



PROJECT DOCUMENT REVISION
[Turkmenistan]



Project Title: Assistance in capacity building of the Central Commission for Holding Elections and Referendums in Turkmenistan

Project Number:

Implementing Partner: United Nations Development Programme

National Partner: Central Commission for Holding Elections and Referendums in Turkmenistan

Start Date: March 1, 2024 **End Date:** April 30, 2025¹ **PAC Meeting date:**

Brief Description
Following an official request from the Ministry of Foreign Affairs (MFA) of Turkmenistan for UN electoral support, a needs assessment mission (NAM) was deployed to the country from 11 to 18 July 2022. The mission met with key electoral stakeholders in Ashgabat and Ahal province, such as representatives from the Government, Parliament, the Central Commission for Holding Elections and Referendums in Turkmenistan (CEC), media, political parties, trade unions, the Ombudsman's Office, Women's Union, as well as the diplomatic community. Most national interlocutors noted with appreciation previous UN electoral support (in 2008–2012 and 2013–2014). The current Project Proposal has been drafted based on recommendations of the Electoral Needs Assessment Mission to Turkmenistan and includes the targeted assistance in the following areas: - Support in developing strategies for establishing a unified voter register with gender disaggregated data, including international/comparative best practices. - Improving the capacity of members of election commissions, including in the format of BRIDGE training on relevant modules with gender responsive approach. - Promoting ways to increase political participation of women, including by introducing temporary special measures (TSM) for women into national electoral legislation. The main goal of the Project is to further support electoral reforms and strengthen the capacity of the election commissions of Turkmenistan by sharing best international practices and organizing relevant training activities. At the request of the Turkmen side, the project budget was revised downward. The remaining terms, conditions and clauses of the Project Document remain unchanged.

Contributing Outcome (UNSDCF, CPD): UNSDCF Outcome #1: By 2025, people have access to more effective, innovative, and transparent public administration based upon the rule of law, human and labour rights, gender equality and quality data. CDP Output 1.3.: Legislation, policies, programmes and their implementation are strengthened to address recommendations from United Nations human rights mechanisms, including the Universal Periodic Review, treaty

Total resources required:	166,414 USD
Total resources allocated:	166,414 USD
	UNDP:
	Government of Turkmenistan: 166,414 USD

¹ Current mandate for electoral assistance as granted by the UN-wide focal point for electoral assistance, the Under-Secretary-General for Political and Peacebuilding Affairs, expires on 30 June 2024; any assistance provided beyond that date is subject to Focal Point's extension of the said mandate.

bodies, and special procedures, with civil society participation.

Gender marker: GEN 2

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Agreed by (signatures):

Central Commission for Holding Elections and Referendums in Turkmenistan	United Nations Development Programme
 Gulmyrat Muradov Chairman	 Tomica Paovic UNDP Officer-in-Charge in Turkmenistan
Date:	Date:

I. DEVELOPMENT CHALLENGE

The electoral system of Turkmenistan has been improved in the process of democratic transformations and constitutional reforms.

Citizens of Turkmenistan have the right to participate in the public administration affairs of society and the state, both directly and through their freely elected representatives (Article 45 of the Constitution of Turkmenistan). Citizens of Turkmenistan have the right to elect and be elected to state authorities and local self-government bodies (Article 46 of the Constitution of Turkmenistan). The electoral right of citizens of Turkmenistan is the right to participate in elections and referendums provided for by the Constitution and laws of Turkmenistan (Article 7 of the Electoral Code of Turkmenistan (ECT) - 04.05.2013).

Elections of the President of Turkmenistan, deputies of the Mejlis, members of the velayat, etrap and city halk maslahaty and Gengeshes are held on the basis of universal and equal suffrage. Citizens of Turkmenistan who have reached the age of eighteen have the right to vote, each voter has one vote (Article 119 of the Constitution of Turkmenistan).

Elections of the President of Turkmenistan, deputies of the Mejlis, members of the velayat, etrap and city halk maslahaty, Gengeshes, referendums are organized by the following election commissions: 1) Central Commission for Holding Elections and Referendums in Turkmenistan (Central Electoral Commission (CEC); 2) election commissions of velayats; 3) election commissions of etraps, cities with the rights of etraps (hereinafter - election commissions of etraps, cities); 4) district election commissions; 5) election commissions of cities in etraps, settlements and gengeshliks; 6) precinct election commissions.

Electoral commissions organize their work in accordance with the Constitution of Turkmenistan, ECT and other normative legal acts of Turkmenistan. The term of office of the election commissions is five years, and their members exercise their powers on a voluntary basis.

