

## United Nations Development Programme



**Country:** Republic of Belarus

### Country Programme Outcome:

Institution/legal/policy frameworks established to promote and enforce accountability, transparency, and integrity in public service

### Implementing partner:

Ministry of Economy of the Republic of Belarus

The aim of the project is optimize the process of interaction between donors of international technical assistance and governmental bodies of Belarus responsible for coordination and regulation of receipt and usage of international technical assistance in order to increase its effectiveness and to introduce the principles of the Paris Declaration on Aid Effectiveness

**Programme period:** 2006-2010

### Programme component:

Public administration reform and anti-corruption

### Project title:

Assistance in enhancing effectiveness of the international technical cooperation of Belarus on the basis of harmonization of national regulations with donor regulations

### Project ID:

**Project duration:** 2007-2008 (1 year)

**Management arrangement:** National execution

**Budget (US dollars):**

68,000

**Allocated resources:**

UNDP

64,000

UNICEF

2,000

UNHCR

2,000

Agreed by	Name	Title	Signature	Date
Implementing partner	Mr. Nikolai P. Zaichenko	Minister of Economy of the Republic of Belarus	_____	
UNDP	Ms. Cihan Sultanoglu	UNDP Resident Representative in Belarus	_____	
UNICEF	Mr. Branislav Jekic	UNICEF Representative in Belarus	_____	
UNHCR	Mr. Ilija Todorovic	UNHCR Representative in Belarus	_____	



## 1. SITUATION ANALYSIS

Since its appearance in mid 20<sup>th</sup> century, international technical assistance has become a powerful instrument for promoting development. International technical cooperation has become an intrinsic part of global and national development agendas, a mean for human development and for creating necessary prerequisites for human development.

Efforts of the international community to improve this instrument resulted, inter alia, in the adoption of the Paris Declaration on Aid Effectiveness in 2005. According to the Declaration, the assistance provided by donors of international technical assistance should be aligned with national development strategies, institutes and procedures of recipient countries. For this purpose, a number of measures to harmonize national procedures with those of donors are envisaged. As of today, 96 countries have acceded to the Paris Declaration, including three CIS countries (Tajikistan, Kyrgyzstan and Russia). Belarus has not yet joined the Declaration.

At the same time, objectives of international technical cooperation of Belarus are in line with the Paris Declaration in general. For instance, Belarus strives to attract foreign aid for the purposes determined by the national development plans. National policies in the area of technical cooperation are determined in the National Programme of International Technical Cooperation for 2006-2010, which was approved by the Resolution of the Council of Ministers #1644 of 9 December 2006, and are based on the Programme of Social and Economic Development of Belarus for 2006-2010, National Sustainable Development Strategy up to 2020, and other programmes.

Adoption of the President's Ordinance # 460 of 22 October 2003 "On International Technical Assistance Provided to the Republic of Belarus" introduced basic approaches to the regulation of international technical assistance. The procedural aspects of the international technical assistance regulation were further specified by the Resolution of the Council of Ministers #1522 of 21 November 2003, and Resolution of the Ministry of Economy #246 of 26 November 2004 "On Approval of the Order of Registration of projects (programmes) of International Technical Assistance in Belarus, and of Control over their Implementation".

Since the adoption of the President's Ordinance # 460, an extensive experience of receipt and usage of the international technical assistance has been accumulated. That is why there is a need to analyze this experience, to develop a decision to optimize the processes of international technical assistance regulation, and to fully align these processes with the principles of the Paris Declaration on Aid Effectiveness.

Previous UNDP support in this area was provided within the projects "Assistance to the Government of Belarus in Preparing National Programme of International Technical Cooperation", "Support to Social and Economic Development of Belarus in Transition Period", and "Assistance to the Government of Belarus in the Development of the National Sustainable Development Strategy". Within these projects the Government of Belarus was assisted in developing key elements of the national system of management and monitoring of international technical assistance:

- system of coordination of implementation of international technical assistance projects which includes Ministry of Economy, Ministry of Foreign Affairs and coordinating interdepartmental body – Commission on International Technical Cooperation under the Council of Ministers;
- national programmes of international technical cooperation which ensure alignment of foreign aid to the national priorities of social and economic development;
- monitoring system and regularly updated database of programmes and projects of international technical cooperation;
- the order of co-financing of international technical assistance projects.

## **2. STRATEGY**

The main objective of the project is to increase effectiveness of international technical cooperation between Belarus and international donors.

The project is aimed at identifying directions for further improvement of the national system of attracting and usage of the international technical assistance by Belarus to increase its effectiveness, and well as to consolidate efforts of Belarus and of the donor community to coordinate delivery and usage of foreign aid in line with needs of the country.

