

United Nations Development Programme



PROJECT DOCUMENT
UKRAINE

Project Title: Strengthening Capacities of the National Police of Ukraine on Reunification of Families in Ukraine

Project Number: 01002071

Implementing Partner: United Nations Development Programme in Ukraine

Start Date: 01/02/2024

End Date: 31/12/2025

PAC Meeting date: 13 August 2024

Brief Description

The project is designed to bolster the forensic capabilities of the National Police as part of the broader "The Ukraine Family Reunification Initiative." With the ultimate goal of reuniting Ukrainian children with their families as a consequence of the war, the project encompasses several key activities. These include the delivery of mobile forensic equipment to enable swift DNA sample gathering, an analysis of international best practices in creating and managing genomic information databases for an update to the national database "SLID," and the enhancement of the knowledge and skills of National Police forensic experts in utilizing new equipment and approaches for DNA data collection. The anticipated outcome is to strengthened capacities within the National Police for applying DNA identification approaches and the establishment of a foundation for a systematic approach to child reunification with families, encompassing enhanced technical capacities, database development, improved skills of forensic units, and increased awareness among war-affected individuals.

This goal will be achieved through two interconnected Outputs:

- Output 1. The National Police is equipped with enhanced technical infrastructure for DNA identification
- Output 2. The National Police is capable to apply new approaches of DNA identification and data collection

Expected UNSDCF/CPD Outcome(s) :

Outcome 1: By 2024, women and men, girls and boys participate in decision-making and enjoy human rights, gender equality, effective, transparent and non-discriminatory public services.

Expected CPD Output(s):

Output 1.2. National institutions, systems, laws and policies advance the equitable realization of human rights, especially among vulnerable groups.

Indicative Output(s) with gender marker: GEN 2

Total resources required:	2,366,558.78	
Total resources allocated:	2,366,558.78	
	UNDP TRAC:	
	Donor:	
	Government:	Netherlands
	In-Kind:	
Unfunded:		

Agreed by (signatures):

Government	UNDP
	DocuSigned by:  Jaco Cilliers
Date:	Date: 11 Sep 2024





I. DEVELOPMENT CHALLENGE

Since the full-scale invasion of Ukraine by the Russian Federation on February 24th, 2022, there have been evidence and reports of numerous war crimes, crimes against humanity and other related serious violations of international humanitarian law and human rights law. The unprecedented aggression of the Russian Federation has a significant impact on ensuring the rights of children in the territory of Ukraine.

On 1 March 2024, the UN Committee on the Rights of the Child adopted the Concluding observations on the combined sixth and seventh periodic reports of the Russian Federation. The Committee is deeply concerned that the armed attack by the Russian Federation since 24 February 2022 has had a devastating effect on people in Ukraine, particularly children, and has since created major obstacles to the implementation of all the rights of the child defined in the Convention and its Optional Protocols. In this regard, the Committee commends the efforts of the State party to mitigate the adverse effects of the armed conflict on children, but is nevertheless gravely concerned about multiple credible, corroborated, and consistent reports of gross violations of children's rights since the beginning of the armed conflict, including killings of children, mass displacement of children internally and outside the country, and the destruction of homes, schools, hospitals, and water and sanitation systems, committed mainly by the Russian Federation.

In such circumstances, it's critical for the Government of Ukraine to ensure systematic collection and recording of all cases of violations of children's rights. State authorities and human rights organizations systematically work on documenting committed war crimes, including those committed against children.

The Ministry of Reintegration of the Temporarily Occupied Territories of Ukraine, together with the National Information Bureau, the Office of the Prosecutor General, the National Police of Ukraine, the Ukrainian Parliament Commissioner for Human Rights, the Office of the President represented by the Counsellor-Commissioner for Children's Rights and Children's Rehabilitation created The Children of the War platform¹. This is a unified platform that collects information about children who suffered as a result of the war (killed, injured, missing, deported), as well as information about cases when children were found and returned.

On 18 April 2023, the Cabinet of Ministers of Ukraine adopted Resolution No. 339 Certain Issues of Protection of Persons, Including Children, Deported or Forcibly Transferred in Connection with the Armed Aggression of the Russian Federation against Ukraine² which provides for the creation of a Unified Register of Persons, Including Children Deported or Forcibly Displaced in Connection with the Armed Aggression of the Russian Federation against Ukraine. The register will consolidate information on all deported or forcibly transferred persons. Information will be entered into the Register by the National Information Bureau based on the monthly submission of information from ministries, central and local authorities, and heads of regional military administrations.

According to the Ukraine National Information Bureau, at least 20,000 Ukrainian children (up to 18 years old) from the temporarily occupied regions have been transferred to the Russian Federation and to territories of Ukraine under the Russian occupation. These children have been transferred to a set of an estimated 43 – 70 camps across Russia for political re-education, and some of the children have been placed with Russian families for “foster care” or adoption. According to Ukrainian President Volodymyr Zelensky and others, the actual number of transferred children may be an order of magnitude greater than preliminary estimates, and the resulting damage to the children, their families, and the nation of Ukraine is incalculable. Forced and prolonged separation of children from their parents traumatizes children, threatens critical bonds of attachment, and increases the risk of negative, long-term effects on children's mental and physical health.

