

Minutes of the Local Project Appraisal Committee meeting
Joint Project of UNDP and "SK-Pharmacy", LLP
"Procurement of medicines for treatment of socially significant diseases"
Astana, 19 January 2018

Participants:

- 1) Konstantin Sokulskiy, Head of Government Unit, UNDP Kazakhstan
- 2) Nelly Perevertova, Project Manager, TB Programme, UNDP Kazakhstan
- 3) Yana Dovga, Procurement Associate, UNDP Ukraine
- 4) Shynar Kuliyeva, Head of Strategy and International Relations Department, "SK-Pharmacy", LLP
- 5) Arnur Nurtayev, Deputy Head of the Board of the National Center on Medicines Expertise

According to the comments, LPAC participants discussed the following:

- 1) The Project shall:
 - a. contribute to capacity development of SKPh in the field of procurement of medicines, health products and medical equipment to be used for treatment of socially significant diseases in general and HCV in particular;
 - b. to promote improved and equal access to the most innovative treatment to people of the Republic of Kazakhstan, diagnosed with HCV and other socially significant diseases;
- 2) Project will be implemented in cooperation between UNDP and SKPh. Each Party shall carry out their responsibilities with diligence and efficiency as set forth in the Project documents;
- 3) SKPh will consider an option to additionally procure medicines for treatment of other socially significant diseases, in addition to HCV medicines, through UNDP. UNDP will provide all necessary information upon request of SKPh.

Decisions:

- 1) To approve the Project documents of joint Project to be signed by both Parties, "SK-Pharmacy", LLP and UNDP.

Signatures:

Acting Head of the Board, "SK-Pharmacy", LLP



Sh. Ismukhanova

Deputy Resident Representative, UNDP Kazakhstan



M. Altangerel



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PROJECT DOCUMENT
the Republic of Kazakhstan

Project Title: Procurement of medicines for treatment of socially significant diseases

Project Number:

Implementing Partner: "SK-Pharmacy", LLP

Start Date: February 1, 2018

End Date: December 31, 2020

PAC Meeting date: January 19, 2018

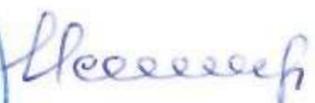
Brief Description

Within the project, UNDP will support capacity development of "SK-Pharmacy", LLP (hereinafter – "SKPh") in the field of procurement of medicines, health products and medical equipment as per UNDP rules, regulations, policies and procedures as required by the approved Procurement and Budget Plan agreed between UNDP and SKPh. In particular, the project will focus on the following:

- Conducting competitive bidding processes at international and national levels;
- Placement of the orders for goods, freight and insurance;
- Monitoring of orders;
- Sharing of information on progress of the procurement processes and expected deliveries;
- Keeping all procurement records and reports;
- Timely providing SKPh with all necessary documents for clearing of incoming shipments;
- Processing payments for concluded contracts as per UNDP regulations and rules, based on certificates of completion of works or receipt reports duly signed by the recipients of goods and/or services;
- Supporting the review of, and conducting communications on the technical specifications, and scope of work and/or other terms of reference;
- Provision of equal rights to women and men for prevention as well as timely and effective, treatment of HCV and other socially significant diseases.

Contributing Outcome (UNPFD/CPD): Outcome 2.2: Judicial and legal systems, and public institutions, are fair, accountable and accessible to all people. Indicative Output: Output 3. National and sub-national level institutions enabled to deliver quality and responsive public services	Total resources required:	USD 4,399,714.69	
	Total resources allocated: Unfunded:	SKPh:	USD 4,399,714.69

Agreed by (signatures):

United Nations Development Programme in Kazakhstan	"SK-Pharmacy", LLP
Deputy Resident Representative 	Acting Director of the Board 
Munkhtuya Altangerel	Shariya Ismukhanova
Date:	Date:

LIST OF ABBREVIATIONS

AWP – Annual Work Plan
CO – Country Office
CPD – Country Programme Plan
DAA – Direct acting antiviral
GF – Global Fund
GPU – Global Procurement Unit
GVFMC – Guaranteed volume of free medical care (ГОВМП)
HCV – Hepatitis C virus
HQ – Headquarters
IDU – Injection Drug Users
LLP – Limited Liability Partnership
LOA – Letter of Agreement
LTAs – Long-Term Agreements
MOH RK – Ministry of Health of the Republic of Kazakhstan
NGOs – Non-Governmental Organizations
OAI – Office of Audit and Investigation
OECD – Organization for Economic Co-operation and Development
PPM – Pooled Procurement Mechanism
PR – Primary Recipient
PSM – Procurement and Supply Management
PSO – Procurement Support Office
RRF – Results and Resources Framework
SKPh – SK-Pharmacy
TBC – To be confirmed
UN – United Nations
UNDP – United Nations Development Programme
UNFPA – United Nations Population Fund
UNICEF - United Nations International Children's Emergency Fund
UNPFD – United Nations Programme Framework Development

I. DEVELOPMENT CHALLENGE

Hepatitis C is a liver disease caused by the hepatitis C virus: this virus can cause both acute and chronic hepatitis infection, which varies in severity from mild illness, lasting several weeks, to a serious lifelong disease.

Throughout the world, a chronic hepatitis C infection affects about 71 million people.

A significant number of people with chronic infection develop cirrhosis or liver cancer.

Approximately 399,000 people die each year from hepatitis C, mainly from derived complications as cirrhosis and hepatocellular carcinoma.

Hepatitis C is found all over the world. The most affected regions are the Eastern Mediterranean Region and the European Region of WHO - prevalence rates are 2.3% and 1.5%, respectively. The prevalence rates of HCV infection in other WHO regions range from 0.5% to 1.0%. HCV has numerous strains (or genotypes), and their distribution depends on the region.

The standards of treatment for people with hepatitis C are changing rapidly. Sofosbuvir, daclatasvir and the combined medicine sofosbuvir/lepidasvir form a part of treatment regimens preferred by the WHO guidelines and can contribute to achieving a 95% treatment rate.

These medicines are much more effective, safer and better tolerated by patients than older types of treatment. Due to the use of DAAs (direct-acting antivirals), a larger number of patients with HCV infection can be cured, as well as their treatment can be shorter (usually 12 weeks).

Access to HCV treatment is improving but remains limited. In 2015, only 20% (14 million) out of 71 million people with HCV infection in the world knew about their diagnosis. In 2015, around 7.4% of people diagnosed with HCV (1.1 million people) started their treatment. In 2016, treatment has been received by 1.76 million more people, and global coverage for hepatitis C treatment increased up to 13%. Significant efforts are needed to achieve the goal of reaching 80% of treatment coverage for the people in need by 2030.¹

In Kazakhstan, the HCV is included into the list of socially significant diseases diagnosed and treated free of charge, within the framework of the guaranteed volume of free medical care (ГОВМП).

The incidence of chronic HCV in the Republic of Kazakhstan is progressing year by year. According to official statistics for over the past 10 years, the incidence rate of chronic HCV increased 4.6-fold: from 3.95 (2004) to 18.22 per 100,000 population (2014). In 2016, for 9 months period, the number of patients with newly diagnosed chronic forms of HCV increased by 9.2% (2,115 cases in 2016, 1,908 cases in 2015). As of December 1, 2016, the National register comprised 23,890 people, including 882 children under the age of 14.

According to the data of the Ministry of Health from December 1, 2016, the National Register included:

41,707 people, including 1,620 children under the age of 14:

- 1) Hepatitis C virus (HCV) - 23,089 people, including 882 children under 14 years old;
- 2) Hepatitis B virus (HBV) - 18,618 people, including 738 children under 14 years old;
- 3) Co-infection of HIV/HCV - 7,288 people, including 5,982 IDUs. 35 cases of the disease are registered among children under the age of 14;
- 4) Co-infection of HIV/HBV - 259 people, including 26 IDUs. 6 cases are registered among children;

Abovementioned data takes into account only patients with an already established diagnosis.

The triennial epidemiological research conducted by the Kazakh Association for the Study of Liver diseases has shown that almost 6% of the population of the Republic of Kazakhstan was infected

¹ <http://www.who.int/mediacentre/factsheets/fs164/ru/>

with Hepatitis C virus (5.8%), and more than 4% with Hepatitis B virus (4.2%), Pavlodar and Aktobe demonstrate highest infection numbers; the smallest number of infections belongs to Almaty.²

Being one of the largest procurers in the UN system and building on long-term experience in procurement and supply management for health and non-health projects and programmes, UNDP effectively and efficiently responds to challenges in procurement and supply management that is being exposed to an increasing degree of scrutiny and demand on quality assurance and risk management, overall value-for money achieved, and ultimately on how cost-effectively it supports an efficient and sustainable delivery of related programmes and projects.

UNDP procures health and non-health products for Global Fund grants and for other health programmes through a partnership with UNICEF and UNFPA, as well as through a wide range of corporate LTAs with commercial entities established at the global level. This economy of scale procurement by pooling the demands of multiple UNDP COs ensures that unit prices are at par with the lowest prices offered to other large procurers of health products, including the GF's PPM. Any differences in prices are due to timing of orders and fluctuation of prices.

