UNITED NATIONS DEVELOPMENT PROGRAMME

PROJECT DOCUMENT

Regional Project

Project Title: Knowledge Management and Capacity Building in Russia-UNDP Partnership, Phase I (2016-2018)

Project Number: 98028

Implementing Partner: UNDP Istanbul Regional Hub for Europe and the CIS

Start Date: 1 September 2016   End Date: 30 June 2018   PAC Meeting date: 25 August 2016

Brief Description

The main goal of the project is to support capacity building on knowledge and expertise transfer of Russia as a donor and to achieve sustainable, scalable development impact in partner countries through the programmatic promotion of several mechanisms of Russian expertise transfer.

This will be accomplished through a two-part strategy: (a) Promoting innovations in Russian knowledge and expertise transfer; and (b) Strengthening the human resources and expert base on international development assistance in the Russian Federation.

Five activities will contribute to the achievement of the results:

Activity 1: Expert database “Russian Expertise Locator” is created, maintained and enables Russian ministries, UNDP country offices, international organizations, including development banks, and other stakeholders to promptly locate appropriate Russian expertise needed for development assistance projects;

Activity 2: Russian Experts on Demand Programme is maintained and several UNDP programme countries have benefitted from the Russian expertise transfer;

Activity 3: Information exchange and learning is facilitated as a part of implementation of project activities under the Partnership Framework Agreement between the Government of the Russian Federation and UNDP;

Activity 4: Volunteer assignments and internships provide Russian experts and graduate level students with the opportunity to acquire direct exposure to the development assistance work of UNDP, including through the United Nations Volunteers (UNV) programme’s modalities;

Activity 5: Programme on secondments of Russian specialists in the UNDP programme countries is implemented aiming to promote a skilled cadre from the Russian Federation in the field of development.

Contributing Outcome (Regional Programme Outcome 4 and Partnership Framework Agreement):

Outcome 4: Development debates and actions at all levels prioritize poverty, inequality and exclusion, consistent with our engagement principles.

PFA: Leveraging the knowledge, experience and expertise in development co-operation, including by involving academic institutions and individual experts from the Russian Federation in accordance with UNDP’s regulations, rules, policies and procedures when done through UNDP projects/programmes.

Contributing Outcome

<table>
<thead>
<tr>
<th>Total resources required:</th>
<th>$659,600</th>
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<tr>
<td>Total resources allocated:</td>
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<tr>
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<td>Donor UNV (parallel funding): $100,000</td>
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Agreed by (signatures):

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<tr>
<th>UNDP</th>
<th>UNV</th>
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<tr>
<td>Name: Olivier Adam Title: Deputy Director, RUS</td>
<td>Name: Richard Dictus Title: Executive Coordinator</td>
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Date: 21 Sept 2016 Date: 8/9/2016
The Sustainable Development Goal 17 on "strengthening the means of implementation and revitalizing the global partnership for sustainable development" recognizes multi-stakeholder partnerships as an important vehicle for mobilizing and sharing knowledge, expertise, and technologies to support the achievement of the 2030 Agenda for Sustainable Development. The Addis Ababa Action Agenda commits “to strengthening triangular cooperation as a means of bringing relevant experience and expertise to bear in development cooperation”.

Expertise and knowledge transfer is an essential component of development assistance for many donor countries. OECD Development Assistance Committee countries spend approximately 4% of their bilateral official development assistance (ODA)1 on provision of know-how in the form of personnel, training and research, including deployment of experts, consultants, teachers, researchers, volunteers and contributions to public and private bodies for sending experts to developing countries.

The Russian Federation has been an active provider of expertise for developing countries and stays committed to use the achievements in science and technology to contribute to the implementation of the 2030 Agenda for Sustainable Development2. Concept of the Russian Federation's State Policy in the Area of International Development Assistance provides for “the transfer of expertise with a view to strengthening institutional and human capacity in the areas of health, education, environmental protection, disaster management, counter-terrorism, etc.3”.

Russia is actively sharing its know-how in pediatric care, children and mothers health protection, HIV response, sanitary and epidemiological safety, food security, education quality assessment, emergency response, financial monitoring, and so on. For example, Russian epidemiologists, virologists and laboratory workers have been providing technical assistance to the Guinean authorities in preventing the spread of Ebola4. The Social and Industrial Foodservice Institute supports capacity development for the national school feeding programs in several partner countries, consults on issues of food quality and safety. Russian experience in statistics has been shared via multilateral trust fund to increase Eastern Europe and Central Asia capacity in that field. EMERCOM provides capacity development assistance in the area of emergency preparedness and response. Other examples of institutions that facilitate knowledge exchange include the Eurasian Center for Food Security, the Center for International Cooperation in Education Development, the International Training and Methodology Centre for Financial Monitoring and many others.

The mapping exercise5 of demand for Russian know-how revealed great potential of the Russian expertise to contribute to sustainable development results in the partner countries. The most in-demand areas include jobs creation and entrepreneurship capacity strengthening, vocational education quality improvement and preparation of skilled cadre, trade capacity development and economic integration. For example, Russian experience and know-how would be valuable in creating the system of multipurpose centers for public and municipal services; civil registration system; administration of medical waste; emergency monitoring systems including risks modelling by geo-information technologies and remote sensing; economic assessment of ecological services; trainings for experts in quality assurance of products; enhancing regulatory base for safe drinking water provision; improving the system of maternity support; and much more.

1 Total flows by donor (ODA+OOF+Private) [DAC1] database, I.A.4. aid type, URL: http://stats.oecd.org/Index.aspx?datasetcode=TABLE1
2 Remarks by Foreign Minister Sergey Lavrov at the UN Summit for the Adoption of the Post-2015 Development Agenda, New York, September 27, 2015, URL: http://en.mid.ru/en/web/guest/foreign_policy/news/-/asset_publisher/cKNonkJE02Bw/content/id/1794073
3 Concept of the Russian Federation’s State Policy in the Area of International Development Assistance, URL: http://www.mid.ru/en/foreign_policy/official_documents/-/asset_publisher/CptICkB6BZ29/content/id/64542
5 The mapping included 1) desk review of development strategies of Kyrgyzstan and Tajikistan; 2) survey of UNDP country offices in Armenia, Belarus, Kyrgyzstan, Serbia and Tajikistan; 3) monitoring of job posting for short term international consultancies for development projects in Armenia, Belarus, Kyrgyzstan, Serbia, Tajikistan and Uzbekistan; 4) identification of expertise needs in UNDP projects financed by Russian Federation and 5) in UNDP project portfolio in the abovementioned six countries.
Given both rising levels of Russian ODA programming ($1.140 million in 2015) and increasing demand for Russian expertise, it is instrumental to offer tangible solutions that would contribute to streamlining the provision of Russian development expertise to benefit partner countries.

I. Strategy

This project is formulated in the framework of the Partnership Framework Agreement between the Government of the Russian Federation and UNDP, which foresees that Russia and UNDP collaborate in “leveraging the knowledge, experience and expertise in development cooperation, including by involving academic institutions and individual experts from the Russian Federation in accordance with UNDP’s applicable regulations and rules, and policies and procedures as set forth in UNDP’s POPP when done through UNDP development projects/programmes”. According to the Trust Fund for Development Agreement and the Rules of Operations adopted by the 1st Steering Committee, the Trust Fund may provide financing to UNDP knowledge management and capacity building projects, developed in partnership with and using the knowledge, experience and expertise of Russian ministries, agencies, think tanks, universities and NGOs involved in international development cooperation.

The project draws on UNDP cooperation experience with emerging donors in Europe and CIS to build capacities for sharing their knowledge and expertise. In cooperation with UNDP, the Czech Republic has been systematically promoting its transition experience and know-how. The Czech-UNDP Trust Fund has helped to build a network of experts and representatives of various organizations in beneficiary countries, financed study tours to the Czech Republic as well as workshops and trainings in recipient countries. It has also supported research and feasibility studies and expert consultations. The Czech Republic has been systematically supporting secondments of staff of the Ministry of Foreign Affairs and the Czech Development Agencies to UNDP. The pilot Czech expertise locator created by UNDP captures the skills and experience of its experts. Romania is another new donor country where UNDP and the Ministry of Foreign Affairs are working together. The Mobility Fund has been created as a funding instrument that facilitates the quick transfer of Romanian experts and expertise to meet development needs of partner countries.

The main goal of the project is to support capacity building on knowledge and expertise transfer of Russia as a donor and to achieve sustainable, scalable development impact in partner countries through the programmatic promotion of several mechanisms of Russian expertise transfer.

The strategy to achieve this goal will be two-fold:

• Promoting innovations in the Russian knowledge and expertise transfer;
• Strengthening the human resources and expert base on International Development Assistance in the Russian Federation.

The activities (or components) of the project will include:

1. Expert database “Russian Expertise Locator”;
2. Russian Experts on Demand Programme;
3. Information support to the implementation of project activities under the Partnership Framework Agreement between the Government of the Russian Federation and UNDP;
4. Programme of internships and volunteering;
5. Programme of secondments of Russian specialists in the UNDP programme countries.

The timing: project activities will be gradually phased-in starting with first three components in 2016. Internships and secondments components will be launched in 2017 allowing sufficient time for initiation, including elaboration of legal issues.

Under the Activity 1 a web-run database “Russian Expertise Locator” with verified and timely updated profiles of motivated experts with relevant experience for development assistance programmes will be developed. The database will host up to 400 expert profiles. Russian Expertise Locator can serve as a tool to move away from one-time case-by-case expertise provision with high transaction costs for timely location of motivated and qualified specialists.
**Activity 2** will support cooperation on sharing of Russian experts’ knowledge to programme countries through the respective UNDP Country Offices. The Russian Experts on Demand Programme will provide an instrument for knowledge and know-how transfer via rapid deployment of Russian experts for on demand small-scale interventions and consultancies and peer-to-peer knowledge sharing through mentorship. The project will support 18 expert assignments.