The Central Election Commission is a legal entity (Article 21 of the Electoral Code). The term of office of the Central Electoral Commission is five years. The CEC administers (directly or via subordinate commissions) all aspects of the electoral process, including voter and candidate registration; organization of campaigning, including assuring equal access to all candidates/parties and distribution of campaign funds; processing and adjudication of complaints; observer accreditation; and announcing and validating of the results. The CEC also provides explanations, issues instructions and conducts training seminars on the preparation and conduct of elections and referenda. Decisions adopted by the Central Election Commission are binding in Turkmenistan (Article 25 of the Electoral Code).

The Central Electoral Commission consists of the chairman, deputy chairman, secretary and twelve members. For the 26 March 2023 elections, -33.34% of the members of the Central Electoral Commission were women; -19.7% were members of election commissions of velayats and Ashgabat city; -32.33% were members of election commissions of etraps, cities with the rights of etraps; 41.75% were members of district election commissions; 40.01% were members of election commissions of cities in etraps, settlements and gengeshliks; 43.45% were members of election commissions.

According to the information on January, 2024:

- 7 election commissions of velayats, cities with the rights of velayats (totally 77 members);
- 50 election commissions of etraps, cities with the rights of etraps (totally 552 members);
- 125 district election commissions (totally 1375 members)
- 573 election commissions of the cities in etraps, settlements, gengeshliks (totally 4083 members);
- 2645 precinct election commissions, 42 of which are abroad (totally 17087 members).

In general, there are 3401 commissions (totally 23189 members) in the 6-digit structures of the election commissions².

On 26 March 2023, elections were held in Turkmenistan for deputies to the Mejlis, members of the velayat, etrap, city halk maslakhaty and Gengesh. The Mejlis of Turkmenistan (Parliament) is a representative body exercising legislative power. The term of office of the deputies of the Mejlis is five years. The Mejlis of Turkmenistan consists of 125 deputies, they are elected by constituencies with an approximately equal number of voters for a term of five years. A citizen of Turkmenistan who has reached the age of twenty-five by the election day and has been permanently residing in Turkmenistan for the previous ten years can be elected as a deputy of the Mejlis of Turkmenistan.

In velayats, etraps and cities, local representative bodies are formed in the following order: halk maslakhats, whose members are elected by Turkmen citizens living in the respective administrative and territorial units.

In accordance with the Constitution, local representative bodies of state power are formed in velayat - velayat halk maslaskhaty, cities with velayat rights - town halk maslaskhaty (hereinafter - velayat halk maslaskhaty), etrap - etrap halk maslaskhaty, cities with etrap rights - town halk maslaskhaty (hereinafter - etrap, cities halk maslaskhaty).

Velayat halk maslaskhaty consists of 40 members, etrap, city halk maslaskhaty consist of 20 members. The term of office for members of the velayat, etrap and municipal halk maslaskhaty is five years.

In Turkmenistan, a local self-government body, the Gengesh, is formed in towns, etrap, villages and gengeshliks. The Gengesh consists of 5-15 members. Local self-government bodies are not included in the system of state authorities. Gengeshes may be endowed by law with separate state powers with the allocation of material and financial resources necessary for their implementation. .

Gengeshes are representative bodies whose members are elected by the citizens of Turkmenistan living in the respective administrative-territorial units on the basis of universal, equal and direct suffrage by secret ballot for a period of five years.

Citizens of Turkmenistan who have reached the age of twenty-one by election day and reside in the territory concerned may stand as candidates for membership of the halk maslakhaty, Gengesh.

In accordance with the ECT, the costs of preparing and holding elections, as well as a national referendum are financed from the State budget of Turkmenistan.

² The Central Commission for Holding Elections and Referendums in Turkmenistan, <https://saylav.gov.tm/ru/about?id=2>

Following an official request from the Ministry of Foreign Affairs (MFA) of Turkmenistan for UN electoral support, a needs assessment mission (NAM) was deployed to the country from 11 to 18 July 2022.

The mission met with key electoral stakeholders in Ashgabat and Ahal province, such as representatives from the Government, Parliament, the Central Commission for Holding Elections and Referendums in Turkmenistan (CEC), media, political parties, trade unions, the Ombudsman's Office, Women's Union, as well as the diplomatic community. Most national interlocutors noted with appreciation previous UN electoral support (in 2008–2012 and 2013–2014).

National partners including MFA, the CEC, the Parliament, all three political parties, articulated the need for studying international best practices in election management, as well as training and improving capacities of electoral administration. The NAM was informed that there is a growing interest in best practices, public trust, improving of political activity and political culture in the Turkmen society, as well as the increasing interest of the public in electoral and public participation.

According to the observations of the NAM, there is a clear willingness to consider improvements in some technical areas, such as increasing the participation of women in political life. These might include temporary special measures (for instance, quotas); more effective civic and voter education, especially among women, youth and persons with disabilities; and some improvements to the electoral process, including discussing a possibility of the creation of a unified voter register and the prevention of collective (or family) voting. Election administrations have requested initiatives to increase their knowledge of international best practices.