Recognizing the best value-for-money of products and services delivered by UNDP, the current project is aimed at procurement of medicines and other health products required for treatment of HCV and other socially significant diseases to provide population of Kazakhstan with improved access to markets, goods, services, social safety nets and ensure effective treatment using qualitative medicines and health products within GVFCM among different population groups of the Republic of Kazakhstan, including vulnerable groups, especially women, young and aged people, oralmans and people with disabilities.

The project will be flexible to any changes in approach to implementation and will apply the core principles of human rights, gender equality and environmental sustainability.

II. STRATEGY

The main objective of the project for UNDP is to support capacity development of SKPh by organizing smooth process of procurement of medicines, health products and medical equipment as per UNDP rules, regulations, policies and procedures as required as per project's AWP.

The main project's objective stated above will be attained by adhering to the following approach to project implementation:

- Multi-country expertise in a wide variety of settings;
- Country level presence and operational capacity;
- Well-established operational, legal and administrative agreements with countries;
- Robust risk management and control frameworks with additional measures tailor-made for national and international partners;
- Well-established institutional capacity to support with dedicated support teams at HQ and regional levels; and
- Experience accumulated since 2003 in supporting complex health programmes implementation, both at the country and corporate levels.

The project is implemented on the basis of advance planning, wise structuring and organization of all procurement and logistics processes in accordance with UNDP rules, regulations, policies and procedures with strong and well-established risk mitigation and prevention measures. Those include:

² <http://abctv.kz/ru/last/pochti-6-naseleniya-kazahstana-inficirovano-virusnym-gepati>

- Early warning system in place to trigger appropriate and timely action to address any issues, internal or external, that may negatively impact the implementation of programmes;
- Close PSM and programme oversight and support by a dedicated team of 23 staff at HQ and regional levels;
- Targeted risk mapping at the start of each programme and a risk log to monitor the devised mitigation and prevention measures;
- Regular tailor-made audits of the programmes by UNDP's OAI with closely monitored implementation of audit recommendations; and
- Application of UNDP's comprehensive Anti-Fraud Policy, zero-tolerance for corruption of the UN's Standard of Conduct.

Work on the basis of UNDP rules, regulations, policies and procedures enables to:

- Ensure efficient and competitive international economy of scale procurement allowing small orders enjoy the lowest prices discounted for big volume procurement in the framework of global corporate LTAs established by UNDP;
- Fast track procurement arrangements for timely and efficient implementation of health programmes;
- Safeguard a high degree of operational flexibility to be able to accommodate and synchronize supply chain stages and relevant stakeholders to avoid stock shortages or situations of over-stocking, both potential cause of risks and additional costs to the health programmes;
- Fair competitive bidding process in order to get best value for money to show timely and efficient deliverables in line with project's objectives.

The project will focus on the improving of health status and socio-economic well-being of all Hep C and other patients diagnosed with socially significant diseases, through improved access to qualitative medicines, health products and medical equipment, timely diagnostics, prompt and effective treatment. Thus, the project will support the MoH RK in full-scale realization of the national health care strategy and promote fighting against socially significant diseases.

The project's activity on procurement of required medicines, health products and medical equipment will contribute to early detection of Hep C and other socially significant diseases, effective, timely and prompt treatment and thus will promote decreasing the rate of socially significant diseases prevalence in the Republic of Kazakhstan.

Choice of the above-mentioned approach is based on UNDP previous experience and lessons learnt in joint successful implementation of similar projects together with National TB (2014-2016), (2017-2019) and HIV/AIDS (2015-2017) PRs and best international practices shared globally between UNDP partners and colleagues.

Activities planned within the project realization correlate to the Outcome 2.2 of the UNPFD, 2016-2020): Judicial and legal systems, and public institutions, are fair, accountable and accessible to all people.

The project also correlates with Output 3 of UNDP Country Program Document for Kazakhstan (CPD 2016-2020): «National and sub-national level institutions enabled to deliver quality and responsive public services».

III. RESULTS AND PARTNERSHIPS

Expected Results

The project aims to provide SKPh with a global access to the most well-known and reliable international suppliers of health products to result in attaining essential objectives of the project, i.e.

improving of health status and socio-economic well-being of people of the Republic of Kazakhstan diagnosed with Hep C or other socially significant diseases by providing patients with improved access to qualitative medicines, health products and medical equipment, timely diagnostics, prompt and effective treatment. Procured health products are destined to all population groups of RK including vulnerable groups, especially women, young and aged people, oralmsans and people with disabilities.

International procurement is effected through UNDP GPU, located in Copenhagen; UNDP PSO, Copenhagen, UNICEF, UNFPA and other UNDP partners and goods providers.

In case international procurement is impossible for some reason, or is not the best choice basing upon value for money principle, local procurement option is also applicable upon preliminary approval of senior management, as the whole process is also built upon UNDP rules, regulations, policies and procedures .

Partnerships

The project will be implemented in close cooperation with National Partner, SKPh, under supervision of the MoH RK, responsible for issuance of import waiver for the goods to be procured outside the Republic of Kazakhstan within the project's AWP.

Risks and Assumptions

The project's results depend on change of national and local political priorities. To mitigate risks, the project will involve a wider range of partners to match project goals with objectives set out in the country's policy documents and programmes. The risk of duplication or conflict with initiatives and activities of other donor agencies/government projects will be reduced by SKPh and UNDP regular participation in coordination activities with donor agencies, NGOs, government agencies and other national partners involved in Hep C prevention and treatment programmes and in fighting against other socially significant diseases.

For more risks-related details, please refer to the Risk log attached to the present document in Annex V.

Stakeholder Engagement

The project objectives and results are consistent with national needs and requirements. The project activities are in line with approved AWP and technical specifications provided by SKPh. Targeted groups (end-users) of the project are patients diagnosed with Hep C and other socially significant diseases. Patient organizations are involved at the stage of goods order, when providing feedback on specific needs, requirements and specifications to the product to be procured.

Gender mainstreaming

The project supports gender equality between men and women by providing equal access to up-to-date and qualitative technologies of treatment of HCV and other socially significant diseases, access to better quality of lifestyle through procurement and delivery of goods and services.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

Cost efficiency and effectiveness of the project is based on previous experience gained with similar TB and HIV/AIDS Projects successfully implemented in 2014-2016, 2017 – to date and 2015-2017 respectively. The project will be implemented in line with the approved AWP and Procurement and Budget Plan.

All activities initiated within the project will be regulated by UNDP rules, regulations, policies and procedures.

Any procurement activity will be organized only after verification and clearance made by local or international responsible procurement focal points, commissions (if applicable), who consider such activities in view of the best value for money principle.

Project Management

The project staff will be located in Almaty and Astana, offices of the Project team will be rented in UN Building located at 67, Tole bi Str., 050000 in Almaty, Kazakhstan and at 14, A.Mambetov Str., 010000 in Astana, Kazakhstan.

The Project team will align project activities with a current portfolio of thematically relevant projects. The Project team will be comprised of the Project Manager, Project Specialist, Project Assistant hired on a Service Contract and Technical experts, hired on a temporary basis (if needed).

Project team will report to the Project Board, the acting Director of the Board of SKPh and respective UNDP programme staff.

The Project Manager is a leading resource person to head up the Project team and has the authority to run the project on a day-to-day basis within the constraints laid down by the Project Board.

The Project Manager will be responsible for overall project coordination and implementation, consolidation of work plans and project papers, preparation of quarterly progress reports, reporting to the project supervisory bodies, and supervising the work of the project technical experts and consultants (if hired) and other project staff. The Project Manager's responsibility is to ensure that the project attains results specified in the Project Document, maintain the required standard of quality, time frames, and cost efficiency. Project Manager will be located in Almaty to ensure efficient cooperation with SKPh procurement and logistics staff located in Almaty and proper goods acceptance and transfer to SKPh upon their arrival to Almaty International Airport.

The Project Specialist will back up the Project Manager in case of absence. In a day-to-day activity Project Specialist will cover Administrative, Financial and Procurement issues.

The Project Assistant will assist Project Manager and Project Specialist in project implementation activities on a day-to-day basis.

If hired, project's Technical experts and consultants will support the project while preparing tender documentation (development of selection criteria for medicines) and bids technical evaluation (consideration of medicines dossier and other technical parameters to accept or decline bidder's proposal for financial evaluation).

The Project Specialist and Project Assistant will be based in Astana to ensure efficient cooperation with the CO Astana and SKPh and MOH partners, located in Astana.

Project's Technical experts and consultants may be located both in Astana and Almaty or work on a distant basis.

The project will be supervised by UNDP Programme staff on a daily basis. UNDP will support the project in operations activities as set out in the Agreement and Letter of Agreement between UNDP and SKPh.

The Audit will be conducted in accordance with UNDP Financial Regulations and Rules and applicable audit policies on UNDP projects.

V. RESULTS FRAMEWORK

Intended Outcome as stated in the UNPFD / Country Programme Results and Resource Framework:

Outcome 2.2: Judicial and legal systems, and public institutions, are fair, accountable and accessible to all people.

