



United Nations Development Programme  
Country: Ukraine

Project Document

**Project Title:** Early Recovery of Social Services and Peacebuilding in Donetsk and Lugansk Oblasts  
**UNDAF Outcome(s):** PF Area 2: Social Development  
**Expected CP Outcome(s):** Outcome 2.1: Improved access to utilization of quality health, education and social services  
**Expected Output(s):** Output 4: Social Sector reform enhanced through high level policy advice and testing of community based social services  
**Implementing Partner:** UNDP  
**Responsible Parties:** UNDP

**Brief Description**

Armed conflict in Donetsk and Lugansk oblasts has adverse impact on social and economic spheres of the country: hundreds thousands of people are displaced or killed; around 2,000 facilities, including critical social care services, damaged. Due to lack of access to social care services in the region, the vulnerable groups such as lonely elderly people, children, people with disabilities, sick people, homeless, etc. suffer the most. The overall objective of the Project is to support restoration of critical social infrastructure and services for the most vulnerable groups in Donetsk and Lugansk Oblasts, as security considerations and access allow. The project will help to strengthen the local authorities' capacities to facilitate early recovery activities and focus on resumption of key livelihoods, service delivery and community security. Specific objectives of the project are the following: (i) to rapidly respond to the urgent needs in rehabilitation of the most critical social infrastructure, including education one; (ii) to recover critical social care services aimed at the most vulnerable groups, such as orphan children and youth, pregnant women, people with disabilities, elderly people, etc.; (iii) to build capacity of local authorities to plan and manage critical social services in inclusive and conflict-sensitive manner.

**Programme Period:** 12 months  
**Key Result Area:** Sustainable Development Pathway  
**Atlas Award ID:** \_\_\_\_\_  
**Start Date:** November 2014  
**End Date:** December 2015  
**PAC Meeting Date:** 3 November 2014  
**Management Arrangements:** DIM

**Total resources required:** USD 5,782,000.00

**Total allocated resources:** USD 5,782,000.00

- The Government of Japan: USD 5,782,000.00
- Subcontract to UNICEF for WASH and Education activities: USD 1,782,000.00

Agreed by UNDP:

 Mr. Neal Walker  
UN RC, UNDP RR

Agreed by the Ministry of Regional Development,  
Construction and Housing and Communal  
Services of Ukraine:

 Mr. Volodymyr Groysman  
Vice Prime Minister of Ukraine,  
Minister

Date: 13 November 2014

## I. SITUATION ANALYSIS

Armed conflict in Donbas region (Donetsk and Lugansk oblasts) has adverse impact on social and economic sphere of the country. To prevent the escalation of armed conflict, a Cease-fire Agreement was agreed in Minsk on 5 September by the Trilateral Contact Group as a result of the implementation of the Peace plan of the President of Ukraine, Mr. Petro Poroshenko. On 16 September, Ukrainian parliament adopted two laws: (1) Bill "On special status of self-governance in certain rayons of Donetsk and Lugansk oblasts" and (2) Bill on amnesty linked with disarmament of armed groups, liberation of hostages and end to occupation of public buildings. Further, on 19 September, a 9-point Memorandum was signed to materialize the Cease-fire Agreement. Despite these agreements, some cease-fire violations continue in the east.

UN OCHA reported that as of 17 October 2014, 3,707 people were killed and 9,075 people were wounded in Donetsk and Lugansk oblasts, 415,078 people were displaced in the safer areas of the country and 427,004 people fled to the neighbouring countries. It is estimated that about 5 million people are still living in the conflict-affected areas. In addition to human casualties, hundreds of life supporting social and economic infrastructures are damaged in the conflict zone. According to UNDP preliminary damage assessment report as of September 2014, in total 1,968 vital social economic infrastructures, including 561 social service facilities, were destroyed in Donbas region.

Among the damaged social infrastructure facilities include social care service infrastructures such as critical healthcare institutions, social centres for orphans, people with disabilities, lonely elderly people and other vulnerable groups as well as basic social services such as kindergartens, schools, health centres, etc.

The key problems and priority needs for early recovery of social services for vulnerable people in the conflict affected areas include:

- **Lack of access to critical social services** has threatened the life of vulnerable people in the conflict-affected areas. For people with disabilities and elderly people, the lack of access to rehabilitation and special care services has resulted to their further isolation and exclusion from the society. The lack of access to critical health care facilities will bring high mortality in these regions that are severally affected by the armed conflict already. Children have lost access to valuable education, health, social rehabilitation and other services, in addition to psychological distress caused by witnessing violence. The lack of safe learning spaces, coupled with a shortage of textbooks and school furniture as well as safe and appropriate water, sanitation and hygiene facilities, are serious barriers to children's access to learning in eastern Ukraine.

The conflict affected social services will be further overburdened by returnees when the internally displaced persons (IDPs) will return to their home locations in the Lugansk and Donetsk oblasts once the armed conflict is over, and security has been reinstated. In order to ensure normal life for returnees as well as local population in the conflict-affected areas, it is important to rehabilitate critical social infrastructures for recovery of services in the post-conflict areas.

- **Lack of capacity of local authorities and social service providers** on planning and management of service delivery in integrated and targeted manner. The capacity of these institutions has further declined as some local authorities are functioning outside the conflict areas and many professionals fled from the region. In this changed context, the local authorities need to build their capacity in identifying community needs and consequently planning and managing them in effective and efficient manner. The existing social service provisions are mainly operated based on principle of top down planning and management that is inefficient and not people oriented.

The proposed Project will, therefore, restore these critical social, including educational, infrastructures and services in areas affected by the conflict, while at the same time will lay a critical foundation for future large-scale recovery and reconstruction efforts.

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## II. STRATEGY

The proposed Project is in line with UNDP's overall strategic approach to supporting IDPs/returnees and local populations and Early Recovery efforts in Eastern Ukraine. The project activities respond to immediate needs of the local communities, contributing to the overall implementation of the UN preliminary response plan.

The Project will help to strengthen the local authorities' capacities to facilitate early recovery activities and focus on resumption of key social care service delivery and community security. The implementation of the Project activities will begin in the areas under the Government's control and where internally displaced persons (IDPs) have or are in the process of returning to their homes in Donetsk and Lugansk oblasts.

The project will be implemented in inclusive, participatory and conflict-sensitive manner. It will pursue a conflict-sensitive approach in selection of target groups and locations, use of language, adhere to strict impartiality and non-politisation of assistance, and ensure that all relevant parties interested in peace-making and reconciliation are included. To ensure sustainability and national and local ownership, the project will build the required capacities of the local governments, civil society organizations, and communities in developing and implementing the project activities.

Therefore, the overall objective of the Project is to support restoration of critical social infrastructures<sup>1</sup> and services for the most vulnerable groups<sup>2</sup> in Donetsk and Lugansk Oblasts, as security considerations and access allow. To achieve this objective, the project envisages two major outputs:

**Output 1:** Restored critical social care infrastructures and services for most vulnerable groups, such as orphan children and youth, pregnant women, people with disabilities, lonely elderly people, etc.;

**Output 2:** Strengthened capacity of local authorities to plan and manage critical social services in integrated and community-based manner.

For effective and efficient planning and management of the Project, the different aspects of the Project activities are linked with the above-mentioned outputs and grouped into the following two components. These components will be implemented in an integrated manner in partnership with relevant ministries, local authorities, local communities, and in close coordination with other stakeholders (UN agencies, donor communities, and civil societies).

### **Component 1. Restoration of key social care institutions for children, orphans, women, people with disabilities and elderly people.**

In partnership with the National Government, local authorities and communities the project will identify the most critical and pressing needs in rehabilitation of the social care services in the conflict-affected areas. The priority will be given to reconstruct those social care institutions that will serve the most vulnerable groups such as children; people that need special health care such as pregnant women; people with intellectual and physical disabilities; lonely elderly people; homeless; and others. Other social care institutions may include maternity hospitals, kindergartens, schools, and healthcare centres for the access to wider communities. It is expected that the project will support rehabilitation of approximately 15 social care infrastructures. The list of infrastructures that require reconstruction is being updated regularly since the armed conflict is on-going. The contribution and cost-sharing from local authorities and local communities will be appreciated and considered as additional advantage for selecting the specific services for reconstruction.

The Project will use the restoration of social infrastructures as a tool/means for community reconciliation and promotion of dialogue with local governments. For this, the Project will support conducting community consultations/meetings with local community to identify and plan their most urgent social infrastructures.