In addition, the NAM noted that, in evaluating the 2018 and 2023 parliamentary elections and the 2022 early presidential elections, observers welcomed recent amendments that expanded the rights of observers, adjusted the timing of elections, and improved the nomination of candidates and the publication of final election results. However, they noted that further improvements are needed to implement other recommendations in key areas, including those relating to the separation of powers and a pluralistic environment, the exercise of fundamental human rights, freedom of the media, voter and candidate registration, the conduct of elections, voting rights and day procedures voting.

In addition, it is necessary to develop a centralized voter register in Turkmenistan, as well as to improve the current legislation in relation to guarantees and measures against multiple registration and voting.

Also from a gender perspective, in order to further improve women's participation in political and public life in Turkmenistan, it is necessary to promote gender representation in the country and increase women's political participation, including as candidates and political party members, as well as voters.

According to the International Foundation for Electoral Systems (IFES)³, it is necessary to improve the system for providing information and data on electoral processes, as well as on the breakdown

³ ElectionGuide of the [International Foundation for Electoral Systems](https://www.electionguide.org/elections/id/3869/) (IFES), <https://www.electionguide.org/elections/id/3869/>

of voters by sex, age and disability, the female population in general, gender quotas, female candidates participating in elections, and etc.

Similar issues were identified by the Needs Assessment Mission of the Organization for Security and Cooperation in Europe, which conducted online consultations on March 1-3, 2022⁴.

Based on its findings, the NAM recommended providing targeted UN assistance to improve Turkmenistan's electoral system.

II. STRATEGY

Upon request by the Government of Turkmenistan and approval by the UN Focal Point for electoral assistance, Under-Secretary-General for Political and Peacebuilding Affairs, UNDP will provide support and assistance to Turkmenistan stakeholders in improving the electoral activity in Turkmenistan, including the national electoral legislation.

The elections of deputies to the Mejlis of the seventh convocation, members of velayat, etrapih and city halk maslahaty of the fifth convocation, members of gengesh of the ninth convocation were held on 26 March 2023.

The election campaign was monitored by some 3,000 national observers, as well as representatives of the CIS, the Shanghai Cooperation Organisation, the Organisation of Turkic States, the Organisation of Islamic Cooperation and the Organisation for Security and Cooperation in Europe.

Of those eligible voters, 91.12 per cent of citizens participated in the election.

During the election campaign, 2,644 polling stations were set up for voting throughout the country and 42 polling stations were established at Turkmenistan's diplomatic missions and consular offices abroad.

A total of 125 persons were elected to the Mejlis, including 65 (52 per cent) from the Democratic Party, 18 (14.5 per cent) from the Party of Industrialists and Entrepreneurs, 24 (19 per cent) from the Agrarian Party and 18 (14.5 per cent) from citizens' groups.

240 members of velayat, Ashgabat city halk maslahaty, 960 members of etrap, city halk maslahaty, 5897 members of Gengesh were elected around the country.

25.60 per cent of the elected members of the Mejlis are women,

28.75 per cent of the members of the velayat halk maslahaty are women;

29.58 per cent of the members of etrap halk maslahaty are women;

28 per cent of the members of the Gengesh are women.

A woman has been elected Speaker of Parliament, and one of the eight committees of the Mejlis is headed by a woman - the Committee on Science, Education, Culture and Youth Policy.

⁴ <https://www.osce.org/odihr/elections/turkmenistan/513565>

The current Project Proposal has been drafted based on recommendations of the Electoral Needs Assessment Mission to Turkmenistan and includes the targeted assistance in the following areas:

- Support in developing strategies for establishing a unified voter register, including international/comparative best practices.
- Improving the capacity of members of election commissions, including in the format of BRIDGE⁵ training on relevant modules;
- Promoting ways to increase political participation of women, including by introducing temporary special measures (TSM) for women into national electoral legislation. Conducting trainings and workshops.

The Project will focus on supporting the CEC of Turkmenistan and other key stakeholders of electoral processes in order to build their capacities and improve the electoral process overall.

The project will organize workshops, conduct analysis, and develop recommendations based on best international practices to encourage women's participation in political life, increase the capacity of members of election commissions, increase voter awareness with a special focus on first-time voting citizens, discuss a possibility of creating a unified voter register, and help preventing collective (or family) voting practices.

The Project will contribute to the implementation of Sustainable Development Goal 16, which aims to promote peaceful and open societies for sustainable development, ensuring access to justice for all and inclusive institutions at all levels.