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:

Level of transparency of government policymaking; Baseline: 40/144 (2013); Target: 24/144 (Global Competitiveness Index and OECD data)

Indicator 3.1 Number of sub-national administrations in select localities with strengthened capacities to plan, budget and/or monitor public services

Baseline: 10

Target: 30

Indicator 3.2. Level of satisfaction of relevant stakeholders with the responsiveness of local authorities in providing quality public services, including e-services

Baseline: Low

Target: Medium

Applicable Output(s) from the UNDP Strategic Plan: Area of Work 2: Inclusive and effective democratic governances

Project title and Atlas Project Number: Procurement of medicines for treatment of socially significant diseases. #

Expected outputs	Output indicators	Data source	Baseline				Targets (by frequency of data collection)				Data collection methods & risks
			Value (at stock)	Year	Year 1	Year 2	Year 3	Final			
Supporting SKPh in procurement of health products as per approved Procurement and Budget Plan: organization of goods supply on annual basis with respective transfer to SKPh upon goods arrival to Almaty International Airport, after their customs clearance managed by SKPh and respective quality / quantity check. Supplied goods will help to treat many national citizens of the Republic of Kazakhstan and thus decrease the rate of prevalence and level of morbidity of socially significant diseases in general and especially HCV.	1.1 Shipment of Sofosbuvir	SKPh	No stock	2018	118,048 packs	TBC	TBC	TBC	More than 118,048 packs	Reports on manufacturer, supplier, freight forwarder, transport bills and acceptance acts signed by SKPh representatives while goods transfer on the warehouse of Almaty International Airport or SKPh's warehouse (international and local shipments); The goods will be delivered on DAP conditions, thus the risk of goods damage or loss during transportation is mitigated.	
National medical facilities are lack of medicines to provide effective uninterrupted treatment of population of RK diagnosed with socially significant diseases, including HCV. Single distributor, SKPh, requires capacity building support in the field of procurement of goods and services.	1.2 Shipment of Daclatasvir	SKPh	No stock	2018	118,048 packs	TBC	TBC	TBC	More than 118,048 packs		
Indicator 1: All planned shipments are organized in line with approved Procurement and Budget Plan; the goods are checked by quantity and quality and transferred to SKPh.											

VI. MONITORING AND EVALUATION

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

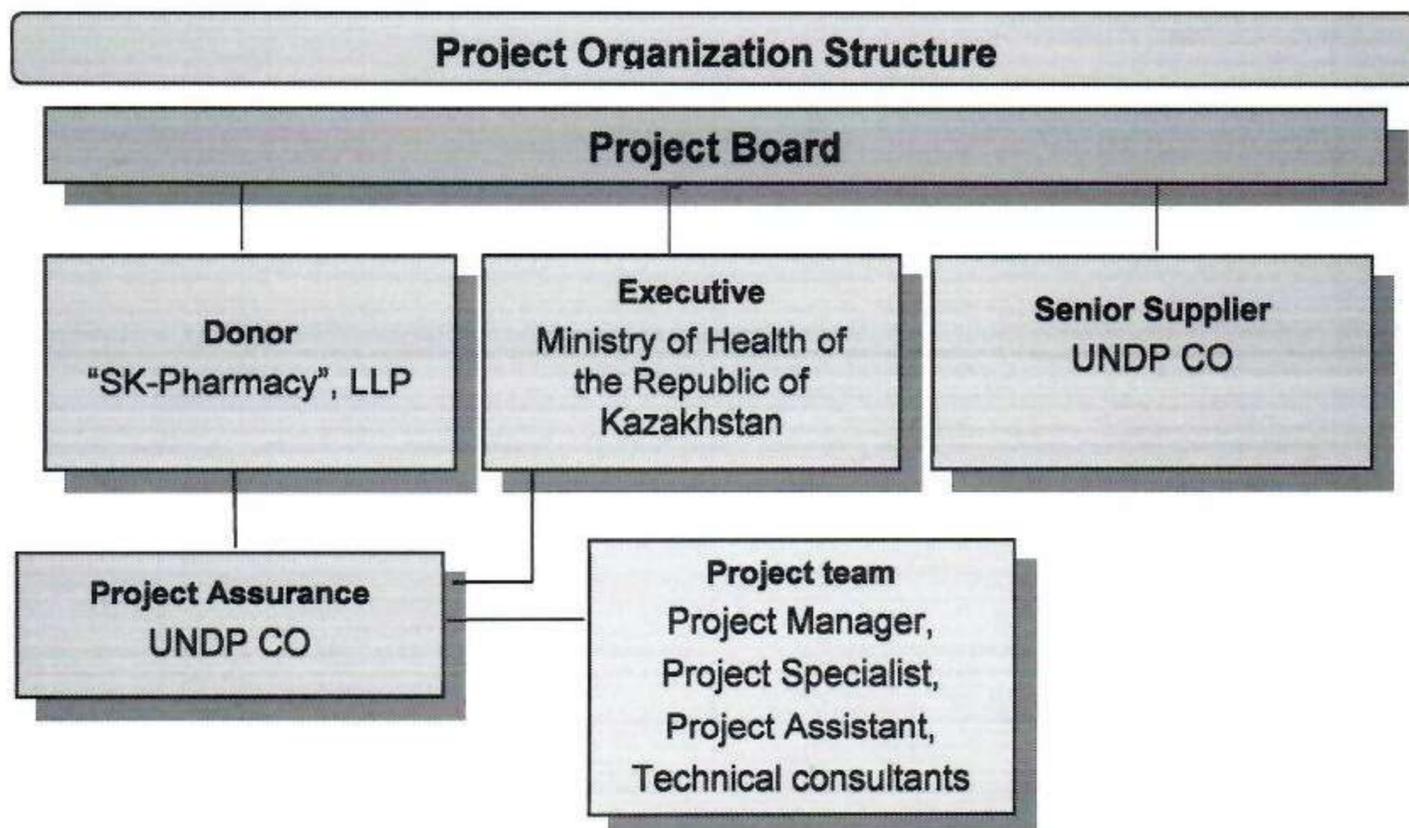
Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.	UNDP, SKPh	0.00 USD
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.	UNDP	0.00 USD
Learn	Knowledge, good practices and lessons learnt 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.	UNDP, SKPh	0.00 USD
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's activity.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	UNDP	0.00 USD
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.	UNDP	0.00 USD
Project Progress Report	The Project Board and key stakeholders will be presented with a content-driven Progress Report on the project implementation, reflecting the results achieved with reference	Annually, and at the end of the project (final report)		UNDP	0.00 USD

	<p>to pre-defined annual targets at the component level, an annual summary of the quality of the project rating, an updated risk journal indicating prevention measures, and any estimates or reviews conducted during this period. Until February 15 of the year following the financial, the UNDP will provide the Partner with a Combined Delivery Report in the UNDP format, which includes data on the costs of related administrative services and the costs of overall project management.</p>				
<p>Project Review (Project Board)</p>	<p>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.</p>	<p>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>	<p>UNDP, SKPh</p>	

VII. MULTI-YEAR WORK PLAN 2018-2020

Expected outputs	Planned activities	Planned budget by year, USD				Implementing / responsible parties	Funding Source	Planned budget, USD		
		Y1	Y2	Y3	Y4			Budget Description	Amount	
<p>Output Supporting SKPh in procurement of health products as per approved Procurement and Budget Plan: organization of goods supply on annual basis with respective transfer to SKPh upon goods arrival to Almaty International Airport, after their customs clearance managed by SKPh and respective quality / quantity check. Supplied goods will help to treat many national citizens of the Republic of Kazakhstan and thus decrease the rate of prevalence and level of morbidity of socially significant diseases in general and especially HCV.</p> <p>Baseline: National medical facilities are lack of medicines to provide effective uninterrupted treatment of population of RK diagnosed with socially significant diseases, including HCV. Single distributor, SKPh, requires capacity building support in the field of procurement of goods and services.</p> <p>Indicator 1: All planned shipments are organized in line with approved Procurement and Budget Plan; the goods are checked by quantity and quality and transferred to SKPh</p>	1.1 Sofosbuvir	3,200,000.00	TBC	TBC		SKPh / UNDP	MOH	Total: 72300 – medical kits 74500 – miscellaneous expenses	3,200,000.00 3,199,900.00 100.00	
	1.2 Daclatasvir	750,000.00	TBC	TBC		SKPh / UNDP	MOH	Total: 72300 – medical kits 74500 – miscellaneous expenses	750,000.00 749,900.00 100.00	
	1.3 GMS (7%)	276,500.00	TBC	TBC		SKPh / UNDP	MOH	75100 F & A	276,914.69	
	Sub-Total for Output 1									
	2.1 Project Manager	20,000.00	TBC	TBC		SKPh / UNDP	MOH	Total: 71400 - contractual services - SC	20,000.00	
	2.2 Project Specialist	20,000.00	TBC	TBC		SKPh / UNDP	MOH	Total: 71400 - contractual services - SC	20,000.00	
	2.2 Project Assistant	10,000.00	TBC	TBC		SKPh / UNDP	MOH	Total: 71400 – contractual services – SC	10,000.00	
	2.4 Technical consultant (Pharmacologist)	40,000.00	TBC	TBC		SKPh / UNDP	MOH	Total: 71300 – local consultants - IC	40,000.00	
	2.5 Technical consultant (procurement)	20,000.00	TBC	TBC		SKPh / UNDP	MOH	Total: 71300 – local consultants - IC	20,000.00	
	2.6 Office rent, equipment, stationary&utilities	30,800.00	TBC	TBC		SKPh / UNDP	MOH	Total: 72400 – postage services 72200 – equipment and stationary 73100 – rent 74500 – miscellaneous expenses	30,800.00 500.00 10,000.00 20,000.00 300.00	
	2.7 Travel expenses	20,000.00	TBC	TBC		SKPh / UNDP	MOH	Total: 71600 – travel expenses	20,000.00	
	2.8 GMS (7%)	12,000.00	TBC	TBC		SKPh / UNDP	MOH	75100 F & A	12,000.00	
	Sub-Total for Output 2									
TOTAL										
									4,399,714.69 USD	

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS



For effective implementation the project structure requires the following roles/focal points:

- Project Board;
- Project Assurance;
- Project team

Project Board:

The Project Board is responsible for making management decisions for the project and providing guidance to the Project Manager in case of significant deviations in the delivery of project outputs from established time and budget limits. Final decision-making rests with UNDP CO in accordance with its applicable rules, regulations, policies and procedures. During the running of the project the Project Board will meet annually to assess the project's progress against planned outputs, give strategic directions to the implementation of the project and identify any corrective action to be taken and at the end of the project to assess how well the outputs were achieved.