In this regard, the Government of Ukraine focuses its efforts on the creation of backgrounds and legal frameworks to reunify Ukrainian children with their families in short-term and long-term perspective. For both scenarios, creation of a DNA database will help to foster and make the process evidence-based. As in short-term perspective it will facilitate the process of search and identification, in the long-term perspective the system will be used for the investigation of war crimes and ensuring justice.

¹ <https://childrenofwar.gov.ua/en/>

² <https://zakon.rada.gov.ua/laws/show/339-2023-%D0%BF#Text>

II. STRATEGY

Once the war ends, a large number of the forcibly displaced or deported children might be returned to Ukraine as part of a negotiated settlement. Alternatively, fewer children may be released or freed gradually, beginning at any time. Unless a DNA-based reunification programme is in place and active, the risk to the children is significant—including the risks of becoming ensnared in human trafficking, being misidentified, or waiting extended periods of time to be reunified with their families. Without an active DNA-based programme, it might take months or even years to accomplish the reunifications. From a clinical and developmental perspective, it is critical to reunify children with their parents as quickly as possible.

It is assumed that with an active reunification programme and supportive policies in place, a lot of children will be reunified with their families quickly, safely, and effectively. Reunifications will be conducted in a manner consistent with the European Council's Commissioner on Human Rights statements: "Urgent action needed to reunite Ukrainian children transferred to Russia and Russian-occupied territories with their families³."

Finally, the approaches and infrastructure described herein can, when implemented, impact a wide range of critical applications, including:

- Prosecution of Transnational Criminal Enterprises
- Counter-terrorism
- Protecting and Reunifying Refugees
- Identification of missing persons
- War victims' identification
- Protecting Human Rights
- Preventing trafficking in people and reunifying those that have been trafficked

Rapid DNA serves a crucial role in identifying children separated from their families and is planned to be utilized to reunify forcibly displaced or deported children with their families through a trauma-informed approach that supports the best interest of the child and the rights and agency of the family. Reunification operates on a continuum, and the role of Rapid DNA begins early in the process. DNA can expedite identifications and, in some cases, bring about matches that may not have otherwise occurred. Knowledge of matches may immediately resolve the trauma of ambiguous loss created by the separation and restore family's sense of agency regarding care of their child. Administered compassionately, Rapid DNA for family reunification is hoped to be an important tool for healing trauma.

In addition to helping families, using Rapid DNA to document the identity and ultimate return of the children forcibly displaced or deported by the Russian Federation is expected to generate essential evidence in pursuing convictions for war crimes. DNA-based evidence is the most accurate and reliable method of proving identities and will play a central evidentiary role in court proceedings.

Thus the project is aimed at enhancing the capacities of the forensic units of the National Police to ensure reunification of Ukrainian children with their families. The initiative will be a part of the broader national initiative of the National Police "The Ukraine Family Reunification Initiative". The project design will use experience and built partnership with NPU in frame of Human Rights for Ukraine (HR4U) phase 1 and Human Security for Ukraine projects.

Considering the above the project is built under the following theory of change.

IF the NPU is equipped with enhanced technical infrastructure for DNA identification, including mobile forensic equipment, and **IF** forensic staff is trained to apply new DNA identification and data collection approaches, supported by a comprehensive communication campaign to raise awareness among war-affected families, **THEN** the NPU will be able to systematically and efficiently reunify forcibly displaced or deported Ukrainian children with their families both during and after the conflict, **BECAUSE** application of

3 <https://www.coe.int/de/web/commissioner/-/urgent-action-needed-to-reunite-ukrainian-children-transferred-to-russia-and-russian-occupied-territories-with-their-families>

Rapid DNA technology is the most accurate and reliable method for proving identities. This technology significantly reduces the risk of misidentification, human trafficking, and prolonged separation, thereby mitigating long-term psychological trauma for children. Additionally, the collected DNA evidence will be crucial for documenting war crimes and ensuring justice, supported by international best practices and coordinated efforts among state authorities, human rights organizations, and international partners.

III. RESULTS AND PARTNERSHIPS

- **Expected Results**

The project is aimed at enhancing the capacities of the forensic units of the National Police to ensure reunification of Ukrainian children with their families. The initiative will be a part of the broader national initiative of the National Police “The Ukraine Family Reunification Initiative”.

UNDP will structure its work through the main Outcome with a cross-cutting communications element that underlies all other interventions. The key outcome of the project will be: **strengthened capacities of the National Police to apply DNA identification approaches to ensure reunification of Ukrainian children with their families**. The intervention will create a basis for further systematic approach of reunification of Ukrainian children's infrastructure including technical capacities, development of a database, enhancing knowledge and skills of forensic units, and increasing awareness among war-affected men and women.

This goal will be achieved through two interconnected Outputs:

Output 1. The National Police is equipped with enhanced technical infrastructure for DNA identification.

- Activity 1.1 Provision of equipment on DNA identification.

The project will provide support to strengthening technical capacities of the National Police through the delivery of mobile forensic equipment that enable quick gathering of DNA samples. The relevant list of the equipment will be identified through the consultations with the National Police.