III. RESULTS AND PARTNERSHIPS

Output 1: Strategy for establishing a unified voter register with gender disaggregated data developed

Activity 1.1. Support national stakeholders to study and learn from relevant regional examples and international best practices

The project will support the CEC and other national stakeholders to familiarize themselves with and learn from relevant regional and international examples and best practices in establishing a single, unified voter register with gender disaggregated data. A number of countries in the region, including Kyrgyzstan and Uzbekistan, are utilizing single voter registry with gender disaggregated data, which can improve the management and quality of the voter registration process. The project will provide support in exposing the national stakeholders to different examples, including via on-line and in person study visits, researching and translating relevant academic and practical literature on the subject and providing advisory support through existing in-house expertise, available regionally and centrally at the HQ level.

⁵ BRIDGE is a generic training curriculum and model on sound electoral administration developed and maintained by the UN and other partners. Its modules are generic (not country specific), and it is available under certain conditions to any electoral authority worldwide. It is designed for in person training and can be delivered by any person accredited by BRIDGE partners. Since its launch in 2002, more than 2200 BRIDGE workshops have been conducted in more than 50 countries.

Activity 1.2. *Organize seminars and workshops to consider and discuss various options for creating single voter registry with gender disaggregated data*

In order to involve a wider spectrum of stakeholders, including practitioners, academia, government sector, civil society and citizens, the project will support organization of a series of seminars and round tables with the participation of international experts to discuss voter registration issues, including the barriers to female political participation. In preparation for the events, the project will develop an agenda and series of reading materials, to provide a basis for discussion.

Activity 1.3. *Support the CEC and other stakeholders in drafting an “options paper” for developing single voter registry with gender data*

Based on the activities above, the project will support the CEC and other relevant stakeholders in developing an “options paper” for developing a single, unified voter registry. The paper will present several options for creating and maintaining a single registrar of voters with gender data, as well as relevant procedures and budgets. The paper will also provide an overview of the required legislative reform needed to for the establishment of the single registrar of voters.

Output 2: Capacity of electoral officials improved

Activity 2.1. *Organizing BRIDGE trainings for the CEC with gender responsive approach*

In close consultation with the CEC, the project will identify issues of capacity building for election officials and consequently organize BRIDGE workshops targeting relevant subjects with gender responsive approach. While the exact topics will be determined jointly, it is expected that at least one workshop will deal with voter registration, thus providing synergy with Output 1 above. Moreover, it is expected that at least one or more of the following will BRIDGE workshops will be organized: Voter and Civic Education, Disability Rights and Elections and Gender Equality and Elections. All workshops will be conducted with BRIDGE methodology and by BRIDGE accredited trainers.

Activity 2.2. *Establishing a training center including a training library in the elections commission*

In order to institutionalize capacity building and sustainability processes, the project will assist the CEC and lower-level election commissions in establishing a permanent Training Center, which will serve as the central repository of knowledge on all electoral issues. The Center will include a library of books (in Turkmen, Russian and English) and sample electoral materials from Turkmenistan and other locations. The Center will not only contribute to sustainable capacity building of the electoral stakeholders but also serve as a resource to the academia, students and others interested in learning about and researching issues related to elections.

Output 3: Political participation of women increased

Activity 3.1: Analysis of trends and relevant examples on improving political participation of women, including introduction of Temporary Special Measures (TSM)

The project will support the Parliament, CEC and other stakeholders to learn about TSM from relevant examples in the region and globally, as well as by reviewing relevant literature on the subject. At least one seminar/workshop will be held centrally, in addition to a number of smaller workshops in the regions, to both gather opinions of the stakeholders as well as sensitize the population towards possible introduction of TSM.

Activity 3.2. Analysis of the electoral legislation of Turkmenistan and development of draft amendments for introduction of TSM

In close consultation with the relevant parliamentary committees, CEC and other stakeholders, the project will support analysis of existing legislation and developing proposals for its improvement, including on ensuring voting rights for persons with disabilities on the introduction of TSM.

Resources Required to Achieve the Expected Results

The core resources required to achieve the Project results will consist of the cost of a project team consisting of a Project Manager, Technical Adviser, and a Project Assistant. In addition, the project will involve international, national experts and consultants who will provide analytical and technical support to the Project. The project costs will also cover administrative expenses, travel expenses, costs of meetings and workshops, and publications.

Partnerships

The main national partner under the Project will be the Central Commission for Holding Elections and Referendums in Turkmenistan (CEC). The project will also work with the Mejlis of Turkmenistan and with the Women's Union of Turkmenistan.

Risks and Assumptions

- Commitment of the Government and the CEC of Turkmenistan to the implementation of the Project.
- Political will to further improve legislative framework.
- Short term for project implementation.