The Project Board consists of:

- **Chairman** – Representative of "SK-Pharmacy", LLP
- **Senior Supplier** – UNDP Deputy Resident Representative
- **Project Assurance** – UNDP Country Office

Project Assurance: overall, project oversight and monitoring functions, is assumed by the Project Board, while UNDP CO implements project oversight and monitoring functions on a regular basis.

Project support: UNDP CO is responsible for overall project implementation, financial and programme reporting, as well as for monitoring and evaluation of the project. UNDP CO will prepare

and sign contracts and other administrative and financial records, process payments in accordance with UNDP rules and UNPFD procedures and requirements.

UNDP CO will provide support services to SKPh for project implementation on terms and conditions set forth in the LOA between UNDP CO and SKPh (Annex I).

Project Manager:

Project Manager will be hired to organize procurement of goods and services contracted by UNDP CO at both the national and international levels. The Terms of Reference are attached in Annex VII. The Project Manager will provide operational management and project implementation. The Project Manager will work under the guidance of UNDP CO. The Project Manager will be based in Almaty, Kazakhstan.

Project Specialist:

Under the guidance and direct supervision of the Project Manager, the Project Specialist provides professional and qualitative procurement, financial and administrative support to the Project to ensure its timely implementation. The Project Specialist works in close collaboration with the Operations, Programme and projects staff in the CO and UNDP HQs staff to exchange information and ensure consistent service delivery. The Project Specialist will be based in Astana, Kazakhstan. Terms of Reference is attached in Annex VII.

Project Assistant:

Project Assistant will be hired to assist Project Manager in organization of procurement and services contracted by UNDP CO at both the national and international levels. The Terms of Reference are attached in Annex VII. The Project Assistant will provide Project Manager and Project Specialist with support in operational management and project implementation. The Project Assistant will work under supervision of the Project Manager and the guidance of Project Specialist and UNDP CO. The Project Assistant will be based in Astana, Kazakhstan.

Recruitment of project staff and project consultants staff shall be in accordance with the UNDP's regulations, rules, policies and procedures.

IX. LEGAL CONTEXT AND RISK MANAGEMENT

This Project Document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of the Republic of Kazakhstan and UNDP, signed on 4 October 1994. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

1. Consistent with the Article III of the SBAA [*or the Supplemental Provisions*], the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
 - a) 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 out;
 - b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

2. 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 Implementing Partner's obligations under this Project Document.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.
4. Consistent with UNDP's Programme and Operations Policies and Procedures, 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>).
5. The Implementing Partner shall: (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.
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.

X. ANNEXES

- 1. LOA between UNDP and SKPh**
- 2. Budget & Procurement Plan**
- 3. Project Quality Assurance Report**
- 4. Social and Environmental Screening**
- 5. Risk Analysis. Risk Log**
- 6. Communications and monitoring plan**
- 7. Project Board Terms of Reference and TORs of key management positions**

Annex I

LETTER OF AGREEMENT BETWEEN THE UNITED NATIONS DEVELOPMENT PROGRAMME IN THE REPUBLIC OF KAZAKHSTAN AND “SK-PHARMACY”, LLP FOR THE PROVISION OF SUPPORT SERVICES

Article I

1. Reference is made to the Project Document signed under the Agreement between United Nations Development Programme in the Republic of Kazakhstan (hereinafter referred to as “UNDP”) and “SK-Pharmacy”, Limited Liability Partnership (hereinafter referred to as “the Donor”) as of February 1, 2018 (hereinafter referred to as “Agreement”) with respect to the provision of support services by the UNDP country office for the project “Procurement of medicines for treatment of socially significant diseases” (the “Project” or the “Project Document”). UNDP and the Donor hereby agree that UNDP shall provide the Support Services on the terms and conditions set forth below.

2. For the purposes of this Letter of Agreement (the “Letter of Agreement”), the “Support Services” are set forth in Article II hereto (*Description of Support Services and Related Responsibilities*) in this Letter of Agreement.

3. Provision of the Support Services, procurement of goods and services, and recruitment of project personnel by UNDP shall be in accordance with all applicable UNDP regulations, rules, policies and procedures. Goods and services shall be procured by UNDP in accordance with the Project Document.

Article II

Description of Support Services and Related Responsibilities

1. The responsibilities of Donor in facilitating the Support Services are set forth in p. 3 of the current Article. UNDP and the Donor agree that they shall carry out their responsibilities with diligence and efficiency as set forth hereto. To this end, UNDP and the Donor shall maintain close working

Приложение I

ПИСЬМО-СОГЛАШЕНИЕ МЕЖДУ ПРОГРАММОЙ РАЗВИТИЯ ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ В РЕСПУБЛИКЕ КАЗАХСТАН И ТОО «СК-ФАРМАЦИЯ» О ПРЕДОСТАВЛЕНИИ УСЛУГ ПОДДЕРЖКИ

Статья I

1. На основании Проектного документа, подписанного в рамках Соглашения между Программой Развития Организации Объединенных Наций в Республике Казахстан (далее - «ПРООН») и ТОО «СК-Фармация» (далее - «Донор»), от 01 февраля 2018 года (далее – «Соглашение»), была достигнута договоренность о предоставлении Услуг поддержки Страновым офисом ПРООН для проекта «Закупка лекарственных средств для лечения социально значимых заболеваний» («Проект» или «Проектный документ»). ПРООН и Донор настоящим соглашаются, что ПРООН предоставит Услуги поддержки на условиях, изложенных ниже по тексту.

2. Для целей настоящего Письма-соглашения («Письмо-соглашение») «Услуги поддержки» указываются в Статье II (*Описание Услуг поддержки и связанных с ними обязанностей*) к настоящему Письму-соглашению.

3. Предоставление ПРООН Услуг поддержки, закупка ПРООН товаров и услуг и прием ПРООН на работу проектного персонала будут осуществляться в соответствии со всеми применимыми правилами, нормами, директивами и процедурами ПРООН. Товары и услуги будут закупаться ПРООН в соответствии с Проектным документом.

Статья II

Описание Услуг поддержки и связанных с ними обязанностей

1. Обязанности Донора по содействию Услугам поддержки изложены в п. 3 настоящей Статьи. ПРООН и Донор соглашаются, что они будут осуществлять свои обязанности старательно и эффективно как изложено ниже. С этой целью ПРООН и Донор будут поддерживать тесные

relationships and designate focal points for day-to-day communications.

2. UNDP shall carry out procurement for the Donor in accordance with UNDP regulations, rules, policies and procedures and will be responsible for:

- a) Conducting the procurement process.
- b) Submission to the Donor of the preliminary Cost Estimate for the delivery of goods within 5 working days from the date of completion of the procurement procedures.
- c) Placement of the purchase orders for goods, freight and insurance and their subsequent delivery within 16 weeks once the winner of the bid has been determined.
- d) Ensuring delivery of the goods to Donor on the terms of delivery DAP-Almaty International Airport (international supplies) and DAP-Warehouse of the Donor (local supplies) according to Incoterms 2010.

e) Ensuring the delivery of the goods (medicines) with the following shelf life upon transfer to the Donor:

- For the medicines with a shelf life of less than two years: not less than 60% (sixty percent) of the total shelf life if the goods are supplied during the period of November, December of the year preceding the year for which the procurement is made and in January of the current financial year, and not less than 50% (fifty percent) for subsequent deliveries during the current financial year;

- For the medicines with a shelf life of two years or more: not less than 14 (fourteen) months remaining shelf life if the goods are supplied during the period of November, December of the year preceding the year for which the procurement is made and in January of the current financial year, and no less than 12 (twelve) months for subsequent deliveries during the current financial year, if not agreed otherwise by UNDP and the Donor.

рабочие отношения и назначат контактных лиц для ежедневного взаимодействия.

2. ПРООН будет производить закуп для Донора в соответствии с правилами, нормами, директивами и процедурами ПРООН, а также будет отвечать за:

- a) Ведение процесса закупок.
- b) Предоставление Донору предварительной сметы расходов по доставке товаров в течение 5 рабочих дней с момента завершения тендера.

c) Размещение заказов на товары, перевозку грузов и страхование, а также их последующую поставку в течении 16 недель после определения победителя.

d) Доставку товаров Донору на условиях DAP-Международный Аэропорт г. Алматы (международные поставки) и DAP-Склад Донора в г. Алматы (поставки внутри страны) согласно Incoterms 2010.

e) Обеспечение доставки товаров (препаратов) со следующим сроком годности при передаче Донору:

- Для медикаментов со сроком годности менее двух лет: не менее 60% (шестидесяти процентов) от общего срока годности при поставке товара в период ноябрь, декабрь года, предшествующего году, для которого производится закуп, и январь наступившего финансового года; и не менее 50% (пятидесяти процентов) при последующих поставках в течение финансового года;

- Для медикаментов со сроком годности два года или более: не менее 14 (четырнадцати) месяцев от указанного срока годности на упаковке при поставке товара в период ноябрь, декабрь года, предшествующего году, для которого производится закуп, и январь наступившего финансового года; и не менее 12 (двенадцати) месяцев при последующих поставках в течение финансового года, если иное не оговорено ПРООН и Донором.

- f) Provision to the Donor of all the necessary documentation for carrying out a timely customs clearance 2 week prior the delivery of the goods. Providing a copy of the Contract, concluded between UNDP and the Supplier for customs clearance purposes.

UNDP provides the scanned copies of shipping documents to the Donor via e-mail. The originals of shipping documents are sent to the Donor by post as soon as they are received by UNDP.

Shipped goods must be accompanied by the following set of documents:

- Original AWB,
- Invoice (2 originals),
- Packing List (2 originals),
- Certificate of Origin (original),
- Certificate of Analysis (two copies).

- g) Processing payments upon delivery of goods as per UNDP regulations and rules.

- h) Providing information on the expected savings after the procurement has been carried out

3. The Donor shall support UNDP in the implementation of its support services to ensure full implementation of all the terms of the Letter of Agreement. To this end, it shall be responsible for:

- a) Providing detailed generic technical specifications, quantities, expected times of arrival. The medicines to be procured through UNDP are reflected in the Annex II to the Project Document (Procurement and budget plan).

The supplied medicines will be registered and approved for use in accordance with the requirements of the Code "On People's health and healthcare system". When delivering medicines that are not registered on the territory of the Republic of Kazakhstan, UNDP will inform the Donor 2 (two) weeks prior the expected date of delivery.

- b) Providing clarifications if required by UNDP with regards to the specification of goods, quantities, shelf life, delivery terms and other

- f) Предоставление Донору всей необходимой документации для проведения своевременной таможенной очистки за 2 (две) недели до поставки товара. Предоставление копии договора, заключенного между ПРООН и поставщиком для таможенной очистки.

ПРООН направляет Донору по электронной почте скан-копии отгрузочных документов. Оригиналы отгрузочных документов отправляются Донору почтой по мере их получения ПРООН.

Отгружаемые Товары должны сопровождаться следующим набором документов:

- оригинал AWB,
- инвойс (2 оригинала),
- упаковочный лист (2 оригинала),
- Сертификат Происхождения (оригинал),
- Сертификат Анализа Качества (две копии).

- g) Процессинг платежей по факту поставки Товаров, согласно положениям и правилам ПРООН.

- h) Предоставление информации об ожидаемой экономии после проведенных закупок.

3. Донор будет оказывать содействие ПРООН в реализации ее Услуг поддержки чтобы обеспечить полную реализацию всех условий Письма-соглашения. С этой целью он будет отвечать за:

- a) Предоставление детальных соответствующих технических спецификаций, количеств, предполагаемого времени поступления. Лекарственные средства, подлежащие закупке через ПРООН отражены в Приложении II к Проектному Документу (Закупочно-бюджетный План).

Поставляемые лекарственные средства будут зарегистрированы и разрешены к использованию согласно требованиям кодекса «О здоровье народа и системе здравоохранения». При поставке лекарственных средств, не зарегистрированных на территории Республики Казахстан, ПРООН проинформирует Донора за 2 (две) недели до предполагаемой даты поставки.

- b) Предоставление пояснений, если они требуются ПРООН, касающихся спецификаций товаров, количества, срока годности, условий

related issues no later than within 5 (five) working days upon UNDP's request.

c) Approval of the Cost Estimate submitted by UNDP or a provision of a justified written refusal letter no later than within 5 (five) working days from the date of receipt of the preliminary Cost Estimate for the goods.

When considering complex issues, the Donor shall provide a response within 15 (fifteen) calendar days of receipt of a letter from UNDP, in which case the Donor shall inform UNDP additionally by sending a separate notice within 5 (five) working days of receipt of the preliminary Cost Estimate.

In case if UNDP will not receive an official answer within the indicated period, UNDP reserves the right to consider it as tacit agreement.

This principle is used for all other written official communications, which shall be established by the Parties if not stipulated otherwise in the Agreement.

d) Ensuring compliance with the Donor's internal procedures to avoid delays in the acceptance of goods and signing of Cost Estimates in particular in case of shelf life approaching its minimum duration, as specified on p. 2 para e), of the Article II.

e) Facilitating registration, obtaining all required national import permits for registered and not registered goods in the Republic of Kazakhstan or other waiver/s required for their importation in the Republic of Kazakhstan in compliance with applicable legislation.

f) Receiving the shipping documents securing customs clearance as the consignee of internationally procured products and transporting received goods to the Donor's respective warehouse. Upon receipt of the

доставки и других сведений, связанных с этими вопросами, в течение 5 (пяти) рабочих дней по запросу ПРООН.

с) Утверждение Сметы Расходов, предоставленной ПРООН, либо предоставление обоснованного письменного отказа, не позднее 5 (пяти) рабочих дней с момента получения предварительной Сметы Расходов на закупку товаров.

При рассмотрении сложных случаев, Донор предоставит ответ в течение 15 (пятнадцати) календарных дней с момента получения письма от ПРООН, о чем Донор должен информировать ПРООН дополнительно путем отправки отдельного уведомления в течение 5 (пяти) рабочих дней с момента получения предварительной Сметы Расходов.

В случае если ПРООН не получит официальный ответ в течение указанного срока, ПРООН оставляет за собой право рассматривать отсутствие ответа, как молчаливое согласие.

Данный принцип применим ко всем другим видам письменной официальной коммуникации, которая должна быть установлена между Сторонами, если иное не оговорено в Соглашении.

d) Обеспечение соблюдения внутренних процедур Донора во избежание задержек при приеме товаров, а также при подписании Сметы Расходов, в частности в том случае, если срок годности товаров подходит к минимальному, установленному в п. 2 абзац е), Статьи II.

e) Содействие в процессе регистрации, получение всех необходимых национальных разрешений на ввоз зарегистрированных и незарегистрированных товаров в Республику Казахстан, либо других видов согласований на ввоз продукции в Республику Казахстан в соответствии с действующим законодательством.

f) Получение отгрузочной документации, обеспечение таможенной очистки в качестве грузополучателя закупленной у международных поставщиков продукции и транспортировка полученных товаров на соответствующий склад Донора. При получении отгрузочной

shipping documents, all risks will be transferred to the Donor as the consignee of the goods.

g) Decision-making on the further use of savings generated after conducting the procurement process within 1 (one) month of receipt of information and a corresponding notification of UNDP.

h) After signing the Transfer-Acceptance Act, the Donor shall be responsible for organizing goods transportation and storage in accordance with the temperature and other required conditions.

i) Providing reports on goods delivery to the final recipients upon UNDP request.

Article III

1. The acceptance and transfer of goods must be carried out in accordance with Article V of the Agreement and backed up by the Transfer-Acceptance Act goods signed by both Parties within 5 (five) working days after goods delivery.

The date on which UNDP fully fulfils its obligations for the delivery of goods is the date the goods are transferred to the Donor in the proper quantity and of the appropriate quality in accordance with the Agreement and this Letter of Agreement.

The fulfillment of obligations for each consignment under the Agreement shall be confirmed by signing of the Transfer-Acceptance Act.

2. In case of detection of:

- Shortages or damaged goods, an Act is prepared, to be signed by authorized representatives of UNDP and the Donor or by those who carry out the acceptance and transfer of goods;
- In case if the quality of goods fails to meet the requirements of the Agreement, a Letter of Agreement or documents certifying the quality, the Donor shall prepare a fault certificate, which will serve as the basis for the return of the entire consignment to the Supplier or for deciding on

документации все риски будут возложены на Донора, как грузополучателя.

g) Принятие решения о дальнейшем использовании средств, сэкономленных после проведения процесса закупок, в течение 1 (одного) месяца с момента получения данной информации, а также соответствующее информирование ПРООН.

h) После подписания Акта приема передачи товаров Донор несет ответственность за организацию транспортировки и хранения товаров в соответствии с надлежащими температурными и другими условиями.

i) Предоставление отчетов о доставке товаров до конечных получателей по запросу ПРООН.

Статья III

1. Прием и передача товаров должны быть осуществлены в соответствии со Статьей V Соглашения и подкреплены Актом приема передачи товаров, подписанным обеими Сторонами в течение 5 (пяти) рабочих дней после доставки товаров.

Датой исполнения в полной мере обязательств ПРООН по доставке товаров считается дата передачи товаров Донору в надлежащем количестве и надлежащего качества в соответствии с Соглашением и настоящим Письмом-Соглашением.

Исполнение обязательств по каждой партии товара в рамках Соглашения должно быть подтверждено путем подписания Акта приема передачи товара.

2. В случае обнаружения:

- Недостачи или повреждения товаров, составляется Акт для подписи ответственными представителями ПРООН и Донора, либо теми, кто проводит прием и передачу товара;
- Того факта, что качество товаров не соответствует требованиям Соглашения, Письма-Соглашения или документам, удостоверяющим качество, Донор готовит Дефектный акт, который будет служить основанием для возврата всей партии товара Поставщику, либо для принятия решения о

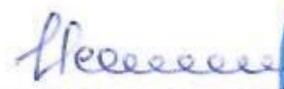
filing a request for payment of damages with the Supplier.

Article IV

1. The relevant provisions of the Agreement between UNDP and the Republic of Kazakhstan, dated 4 October 1994 (the "SBAA"), including the provisions on liability, privileges and immunities, shall apply to the provision of the above-mentioned Support Services. The responsibility of UNDP shall be limited to the provision of Support Services.
2. Any claim or dispute arising under or in connection with the provision of Support Services by UNDP in accordance with this Letter of Agreement shall be handled pursuant to the relevant provisions of the SBAA.
3. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto. In case of any conflict between the terms of the Agreement and this Letter of Agreement, the Agreement shall apply.

This Letter of Agreement is drawn up in English and Russian and consists of two original copies. In the event of any ambiguity or conflict between the English and Russian language versions, the English version shall prevail.

On the part of the Donor


Sh.N. Ismuhanova
Acting Director of the Board



On the part of the United Nations Development Programme in the Republic of Kazakhstan


Munkhtuya Altangerel
UNDP Deputy Resident Representative in Kazakhstan

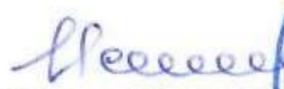
подаче запроса Поставщику о возмещении убытков.

Статья IV

1. Соответствующие положения Соглашения между ПРООН и Республикой Казахстан от 4 октября 1994 года («СБСП»), включая положения об ответственности, привилегиях и иммунитетах, будут распространяться на предоставление Услуг поддержки по данному документу. Ответственность ПРООН будет распространяться только на предоставление Услуг поддержки.
2. Любая претензия или спор, возникающий в рамках или в связи с предоставлением Услуг поддержки ПРООН в соответствии с настоящим Письмом-соглашением, будет урегулироваться согласно соответствующим положениям СБСП.
3. Любое изменение настоящих договоренностей будет производиться по взаимному письменному соглашению сторон к данному документу. В случае возникновения каких-либо противоречий между Соглашением и данным Письмом-соглашением, Соглашение превагирует.

Настоящее Письмо-соглашение составлено на английском и русском языках в двух оригинальных экземплярах. В случае какой-либо неясности или противоречия между вариантом на английском языке и вариантом на русском языке, вариант на английском языке будет иметь преимущество.

Со стороны Донора


Исмуханова Ш.
И.о. Председателя Правления



Со стороны Программы развития Организации Объединенных Наций в Республике Казахстан


Мунхтуя Алтангерел
Заместитель Постоянного представителя ПРООН в Казахстане

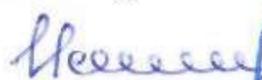
Annex II

Procurement and Budget Plan 2018 for the Project "Procurement of medicines for treatment of socially significant diseases", financed by "SK-Pharmacy", LLP in US dollars, (Project duration: February 1, 2018 - December 31, 2020)

№	Description	Number of patients (provided by donor)	Quantity (provided by donor), tablets	Year	Indicative estimates - Total amount US Dollars DAP Almaty, proposed by UNDP*
1	Sofosbuvir	4 216,00	354 144,00	2018	\$3 200 000,00
2	Daclatasvir	4 216,00	354 144,00	2018	\$750 000,00
Sub Total (goods), p. 1-2		-	-		\$3 950 000,00
3	Project Manager	-	-	2018	\$20 000,00
4	Project Specialist	-	-	2018	\$20 000,00
5	Project Assistant	-	-	2018	\$10 000,00
6	Technical consultant (pharmaceutics)	-	-	2018	\$40 000,00
7	Technical consultant (procurement)	-	-	2018	\$20 000,00
8	Office rent, equipment, stationary and utilities for 12 months offered by the CO	-	-	2018	\$30 800,00
9	Travel expenses	-	-	2018	\$20 000,00
Sub Total (products and services), pp. 3-9		-	-	2018	160 800,00
10	GMS (7%)	-	-	2018	\$288 914,69
Grand Total		-	-	2018	\$4 399 714,69

*Rough indicative estimates. In case of changes of quantities, specifications of products, adding/deleting new products the total amount for products and services will change.

Acknowledged and agreed:



Ismukhanova Shariya Nugumanovna
Acting Director of the Board
"SK-Pharmacy", LLP



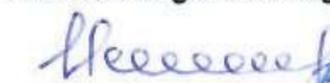
Annex II

Procurement and Budget Plan 2018 for the Project "Procurement of medicines for treatment of socially significant diseases", financed by "SK-Pharmacy", LLP in US dollars, (Project duration: February 1, 2018 - December 31, 2020)

Payment in US Dollars, to be received by UNDP within thirty days following the signature of the Letter of Agreement:

No	Description	Total amount, USD
1	Sofosbuvir	\$3,200,000.00
2	Daclatasvir	\$750,000.00
3	Project Manager	\$20,000.00
4	Project Specialist	\$20,000.00
5	Project Assistant	\$10,000.00
6	Technical consultant (pharmaceutics)	\$40,000.00
7	Technical consultant (procurement)	\$20,000.00
8	Office rent, equipment, stationary and utilities	\$30,800.00
9	Travel expenses	\$20,000.00
10	GMS 7%	\$288,914.69
	Total	\$4,399,714.69

Acknowledged and agreed:



Ismukhanova Shariya Nugumanovna
Acting Director of the Board
"SK-Pharmacy", LLP



Annex IV. Social and Environmental Screening

Project Information

Project Information	
1. Project Title	Procurement of medicines for treatment of socially significant diseases
2. Project Number	
3. Location (Global/Region/Country)	Country

Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?

Briefly describe in the space below how the Project mainstreams the human-rights based approach

The project applies the core principles of human rights and gender equality by providing all KZ citizens, men and women, with equal opportunities to improved access to markets, goods, services, social safety nets.

Briefly describe in the space below how the Project is likely to improve gender equality and women's empowerment

The project supports men and women equality by provision of equal opportunities in access to up-to-date and qualitative technologies of HCV and other socially significant diseases treatment, access to better quality of lifestyle through procurement and delivery of health products required for treatment of patients diagnosed with Hepatitis C and other socially significant diseases from all over Kazakhstan.

Briefly describe in the space below how the Project mainstreams environmental sustainability

Project will be accomplished in close cooperation with the Ministry of Health of RK and "SK-Pharmacy", national partner, engaged throughout the project's cycle in decision-making, implementation, and monitoring. Programming includes assessing and strengthening the capacity and sustainability of national institutions.

Environmental sustainability is systematically addressed throughout UNDP's programming in an integrated way. Risk of potential harm to environment is avoided wherever possible and otherwise minimized, mitigated and managed.

Part B. Identifying and Managing Social and Environmental Risks

<p>QUESTION 2: What are the Potential Social and Environmental Risks? <i>Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any “Yes” responses). If no risks have been identified in Attachment 1 then note “No Risks Identified” and skip to Question 4 and Select “Low Risk”. Questions 5 and 6 not required for Low Risk Projects.</i></p>	<p>QUESTION 3: What is the level of significance of the potential social and environmental risks? <i>Note: Respond to Questions 4 and 5 below before proceeding to Question 6</i></p>	<p>QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?</p>	
<p>Risk Description</p>	<p>Impact and Probability (1-5)</p>	<p>Significance (Low, Moderate, High)</p>	<p>Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider all potential impacts and risks.</p>
<p>Risk 1: A risk that duty-bearers do not have the capacity to meet their obligations in the Project.</p>	<p>I = 5 P = 1</p>	<p>Moderate</p>	<p>During joint implementation of the project both Partners (UNDP and SKPh) have their own responsibilities and obligations to be observed to ensure its successful implementation.</p>
<p>Risk 2: Potential increased health risks, such as the risk of delay with medicines supply, interruptions in treatment of HCV and other socially significant diseases.</p>	<p>I = 3 P = 2</p>	<p>Moderate</p>	<p>Taking into account the need to get import permit for the procured goods, all required documents will be requested in advance (at the stage of ITB announcement). The winner of ITB will be requested to start producing medicines as soon SK-Pharmacy starts the process of obtaining import permit. So, medicines will be fully produced by the moment when import permit is granted (in about 3-4 months) and shipment may be started immediately. HCV medicines (Sof/Dac) and other health products for treatment of socially significant diseases are procured for KZ for the 1st time. Required quantity of medicines will be supplied in one shipment, so no treatment interruption is expected.</p>
<p>Risk 3: The proposed Project may potentially result in the generation of non-hazardous medical waste (after use of supplied medicines, such as package, blisters, vials, etc.)</p>	<p>I = 1 P = 1</p>	<p>Low</p>	

QUESTION 4: What is the overall Project risk categorization?	
Select one	Comments
Low Risk <input type="checkbox"/>	
Moderate Risk <input checked="" type="checkbox"/>	
High Risk <input type="checkbox"/>	
QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are relevant?	
Check all that apply	Comments
<i>Principle 1: Human Rights</i>	<input checked="" type="checkbox"/>
<i>Principle 2: Gender Equality and Women's Empowerment</i>	<input type="checkbox"/>
<i>1. Biodiversity Conservation and Natural Resource Management</i>	<input type="checkbox"/>
<i>2. Climate Change Mitigation and Adaptation</i>	<input type="checkbox"/>
<i>3. Community Health, Safety and Working Conditions</i>	<input checked="" type="checkbox"/>
<i>4. Cultural Heritage</i>	<input type="checkbox"/>
<i>5. Displacement and Resettlement</i>	<input type="checkbox"/>
<i>6. Indigenous Peoples</i>	<input type="checkbox"/>
<i>7. Pollution Prevention and Resource Efficiency</i>	<input checked="" type="checkbox"/>

Final Sign Off

<i>Signature</i>	<i>Date</i>	<i>Description</i>
QA Assessor		UNDP staff member responsible for the Project, typically a UNDP Programme Officer. Final signature confirms they have "checked" to ensure that the SESP is adequately conducted.
QA Approver		UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have "cleared" the SESP prior to submittal to the PAC.
PAC Chair		UNDP chair of the PAC. In some cases PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.

SESP Attachment 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks		Answer (Yes/No)
Principles 1: Human Rights		
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? ¹	No
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	Yes
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	No
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Principle 2: Gender Equality and Women's Empowerment		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3.	Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
4.	Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	No
Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?	No

¹ Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

	<i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No
1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4	Would Project activities pose risks to endangered species?	No
1.5	Would the Project pose a risk of introducing invasive alien species?	No
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9	Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
Standard 2: Climate Change Mitigation and Adaptation		
2.1	Will the proposed Project result in significant ² greenhouse gas emissions or may exacerbate climate change?	No
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
2.3	Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
Standard 3: Community Health, Safety and Working Conditions		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No

² In regards to CO₂, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]

3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	Yes
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
Standard 4: Cultural Heritage		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? ³	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? <i>If the answer to the screening question 6.3 is “yes” the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i>	No

³ Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.8	Would the Project potentially affect the physical and cultural survival of indigenous peoples?	No
6.9	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
Standard 7: Pollution Prevention and Resource Efficiency		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	Yes
7.3	Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No

ANNEX V: RISKS LOG

#	Description	Date Identified	Type	Impact (I) & Probability (P)	Counter measures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Devaluation	15.02.2018	Financial	Kazakhstan is experiencing fluctuation of foreign exchange rate and devaluation that will have direct impact on the Project cost. P = Low I = Medium	1) The Project will receive funds from SKPh in USD. As well the Project will aim to sign contracts with the suppliers in USD to mitigate potential currency losses. 2) close collaboration with OFRM Treasury Department.	UNDP			
2	Intellectual property rights infringement	15.02.2018	Legal / Reputational	UNDP might be accused for infringing the IP rights of the Patent holder. Reputational damage of UNDP with pharma industry on the local and corporate levels. P = High I = High	1) Every IP related issues would be thoroughly analysed and discussed with relevant HQ departments (e.g. LSO, ACP, GF HIST, BPPS) and the corporate decision would be pursued. Max 3 days turnaround should be expected. Professional legal opinion would be sourced from local and international sources, when applicable. 2) Letter on non-commercial purpose of the generic medicines supply to be provided by the MOH/SKPh to mitigate risk of accusation	UNDP MOH SKPh			
3	Severe medical adverse reaction	15.02.2018	Reputational	There is a possibility of sever/fatal medical adverse reaction on medicines or components, which is subject for investigation by the MOH. Still, such cases usually draw wide media attention right from the start. P = L I = H	1) Ensure procurement of medicines from GMP-certified manufacturers with guaranteed pharmacovigilance. 2) If such situations happen, ensure quick and clear communication and coordination with manufacturer and state authority investigating the case. 3) The recommended temperature regiments for products to be ensured and quality of the products along the supply chain to be ensured.	UNDP SKPh			
4	Un-satisfaction with the outcomes of the UNDP intervention	15.02.2018	Reputational	Media, patient organizations, MOH etc. criticise the tenders' results (price, quality of goods and supply conditions). P = L I = M	1) UNDP procurement procedures to be clearly communicated. Open, transparent and fair competition results should be respected. Thorough market research to be conducted. 2) Local economy and global pricing trends to be considered and when needed clearly highlighted.	UNDP			

5	UNDP is blamed for not providing sufficient information	15.02.2018	Reputational	Wrong perception of non-transparency. P = M I = M	<p>3) Prepare answers on a case by case basis, not every such comment requires direct reaction.</p> <p>4) In case of thorough statements, publish immediate response not only on UNDP website, but disseminate press-release through trusted media to reach target audience. On a need basis - arrange joint interviews with the MOH/SKPh officials.</p> <p>5) Organize briefings for media with participation of the Minister of Health and UNDP to inform public of the delivery progress in clear and transparent way.</p>	UNDP			
6	Counterfeit drugs	15.02.2018	Contractual / Reputational	There is a possibility that supplied drug may be counterfeit. This implies both legal and reputational risks. P = L I = H	<p>1) Product documents (COA/COO and other related quality documents to be verified).</p> <p>2) Payment to be processed only after signing of Hand over act to SKPh.</p>	UNDP			
7	Supply delay / failure to supply	15.02.2018	Operational / Reputational	Long delay / failure to supply may result in treatment interruptions. Complaints from patients' organizations, MOH and wider community. P = H I = H	<p>1) Timely and regular monitoring of all contractual dates and deadlines will be ensured by project staff. Pro-active contract management to be maintained.</p> <p>2) Liquidated damage and Performance security tools would be leveraged.</p> <p>3) In case of failure alternative suppliers would be contracted.</p> <p>4) In case if such delay is criticised by/in media - issue press release with clear explanation of delay. Regularly publish updates with progress on delivery on UNDP and MOH communication channels.</p>	UNDP			
8	Ability to ensure medicines registration	15.02.2018	Operational	Non-ability of MOH and State Expertise Center of the MOH to ensure the timely registration of	<p>1) In case of local procurement monitor registration process from awarding of contract and set deadline for the contractors to complete</p>	UNDP SKPh			

				medicines or issuance of one-time permission for import of registered/non-registered medicines P = L I = H	registration/obtain one-time import permission prior to supply date. 2) In case of international procurement SKPh is solely responsible for obtaining import permit for registered and non-registered goods.				
9	Poor Quality of supplied products	15.02.2018	Operational	Poor quality products might seriously harm the health of patients. Criticism by CSOs might damage the reputation of UNDP. P = L I = H	1) Quality Assurance criteria and specifications for the goods to be cleared by GF HIST or engaged Pharmaceutical Expert. The clear quality criteria to be announced in tenders. Suppliers' responsibility for 3-months warranty will be clearly stated in the tender documents. 2) The background of the companies to be thoroughly checked. 3) Upon receipt of an incoming batch, Project will follow a thorough quality control procedure, which includes review of Certificates of Analysis (CoA) for each batch of finished product to be supplied. Registration Certificate is issued by the Ministry of Health (if applicable) after inspection against UNDP specifications etc. 4) Ensure appropriate storage and distribution of medicines - in the contracts would be a provision regarding necessity to include data loggers in all shipments for temperature sensitive commodities. 5) Payment to be processed only after signing of Hand over act with SKPh.	UNDP SKPh			
10	SKPh would delay acknowledgement of tender results	15.02.2018	Operational	SKPh might delay or refuse to acknowledge the results of the tender P = L I = M	1) LOA specifies max timeline for acknowledgement of the tender results (5 days), further silent agreement will be in power. 2) The tender results reporting template does not provide any sensitive or deep information, which will allow SKPh to reject the results of the tender. 3) Thus, in case if SKPh would recommend rejecting any tender result, they must provide a solid justification of their position.	SKPh UNDP			
11	Increase of the workload	15.02.2018	Operational	Rapid increase of the Project workload of the Implementation Unit might	New staff members to be recruited. The staff members from other COs with proven expertise would be invited for detail assignment.	UNDP			

				influence the quality and speed of the work P = M I = M					
12	Lack of in house expertise to efficiently implement tenders	15.02.2018	Operational	Delays of implementation or failure in selection of the right medicines / medical products or suppliers Non-compliance with internal procurement procedures P=M I=M	1) The expertise available in different UNDP Units must be obtained and utilized (e.g. GF HIST, ACP, PSU and other relevant). 2) The staff members from other COs with proven expertise would be invited for detail assignment.	UNDP			

ANNEX VI: COMMUNICATIONS AND MONITORING PLAN

Type of action	Parties involved	Deadline	Completion	Status
Quarterly progress reports	Project Manager, Project Specialist, Project Assistant	Quarterly		
Quarterly review report and work plan update	Project Manager, Project Specialist, Project Assistant	Quarterly		
Annual project review by the Project Board	Project Manager, Project Specialist, Project Board	Nov 2018, Nov 2019, Nov 2020		
Annual project progress report	Project Manager, Project Specialist, Project Assistant	Mar 2019, Mar 2020, Nov 2020		
Onsite project monitoring	UNDP programme staff	Each project activity		
Annual Procurement Plan	Project Manager, Project Specialist, Project Assistant	Annually		
Annual Inventory taking	Project Specialist, Project Assistant	Quarterly		
Transfer of Assets	Project Specialist, Project Assistant	At the end of the project		
Final project outcome review meeting	Project Manager, Project Specialist, Project Board	At the end of the project		

ANNEX VII: PROJECT BOARD TERMS OF REFERENCE AND TORs OF KEY MANAGEMENT POSITIONS

1. Project Board

The responsibility of the Project Board during the running and closing of the project:

1. Running the Project

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the Project Manager;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Conduct regular meetings to review the Project Quarterly Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily per plans.
- Review Combined Delivery Reports (CDR) prior to certification by the Implementing Partner;
- Appraise the Project Annual Review Report, make recommendations for the next AWP, and inform the Outcome Board about the results of the review.
- Review and approve end project report, make recommendations for follow-on actions;
- Provide ad-hoc direction and advice for exception situations when project manager's tolerances are exceeded;
- Assess and decide on project changes through revisions;

2. Closing a project

- Assure that all Project deliverables have been produced satisfactorily;
- Review and approve the Final Project Review Report, including Lessons-learned;
- Make recommendations for follow-on actions to be submitted to the Outcome Board;
- Commission project evaluation (only when required by partnership agreement)
- Notify operational completion of the project to the Resident Representative

2. Project Manager

Objectives of the Assignment:

The Project Manager will be responsible for organization of procurement of goods and services under the UNDP contracts both nationally and internationally. The Project Manager will ensure uninterrupted supply of goods and services in accordance with the timelines set in the procurement action plan. The Project Manager promotes a client-focused, quality and results-oriented approach in the project. He/she will liaise with the national counterpart, and a variety of

parties, including supplying companies, customs agents, transportation companies, and government authorities.

Under the direct supervision of the Head of GU the Project Manager works in close collaboration with the national partner and operations and programme staff in the CO for resolving complex procurement-related issues and information exchange.

The Project Manager will be responsible for:

- Adherence to the procurement plan approved by the national partner and monitoring of the implementation;
- Coordinate and ensure timely delivery to the national partner of health products and equipment as well as other goods and services under signed contracts;
- Maintaining contacts with suppliers to ensure compliance with contract terms, shipping terms and insurance, and obtaining shipping documentation and other documents for provision to the national partner who will do necessary customs clearance of project cargoes;
- Maintaining on-going contacts with all parties involved to keep up-to-date procurement information and to ensure completeness and correctness of shipping documentation;
- Negotiation with the national counterparts, obtaining responses from the national side for clarification requests from suppliers with regards to specifications, quantities, shelf-life, delivery time and other procurement related information;
- Initiating and drafting letters required for obtaining approvals, permits from the government authorities and other authorities (if applicable);
- Monitoring the quality of procured goods in accordance with the donor's quality assurance policy, of quantities, cost and efficiency of procurement;
- Providing support to the national side in selection, quantification and forecasting of products, development of specifications, including consultations, drafting correspondence, contact with external entities, related to procurement;
- Processing necessary insurance obtaining for goods storage (if applicable);
- Development and constant maintaining of procurement monitoring tables and reports for procurement, deliveries and transfer progress as requested;
- Performing of other tasks as necessary for high performance of procurement and supply management activities.

Professional experience:

Up to 5 years of progressively responsible procurement and administrative experience is required at the national or international level with a minimum of 4-year relevant experience in procurement, supply and use of health products, particularly in developing countries with:

- Experience/expertise in the procurement of health products including regulations and tendering process;
- Experience/expertise in supply chain/logistics management systems;

- Experience in quantification and forecasting of health product needs in public health programs would be an asset;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- Ability to process large information content with due quality; drive for results;
- Strong organizational and analytical skills;
- High degree of personal initiative and willingness to accept a wide range of responsibilities;
- Ability to work independently;
- Excellent planning and organizational skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent activities;
- Excellent communication spoken, written and presentation skills, including ability to present sensitive issues /positions, write reports and quantitatively justify procurement decisions.

Language requirements: Proficiency in spoken and written English, Russian. Kazakh language is an asset.

Education: A University degree in Public Health, Pharmacy, Medicine or other related discipline and a University degree in Business Administration, Procurement, Logistics or other related discipline. Professional training in procurement and supply management (PSM), logistics and/or public health would be an asset.

3. Project Specialist

Objectives of the Assignment:

Under the guidance and direct supervision of the Project Manager, the Project Specialist provides professional and qualitative administrative, financial and procurement support to the Project to ensure its timely implementation. The Project Specialist works in close collaboration with the Operations, Programme and projects staff in the CO to ensure consistent service delivery.

Key functions:

Procurement support:

- Support in project procurement activities implementation, including preparation of RFQ, ITB or RFP documents, submissions to CAP/R/ACP;
- Correspondence with suppliers, including request and receipt of quotations, bids or proposals;
- Correspondence with the National partner, including receipt of purchase order requests, obtaining specifications clarifications, confirmations of CEs;
- Meeting/negotiating with partners in Astana (if required);
- Regular monitoring of goods/services procurement and delivery status, timely provision of respective reports to the Donor upon request;

- Ensuring timely receipt of (a) documents, required for import permit and (b) documents, required for customs clearance from the suppliers and provision to the Donor;
- Keeping database and timely reporting on CO KZ procurement activities (Procurement Plan (CO KZ), Health Procurement Action Plan (PSO, Copenhagen); others);
- Perform other duties as may be required.

Administrative support:

- Asset management database keeping;
- As per request preparation of presentations, info-graphics, one-pagers, press releases, other project-related data to publish on UNDP web-site or in printed materials.

Financial support:

- Drafting Procurement and Budget Plan, Annual Work Plan, Project documents, if required;
- Preparation of budget revisions of the project, minimum once a year if necessary;
- Ensuring full compliance of financial processes and financial records with UNDP rules, regulations, policies and strategies;
- Control and manage overall project funds, including monitoring of project expenditures in accordance with the workplans and UNDP/Donor procedures;
- Timely preparation of VAT reimbursement documents, cost recovery files;
- Verification of all payment requests, disbursement vouchers, cash receipt vouchers and other financial documents, when required;
- Preparation of e-requisitions, receipts and PO based vouchers, if required;
- Keeping and maintaining Payment log by ensuring that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas;
- Ensure timely corrective actions on unposted vouchers, including vouchers with budget check errors, match exceptions and unapproved vouchers;
- Interaction and communication with internal audit or Donor's audit, if required (provision of requested documents, clarifications and other);
- As necessary, preparation of cash advance requests and securing of reporting in accordance with UNDP procedures;
- Drafting quarterly/annual/final financial and other reports, if required;
- Perform other duties as may be required.

Professional experience:

- At least 5 years of work experience in administrative, financial and procurement support of office in the public sector, government institutions or international organizations;
- Strong understanding of administrative, financial and procurement procedures, ability to adapt to a new environment and build working process effectively;
- Good writing and speaking, communication and advocacy skills, ability to work in an environment, requiring liaison and collaboration with multiple actors, including government representatives, donors and other stakeholders;
- Advanced user of PC (MS Office package). Atlas experience is an asset;

- Experience in the international organizations is an advantage.

Language requirements: Proficiency English and Russian. Knowledge of Kazakh would be an asset.

Education: Bachelor degree in the field of accounting, financial management or business administration, procurement, law or other relevant academic discipline.

4. Project Assistant

Objectives of the Assignment:

Under the guidance and direct supervision of the Project Manager, the Project Assistant supports for organization of procurement of goods and services under the UNDP contracts both nationally and internationally. The Project Assistant promotes a client, quality and results-oriented approach in the project.

The Project Assistant works in close collaboration with the Operations, Programme and projects staff in the CO and UNDP HQs staff to exchange information and ensure consistent service delivery.

Key functions:

- Support in coordination of timely delivery to the national partner of health products and equipment as well as other goods and services under signed contracts
- Support to procurement processes
- Prepares requests for direct payment, cash advances, reports on expenses, budget revisions and other required supporting documentation for all financial transactions
- Establishes and maintains accurate and up-to-date filing system for the documents
- Contributes to the preparation of status and progress reports by collecting information, preparing tables and drafting selected sections
- Drafts and/or types correspondence, notes, documents, reports, prepares required contracts, keeps the necessary flow of correspondence
- Prepares unofficial translations and receives telephone calls and visitors concerning the projects, responding directly where appropriate;
- Support to knowledge building and knowledge sharing
- Support to implementation of procurement processes including preparation of RFQ, ITB or RFP documents, receipt of quotations, bids or proposals
- Perform other duties as may be required

Professional experience:

At least 3 years of work experience in administrative and financial support of office operating within international or foreign projects or organizations. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems. Experience in procurement will be an asset.

Language requirements: Proficiency English and Russian, knowledge of Kazakh language is an asset.

Education: Bachelor degree in any discipline (in the field of accounting, financial management or business administration, procurement or other relevant academic discipline).