**Activity 3** will provide information, coordination and technical support to the implementation of the Partnership Framework Agreement, including associated reporting and field visits, information sharing through the webpage. It also aims to facilitate cooperation with Russian business associations and includes a series of Russia-UNDP Partnership Seminars on Russia’s contribution to Sustainable Development Goals implementation.

**Activity 4** is intended to facilitate the contribution of interns and volunteers to the socio-economic development of partner countries and formation of a pool of specialists and young professionals with experience living and working in partner countries, understanding of local context and practice in development assistance. The project will support 9 internships for the period up to 3 months to UNDP programme countries. Component 4 will support greater deployment of Russian specialist in development projects as UN Volunteers via the dissemination of information on UNV and recruitment of qualified Russian volunteers into the UNV roster, deployment of Russian UN Volunteers as experts to work on the Russia-UNDP projects, and sharing the broader knowledge and research on volunteerism from Russia. It is expected that the number of Russian applicants on UNV Roster will rise from current 379 to 800.

**Activity 5** will include designing, launching and implementation of the Secondment Programme that aims to share knowledge and to foster international cooperation in the thematic areas outlined in the Partnership Framework Agreement and the Trust Fund Agreement. The project will support 7 secondments, each lasting for up to 6 months.

A theory of change diagram is provided below, presenting the analytical flow from the development impact level (SDG) to overall outcome (Partnership Framework Agreement) and output (project goal), to project level results and planned interventions (activities). The theory of change will be regularly reviewed and updated if and when needed through the Project Board mechanism.

The project will pay particular attention to gender considerations in reaching out to stakeholders in all project activities. For example, the project would ensure equal treatment of male and female applications for the Russian Expertise Locator database.

Due to its analytical and capacity development nature, the project is exempt from the Social and Environmental Screening.
Strengthen the means of implementation and revitalize the global partnership for sustainable development (SDG 17) via enhancing the global partnership for sustainable development, complemented by multi-stakeholder partnerships that mobilize and share knowledge, expertise, technology and financial resources, to support the achievement of the sustainable development goals in all countries, in particular developing countries (SDG target 17.16).

Leverage the knowledge, experience and expertise in development co-operation, including by involving academic institutions and individual experts from the Russian Federation in accordance with UNDP’s regulations, rules, policies and procedures when done through UNDP projects/programmes (Partnership Framework Agreement).

Capacity building on knowledge and expertise transfer of Russia as a donor is supported to achieve sustainable, scalable development impact in partner countries through the programmatic promotion of several mechanisms of Russian expertise transfer.

Innovations in Russian knowledge and expertise transfer promoted

- Expert database
  - Russian Expertise Locator
- Russian Experts on Demand Programme

The human resources and expert base on international development assistance (IDA) in Russia strengthened

- Information support to the implementation of project activities under the PFA
- Programme of internships and volunteering
- Programme of secondments of Russian specialists

- The Russian Government intends to integrate SDGs in its IDA approaches, so seminars under the Activity 3 will bring added value
- Russian applicants for volunteer and intern positions are competitive and their expertise is in demand in UNDP programme countries
- Staff of ministries and agencies is motivated to work in the field (secondments)

Assumptions

- Russian expertise is in demand in UNDP programme countries
- There is sufficient number of qualified and motivated Russian experts to work in IDA projects

Activities

- Expert database
- Russian Expertise Locator
- Russian Experts on Demand Programme

Risks

- Security threats for Russian participants due to instability in partner countries
- Mismatch of Russian expertise capacities and expertise demand in UNDP programme countries
- High staff turnover in ministries and agencies participating in secondment programmes
- Change in legislation or internal procedures in the ministries preventing the secondment programme

Outcome

Output

Results
II. RESULTS AND PARTNERSHIPS

Expected Results

The main goal of the project is to support capacity building on knowledge and expertise transfer of Russia as a donor and to achieve sustainable, scalable development impact in partner countries through the programmatic promotion of several mechanisms of Russian expertise transfer. This will be accomplished by achieving the results on (a) promoting innovations in Russian knowledge and expertise transfer; and (b) strengthening the human resources and expert base on international development assistance in the Russian Federation. Five activities will contribute to the results.

Activity 1. Expert database Russian Expertise Locator

Russian Expertise Locator will enhance greater utilization of Russian expertise and know-how by:
- enabling Russian ministries, UNDP country offices, international organizations, including development banks, partner countries and other stakeholders to promptly locate appropriate Russian expertise needed for development assistance projects;
- mapping existing Russian development expertise with a view to developing future assistance projects and programmes;
- providing an opportunity for Russian experts to promote their expertise, products and innovative solutions.

The Expertise Locator is a customized web application with a simple interface. The web system will provide the opportunity for experts to fill in expert profile, which will be published online after the special authorization procedure. Proposed Terms of Reference for the web-interface are provided in Annex 3.

Several tentative pilot areas for the database were identified during the preparation stage and represent the intersection of the potentially existing Russian expertise (supply) based on information of past and ongoing Russian development assistance projects and potentially existing demand for Russian expertise based on the mapping exercise. The following areas are proposed for pilot database:
- Trade capacity development and economic integration;
- Infectious and non-infectious diseases, sanitary and epidemiological safety;
- Phytosanitary and veterinary control;
- Education quality;
- Food security and social protection;
- Disaster risk reduction and prevention;
- Sustainable energy, including energy efficiency.

Thematic areas can be gradually phased-in, starting with 2-3 and then scaled up. In each of the specific thematic areas, UNDP would reach out to Russian partners (institutions, research centers, universities) to ensue wide outreach to prospective experts and high quality verification process of applications. Focal point designated by the Russian Ministry of Finance hosting the web-interface will take part in quality assurance of the expert’s applications in accordance with the agreed procedure.

The activity will include:
- Development and piloting of web-interface, development of an expert application and consent forms;
- Selection and verification of experts, performed in consultation with partner organizations;
- Launch of the database, and narrative, logistical and IT support to its maintenance;
- Provision of free access to the Russian Expertise Locator for interested ministers, international organizations, universities, non-governmental organization and companies.

Activity 2. Russian Experts on Demand Programme (RED Programme)

The RED Programme will provide an instrument for knowledge and know-how transfer via rapid deployment of Russian experts for on demand small-scale interventions and consultancies and peer-to-peer knowledge sharing through mentorship.

Modalities

The RED Programme will support two types of modalities for expertise transfer.
The first type is small-scale assignments for 5-20 working days per assignment. Typical interventions will include desk work and approximately 1 to 2 missions to the partner countries plus additional consultations, small scale feasibility studies, on-site assessments, scoping missions, trainings, workshops, conference contributions, and various types of bilateral consultations. Duration of contracts should not last more than 3 months (preferably 1-2 months).

The second type is mentorship, which does not necessarily include a production of an intellectual product for a specific task, but rather a prolonged tailored guidance to partner country officials and specialists dealing with development challenges. Typically, a Russian expert will be available to provide support to partner institutions on a regular basis (for example, to support reforms in a specific sector or introduction of new approaches and methodologies). Mentoring programmes will also support organization learning and exchange between Russian and partner institutions, including governmental bodies. Mentorship programmes might include one or two missions to partner country but most consultations will be held online. One year mentoring with semi-annual reporting might include one-two full working days per month.

Apart from the standard individual contracts, the Programme may also fund travel of governmental or other experts who cannot (or would not) accept/request fees. In addition, a portion of the financial resources will be reserved for the urgent requests at any time of the year on a first come, first served basis, until such resources are depleted.

**Process**

UNDP Country Offices will collect requests for expertise provision from their partners. To identify the priority areas for the transfer of Russian expertise and to foster synergies with other activities of the project (including the experts’ database) UNDP surveyed Country Offices in Armenia, Belarus, Kyrgyzstan, Serbia and Tajikistan as a part of the abovementioned mapping. Survey results (Annex 4) provide a snapshot of most in-demand areas as currently perceived by the Country Offices based on their work and interaction with respective governments.

Brief written feedback from either Country Offices or beneficiaries will be requested upon expert’s return.

The activity will include:

- Call for proposals for UNDP Country Offices to reach out to partners (mostly government) and based on their requests to prepare applications;
- Selection of applications and development of Terms of Reference for selected applications;
- Call for experts, selection and hiring.

**Activity 3. Information support to the implementation of project activities under the Partnership Framework Agreement between the Government of the Russian Federation and UNDP**

Activity 3 will contribute to the project’s goal by facilitating knowledge and information exchange under the Partnership implementation.

Information support will include provision of regular updates and preparation of annual reports on the Partnership implementation process. Field visits to partner countries will provide representatives of Russian ministries an opportunity to interact directly with projects’ beneficiaries and UNDP staff on the ground, to monitor projects’ implementation and to benefit from experiencing local development context. Thus, along with the monitoring dimension, these activities will enable greater exposure of Russian partners to development assistance projects in Russian international development assistance (IDA) priority countries.

Activity 3 will also facilitate sharing of experience and development solutions of Russian private sector by fostering connections of Russian business circles with UNDP implemented projects in Armenia, Belarus, Kyrgyzstan, Tajikistan and other partner countries. Experience of Russian entrepreneurs is especially valuable for aid for trade projects. To that end, UNDP will reach out to Russian business associations such as for example the Chamber of Commerce and Industry of the Russian Federation, Russian Union of Industrialists and Entrepreneurs, the all-Russian non-governmental organization of small and medium business «OPORA RUSSIA».

Activity 3 will include a Series of Russia-UNDP Partnership Seminars on Russia’s contribution to Sustainable Development Goals (SDGs) implementation. The main objective of the Series is to provide detailed
mapping of Russia’s contribution to the SDGs implementation in developing countries and to facilitate integration of SDGs into Russian IDA planning by facilitating regular multi-stakeholder discussions and sharing of experience. The seminars will be organized by UNDP jointly with the Ministry of Foreign Affairs of Russia in partnership with the Ministry of Finance, the Ministry of Economic Development and other ministries.

