



## Annual Work Plan

### UNDP Kazakhstan

#### Project Title

Alliances for Change – Ending Sexual and Gender-Based Violence and Harmful Practice in Central Asia

#### CPD Outcome:

**Outcome 2.2:** By 2025, state institutions at all levels effectively design and implement gender-sensitive, human rights and evidence-based public policies and provide quality services in an inclusive, transparent and accountable manner

#### Expected result:

*(From project completion)*

Countries in the Central Asia region receive support to their efforts to tackle gender-based violence, including legislative action and strengthening of institutions, enhancing interaction between state and non-state actors to fill in the gaps and vital links in providing services and support to survivors of violence, and strengthening preventive action, including social norms change.

#### Implementing partner:

United Nations Development Programme

#### Brief Description

The regional programme brokers the creation of the first Central-Asia-wide alliance to end all forms of sexual and gender-based violence (SGBV) and harmful practices. This Alliance will bring together state and non-state actors for the promotion of practical approaches, models, tools, and taskforces to increase the effectiveness and inclusiveness of state and non-state strategies to eliminate violence against women and change the culture of tolerance towards SGBV and harmful practices. Spotlight regional programme supports the countries of Central Asia in implementation of international standards for prevention and response to gender-based violence through studies, tools and capacity-building workshops for relevant ministries, security sector, and civil society representatives. The programme addresses specific legislative, policy and institutional gaps in prevention, protection, and multi-sectoral response to SGBV, provision of quality services for survivors and improving the

Programme period: 2021-2025  
Contributing Outcome (UNDAF/CPD):

**Outcome 2.2:** By 2025, state institutions at all levels effectively design and implement gender-sensitive, human rights and evidence-based public policies and provide quality services in an inclusive, transparent and accountable manner.

Project number in Atlas: 00123511  
Start date: 24 July 2020  
End date: 31 December 2023  
Date of LPAC: 24 July 2020  
Gender Marker: 3  
Implementation modality: DIM

2023 AWP Budget: \$ **440,315**

Total resources required: \$ **440,315**

Total resources allocated: \$ **440,315**

EU: \$ **440,315**

Approved by UNDP

Print Name: Eugene Hong, ARR

Date: 30-Mar-2023

DocuSigned by:

*Eugene Hong*

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**I. ANNUAL WORK PLAN**

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 results  | Planned activities  | Timeline 2022 |     |     |     |     |     |     |     |     |     |     |     | Donor | Description of budget | Amount, USD |   |        |
|---|---|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----------------------|-------------|---|--------|
|   |   | Jan           | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |       |                       |             |   |        |
| <b>Atlas Activity 1 – Capacity building (Legislative Framework)</b><br><br><b>Project OUTPUT 1.1 (Activity 1.1.1 – Review of national legislation on SGBV and harmful practices):</b> | ICs on visualisation of results of legislation review - Gender Justice and the Law matrix |               |     |     |     |     |     |     |     |     |     |     |     |       |                       | EU          | 71400 Local consultants                 | 6 500  |
|   | Consultations on development of Gender Justice and the Law matrix                         |               |     |     |     |     |     |     |     |     |     |     |     |       |                       | EU          | 71600 Travel                            | 2 500  |
|   | ICs on justice for women in religious marriages (многоженство)                            |               |     |     |     |     |     |     |     |     |     |     |     |       |                       | EU          | 71200 Contractual Services - Individual | 10 000 |
|   | Communications and visibility   |               |     |     |     |     |     |     |     |     |     |     |     |       |                       | EU          | 72100 Contractual Services – Company    | 36 000 |
|   | Translation of papers, studies and reports  |               |     |     |     |     |     |     |     |     |     |     |     |       |                       | EU          | 74200 - Printing and translation        | 2 400  |
|   | Project Officer   |               |     |     |     |     |     |     |     |     |     |     |     |       |                       | EU          | 71400 Project staff costs               | 27 670 |
|   | Miscellaneous   |               |     |     |     |     |     |     |     |     |     |     |     |       |                       | EU          | 74500 Bank commission, miscellaneous    | 155    |
|   | DPC Operations – Finance associate  |               |     |     |     |     |     |     |     |     |     |     |     |       |                       |             | 64397                                   | 120    |
|   | DPC Operations – Proc. specialist   |               |     |     |     |     |     |     |     |     |     |     |     |       |                       |             | 64397                                   | 200    |