Output 2. The National Police is capable to apply new approaches of DNA identification and data collection:

- Activity 2.1. Design and deliver capacity development trainings for the National Police staff responsible for further implementation of the initiative.
- Activity 2.2. Provide support in the analysis of international experience regarding databases and verification systems of human genomic information.
- Activity 2.3. Develop and launch the communication campaign on DNA identification possibility for Ukrainian families.
- Activity 2.4 Project management

In addition to provision of technical support the project will assist in analysis of international experience and best practices of creation and functioning of databases and verification systems of human genomic information that will help to update the national database “SLID” so it can be applied for the purpose of family reunification.

As well the project will work on enhancing knowledge and skills of the forensic experts of the National Police to apply new equipment and approaches to collecting and documenting DNA data. In particular relevant training for the forensic experts will be arranged to ensure proper application of the equipment.

Considering importance of the initiative, sensitivity of the topic, it's critical to ensure awareness about it among rights holders. In this regard the project will support development of communication strategy of the National Police to raise awareness on the initiative and creation of promo materials (video and printing).

- **Resources Required to Achieve the Expected Results**

The project will rely on several types of resources required to achieve the desired results. **Human resources** will be provided both as a dedicated project implementation team and external experts, as well as through dedicated time of specialists from government counterparts who will contribute to the project

implementation process (mainly, forensic units of NPU). The project will also rely on the **resources embodied by cooperation and information exchange** between international and national stakeholders and the wider development assistance community. The project will also operate on extensive use of **knowledge resources**, and good practices/lessons learned that could be adapted to the Ukrainian environment. **Financial resources** that are required for successful project implementation will come from the project budget.

An office space will be rented following applicable UN security standards enabling project beneficiaries to regularly and easily attend meetings, activities, and training at the project offices. The meeting rooms at the UNDP Country Office to be provided on a pro bono basis. Local office costs will include: a) office rental costs, including utilities, cleaning, ITC support, IT infrastructure upgrade, reception, connectivity charges (internet, phone calls), minor office supplies; b) office supplies (stationery); c) other services required in the local offices (small repairs, equipment installation, etc.).

With the war ongoing, the whole country is under risk, that require implementation of additional security risk mitigation measures. The evolving and fluid security situation requires increased resources to ensure staff/personnel security and safety, which cannot fully be born by the CO funding. To cope with the increased security requirements, security costs are incorporated in all development projects, as the Country Office (CO) cannot ensure the increased costs from its core resources. Additional risk mitigation measures include security trainings for staff; procurement of security equipment and personal protective equipment (PPE) and communication means (Satphones, Radios); establishment and equipping of bomb shelters, which is critical to ensure UNDP's ability to continue to deliver programmes/projects. Ensuring winterization contingency for UNDP staff, for increased resilience during the coming winter and with the ongoing energy crises in mind, may include additional needs of purchasing of battery chargers, heating equipment, reserve food/water, lights.

- **Partnerships**

The key partners for this initiative will be the National Police of Ukraine and the Ministry of Internal Affairs and the NPU. The project will help to enhance already established cooperation (in the frame of Human Rights for Ukraine phase 1 and Human Security for Ukraine projects) and expand the new areas of work.

At the same time, the project will closely work with other national stakeholders to achieve sustainable transformative results in the sphere. Specifically, UNDP has a close partnership with the Parliament Commissioner for Human Rights (Ombudsperson) who is involved in the process of the return of the deported children, Office of the General Prosecutor.

UNDP will maintain close cooperation with all UN agencies. It will be done on through bilateral initiatives and through the UN Working Group on Human Rights which was established and remains functional ensuring effective coordination of UN agencies efforts on human rights issues. UN WG on Human Rights is responsible for joint submissions to UN treaty bodies, joint inputs to the policy documents under the request of the GoU (inter alia, update of the National Human Rights Strategy) and other relevant matters.

Moreover, the initiative will help to further expand the existing partnerships between UNDP and Japan in the frame of Transformational Recovery for Human Security in Ukraine project, specifically under Output 6 aimed at enhancing the capacities of national and local state and non-state actors to promote human rights and ensure access to justice for all people, with a focus on IDPs, returnees and vulnerable groups. In particular, in the frame of this Project National Police forensic experts will be trained to use the equipment that was provided with the support of the Government of Japan.

- **Risks and Assumptions**

Risk analysis was conducted through a detailed assessment of potential risks, their causes, impacts, and the likelihood of occurrence, thereby determining their overall significance as per UNDP corporate risk register methodology as well as Social and Environmental Screening Procedure (SESP) which specifically focus on risks under Social and Environmental category.

Each risk is accompanied by risk validity period, risk owner, and risk treatment measures that describe how to prevent certain risk from being materialized, and how to minimize the impact if materialized. Please see Annex for a detail risk log and SESP. Key assumptions include war situation does not deteriorate to the extent

that disable UNDP to implement activities as planned, and the line ministries and subnational governments remain cooperative and supports UNDP in implementing the planned activities.

- ***Stakeholder Engagement***

In addition to project partners noted above, UNDP will follow the “nothing for us without us” principle when designing new policies to support the National Police and the Ministry of Internal Affairs. The constituencies and clients benefitting from services rendered by the National Police will be indirect beneficiaries. To make sure that the project is well aligned with the needs and expectations of the stakeholders, UNDP will conduct rounds of offline and online consultations (feedback forms, questionnaires) to gather feedback and adjust course, should that be necessary. In particularly consultations will be conducted with NGOs and organisations that provide support to parents and relatives.