The seminars will be structured around specific SDG or a group of related SDGs corresponding to the priority areas of Russia’s IDA. Representatives of Russian ministries, agencies, implementation organizations, partner countries and international organizations will be invited to present on their approaches and activities in supporting achievement of a particular SDG or a group of SDGs in developing countries. Presentations and discussions will focus on:

- Taking stock of Russia’s contribution to the achievement of a particular SDG or a group of related SDGs in developing countries, capturing both bilateral and multilateral flows;
- Updating participants on the main development challenges and latest information related to a specific SDG/SDGs;
- Commencing a dialogue among stakeholders on the priorities of Russia’s IDA in relation to a specific SDG/SDGs and changes associated with moving from MDGs to SDGs;
- Identifying Russian expertise and technology that is or can be transferred in relation to a specific SDG/SDGs, with a view to support such transfer via Knowledge Management and Capacity Building project.

An outline of Russia’s contribution to a specific SDG/SDGs implementation will be prepared after each seminar and shared with participants. A synthesis report after a series of seminars will be prepared. It will complement the financial data on Russian ODA with detailed information exemplified by specific cases of Russia’s contribution to the SDGs. This information can be used to present Russian development assistance at various international forums and events.

The mapping exercise can also serve as a basis to support development of country programmes as a part of Russia’s IDA planning and identification of associated indicators.

The draft Concept note of the Series of Seminars, including tentative list of topics and theory of change can be found in Annex 5.

**Activity 4. Programme of internships and volunteering of Russian specialists and students in the UNDP programme countries**

By enabling Russian specialists and graduate-level students to become a volunteer or an intern in the partner country activity 4 will contribute to the achievement of following goals:

- contribution to the socio-economic development of partner countries by volunteer or intern’s input into development assistance project and sharing of his/her expertise;
- strengthening of partner relations between countries at the level of public diplomacy via volunteer and intern’s participation in the life of local communities;
- forming a pool of specialists with experience of living and working in partner countries, understanding of local context and practice in development assistance, thus contributing to Russian international development assistance human capacity development.

Internships will offer outstanding graduate-level students the opportunity to acquire direct exposure to UNDP’s work. They are designed to complement development-oriented studies with practical experience in various aspects of development cooperation. Interns will be selected to work in UNDP Country Office, primarily in the CIS countries (Armenia, Belarus, Kyrgyzstan, Tajikistan) implementing the projects funded by the Russian Federation (with a special focus on the projects of the Trust Fund for Development) as well as in UNDP headquarters and Regional Units.

A typical internship assignment will last for up to 3 months. Length of the internship can be flexibly adjusted to meet the requirements and procedures of respective Russian universities. Interns (citizens of the Russian Federation) will be selected by UNDP on a competitive basis. TF SC members will be informed about the selection process. The following minimum qualifications for an intern are required: enrolment in a graduate-level degree programme or recent graduation from such programme, written and spoken proficiency in Russian and English. Fluency in languages of the CIS countries is an asset. An intern may get
financial support intended to cover travel on appointment and medical insurance throughout the period of assignment and, in some cases partial cover of basic living expenses per month.

Participation of Russian volunteers (specialists) in development assistance projects will be supported via partnership with the United Nations Volunteers (UNV) programme. UNV has well-established procedures for the mobilization of volunteers, wide international presence and is particularly well positioned to support Activity 4. At the request of UN agencies, national governments and other partners, UNV mobilizes close to 8,000 volunteers every year to work in development assistance projects and in humanitarian and peacekeeping operations in 130 countries. As general awareness about UNV and its modalities is currently low in Russia, the first phase of the project will focus on expanding the number of qualified Russian professionals on the UNV Roster that is used to recruit volunteers for specific assignments.

The activity will also aim to demonstrate the value-added of UN Volunteers in UNDP programmes funded by Russia and facilitate the sharing of Russian experience on volunteerism. UNV financial contribution will support 1) dissemination of information on UNV and recruitment of qualified Russian volunteers into the roster; 2) sharing of experience and mutual learning on best practices to support volunteerism development in the CIS; and 3) deployment of Russian volunteers as experts to work on development projects. Detailed list of activities to be supported by $100,000 UNV contribution can be found in Annex 6.

**Activity 5. Programme of secondments of Russian specialists in the UNDP programme countries**

A Secondment Programme aims to share knowledge and to foster international cooperation in the thematic areas outlined in the Partnership Framework Agreement and the Trust Fund Agreement. During the assignment, a secondee will participate in the strategic and operational work of UNDP, while enhancing his or her qualification through gaining knowledge and experience in project implementation, monitoring, assessment. At the same time, the UNDP Country Office will learn from the secondee’s experiences. Upon the return from the secondment to the sending ministry or agency secondee’s knowledge and understanding of the development assistance work in the field would contribute to high quality Russian development assistance programming.

Secondees will be selected to work in UNDP Country Office, primarily in the CIS countries (Armenia, Belarus, Kyrgyzstan, Tajikistan) implementing the projects funded by the Russian Federation (with a special focus on the projects of the Trust Fund for Development) as well as in UNDP HQ and Regional Units. Secondees must meet UNDP’s high recruitment standards in terms of qualifications and relevant experience. Interested candidates should hold an advanced university degree (Master’s or equivalent) and have a minimum of two years of working experience in the thematic areas required; they should be proficient in English (spoken and written) and hold Russian citizenship. Working knowledge of the language of the recipient country is considered an asset.

The tentative procedure for organizing secondments will look as follows:

- UNDP holds consultations with its Country Office on the possible places, positions, projects and areas of expertise for the secondment call for proposals;
- TFD SC members agree on the content of the Call for proposals and UNDP announces secondment call of proposals;
- Sending ministry or agency nominates secondee candidates in accordance with established requirements (Master’s degree or equivalent, two years or more of working experience in required thematic area, English proficiency);
- TFD SC decided on the list of secondees;
- UNDP sends an official letter to the ministry indicating the intention to support the secondment of the selected candidate and stipulates the duration and conditions of the assignment, coverage of the travel and living expenses of the secondee by UNDP;
- Sending Ministry upon receipt of the UNDP letter follows its internal procedures on organizing an on-duty travel (командировка) for the selected candidate with the preservation of the secondee’s position and salary level for the entire period of the assignment but with travel and living costs covered by UNDP (under the item 7 of [article 17 of the Federal law of Russian Federation №79](https://law.ru/lons/2022/17/)):
- Secondee receives guidance in preparation for their travel and stay in the recipient country by UNDP;
- Secondee signs an agreement with UNDP (similar to the individual contract format);
- During the assignment secondee reports directly to UNDP Country Office;
- Upon the return from assignment secondee continues his / her work at the sending ministry.

In case the internal procedures of the sending ministry do not allow for the on duty travel option, alternative approaches can be applied including unpaid leave with the preservation of secondees position.

A secondee will be provided with a monthly living allowance/entitlement (at a level of daily substance allowance for respective countries for non UNDP personnel, that is reduced daily substance allowance), compensation of travel cost on appointment and medical insurance.

**Resources Required to Achieve the Expected Results**

Given the nature of the project, key resources required to achieve the expected results will mostly consist of payments to experts, secondees and interns, including living allowances and travel expenses, contractual services to develop a web-interface for the database “Russian Expertise Locator” and to support the dissemination of information on volunteerism, individual contractual services to provide analytical and technical support for project’s implementation. For the Russian Experts on Demand programme UNDP Country Offices are expected to provide local transport/interpreter/office space/coordination of partners (when applicable) in the beneficiary country, and to designate a responsible supervisor or contact person for the whole period of the assignment of an expert. Annex 1 provides detailed budget of the project including $100 000 co-financing by the UN Volunteers.

**Partnerships**

The project will be implemented in close cooperation with the Ministry of Foreign Affairs of the Russian Federation, the Ministry of Finance of the Russian Federation, and the Ministry of Economic Development of the Russian Federation. The project will reach out to the Russian ministries, agencies, federal institutions and research centers working in international development assistance to collaborate on specific sectors for the expert database, requests under the Russian Experts on Demand programme and participation of civil servants in secondments. Active engagement of other Russian ministries is also expected for the series of seminars intended to map Russia’s contribution to the achievement of SDGs.

The project will seek synergies with ongoing Russian development assistance projects (both bi-lateral and multilateral) and will partner with associated institutions to connect with experts and to verify their applications for the Russian Expertise Locator database. The list of potential partners includes the Center for International Cooperation in Education Development (CICED), the Social and Industrial Foodservice Institute, the Eurasian Center for Food Security at Lomonosov Moscow State University. The project would also collaborate with Russian business associations to promote use of Russian expertise from the business sector in ongoing UNDP projects.

For the recruitment of interns and identification of required expertise the project will collaborate with the Moscow State Institute of International Relations, the Moscow State University, the Russian Foreign Trade Academy, the Peoples’ Friendship University of Russia and other universities, institutes, research centers and academic institutions.

In partnership with UNV and supported by their $100,000 contribution, the project will engage with volunteer organizations in Russian and entities that support volunteerism and provide capacity development for volunteers, including volunteering for humanitarian and development missions. The list of potential partners includes the National Training Foundation, the Russian Humanitarian Mission, the National Volunteering Center and others.

Ongoing and future UNDP projects supported by the Russian Federation will be the natural partners of the project in deploying Russian experts, secondees, volunteers and interns. For the Russian Expertise Locator
database the project will also utilize expert network in energy efficiency maintained by the UNDP project support office in Russia.

**Risks and Assumptions**

Risk analysis is attached (Annex 2).

**Stakeholder Engagement**

Stakeholders’ engagement and participation will be key for the recruitment and deployment of Russian experts. The stakeholders of the project include Russian specialists with various levels of professional experience: experts, secondees, volunteers and interns. UNDP held consultations with key Russian IDA ministries to discuss engagement of the experts, priority areas and modalities for their deployment. UNDP held working level consultations with Russian Universities (RUDN, MGU) to obtain their feedback on proposed expert and interns’ recruitment. A seminar named “Volunteering and Development Programmes: International and Russian Experience” was organized jointly with the Ministry of Foreign Affairs of the Russian Federation on April 1st 2016 to reach out to stakeholders in the Russian volunteer community. UNDP held consultations with representatives of NGOs, including the Russian Training Foundation, the Russian Humanitarian Mission. The project will further engage all stakeholder groups throughout the implementation.