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|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------------|---------------|
|  | GMS (UNDP)  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 75100 GMS (7%) | 3 468         |
|  | <b>Subtotal Activity 1 (Legislative Framework)</b>  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                | <b>89 013</b> |
|  | <ul style="list-style-type: none"> <li>- 1 visualisation product on Gender Justice and the Law matrix (dashboard with colour scheme)</li> <li>- 1 regional presentation of product on Gender Justice and the Law matrix (at least 40 participants from 5 countries)</li> <li>- 1 regional discussion on the rights of women in religious marriages (at least 40 participants from 5 countries)</li> </ul> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                |               |

| Expected results  | Planned activities   | Timeline 2022 |     |     |     |     |     |     |     |     |     |     |     | Donors | Description of budget | Amount, USD |    |  |        |
|---|--|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|-----------------------|-------------|----|--|--------|
|   |  | Jan           | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |        |                       |             |    |  |        |
| <b>Atlas Activity 2 - Capacity building (Strengthening Institutions)</b><br><br><b>Project OUTPUT 2.1 (Activity 2.1.1 – National and cross-border networking strengthened for Central Asia Alliance on SGBV):</b> | Monitoring, coordination, knowledge management activities  |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU | 71600 Travel                             | 5 000  |
|   | IC to develop the structure, convening mechanism and plan of activities for regional COP of police |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU | 71200 International consultant           | 13 500 |
|   | Regional consultation on set up of the regional police network on SGBV – meeting costs             |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU | 72100 Contractual Services – Company     | 3 000  |
|   | Three facilitated sessions of the regional COP for police on response to SGBV                      |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU | 71400 Contractual services – Individuals | 4 500  |
|   | Facilitated meetings of regional COP for police on response to SGBV                                |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU | 71600 Travel                             | 12 000 |
|   | Stationery and materials for the meetings  |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU | 72500 Supplies                           | 500    |
|   | Simultaneous translation services  |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU | 72100 Contractual services – Company     | 2 000  |

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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----|-----------------------------|--------|
|  | Grants to CSOs to support the work of the regional COP for police  |  |  |  |  |  |  |  |  |  |  |  |  | EU | 72600 Grants                | 40 000 |
|  | Grant Monitoring Specialist (UNV, 4 months)  |  |  |  |  |  |  |  |  |  |  |  |  | EU | 71500 UN Volunteers         | 6 000  |
|  | Postal services  |  |  |  |  |  |  |  |  |  |  |  |  | EU | 72400 Postage and pouch     | 600    |
|  | Miscellaneous  |  |  |  |  |  |  |  |  |  |  |  |  | EU | 74500 Bank commission, misc | 150    |
|  | DPC Operations – Finance Associate   |  |  |  |  |  |  |  |  |  |  |  |  |    | 64397                       | 450    |
|  | DPC Operations – Procurement specialist  |  |  |  |  |  |  |  |  |  |  |  |  |    | 64397                       | 300    |
|  | DPC Operations – Adm (travel) associate  |  |  |  |  |  |  |  |  |  |  |  |  |    | 64397                       | 200    |
|  | UNDP GMS   |  |  |  |  |  |  |  |  |  |  |  |  |    | 75100 GMS (7%)              | 6 174  |
|  | <b>Subtotal Activity 2.1.1 (Institutions strengthening)</b>  |  |  |  |  |  |  |  |  |  |  |  |  |    |                             |        |
|  | <ul style="list-style-type: none"> <li>- 2 meetings of the regional community of practice for police on response to SGBV convened for 20 participants from 5 countries);</li> <li>- 5 grants to civil society organisations working with vulnerable groups of women subjected to SGBV</li> </ul> |  |  |  |  |  |  |  |  |  |  |  |  |    |                             | 94 374 |