Stakeholder Engagement

Target Groups:

- Members of the CEC of Turkmenistan will be involved in the project to improve the skills of employees of the system of election commissions, enhance the institutional capacity of the CEC and election commissions, as well as raise voter awareness in general.
- Members of Parliament and the Women's Union of Turkmenistan will be involved in the process of improving the legislation of the electoral system and the greater participation of women in the political and public life of the country.

IV. PROJECT MANAGEMENT

Project Management

The Project will be undertaken using UNDP's Direct Implementation Modality (DIM) with CEC being the national partner – beneficiary. The DIM model strengthens the planning and budgeting within the parameters of the government budget. The project will establish a Project Board responsible for the overall strategic guidance to the project and policy oversight to ensure that the project remains on track and on budget. It will also establish a Technical Working Group (TWG) to discuss the practical and technical components of the electoral support to the CEC.

The DIM requires that responsibility for the project rests with UNDP, as reflected in the Standard Basic Assistance Agreement signed by UNDP and the Turkmenistan Government on 5 October 1993.

UNDP will oversee and manage the overall budget of the Project, monitor the implementation of the Project, and be responsible for the timely reporting to the donor. In addition, UNDP will support coordination and networking with other active initiatives and organizations in the country.

UNDP project assurance should ensure that funds are made available to the project; the project is making progress towards intended outputs; regular monitoring and assurance activities take place; resources entrusted to UNDP are utilized appropriately; critical project information is monitored and updated in Quantum; financial reports are submitted on time, and combined delivery reports are prepared quarterly and submitted to the project board; risks are properly managed, and the risk log in Quantum is regularly updated; reports from the government are reviewed and used to design assurance procedures; ongoing monitoring should encompass operational, financial and programmatic considerations.

RESULTS FRAMEWORK

Intended Outcome as stated in the UNSDCF Outcome #1: By 2025, people have access to more effective, innovative, and transparent public administration based upon the rule of law, human and labour rights, gender equality and quality data							
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: Indicator 1.1. Extent to which legal frameworks address human and labour rights, including gender equality and non-discrimination on the basis of age, sex, disability, ethnicity, religion, political opinion, economic, or other status (SDG 5.1.1) (Rating 4-point scale: 4. Fully; 3. Partially; 2. Inadequately; 1. Not/poorly) Baseline: 2 (2020) Target: 4 (2025)							
Applicable Output(s) from the UNDP Strategic Plan: 2.4 Democratic institutions and processes strengthened for an inclusive and open public sphere with expanded public engagement							
Project title and Quantum Project Number: Assistance in capacity building of election commission in Turkmenistan							
Expected outputs	Output indicators	Data source	Baseline		Targets		Data collection methods & risks
			Value	Year	Year 1	Final	
Output 1 <i>Strategy for establishing a unified voter register with gender disaggregate d data developed</i>	Activity 1.1 Support national stakeholders to study and learn from relevant regional examples and international best practices Indicator 1.1.1 Number of national stakeholders supported to study and learn from relevant regional examples and international best practices	CEC and UNDP	n/a	2023	50	50	CEC and UNDP records. Technical specialists through training activities.
	Activity 1.2 Organize seminars and workshops to consider and discuss various options for creating single voter registry with gender disaggregated data Indicator 1.2.1 Number of seminars and workshops organized to consider and discuss various options for creating single voter registry with gender data	CEC and UNDP	n/a	2023	5	5	CEC and UNDP records. Technical specialists through training activities.

Expected outputs	Output indicators	Data source	Baseline		Targets		Data collection methods & risks
			Value	Year	Year 1	Final	
Output 2 Capacity of electoral officials improved	Indicator 1.2.2 Number of stakeholders engaged from the seminars and workshops organized to consider and discuss various options for creating single voter registry (at least 40 percent women)	CEC and UNDP	n/a	2023	500	500	CEC and UNDP records. Technical specialists through training activities.
	Activity 1.3 Support the CEC and other stakeholders in drafting an "options paper" for developing single voter registry with gender data	CEC and UNDP	n/a	2023	Yes	Yes	CEC and UNDP records. Project team through data and information collection.
	Indicator 1.3.1 Drafting of an "options paper" for developing single voter registry	BRIDGE Secretariat	0	2023	2	2	BRIDGE Secretariat
	Indicator 2.1.1 Number of BRIDGE trainings organized for the CEC and lower-level election commissions	BRIDGE Secretariat	0	2023	20	20	BRIDGE Secretariat
	Indicator 2.1.2 Number of CEC election commissions officials trained via BRIDGE trainings with gender responsive (at least 40 percent women)	CEC	0	2023	1	1	CEC records
	Activity 2.2 Establishing a training centre including a training library in the elections commission						
	Indicator 2.2.1 Establishment of a training centre including a training library in the elections commission						