Beneficiaries of the development assistance projects that will be supported by Russian expertise constitute an important stakeholder group. Their engagement into the project will be ensured by the communication with UNDP Country Offices that will collect their feedback.

**Triangular Cooperation**

The project uses the triangular cooperation modality in a form of ‘Russia-UNDP-partner countries’ to facilitate sustainable, scalable development impact in partner countries through the programmatic promotion of several mechanisms of Russian expertise transfer. Russia provides financial support and serves as a source of expertise. UNDP applies its know-how and experience in facilitating knowledge sharing and supporting capacity building of development donors. Partner countries are the ultimate beneficiaries of the project.

**Knowledge**

Capacity building on knowledge management is the key objective of the project. The project will facilitate the transfer of Russian knowledge relevant for development assistance projects in the partner countries. Knowledge products developed during the project, including expert’s reports, outline of Russia’s contribution to SDGs, Russia-UNDP Partnership reports and others, will be shared with wider audiences and main stakeholders. Results of the project will contribute to mapping of available Russian development expertise and its potential, thus providing insights that can be used in Russian IDA planning. Via the Russian Expertise Locator webpage the project will create visibility for Russian expertise. The project will identify and participate, as relevant and appropriate, in scientific, policy-based, and/or any other networks, which may be of benefit to project implementation though lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

**Sustainability and Scaling Up**

By deploying Russian experts for field assignments, the project will make them more competitive in development assistance consultancies market and promote utilization of Russian expertise beyond the project’s reach.

The sustainability of the database “Russian Expertise Locator” will be achieved by placing it on the website of the Ministry of Finance of the Russian Federation to enable maintenance after the project’s completion. Rising levels of awareness of Russian audiences on volunteer opportunities and greater availability of
materials on UNV in Russian will lead to sustained levels of applications for the UNV roster due to a snowball effect. Returned secondees, volunteers and interns will possess deeper knowledge of development context in Russia IDA priority countries and relevant field experience. Their enhanced qualification is expected to benefit not only their work, but also to have spillover effects via knowledge sharing with colleagues and partners.

The sustainability of the interventions in the partner countries supported by the Russian expertise via the project will be assured at the stage of rigorous selection of expert, secondee, volunteer or intern for the assignment and development of TOR for each assignments.

The project pilots several modalities of Russian expertise transfer and knowledge management in international development. Based on the lessons learnt the project might be scaled up at the second stage in 2018-2020.

III. PROJECT MANAGEMENT

The project will be directly implemented by UNDP Regional Hub for Europe and the CIS in Istanbul (IRH), in line with UNDP’s Programme and Operations Policies and Procedures. UNDP IRH will be responsible for overall management, backstopping and monitoring of the project. The project will be implemented by the New Partnerships and Emerging Donors Team in the IRH as per the project organization structure presented in Section VIII below. Project manager and Partnership Support Analyst will be outposted in Moscow. The project will use the capacity of UNDP Country Offices in deploying Russian experts to make the administrative cost more efficient.

Cost efficiency and effectiveness will be achieved by leveraging activities and partnerships with other initiatives, such as ongoing UNDP projects financed by Russia, research and expert centers participating in Russian development assistance, UNV initiatives, etc. Theory of change analysis demonstrates how the proposed activities will lead to achieving maximum results (leveraging the expertise and supporting capacity building) with available resources. The project dwells on the experience of UNDP cooperation with the Czech Republic and Romania utilizing the lessons learnt and good practices identified.
### IV. Results Framework

**Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework:**

Regional Programme Outcome 4: Development debates and actions at all levels prioritize poverty, inequality and exclusion, consistent with our engagement principles

Leveraging the knowledge, experience and expertise in development co-operation, including by involving academic institutions and individual experts from the Russian Federation in accordance with UNDP’s regulations, rules, policies and procedures when done through UNDP projects/programmes. (Partnership Framework Agreement)

**Outcome indicators as stated in the Regional programme document for Europe and the Commonwealth of Independent States, 2014-2017, including baseline and targets:**

**Regional Programme Indicator:** 4.4. Number of East-East and Triangular cooperation partnerships and institutionalized assistance programs facilitated or established with UNDP Istanbul Regional Hub support.

Baseline: 2. Target: 4

Outcome Indicator 4.2. Number of East-East and Triangular cooperation partnerships and institutionalized assistance programs facilitated or established with UNDP support.

Output 3- South-South and Triangular cooperation partnerships established and/or strengthened for development solutions including through support to new and emerging development cooperation providers.

Output Indicator 4.3.1. Number of strategic partnerships institutionalized

Output Indicator 4.3.2. Number of capacity support programs to emerging donors

Output Indicator 4.3.3. Number of East-East and South-South cooperation initiatives, including in partnership with regional institutions

**Applicable Output(s) from the UNDP Strategic Plan:** Output 7.5. South-South and Triangular cooperation partnerships established and/or strengthened for development solutions.

**Project title and Atlas Project Number:** Knowledge Management and Capacity Building in Russia-UNDP Partnership, Phase I (2016-2018)

<table>
<thead>
<tr>
<th>EXPECTED OUTPUTS</th>
<th>OUTPUT INDICATORS</th>
<th>DATA SOURCE</th>
<th>BASELINE</th>
<th>TARGETS</th>
<th>DATA COLLECTION METHODS &amp; RISKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output 1</td>
<td></td>
<td></td>
<td>Value</td>
<td>Year</td>
<td>July 2017</td>
</tr>
<tr>
<td>Outputs 1.1</td>
<td>Number of expert profiles registered in the database Russian Expertise Locator</td>
<td>Project report</td>
<td>0</td>
<td>2016</td>
<td>100</td>
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<tr>
<td></td>
<td>Number of assignments implemented by Russian experts via RED programme</td>
<td>Project report</td>
<td>0</td>
<td>2016</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Level of awareness of UNDP Country Offices and their partners on availability of Russian expertise in specific areas</td>
<td>Project report</td>
<td>To be identified</td>
<td>2016</td>
<td>20% increase</td>
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<tr>
<td>1.4 Number of secondees on assignment in UNDP programme countries</td>
<td>Project report</td>
<td>0</td>
<td>2016</td>
<td>2</td>
<td>7</td>
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<tr>
<td>1.5 Number of interns on assignment in UNDP programme countries</td>
<td>Project report</td>
<td>0</td>
<td>2016</td>
<td>3</td>
<td>9</td>
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<tr>
<td>1.6 Number of active profiles of Russian specialists in the UNV roster</td>
<td>Project report</td>
<td>379</td>
<td>2016</td>
<td>500</td>
<td>800</td>
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<td>1.7 Number of knowledge products illustrating the contribution of Russian UN Volunteers to peace and development</td>
<td>Project report</td>
<td>0</td>
<td>2016</td>
<td>1</td>
<td>2</td>
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<tr>
<td>1.8 Level of satisfaction of returned secondees and representatives of their institutions with the contribution of the secondment experience to secondee’s professional work</td>
<td>Project report</td>
<td>0</td>
<td>2016</td>
<td>Average</td>
<td>Above average</td>
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</table>
V. MONITORING AND EVALUATION

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

<table>
<thead>
<tr>
<th>Monitoring Plan</th>
<th>Purpose</th>
<th>Frequency</th>
<th>Expected Action</th>
<th>Partners</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Track results progress</strong></td>
<td>Progress data against the results indicators in the RRF will be collected and analyzed to assess the progress of the project in achieving the agreed outputs.</td>
<td>Quarterly, or in the frequency required for each indicator.</td>
<td>Slower than expected progress will be addressed by project management.</td>
<td>UNDP CO, UNV</td>
<td>Project staff cost</td>
</tr>
<tr>
<td><strong>Monitor and Manage Risk</strong></td>
<td>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.</td>
<td>Quarterly</td>
<td>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.</td>
<td>UNDP CO, UNV</td>
<td>Project staff cost</td>
</tr>
<tr>
<td><strong>Learn</strong></td>
<td>Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.</td>
<td>At least annually</td>
<td>Relevant lessons are captured by the project team and used to inform management decisions.</td>
<td>UNDP CO, UNV</td>
<td>Project staff cost</td>
</tr>
<tr>
<td><strong>Annual Project Quality Assurance</strong></td>
<td>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.</td>
<td>Annually</td>
<td>Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.</td>
<td>UNV</td>
<td>Project staff cost</td>
</tr>
<tr>
<td><strong>Review and Make Course Corrections</strong></td>
<td>Internal review of data and evidence from all monitoring actions to inform decision making.</td>
<td>At least annually</td>
<td>Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.</td>
<td>UNDP CO, UNV, Russian ministries (MFA, Ministry of Finance, Ministry of Economic)</td>
<td>Project staff cost</td>
</tr>
<tr>
<td>Project Report</td>
<td>A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.</td>
<td>Annually, and at the end of the project (final report)</td>
<td>In the project report of 2017, the lesson learnt will be analyzed and suggestions for potential scaling up should be presented.</td>
<td>UNDP CO, UNV, Russian ministries (MFA, Ministry of Finance, Ministry of Economic development)</td>
<td>Project staff cost</td>
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<tr>
<td>Project Review (Project Board)</td>
<td>The 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.</td>
<td>At least annually</td>
<td>Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.</td>
<td>UNDP CO, UNV, Russian ministries (MFA, Ministry of Finance, Ministry of Economic development)</td>
<td>Project staff cost</td>
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</tbody>
</table>
## VI. Multi-Year Work Plan