| Expected results   | Planned activities  | Timeline 2022 |     |     |     |     |     |     |     |     |     |     |     | Donors | Description of budget | Amount, USD                               |        |
|--|---|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|-----------------------|---|--------|
|  |   | Jan           | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |        |                       |   |        |
| <b>Atlas Activity 2<br/>Capacity building<br/>(Strengthening<br/>Institutions)</b><br><br><b>Project OUTPUT 2.1<br/>(Activity 2.1.2 –<br/>regional SOP models<br/>and tools for SGBV<br/>case referral and<br/>management<br/>developed)</b> | IC on regional knowledge product on costing of services of crisis centers |               |     |     |     |     |     |     |     |     |     |     |     |        | EU                    | 71200 Int. Consultant – Individuals       | 17 000 |
|  | National Consultant on budgeting of services                              |               |     |     |     |     |     |     |     |     |     |     |     |        | EU                    | 71400 - Contractual Services - Individual | 3 500  |
|  | Translation services – knowledge product on costing tool                  |               |     |     |     |     |     |     |     |     |     |     |     |        | EU                    | 74200 Contractual Services – Company      | 500    |
|  | Consultations on regional knowledge product on costing tool               |               |     |     |     |     |     |     |     |     |     |     |     |        | EU                    | 71600 Travel                              | 5 000  |
|  | Regional event on coordination mechanisms                                 |               |     |     |     |     |     |     |     |     |     |     |     |        | EU                    | 71600 Travel                              | 5 000  |
|  | Events assistant (UNDP PIU)   |               |     |     |     |     |     |     |     |     |     |     |     |        | EU                    | 71400 Contractual Services – Individuals  | 6 725  |
|  | Miscellaneous   |               |     |     |     |     |     |     |     |     |     |     |     |        | EU                    | 74500 Bank commission, misc               | 149    |
|  | DPC Operations – Finance associate  |               |     |     |     |     |     |     |     |     |     |     |     |        |                       | 64397                                     | 300    |
|  | DPC Operations – Procurement specialist                                   |               |     |     |     |     |     |     |     |     |     |     |     |        |                       | 64397                                     | 300    |
|  | DPC Operations – Adm (travel) associate                                   |               |     |     |     |     |     |     |     |     |     |     |     |        |                       | 64397                                     | 400    |
|  | UNDP GMS  |               |     |     |     |     |     |     |     |     |     |     |     |        |                       | 75100 GMS (7%)                            | 2 721  |
|  | <b>Subtotal Activity 2.1.2 (Institutions strengthening)</b>               |               |     |     |     |     |     |     |     |     |     |     |     |        |                       | <b>41 596</b>                             |        |

|  |   |                |
|--|---|----------------|
|  | <ul style="list-style-type: none"> <li>- 1 regional discussion of knowledge product and recommendations on financing of services (at least 20 participants from 5 countries);</li> <li>- 1 regional conference on coordination mechanism for service provision convened (at least 30 participants from 5 countries jointly with UNFPA)</li> </ul> |                |
|  | <b>Subtotal Activity 2</b>  | <b>135 969</b> |

| Expected results  | Planned activities  | Timeline 2022 |     |     |     |     |     |     |     |     |     |     |     | Donors | Description of budget | Amount, USD |                         |                                      |        |
|---|---|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|-----------------------|-------------|-------------------------|--------------------------------------|--------|
|   |   | Jan           | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |        |                       |             |                         |                                      |        |
| <b>Project OUTPUT 5.2 (Activity 5.2.1 – regional innovative models for collecting and visualizing prevalence, administrative and perception data on SGBV developed)</b><br><br><b>Atlas Activity 4 Capacity Building (Data)</b> | IC on police data on SDV to prepare a pilot case/methodology for data compilation from existing sources |               |     |     |     |     |     |     |     |     |     |     |     |        |                       | EU          | 71400 Local consultants | 2 000                                |        |
|   | IC on GE and SGBV data to compile a database for visualization  |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU                      | 71400 Local consultants              | 4 000  |
|   | Design of data visualization tool on SGBV   |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU                      | 72100 Contractual Services - Company | 23 000 |
|   | Design of infographics and support materials to communicate data  |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU                      | 72100 Contractual Services - Company | 5 000  |
|   | Monitoring and reporting officer  |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU                      | 71400 Project staff costs            | 26 345 |
|   | Monitoring and reporting activities   |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU                      | 71600 Travel                         | 8 000  |
|   | Publications and other printed materials  |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU                      | 72100 Contractual Services - Company | 5 000  |
|   | Miscellaneous   |               |     |     |     |     |     |     |     |     |     |     |     |        |                       |             | EU                      | 74500 Bank commission, misc          | 100    |

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|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------|---------------|-----|
|  | DPC Operations – Finance associate  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |              | 64397         | 160 |
|  | DPC Operations – Procurement specialist   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |              | 64397         | 200 |
|  | UNDP GMS  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 75100 GMS 7% | 5 166         |     |
|  | <b>Subtotal Activity 4 (Data)</b><br>- 1 regional consultation on sources of data on VAW convened (at least 30 participants from 5 countries)<br>- 5 visualizations on gender equality and VAW produced (1 per country) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |              | <b>78 971</b> |     |

