



15 March 2023

**MINUTES**  
**of**  
**Virtual Project Board Meeting of**  
**Project #123514 "Enhancing Effectiveness of Social Protection Programmes and Improving**  
**Access and Participation of Socially Vulnerable Groups"**

**LIST OF PARTICIPANTS:**

1. Yerbol Ospanov, Vice Minister of Labor and Social Protection of Population of the Republic of Kazakhstan;
2. Sukhrob Khojimatov, Deputy Resident Representative, UNDP in Kazakhstan;
3. Zhanagul Dilzhanova, Director of Social Services Policy Development Department, MLSP RK;
4. Ainur Baimyrza, Head of Governance Unit, UNDP in Kazakhstan;
5. Botagoz Yussupova, Project Manager, UNDP in Kazakhstan.

**Board objectives:**


Approval of the annual work plan for 2023 (Annex #1) the Results Framework (Annex #2).

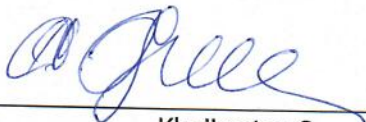
On the agenda of the Project Board Meeting, changes and additions to the work plan for 2023 and the Results Framework were presented:

- It is expected to receive the 2023 tranche in the second half of March this year in the amount of KZT 257,570,000 (two hundred and fifty-seven million five hundred and seventy thousand tenge) according to the #26 Government Financing Agreement between the United Nations Development Program in the Republic of Kazakhstan and the Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan dated 02 February 2021.
- The carry-over balance from 2022 fiscal year in the amount of \$1,161,540.03 (one million one hundred sixty-one thousand five hundred and forty US dollars and three cents) representing the obligations of UNDP under procurement contracts is included in the budget of 2023.
- **To include** the following Activities:
  - 1.11 "Conducting trainings and regional seminars to increase the capacity of non-governmental organizations providing social services and employees of the social protection system of the population, including at least one republican meeting for the employees of the social protection system of the population explanation of the regulatory legal acts (on social work, etc.);"
  - 1.12 "Development of draft methodological recommendations (Medical and Social Expertise)";
  - 3.6 "Provision of support in preparation of a periodic report on measures taken and progress towards the observance of the rights recognized by the International Covenant on Economic, Social and Cultural Rights".
- The Activity 3.5 "Organization of a study tour to study international experience in the implementation of per capita financing" **shall read as** follows "Organization of a study tours to study international experience on certain issues of social services, including tariff formation policy and rehabilitation of persons with disabilities".

**Project Board RESOLUTIONS:**

- To approve the annual work plan of the project for 2023 (including budget increase due to the carry-over balance from 2022) and the Results Framework.

  
Ospanov Ye.D.  
Project National Director/  
Vice Minister of Labor and Social Protection of  
Population of the Republic of Kazakhstan

  
Khojimatov S.  
Deputy Resident Representative  
UNDP in Kazakhstan



United Nations Development Programme



**2023 Annual Work Plan**

**UNDP Kazakhstan**

**Project Title:** Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups

**Project Number:** 00123514

**Implementing Partner:** Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan

**Start Date:** 02.02.2021

**End Date:** 31.12.2023

**PAC Meeting date:** 07.02.2020

Brief Description
<p>The project will further support the efforts of the Republic of Kazakhstan in improving the country's social policy in line with the Strategy "Kazakhstan 2050" and National Plan for the Realization of the Rights and Improvement of Life of Persons with Disabilities until 2025. Following the human rights-based approach to development, emphasis will be put on both developing the capacities of government bodies and institutions, the duty bearers, in particular, the Ministry of Labour and Social Protection of Population, and expanding opportunities for participation in the country's socio-economic life for vulnerable populations, in particular, men and women with disabilities. Three key results are expected to be delivered by the project:</p> <ul style="list-style-type: none"> <li>✓ The system of social services is modernized through improvements in the tariff policy and enhancements in the effectiveness of social service provision;</li> <li>✓ Conditions for further implementation of the UN Convention on the Rights of Persons with Disabilities (UNCPRD) are improved through increased accessibility of services and living environments and through improvements in the system of social and professional rehabilitation;</li> <li>✓ Opportunities for active participation of men and women with disabilities in the socio-economic life and processes of making decisions affecting their interests are expanded.</li> </ul> <p>The implementation of several activities, in particular, on increasing access to online services, will help mitigate the adverse impact of the COVID-19 pandemic on socially vulnerable populations.</p>

<p><b>Contributing Outcome (CPD):</b></p> <p>1.1 By 2025, effective, inclusive and accountable institutions ensure equal access for all people living in Kazakhstan, especially most vulnerable, to quality and gender sensitive social services according to the principle of leaving no one behind.</p> <p>Indicative Output(s) with gender marker: GEN 2</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Total resources required:</b>	\$1,726,634.36	
<b>Total resources allocated:</b>	<b>UNDP:</b>	\$ 83,000
	<b>Government:</b>	\$ 1,643,634.36*

Agreed by (signatures):

UNDP	Implementing Partner
<p>Eugene Hong, Assistant Resident Representative</p> <p>Date: </p>	<p>Yerbol Ospanov, Vice Minister Ministry of Labor and Social Protection of Population of the Republic of Kazakhstan</p> <p>Date: </p>

\* Committed balance from 2022 – 1,161,540.03 USD



# 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 OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Quarter				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
<b>Output 1:</b> The system of social services is modernized through improvements in the tariff policy and enhancements in the effectiveness of social service provision  Indicator 1.1: Availability of a methodology for transitioning the system of social protection to per capita funding  Baseline: no (MLSPP data for 2020)  Target value: yes  Indicator 1.3: The proportion of persons covered by the provision of special social services among those who need them (including disaggregated gender data)	1.1. Carry out improvements in the tariff policy (introduction of per capita funding for special social services)	X	X	X	X	UNDP**	72100	Contractual Services - Companies	\$10,000.00
						MLSPP RK	72100	Contractual Services - Companies	\$167,450.00
							71300	Individual Consultant	\$12,900.00
							74500	Miscellaneous Expenses	\$500.00
							72100	Contractual Services - Companies	\$72,450.00
		X	X	X	X	MLSPP RK	74500	Miscellaneous Expenses	\$500.00
	1.8. Implementation of a pilot project for the creation/development of integration centers for social services in 5 regions (Phase 2 of the pilot project for the introduction of an integrated model for the provision of social services and assistance) with the promotion of an integrated model (presentations, publications, etc.)						72100	Contractual Services - Companies	\$176,500.00
		X	X	X	X	MLSPP RK	71600	Travel	\$5,000.00
							74500	Miscellaneous Expenses	\$500.00
	1.11. Conducting trainings and regional seminars to increase the capacity of non-governmental organizations	X	X	X	X	MLSPP RK	75700	Trainings	\$40,000.00



EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Quarter				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
Baseline: 98.4% (MLSPP data for 2020)  Target value: 98.7%  <i>Gender marker:</i>	providing social services and employees of the social protection system of the population including gender mainstreaming policies						74200	Audio Visual & Print	\$10,000.00
	1.12 Development of draft methodological recommendations (Medical and Social Expertise)		X			MLSPP RK	74500	Miscellaneous Expenses	\$500.00
	Indirect costs related with general administration of contribution (8%)	X	X	X	X		75100	GMS (8%)	\$43,744.00
	<b>Sub-Total for Output 1</b>								<b>\$600,544.00</b>
<b>Output 2:</b> Conditions for further implementation of the UN Convention on the Rights of Persons with Disabilities (UNCPRD) are improved through increased accessibility of services and living environments and through improvements in the system of social and professional rehabilitation  Indicator 2.2. Availability of draft protocols (standards) for social and professional rehabilitation of people with disabilities for use in the	2.4. Develop the system of social and professional rehabilitation that will also target to help to address the existing gender equality gaps	X	X	X	X	UNDP**	72100	Contractual Services Companies	\$10,000.00
						MLSPP RK	72100	Contractual Services Companies	\$127,027.00
							71600	Travel	\$5,000.00
							74500	Miscellaneous Expenses	\$500.00
	2.5. Promote the development of inclusive urban environments	X	X	X	X	MLSPP RK	72100	Contractual Services Companies	\$252,500.00
						UNDP**	74500	Miscellaneous Expenses	\$500.00
							71500	UNV	\$13,000.00
							71500	UNV	\$40,000.00
							72100	Contractual Services Companies	\$25,000.00
	2.6. Set up pilot centres for professional rehabilitation of people with disabilities	X	X	X	X	MLSPP RK	73100	Rent	\$10,000.00
							72400	Communic & Audio Visual Equip	\$500,00
							74500	Miscellaneous Expenses	\$1,000.00
		X	X	X	X	MLSPP RK	72100	Contractual Services Companies	\$133,000.00

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Quarter				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
rehabilitation centres of the social protection system  Baseline: no (MLSPP data for 2020)  Target value: yes  Indicator 2.3: Number of pilot centres for professional rehabilitation of people with disabilities m  Baseline: 0 (MLSPP data for 2020)  Target value: 1  Gender marker:	2.8. Analysis of the National Institute of Adult Guardianship and development of recommendations for its improvement						74500	Miscellaneous Expenses	\$500.00
	2.9. Creation of training apartments using technologies of independent assisted living	X	X	X	X	MLSPP RK	72600	Grants	\$35,365.00
							71600	Travel	\$5,000.00
							74500	Miscellaneous Expenses	\$1,000.00
	2.10. Implementation of the pilot project "Creation of a model apartment accessible to people with disabilities" on the basis of the rehabilitation center						72100	Contractual Services - Companies	\$57,000.00
		X	X	X	X	MLSPP RK	71300	Individual consultant	\$8,500.00
							71600	Travel	\$5,000.00
							74500	Miscellaneous Expenses	\$1,000.00
	2.11. Development of the Institute of Advisors to Akims and Ministers on issues of persons with disabilities	X	X	X	X	MLSPP RK	72100	Contractual Services - Companies	\$63,000.00
	Indirect costs related with general administration of contribution (8%)	X	X	X	X		74500	Miscellaneous Expenses	\$300,00
Sub-Total for Output 2									
Output 3:  Indicator 3.3: Number of disability counsellors whose activities are supported by the project (including disaggregated gender data)	3.5. Organization of a study tours to study international experience on certain issues of gender-sensitive social services, including tariff formation policy and rehabilitation of persons with disabilities		X	X		MLSPP RK	72100	Contractual Services - Companies	\$30,000.00
							71600	Travel	\$45,000.00
							74500	Miscellaneous Expenses	\$3,000.00
	3.6. Provision of support in preparation of a periodic report on measures taken and progress towards the observance of	X	X	X	X	MLSPP RK	71300	Individual consultant	\$10,000.00



EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Quarter				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount
Baseline: 0 (MLSPP data for 2020)  Target value: 17	the rights recognized by the International Covenant on Economic, Social and Cultural Rights ensuring the equal right of men and women						74500	Miscellaneous Expenses	\$237.00
	Indirect costs related with general administration of contribution (8%)	X	X	X	X		75100	GMS (8%)	\$7,058.96
	Sub-Total for Output 3								\$95,295.96
General Management Support	4.1. Determination of the project organizational structure, regular meetings of the Committee on project management 4.2. Operating project management 4.3. Project monitoring and risk management	X	X	X	X	UNDP**	71400	Contractual Services - Individuals	\$30,000.00
							72400	Communic & Audio Visual Equip	\$10,000.00
							72500	Supplies	\$2,000.00
							73100	Rent	\$4,000.00
							74500	Miscellaneous Expenses	\$4,000.00
		MLSPP RK	64398	Consultancy services - Operations	\$10,000.00				
			71400	Contractual Services - Individuals	\$50,000.00				
			71500	UNV	\$45,600.00				
			74200	Audio Visual & Print	\$500.00				
			72500	Supplies	\$350.00				
	Indirect costs related with general administration of contribution (8%)	X	X	X	X		73100	Rent	\$6,000.00
							74500	Miscellaneous Expenses	\$1,000.00
							75100	GMS (8%)	\$9,077.04
Sub-Total for Output 4								\$172,527.04	
TOTAL									\$1,726,634.36

## II. MONITORING AND EVALUATION PLAN

Monitoring Activity	Purpose	Timeframe	Responsible Person
Grant recipients monitoring visits (Aktobe and Taraz)	To validate project data and check progress of project outputs	April and October 2023	Project Manager
Model apartment on the basis of rehabilitation center in Pavlodar monitoring of implementation visits	To validate project data and check progress of project outputs	May, June, July August 2023	Project Manager
Project quarterly report	Track project progress	April, July, October 2023	Project Manager
Meeting of Project Board Committee	To monitor and control the progress of the project activities and to ensure that risks are being tracked and mitigated as effectively as possible.	April and December 2023	Project Manager
Project exit plan	Pass along knowledge and ensure sustainability of impacts after project completion	December 2023	Project Manager
Final report	To capture project results and lessons learnt	December 2023	Project Manager GLD Unit
Closure stage project Quality Assurance	Assure adherence to UNDP quality standards for programming	December 2023	Project Manager



### III. PROJECT RISK REGISTER

#	Event	Cause	Impact(s)	Risk Category and Sub-category	Impact, Likelihood & Risk Level	Risk From/To	Risk Owner (Individual accountable for managing the risk)	Risk Treatment and Treatment Owner
1	There is a risk that there can be changes in national priorities in social development	As a result of parliamentary elections	Which will impact in project results		Likelihood: 1  Impact: 4  Risk level: Low	From: January 2023  To: December 2023	Project Manager	Risk Treatment 1.1: UNDP will closely monitor the political situation and hold discussions with national partners.  Risk Treatment Owner: UNDP CO, Project Manager
2	There is a risk of low engagement and capacities of partners and stakeholders	As a result of workload of the key specialists of the Ministry responsible for the implementation of a particular direction/area	Which will impact in acceptance of work/services provided within joint project		Likelihood: 3  Impact: 3  Risk level: Moderate	From: January 2023  To: December 2023	Project Manager	Risk Treatment 2.1: Continued dialogue with stakeholders will help keep their engagement  Risk Treatment Owner: Project Manager
3	There is a risk of changes in project implementation costs (currency exchange rates fluctuations, budget cuts)	As a result of increase of services/goods	Which will impact in project budget		Likelihood: 3  Impact: 3  Risk level: Moderate	From: January 2023  To: December 2023	Project Manager	Risk Treatment 3.1: UNDP will make adjustments to the project budget depending on the situation and in consultation with national partners  Risk Treatment Owner: Project Manager



## Results Framework

<b>Intended Outcome as stated in the UNDAF/Country Programme Results and Resource Framework:</b> <u>Outcome 1.1</u> of the UN Sustainable Development Cooperation Framework: By 2025, effective, inclusive and accountable institutions ensure equal access for all people living in Kazakhstan, especially most vulnerable, to quality and gender sensitive social services according to the principle of leaving no one behind									
<b>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</b> <u>SDG 1.b.1</u> : Proportion of government recurrent and capital spending to sectors that disproportionately benefit women, the poor and vulnerable groups: Baseline: 21.7% (2019), Target: 25% (2025); <u>SDG 1.a.2</u> : Proportion of total government spending on essential services (education, health and social protection): Baseline: 50% (2019), Target: 55% (2025)									
<b>Applicable Output(s) from the UNDP Strategic Plan:</b> <u>Outcome 2</u> : Accelerate structural transformations for sustainable development; <u>Output 2.1.2</u> : Capacities developed for progressive expansion of inclusive social protection systems									
<b>Project title and Atlas Project Number:</b> Enhancing Effectiveness of Social Protection Programmes and Improving Access and Participation of Socially Vulnerable Groups (project number in Atlas: 00123514)									
EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)				DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	Year 3	FINAL	
<b>Output 1</b> The system of social services is modernized through improvements in the tariff policy and enhancements in the effectiveness of social service provision	1.1 Availability of a methodology for transitioning the system of social protection to per capita funding	MLSPP	no	2020	no	yes	yes	yes	Request for information
	1.3 The proportion of persons covered by the provision of special social services among those who need them (including disaggregated gender data)	MLSPP data	98.4%	2020	98.5%	98.6%	98.7%	98.7%	Request for information
<b>Output 2</b> Conditions for further implementation of the UN Convention on the	2.2. Availability of draft protocols (standards) for social and professional rehabilitation of people with disabilities for use in the rehabilitation centres of the social protection system	MLSPP	no	2020	no	yes	yes	yes	Project reports

Rights of Persons with Disabilities (UNCRPD) are improved through increased accessibility of services and living environments and through improvements in the system of social and professional rehabilitation	2.3 Number of pilot centres for professional rehabilitation of people with disabilities "Ten Qogam"	MLSPP	0	2020	1	1	1	3	Request for information
<b>Output 3</b> Opportunities for active participation of men and women with disabilities in the socio-economic life and processes of making decisions affecting their interests are expanded	3.3 Number of disability counsellors whose activities are supported by the project (including disaggregated gender data)	MLSPP	0	2020	6	12	17	17	Request for information