<table>
<thead>
<tr>
<th>Expected Outputs</th>
<th>Planned Activities</th>
<th>Planned Budget by Year</th>
<th>Responsible Party</th>
<th>Planned Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Output 1</strong></td>
<td><strong>Activity 1. Expert database Russian Expertise Locator</strong></td>
<td>Sep. – Dec. 2016</td>
<td>First half 2017</td>
<td>Second half 2017</td>
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<tr>
<td></td>
<td></td>
<td>8,580</td>
<td>5,120</td>
<td>5,120</td>
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<td><strong>Activity 2. Russian Experts on Demand Programme</strong></td>
<td>Sep. – Dec. 2016</td>
<td>First half 2017</td>
<td>Second half 2017</td>
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<td></td>
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<td>22,580</td>
<td>30,620</td>
<td>37,120</td>
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<td><strong>Activity 3. Information support to the implementation of project activities</strong></td>
<td>Sep. – Dec. 2016</td>
<td>First half 2017</td>
<td>Second half 2017</td>
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<tr>
<td></td>
<td>under the PFA between the Government of the Russian Federation and UNDP</td>
<td>5803</td>
<td>7,160</td>
<td>7,160</td>
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<td><strong>Activity 4. Programme of internships</strong></td>
<td>Sep. – Dec. 2016</td>
<td>First half 2017</td>
<td>Second half 2017</td>
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<tr>
<td></td>
<td>and volunteering</td>
<td>25,000</td>
<td>34,900</td>
<td>34,900</td>
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6 Here and below UNDP parallel funding.
<table>
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<tr>
<th>EXPECTED OUTPUTS</th>
<th>PLANNED ACTIVITIES</th>
<th>Planned Budget by Year</th>
<th>RESPONSIBLE PARTY</th>
<th>PLANNED BUDGET</th>
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<td>Sep. – Dec. 2016</td>
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<td><strong>TOTAL TFD</strong></td>
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<td><strong>TOTAL UNDP</strong></td>
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<td><strong>TOTAL UNV</strong></td>
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</table>

Activity 5. Programme of secondments of Russian specialists in the UNDP programme countries

Activity 6. Project Management and Technical Support

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7 Here and below UNV parallel funding.
VII. **Governance and Management Arrangements**

The project follows Direct Implementation Modality (DIM). It will be implemented by the New Partnerships and Emerging Donors Team in the UNDP Regional Hub for Europe and the CIS in Istanbul (IRH), in line with UNDP’s Programme and Operations Policies and Procedures.

In terms of roles and responsibilities, the project will be directed by the Project Board. The key distinct roles of the members of the Project Board are identified in the scheme below:

1) An Executive: individual representing the project ownership to chair the group.

2) Senior Supplier: individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project. The Senior Supplier’s primary function within the Board is to provide guidance regarding the technical feasibility of the project. Members of the TFD SC from the Ministry of Foreign Affairs of the Russian Federation, Ministry of Finance of the Russian Federation and Ministry of Economic Development of the Russian Federation will act as Senior Supplier. An UNV representative will also be invited to participate in the TFD SC meetings on agenda items related to the Project implementation and act as a Senior Supplier.

3) Senior Beneficiary: individual or group of individuals representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary’s primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries. Representatives of UNDP Country Offices will perform the role of Senior Beneficiary, they will be invited to participate in the TFD SC meetings on agenda items related to the Project implementation.

The Project Board will be responsible for making management decisions for the project when guidance is requested by UNDP acting as the Project Implementing Partner. The Project Board will:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Make strategic decisions, including the approval of project revisions (i.e., changes in the project document);
- Authorize any major deviation from the project document and agreed annual plans;
- Review annual progress reports;
- Review and recommend for UNDP approval of end project report;
- Address project issues as raised by UNDP and make recommendations on follow-on actions;
- Provide guidance on new project risks and agree on possible countermeasures and management actions to address specific risks.

The project will be managed by a Project Manager, who has the authority to run the project on a day-to-day basis on behalf of UNDP. The Project Manager’s prime responsibility is to ensure that the project produces the results (outputs) specified in the project document to the required standard of quality and within the specified constraints of time and cost. The Project Manager will directly coordinate activities 4-5. The Project Manager will be supported by Partnership Support Analyst who will implement and coordinate activities 1-3. The Project Manager will report to the Trust Fund manager with overall supervision by New Partnerships & Emerging Donors Team Leader in the UNDP IRH. Given that Russian Expertise Locator database will be hosted by the Ministry of Finance of the Russian Federation, project staff will directly communicate with the Ministry of Finance on Activity 1. Terms of Reference for the key project positions are presented in Annex 7.

Project assurance and the work plan execution are the responsibility of UNDP IRH, including carrying out the project objective and performing the oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. UNDP ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the project and external bodies.

**UNV Contribution**

The UNV contribution to the project will be channeled through a parallel funding modality. Budget will be created under the UNV10 Business Unit. To facilitate efficient implementation, the same Project Manager and budget department of UNDP Regional Hub for Europe and the CIS in Istanbul will be assigned in Atlas for the UNV component.
**UNDP IRH specific responsibilities:**

**Running a 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;
- Review and appraise detailed project plans, including the multi-year work plan and ATLAS reports covering activity definition, updated risk log and the monitoring schedule plan;
- Appraise project annual review reports, make recommendations for the next annual work plan;
- Perform financial management through ATLAS to keep track of the financial status of the project at all times, to control expenses, to handle outstanding commitments, to make payments and to monitor the performance of contractors; prepare budgetary revisions in ATLAS to reflect any adjustments to the initial approved budget and to be finalized for the year(s) affected by the adjustment;
- Perform the financial reporting and control mechanisms through Combined Delivery Reports (CDR) which is a mandatory official report reflecting the expenses and funds utilized on a project, and other ATLAS reporting tools;
- Review and approve end project report, make recommendations for follow-on actions;
- Share relevant information on the project achievement with all interested parties.

**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;
- Notify operational completion of the project to the Project Board;
- Ensure, upon finalization of a project, reimbursement of the remaining balance of funds deposited in the UNDP accounts for the project activities to the Donor or re-programming if so agreed with the Donor.

**Project Structure**

![Project Structure Diagram](image-url)
VIII. **LEGAL CONTEXT AND RISK MANAGEMENT**

This project forms part of an overall programmatic framework under which several separate associated country level activities will be implemented. When assistance and support services are provided from this Project to the associated country level activities, this document shall be the “Project Document” instrument referred to in: (i) the respective signed SBAAs for the specific countries; or (ii) in the Supplemental Provisions attached to the Project Document in cases where the recipient country has not signed an SBA with UNDP, attached hereto and forming an integral part hereof. All references in the SBA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by the UNDP (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

1. UNDP as the Implementing Partner shall comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)

2. UNDP agrees to undertake all reasonable efforts to ensure that none of the project funds 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](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 this Project Document.


4. 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.

5. 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.

IX. **ANNEXES**

Annex 1. Detailed budget
Annex 2. Risk Analysis
Annex 3. Terms of Reference for Russian Expertise Locator database webinterface
Annex 4. Preliminary results of the UNDP Country Offices survey on demand for Russian expertise
Annex 5. Series of Seminars Concept Note
Annex 6. Activities to be supported by UNV contribution
Annex 7. Terms of Reference of key management positions
Annex 1. Detailed budget "Knowledge Management and Capacity Building in Russia-UNDP Partnership, US$"