| Expected results                      | Planned Activities                                      | 2022 |  |  |  | Donors | Description of budget                  | Amount, USD |
|---------------------------------------|---|------|--|--|--|--------|--|-------------|
| <b>Activity 3. Project management</b> | Salary of project staff (2 RCO assistants)              |      |  |  |  | EU     | 71400 Project Staff Costs              | 23 888      |
|                                       | Salary of Programme Coordinator, UNV (RCO)              |      |  |  |  | EU     | 71500 – UN Volunteer                   | 52 800      |
|                                       | Communications and Visibility                           |      |  |  |  | EU     | 71400 – Local consultants              | 24 000      |
|                                       | Coordination and visibility activities                  |      |  |  |  | EU     | 71600 Travel                           | 6 000       |
|                                       | Common premises and security costs                      |      |  |  |  | EU     | 73100 – Office rent                    | 15 471      |
|                                       | Translation services                                    |      |  |  |  | EU     | 74200 – Translation costs              | 2 000       |
|                                       | Procurement of IT and other equipment for project staff |      |  |  |  | EU     | 72200 – Equipment and Furniture        | 1 000       |
|                                       | Miscellaneous   |      |  |  |  | EU     | 74500 – Bank commission, miscellaneous | 380         |
|                                       | DPC Operations – Finance associate                      |      |  |  |  |        | 64397                                  | 200         |

|  |   |  |  |  |  |  |                |       |                |
|--|---|--|--|--|--|--|----------------|-------|----------------|
|  | DPC Operations – Procurement specialist |  |  |  |  |  | 64397          | 500   |                |
|  | DPC Operations – ICT specialist         |  |  |  |  |  | 72435          | 1 000 |                |
|  | DPC Operations – Adm (travel) associate |  |  |  |  |  | 64397          | 200   |                |
|  | GMS (UNDP)                              |  |  |  |  |  | 75100 GMS (7%) | 8 921 |                |
|  | <b>Subtotal Activity 3</b>              |  |  |  |  |  |                |       | <b>136 360</b> |
|  | <b>TOTAL</b>                            |  |  |  |  |  |                |       | <b>440 315</b> |

## II. MONITORING AND EVALUATION PLAN

| Monitoring Activity   | Purpose   | Timeframe                 | Responsible Person             |
|---|---|---------------------------|--------------------------------|
| <b>Programme retreat with UNDP country team</b>                   | Planning and coordination of Phase 2 activities with UNDP Governance Unit team  | February 2023             | UNDP Spotlight Project Officer |
| <b>Regional meeting for the representatives of crisis centers</b> | Combine the discussion of developed methodology for financing of services to survivors of violence and exchange on progress in response and prevention of violence against women in the countries of Central Asia | June 2023                 | UNDP Spotlight Project Officer |
| <b>Regional meeting with programme counterparts</b>               | Discuss implementation of selected programme activities (police)  | September 2023            | UNDP Spotlight Project Officer |
| <b>Project quarterly report</b>                                   | Track project progress  | April, July, October 2023 | UNDP Spotlight Project Officer |
| <b>Project Board meeting</b>                                      | Presentation of Annual Report 2022, plans for 2023 and budgets to the Regional Steering Committee and endorsement of Annual Report 2022   | June 2023                 | RCO                            |



| Monitoring Activity                     | Purpose  | Timeframe     | Responsible Person             |
|---|--|---------------|--------------------------------|
| Final Project Report                    | Capture overall projects results and lessons learnt        | December 2023 | UNDP Spotlight Project Officer |
| Final Evaluation                        | Evaluate project results                                   | December 2023 | RCO                            |
| Closure stage project Quality Assurance | Assure adherence to UNDP quality standards for programming | December 2023 | UNDP Spotlight Project Officer |

In addition, the regional programme has full time Monitoring and Reporting Officer in charge of monitoring issues for the entire programme, all recipient UN organisations and 5 Central Asia countries (Konstantin Ossipov [konstantin.ossipov@undp.org](mailto:konstantin.ossipov@undp.org)).

### III. PROJECT RISK REGISTER

| # | Event                                       | Cause                                     | Impact(s)  | Risk Category and Sub-category | Impact, Likelihood & Risk Level | Risk Valid From/To  | Risk Owner<br><i>(individual accountable for managing the risk)</i> | Risk Treatment and Treatment Owner   |
|---|---|---|--|--------------------------------|---------------------------------|---------------------|---|--|
| 1 | Gender equality becomes marginalized in the | Reshuffle (or turnover) in the government | National policies on GE and EAW are abandoned, national capacity and | Strategic                      | Likelihood: 3<br>Impact: 3      | From:<br>23/12/2020 | RC, HOA   | Risk Treatment 1.1: Monitor national development strategies and gender-specific strategic documents, |