Further to the partnership approach described, the implementation of the project will be highly participatory and will be overseen by a project board. The direct beneficiaries will be engaged based on their willingness and commitment to contribute to the project results on a non-monetary basis.

- ***Digital Solutions***

Guiding by the UNDP “Future Forward” Digital Strategy the project will take advantage of the important benefit of digital technology in the area of data collection and analysis, specifically in connection to building databases for the National Police. Moreover, the issues of personal data protection and combating violations of human rights in the cyber sphere will be also the focus of project activities, especially considering additional war-related challenges.

Digital solutions will be applied in line with relevant UNDP Digital Standards: a) Start with the need; b) Bridge the digital divide; c) Test early and often; d) (Perhaps) Don’t build it; e) Do no harm; f) Form the Right Team; g) Measure What Matters; h) Follow The UNDP Data Principles; i) Default to Open; and j) Plan for the Long Term, as well as eight UNDP Digital Principles: a) Safeguard personal data; b) Uphold the highest ethical standards; c) Manage Data Responsibly; d) Make data open by default; e) Plan for reusability and interoperability; f) Empower people to work with data; g) Expand frontiers of data; and h) Be aware of data limitations.

- ***Knowledge***

Trainings conducted under this project will include producing training curricula and training toolkits, promoting continuous educational use by relevant professional development. Moreover to ensure anchoring of the knowledge and skills, provision of the most practical information will be ensured by involvement trainers from the National Police. Lessons learned and best practices will be digested in thematic reports or compiled and shared otherwise. A repository of knowledge products will be maintained by the project staff.

- ***Sustainability and Scaling Up***

The Project’s sustainability and exit strategy shall be built into the Project’s approaches and activities. However, before the end of the Project, UNDP will undertake a review of its overall strategy, with a view to developing a detailed plan for transition and exist.

The Project invests in strengthening institutional capacities of the beneficiaries. The strengthened institutional capacity and mechanisms will remain in place after the project’s end. Furthermore, these achievements will build resilience at individual, community, and national levels. Hence, the main elements of the project are centred around strengthening the institutions’ knowledge and technical capacities to fulfil the mandate of the National Police under the Family Reunification Initiative. In that sense, the training and capacity building of relevant forensic experts and providing relevant equipment to provide their services and support to the people of Ukraine with enhanced efficiency and accountability under their designated mandate to sustain the results of the project beyond its end.

IV. PROJECT MANAGEMENT

- ***Cost Efficiency and Effectiveness***

Cost efficiency and effectiveness in the programme management will be achieved through adherence to the UNDP Programme and Operations Policies and Procedures (POPP) and reviewed regularly through the governance mechanism of the UNDP Country Programme for Ukraine. The strategy of this project is to deliver maximum results with the available resources through ensuring the design is based on good practices and lessons learned, that activities are specific and clearly linked to the expected outputs, and that there is a sound results management and monitoring framework in place with SMART indicators. The project aims to balance cost efficient implementation and best value for money with quality delivery and effectiveness of activities.

As proven in the past programme delivery performance, UNDP Ukraine has established arrangements and measures not only to ensure smooth implementation of the activities but also to flexibly adjust the planned activities to meet unexpected needs under highly uncertain and volatile situations by adopting special measures granted to the country office, undertaking close monitoring and follow-up actions and networking with the relevant stakeholders to coin a solution.

On the financial side, UNDP Ukraine will prepare a financial report at the end of the project, which will constitute the official report of project expenditures for a given period.

• **Project Management**

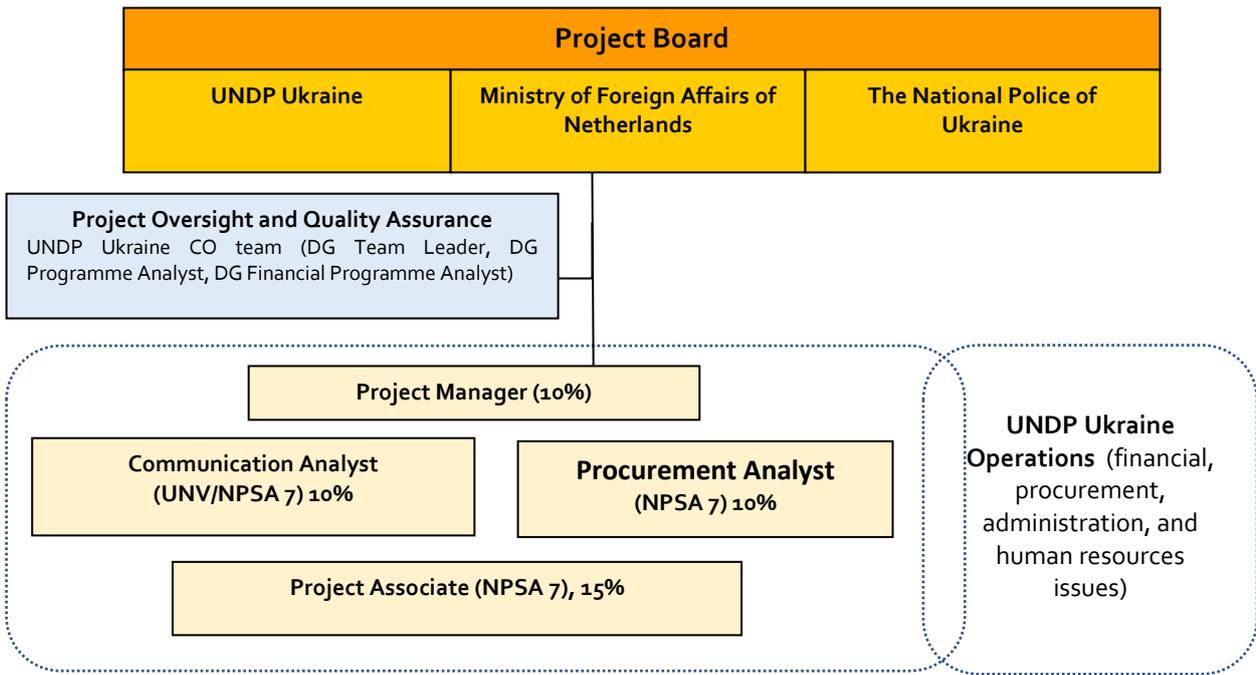
UNDP Ukraine shall be responsible for the overall management of the project, primarily regarding the responsibility for the achievement of the outputs (results), impact and objectives. The project will be implemented under the UNDP Democratic Governance Portfolio with overall supervision of the Democratic Governance Team Leader. Quality assurance of the project will be provided by the Programme Analyst, Governance, and UNDP Finance Programme Analyst in the context of project finance. Project monitoring and evaluation as well as communications will be provided within the Democratic Governance Team.