Expected outputs	Output indicators	Data source	Baseline		Targets		Data collection methods & risks
			Value	Year	Year 1	Final	
Output 3 <i>Political participation of women increased</i>	Activity 3.1 Analysis of trends and relevant examples on improving political participation of women, including introduction of Temporary Special Measures (TSM) Indicator 3.1.1 Development of analysis of trends and relevant examples on improving political participation of women, including introduction of Temporary Special Measures (TSMs)	CEC and UNDP		2023	Yes	Yes	CEC and UNDP records and reports. Project team through data and information collection.
	Activity 3.2 Analysis of the electoral legislation of Turkmenistan and development of draft amendments for introduction of TSM Indicator 3.2.1 Development of analysis of the electoral legislation of Turkmenistan and development of draft amendments for introduction of TSMs	CEC and UNDP		2023	Yes	Yes	CEC

V. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data	Annually, and at the end of the project (final report)	

Monitoring Activity	Purpose	Frequency	Expected Action
	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 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.	Specify frequency (i.e., at least 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.

VI. MULTI-YEAR WORK PLAN

Expected Outcomes	Planned activities	Planned Budget by Quarter						Responsible party	Planned budget		
		Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025		Funding Source	Budget Description	Amount (USD)
Output 1: Strategy for establishing a unified voter register with gender disaggregated data developed. <i>Gender marker: 2</i>	1.1. Support national stakeholders to study and learn from relevant regional examples and international best practices.							UNDP	Government of Turkmenistan	71600 transportation costs (4 people x 5 day visit)	9 620
	1.2. Organize seminars and workshops to consider and discuss various options for creating single voter registry with gender disaggregated data.							UNDP	Government of Turkmenistan	71200 (1 international expert x 10 days)	6 000
										71600 transportation costs (1 international expert x 6 days)	2 981
										75700 trainings, seminar (10 people x 4 days)	3 491

Expected Outputs	Planned activities	Planned Budget by Quarter						Responsible party	Planned budget		
		Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025		Funding Source	Budget Description	Amount (USD)
	1.3. Support the CEC and other stakeholders in drafting an "options paper" for developing single voter registry with gender data.							UNDP	Government of Turkmenistan	71200 (1 international expert x 15 days)	9 000
										71600 transportation costs (1 international expert x 7 days)	3 231
										71300 (1 national expert x 30 days)	3 000
										74500 (operational costs)	1 062
											38 535
										71500 GMS	2 687
		Total on Output 1, including GMS 7%									41 071
<u>Output 2: Capacity of electoral officials improved.</u>	2.1. Organizing BRIDGE trainings with gender responsive approach for the							UNDP	Government of Turkmenistan	71200 (2 international expert x 10 days)	12 000

Expected Outputs	Planned activities	Planned Budget by Quarter						Responsible party	Planned budget		
		Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025		Funding Source	Budget Description	Amount (USD)
<u>Gender marker: 2</u>	CEC and lower-level election commissions.									71600 transportation costs (2 international expert x 7 days)	6 462
										75700 trainings, seminar (10 people x 5 days)	5 770
	2.2. Establishing a training center including a training library in the elections commission.								Government of Turkmenistan	71200 (1 international expert x 6 days)	3 600
								UNDP		71600 transportation costs (1 international expert x 4 days)	2 481

Expected Outputs	Planned activities	Planned Budget by Quarter						Responsible party	Planned budget		
		Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025		Funding Source	Budget Description	Amount (USD)
										75700 trainings, seminar (10 people x 3 days)	2 773
	Direct Project Cost									74500 (operational costs)	853
	Sub-total for Output 2										33 939
	GMS 7%									75100 GMS	2 376
	Total for Output 2, including GMS 7%										36 315
Output 3: Political participation of women increased. Gender marker: 2	3.1. Analysis of trends and relevant examples on improving political participation of women, including introduction of Temporary Special Measures (TSM).							UNDP	Government of Turkmenistan	71200 (1 international expert x 7 days)	4 200
										71600 transportation costs (1 international expert x 5 days)	2 731

Expected Outputs	Planned activities	Planned Budget by Quarter						Responsible party	Planned budget		
		Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025		Funding Source	Budget Description	Amount (USD)
										75700 trainings, seminar (10 people x 2 days)	1 865
	3.2. Analysis of the electoral legislation of Turkmenistan and development of draft amendments for introduction of TSM.							UNDP	Government of Turkmenistan	71200 (1 international expert x 20 days)	12 000
										71600 transportation costs (1 international expert x 5 days)	2 731
										71300 (1 national expert x 20 days)	2 000
	Direct Project Cost									74500 (operational costs)	853
	Sub-total for Output 3										26 381
	GMS 7%									71500 GMS	1 847
	Total for Output 3, including GMS 7%										28 227

