					UNDP	Government of Turkmenistan	71200 International expert (1 expert x 10 days)	8,000
								71600 Transport charges (1 expert x 5 days)	2,717
								75700 Training (15 person x 5 days)	7,535
	<p>1.7. Supporting in the development of the nomination – The Best Civil Servant – development of regulations and criteria for</p>					UNDP	Government of Turkmenistan	71200 International expert (1 expert x 10 days)	8,000
								75700 Event	10,000

	evaluation. Holding a pilot competition in the city of Arkadag								74500 Operational charges	2,000
	Total, Output 1:									66,504
	GMS,7%							Government of Turkmenistan	75100 Facilitation and administration	4,655
	Total for Output 1, including GMS, 7%.									
Output 2: <i>Targeted international cooperation in priority areas of development of public administration (public service) and local governments in the context of digital transformation has been established</i>	2.1 Establishing targeted partnerships between the Academy and international institutions in the areas of digital transformation						UNDP	Government of Turkmenistan	71200 International expert (1 expert x 10 day)	8,000
	2.2 Organization of internships and study visits to exchange experience in the field of public administration and digitalization						UNDP	Government of Turkmenistan	71600 transport charges (5-person x 6 days)	16,990
	2.3 Participation in international conferences for the exchange of experience in the field of public administration and civil service						UNDP	Government of Turkmenistan	71600 Transport charges (2-person x 3 days)	5,276
	Total, Output 2:									31,324
	GMS,7%								75100 Facilitation and administration	2,193
	Total activity 2, including GMS 7%									
	3.2. Purchase, installation and implementation of the necessary software and						UNDP	Government of Turkmenistan	71200 International expert (1 expert x 10 days)	8,000
Output 3: <i>The Academy's ICT infrastructure for training in</i>										

<i>line with civil service objectives during the transition to digital economy has been strengthened.</i>	hardware for the learning management system.								71300	2,000		
									Local expert (1 expert x 2 months)			
									74200 – Audio/Video	4,000		
									74500 Operational charges	1,500		
	Total Output 3:									15,500		
	GMS,7%								75100 Facilitation and administration	1,085		
	Total activity 3, including GMS 7%											
											16,585	
	PROJECT MANAGEMENT	Project staff salary						UNDP		Government of Turkmenistan	71400 salaries (Project manager, project assistant)	36,000
		Office expenses						UNDP		Government of Turkmenistan	72500 Office supplies	500
									Government of Turkmenistan	72400 Connectivity	2,600	
									Government of Turkmenistan	74500 Operational charges	1,700	
	Total Project management								Government of Turkmenistan		40,800	
	GMS,7%								Government of Turkmenistan	75100 Facilitation and administration	2,856	
	Total Project Management, 7%:										43,656	
	Total										164,917	