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<sup>1</sup> Critical social infrastructures include: territorial centers of social services for elderly people and people with disabilities, centers of social rehabilitation for people with disabilities, geriatric boarding houses, psycho-neurological boarding houses (internats), internats for children with disabilities, boarding houses (internats) for orphans, baby day care centers, centers of socio-psychological assistance, social centers for mothers and babies, shelters for homeless, centers for social adaptation of ex-prisoners, kindergartens, schools, vocational education institutions, institutes, universities, polyclinics, hospitals, maternity hospitals, medical and obstetric centers, etc.

<sup>2</sup> Vulnerable group includes orphans, children with disabilities, children separated from their parents or carers, people with disabilities, pregnant women, lonely elderly people, homeless, *inter alia*.

The Project will finance the engineering design and construction / repair works, using to the extent possible the local companies. The Universal Design<sup>3</sup> principles will be followed while designing and constructing infrastructures. In case of minor repair work, the project will engage local communities, based on their skills and work experience, in 'cash-for-work'. This will not only result in additional income generation and employment activities but also promote social cohesion in the conflict-affected regions. UNDP will lead on reconstruction of different social services institutions and development the social service provision given its comparative advantages and significant over eight-year experience all over Ukraine. In addition, respective UN agency will be joining efforts to bring advice and expertise in the area of education services and water, sanitation and hygiene. Ultimately, these infrastructures will be kept in the book of relevant government originations to ensure its operation and maintenance.

The Component will support implementation of the following indicative activities:

**Activity 1.1.** Carry out needs assessment for critical social infrastructures and services in target communities. The need assessment will carry out in consultation with local authority and communities. It follows the identification of the most critical social services that needs to be rehabilitated.

**Activity 1.2.** Establish infrastructure plan in close consultations with the local authorities and communities.

**Activity 1.3.** Carry out engineering design of at least 15 buildings of social services using the local companies selected through competitive process to the extent possible.

**Activity 1.4.** Construct / renovate at least 15 social care infrastructures, including schools, in target areas. In case of schools, where needed and if damaged, the renovation may also include installation of heating system and upgrade of water and sanitation facilities. Accessible and gender-sensitive water and sanitation facilities (i.e. toilets and hand-washing facilities) will be constructed (or repaired) in target educational facilities. To ensure quality of construction work, the engineer will supervise and monitor the construction works on regular basis. A specialized companies selected through competitive bidding process will implement the complicated works, while minor repair works will be done through 'cash for work'.

**Activity 1.5.** Handover the completed social care infrastructures to the relevant authority for operation and maintenance. The local authority will allocate necessary budget for provision of the quality services to vulnerable people.

## **Component 2. Strengthening capacity of local authorities to provide integrated, targeted and community-based social care services.**

It is expected that due to the armed conflict the number of vulnerable groups will increase. These people will require special treatment from the side of the local authorities and communities. The project will support the local authorities in identification of the needs for increased social care services and development of the plans for addressing them. Further, the project will assess the capacity of the selected social care institutions in terms of the quality of services that they provide and develop recommendations for their capacity development. In addition, the project will run a comprehensive training programme for local authorities on how to identify needs and manage the service provisions, as well as for social service providers how to provide quality, targeted and integrated services to the most vulnerable groups. The Project will also provide necessary specialists (related psychology aid, public healthcare etc.) to provide on-the-job training to staff in social care service institutions. Finally, the relevant service providers and government structures will be supported with necessary equipment such as rehabilitation means and computers for managing the service provision.

The Component will support implementation of the following indicative activities:

**Activity 2.1.** Provide technical assistance to the local authorities in identification of increased needs for social care services.

**Activity 2.2.** Organize community consultations for identification of community priority needs on critical social services.

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<sup>3</sup> "Universal design" means the design of products, environments, programmes and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialised design.

**Activity 2.3. Conduct training for local authorities on planning and management of social care services. The training package for capacity building of local authority may expand, based on their needs, within the scope of improving social care services.**

**Activity 2.4. Provide technical assistance to the local authority with the preparation of plans for the development of the social care services at the regional level.**

**Activity 2.5. Assess the capacity of the selected social care services institutions to provide quality, targeted, integrated and community-based social care services with recommendations for improvement.**

**Activity 2.6. Conduct comprehensive training of the staff of social care services in the form of trainings, workshop and mentoring aimed at development their capacity to provide quality social care service to the increased number of vulnerable people.**

**Activity 2.7. Procure essential equipment to the social care institutions and other goods to facilitate to deliver their services efficiently and effectively.**

**Activity 2.8. Procure education supplies and equipment to the renovated schools. This will include furniture such as blackboards, student tables and chairs to the same target educational facilities.**

**Activity 2.9 Procure 'Back to school' Education Kits. Provision of appropriate basic education, early learning and recreational materials for children is essential to enable children to re-engage in education.**

**Activity 2.10. Conduct hygiene education for children, their parents and teachers. This will include communication campaigns and messages likely to bring about desired behaviour changes, which need to be delivered strategically so that the target audiences are "surrounded" by hand washing promotion via multiple channels.**

### III. RESULTS AND RESOURCES FRAMEWORK

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

Social Sector reform enhanced through high level policy advice and testing of community based social services

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

I: # of legislative documents and strategic papers developed; New model of social services developed and tested;

B: Weak legal base for social Protection and Assistance; No new model for social services exists;

T: 2012 – 1 legislative document and 2 policy papers contributed to; 2013-2016: TBD;

2012: New model for social services developed; 2013: Model tested; 2014-2016: Model endorsed

**Applicable Key Result Area (from 2008-11 Strategic Plan):** Stable Development Pathway

**Partnership Strategy:** UNDP will forge close collaboration with the Cabinet of Ministers, Ministry of Regional Development, Construction and Housing and Communal Services of Ukraine, Ministry of Social Policy of Ukraine, Ministry of Health of Ukraine, Ministry of Education of Ukraine, Donbas Recovery Agency, Head of Donets and Lugansk Oblasts Administrations, rayons' and cities' authorities, other UN agencies, civil society organizations and private sector in preparation, monitoring and implementation of the Project activities.

**Project title and ID (ATLAS Award ID):** Early Recovery of Social Services and Peacebuilding in Lugansk and Donetsk Oblasts

INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p><b>Output 1:</b> Restored critical social care infrastructures and services for most vulnerable groups, such as orphan children and youth, pregnant women, people with disabilities, lonely elderly people, etc.</p> <p><b>Baseline:</b></p> <ol style="list-style-type: none"> <li>0 engineering designs of social services undertaken</li> <li>0 social care infrastructures renovated based on universal design principles and operational</li> <li>0 schools where water, sanitation and hygiene facilitates improved</li> </ol> <p><b>Indicators:</b></p> <ol style="list-style-type: none"> <li>Number of engineering designs of social services</li> </ol>	<p><b>Targets:</b></p> <ol style="list-style-type: none"> <li>at least 15 engineering designs of social services undertaken</li> <li>at least 15 social care infrastructures renovated based on universal design principles and operational</li> <li>at least 10 schools where water, sanitation and hygiene facilitates improved</li> </ol>	<p>Activity 1. Carry out needs assessment for critical social care infrastructures and establish infrastructure plan in close consultation with the local authorities and communities</p> <ul style="list-style-type: none"> <li>Collect all needs in renovation of social services infrastructure in Donetsk and Lugansk oblasts</li> <li>Develop the criteria for selection of social services infrastructure</li> <li>Preselect the social services infrastructure that need rehabilitation</li> <li>Conduct consultations with the national authorities, local authorities and local communities</li> <li>Prepare and approve the plan of infrastructure for restoration of social infrastructures</li> </ul> <p>Activity 2. Carry out engineering design of selected buildings of social care infrastructures</p> <ul style="list-style-type: none"> <li>Prepare and announce RFP for engineering design</li> <li>Conduct competition among potential design firms</li> <li>Select and sign a contract with a winning firm</li> <li>Supervise the engineering design process</li> </ul> <p>Activity 3. Construct/renovate the selected social care infrastructures in target areas</p> <ul style="list-style-type: none"> <li>Prepare tender documents and announce invitation</li> </ul>	<p>UNDP, UNICEF and other parties based on appropriate agreements</p>	<p>Total budget for Output 1: 4,014,400.00 USD</p> <p>1.1. For restoration of social care institutions (UNDP) USD 3,434,400.00: 72100 - Contr-Cmpy – 1,650,000 USD 72300 - Matl&amp;Goods – 1,500,000.00 USD 71400 – ContractSrv – 30,000.00 USD 75100 - F&amp;A – 254,400.00 USD</p> <p>1.2. For renovation of educational facilities (UNICEF): USD 580,000.00</p>