Expected Outputs	Planned activities	Planned Budget by Quarter						Responsible party	Planned budget		
		Q1 2024	Q2 2024	Q3 2024	Q4 2024	Q1 2025	Q2 2025		Funding Source	Budget Description	Amount (USD)
Project Management	Project staff remuneration							UNDP	Government of Turkmenistan	71400 (Project Manager 100%) 1 x 14 months	35 574
										71400 (Project Assistant- 20%) 1 x 14 months	3 987
										71400 (Technical Adviser - 50%) 1 x 14 months	15 062
	Connection and Internet							UNDP	Government of Turkmenistan	72400 (14 months)	1 232
	Office supplies							UNDP	Government of Turkmenistan	72500 (14 months)	400
	Direct Project Cost							UNDP	Government of Turkmenistan	74500	568
	Sub-total for project management										56 823
	GMS, 7%										
	Total for Project Management									71500 GMS	3 978
											60 801
Total, Government of Turkmenistan											155 527
GMS, 7%											10 887
Grand Total, including 7% GMS											166 414

VII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The Project Board will be responsible for the overall strategic guidance to the project and make policy decisions with regard to the UNDP assistance project and areas agreed in the project documents, the targets set in the Annual Work Plan and milestones identified will be reviewed, assessed and performance gauged to ensure that the project meets its critical milestones and impediments, if any, could be addressed.

The Technical Working Group will be the forum that will discuss the practical and technical components of the electoral support to the CEC. This will involve CEC Secretariat Staff and technical advisors from UNDP.

Structure	Purpose	Chair	Participants	Representation level	Frequency
Project board	Decision-making forum and acts as Steering Committee for the UNDP electoral assistance project	Co-chaired by CEC Chairperson and UNDP RR	CEC and UNDP	Head of CEC/Ministry/Development Agency	Bi-annually
Technical working group	Technical discussion forum on election and project related issues and coordination matters between CEC and UNDP.	Co-chaired by CEC Elections Officer and UNDP Technical Advisor	CEC and UNDP	Technical advisors/political officers	Monthly, or as required

Project Board

A Project Board will be formed on signing of the project document to provide policy and strategic guidance to the project. This high-level oversight body will be guided by the country's commitment to conduct credible, inclusive and transparent elections and will ensure that the project is responsive to the new upcoming requirements and undertakes policy decisions to ensure that the project goals and objectives are met, and project progress remains on track.

Responsibilities of the Project Board

The main role of the Project Board is to oversee that the project remains on track vis-à-vis the goals, objectives, results defined in the project document, approve the project annual work plans and budgets and to provide strategic guidance to the implementation of the project.

While the Project Board has an important quality assurance and strategic guidance function, it is not aimed at detailed technical oversight of the project activities. A Technical Working Group will be established to perform a quality assurance function delegated by the Project Board and to provide advice to the Project Team. While having a standalone function, the Technical Working Group also serves as de facto sub-committee of the Project Board.

The Project Board provides high-level advice, retains overall management control of the project and is accountable for resource mobilization and overall expenditure. The Project Board will serve as the Project's ultimate review body. Deliberations of the Project Board will be informed by input from the Technical Working Group.

Decision-making, co-chairs and membership

The Project Board will make decisions on the basis of consensus and in case of any disagreements only then will issues be put to the Board members for a decision, which will be governed by majority vote.

The Project Board will be co-chaired by the Chairperson of the CEC and the UNDP Resident Representative.

The Project Board will convene at least bi-annually. Should there be an urgent requirement for a Board decision, it may be convened, when necessary, on an ad hoc basis including virtually.

The membership of the Project Board includes CEC Chairperson and UNDP Resident Representative.