The project is to:

- analyze the practice of regulation of international technical assistance to Belarus and relevant international experience, and assess the need to improve it to enhance its effectiveness;
- analyze the provisions of the Paris Declaration on Aid Effectiveness and assess feasibility for Belarus to join the Declaration and to achieve its indicators;
- enhance skills and knowledge of the representatives of governmental bodies, local executives, NGOs and other entities involved in development and implementation of international technical assistance projects and programmes;
- develop a system of collection, processing and dissemination of data related to international technical cooperation of Belarus.

The project is fully in line with provisions of the UNDP Country Programme Document for Belarus for 2006-2010, which stipulates that “UNDP will help facilitate the coordination of technical assistance by the Government”. The project is also in line with the National Programme of International Technical Cooperation for 2006-2010, which is to create conditions for attracting external resources to ensure sustainable social and economic development.

The project will be implemented within national execution modality by the Ministry of Economy of Belarus with administrative support from UNDP Office in Belarus and in close interaction with other UN system agencies, in particular UNICEF and UNHCR, governmental bodies, NGOs and other implementers of international technical assistance projects, as well as with international organizations and donors of international technical assistance. Taking into account positive experience of cooperation of UNDP and the Government of Belarus, it is envisaged to fully utilize national potential, international experience and mechanisms of public participation in the process of developing recommendations, attracting additional sources of funding for the project.

### 3. PROJECT RESULTS AND RESOURCES FRAMEWORK

<b>Intended Outcome as stated in the Country/ Regional/ Global Programme Results and Resource Framework:</b> Institution/legal/policy frameworks established to promote and enforce accountability, transparency, and integrity in public service				
<b>Outcome indicators as stated in the Country/ Regional/ Global Programme Results and Resources Framework, including baseline and targets:</b> Partnerships with relevant state institutions				
<b>Applicable MYFF Service Line:</b> Public administration reform and anti-corruption				
<b>Partnership Strategy:</b> The project will be implemented by the Ministry of Economy with administrative support from the UNDP Office in Belarus and in close interaction with governmental bodies, non-governmental organizations and other implementers of international technical assistance projects, as well as with international organizations and donors of international technical assistance				
<b>Project title and ID (ATLAS Award ID):</b> Assistance in enhancing effectiveness of the international technical cooperation of Belarus on the basis of harmonization of national regulations with donor regulations				
<b>Intended Outputs</b>	<b>Output Targets</b>	<b>Indicative Activities</b>	<b>Responsible parties</b>	<b>Inputs (US\$)</b>
<b>Result 1</b>				
Recommendations to improve national regulations of international technical cooperation of Belarus, and to enhance its effectiveness	1.1 Analytical papers and recommendations including, if necessary, proposals on drafting legal acts to amend acting procedures and regulations, have been submitted to the Ministry of Economy and to the Commission on International Technical Cooperation under the Council of Ministers	1.1.1 Carrying out a round table with participation of all interested organizations to discuss practice of regulation of international technical assistance in Belarus, and to identify directions to enhance its effectiveness through harmonization of national procedures with the procedures of donors of international technical assistance	Ministry of Economy, UNDP	500
		1.1.2 Organization of work of experts to prepare recommendations related to the improvements of the national system of regulation of international technical assistance, including the order of exemption of moneys, goods, works and services	Ministry of Economy, UNDP	4,000

		provided within technical assistance projects from taxation and custom duties, and participation of personnel of international technical assistance projects in the national pensions and social security schemes		
		1.1.3 Carrying out a final round table to discuss recommendations related to further improvement of the national system of regulation of international technical assistance	Ministry of Economy, UNDP	500
<b>Sub-total for result 1</b>				<b>5,000</b>
<b>Result 2</b>				
Opportunities for Belarus' accession to Paris Declaration on Aid Effectiveness, as well as to implementation of Declaration's indicators by Belarus are assessed	2.1 Analytical paper and recommendations related to Belarus' accession to Paris Declaration on Aid Effectiveness, and to implementation of Declaration's indicators is submitted to the Ministry of Economy and Ministry of Foreign Affairs	2.1.1 Organization of work of experts to prepare recommendations related to Belarus' accession to Paris Declaration on Aid Effectiveness, and to feasibility of implementation of Declaration's indicators by Belarus	Ministry of Economy, UNDP	4,000
		2.1.2 Workshop to discuss opportunities for Belarus' accession to Paris Declaration on Aid Effectiveness with participation of an OECD expert	Ministry of Economy, UNDP	3,000
<b>Sub-total for result 2</b>				<b>7,000</b>
<b>Result 3</b>				
Skills and knowledge of representatives of governmental bodies, local executive committees, NGOs and other entities involved in development and implementation of international technical assistance	3.1. About 100 representatives of governmental bodies, local executive committees, NGOs and other entities involved in development and implementation of international technical assistance projects have been trained on technical assistance	3.1.1 Carrying out a cycle of training workshops (4 workshops) for representatives of interested representatives of organizations – recipients of international technical assistance on procedures governing implementation of technical assistance	Ministry of Economy, UNDP	2,000