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<tbody>
<tr>
<td>1</td>
<td><strong>Activity 1. Russian Expertise Locator database development, piloting and launch</strong></td>
<td>contract</td>
<td>1</td>
<td>5000</td>
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<td>0</td>
<td>5000</td>
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<tr>
<td></td>
<td>Development, piloting and launch of web-interface</td>
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<td></td>
<td>IT support and hosting costs</td>
<td>contract</td>
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<td>5000</td>
<td>500</td>
<td>500</td>
<td>500</td>
<td>2000</td>
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<td></td>
<td>Analytical support to the database, including completion, verification and maintaining (35% time of the Project Analyst)</td>
<td>contract</td>
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<td>9240</td>
<td>UNDP contr.</td>
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<td>4620</td>
<td>4620</td>
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<td>5120</td>
<td>20860</td>
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<tr>
<td>2</td>
<td><strong>Activity 2. Launching and updating Russian Experts on Demand programme</strong></td>
<td>contract</td>
<td>1</td>
<td>9240</td>
<td>UNDP contr.</td>
<td>4620</td>
<td>4620</td>
<td>4620</td>
<td>13860</td>
<td>3080</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Launching and maintaining the programme including development of relevant procedures and evaluation of results (35% time of the Project Analyst)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Providing expert services on demand (number of assignments)</td>
<td>person</td>
<td>18</td>
<td>6500</td>
<td>19500</td>
<td>26000</td>
<td>32500</td>
<td>39000</td>
<td>117000</td>
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<td><strong>Activity 2 subtotal</strong></td>
<td></td>
<td></td>
<td></td>
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<td>30620</td>
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<tr>
<td>3</td>
<td><strong>Activity 3. Information support to PFA implementation</strong></td>
<td>contract</td>
<td>2</td>
<td>500</td>
<td>963</td>
<td>1000</td>
<td>1000</td>
<td>1000</td>
<td>3963</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Translation, printing and catering services for organization of seminars on Russia’s contribution to SDGs implementation***</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Preparation of reports, updates under the Partnership, project’s monitoring including organization of field trips, organization of seminars on Russia’s contribution to SDGs implementation (30% time of the Project Analyst)</td>
<td>contract</td>
<td>1</td>
<td>7920</td>
<td>UNDP contr.</td>
<td>3960</td>
<td>3960</td>
<td>3960</td>
<td>11880</td>
<td>2640</td>
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</tr>
<tr>
<td>№</td>
<td>Activity</td>
<td>Management Unit</td>
<td>Quantity</td>
<td>Price per unit</td>
<td>2016</td>
<td>2017</td>
<td>2018</td>
<td>TFD</td>
<td>UNDP contribution 2016-2018*</td>
<td>UNV contribution</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>---------------------------------------------------------------------------</td>
<td>-----------------</td>
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<td></td>
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<td></td>
<td></td>
<td>Sep.-</td>
<td>1st half</td>
<td>2nd half</td>
<td>1st half</td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dec.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Travel (UNDP Programme countries)</td>
<td>person-year</td>
<td>2</td>
<td>4400 UNDP contr.</td>
<td>2200</td>
<td>2200</td>
<td>2200</td>
<td>6600</td>
<td>2200</td>
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<td>1st half</td>
<td>2nd half</td>
<td>1st half</td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>Activity 3 subtotal</td>
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<td></td>
<td></td>
<td>963</td>
<td>7160</td>
<td>7160</td>
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</tr>
<tr>
<td>4</td>
<td>Activity 4. Internships and volunteering programme</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internships and volunteering, 9 persons x 3 months per year</td>
<td>person-month</td>
<td>27</td>
<td>800</td>
<td>0</td>
<td>7200</td>
<td>7200</td>
<td>7200</td>
<td>21600</td>
<td>in-kind contr.**</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intern Living Allowance (ILA) (basic expenses per month)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Travel on appointment, medical insurance</td>
<td>person</td>
<td>9</td>
<td>900</td>
<td>0</td>
<td>2700</td>
<td>2700</td>
<td>2700</td>
<td>8100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Support for participation of Russian volunteers (specialists) in development assistance projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 National UN Volunteer</td>
<td>person-year</td>
<td>1</td>
<td>16554 UNV contribution</td>
<td>0</td>
<td>33108</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Office hosting (rent, IT, communication services, etc.)</td>
<td>year</td>
<td>1</td>
<td>10000 UNV contribution</td>
<td>0</td>
<td>20000</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Project activities (contractual services, micro capital grants, equipment) including involvement of Russian NGOs in project</td>
<td>year</td>
<td>1</td>
<td>20446 UNV contribution</td>
<td>0</td>
<td>40892</td>
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<td></td>
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<tr>
<td></td>
<td>Travel</td>
<td>year</td>
<td>1</td>
<td>3000 UNV contribution</td>
<td>0</td>
<td>6000</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Activity 4 subtotal</td>
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<td></td>
<td></td>
<td>0</td>
<td>9900</td>
<td>9900</td>
<td>9900</td>
<td>29700</td>
<td>100000</td>
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</tr>
<tr>
<td>5</td>
<td>Activity 5. Organization of secondment of the Russian specialists</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secondments, 7 persons x 6 months in a period</td>
<td>person-month</td>
<td>36</td>
<td>4400</td>
<td>0</td>
<td>52800</td>
<td>52800</td>
<td>79200</td>
<td>184800</td>
<td>in-kind contr.**</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Secondee's living allowance/entitlement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>№</td>
<td>Activity</td>
<td>Management Unit</td>
<td>Quantity</td>
<td>Price per unit</td>
<td>2016 Sep.- Dec.</td>
<td>2017 1st half</td>
<td>2017 2nd half</td>
<td>2018 1st half</td>
<td>2018 2nd half</td>
<td>TFD Total</td>
<td>UNDP contribution 2016-2018*</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------</td>
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<td>---------------</td>
<td>------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td></td>
<td>Travel on appointment, medical insurance</td>
<td>person</td>
<td>6</td>
<td>2000</td>
<td>0</td>
<td>4000</td>
<td>4000</td>
<td>6000</td>
<td>14000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activity 5 subtotal</td>
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<td></td>
<td>0</td>
<td>56800</td>
<td>56800</td>
<td>85200</td>
<td>198800</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Activities 1-5 subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>495800</td>
<td>11000</td>
<td>100000</td>
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</table>

### 6 Project Management and Technical Support

<table>
<thead>
<tr>
<th>Activity</th>
<th>Management Unit</th>
<th>Quantity</th>
<th>Price per unit</th>
<th>2016 Sep.- Dec.</th>
<th>2017 1st half</th>
<th>2017 2nd half</th>
<th>2018 1st half</th>
<th>2018 2nd half</th>
<th>TFD Total</th>
<th>UNDP contribution 2016-2018*</th>
<th>UNV contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project staff costs (PM - 50% and Assistant - 12.5%) from UNDP budget</td>
<td>year</td>
<td>1</td>
<td>19200</td>
<td>6400</td>
<td>9600</td>
<td>9600</td>
<td>9600</td>
<td>0</td>
<td>35200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project staff costs (PM - 50% and Assistant - 12.5%) from TFD budget</td>
<td>year</td>
<td>1</td>
<td>19200</td>
<td>UNDP contr.</td>
<td>9600</td>
<td>9600</td>
<td>9600</td>
<td>28800</td>
<td>6400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent of premises/utilities/security, IT&amp;commun. services, Msc</td>
<td>year</td>
<td>1</td>
<td>21000</td>
<td>UNDP contr.</td>
<td>10500</td>
<td>10500</td>
<td>10500</td>
<td>31500</td>
<td>7000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project management and technical support subtotal</td>
<td>UNDP contr.</td>
<td></td>
<td>29700</td>
<td>29700</td>
<td>29700</td>
<td></td>
<td></td>
<td>60300</td>
<td>48600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities 1-5 and project management support subtotal</td>
<td></td>
<td></td>
<td></td>
<td>462963</td>
<td>59600</td>
<td>100000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Management Service (GMS), 8%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>37037</td>
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<td></td>
<td>500000</td>
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</tr>
</tbody>
</table>

* UNDP has covered preparatory costs, including staff costs, Partnership Consultation and a seminar on volunteering, from January to August 2016 amounting to $53800.

** UNDP COs as host organizations in countries will provide to interns and volunteers with working space, computer, fax, copying machine, other equipment, transportation, tools and materials as well as IT&communication and utility services within the period of their assignments.

*** UNDP will also cover travel costs of its staff from COs/IRH/HQ for presentations during seminars in Moscow.
### Annex 2. Risk Analysis

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Date Identified</th>
<th>Type</th>
<th>Impact &amp; Probability</th>
<th>Countermeasures / Management response</th>
<th>Owner</th>
<th>Submitted, updated by</th>
<th>Last Update</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Security threats for Russian participants due to instability in partner countries</td>
<td>May 2016</td>
<td>Operational</td>
<td>P = 2  I = 5</td>
<td>Project will follow United Nations Department of Safety and Security instructions and adjust expert, secondee, intern or volunteer placement if needed.</td>
<td>Project Developer</td>
<td>Project Developer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mismatch of Russian expertise capacities and expertise demand in UNDP programme countries</td>
<td>May 2016</td>
<td>Organizational</td>
<td>P = 2  I = 4</td>
<td>Sectors proposed for expert database were identified on the intersection of Russian expertise potential based on information of Russian IDA projects and potentially existing demand for Russian expertise based on mapping exercise. Similar analysis and needed adjustments will be performed throughout the project based on the feedback from UNDP COs and experts.</td>
<td>Project Developer</td>
<td>Project Developer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>High staff turnover in ministries and agencies participating in secondment programme</td>
<td>May 2016</td>
<td>Organizational</td>
<td>P = 2  I = 3</td>
<td>Secondee selection procedure involves nomination by the sending ministry or agency and decision by the TFD SC to ensure participation of specialists motivated to return to work in the sending ministry after the secondment.</td>
<td>Project Developer</td>
<td>Project Developer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Change in legislation or internal procedures in the ministries preventing the secondment programme</td>
<td>May 2016</td>
<td>Regulatory</td>
<td>P = 2  I = 5</td>
<td>Consultations will be held with the ministries involving HR Departments. The procedure will be adjusted as needed.</td>
<td>Project Developer</td>
<td>Project Developer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex 3. Terms of Reference for Russian Expertise Locator database webinterface

The main goal is to create and maintain an on-line database that allows to add, edit and search expert profiles. To locate the database on the website of the Russian Ministry of Finance 4 GB free hosting space is needed and access to the corresponding folders. Pilot version of the database would consist of 7-10 thematic areas. Each area would allow for up to 100 profiles. Technical characteristics of the database should provide for the addition of new areas (with increase in hosting size if needed).

**Web interface structure**

### MAIN PAGE
- Project description
- News
- Link “Search expert database”
- Link “Register as expert”
- Link “Edit your profile”
- Language switch RUS / ENG
- Partners’ logos
- Contact information

### NEWS
(including job and consultancies openings). Form to subscribe to updates

### DATABASE SEARCH
- Choose a sector
- Or advanced search

### REGISTER AS EXPERT
Authorization required

### EDIT YOUR PROFILE
Authorization required

**Entering new information**

Technical scenarios are presented below. Roles distribution and quality assurance procedures with participation of the Ministry of Finance is to be decided separately.

Expert profile can be added by:

1) authorized moderators (Ministry of Finance, UNDP);
2) via the application on the website “Register as expert”. An application is automatically sent to the moderator, only after the moderator’s approval is posted online. An automatic notification is sent to the expert in case his / her application was approved, notification contains information for future authorization to edit the profile (password).

**Editing information**

The moderator edits project description, news, contact information and partners’ logos. Moderator can edit and delete expert profiles. An expert gets an automatic notification on the changes to his / her profile. Moderator can edit the notification before it is sent.

After its application has been approved, an expert can edit its profile via the authorization by email and password. Change of full name and addition of the sector (item 1 and 13) should be approved by the moderator before changes are posted on the website. An expert can delete his / her profile.

The moderator can add new sectors, merge them or divide into subsectors (with expert profiles automatically transferred to new sectors).

**Structure of the administrative part of the database**

Administrative part can be accessed only by a specific URL that is not known to the public. Each moderator has its login information. Each moderator can see what expert profiles have been added by other moderators.
Advanced database search

Advance search on several parameters. Search results can be exported to Word and Excel.

Expert profile fields

Expert profile can be bilingual. Russian version is mandatory, English version is optional. Moderator can edit both versions, as well as to add an English version if it is absent.

Required fields are marked by *.

<table>
<thead>
<tr>
<th>Поле профиля эксперта</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Общая информация</td>
<td>General information</td>
</tr>
<tr>
<td>1 ФИО*</td>
<td>Full name*</td>
</tr>
<tr>
<td>2 Год рождения*</td>
<td>Birth year*</td>
</tr>
<tr>
<td>3 Гражданство*</td>
<td>Nationality*</td>
</tr>
<tr>
<td>4 Место фактического проживания*</td>
<td>Current location*</td>
</tr>
<tr>
<td>5 Контактный телефон</td>
<td>Contact phone</td>
</tr>
<tr>
<td>6 Имейл*</td>
<td>Email*</td>
</tr>
<tr>
<td>7 Текущая или последняя должность*</td>
<td>Current or last position*</td>
</tr>
<tr>
<td>8 Текущая или последняя организация*</td>
<td>Current or last organization*</td>
</tr>
<tr>
<td>9 Владение языками*</td>
<td>Languages spoken*</td>
</tr>
<tr>
<td>10 Фото</td>
<td>Picture</td>
</tr>
<tr>
<td>11 Образование*</td>
<td>Education*</td>
</tr>
<tr>
<td>12 Специализация</td>
<td>Thematic expertise</td>
</tr>
<tr>
<td>13 Области специализации</td>
<td>Area of expertise</td>
</tr>
<tr>
<td>14 2. Специализация (описание предоставляет сам эксперт)*</td>
<td>2. Specific expertise area (expert provides description)*</td>
</tr>
<tr>
<td>15 3. Стаж работы в данном секторе (кол-во лет)*</td>
<td>3. Years of experience in area of expertise*</td>
</tr>
<tr>
<td>16 4. Основные проекты, выполненные в последние годы (включая консультационные услуги)</td>
<td>4. Main projects and consultancies implemented in recent years</td>
</tr>
<tr>
<td>17 5. Разработки или технологии, в создании которых Вы приняли участие и/или используете в своей практике</td>
<td>5. Products, tools or solutions that you took part in developing and/or use in your practice</td>
</tr>
<tr>
<td>18 Добавить еще одну специализацию</td>
<td>Add another area of expertise</td>
</tr>
<tr>
<td>№</td>
<td>Заголовок</td>
</tr>
<tr>
<td>----</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>19</td>
<td>Географическая специализация</td>
</tr>
<tr>
<td>20</td>
<td>Страна, в которой или с которой Вы работали*</td>
</tr>
<tr>
<td>21</td>
<td>Стаж работы в данной стране (кол-во лет)</td>
</tr>
<tr>
<td>22</td>
<td>Добавить еще одну страну</td>
</tr>
<tr>
<td>23</td>
<td>Дополнительная информация</td>
</tr>
<tr>
<td>24</td>
<td>Согласие на обработку данных в соответствии с Федеральным законом от 27.07.2006 N 152-ФЗ &quot;О персональных данных&quot;, Форма согласия прилагается в PDF*</td>
</tr>
<tr>
<td>25</td>
<td>Прикрепить резюме (Word или PDF)</td>
</tr>
<tr>
<td>26</td>
<td>Дополнительная информация</td>
</tr>
</tbody>
</table>
Annex 4. Preliminary results of the UNDP Country Offices survey on demand for Russian expertise

To identify the priority pilot areas for the facilitation of the transfer of Russian expertise the mapping of the demand for Russian expertise included survey of UNDP Country Offices in Armenia, Belarus, Kyrgyzstan, Serbia and Tajikistan. As UNDP Country Offices will collect requests for expertise provision under the Russian Experts on Demand Programme, survey results are especially valuable to provide a snapshot of most in-demand areas as currently perceived by the Country Offices based on their work and interaction with respective governments.

Preliminary results demonstrate that demand for Russian expertise varies from country to country. However, some common in-demand areas include a) trade capacity development and economic integration, b) jobs creation and entrepreneurship capacity strengthening, c) vocational education quality improvement and preparation of skilled cadre. Kyrgyzstan, Armenia and Tajikistan demonstrate high level of demand for Russian expertise, while Belarus and Serbia’s demand for Russian expertise is confined to specific sectors.

Respondents also provided several examples of particular tasks where transfer of Russian expertise would be especially valuable. Examples include creation of the system of multipurpose centers for provision of public and municipal services, civil registration system; emergency monitoring system development including risks modelling by geo-information technologies and remote sensing, administration of medical waste, economic assessment of ecological services, strategic planning based on ecosystem approaches.

Demand for Russian expertise

- 3 – Highly needed
  - 2 – Needed
  - 1 – Rarely needed
  - 0 – no data
Survey format

In your opinion in what areas international expertise would be mostly needed in your country in near future? In what areas Russian expertise would be mostly needed in your country?

<table>
<thead>
<tr>
<th>Area</th>
<th>International expertise</th>
<th>Russian expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Highly needed</td>
<td>Needed</td>
</tr>
<tr>
<td>Jobs creation, entrepreneurship capacity strengthening</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Vocational education quality improvement and preparation of skilled cadre</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Trade capacity development and economic integration</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Social infrastructure development</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Agriculture infrastructure development</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Public administration capacity development, including justice and security systems</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Border management capacity development</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Legal aid service provision and legal awareness raising</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Civil society capacity strengthening and participatory governance</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Health related policies and legislation development</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Disease prevention and health awareness raising</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Health system capacity development</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Conflict prevention and management</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Disaster risk reduction and prevention</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sustainable water management and access to clean drinking water</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Adaptation to climate change</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Energy efficiency, access to sustainable energy, transition to low carbon development</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Renewable energy sources development</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Green economy</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other, please specify</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Annex 5. Series of Seminars Concept Note

Series of Russia-UNDP Partnership Seminars

Russia’s contribution to Sustainable Development Goals implementation

This concept note summarizes the main objectives, the theory of change and the possible topics for a series of seminars that UNDP proposes to organize as part of the knowledge management and capacity building activities related to Russia’s role as donor, and funded by the Russia-UNDP Trust Fund for Development. This is a zero draft for discussion within UNDP and with key Russian stakeholders.

Background and rationale. Russia is one of the fastest growing emerging donors globally, with Russia’s international development assistance (IDA) already producing tangible impact regionally and globally. With the adoption of the Agenda 2030, or the Sustainable Development Goals (SDGs), the global community is looking at ways to integrate them with their national policies, including foreign aid priorities. The process of translating SDGs into a comprehensive policy agenda is far from straightforward, but some steps along the road include building awareness and engaging multiple stakeholders, designing policy development and implementation modalities, tailoring SDGs to national and local contexts, embedding them in policy and planning, fostering policy coherence, elaborating budgeting and monitoring approaches. Many countries, including such donors as the UK, Japan, the Netherlands and Sweden, have started this process with mapping of where their national action plans, policies, and strategies are already aligned with SDGs and identifying steps for their further integration. Finland has already outlined its long-term development assistance priorities for the 2030 Agenda and is in a process of aligning respective policies. The Federal Government of Germany intends to publish its SDG implementation plan in summer 2016. German civil society has taken an active part in its elaboration process.

In this context, the Russian government and UNDP have started discussing practical ways to support synergies between Agenda 2030 and Russian IDA, and the idea of a Series of Seminars was born.

Objective. The main objective of the Series is to provide detailed mapping of Russia’s contribution to the SDGs implementation in developing countries and to facilitate integration of SDGs into Russian IDA planning by facilitating regular multi-stakeholder discussions and sharing of experience.

Theory of Change. The theory of change underpinning the Series takes into account the fact that seminars are to complement and support the ministerial processes on IDA planning in relation to SDGs:

- 1) Seminar is held
- 2) Mapping of Russia’s contribution to an SDG/ set of SDGs is conducted

ACTIVITIES

- 1) Participants have an informed opinion on main challenges in relation to the achievement of an SDG/ SDGs and on Russia’s contribution, including expertise transfer
- 2) Russia’s contribution to SDGs achievement is presented at various international events

OUTPUTS

- 1) Participants have a shared understanding of Russia’s priorities in supporting achievement of an SDG/ SDGs
- 2) Visibility of Russia’s IDA is enhanced

OUTCOMES

Various parallel but related Russian Government processes on IDA planning in relation to SDGs

IMPACT

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8 Implementing the SDGs in the UK. URL: https://www.bond.org.uk/sites/default/files/resource-documents/bringing_the_goals_home._implementing_the_sdgs_in_the_uk.pdf
**Approach.** The seminars will be organized by UNDP jointly with the Ministry of Foreign Affairs of Russia in partnership with the Ministry of Finance, the Ministry of Economic Development and other ministries. The seminars will be structured around specific SDG or a group of related SDGs corresponding to the priority areas of Russia’s IDA. Representatives of Russian ministries, agencies, implementation organizations, partner countries and international organizations will be invited to present on their approaches and activities in supporting achievement of a particular SDG or a group of SDGs in developing countries. Presentations and discussions will focus on:

- Taking stock of Russia’s contribution to the achievement of a particular SDG or a group of related SDGs in developing countries, capturing both bilateral and multilateral flows;
- Updating participants on the main development challenges and latest information related to a specific SDG/SDGs;
- Commencing a dialogue among stakeholders on the priorities of Russia’s IDA in relation to a specific SDG/SDGs and changes associated with moving from MDGs to SDGs;
- Identifying Russian expertise and technology that is or can be transferred in relation to a specific SDG/SDGs, with a view to support such transfer via Knowledge Management and Capacity Building project;

**Expected outputs and follow-up.** An outline of Russia’s contribution to a specific SDG/SDGs implementation will be prepared after each seminar and shared with participants. A synthesis report after a series of seminars will be prepared. It will complement the financial data on Russian ODA with detailed information exemplified by specific cases of Russia’s contribution to the SDGs. This information can be used to present Russian development assistance at various international forums and events.

The mapping exercise can also serve as a basis to support development of country programmes as a part of Russia’s IDA planning and identification of associated indicators.

**Topics.** Tentative list of topics for first round of seminars takes into account priority areas of the Concept of Russia’s State Policy in the Area of IDA and also reflects pilot areas for the Russian Expertise Locator database:

<table>
<thead>
<tr>
<th>SDG</th>
<th>The priority areas of Russian IDA</th>
<th>Institutions that can be invited to present (in addition to MFA, MoF, MED, UNDP)</th>
</tr>
</thead>
</table>
| **Goal 2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture** | Facilitating efforts to ensure food security and agricultural development of the recipient States | • Social and Industrial Foodservice Institute  
• Eurasian Center for Food Security  
• WFP  
• Russia Food Price Crisis Rapid Response Trust Fund for Tajikistan and the Kyrgyz Republic (WB) |
| **Goal 3. Ensure healthy lives and promote well-being for all at all ages** | Strengthening national health and social protection systems, designed, inter alia, to combat the spread of infectious diseases | • Ministry of Health  
• Rospotrebnadzor  
• Federal State Budgetary Institution  
"Scientific Center of Children’s Health"  
• Federal Medical and Biological Agency  
• Russian antiplague research institute  “Microbe”  
• RUSAL (Ebola hospital in Guinea)  
• WHO  
• UNICEF |
| **Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all** | Improving the quality of education, especially primary, and vocational training, as well as their availability for the population in the recipient States | • Ministry of Education and Science  
• Center for International Cooperation in Education Development  
• Skolkovo Moscow School of Management (programme to strengthen system of primary and secondary professional education in the CIS, Asia and the Middle East) |
| Goal 7. Ensure access to affordable, reliable, sustainable and modern energy for all | Providing access of the recipient States' population to essential sources of livelihood, primarily to water and electricity | Ministry of Energy  
Rosatom |
|---|---|---|
| Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable  
Goal 13. Take urgent action to combat climate change and its impacts  
Target 1.5 Build the resilience ... to climate-related extreme events and other economic, social and environmental shocks and disasters | Responding to natural and man-made disasters and other emergencies | EMERCOM  
Ministry of Natural Resources and Environment  
Russian Humanitarian Mission |
Annex 6. Activities to be supported by UNV contribution

Strategic rationale for UNV engagement:
UNV recruits a great diversity of talents and offers a variety of volunteer opportunities in development assistance and in humanitarian and peacekeeping operations. Every year, about 8000 qualified and experienced women and men of around 160 nationalities serve as UN Volunteers in 130 countries. They are professionals who play key roles contributing to peace and making an impact on development results.
At the same time, UNV has historically had a low level of engagement with the Russian Federation. Over the past two decades or so, only 118 Russian UN Volunteers have served with UNV. Currently there are 13 serving Russian UN Volunteers and another 379 on the roster.
At the same time, Russia is an increasingly prominent player in the international development sphere and it is the most influential development partner in Central Asia. There are tangible synergies with UNV’s priority areas—especially in the areas of disaster risk reduction, humanitarian response, knowledge sharing and capacity building. As a source of highly-skilled UN Volunteers Russia also offers promise, for example in such areas of UNV demand as engineering, public health, transport.
Given these factors, UNV’s participation in this project represents an important opportunity to raise UNV’s profile in Russia. UNV will be able to demonstrate that it is able to quickly mobilize highly skilled volunteers to support project implementation. Furthermore, UNV will be able to increase the proportion of Russian citizens on the roster. Finally, by sharing the experiences and knowledge of the Russian UN Volunteers involved in this project, UNV will be able to enrich its knowledge on the contribution of volunteerism to development in Central Asia and elsewhere.

UNV will provide the implementation capacity for the Activity 4, including with regards to broader knowledge creation and management on volunteerism. UNV will coordinate its activities with UNDP to ensure synergies with other project activities. UNDP will assist UNV in local procurement as per Universal Price List.

Activities to be supported by the UNV contribution are:

Support the dissemination of information on UNV and recruitment of qualified Russian volunteers into the roster:
- Identification of the most in-demand thematic areas for Russian volunteers (including for the Russia-UNDP projects in Armenia, Belarus, Kyrgyzstan, Serbia, Tajikistan, Pacific SIDS);
- Analysis of the existing bottlenecks for recruitments of Russian volunteers into the roster.
- Development of the recruitment strategy based on the insights from abovementioned analytical exercises;
- Translation of key UNV materials into Russian, including information resources on how to apply for the UNV roster;
- Survey of the returned Russian volunteers on their experience and its contribution to their professional development to be used in promotion materials;
- Dissemination of information on UNV and application process to target groups identified during the analysis stage;
- Outreach to professional unions or other organizations to partner in dissemination of information among professional community in selected thematic areas;
- Outreach to universities and other educational institutions to partner in dissemination of information on UN Youth Volunteer modality and UN University Volunteer modality;

Support for sharing of experience and mutual learning on best practices to support volunteerism development in the CIS:
- Sharing of experience and mutual learning on legal frameworks in the sphere of volunteering. Modalities might include joint seminars, development of joint policy papers, and creation of a community of practice.
- Sharing the knowledge and research on volunteerism in the region, facilitation of expertise transfer among researchers.
- Analytical and methodological support for the elaboration of a “Concept of facilitating CIS countries cooperation in supporting youth volunteer movement”
- Sharing of Russian experience on institutional support for creation of volunteer infrastructure.
- Sharing experience on selection and training of volunteers for specific purposes. For example, an NGO “Russian Humanitarian Mission” provides training courses for volunteers to be deployed in humanitarian missions. Russia has extremely rich experience on sport volunteers (Universiade in 2013, Sochi Olympics in 2014, upcoming FIFA championship). It can share ‘competence model’ methodology for selection of volunteers and various training courses, as well as experience at setting up the infrastructure for these processes. It might be useful for partner countries, for example, for Kyrgyzstan when hosting World Nomad Games in 2016;
- Facilitation of CIS representatives’ participation in 2018 forum of the International Association for Volunteer Effort (organization of a dedicated session and / or small travel grants for low income and lower-middle income countries in the region). NB: Russia is considered in the final stage of the selection process for a host country of IAVE 2018 forum;

**Support the deployment of Russian volunteers as experts to work on development projects, including the Russia-UNDP projects:**
- Provide support for the inclusion of Russian volunteers into the UNDP projects funded by Russia. The model can be piloted on a number of projects from the following:
  - Comprehensive development of the Naryn Region in Kyrgyzstan, 2014-2016
  - Livelihood Improvement of Rural Population in Nine Districts of Tajikistan, 2014-2017
  - Assisting the Government of the Republic of Belarus in accession to WTO (the fourth phase), 2014-2017
  - Socio-economic development of communities around radioactive sites in Kyrgyzstan, 2015-2016
  - Integrated support to rural development: building resilient communities in Tavush region, Armenia, 2015-2020
  - Capacity building of professionals of the Kyrgyz Republic for organization of the system of cattle identification and tracing in Kyrgyzstan in the framework of participation in the Eurasian Economic Union, 2016-2017
  - Disaster Resilience for Pacific Small Island Developing States
  - Integrated Osh Area-based Development, Kyrgyzstan
  - Integrated Rural Tourism Development, Armenia
  - Aid for Trade: Support to Productive Capacities in the Agro-industrial Sector in Serbia
  - Promotion of employment and self-employment of the population in small and medium-sized towns in the Republic of Belarus
  - Strengthening preparedness and response capacity, Tajikistan
Annex 7. Terms of Reference of key management positions

PROJECT MANAGER

TERMS OF REFERENCE

The Project Manager reports to the Trust Fund Manager under overall supervision of the New Partnerships & Emerging Donors Team Leader.

Overall responsibilities: 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 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.

Specific responsibilities

Overall project management
- Manage the realization of project outputs through activities;
- Provide direction and guidance to project team and consultants;
- Liaise with the UNDP and the Project Board to assure the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Responsible for project administration;
- Liaise with any suppliers;
- May also perform team manager and project support roles.

Running a project
- Plan the activities of the project and monitor progress against the initial quality criteria;
- Mobilize goods and services to initiative activities, including drafting TORs and work specifications;
- Monitor events as determined in the Monitoring and Evaluation plan (section VI of the project document), and update the plan as required;
- Manage requests for the provision of financial resources by UNDP, using advance of funds, direct payments, or reimbursement of expenses under the project using the FACE (Fund Authorization and Certificate of Expenditures);
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Manage and monitor the project risks as initially identified in the project document, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Be responsible for managing issues and requests for change by maintaining an issues log;
- Prepare the annual review report, and submit the report to the Project Board;
- Based on the review, prepare the annual work plan for the following year.

Closing a project
- Coordinate the preparation of final project review reports to be submitted to the Project Board;
- Identify follow-on actions and submit them for consideration to the Project Board;
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries;
- Prepare final CDR/FACE for signature by UNDP;
- Coordinate managing recruitment, contracting and procurement for the project by UNDP respective administrative units.
PARTNERSHIP SUPPORT ANALYST

TERMS OF REFERENCE

The Partnership Support Analyst reports to the Trust Fund Manager under overall supervision of the New Partnerships & Emerging Donors Team Leader.

Overall responsibilities: Partnership Support Analyst supports the implementation of the Partnership Framework Agreement, including in leveraging the knowledge, experience and expertise in development co-operation, promoting a skilled cadre from the Russian Federation in the field of development within UNDP. Partnership Support Analyst focuses on capacity building activities of key stakeholders in the area of development assistance; knowledge transfer and knowledge sharing mechanisms; as well as knowledge management and advocacy around the partnership with Russia.

Specific responsibilities:

- Analytical support to the database Russian Expertise Locator, including completion, verification and maintaining;
- Launching and maintaining the Russian Experts on Demand programme including development of relevant procedures and evaluation of results;
- Organization of seminars on Russia’s contribution to Sustainable Development Goals implementation;
- Preparation of reports, updates under the Partnership and monitoring and evaluations projects’ implementation;
- Support to organizing field missions of representatives of key Russian ministries (Ministry of Foreign Affairs, Ministry of Economic Development and Ministry of Finance) to Armenia, Belorussia, and Tajikistan to assess the progress of projects financed by the Government of the Russian Federation;
- Preparation of an analytical paper, in possible cooperation with Russian think tanks, on transfer of Russian expertise to the CIS countries;
- Promote the exchange of best practices and innovative approaches in knowledge management;
- Preparation of brief reviews and analytical notes on the Russia – UNDP Partnership implementation;
- Ensure that information materials, tools and publications are produced and effectively disseminated through the project’s channels;
- In collaboration with internal and external partners, actively identify and contribute to the project advocacy and outreach.