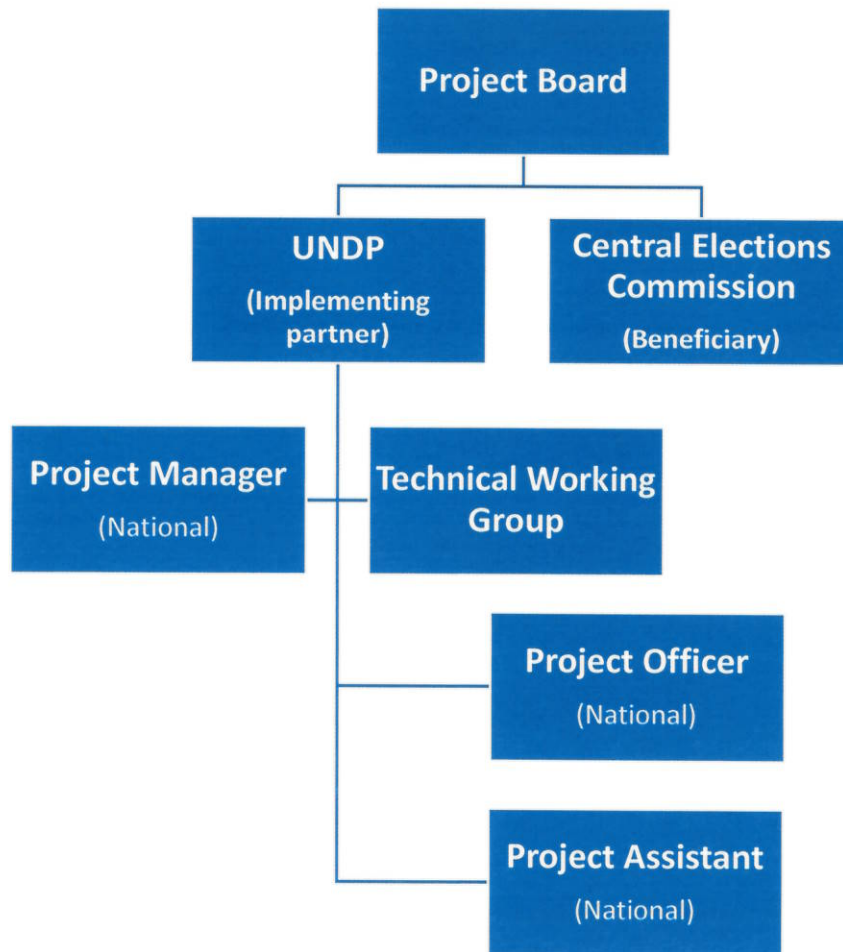
Technical Working Group

The Technical Working Group is the key review body for the project and electoral support activities. It will be co-chaired by the CEC Elections Officer and UNDP Technical Advisor. The Technical Working Group will discuss and make recommendations, when necessary, to the Project Board for approval on issues on the basis of (non-voting) consensus.

The Technical Working Group will provide recommendations and technical expertise on general matters related to electoral operations and support CEC in devising, conducting and monitoring events and workshops. The Technical Working Group will provide technical oversight and quality assurance advice to the UNDP electoral assistance project. It will review the overall project work plans and give substantive guidance to achieve project results as well as monitor the achievement of results, and it will consider emerging issues and needs and provide advice and feedback to the Project Board.

Project coordination

The project will be coordinated by a Project Manager, recruited by UNDP, who will oversee the project implementation. The Project Manager will be responsible for day-to-day management and decision-making for the project as well as ensuring that the project produces the results specified in the project document. The project will also recruit a Technical Advisor (National), and a Project Assistant (National) to assist with finance and operations related tasks. The overall strategic and programmatic guidance will be provided by UNDP ARR and UNDP Programme Analyst. The Programme Analyst will be responsible for strategically positioning the project within the UNDP country programme for quality assurance, donor reporting as well as keeping UNDP Country Office management informed about project progress as well as addressing project issues with UNDP management.



VIII. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Turkmenistan and UNDP, signed on 5 October 1993. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by UNDP in accordance with its financial regulations, rules, practices and procedures stipulated in the Financial Regulations and Rules of UNDP. The financial governance of UNDP will ensure best value for money, fairness, integrity, transparency, and effective international competition.

IX. 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 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 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.

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.

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.

Special Clauses

1.

The Central Commission for Holding Elections and Referendums in Turkmenistan, in accordance with the provisions of the Agreement between the Government of Turkmenistan and the United Nations Development Program on co-financing will provide contribution for the implementation of this project in the amount of 166,414 USD (one hundred sixty six thousand four hundred and fourteen) US dollars, which will be transferred to the UNDP account as follows:

The Central Commission for Holding Elections and Referendums in Turkmenistan, in accordance with the payment schedule below, will transfer a contribution in dollar equivalent in the amount of 166,414 USD (one hundred sixty six thousand four hundred and fourteen) US dollars to Citibank N.A, 111 Wallstreet New York, NY 10043, account number 36349562 and details: SWIFT no.CITIUS33, ABA no. 021000089.

Payment Date:	Amount:
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I. 20.07.2024	166,414 USD
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a. The above payment schedule is subject to the requirement that the Contribution be paid prior to the start of the scheduled activities. This schedule may be amended by mutual agreement in accordance with the progress of the project.

b. UNDP shall receive, administer and use the Project Contribution in accordance with its applicable UNDP rules, regulations, policies, procedures and directives, including but not limited to the Financial Rules issued by the UNDP Executive Board.

2. The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.

3. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

4. UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.

5. All financial accounts and statements shall be expressed in United States dollars.

6. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavours to obtain the additional funds required.

7. If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 6 above is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.

8. Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.

In accordance with the decisions and directives of UNDP's Executive Board:

The contribution shall be charged:

(a) 7% cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices

(b) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

9. Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

10. The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP.