



**United Nations Development Programme  
in the Kyrgyz Republic**

**Project Proposal**

**Project Title:** Project for Supporting the Unified State Population Registry to Establish the E-Government System.

**CP/UNDAF Outcome(s):** By 2017, national and local authorities apply rule of law and civic engagement principles in provision of services with active participation of civil society.

**Expected Output(s):** Unified State Population Register is fully operational and contains actualized data, including data on biometrics, collected and inserted at sub-national and municipality's level using ICTs. In order to attain the output it is planned there is a need to arrange a proper procurement of specialized vehicles, combo-readers, specialized equipment to issue personalized IDs and passports, etc. to improve access and quality of the service delivery related to the SRS mandate.

**Implementing partners:** United Nations Development Programme.

**Responsible parties:** **Government institutions:** State Registration Service under the Government of the Kyrgyz Republic.

**Brief Description**

Following the successfully implemented joint initiative of the Government of Japan, UNDP CO in the Kyrgyz Republic and the State Registry Service in the area of electoral assistance during 05.2015-05.2016, UNDP has developed this project document in response to an explicit request from the State Registry Service (SRS) of the Kyrgyz Republic to provide technical support aimed at advancement of fully functioning Unified State Population Registry (USPR) in the Kyrgyz Republic, which will serve as a basis of e-Governance system in the Kyrgyz Republic.

The **main objective** of this project is to ensure the comprehensiveness of the USRP system for its uninterrupted and full-fledged performance. It will contribute to the improvement of the public services delivery in the country and further strengthen the SRS capacity to generate the voters list and ensure voters identification during Election Day in 2017 and onwards, which complement UNDP's Kyrgyz Elections Support Project activities.

**Intended output:** Unified State Population Register is fully operational and contains actualized data, including data on biometrics, collected and inserted at sub-national and municipality's level using ICTs. In order to attain the output it is planned there is a need to arrange a proper procurement of specialized vehicles, combo-readers, specialized equipment to issue personalized IDs and passports, etc. to improve access and quality of the service delivery related to the SRS mandate.

The project is envisioned to last for one year and build around assistance in e-governance and public services delivery areas.

CP Programme Period:	2017-2018	Total resources required:	\$ 5,758,319.00
CP Programme Component:	Democratic Governance	Total allocated resources:	\$ 5,758,319.00
Atlas Award ID:	104270	Donor: Government of Japan	\$ 5,558,319.00
Start date:	April 2017	UNDP TRAC	\$ 200,000.00
End Date:	April 2018		
PAC Meeting date:	April 2017		
Management arrangement:	DIM		

**Agreed by:**  
UNDP Resident Representative  
in the Kyrgyz Republic

Mr. Alexander Ayanessov

Date 07 MAR 2017

**Agreed by:**  
a.i. Chair of the State Registration Service under the  
Government of the Kyrgyz Republic

Mr. Kumushbek Shamkanov

Date 07 MAR 2017

---

**I. DEVELOPMENT CHALLENGE (1/4 PAGE – 2 PAGES RECOMMENDED)**

The Kyrgyz Republic gained independence from the USSR in 1991. After the revolution in 2005, when President Akaev fled the country, and popular protests in April 2010, which ousted President Bakiev; a new constitution was approved at Referendum in June 2010. Parliamentary elections were held in October 2010. Following presidential elections in December 2011, Interim President Roza Otunbaeva peacefully transferred power to Almazbek Atambaev, the new President elect.

At present, the situation in the country is stable, but the root causes of earlier unrests are yet to be adequately addressed. While the political opposition remains highly fragmented, potential problems in the social-economic sphere can trigger a growth of protests among the poorest part of the population, which could be immediately taken by the opposition for its advantage.

Growing tensions within the parliamentary ruling coalition resulted in the resignation of the previous Government in April 2016, new Prime Minister Sooronbay Jeenbekov and new members of the Government had been appointed. Another crisis in the ruling coalition took place recently, however, it affected only the coalition composition; Mr. S. Jeenbekov and several key ministers remained in executive power after the endorsement by the new coalition on November 11, 2016.

Kyrgyzstan's geo-political situation is also a cause for concern. The border demarcation process is not completed with both Uzbekistan and Tajikistan, yet ongoing with some recent good signs; and cross-border incidents occur, from time to time, over irrigation and drinking water, pastoral lands, and some other natural resources.

The major obstacle in the development process in the Kyrgyz Republic is widespread systemic corruption that causes ineffective and unfair distribution of produced welfare resulting in poverty and inequality. Corruption is pervasive and many citizens have lost, in recent past, a trust in Government's ability to provide fair public services, justice and security.

Another obstacle for development in the Kyrgyz Republic is a limited capacity of public institutions to address complex development problems associated with the transitional process. Government agencies still struggling to introduce the citizen-centered and quality-first approach in their service delivery machinery. By concentrating only on short-term tasks, many public institutions are not able to focus on emerging middle- and long-term challenges, which in many instances result in failure to timely develop strategic and tailored measures to achieve priority goals.

Recognizing that public administration reform aimed at accountability will advance fighting corruption efforts, the Kyrgyz Republic has been implementing governance reforms with intentions to improve public institutions' performance. Since independence, such reforms were mainly focused on civil service in terms of improving the respective legal environment, restructuring of public institutions and re-engineering of administrative/business processes. The reforms were also introduced to "eliminate overlapping functions, improve coordination among different state agencies, and address issues related to local capacity and local resource constraints through the decentralization process and local governance reforms."

Since 2011, the Government Office implemented substantial reforms within the public service delivery in order to improve both access and quality. Approximately 45 governmental agencies' services had been scrutinized to optimize them by decreasing the number from around 20,000 different kinds of services (majority of those were served with extra charges) to 386 ones. A register of 386 public services had been adopted by the Government Decree, which is not a subject for change anymore at ministries' level. Government Office developed and approved quality standards for all public services from the Register and developed the technical regulations for assessment of public services quality. The same reform process is ongoing at the municipal level. The law "On Public and Municipal Services" to implement the principles of social state and to guarantee the constitutional rights of citizens to get access to high quality public and municipal service delivery was adopted and signed by President A. Atambaev in July 2014.

In January 2013, the newly established National Council on Sustainable Development comprising major political forces and civil society and led by the President had adopted the first National Strategy on Sustainable Development (NSSD) for 2013-2017. The NSSD was developed with a wide public participation and debates arranged by the National Council. The strategy outlines a roadmap to moving towards sustainable development model, promoting rule of law, combating corruption, advancing unity of nation, facilitating a development of social sectors (health, education, social protection), reducing poverty, enhancing both environmental protection and disaster risks management.

The NSSD clearly emphasises the urgent demand for introduction of the e-government in the country to govern e-transformation that will be responding to needs of the ordinary citizens. The e-government is also expected to accelerate combating corruption, advance transparency and accountability of the public bodies and contribute to the significant economic growth through an increase of favourable opportunities for the private sector and intellectual activities of the society and country's integration into the global economy, including one

into Euro-Asian Economic Union. It is well known that both Kazakhsatn and the Russian Federation are well advanced in development of e-governments in their respective countries.

In order to operationalize the NSSD, the Government developed and the Kyrgyz Parliament approved "Programme of Transition to Sustainable Development (2013-2017) and the Action Plan of its Implementation", where the e-government and ICTD are built as a cross-cutting dimension of this Government Programme.

Government of the Kyrgyz Republic adopted its Programme on e-Governance introduction in the Kyrgyz Republic for the period of 2014-2017. The focus of this Programme is a provision of the electronic public services to the citizens and private sector by establishing ICT-enabled ecosystem to enhance transparency and accountability of the public sector, promote jobs' creation due to country's economic growth in this sector and social inclusion.

The current situation in the Kyrgyz Republic in the area of e-Governance is characterized as fragmented and unstructured one, without clear and shared vision, due to lack of common platforms and services. There are no in place unified technical standards and regulations to overcome existing interoperability and silo approach issues. That indicates an urgent necessity for the establishment of a nationwide e-Governance ecosystem, based on whole-of-government, people-centred, and service-oriented approaches.

According to the last UN e-Government Survey, 2014, the Kyrgyz Republic was ranked 101st in the world list and is getting down every year, due to inadequate telecommunication infrastructure, especially at the rural level, which is getting outdated very quickly, and slow advancement of interactive online services. More than 80% of all online services, which are available in the country, provide an access only to information; those are not advancing to the next level, when citizens have an access to inter-active services.

#### **State Registry Service of the Kyrgyz Republic**

SRS is a key actor, who provides services to the citizens and private sector as a holder of the most required registration functions; it provides such services as registration and issuance of certificates of birth, deaths, marriage/divorce, change of the names, consolidating, maintaining, and sharing data on movable and immovable properties, etc. Personal data contained in the Unified State Population Register (USPR) is a core element and one of the basic databases of the e-Governance system in general, since other sectoral databases use the personal data from the USPR through unified Personalized Identification Number (so called PIN).

The SRS was established by a Governmental Decree #2 of 17 November 2009. All registration functions and units, which previously had been delegated to and were part of various ministries, were merged and united under the SRS. It includes: all Passport Desks at the Ministry of Interior and its district divisions, as well as the Department for Registration of Civil Status Acts under the Ministry of Justice, the former State Agency for Information Resources and Technologies, and the former State Agency for Registration of Immovable Properties.

The SRS is responsible for following registration tasks:

- Registration of the population of the Kyrgyz Republic;
- Registration of civil status acts;
- Registration of real estate rights and maintenance of the land cadastre;
- Registration of vehicles, licensed drivers and power of attorneys issued to provide the right to drive and dispose a vehicle;
- Keeping and maintaining the State Archive.

The SRS has the following goals to be achieved related to the population registration:

- Provision of high quality services on population registration, civil status registration, vehicles' registration, driver's licenses' registration, registration of immovable property and maintaining land cadastre;
- Establishing a functioning population registration system – USPR;
- Establishing 'single window' service points;
- Establishing data-sharing opportunities for distribution of personal data to public (private) institutions in accordance with the law.

SRS organizational structure consists of the Chairman, 4 deputies, adviser, assistant chairman, 7 different departments; 3 divisions; 1 sector, plus its regional branches. Altogether, there are 4,600 employees. Chairman Mr. Sarpashev reports to the first Prime-Minister. In addition, SRS envisages to hire, on temporal basis during election time, 4,600 operators, who will take care of voters' identification in all polling stations and 2,300 technicians, who will be doing troubleshooting of all equipment available at polling stations, providing help both to the Central Election Commission and the SRS staffers, in case if such an issue arise. Annual budget is 57.5 million som. Additional financial request has been submitted to the Ministry of Finance.

Last year, with the technical assistance of the Government of Japan and UNDP, the country conducted, for the first time in its history, the Parliamentary elections using the biometrics to identify participating voters. The elections were recognised by international and local observers as fair and transparent.

Actualization of data, which is contained in the USPR, is very important issue and task in many terms: ensures higher quality and personalized public service's provision, enables proper planning and decision-making at national level, generates data for electoral bodies, for state budget forecast and execution purposes, etc. That is why the SRS pays special attention on the USPR timely and regular updates, online collection of data from primary source: rural municipalities and SRS territorial branches level and entry into the system. In the framework of this project, Government of Japan and UNDP will provide support with procurement and delivery of specialised equipment and vehicles to the SRS in order to introduce mobile collection and entry of citizens' personal data into the USPR from the municipalities and SRS territorial branches.

## II. STRATEGY

### The Theory of Change

If the SRS is supported to complete the establishment of the USPR by provision of necessary electronic equipment and vehicles at the central, territorial and municipal levels, then a reliable and protected system of electronic interactions between the state agencies and the local self-governance bodies will be in place<sup>1</sup>, which will be using reliable and actualized information; and a fundamental framework for public and municipal service delivery in the electronic format will be created.

It is worth to specifically mention that this may result in the improvement of country UN E - governance rating in following years.

New approach undertaken to conduct 2015-2016 elections in the Kyrgyz Republic, which envisaged application of innovative electoral technologies based on biometric data, including development of set of measures to amend the legislation, has created a stable foundation for enhancement of the trust of citizens in collection and appropriate usage of their biometric data in the USPR in the country.

From the beginning, efforts of the SRS were concentrated on the establishment of a USPR, which is a comprehensive and integrated system for registering the acts of civil status, passports and residential information as well as the biometric data. It was created by the SRS to have a single source of data related to the main populations' parameters, which will also serve for improvement of the electoral system and processes by compiling actualized voters' list.

It should be specifically noted, that in its full implementation capacity, the USPR will not only allow having fair and transparent elections; but also reform the current old type system of registration and documentation of population thereby create a fundamental framework for the e-governance in the Kyrgyz Republic.

The table below contains information on the current progress in implementation of the USRP system in Kyrgyzstan:

NN	Description of activity	Completion deadline	Volume and sources of financing
<b>USRP system components:</b>			
1.	Second stage of development of Civil Registry Service, which includes automatic personification of documents of the state significance.	March 2017	Around KGS 20 million (approx. 290K USD) (Equipment from UNDP, forms from the budget of the SRS)
2.	Digitalization of residential slips for lots of permanent and temporary residence.	Completed	Around KGS 12 million (approx. 174K USD) (Budget of the SRS)

<sup>1</sup> Annex 6 on communication infrastructure in the KR for more details.

3.	Development of geo-informational system of residential registry in the Kyrgyz Republic.	Completed	Around KGS 27 million (approx. 390K USD) (budget of the SRS)
4.	Installation of the system to issue electronic identity cards with the electronic digital signature.	October 2017	Around USD 7.46 million – Republic of Korea Around USD 2.8 million - budget of the SRS
5.	Digitalization of birth certificates of school children (1,058,000 entries) and of pre-school age children (778,000 entries).	Completed	Jointly with the Ministry of Education and Science
6.	Modernization of the Data Processing Center including the protection and security system.	March 2017	Around USD 1 million, budget of the SRS
7.	Creation of the nationality registration system.	March 2017	Own resources of the SRS
8.	Modernization of the SRS Portal of electronic services	May 2017	Own resources of the SRS
9.	Creation of the system of national electronic payments of the SRS	May 2017	Own resources of the SRS, jointly with the National Bank of the KR
10	Obtaining the comprehensiveness of the USRP systems for its uninterrupted and full-fledged performance. The system is tested and functional.	October 2017	Japanese Government: USD 5,500,000
11.	Training of the SRS technical personnel to operate and maintain the equipment to actualize the USPR system.	July-September 2017	UNDP, USD 200,000
<b>Electoral system:</b>			
1.	Modernization of voter identification system.	December 2017	Funds of Switzerland, UNDP and own resources of the SRS
2.	Modernization of voter lists' management system.	November 2017	Own resources of the SRS

In Annex 5, the demarcation table of resources from different donors is provided in more details.

Successful implementation of the USPR project as a framework for e-governance in the Kyrgyz Republic depends on efficient coordination of activities and consolidation of all material and human resources. The **main objective** of this project is to ensure the comprehensiveness of the USRP systems for its uninterrupted and full-fledged performance. It will contribute to the achievement of the UNDAF/CPO Outcome #3: By 2017, national and local authorities apply rule of law and civic engagement principles in provision of services with active participation of civil society.

The intended output is Unified State Population Register is fully operational and contains actualized data, including data on biometrics, collected and inserted at sub-national and municipality's level using ICTs.

Currently the following priority components of the project are not backed up with financial resources:

- 1) **Procurement of vehicles to provide mobile services during the field visits for accepting and processing of application questionnaires to issue electronic identity cards; vehicles should be equipped with special equipment.**

**Purpose:**

Within the preparation to the forthcoming presidential elections in the fall 2017, there is a need to ensure accepting, processing (including verification) application questionnaires and issuing about 3 million electronic identity cards: a workload is about 300,000 questionnaires per month. During the campaign there will be established about 150 permanent stations based in the territorial branches of the SRS. There is also an urgent need to establish about 16 mobile stations to provide mobile services and process application questionnaires to issue electronic identity cards. The workload of each station will make about 90-100 questionnaires per day.

For security purposes, it is intended to procure special vehicles equipped with special facilities to provide important services on the spot.

**Technical description:**

The vehicle can be a mini-bus equipped with following equipment:

1. Personal computer with the information system installed;
2. Photo camera;
3. Tablet for signature;
4. Printer to print out the application questionnaire;
5. Scanner for fingerprints;
6. UPS;
7. Connection to the data transfer network (as necessary).

**Long-term plans of use:**

After the completion of the identity cards' replacement campaign, these vehicles will be used for mobile service delivery to population living in remote and hardly accessible places of residence, as well as to ease an access to services for people with disabilities.

**2) Procurement of combined readers – 5,000 units****Purpose:**

Combined readers (combo-readers) are used to identify an individual citizen (voter) based on automatic recognition of Machine Readable Zone (MRZ) of ID cards and read personal and biometric data uploaded to the chip of electronic identity cards (eIDs). These readers will be used during the Presidential elections in 2017 after the replacement of old identity cards. Such identification model will strengthen the security measures and improve the accuracy and coverage of voter identification on the Election Day.

**Technical description:**

This device is a piece of equipment for reading personal data and the data uploaded to the chip of a document:

1. By automatic recognition of the MRZ;
2. By reading the data from the chip of any individual e-ID.

This combined reader will be used to identify voters based on newly introduced identification cards should a voter be advised or decide to identify him/herself based on an e-ID.

It should be specifically noted that the SRS still possesses sets of equipment for the identification of voters, which was delivered to SRS as part of the grant assistance by the Government of Japan and UNDP during Parliamentary elections in 2015. Those will be used as a supplementary opportunity for voters, who were not covered for different reasons during the campaign on issuance of the new e-ID documents or when the number of voters at any precinct polling station will exceed processing capacity of any of the two systems at any particular hours during the Election Day. The following equipment is to be used:

1. Notebook with the uploaded software and the electronic voter list;
2. Fingerprint scanner for verification of voters' identities by "one to one" comparison;
3. Thermal printer for printing out receipts and reports from the system;
4. UPS to ensure operation of the system in case of electricity shutdown;
5. TV monitor to display the identification results.

**This equipment be supplementary to combined readers for the identification of voters (“one to many” comparison).**

**Long-term plans of use:**

In future, these readers will be used as part of public services’ delivery where identification of citizens is crucial (for example, in the system of border control, registration of property rights, etc.).

**3) Equipment for personalization of electronic identity cards and passports of citizens.**

**Purpose:**

There are plans to procure three to four sets of equipment for personalization of electronic (biometric) passports of citizens (book type) with the issuance capacity of 60 passports per hour and relevant software for passport personification.

**Technical description:**

Equipment for personalization of electronic (biometric) passports will be used for graphic personalization (printing of photo and personal data on paper data page) and for chip personalization. Detailed technical specification of equipment will be developed during the project implementation.

**4) Material and technical infrastructure strengthening of the SRS at the territorial and municipal level.**

**Purpose:**

This component includes procurement and installation of computer and office equipment sets, establishment of secure communication channels, as well as installation of data security and protection systems at the level of the territorial subdivisions of the SRS and local self-governance bodies to improve the process of registration service delivery to the population, increase the capacity of service providers and reduce accepting and processing duration of application questionnaires related to electronic (biometric) identification cards.

**Technical description (composition):**

NN	Description
1.	PC
2.	Printer
3.	Scanner
4.	Tablet for signature
5.	Chip reader
6.	Photo camera
7.	Fingerprint scanner is needed
8.	Monitors for citizens
9.	UPS

**Required number of sets:**

NN	Description	Number of sets	Number of automated work places
1.	Local self-governance bodies	500	500
2.	SRS branches	150	950

<b>Total number of automated work places:</b>	<b>1,450</b>
---	--------------

**Long-term plans of use:**

The sets of equipment will be used for the delivery of public and municipal services.

**Tentative price table by components:**

<b>NN</b>	<b>Component name</b>	<b>Total number</b>
1	Procurement of vehicles for provision of mobile services during field visits to obtain necessary information, vehicles should be equipped with special equipment	16 equipped vehicles (Annex 7, with geographical distribution and coverage).
2	Combined readers	5,000 units
3	Equipment for personalization of electronic identity cards and passports of citizens	<ul style="list-style-type: none"> <li>● 3 - 4 sets of equipment</li> <li>● Software package</li> </ul>
4	Improvement of the SRS and local self-governance bodies material and technical infrastructure.	1,450 automated work places

**5) Communication and awareness raising campaigns.**

Campaigns will include following components/instruments:

Organizing media appearances by the UN Resident Coordinator/UNDP Resident Representative, Japanese Ambassador and other official representatives, designated representative on Governance from the Government;

Issuing joint press statements and releases in conjunction with events and other key opportunities;

Producing and disseminating special reports and advocacy materials targeting media on joint initiatives with the Government;

Organizing regular, periodic press conferences and briefings for the media;

Organizing joint media events around priority e-Governance;

Organizing joint press visits to the Center of e-Governance;

Organizing a regular media round table with selected editors of local media houses;

Organizing / facilitating media training opportunities for journalists;

Exploring the possibility of establishing a media resource center;

3 innovative short videos for Social Media;

2 info graphics for Social Media and TV channels;

Visibility materials, publications, etc.

---

**III. RESULTS AND PARTNERSHIPS (1.5 - 5 PAGES RECOMMENDED)**

***Expected Results***

**Intended output:** Unified State Population Register is fully operational and contains actualized data, including data on biometrics, collected and inserted at sub-national and municipality's level using ICTs. In order to attain the output it is planned to arrange a proper procurement of specialized vehicles, combo-readers, specialized equipment to issue personalized IDs and passports, etc. to improve access and quality of the service delivery related to the SRS mandate.

Procurement of the equipment

Procurement of goods and services will be conducted according to the UNDP procedures, which in addition conform to general principles of the UN System concerning transparency, competition and equity, and respond to generally accepted norms. Based on activity plans, descriptions of needs and material specifications established by the SRS, the Project team would, in close consultation with the SRS, develop an agreed list of specifications and proceed with procurement through UNDP Copenhagen Procurement Support Office in order to benefit from existing Long Term Agreements (LTA) modality with various vendors to save time and resources. If certain equipment is not available through LTAs, a call for bids will be arranged.

Opening and analysis of the offers will be done by UNDP through its normal procedures, in coordination with the SRS. SRS will undertake necessary steps to distribute the equipment among the territorial offices and municipalities throughout the country. UNDP will cooperate with SRS to ensure proper maintenance, safe storage of the equipment. Newly introduced by SRS equipment will contribute to the completion of the USPR establishment in the country and improve public services delivery by the use of ICT tools.

#### Training of the SRS technical personnel

UNDP will support the SRS capacity development activities in order them to properly operate and maintain the equipment newly received (Annex 10).

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

Detailed budget break down and the equipment photos are provided in the Annex 1 and 2. Specifications at this stage are not available, as it is a subject for market survey, engagement of technical experts, further close consultations among the SRS, UNDP, and Copenhagen Procurement Support Office of UNDP.

#### ***Partnerships***

In order to avoid potential overlap and duplication in cooperation with the SRS in e-governance related area and ensure efficient implementation of the planned activities, UNDP is to hold permanent consultations with all potential donors and interested partners. OSCE, KOICA, EU, USAID, Swiss Embassy representatives will be invited to the project appraisal committee (PAC) meeting and to the regular Steering Committee meetings. At present, particularly the OSCE is actively involved in policy advise and legislative side of the USPR establishment and functioning. At the same time, Swiss Embassy and KOICA are providing assistance with procurement of the equipment, software development and training for the SRS staff.

Provision of equipment and software by different donors should be carefully coordinated by the SRS authorities. There will be a need for system developer/integrator. In order to ensure coordination at policy level, the Chairman of the SRS will be approached and requested to take a lead, and UNDP is ready to provide all necessary assistance in coordination efforts. All additional necessary coordination measures will be undertaken by UNDP during the project implementation in order to avoid duplication and ensure complementarity of all stakeholders involved.

#### ***Risks and Assumptions***

The project's activities will need to be flexible and address the potential risk of political instability in the country may occur due to upcoming next year Presidential elections. Risk Log is attached in Annex 3.

#### ***Stakeholder Engagement***

The key stakeholders of the Project are the SRS and Government Office. Therefore, the project will build its work on close cooperation with SRS and Government particularly.

Direct target group are the ordinary citizens and private sector who will benefit by receiving more qualitative and user-friendly public services.

The project will conduct the awareness raising campaigns through media on the e-Governance in general and online public services in particular provided by SRS, including social media discussions, articles. The project will produce infographics explaining where and how to receive electronic services provided by the SRS.

### ***South-South and Triangular Cooperation (SSC/TrC)***

UNDP will identify and provide the SRS an information on similar experience related to the Population Registry development and enhancement of E-Governance in other developing countries, where Japanese Government provided financial support. It could become a best model of triangular cooperation (2 developing and one developed country cooperation).

### ***Knowledge***

In its public outreach and awareness raising campaign's part, the project will develop and launch different media products aimed at raising awareness and knowledge about the works done by the SRS in order to develop actual USPR and enhance provision of online public services.

The media products will include the following:

1. Publication of the articles on the most popular online news source of the country "Akipress" and others, with an estimated audience of 70 thousand viewers per day;
2. Infographics, on the actions to be taken by ordinary citizens in order to receive SRS's online public services.

As stated above, the project will use available national mass media sources (print, online social media, TV) to disseminate all the media products developed so that the rights' holders and the duty bearers can benefit.

### ***Sustainability and Scaling Up***

This project was designed as a result of successive consultations with national partners and experts. Every discussion was held with focus on the project and the expected results. The project objectives coincide with the objectives of the involved institutions (SRS) in line with the NSSD 2013-2017, the Government Programme on e-Governance Introduction and its Action Plan for 2014-2017 to ensure the national project ownership.

Project results will sustain and scale up through the provision by the SRS and other agency's online electronic services to be launched by the second quarter of 2017 – SRS committed to launch 15 online electronic services at its transactional stage by July 2017.

---

## **IV. PROJECT MANAGEMENT**

### ***Cost Efficiency and Effectiveness***

The Project will ensure the cost efficiency of the delivered results. UNDP has successful experience of delivering high quantities' procurement of IT/ICT equipment and software under election project during previous years. UNDP will minimize the cost of equipment to be purchased through the best value for money principles and select the best and economically wise schemes to procure and deliver the goods.

### ***Project Management***

UNDP will not establish stand-alone Project office. It will become a part of already functioning Democratic Governance cluster at central-based PMU office. Democratic Governance Programme ICTD/e-Governance Coordinator (Project Coordinator) will be responsible for overall day-to-day project coordination, decision making and implementation, consolidation of work plans and programme papers, development of progress reports, reporting to the project governance body. S(he) will be supervising the work of the project experts and other project staff. The e-Governance Coordinator will cooperate with the DG Dimension Chief on project implementation issues. The e-Governance Coordinator will also cooperate with the PMU Manager and UNDP CO Programme Analyst and POSU in planning and operational management of the project, as well as reporting, accounting, monitoring, and evaluation of the project activities.

V. RESULTS FRAMEWORK<sup>2</sup>

**Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework:** By 2017, national and local authorities apply rule of law and civic engagement principles in provision of services with active participation of civil society.

**Outcome indicators<sup>3</sup> as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets:** Level of public confidence in the delivery of basic services.

**Applicable Output(s) from the UNDP Strategic Plan:** 3.2. Functions, financing and capacity of sub-national level institutions enabled to deliver improved basic services and respond to priorities voiced by the public.

**Project title and Atlas Project Number:** Support to the State Registry Service on further Development of the Unified State Population Registry as a Basis for Establishing of the e-Governance System in the Kyrgyz Republic

EXPECTED OUTPUTS	OUTPUT INDICATORS <sup>4</sup>	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)					DATA COLLECTION METHODS & RISKS		
			Value	Year	Year 1	Year 2	Year 3	Year 4	Year ...		FINAL	
Output Unified State Population Register is fully operational and contains actualized data, including data	1.1 Number of IT/ICT-equipment delivered.	SRS, UNDP	0	April 2017	According to quotation							Good's acceptance process

<sup>2</sup> UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

<sup>3</sup> According to the standard UNDP Project Document format we have to include UNDP Country Programme Outcome 2012-2017 (By 2017, national and local authorities apply rule of law and civic engagement principles in provision of services with active participation of civil society) and the Outcome indicator from UNDP Strategic Plan 2014-2017 (Level of public confidence in the delivery of basic services). Identification of the level of the public satisfaction with the quality of the public services provided by the state institutions, including the SRS could reflect influence of implemented projects on improvement of the public services delivery system in the country.

<sup>4</sup> 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.

<p>on biometrics, collected and inserted at sub-national and municipality's level using ICTs</p>	<p>1.2 Total number of LSGs and SRS's territorial branches equipped with IT/ICT equipment</p>	<p>SRS</p>	<p>0</p>	<p>April 2017</p>	<p>500 LSGs, 400 SRS branches</p>						<p>Monitoring visits</p>
	<p>1.3 Number of records in Unified State Population Register inserted online from rural municipalities level</p>	<p>SRS</p>	<p>0</p>	<p>April 2017</p>							<p>Population Register Database</p>
	<p>1.4 Number of eIDs and Biometric passports issued by SRS using new ICTs</p>	<p>SRS</p>	<p>0</p>	<p>April 2017</p>	<p>3,0 million</p>						<p>SRS data</p>
	<p>1.5 Number of public outreach campaigns and products.</p>	<p>Mass media info</p>	<p>0</p>	<p>April 2017</p>	<p>At least 5</p>						<p>Press clipping</p>
	<p>1.6 Number of trained SRS technical personnel</p>	<p>SRS</p>		<p>April 2017</p>	<p>At least 8000 IT operators</p>						<p>SRS data</p>

**VI. MONITORING AND EVALUATION**

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans: *[Note: monitoring and evaluation plans should be adapted to project context, as needed]*

**Monitoring Plan**

<b>Monitoring Activity</b>	<b>Purpose</b>	<b>Frequency</b>	<b>Expected Action</b>	<b>Partners (if joint)</b>	<b>Cost (if any)</b>
<b>Track results progress</b>	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.		
<b>Monitor and Manage Risk</b>	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.		
<b>Learn</b>	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.		
<b>Annual Project Quality Assurance</b>	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.		
<b>Review and Make Course Corrections</b>	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.		
<b>Project Report</b>	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 log with mitigation measures, and any	Annually, and at the end of the project (final report)			

	<p>evaluation or review reports prepared over the period.</p>				
<p><b>Project Review (Project Board)</b></p>	<p>The project's governance mechanism (i.e., project board or steering committee) 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.</p>	<p>Specify frequency (i.e., at least annually)</p>	<p>Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.</p>		

VII. MULTI-YEAR WORK PLAN<sup>56</sup>

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year				RESPONSIBLE PARTY	PLANNED BUDGET	
		Y1	Y2	Y3	Y4		Funding Source	Amount
Output 1.	Activity 1.1.	4,974,600.00 USD	0	0	0	State	Budget Description	Amount

<sup>5</sup> Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

<sup>6</sup> Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

<p>Unified Population Register is fully operational and contains actualized data, including data on biometrics, collected and inserted at sub-national and municipality's level using ICTs</p>	<p>Support to SRS provided in the design, procurement and delivery of ICT/IT-equipment and software in order to create Unified State Population Register able to contain actual database of the citizen's personal data, including biometrics, collected and inserted online at rural municipal level.</p>	<p>Registration Service, UNDP, Government Office, National Agency on the Local Self Governance</p>	<p>Japan Government</p>	<p>1.1. National expert on developing technical specifications and conducting technical evaluations and acceptance; 1.2. Sets of IT/ICT equipment for rural municipalities (500 sets) and local SRS branches (950 sets);total number-1,450 sets; 1.3. Sets of ICT/IT-equipment (3 sets) and software (1 set) for personification of the eID and biometric passport; 1.4. Combo-readers (5,000 pcs)*; 1.5. Automobiles for mobile registration groups work in remote rural areas equipped with set of ICT/IT-equipment (16 sets); 1.6. Transportation and insurance services (6% of total equipment cost); 1.7. Communication and awareness training campaign 1.8. Training of the SRS technical personnel 1.9. UNV on programme</p>	<p>15,000.00 USD;  1,740,000.00 USD;  780,000.00 USD;  1,500,000.00 USD; 640,000.00 USD;  279,600.00 USD  20,000.00 USD  200,000 USD  54,000 USD</p>
<p><b>Sub-Total for Output 1 without training cost</b></p>				<p><b>5,026,600.00 USD</b></p>	
<p>General Management Support</p>		<p>Japan Government</p>	<p>Administrative and project staff cost</p>	<p>117,993.00 USD</p>	
<p>TOTAL REQUESTED AMOUNT</p>			<p>GMS (8%)</p>	<p>411,726.00 USD</p>	
				<p><b>5,558,319.00 USD</b></p>	

**TOTAL PROJECT  
BUDGET**

**5,758,319.00 USD**

\*5,000 pcs will be procured instead of 6,000 pcs. Additional 1,000 pcs will be procured in case of savings.

---

## VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The project will be guided at the highest level by a Project Steering Committee (PSC) that will meet regularly – at least twice a year, and possibly more frequently if necessary. The PSC will provide guidance on project implementation issues, ensuring optimal translation of activities into outputs through appropriate monitoring and evaluation that carefully examines the relevance, performance, and progress towards each outcome. The PSC will also facilitate cooperation between partners and stakeholders (public and private) and ensure continuous and effective communication and coordination between the project's implementers and its beneficiaries. The PSC will also provide a forum for sharing the key results of the project, discussing changes or challenges in the project and the rule of law sector more generally, and proposing solutions. Through this forum, participating agencies will share success stories, best practices, lessons learned, knowledge gained, and data collected during the project implementation. In this way, cooperation and clear communication between the donor, participating agencies, national implementing partners, and other stakeholders will be ensured.

The project will be implemented by UNDP using the direct implementation modality (DIM) in accordance with UNDP rules and regulations and the country office needs to define responsibilities for a) planning and supervising project activities and taking decisions; b) technical and operational implementation of activities; c) monitoring progress and evaluation. In addition to these functions, the administrative support services are required, as well as other items such as additional office space, supplies and equipment. National experts will be involved as required. The UNDP Country Office will provide specific support services for project realization through the Programme Management Unit.

In accordance with the decision of the UNDP Executive Board, 8% to be adopted for recovery of indirect support costs for new third party contributions.

The main management functions relating to this project are outlined as follows:

- The Project Steering Committee is responsible for making key management decisions by consensus, including recommendations for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Steering Committee decisions should be made in accordance with the standards that shall ensure management for development results, best value for money, fairness, integrity, transparency, and effective international competition. The Project Steering Committee will consist of the Executive (UNDP management), Senior Beneficiaries (national counterparts), and the Senior Supplier (donor which contributed to the project funding).

The Executive is ultimately responsible for the project, supported by the Senior Beneficiaries and the Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher-level outcomes. The Executive will ensure that the project gives value for money, ensuring a cost-conscious approach that balances the demands of beneficiaries and supplier.

The Senior Beneficiaries are responsible for validating the needs and for monitoring to ensure that the solution will meet those needs within the constraints of the project. The role represents the interests of all those who will benefit from the project, or those for whom the deliverables resulting from activities will achieve specific output targets. The role of the Senior Beneficiaries is to monitor progress against targets and quality criteria.

The Senior Supplier represents the interests of the parties which provide funding and/or technical expertise to the project. The Senior Supplier's primary function within the Project Steering Committee is to monitor and advise on information provided by annual and biannual reporting. The Senior Supplier must have the authority to commit to or acquire supplier resources as required.

Regardless of reporting lines, all advisors working to implement the project should be coordinated by the Project Coordinator. The advisors will be coordinated in terms of delivery of project activities and outputs by the PC who in turns will report to the Steering Committee, which as indicated above, comprises the following members:

- Project Executive: UN Resident Coordinator or delegated representative
- Senior Supplier: UNDP and representatives of the development partners contributing to the project
- Senior Beneficiary: Representative of the CEC, SRS (and other beneficiaries invited as relevant)

List of UNDP staff's positions envisaged for implementation of the Project activities supported by the Government of Japan:

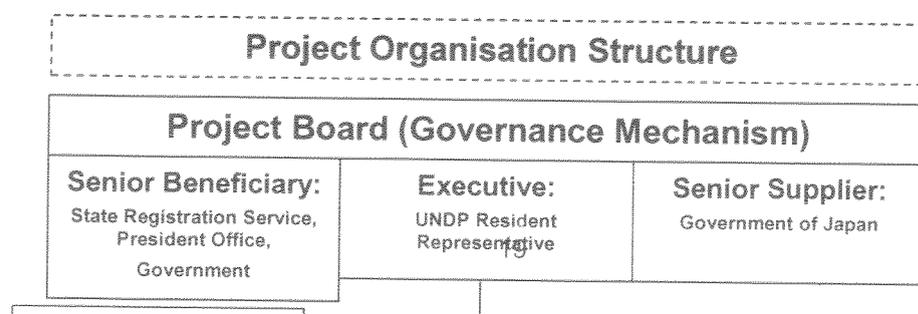
- UNDP Programme Analyst at the UNDP Country Office (Democratic Governance Programme) will provide overall quality assurance, including support in fundraising and broadening partnership and adherence

to monitoring and reporting requirements and standards; ensure that high quality periodic progress reports are prepared and submitted well in advance; perform oversight activities; ensure that decisions of the Project Steering Committee are followed and changes are managed in line with the required procedures; and refer major executive project decisions to the Project Steering Committee, in which UNDP acts as the Executive representative.

- UNDP Programme Associate provides programme assurance from the Country Office (CO), allowing for effective delivery of the planned activities by supporting implementation consistent with UNDP rules and regulations. The Programme Associate is responsible for oversight and monitoring of programme results and the clear and effective communication of these results to donors.
- UNDP National PMU Manager will continue to provide overall management of all UNDP programmes, ensuring coordination and cooperation within the PMU 3 dimensions of Sustainable Environment, Peace and Development, and Democratic Governance, ensuring the effective use of allocated funds.
- PMU Operations Unit will provide administrative, personnel, procurement, and financial support to the project.
- Democratic Governance Dimension Head (DGDH) will provide overall supervision of the project's implementation and its coordination with other DGP projects. S/he will ensure effective liaison and communication with the relevant Government institutions, UNDP Senior Management, and the Programme Analyst and Officer.
- ICTD/e-Governance Coordinator of the Democratic Governance Programme (Project Coordinator-PC) will be responsible for overall day-to-day project coordination, decision making and implementation, consolidation of work plans and programme papers, preparation of progress reports, reporting to the project supervisory bodies, and supervising the work of the project experts and other project staff (Annex 4). The Project Coordinator's prime responsibility is to ensure that the project produces the results (outputs) specified in the project document-, to the required standard of quality and within the specified constraints of time and cost;

The PC will cooperate with the DG Dimension Chief on project implementation issues. The PC will also cooperate with the PMU Manager and UNDP CO Focal Points in planning and operational management of the project, as well as reporting, accounting, monitoring, and evaluation of the project activities.

- Project Administrative/Finance Assistant (SC-5, national, locally recruited). Under the guidance and supervision of the Project Coordinator, the Administrative/Finance Assistant provides administrative/finance services ensuring high quality of work, ensures accurate, timely and properly recorded/documented service delivery. Project Administrative/Finance Assistant ensures implementation of operational strategies, provision of accounting, administrative, HR and logistical support, provision of support to office maintenance and assets management;
- Project Procurement Specialist (SC-7, national, locally recruited). Under the guidance and supervision of the Project Coordinator, the Procurement Specialist provides transparent and efficient procurement services and processes in the office ensuring high quality of work, accurate, timely and properly recorded/documented service delivery (Annex 4). The Procurement Specialist promotes a client-focused, quality and results- oriented approach in the office. The Procurement Specialist works in close collaboration with the operations, programme and projects' staff.
- Project IT/ICT-specialist (SC-7, national, locally recruited). Under the guidance and direct supervision of the Project Manager, the IT/ICT-specialist provides IT/ICT services, implements IT/ICT management systems and strategies, provides daily technical support to users of information management tools and technology infrastructure;
- Local Consultants and Experts will render the technical and communication expert's support required for the project.



---

**IX. LEGAL CONTEXT AND RISK MANAGEMENT**

1. Legal Context:

- Country has signed the Standard Basic Assistance Agreement (SBAA)**
- Country has not signed the Standard Basic Assistance Agreement (SBAA)
- Regional or Global project

2. Implementing Partner:

- Government Entity (NIM)
- UNDP (DIM)**
- CSO/NGO/IGO
- UN Agency (other than UNDP)
- Global and regional projects

---

**X. ANNEXES**

Annexes 1 and 2 are attached as separate files. There are organizational structures of President' office and the SRS in Annexes 8 and 9, which are publically available.

Annex 3. Risk Analysis.

Risk Log

<b>Project Title:</b> Support to the State Registry Service on further Development of the Unified State Population Registry as a Basis for Establishing of the e-Governance System in the Kyrgyz Republic	<b>Award ID:</b>
	<b>Date:</b> November 2016

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted , updated by	Last Update	Status
1	It is obvious that Japanese Cabinet of Ministers will approve the grant only in March 2017. The money transfer will take place immediately after. It is important to plan and have reasonable time period for procurement and delivery of the equipment because the SRS is planning to have updated Unified State Population Registry before the Presidential elections of November 2017.	State Registry Service requirement to procure and deliver all the equipment as earlier as possible before the date of the Presidential elections in the country- November 2017. It leaves very short period of time for UNDP and SRS to implement the task.	Operational	High impact 5/medium probability 2	UNDP will start preparatory work much in advance. UNDP Senior Management has discussed the issue with UNDP H.-Q. and looking for solutions to expedite the procurement timeline.	UNDP CO	UNDP CO	November 2016	UNDP has already started together with SRS preparation of technical specifications for all equipment included into the SRS Request and negotiations with UNDP Procurement division in Copenhagen.

2	Political instability in the country caused by the upcoming Presidential election related events	While the political opposition remains highly fragmented, potential problems in the social-economic sphere can trigger the growth of protests among the poorest part of the population, which could immediately taken as by the opposition as an advantage for their own purposes.	Political	Impact high 4/ probability medium 2 (to be confirmed by survey on potential risks)	Introduce regular consultations on implementation of project activities with all involved actors.	UNDP CO	UNDP CO	November 2016	At present, the situation in the country is stable. However, poor economic problems in the country can cause political instability.
3	Potential leakage of personal information through networks.	Since 2014.	Operational	Impact high 4/ probability low 1	The SRS undertook several measures. All biometric data are encrypted. In case of loss of a notebook, nobody will be able to read it without knowing a token. In addition, the data obtained to a notebook can be transferred only to authorized device. All newly and temporary hired staff will sign an agreement on non-disclosure of personal data. SRS adopted guidelines on security of personal data. UNDP is providing support to strengthen the corporate system of data security within	SRS	UNDP CO	November 2016	UNDP is initiating several programmatic activities with involvement of the national and international experts covering assistance to the SRS in personal data security strengthening.



**Annex 4. Project Board Terms of Reference and TORs of key management positions**

**Project Board functions:**

- a. Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- b. Address project issues as raised by the project manager;
- c. Provide guidance on new project risks, and agree on possible countermeasures and management actions to address specific risks;
- d. Agree on project manager’s tolerances as required;
- e. Review the project progress, and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- f. Review combined delivery reports prior to certification by the implementing partner;
- g. Appraise the project annual review report, including the quality assessment rating report; make recommendations for the workplan; and inform the outcome group about the results of the review;
- h. Provide ad hoc direction and advice for exceptional situations when the project manager’s tolerances are exceeded; and
- i. Assess and decide to proceed on project changes through appropriate revisions.

<b>UNITED NATIONS DEVELOPMENT PROGRAMME</b>
<b>TERMS OF REFERENCE</b>

<b>I. Position Information</b>	
Project title:	Information-Communication Technologies for Development (ICTD)/e-governance Component Coordinator
Project Number:	Democratic Governance Dimension
Job Code Title:	<b>ICTD/e-governance Component Coordinator</b>
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Bishkek SC 8
Pre-classified Grade:	
Supervisor:	PMU Manager/DG Chief Dimension

XI.

XII. **II. ORGANIZATIONAL CONTEXT**

XIII.

With the aim of the National Sustainable Development Strategy's implementation and with UNDP's technical support, the Government of the Kyrgyz Republic developed and adopted the Government Programme on e-Governance introduction in the public authorities of the Kyrgyz Republic and its Action Plan for 2014-2017 (Government regulation #651 dated November 17, 2014). This e-Governance Programme focused on public e-services development and introduction and has 7 main components: 1) e-services; 2) modernization of the legislation in the ICT-area; 3) Unified IT/ICT technical architecture and interoperability framework; 4) financial management of the ICT-projects in the state authorities; 5) open and participatory governance (open data&open government approach); 6) human resource capacity development; 7) central coordination and administration of the e-governance programme's implementation.

UNDP plans to further support the Kyrgyz Government on implementation of the e-Governance Programme, which requires technical expertise and advisory support in different areas of public policy realization: institutional, legislative, financial, technical and management/public administration. The part of the programme related to public e-services introduction will require cooperation with all sectoral ministries and agencies. As part of e-governance, the e-health, e-education, e-trade and other sectoral e-strategies will require to work not only with Democratic Governance Dimension, but also with other UNDP PMU dimensions and different specialized UN agencies and international organizations.

Under the overall guidance of the UNDP National PMU Manager and direct supervision of the Democratic Governance Chief Dimension, the ICTD/e-governance Component Coordinator will provide a high quality services to the PMU and Democratic Governance dimension to ensure timely and efficient coordination and monitoring over implementation of the ICTD/e-governance related activities. The ICTD/e-governance Component Coordinator promotes a client, quality and results-oriented approach.

*The functions/duties/ key results of this job description are generic and not all duties are carried out by all Component/Project Coordinators.*

XIV. **III. FUNCTIONS**

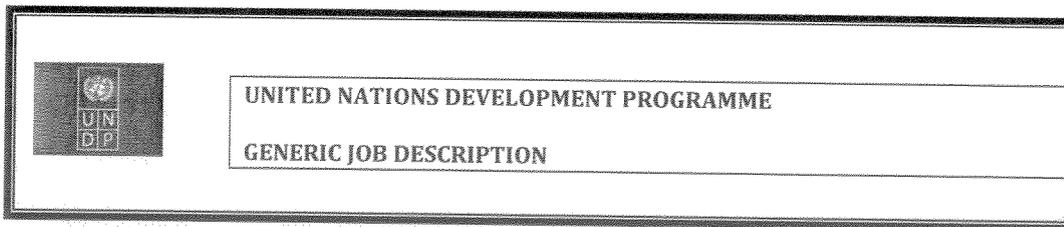
1. Responsible for the implementation of DG Dimension activities in the area of ICTD/e-governance under respective DG Dimension outcomes and outputs;
2. Prepare Annual Work Plans and progress reports for DG Dimension on ICTD/e-governance related activities;
3. Assist the PMU Manager and DG Chief Dimension in operational management of ICTD/e-governance related activities in compliance with the UNDP Rules and Regulations;
4. Provide advisory services and support to the PMU Manager and DG Chief Dimension in formulation, implementation and evaluation ICTD/e-governance -related activities on the substantive side
5. Support the PMU Manager and DG Chief Dimension in timely preparing and compilation of

<p>the Programme Annual/Quarterly Work plans, Progress and Final Reports, Budget Forecasts at the level of the ICTD/e-governance -component of the DG Programme</p> <ol style="list-style-type: none"> <li>6. Ensuring the utilization of the assigned DG dimension resources in the area of ICTD/e-governance against approved budgets;</li> <li>7. Ensure aligning the DG and other PMU dimensions activities within the ICTD/e-governance component with the UNDP mandate and corporate priorities, national strategies/programmes and contribution to the capacity development of the national counterpart institutions;</li> <li>8. Liaise with key stakeholders and other partners to ensure proper coordination and partnership within the framework of ICTD/e-governance component activities implementation;</li> <li>9. Ensure fulfillment of standard procedures, including the ones on procurement, contracting of services and formalizing partnerships, in accordance with UNDP Rules and Regulations</li> <li>10. Regularly assess performance of specialists working under his / her supervision (if applicable)</li> <li>11. Ensure proper documentation and codification (knowledge management) of programme methodologies and experiences for wide dissemination and institutional memory</li> <li>12. Undertake field visits if needed;</li> <li>13. Monitor regularly and ensure timely and adequate implementation of the ICTD/e-governance component action plans, undertake necessary preparatory actions for the planned activities, and liaise with relevant parties, if needed;</li> <li>14. Handle correspondence and keep the filing system related to the ICTD/e-governance component matters;</li> <li>15. Arrange ICTD/e-governance component events including meetings, trainings and other activities;</li> <li>16. Work towards achievement of goals set up in UNDP strategic documents (Corporate strategy, UNDAF, CPAP, Programme document etc.) and relevant national legislation;</li> <li>17. Work with PMU Manager and Dimension Chiefs on the substantive aspects of the ICTD/e-governance component;</li> <li>18. Perform other duties that may be required by PMU Manager /Chief Dimension for effective implementation of the DG Dimension in the area of ICTD/e-governance;</li> </ol>
--

<b>IV. Recruitment Qualifications/Competencies</b>	
Education:	
	- Master degree or equivalent in telecommunications or information technologies fields;
Experience:	
	- 2 years of relevant experience in managing/coordinating projects and hands-on experience in design, monitoring and evaluation of development projects;
	- Experience in managing teams
	- Strong knowledge of the issues in the relevant component, general understanding of all the major Programme issues. Be familiar with development methodologies, including participatory approaches to strategic planning, strategic management and the management of institutional change in developing countries
	- Experience of work with the international organizations,

	<p>high-level government officials representing central governmental bodies and local administrations</p> <ul style="list-style-type: none"> <li>- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).</li> </ul>
Language Requirements:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Fluency in English and Russian. Knowledge of Kyrgyz is an asset</p>

<b>V. Signatures- Post Description Certification</b>		
<i>Incumbent (if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Programme Manager		
Name / Title	Signature	Date



<b>XV. I. POSITION INFORMATION</b>	
Project title:	UNDP Programme Management Unit
Project Number:	
Job Code Title:	<b>Procurement Specialist</b>
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Bishkek
Pre-classified Grade:	SC 7
Supervisor:	PMU Manager

XVI.

XVII. **II. BACKGROUND INFORMATION/OBJECTIVES**

XVIII.

*Under the direct supervision of PMU Manager Procurement Specialist provides leadership in execution of procurement services in PMU ensuring their effectiveness, transparency and integrity. The Procurement Specialist promotes a client-focused, quality and results- oriented approach.*

*The Procurement Specialist supervises and leads the support personnel of the Procurement Unit. The Procurement Specialist works in close collaboration with the operations and programme teams in the CO, Area Based Offices for resolving complex procurement-related issues and information delivery.*

**The functions/duties/ key results of this job description are generic and not all duties are carried out by all Specialists.**

XIX. **III. FUNCTIONS**

**Summary of Key Functions:**

- Administration and implementation of operational strategies
- Organization of procurement processes
- Management of contracts
- Facilitation of knowledge building and knowledge sharing
- Supervision of the respective personnel
- Performance of other relevant duties as required by the supervisor

1. Ensures **administration and implementation of the operational strategies** focusing on achievement of the following results:

- Full compliance of PMU procurement activities with UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper functioning of a client-oriented procurement management system within PMU.
- Elaboration of proposals and implementation of cost saving and reduction strategies in consultation with PMU management.
- Provision of researched information for formulation and implementation of contract strategy and strategic procurement in the PMU including tendering processes and evaluation, managing the contract and contractor, legal considerations and payment conditions, sourcing strategy, supplier selection and evaluation, quality management, e-procurement introduction.
- Respective data clean-up and preparation of procurement related IPSAS reporting

2. **Organizes procurement processes for PMU** focusing on achievement of the following results:

- According to the Procurement Plan organizes procurement processes including drafting of tendering and solicitation documents, assists in conducting tendering processes (RFQs, ITBs, RFPs, etc. in accordance with the UNDP rules and procedures) whilst ensuring that tender announcement are circulated as widely as possible among the potential suppliers, facilitating the flow of information during the tender by clarifying requests from tender participants and*

<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>requesting additional information from them if necessary</i></li> <li><input type="checkbox"/> <i>Organizes quality research of local and international markets for goods and services required for PMU needs, including verification of products availability, price analysis and search for potential vendors</i></li> <li><input type="checkbox"/> <i>Works with independent experts on developing of detailed specifications for goods and services in line with the UNDP rules and procedures</i></li> <li><input type="checkbox"/> <i>Reviews technical specifications and terms of reference prepared by the national partner organizations for their compliance with the UNDP procurement principles, rules and procedures and adjusts them as necessary</i></li> <li><input type="checkbox"/> <i>Participates in opening of quotations, bids or proposals, organizes their technical evaluation, including coordination of technical committee meetings and prepares minutes/protocols thereof, conducts financial evaluations of the technically responsive offers</i></li> <li><input type="checkbox"/> <i>Submits procurement cases and recommendations for contract award to the UNDP CO, drafts contracts in accordance with the UNDP model contracts and relevant rules and procedures</i></li> <li><input type="checkbox"/> <i>Prepares a complete and quality set of documents for procurements cases that are subject to review by the Contracts, Asset and Procurement Committee (CAP) of the UNDP CO for such a review</i></li> <li><input type="checkbox"/> <i>Prepares requests with all supporting documents for issuance of Purchase orders, contracts, subcontracts and other documents related to procurement of goods and services</i></li> <li><input type="checkbox"/> <i>Creates requisitions in Atlas, budget check for requisitions</i></li> <li><input type="checkbox"/> <i>Ensures Contributes to the preparation of Procurement Action Plans (PAP), monitors their implementation and timely updates PAP if necessary</i></li> <li><input type="checkbox"/> <i>Maintains documentation on conducted procurement cases and contracts and ensures monthly submission to the CO Procurement Unit</i></li> <li><input type="checkbox"/> <i>To be assigned Atlas Profile as per the Internal Control Framework for UNDP Kyrgyzstan</i></li> <li><input type="checkbox"/> <i>Prepares reports on procurement progress as required</i></li> </ul>
<p>3. <b>Manages contracts</b> focusing on achievement of the following results:</p> <hr/> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Ensures proper contracts management and timely follow-up with relevant actions</i></li> </ul>
<p>4. Ensures <b>facilitation of knowledge building and knowledge sharing</b> in the CO focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Organization of trainings for the operations/ projects staff on Procurement.</i></li> <li><input type="checkbox"/> <i>Synthesis of lessons learnt and best practices in Procurement.</i></li> <li><input type="checkbox"/> <i>Sound contributions to knowledge networks and communities of practice.</i></li> </ul>

<b>IV. Recruitment Qualifications/Competencies</b>	
Education:	<ul style="list-style-type: none"> <li>- Bachelor degree, preferably in accounting, finance or economics. Trainings in procurement confirmed by certificates.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>- 4 years of relevant procurement or administrative work experience at national or international level.</li> <li>- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).</li> </ul>

Language Requirements:	Fluency in English and Russian. Knowledge of Kyrgyz is an asset

<b>V. Signatures- Post Description Certification</b>		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Assistant Resident Representative		
Name / Title	Signature	Date