<p>undertaken</p> <p>2. Number of social care infrastructures renovated based on universal design principles and operational</p> <p>3. Number of schools where water, sanitation and hygiene facilities improved</p> <p>Gender Rating: 2</p>		<p>to bid</p> <ul style="list-style-type: none"> <li>- Conduct bidding among potential construction firms</li> <li>- Select and sign a contract with the winning firm for civil works</li> <li>- Supervise the construction process</li> <li>- In case of schools, install heating system and upgrade water and sanitation facilities</li> <li>- Establish a Committee for commissioning repair/renovation works of social infrastructures</li> <li>- Commission the completed restoration of social care infrastructures</li> <li>- Handover to relevant organization for operation and maintenance</li> </ul>	
<p><b>Output 2:</b> Strengthened capacity of local authorities to plan and manage critical social care services in integrated and community-based manner</p> <p><b>Baseline:</b></p> <ol style="list-style-type: none"> <li>1. 0 representatives of regional authorities trained on planning and management of social care services</li> <li>2. 0 regional plans for the development of social care services elaborated and approved</li> <li>3. 0 representatives of social care services institutions trained on provision of quality, targeted and integrated social services</li> <li>4. 0 social care institutions equipped to deliver quality social care services</li> </ol> <p><b>Indicators:</b></p> <ol style="list-style-type: none"> <li>1. Number of representatives of regional authorities trained on planning and management</li> </ol>	<p><b>Targets:</b></p> <ol style="list-style-type: none"> <li>1. at least 20 representatives of regional authorities trained on planning and management of social care services</li> <li>2. at least 5 regional plans for the development of social care services elaborated and approved</li> <li>3. at least 45 representatives of social care services institutions trained on provision of quality, targeted and integrated social services</li> <li>4. at least 15 social care institutions equipped to deliver quality social care services</li> </ol>	<p>Activity 1. Provide technical assistance to the local authorities in identification of increased needs for social care services and organize community consultations for identification of community priority needs on critical social services.</p> <ul style="list-style-type: none"> <li>- Conduct the assessment of needs of the increased number of vulnerable groups in social care services</li> <li>- Discuss the results of the assessment with the regional authorities</li> <li>- Organize community meetings to discuss the result of needs assessment</li> <li>- Prioritize the community needs based on criteria agreed with community and local authorities</li> </ul> <p>Activity 2. Conduct training for local authorities on planning and management of social care services and provide technical assistance to the local authority with the preparation of plans for the development of the social care services at the regional level</p> <ul style="list-style-type: none"> <li>- Develop training package on planning and management of integrated and community-based social care services</li> <li>- Identify groups of trainees and organize trainings</li> <li>- Organize participatory planning workshop for development of social care services plans</li> <li>- Prepare regional plans for social care service development</li> <li>- Organize the discussions of the draft plans in a participatory manner</li> </ul>	<p>UNDP, UNICEF and other parties based on appropriate agreements</p> <p>Total budget for Output 2: USD 1,767,600.00</p> <p>2.1. For restoration of social care institutions (UNDP) 565,600.00 USD 71300 – Lcl Crsflts – 30,000.00 USD 72100 – Contr-Cmpy - 35,000.00 USD 72300 - Mat&amp;Goods – 260,704.00 USD 71400 – ContractSrv – 138,000.00 USD 73100 - Rent&amp;Maint – 36,000.00 USD 71600 –Travel – 24,000.00 USD USD 75100 – F&amp;A – 41,896.00 USD</p> <p>2.2. For renovation of educational facilities (UNICEF): 1,202,000.00 USD</p>

<p>of social care services</p> <p>2. Number of regional plans for the development of social care services elaborated and approved</p> <p>3. Number of representatives of social care services institutions trained on provision of quality, targeted and integrated social services</p> <p>4. Number of social care institutions equipped to deliver quality social care services</p>		<ul style="list-style-type: none"> <li>- Facilitate the approval of the plans by local authorities</li> <li>Activity 3. Assess the capacity of the selected social care institutions to provide quality, targeted, integrated and community-based social care services with recommendations for improvement and conduct comprehensive training of the staff of social care services aimed at development their capacity to provide quality social care service to the increased number of vulnerable people</li> <li>- Assess the required resources (technical and personnel) for provision of integrated social care services</li> <li>- Prepare recommendations of required technical and human resources</li> <li>- Develop training package on integrated and community-based social care services</li> <li>- Identify category of trainees and organize trainings</li> <li>Activity 4. Procure and provide essential equipment to the social care institutions and other goods to improve quality of service delivery, including education supplies and equipment, 'Back to school' Education Kits</li> <li>- Prepare bidding documents and publish invitation to bid</li> <li>- Conduct bidding among potential suppliers</li> <li>- Select and sign a contract with the winning firm for supply of equipment and goods</li> <li>- Conduct hygiene education for children, their parents and teachers</li> <li>Activity 5. Project Management</li> <li>- Sign agreements and MOUs</li> <li>- Recruit personnel</li> <li>- Arrange office and car</li> </ul>		
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#### IV. ANNUAL WORK PLAN

Year: 2015

EXPECTED OUTPUTS	PLANNED ACTIVITIES	2015				RESPONSIBLE PARTY	Funding Source	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Budget Description	Amount
<p><b>Output 1:</b> Restored critical social care infrastructures and services for most vulnerable groups, such as orphan children and youth, pregnant women, people with disabilities, lonely elderly people, etc.</p> <p><b>Baseline:</b></p> <ol style="list-style-type: none"> <li>0 engineering designs of social services undertaken</li> <li>0 social care infrastructures renovated based on universal design principles and operational</li> <li>0 schools where water, sanitation and hygiene facilitates improved</li> </ol> <p><b>Indicators:</b></p> <ol style="list-style-type: none"> <li>Number of engineering designs of social services undertaken</li> <li>Number of social care infrastructures renovated based on universal design principles and operational</li> <li>Number of schools where water, sanitation and hygiene facilitates improved</li> </ol> <p><b>Targets:</b></p> <ol style="list-style-type: none"> <li>at least 15 engineering designs</li> </ol>	<p>Activity 1. Carry out needs assessment for critical social care infrastructures and establish infrastructure plan in close consultation with the local authorities and communities</p> <ul style="list-style-type: none"> <li>Collect all needs in renovation of social services infrastructure in Donetsk and Lugansk oblasts</li> <li>Develop the criteria for selection of social services infrastructure</li> <li>Preselect the social services infrastructure that need rehabilitation</li> <li>Conduct consultations with the national authorities, local authorities and local communities</li> <li>Prepare and approve the plan of infrastructure for restoration of social infrastructures</li> </ul> <p>Activity 2. Carry out engineering design of selected buildings of social care infrastructures</p> <ul style="list-style-type: none"> <li>Prepare and announce RFP for engineering design</li> <li>Conduct competition among potential design firms</li> <li>Select and sign a contract with a winning firm</li> <li>Supervise the engineering design process</li> </ul>					<p>UNDP and other parties based on appropriate agreements</p>	<p>The Government of Japan</p>	<p>71400 - ContractSrv 75100 - F&amp;A</p>	<p>30,000.00 USD 2,400.00 USD Total UNDP: 32,400.00 USD</p>
						<p>UNDP and other parties based on appropriate agreements</p>	<p>The Government of Japan</p>	<p>72100 - Contr-Cmpy 75100 - F&amp;A</p>	<p>225,000 USD 18,000 USD Total UNDP: 243,000.00 USD Total UNICEF 50,000.00 USD</p>

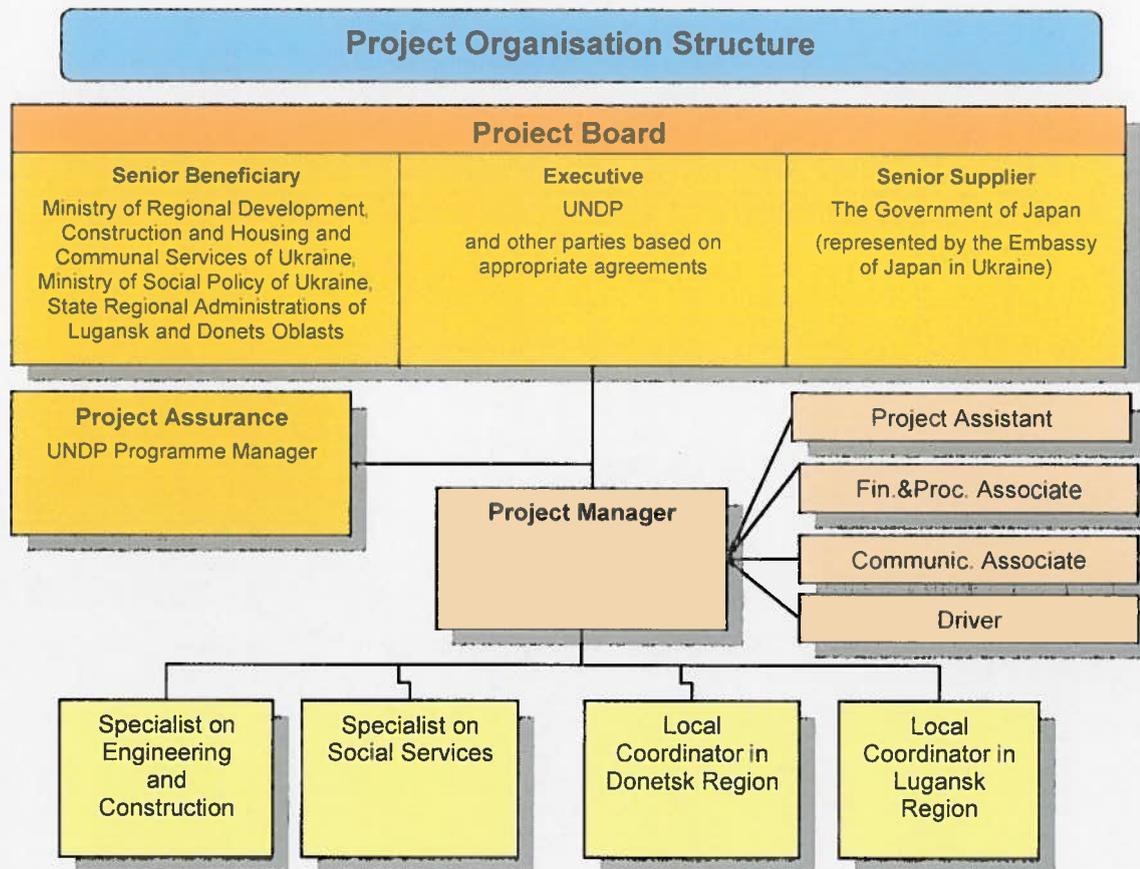
<p>of social services undertaken</p> <p>2. at least 15 social care infrastructures renovated based on universal design principles and operational</p> <p>3. at least 10 schools where water, sanitation and hygiene facilitates improved</p>	<p>Activity 3. Construct/renovate the selected social care infrastructures in target areas</p> <ul style="list-style-type: none"> <li>- Prepare tender documents and announce invitation to bid</li> <li>- Conduct bidding among potential construction firms</li> <li>- Select and sign a contract with the winning firm for civil works</li> <li>- Supervise the construction process</li> <li>- In case of schools, install heating system and upgrade water and sanitation facilities</li> <li>- Establish a Committee for commissioning repair/renovation works of social infrastructures</li> <li>- Commission the completed restoration of social care infrastructures</li> <li>- Handover to relevant organization for operation and maintenance</li> </ul>		<p>UNDP and other parties based on appropriate agreements</p>	<p>The Government of Japan</p>	<p>72100 - Contr-Cmpy 72300 - Mat&amp;Goods 75100 - F&amp;A</p>	<p>1,425,000 USD 1,500,000.00 USD 234,000 USD</p> <p>Total UNDP: 3,159,000 USD</p> <p>Total UNICEF: 530,000.00 USD</p>
<p><b>Output 2: Strengthened capacity of local authorities to plan and manage critical social care services in integrated and community-based manner</b></p> <p><b>Baseline:</b></p> <ol style="list-style-type: none"> <li>1. 0 representatives of regional authorities trained on planning and management of social care services</li> <li>2. 0 regional plans for the development of social care services elaborated and approved</li> <li>3. 0 representatives of social care services institutions trained on</li> </ol>	<p>Activity 1. Provide technical assistance to the local authorities in identification of increased needs for social care services</p> <ul style="list-style-type: none"> <li>- Conduct the assessment of needs of the increased number of vulnerable groups in social care services</li> <li>- Discuss the results of the assessment with the regional authorities</li> <li>- Organize community meetings to discuss the result of needs assessment</li> <li>- Prioritize the community needs based on criteria agreed with community and local authorities</li> </ul>		<p>UNDP and other parties based on appropriate agreements</p>	<p>The Government of Japan</p>	<p>71400 CnfractSv 71300 - Lcl Cnslts - 75100 - F&amp;A</p>	<p>30,000.00 USD 10,000.00 USD 3,200.00 USD</p> <p>Total UNDP: 43,200.00 USD</p> <p>Total UNICEF: 30,000.00 USD</p>

<p>provision of quality, targeted and integrated social services</p> <p>4. 0 social care institutions equipped to deliver quality social care services</p> <p><b>Indicators:</b></p> <ol style="list-style-type: none"> <li>1. Number of representatives of regional authorities trained on planning and management of social care services</li> <li>2. Number of regional plans for the development of social care services elaborated and approved</li> <li>3. Number of representatives of social care services institutions trained on provision of quality, targeted and integrated social services</li> <li>4. Number of social care institutions equipped to deliver quality social care services</li> </ol> <p><b>Targets:</b></p>	<p>Activity 2. Conduct training for local authorities on planning and management of social care services and provide technical assistance to the local authority with the preparation of plans for the development of the social care services at the regional level</p> <ul style="list-style-type: none"> <li>- Develop training package on planning and management of integrated and community-based social care services</li> <li>- Identify groups of trainees and organize trainings</li> <li>- Organize participatory planning workshop for development of social care services plans</li> <li>- Prepare regional plans for social care service development</li> <li>- Organize the discussions of the draft plans in a participatory manner</li> <li>- Facilitate the approval of the plans by local authorities</li> </ul>			<p>UNDP and other parties based on appropriate agreements</p>	<p>The Government of Japan</p>	<p>71400 ContractSrv 71300 – Lcl Cnslts – 75100 – F&amp;A</p>	<p>5,000.00 USD 10,000.00 USD 1,200.00 USD  Total UNDP: 16,200.00 USD</p>
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<p>1. at least 20 representatives of regional authorities trained on planning and management of social care services</p> <p>2. at least 5 regional plans for the development of social care services elaborated and approved</p> <p>3. at least 45 representatives of social care services institutions trained on provision of quality, targeted and integrated social services</p> <p>4. at least 15 social care institutions equipped to deliver quality social care services</p>	<p>Activity 3. Assess the capacity of the selected social care institutions to provide quality, targeted, integrated and community-based social care services with recommendations for improvement and conduct comprehensive training of the staff of social care services aimed at development their capacity to provide quality social care service to the increased number of vulnerable people</p> <ul style="list-style-type: none"> <li>- Assess the required resources (technical and personnel) for provision of integrated social care services</li> <li>- Prepare recommendations of required technical and human resources</li> <li>- Develop training package on integrated and community-based social care services</li> <li>- Identify category of trainees and organize trainings</li> </ul>		<p>UNDP and other parties based on appropriate agreements</p>	<p>The Government of Japan</p>	<p>71400 Contract\$rv 71300 – Lcl Cnslts – 75100 - F&amp;A</p>	<p>30,000.00 USD 10,000.00 USD 3,200.00 USD</p> <p>Total UNDP: 43,200.00 USD</p> <p>Total UNICEF: 25,000.00 USD</p>
	<p>Activity 4. Procure and provide essential equipment to the social care institutions and other goods to improve quality of service delivery, including education supplies and equipment, 'Back to school' Education Kits</p> <ul style="list-style-type: none"> <li>- Prepare bidding documents and publish invitation to bid</li> <li>- Conduct bidding among potential suppliers</li> <li>- Select and sign a contract with the winning firm for supply of equipment and goods</li> <li>- Conduct hygiene education for children, their parents and teachers</li> </ul>		<p>UNDP and other parties based on appropriate agreements</p>	<p>The Government of Japan</p>	<p>72300 - Matl&amp;Goods 75100 - F&amp;A</p>	<p>210,000.00 USD 16,800.00 USD</p> <p>Total UNDP: 226,800.00 USD</p> <p>Total UNICEF: 785,000.00 USD</p>

	Activity 5. Project Management - Sign agreements and MOUs - Recruit personnel - Arrange office and car		UNDP and other parties based on appropriate agreements	The Government of Japan	71400 - ContractSrv 72300 - Matl&Goods 73100 - Rent&Maint - 71600 - Travel 75100 - F&A	108,000.00 USD 50,704.00 USD 36,000.00 USD 24,000.00 USD 17,496.00 USD Total UNDP: 236,200.00 USD Total UNICEF: 362,000.00 USD
<b>TOTAL</b>						<b>5,782,000.00 USD</b> <b>UNDP: 4,000,000.00 USD</b> <b>UNICEF: 1,782,000.00</b>

## V. MANAGEMENT ARRANGEMENTS



Due to the political, economic and social situation in the country, UNDP Ukraine has activated a mechanism referred to as Fast Track Procedures (FTP) aimed at improving UNDP's response to crisis, speeding up project implementation and addressing urgent needs. Therefore, in line with this mechanism, the implementation modality for the Project will be Direct Implementation Modality (DIM).