A small team will be running the project, consisting of the following team members:

- Project manager (part-time, 10%) will be responsible for achieving the objectives of the project and ensuring the cooperation and support from the project partners, as well as for managing the implementation of the project.
- Procurement Analyst (part-time, 10%) will coordinate all stages of procurement for the project, and make sure that all procurement activities are in line with UNDP standards;
- Communication Analyst (part-time, 15%) will be responsible for coordination with government counterparts on communication and awareness-raising initiatives, development of ToRs for communication campaigns, coordination and managing of contractors and partners in order to communicate project results;
- Project Associate (part-time, 15%) will be responsible for the smooth administrative management and implementation of the project activities in close collaboration with both the project team and the UNDP Country Office.

The Project Organization Structure is outlined in the diagram below.⁴

⁴ The Board set up will be adjusted to incorporate other donors as they join.



V. RESULTS FRAMEWORK

Intended Outcome as stated in the UNSDCF/Country [or Regional] Programme Results and Resource Framework: CPD 2018-2024 Outcome 1: By 2024, women and men, girls and boys participate in decision-making and enjoy human rights, gender equality, effective, transparent and non-discriminatory public services.
Outcome indicators as stated in the Country Programme [or Regional] Results and Resources Framework, including baseline and targets: 1.4. Rule of law institutions have capacities and functions to effectively fulfil their mandates
Applicable Output(s) from the UNDP Strategic Plan: Direction of change Leaving no-one behind: a rights-based approach centered on empowerment, inclusion, equity, human agency and human development, Signature solution Governance: Helping countries address emerging complexities by “future-proofing” governance systems through anticipatory approaches and better management of risk
Project title and Quantum Project Number: Strengthening Capacities of the National Police of Ukraine on Reunification of Families in Ukraine, 01002071

EXPECTED OUTPUTS	OUTPUT INDICATORS ⁵	DATA SOURCE	BASELINE		Target			DATA COLLECTION METHODS & RISKS
			Value	Year	2024	2025	FINAL	
Output 1 The National Police is equipped with enhanced technical infrastructure for DNA identification..	<i>1.1. Number of DNA consumables delivered</i>	UNDP Report/	0	2023	<i>tbd</i>	<i>tbd</i>	<i>tbd</i>	Data collection based on project records Minimal risks
Output 2. The National Police is capable to apply new approaches of DNA identification and data collection	<i>2.1 Number of trained forensic experts</i>	Survey	0	2023	<i>50 (at least 30% women)</i>	0	50	Data collection based on project records Minimal risks
	<i>2.2. Number of people covered by communication campaign</i>	UNDP Report/	0	2023	<i>0</i>	100000	100000	Data collection based on project records (media monitoring) Minimal risks

⁵ It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

VI. MONITORING AND EVALUATION

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Responsible Agent
Track results progress	Progress data against the results indicators in the Results and Resource Framework (RRF) will be collected, entered in UNDP Ukraine Integrated Monitoring and Reporting Platform (IMRP), and analysed to assess the progress of the project in achieving the agreed outputs	Regularly on a monthly basis	Slower than expected progress will be addressed by project management.	Project Staff Strategic Planning, Partnerships and Results-Based Management (SPP RBM) Unit
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.	At least semi-annually	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	Project manager Portfolio management
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.	Regularly Lessons learned report at the project's operational closure	Relevant lessons are captured by the project team and used to inform management decisions. The concise lessons learned report will be prepared at the operational closure of the project.	Project Staff SPP RBM Unit
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision-making.	Regularly on a monthly basis	Performance data, risks, lessons and quality will be discussed and used to make course corrections.	Project Staff Portfolio and CO management
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 long with mitigation	Annually and in three months after the conclusion of the project (final report)	Performance of final data, risks, challenges, lessons learned, and quality will be discussed with the donor.	Project Staff SPP RBM Unit

	measures, and any evaluation or review reports prepared over the period.			
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.	Project Staff SPP RBM Unit Portfolio and CO management

VII. MULTI-YEAR WORK PLAN

Period: 01/02/2024-31/12/2025

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMELINE		RESPONSIBLE PARTY	FUNDING SOURCE	PLANNED BUDGET			
		Y1	Y2			Budget Description	Amount, USD (total)	Amount, USD (2024)	Amount, USD (2024)
Output 1: The National Police is equipped with enhanced technical infrastructure for DNA identification <i>Gender marker: 2</i>	Activity 1.1.: Provision of equipment on DNA identification to the National Police of Ukraine.			UNDP	Netherlands	72200 Equipment and Furniture	1,757,250	878,625.00	878,625.00
						75100 Facilities & Administration (8%)	140,580.00	70,290.00	70,290.00
	SUBTOTAL Activity 1						1,897,830.00	948,915.00	948,915.00
Output 2: National Police is capable to apply new approaches of DNA identification and data collection <i>Gender marker: 2</i>	Activity 2.1: Design and deliver capacity development trainings for the National Police staff responsible for further implementation of the initiative			UNDP	Netherlands	75700 Trainings and Conferences	60,000.00	30 000,00	30 000,00
						75100 Facilities & Administration (8%)	4,800.00	2 400,00	2 400,00
	Activity 2.2: Provide support in analysis of international experience regarding databases and verification systems of human genomic information			UNDP	Netherlands	75700 - Training, Workshops and Confer	30,000.00	15,000.00	15,000.00
						71600 Travel	48,000.00	24,000.00	24,000.00
71300 Local Consultants	50,000.00	25,000.00	25,000.00						
75100 Facilities & Administration (8%)	10,240.00	5,120.00	5,120.00						
Activity 2.3: Develop and launch the communication campaign on DNA identification possibility for Ukrainian families				UNDP	Netherlands	74200 Printing, Design, Translations	70,000.00	35,000.00	35,000.00
						71300 Local Consultants	7,000.00	3,500.00	3,500.00
						75100 Facilities & Administration (8%)	6,160.00	3,080.00	3,080.00

	Activity 2.4: Project management			UNDP	Netherlands	71400 Contractual services – Individ (staff costs)	44,000.00	22,000.00	22,000.00
						74300 Contributions (Security costs 2%)	41,325.00	20,662.50	20,662.50
						64300 Direct Project Cost (2.1%)	43,391.25	21,695.63	21,695.63
						74500 Direct Project Cost (0.9%)	18,596.25	9,298.13	9,298.13
						75100- GMS 8%	11 785,00	5,892.5	5,892.5
	SUBTOTAL Activity 2						445,297.50	222,648.75	222,648.75
TOTAL UNDP GMS						75100 Facilities & Administration (8%)	173,565.00	86,782.50	86,782.50
Levy 1%							23,431.28	11,715.64	11,715.64
GRAND TOTAL							2,366,558.78	1,183,279.39	1,183,279.39

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The Project will be governed by the Project Board (PB), which will be responsible for making decisions, in particular when guidance is required by the Project Manager (PM). The Board will play a critical role in project monitoring and evaluations by assuring the quality of these processes and associated products, and by using evaluations for improving performance, accountability and learning. The PB will ensure that required resources are committed. It will also arbitrate on any conflicts within the project and negotiate solutions to any problems with external bodies. The PB meetings are to be organized at least annually and at the end of the project duration, or to be convened upon necessity. The PB shall be make its decisions in accordance with international standards that shall ensure management for development results, best value for money, fairness, integrity, transparency, and effective international competition. Members of the PB will consist of key national/local government representatives, UNDP senior official, Project Management Team, the donor (i.e., Government of the Netherlands) and other relevant stakeholders, if necessary.

Potential members of the PB will be reviewed and recommended for approval during the Local Project Appraisal Committee (LPAC) meeting. New members or ad-hoc participants can be invited to the PB upon the decision of the Board.

To ensure that the Board will remain sufficiently lean to facilitate its effective operation, the PB will be comprised of members with the roles of the Executive, Senior Supplier, Senior Beneficiary and Quality Assurance.

- **Executive Role:** The role of the Executive will be held by the UNDP and the representative of the government of Ukraine. The Executive is ultimately responsible for the project, assisted by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the Project is focused throughout its life cycle on achieving its expected results and delivering outputs that will contribute to longer-term impact. The Executive should ensure that the Project gives value for money, ensuring a cost-conscious approach, and balancing the demands of beneficiary and supplier.
- **Senior Beneficiary Role:** This role requires representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board will be to ensure the realization of project results from the perspective of different stakeholders and beneficiaries.
- **Senior Supplier Role:** Donor or technical partners will hold the role of Senior Supplier. The Senior Supplier represents the interests of the parties which provide funding and/or technical expertise to the Project (designing, developing, facilitating, procuring, implementing). The Senior Supplier role must have the authority to commit or acquire supplier resources as required.
- **Quality Assurance Role:** The Quality Assurance role supports the Executive role of the PB and is assumed by UNDP Ukraine and by the UNDP HQ, wherever appropriate. The role ensures independent oversight and monitoring functions on behalf of the PB. This role ensures that appropriate programme management milestones are managed and completed.

In the framework of the governance structure of the PB, the Project Implementation Team (PIT) will be established and will comprise of Project Manager, the experts for the respective areas, who will be responsible to carry out the activities with technical soundness, and project implementation support staff, including M&E, Communications, Finance, Human Resources, Procurement and other general administration. Under DIM modality of this project, UNDP Ukraine will serve as an implementing partner and is accountable for design, oversight and quality assurance for implementation of this project.

IX. LEGAL CONTEXT

Option a. Standard Basic Assistance Agreement (SBAA)

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Ukraine and UNDP, signed on 18 June 1993. 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.

X. RISK MANAGEMENT

1. UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)
2. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the [project funds]⁶ [UNDP funds received pursuant to the Project Document]⁷ are used to provide support to individuals or entities associated with terrorism, that the recipients of any amounts provided by UNDP hereunder do not appear on the United Nations Security Council Consolidated Sanctions List, and that no UNDP funds received pursuant to the Project Document are used for money laundering activities. The United Nations Security Council Consolidated Sanctions List can be accessed via <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
3. 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>).
4. UNDP as the Implementing Partner will: (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.
5. In the implementation of the activities under this Project Document, UNDP as the Implementing Partner will handle any sexual exploitation and abuse (“SEA”) and sexual harassment (“SH”) allegations in accordance with its regulations, rules, policies and procedures.
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. UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor, and sub-recipient:
 - a. Consistent with the Article III of the SBAA, the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP’s property in such responsible party’s, subcontractor’s and sub-recipient’s custody, rests with such responsible party, subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:
 - i. 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;
 - ii. assume all risks and liabilities related to such responsible party’s, subcontractor’s and sub-recipient’s security, and the full implementation of the security plan.
 - b. 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 responsible party’s, subcontractor’s and sub-recipient’s obligations under this Project Document.
 - c. Each responsible party, subcontractor and sub-recipient (each a “sub-party” and together “sub-parties”) acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the sub-parties, and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
 - (a) In the implementation of the activities under this Project Document, each sub-party shall comply with the standards of conduct set forth in the Secretary General’s Bulletin ST/SGB/2003/13 of 9

⁶ To be used where UNDP is the Implementing Partner

⁷ To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner

October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse” (“SEA”).

(b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, each sub-party, shall not engage in any form of sexual harassment (“SH”). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. SH may occur in the workplace or in connection with work. While typically involving a pattern of conduct, SH may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.

- d. In the performance of the activities under this Project Document, each sub-party shall (with respect to its own activities), and shall require from its sub-parties (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, sub-parties will and will require that their respective sub-parties will take all appropriate measures to:
- (i) Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
 - (ii) Offer employees and associated personnel training on prevention and response to SH and SEA, where sub-parties have not put in place its own training regarding the prevention of SH and SEA, sub-parties may use the training material available at UNDP;
 - (iii) Report and monitor allegations of SH and SEA of which any of the sub-parties have been informed or have otherwise become aware, and status thereof;
 - (iv) Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
 - (v) Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. Each sub-party shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the relevant sub-party shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
- e. Each sub-party shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the relevant sub-party to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
- f. Each responsible party, subcontractor and sub-recipient will ensure that any project activities undertaken by them will be implemented in a manner consistent with the UNDP Social and Environmental Standards and shall ensure that any incidents or issues of non-compliance shall be reported to UNDP in accordance with UNDP Social and Environmental Standards.
- g. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud, corruption or other financial irregularities, by its officials, consultants, subcontractors and sub-recipients in implementing the project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption, anti-fraud and anti-money laundering and countering the financing of terrorism policies are in place and enforced for all funding received from or through UNDP.
- h. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices (b) UNDP Anti-Money Laundering and Countering the Financing

of Terrorism Policy; and (c) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient 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.

- i. In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', 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 it to find a solution.
- j. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud, corruption other financial irregularities with due confidentiality. Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.
- k. UNDP will be entitled to a refund from the responsible party, subcontractor or sub-recipient of any funds provided that have been used inappropriately, including through fraud corruption or other financial irregularities, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the responsible party, subcontractor or sub-recipient under this or any other agreement. (*Option 3*)

Where such funds have not been refunded to UNDP, the responsible party, subcontractor or sub-recipient 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 such responsible party, subcontractor or sub-recipient for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud, corruption or other financial irregularities, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

- l. Each contract issued by the responsible party, subcontractor or sub-recipient 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 it shall cooperate with any and all investigations and post-payment audits.
- m. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project or programme, 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.
- n. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled "Risk Management Standard Clauses" are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

XI. ANNEXES

- 1. Project Quality Assurance Report**
- 2. Social and Environmental Screening Template**
- 3. Risk Analysis.**
- 4. Project Board Terms of Reference**

Annex 3. Risk Analysis

#	Event	Risk Valid From - To	Type	Causes	Impacts & Probability	Treatments and Expected effect from treatment	Owner	Last Update
1	Further deterioration of the security situation in Ukraine	January 2024 - December 2025 (end of the Project)	Safety and Security	Increased hostilities resulting in further escalation of the ongoing war in Ukraine, including in Project locations	<p>The following potential instances of impact are envisioned under this risk:</p> <p>(1) enhanced security restrictions, that may weaken staff movement, mobility, and holding direct consultations with stakeholders/partners. These restrictions may lead to a reduced geographical coverage of the project and potential delays in data collection, hindering the achievement of project goals.</p> <p>(2) potential risk of injury, persecution or detention to project staff, contractors, partners, or beneficiaries impacting partners' ability and commitment to execute activities</p> <p>In overall, the risk might result in delaying some activities and/or results, while also raising the relevance of the Project interventions.</p> <p>P = 3; I = 4</p>	<p>UNDP will work in close coordination with UNDSS and the national government while ensuring the involvement of local authorities to secure a safe environment for the implementation of the project's activities and working with implementing partners with good knowledge of the local context and effective presence on the ground. Project activities will take into account security situation in Ukraine and the necessary revisions will be made to ensure that project activities continue to the extent possible. Scale down of project activities in affected areas until acceptable level of stability is restored.</p>	Project manager	July 2024
2	Service interruptions	May 2024 - December 2025 (end of the Project)	Operational	Due to commodity shortages, stockouts, or failure to attract quality suppliers for UNDP procurement cases the might be delays in delivery of equipment. This risk also includes the possibility of substandard quality of deliverables produced by service providers	<p>As a result of inadequate procurement planning, complex and lengthy procurement processes, and suppliers that fail to deliver on quality or meet deadlines. The risk may also be triggered by factors such as inflation and currency exchange rate fluctuations, as well as logistical challenges in highly dangerous implementation environment in Ukraine.</p> <p>Which will impact in delays in the delivery or installation of procured equipment or other deliverables, causing a slowdown in project activities and requiring revisions to the initial timeframes for more than one month. Moreover, it may lead to a failure to achieve the project's expected results, pose reputation risks, and potentially result in budgetary constraints.</p> <p>P = 3; I = 3</p>	<p>to the extent possible the project will use LTAs and providers of goods and services that already proved to be reliable</p>	Project manager	July 2024

Annex 4. Project Board Terms of Reference

Terms of Reference

Board of the Strengthening Capacities of the National Police of Ukraine on Reunification of Families in Ukraine Project (FRU Project)

BACKGROUND

Project “Strengthening Capacities of the National Police of Ukraine on Reunification of Families in Ukraine” funded by the Government of Netherlands and implemented by UNDP Ukraine is a 2-year initiative which runs from 1 January 2024 until 31 December 2025. It works to strengthen capacities of the National Police of Ukraine to ensure effective implementation of its mandate and functions aimed on reunification of families in Ukraine.

The FRU Project outcomes include strengthened capacities within the National Police for applying DNA identification approaches and the establishment of a foundation for a systematic approach to child reunification with families, encompassing enhanced technical capacities, database development, improved skills of forensic units, and increased awareness among war-affected individuals.

Therefore, the FRU comprises of two outcomes:

Output 1. The National Police is equipped with enhanced technical infrastructure for DNA identification

Output 2. The National Police is capable to apply new approaches of DNA identification and data collection

The precise activities and modalities of this component will be approved by the Project Board.

OVERALL RESPONSIBILITIES OF THE BOARD

The Project Board is the group responsible for making by consensus management decisions for a project when guidance is required by the Project Manager, including recommendations for approval of project plans and revisions. In order to ensure UNDP’s ultimate accountability, Project Board decisions should be made in accordance to standards⁸ that shall ensure best value to money, fairness, integrity transparency and effective international competition. In case a consensus cannot be reached, final decision shall rest with the Danish MFA, as the funding authority.

COMPOSITION AND ORGANIZATION

The Board contains three sets of stakeholders, including:

- Project implementing agency - representing the project implementer to chair the group (UNDP Ukraine);
- Funding agency - representing the interests of the donor agency (the Ministry of Foreign Affairs of Netherlands);
- Beneficiary representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary’s primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries (the National Police of Ukraine).

⁸ UNDP Financial Rules and Regulations: Chapter E, Regulation 16.05: a) The administration by executing entities or, under the harmonized operational modalities, implementing partners, of resources obtained from or through UNDP shall be carried out under their respective 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. b) Where the financial governance of an executing entity or, under the harmonized operational modalities, implementing partner, does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, that of UNDP shall apply.

Other stakeholders may have an opportunity to partake in Board meetings as agreed between Board members.

The Project Board will hold meetings on annual basis, or more frequently if deemed necessary. The agenda of the Project Board as well as all the supporting documents will be prepared by the Project and distributed to the members at least one week before the Project Board meeting.

SPECIFIC RESPONSIBILITIES OF THE PROJECT BOARD

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Provide space for consultation with beneficiary;
- Address project issues as raised by the Project Implementer;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Conduct regular meetings to review the Project Progress Reports and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Appraise the Project annual Review Report, make recommendations for the next AWP;
- Review and approve end project report and make recommendations for follow-on actions;
- Provide ad-hoc direction and advice for exception situations;
- Assess and decide on project changes through revisions.

Closing a project

- Assure that all Project deliverables have been produced satisfactorily and notify operational completion of the project;
- Review and approve the Final Project Report, including Lessons learned;
- Make recommendations for follow-on actions;

Documentation

- The project implementer will prepare any documentation relevant to a Board meeting and ensure that it is circulated to Board members at least 10 days prior to a meeting (in exceptional circumstances, this may be reduced to 5 days)
- The project implementer will prepare an agenda and circulate this in advance for comments.

Record keeping

- The project implementer will act as chair and minute keeper of the Board meetings.
- Minutes will be taken and circulated for approval of Board members following each meeting