|   |   |                                 |  |  |  |  |                 |  |
|---|---|---------------------------------|--|--|--|--|-----------------|--|
|   | national development agenda   |                                 | institutional memory lost  | Atlas 7.6 Change/ Turnover in the Government | Risk level: Medium                                       | To: 31/12/2023                         |                 | legislative work (including reporting to CEDAW and SDGs VNR) to timely inform UNDP CO senior management of negative trends.<br>Risk Treatment Owner: Project Officer   |
|   |   |                                 |  |  |  |  |                 | Risk Treatment 1.2:<br>Use opportunities for connecting with NWMS, present the findings and recommendations of studies at high-level events.<br>Risk Treatment Owner: Project Officer, UNDP COs  |
| 2 | Low capacity of national women's machinery and civil society organisations to participate in gender-sensitive decision-making | Existing institutional settings | Limit the range of partners for the regional programme to meaningfully advocate for transformation of existing practices and follow up on recommendations produced by the regional programme | Operational<br>3.8 Capacities of partners    | Likelihood: 3<br><br>Impact: 3<br><br>Risk level: Medium | From: 01/06/2021<br><br>To: 01/06/2023 | HOA, RC         | Risk Treatment 2.1:<br>Capacity development activities for programme beneficiaries.<br>Risk Treatment Owner: Project Officer<br><br>Risk Treatment 2.2:<br>Advocate for gender-balanced representation in decision-making at various levels of public administration<br>Risk Treatment Owner: UNDP COs in CA |
| 3 | Lack of engagement of specific stakeholder groups,  |                                 | Limit effectiveness of programme   | Operational                                  | Likelihood: 3  | From: 01/06/2021                       | Project Officer | Risk Treatment 3.1:<br>Engagement through EVAWG champions of   |

|   |  |   |   |   |   |  |                                       |   |
|---|--|---|---|---|---|--|---------------------------------------|---|
|   | e.g., men or youth at scale for regional approach  | Gender stereotypes prevailing in the society  | interventions and outputs   | 3.5 Partners' engagement                  | Impact: 3<br><br>Risk level:<br>Medium                      | To:<br>01/06/2023                            |                                       | Spotlight Initiative recipient UN organisations;<br><br>Risk Treatment Owner: Project Officer, Programme Coordinator,<br><br>Risk Treatment 3.2: Reach out to universities with youth-focused initiatives, implement comprehensive communication campaign.<br><br>Risk Treatment Owner: Project Officer, Communications Associate |
| 4 | Delays in implementation of planned outputs by RUNOs (UN Women and UNFPA)  | Programme components out of sync among recipient UN organisations (RUNOs)             | Delivery of resources with implications for the next tranches                           | Operational 3.2 Leadership and Management | Likelihood: 3<br><br>Impact: 3<br><br>Risk level:<br>Medium | From:<br>01/02/2021<br><br>To:<br>01/06/2023 | Programme Coordinator<br>UN RC office | Risk Treatment 4.1: Regular coherence meetings with RUNO's officers (UNFPA and UN Women), joint planning among RUNOs.<br><br>Risk Treatment Owner: Project Officer, Programme Coordinator   |
| 5 | Assessment points to insufficient coordination among RUNOs and among Spotlight Initiative national and regional programmes, weak reporting mechanism | Mid-term assessment methodology is not well designed for measuring regional programme | Donor dissatisfaction with the programme progress and implications for Phase II funding | Operational 3.2 Leadership and Management | Likelihood: 3<br><br>Impact: 3<br><br>Risk level:<br>Medium | From:<br>01/04/2022<br><br>To:<br>01/06/2023 | Programme Coordinator<br>UN RC office | Risk Treatment 5.1: Regular coherence meetings with RUNO's officers (UNFPA and UN Women), joint planning among RUNOs.<br><br>Risk Treatment Owner: Project Officers, Programme Coordinator  |

|  |                       |  |  |  |  |  |  |  |
|--|-----------------------|--|--|--|--|--|--|--|
|  | on programme progress |  |  |  |  |  |  | Risk Treatment 5.2:<br>Regular coordination meetings with the donor, and engagement of donor in planning of programme outputs<br>Risk Treatment Owner: Programme Coordinator, Project Officers |
|--|-----------------------|--|--|--|--|--|--|--|

The regional programme has risk matrix in the programme documents. Monitoring and Reporting Officer Konstantin Ossipov is updating risk matrix and reports through the RC to the Secretariat and Regional Steering Committee.