**Project Board:** The Project Board is responsible for making, on a consensus basis, management recommendations for a project when guidance is required by the Project Manager. Particularly, the Project Board will have the responsibility to review/endorse project documents and revisions thereto, annual work plans, quarterly and annual project reports.

This Board contains three roles:

- Executive representing the project ownership to chair the group. For this project UNDP will assume the role of Project Board Executive.
- Senior Supplier role to provide guidance regarding the technical feasibility of the project. This role will be assumed by the Embassy of Japan to Ukraine.
- Senior Beneficiary role to ensure the realization of project benefits from the perspective of project beneficiaries (those who will ultimately benefit from the project). This role will be performed by designated representatives of the Ministry of Regional Development, Construction and Housing and Communal Services of Ukraine, leading institution within the Government of Ukraine which is responsible for recovery of Donetsk and Lugansk oblasts, Ministry of Social Policy of Ukraine and Regional Administrations of Lugansk and Donets Oblasts.

UNICEF as partner to the project implementation will be invited to attend the Board meetings. To discuss strategic issues of the Project activities and impact, and to ensure that best available international and national expertise is given due consideration in formulation of the project strategy, the Project Board may decide to invite to its meetings other stakeholders.

In addition, the Project will establish an **Advisory Committee**, which will convene a broader group of stakeholders – including line ministries, such as Donbas Recovery Agency, Ministry of Health, and Ministry of Education and Sciences, State Emergency Service, local authorities, civil society organizations, international organizations and communities. The objective of the Advisory Committee is to provide a forum for the Project to communicate and solicit stakeholder perspectives on Project plans, progress, results and risks.

**Project Assurance:** The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. This role will be performed by a UNDP Ukraine Programme Officer.

The **Project Implementation Team** will be responsible for:

- Overall management of Project implementation;
- Coordination with stakeholders and project partners;
- Strategic, technical and methodological backstopping to Regional Implementation Teams;
- Monitoring of project implementation and quality assurance; and
- Knowledge management, reporting and visibility.

**Project Manager:** The Project Manager has the authority to run the Project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Project Board. The Project Manager is responsible for day-to-day management and decision-making for the Project. The Project Manager's prime responsibility is to ensure that the Project produces the results specified in the Project document, to the required standard of quality and within the specified constraints of time and cost.

The Project will contract two **Specialists** responsible for management, coordination and facilitation of respective groups of activities, as well monitoring of the work of implementing partners. The Specialists will directly report to the Project Manager.

**Component 1** will be led by the Specialist on Engineering and Construction;

**Component 2** will be led by the Specialist on Social Care Services.

**2 Regional Coordinators** will be appointed and its offices will be located within the local authorities. They will be responsible for coordination and management of activities to be implemented at the local level, in particular for reconstruction and development of social care services. They will directly report to the Project Manager.

**Implementing Partners** will be selected through competitive process and they will implement specific Project activities. They will include local NGOs, private entrepreneurs, construction firms and individual consultants. The Implementing Partners will work closely with local authorities to facilitate the Project implementation processes. UNICEF will be invited as an implementing partner as the agency with a prominent experience in education and water, sanitation and hygiene issues.

In addition, the Project will closely coordinate with international organizations and UN agencies to ensure synergy and comprehensive recovery responses.

## **VI. MONITORING FRAMEWORK AND EVALUATION**

In accordance with the UNDP programme operation policies and procedures (POPP), the project will be monitored through the following:

### Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- A risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- A Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

### Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

## Quality Management for Project Activity Results

<b>OUTPUT 1: Restored critical social care infrastructures and services for most vulnerable groups, such as orphan children and youth, pregnant women, people with disabilities, lonely elderly people, etc</b>		
<b>Activity Result 1.1 (Atlas Activity ID)</b>	Carry out needs assessment for critical social care infrastructures and establish infrastructure plan in close consultation with the local authorities and communities	Start Date: Jan 2014 End Date: Mar. 2015
<b>Purpose:</b>	To identify the most important social care infrastructures that need renovation to ensure vulnerable people have access to quality services. In case of schools, to improve the water, sanitation and hygiene environment in the school for safety of children. To promote participatory planning process as well as to ensure the local authorities' infrastructure plan addresses the community needs.	
<b>Description:</b>	Collect all needs in renovation of social services infrastructure in Donetsk and Lugansk oblasts; Develop the criteria for selection of social services infrastructure; Preselect the social services infrastructure that need rehabilitation; Conduct consultations with the national authorities, local authorities and local communities; Prepare and approve the plan of infrastructure for restoration of social infrastructures	
<b>Quality Criteria:</b> The needs assessment report prepared based on wide consultative and participatory processes. Recommended infrastructures met community needs in the target areas.	<b>Quality Method:</b> Availability of the needs assessment report with recommendation for renovation of specific infrastructures. Conducted at least two planning workshop and produced a regional social infrastructure development plan.	<b>Date of Assessment:</b> At the end of activities; and at the end of the project
<b>Activity Result 1.2 (Atlas Activity ID)</b>	Carry out engineering design of the selected buildings of social services	Start Date: Mar. 2015 End Date: Jun. 2015
<b>Purpose:</b>	To conduct the engineering design before the construction and to ensure that the social care infrastructures are renovated based on "universal design principles"	
<b>Description:</b>	Prepare request for proposal (RFP) for engineering design and publish on UNDP website; Conduct bidding among potential design firms; Select a design firm based on value for money and experience; and sign a contract with a winning design firm; Supervise the engineering design process.	
<b>Quality Criteria:</b> The engineering design meets the requirements of "universal design principles" as well as Ukrainian norms and standards of specific infrastructure	<b>Quality Method:</b> Engineering drawings, cost estimates, technical specifications prepared; and got approval from architecture department and relevant government organizations.	<b>Date of Assessment:</b> At the end of activities
<b>Activity Result 1.3 (Atlas Activity ID)</b>	Construct / renovate the selected social care infrastructures, including schools, in target areas	Start Date: Apr. 2015 End Date: Nov. 2015
<b>Purpose:</b>	To ensure that vulnerable group of people such as lonely elderly people, orphans, people with disabilities, and pregnant women have access to decent social care services; and children have safe water, sanitation and hygiene environment in their schools.	
<b>Description:</b>	Prepare tender documents and publish invitation to bid on UNDP website; Conduct bidding among potential construction firms; Select a construction firm based on value for money and strong experience on relevant work; and sign a contract with the winning construction firm for civil works; Supervise the construction process ; In case of schools, install heating system and upgrade water and sanitation facilitates; Establish a Committee for commissioning repair/renovation works of social infrastructures; Commission the completed restoration of social care infrastructures; Handover to relevant organization for operation and maintenance	
<b>Quality Criteria:</b> The bid invitation and opening followed UNDP procedures; the bidding committee evaluated the bids based on value for money and work experience. Construction/renovation works	<b>Quality Method:</b> The bid evaluation report prepared and approved by the CAP. The contract signed with terms and conditions that will be fulfilled by the contractor. Commissioning Committee approved the completion	<b>Date of Assessment:</b> During the execution of activities and at the end of the project. At the end of project

satisfied the technical specifications mentioned in the contract documents	of civil works. The renovated social care infrastructures are in operational.	
<b>OUTPUT 2: Strengthened capacity of local authorities to plan and manage critical social care services in integrated and community-based manner.</b>		
<b>Activity Result 2.2 (Atlas Activity ID)</b>	Provide technical assistance to the local authorities in identification of increased needs for social care services and organize community consultations for identification of community priority needs on critical social services	Start Date: Feb. 2015 End Date: Mar. 2015
<b>Purpose:</b>	To identify the needs of the regions in social care services and define the local priorities for the development of social services	
<b>Description:</b>	Conduct the assessment of needs of the increased number of vulnerable groups in social care services; Discuss the results of the assessment with the regional authorities and local communities; Organize community meetings to discuss the result of needs assessment; Prioritize the community needs based on criteria agreed with community and local authorities	
<b>Quality Criteria:</b> Conducted and discussed the assessment of needs; Prioritized the most essential social care services through community consultative processes	<b>Quality Method:</b> Availability of comprehensive needs assessment report on social care services	<b>Date of Assessment:</b> At the end of activities; and at the end of the project
<b>Activity Result 2.2 (Atlas Activity ID)</b>	Conduct training for local authorities on planning and management of social care services and provide technical assistance to the local authority with the preparation of plans for the development of the social care services at the regional level	Start Date: Apr. 2015 End Date: Jun. 2015
<b>Purpose</b>	To build capacity of local authorities on planning and management of social care services in participatory and community-based manner. To enhance and strengthen capacity of local authorities develop a regional plan on social care services.	
<b>Description</b>	Develop training package on planning and management of integrated and community-based social care services; Identify groups of trainees and organize trainings; Organize participatory planning workshop for development of social care services plans; Prepare regional plans for social care service development; Organize the discussions of the draft plans in a participatory manner; Facilitate the approval of the plans by local authorities	
<b>Quality Criteria</b> Staff members of regional and local authorities participated in the training and workshops/seminars. Staff members of regional and local authorities participated in planning workshops.	<b>Quality Method</b> Training and workshop/seminar report produced; built capacity of local authorities on planning and management of integrated and community-based social care services. Relevant departments of local authorities equipped with necessary planning tools and techniques; Regional plan on social care service developed and implemented.	<b>Date of Assessment</b> At the end of activities; and at the end of the project
<b>Activity Result 2.3 (Atlas Activity ID)</b>	Assess the capacity of the selected social care institutions to provide quality, targeted, integrated and community-based social care services with recommendations for improvement and conduct comprehensive training of the staff of social care services aimed at development their capacity to provide quality social care service to the increased number of vulnerable people	Start Date: Apr. 2015 End Date: Sep. 2015
<b>Purpose</b>	To assess the capacity and enhance capacity of social care institutions to deliver integrated, targeted and community-based social care services	
<b>Description</b>	Assess the required resources (technical and personnel) for provision of integrated social care services; Prepare recommendations of required technical and human resources, Develop training package on integrated and community-	

based social care services; Identify category of trainees and organize trainings		
<b>Quality Criteria</b> Identified existing social care service providers/institutions and organized training on integrated and community-based social services. Relevant staff members identified; Series of workshops and training conducted;	<b>Quality Method</b> Training report produced; numbers of institutions provide integrated and community-based social care services. Training and workshop report produced; numbers of qualified staff members are available in social care service institutions.	<b>Date of Assessment</b> At the end of activities; and at the end of the project
<b>Activity Result 2.4 (Atlas Activity ID)</b>	Activity 4. Procure and provide essential equipment to the social care institutions and other goods to improve quality of service delivery, including education supplies and equipment, 'Back to school' Education Kits	Start Date: Apr. 2015 End Date: Dec. 2015
<b>Purpose:</b>	To strengthen the capacity of social care institutions to deliver services in integrated manner to increased number of vulnerable people.	
<b>Description:</b>	Prepare bidding documents and publish invitation to bid on UNDP website; Conduct bidding among qualified/potential suppliers; Select a supplier firm based on value for money and experience; sign a contract with a winning firm for supply of equipment and goods; Conduct hygiene education for children, their parents and teachers	
<b>Quality Criteria:</b> Quality of equipment and goods satisfies the specifications mentioned in the contract.	<b>Quality Method:</b> Inventory of equipment and goods created; Quality of services in social care institutions improved.	<b>Date of Assessment:</b> At the end of activities; and at the end of the project
<b>Activity Result 2.5 (Atlas Activity ID)</b>	Project Management	Start Date: Jan. 2015 End Date: Feb. 2015
<b>Purpose:</b>	To ensure the Project management team is recruited and office set up	
<b>Description:</b>	Sign agreements and MOUs; Recruit personnel; Arrange office and car	
<b>Quality Criteria:</b> Project team and office are set up	<b>Quality Method:</b> Staff contracts; signed agreements; arranged office	<b>Date of Assessment:</b> At the end of the activities

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## VII. LEGAL CONTEXT

This document signed by the Ministry of Regional Development, Construction and Housing and Communal Services of Ukraine and UNDP together with the CPAP which is incorporated by reference constitute together a Project Document as referred to in the SBAA [or other appropriate governing agreement] and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, 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.

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;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

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 this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the 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/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

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## VIII. ANNEXES

## RISK ANALYSIS

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Armed conflict and instability	Oct. 2014	Political	Despite the Cease-fire Agreement signed on 5 September 2014 in Minsk, the shelling and firing in Donetsk and Lugansk is continuing. In case the armed conflict escalates, it will have negative impact on the Project. P = 4 I = 5	UNDP will regularly consult with Regional Administrations and the Government to ensure the security of project staff members. The Project activities will be implemented in the Government controlled area only.	Project Manager	Project Manager	Oct. 2014	No change
2	Lack of local capacity	Oct. 2014	Organizational	Local authorities and local social care service providers have no experience on planning and managing integrated and community-based social care services. P = 3 I = 4	The Project has envisaged workshops and training to enhance capacity of the local authorities and service providers.	Project Manager	Project Manager	Oct. 2014	No change
3	Inflation	Oct. 2014	Financial	Ukraine is experiencing fluctuation of foreign exchange rate and inflation that will have direct impact on the Project cost. P = 3 I = 3	The Project will conclude contract with implementing partners with clause ensuring the contract amount will not be changed for at least 12 months.	Project Manager	Project Manager	Oct. 2014	No change
4	Increased population pressure	Oct. 2014	Other	The population of vulnerable people may increase due to armed conflict in the region. P = 3 I = 3	The Project has foreseen to build capacity of local authorities to plan social services for increased population.	Project Manager	Project Manager	Oct. 2014	No change

## **Terms of References**

### **Planned Project staff:**

- Project Manager (SB-5);
- Project Assistant (SB-3);
- Specialist on Engineering and Construction (SB-4);
- Specialist on Social Services (SB-4);
- Communication Associate (SB-3);
- Finance and Procurement Associate (SB-3);
- Local Coordinator in Donetsk Region (SB-3);
- Local Coordinator in Lugansk Region (SB-3);
- Driver (SB-2).

### ***Project Manager (SB-5)***

Under the direct supervision of the UNDP Programme Manager, the Project Manager will be responsible for the management of the Project. Specifically, s/he will perform the following key tasks:

- Ensure overall operational management of the Project and delivery of results, in close cooperation with the UNDP Programme Manager, in accordance with the project document, work plans and other joint agreements between the Government and UNDP;
- Ensure timely preparation, update and implementation of project annual and detailed implementation work plans, and other related documents for timely commencement and implementation of the project activities;
- Provide substantive input to the project activities and outputs and ensure timely implementation of project's activities, including reporting on progress vis-à-vis planned activities and expected outputs;
- Coordinate and supervise the work of project team, experts and consultants, including the preparation of the terms of reference, facilitation of recruitment and monitoring of work/results;
- Ensure proper management of the project budget. Ensure that project funds are available when needed and disbursements achieved as per the work plans and cost-sharing agreements;
- Ensure appropriate recording and accounting documentation as required by UNDP and prepare required financial reports;
- Coordinate among stakeholders as well as among various structures of governmental institutions on behalf of UNDP in the subject area;
- Provide technical advisory support to the Government of Ukraine, line Ministries and other relevant governmental institutions. Act as the specialized focal point of UNDP assistance in the subject area;
- Maintain close liaison with national project partners, ensuring optimum participation and promoting ownership of the Government in the implementation of the project;
- Develop the professional platform for networking and partnership building with the national and regional authorities, CSOs, private sector and international development organizations or projects;

- Ensure coordination of the project activities with other stakeholders at national level. Ensure the development of cross-project linkages with other relevant UN projects and programmes and other stakeholders' projects for mutually reinforcing impact;
- Ensure coordination with relevant working groups and information on the project activities are shared;
- Support UNDP in partnership building and resource mobilization initiatives;
- Facilitate in collection, analysis and interpretation of data in the field of the project implementation in the target regions and Ukraine in general. Ensure availability of an up-to-date information on all critical issues related to the project;
- Prepare regular updates to UNDP with situation analysis (political, social, and economic) in the field of the project implementation;
- Ensure and contribute to preparation and implementation of the Project communications strategy and plan;
- Ensure compliance of project-business processes with UNDP Project Operational Policies and Procedures and UNDP Standard Operating Procedures;
- Prepare project reports, including progress and annual reports, as well as ad-hoc technical reports;
- Facilitate project monitoring and evaluation, as well as audit activities;
- Assure that due security measures are in place with regard to the project office;
- Ensure that the Atlas Project Management module is updated on a regular basis;
- Perform other activities requested by the UNDP Programme Manager and UNDP Senior Management.

### ***Project Assistant (SB-3)***

Under the direct supervision of the Project Manager, the Project Assistant will be responsible for administrative and logistics issues. Specifically, s/he will perform the following key tasks:

- Perform administrative support functions to facilitate the implementation of project activities, including personnel matters, attendance records, , facilitating missions, office maintenance, reception/registry, procurement, contracting;
- Support smooth operational running of the project by following established operational rules and procedures, including preparation of the supporting documentation for contracts and payments;
- Provide support in the preparation of the project annual and detailed implementation work plans and reports in timely and quality manner based on the requirements of the UNDP and project donors;
- Support project recruitment and personnel management; Assure timely and accurate preparation and submission of the documents for selection processes and contract extensions. Provide support with advertisements of vacancies in mass media. ;
- Participate in data collection, analysis and maintenance of projects related data base and files; Keep accurate electronic and paper filing, information and records systems;
- Contribute to preparation and participate in project activities preparation (meetings, round tables, conferences, other public activities), implementation and follow up;
- Provide logistical support, including travel arrangements, accommodation, visas, tickets, etc. to the project staff;
- Provide full support to project monitoring, evaluation and audit missions, as well as missions of experts;

- Keep updated project inventory and assure that UNDP regulations on the equipment use, storage and proper maintenance are adhered. Assure that the project equipment transfer/disposal is being done in accordance with UNDP rules;
- Maintain the database of all stakeholders and partners;
- Maintain contacts with relevant partners on a variety of the project related issues;
- Liaise with UNDP Operations on a variety of the operations related issues: procurement, financial management and human resources;
- Provide assistance with project documents translation and interpretation as needed;
- Maintain stationery and office supplies, purchase office equipment when needed;
- Handle project telephone enquiries and correspondence;
- Provide support to various project activities at the national and sub-national levels;
- Provide support to communication activities and events of the project;
- Perform other duties as assigned by the project and/or UNDP management.

#### ***Specialist on Engineering and Construction (SB-4)***

Under the overall supervision of the UNDP Programme Manager and direct supervision of the Project Manager, the Specialist on Engineering and Construction will be responsible for the management of the component 1. Specifically, s/he will perform the following key tasks in close coordination with the Local Coordinators:

- Facilitate the needs assessment for restoration of social infrastructures in consultation with the National Government, local authorities, and communities in target regions;
- Develop procedures and criteria for identification of priority needs of communities;
- Facilitate the establishment of infrastructure plan in close consultations with the local authorities and communities;
- Manage the preliminary feasibility studies of identified social infrastructures; prepare specifications, ToRs and other supportive documents to procure goods and services in line with Project objectives and tasks;
- Facilitate engineering designs of buildings of social services. Ensure the engineering designs for restoration of social infrastructures are prepared based on "Universal Design principles";
- Facilitate the procurement of goods and services for civil works to be conducted in transparent, competitive, and conflict-sensitive manner as well as in line with UNDP bidding procedures;
- Facilitate the process of construction/renovation of social care infrastructures in target areas;
- Monitor the field activities, including supervision of re/construction of social infrastructures, and provide technical support to ensure the Project results are delivered;
- Provide technical advisory support to the Government of Ukraine, line Ministries, local authorities and other relevant stakeholders on engineering and construction of social care services;
- Prepare annual, quarterly, and detailed implementation work plans, and other related documents for timely commencement and implementation of the component activities;
- Ensure selection of Implementing Partners (IPs) through transparent and competitive processes for provision of services;
- Closely work with respective governmental organizations to ensure the component activities are implemented on timely and efficiently;
- Ensure coordination with relevant governmental, non-governmental and international organizations, including UN agencies and projects at national level and regional levels for mutually reinforcing impact.

- Monitor the field activities and provide technical support to ensure the Project objectives are met;
- Check and provide certification of satisfactory completion of works of consultants or IPs for payment of their completed works. Ensure budget for the component is efficiently and properly utilized;
- Maintain close liaison with national project partners, ensuring optimum participation and promoting ownership of national authorities in the implementation of the Project;
- Develop the professional platform for networking and partnership building with the national and local authorities, non-government, private sector and international development organizations or projects;
- Participate in relevant working group meetings and share information with partners and UNDP;
- Collect, analyse and disseminate data on reconstruction of critical social services;
- Contribute to preparation and implementation of the Project communications strategy and plan;
- Ensure full compliance of project activities with UNDP rules, regulations and procedures;
- Prepare sections of the project reports, including progress and annual reports, as well as ad-hoc technical reports;
- Assure that due security measures are observed during implementation of the component activities;
- Carry on activities requested by the Project Manager and Programme Manager.

#### ***Specialist on Social Services (SB-4)***

Under the overall supervision of the UNDP Programme Manager and direct supervision of the Project Manager, the Specialist on Social Services will be responsible for management of component 2. Specifically, s/he will perform the following key tasks in close coordination with the Local Coordinators:

- Facilitate the needs assessment of critical social services in consultation with the national Government, local authorities, and communities in target regions;
- Facilitate the assessment of training needs for capacity building of local authorities and social service providers; and facilitate the development of training modules;
- Facilitate organization of trainings for local authorities on planning and management of social care services;
- Facilitate the technical assistance to the local authority with the preparation of plans for the development of the social care services at the regional level;
- Facilitate organization of comprehensive training of the staff of social care services in the form of trainings, workshop and mentoring;
- Ensure the process of procurement of essential equipment to the social care institutions and other goods to facilitate to deliver their services efficiently and effectively;
- Provide technical advisory support to the Government of Ukraine, line Ministries and other relevant stakeholders on integrated, community-based social care services;
- Prepare annual, quarterly, and detailed implementation work plans, and other related documents for timely commencement and implementation of the component activities;
- Prepare specifications, ToRs and other supportive documents to procure goods and services in line with Project objectives and tasks;
- Ensure selection of Implementing Partners (IPs) through transparent and competitive processes for provision of services;
- Closely work with respective governmental organizations to ensure the component activities are implemented on timely and efficiently;

- Ensure coordination with relevant governmental, non-governmental and international organizations, including UN agencies and projects at national level and regional levels for mutually reinforcing impact;
- Monitor the field activities and provide technical support to ensure the Project objectives are met;
- Check and provide certification of satisfactory completion of works of consultants or IPs for payment of their completed works. Ensure budget for the component is efficiently and properly utilized;
- Maintain close liaison with national project partners, ensuring optimum participation and promoting ownership of national authorities in the implementation of the Project;
- Develop the professional platform for networking and partnership building with the national and local authorities, non-government, private sector and international development organizations or projects;
- Participate in relevant working group meetings and share information with partners and UNDP;
- Collect, analyse and disseminate data on critical social service needs;
- Contribute to preparation and implementation of the Project communications strategy and plan;
- Ensure full compliance of project activities with UNDP rules, regulations and procedures;
- Prepare sections of the project reports, including progress and annual reports, as well as ad-hoc technical reports;
- Assure that due security measures are observed during implementation of the component activities;
- Carry on activities requested by the Project Manager and Programme Manager.

### ***Communication Associate (SB-3)***

Under the direct supervision of the Project Manager, the Communication Associate will be responsible for developing and implementing Project communication strategies and maintaining public relations with various stakeholders and partners. Specifically, s/he will perform the following key tasks:

- Develop and implement Project's Communication Strategies at national and regional levels;
- Review press and publications for articles of interest to project and circulate them to project staff;
- Serve as a focal person and liaise with communication staff of other projects and UNDP Country Office; Convey project news for publication at the UNDP website;
- Ensure development and publication of the project promotion and information materials such as leaflets, brochures, newsletters, and ensure quality and timely of their production;
- Perform editing of project reports and promotion materials and assure that project promotion materials meet UN communications requirements;
- Ensure wide and target distribution of project reports and information materials produced;
- Assure that project information is kept updated on SharePoint and UNDP web-site;
- Prepare project related correspondence; maintain contacts with governmental and non-governmental institutions, local authorities, NGOs, academia, etc;
- Facilitate project related training/learning activities;
- Prepare articles, success stories and talking points on various issues relevant to the Project objectives;
- Organize interviews for various Mass Media as part of the Project activities;

- Coordinate the work of production and printing agencies involved in creation of audio/video/animation/print products on the request of the Project;
- Organize the press-clubs, press-tours, press-conferences, conferences and other Media related events as part of the Project activities;
- Prepare press-announces and press-releases on the activities of the Project in both English and Ukrainian languages for distribution to Mass Media;
- Update Project web page on the UNDP website to ensure dissemination of the Project achievements;
- Perform other duties as may be assigned by the project and/or UNDP management.

### ***Finance and Procurement Associate (SB-3)***

Under the direct supervision of the Project Manager, the Finance and Procurement Associate will be responsible for finance and procurement issues. Specifically, s/he will perform the following key tasks:

- Provide day-to-day management of the project financial operations in accordance with UNDP rules and regulations and relevant SOPs;
- Prepare and monitor operations budget, assist in preparation of project budget and maintain necessary budgetary controls and records;
- Prepare accurate budget revisions;
- Prepare requests for direct payment to UNDP CO Finance unit in accordance with the approved project budget;
- Ensure process of payment requests and payments within the limits of the project budget;
- Prepare accurate financial reports and forecasts, including monthly and quarterly disbursement reports and financial reports for donors;
- Monitor expenditures;
- Maintain a project petty-cash system with accurate petty-cash records.
- Facilitate the process of procurement and delivery of project goods and services;
- Maintain the procurement and finance filing system;
- Implement the internal control system which ensures that Purchase orders are duly prepared and dispatched;
- Ensure timely corrective actions on purchase orders with budget check errors and other problems;
- Prepare specifications, ToRs and other supportive documents to facilitate conducting procurement processes;
- Facilitate procurement processes to be conducted in fair, transparent and competitive manner and as per UNDP rules and regulations;
- Facilitate timely bid opening process and participate in it;
- Participate in evaluation process of the proposals, memos, and support preparation of CAP submission forms and reports;
- Providing trainings on finance related processes to the project staff in the field offices;
- Assist project management in preparation/revision of Project Implementation Plan;
- Perform other duties as assigned by the project and/or UNDP management.

### ***Local Coordinator in Donetsk Region (SB-3)***

### ***Local Coordinator in Lugansk Region (SB-3)***

Under the overall supervision of the UNDP Programme Manager and direct supervision of the Project Manager, the Local Coordinator will be responsible for coordination, planning and management of project activities in the region. Specifically, s/he will perform the following key tasks in close coordination with the Project Specialists:

- Coordinate the needs assessment for restoration of social infrastructures in consultation with the local authorities and communities in the target region;
- Organize roundtable and community consultations for identification of priority needs of vulnerable people in the region and prepare report on priority needs, including services, equipment, and human resources, etc;
- Ensure the establishment of infrastructure plan in close consultations with the local authorities and communities;
- Support the preliminary feasibility studies of identified social infrastructures; prepare specifications, ToRs and other supportive documents to procure goods and services in line with Project objectives and tasks;
- Coordinates engineering designs of buildings of social services. Ensure the engineering designs for restoration of social infrastructures are prepared based on "Universal Design principles";
- Ensure the procurement of goods and services for civil works are conducted in transparent, competitive, and conflict-sensitive manner as well as in line with UNDP bidding procedures;
- Coordinates the process of construction/renovation of social care infrastructures in target areas;
- Ensure handover the completed social care infrastructure to the relevant authority for operation and maintenance;
- Coordinates the assessment of training needs for capacity building of local authorities and social service providers; and contribute to the development of training modules;
- Coordinates organization of trainings for local authorities on planning and management of social care services;
- Coordinates the technical assistance to the local authority with the preparation of plans for the development of the social care services at the regional level;
- Coordinates organization of comprehensive training of the staff of social care services in the form of trainings, workshop and mentoring;
- Ensure the process of procurement of essential equipment to the social care institutions and other goods to facilitate to deliver their services efficiently and effectively;
- Provide technical advisory support to the Oblast Administration, government line agencies/departments located in the region and non-governmental organizations on integrated, community-based social care services;
- Prepare annual, quarterly, and detailed implementation work plans, and other related documents for timely commencement and implementation of the component activities;
- Contribute to the selection processes of Implementing Partners (IPs) and regular supervise and monitor the work of the IPs and facilitate them to deliver their work in the Oblast;
- Closely work with respective authorities to ensure the project activities are implemented on timely and efficiently;
- Develop the regional coordination mechanism to ensure that local authorities, non-government, private sector and international development organizations are well informed about project activities and share experiences each other;
- Monitor and supervise field activities and provide technical support to ensure the Project objectives are met;

- Check and provide certification of satisfactory completion of works of consultants or IPs for payment of their completed works. Ensure budget for the activities is efficiently and properly utilized;
- Participate in relevant working group meetings and share information with partners and UNDP;
- Collect, analyze and disseminate data related to the project activities, IDPs and returnees and early recovery in the region;
- Contribute to preparation and implementation of the Project communications strategy and plan;
- Ensure full compliance of project activities with UNDP rules, regulations and procedures;
- Facilitate project monitoring and evaluation;
- Prepare sections of the project reports, including progress and annual reports, as well as ad-hoc technical reports;
- Assure that due security measures are observed during implementation of the component activities;
- Carry on activities requested by the Project Manager and Programme Manager.

### ***Driver (SB-2)***

Under the overall supervision of the Project Manager and direct supervision of the Project Associate, the Driver will be responsible for maintaining and driving office vehicle. Specifically, s/he will perform the following key tasks:

- Timely and safe driving of project employees, consultants, project guests, project visitors, UNDP staff in the project official vehicles at the authorization from the project management;
- Performing tasks related to the daily maintenance of the vehicle;
- Maintaining daily vehicle logs (mileage, fuel consumption, travel routes) and submitting logs to the Project Associate on a timely basis;
- Ensuring that repair and maintenance services are done on project vehicles in time;
- Ensuring that all instructions regulating safe driving behaviour and Rules of the Road are in hand and strictly followed;
- Ensuring that the vehicle has valid insurance and first aid kit;
- Driving the project's vehicle for delivery and collection of mails, documents, pouches, equipment and other administrative tasks as required under the project;
- Assist in the organization of and logistical preparation for field trips, visiting missions, etc.
- Assist in reviewing records related to in-country missions and field trips;
- Support in registry of incoming and outgoing documents and correspondence;
- Provide clerical support to project activities;
- Assist in general maintenance of the office premises;
- Performing other duties as required.

## **Direct UNDP Country office Support Services to the project implementation**

The UNDP country office will provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Ministry of Regional Development, Construction and Housing and Communal Services of Ukraine is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.

The UNDP country office will provide the following support services for the activities of the project:

- a) Identification and/or recruitment and solution of administrative issues related to the project personnel;
- b) Procurement of commodities and services, including those provided by physical person;
- c) Identification and facilitation of training activities, seminars and workshops;
- d) Financial monitoring and reporting;
- e) Processing of direct payments and financial services;
- f) Supervision of project implementation, monitoring and assistance in project assessment;
- g) Assistance with reporting requirements and direct payment.

The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services are detailed in the current project document as described above. If the requirements for support services by the country office change during the life of a programme or project, the list of services will be revised with the mutual agreement of the UNDP resident representative and the Ministry of Regional Development, Construction and Housing and Communal Services of Ukraine.

The relevant provisions of the Standard Basic Assistance Agreement between the Government of Ukraine and the United Nations Development Programme (the "SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through the Ministry of Regional Development, Construction and Housing and Communal Services of Ukraine. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the current project document. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

The manner and method of cost-recovery by the UNDP country office in providing the support services will be in line with UNDP Cost Recovery Policy. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.