projects and programmes are enhanced	issues, including procedures for preparation and implementation of the projects	projects in Belarus		
	3.2 Representatives of governmental bodies (5-6 persons), responsible for regulation of international technical assistance in Belarus have familiarized themselves with best international practices and experiences, as well as major trends in international technical cooperation improvement	3.2.1 Training and study visits for the national experts as well as government officials responsible for further improvement of the national system of international technical assistance regulation to get familiar with best international practices	Ministry of Economy, UNDP	12,000
	3.3 Three reference booklets and manuals on issues of international technical assistance have been published	3.3.1 Preparation and printing of a reference booklet “International Technical Assistance to Belarus: Questions and Answers”	Ministry of Economy, UNDP	4,200
		3.3.2 Preparation and printing of the report “International Technical Assistance to Belarus: 2002-2006”	Ministry of Economy, UNDP	2,800
		3.3.3 Preparation and printing of a manual on acting donor procedures as regards preparation and implementation of international technical assistance projects	Ministry of Economy, UNDP	3,000
<b>Sub-total for result 3</b>				<b>24,000</b>
<b>Result 4</b>				
Development of a system to compile and process data related to international technical cooperation of Belarus	4.1 A permanently updated database of international technical assistance projects and programmes in Belarus, which is available to external users through Internet, has been created	4.1.1 Development of software for the database on international technical assistance to Belarus, and procurement of necessary hardware (computer, printer, copying machine, scanner)	Ministry of Economy	6,000

		4.1.2 Creation of a web-site on international technical assistance, which includes a database of international technical assistance projects and programmes implemented in Belarus, as well as procurement of necessary equipment (server, computer)	Ministry of Economy	10,000
<b>Sub-total for result 4</b>				<b>16,000</b>
<b>Result 5</b>				
Administration of the project in accordance with the project document and annual and quarterly work plans is ensured	5.1 Project Office functions	5.1.1 Project manager	UNDP	10,000
		5.1.2 Equipment for the project manager (computer, copy machine, fax)	UNDP	5,000
		5.1.3 Running costs and expendables (telephone, stationery, etc)	UNDP	1,000
<b>Sub-total for result 5</b>				<b>16,000</b>
<b>TOTAL</b>				<b>68,000</b>

#### 4. ANNUAL WORK PLAN BUDGET SHEET

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount, US\$
Result 1. Recommendations related to improvement of procedures governing international technical assistance	Round table	X				Ministry of Economy, UNDP	UNDP	72100 Service Contracts – Companies	500
	Work of experts	X	X	X	X	Ministry of Economy, UNDP	UNDP	71300 Local consultants	4,000
	Final round table				X	Ministry of Economy, UNDP	UNDP	72100 Service Contracts – Companies	500
Result 2. Assessment of feasibility for Belarus to join Paris Declaration on Aid Effectiveness	Work of experts	X	X		X	Ministry of Economy, UNDP	UNDP	71300 Local consultants	4,000
	Final workshop			X		Ministry of Economy, UNDP	UNDP	72100 Service Contracts – Companies	1,000
	OECD expert			X		Ministry of Economy, UNDP	UNDP	71600 Travel	2,000
Result 3. Potential of staff of Belarusian organizations to develop and implements international technical assistance projects is increased	Training workshops		X	X	X	Ministry of Economy, UNDP	UNDP	72100 Service Contracts – Companies	2,000
	Study visits	X	X			Ministry of Economy, UNDP	UNDP	71600 Travel	12,000
	Publications		X	X	X	Ministry of Economy, UNDP	UNICEF UNHCR UNDP	74200 Audio-, visual and printing costs	9,800
	UNDP administrative expenses					UNDP	UNICEF UNHCR		200
Result 4. Development of a system to compile and process data related to international technical cooperation of Belarus	Software	X	X			Ministry of Economy, UNDP	UNDP	72100 Service Contracts – Companies	1,000
	Web-site			X	X	Ministry of Economy, UNDP	UNDP	72100 Service Contracts – Companies	1,000
	Hardware	X	X			UNDP	UNDP	72800 Equipment	14,000
Result 5. Project is administered in accordance with the project document	Project manager	X	X	X	X	UNDP	UNDP	71400 Service Contracts, Individuals	10,000
	Office equipment	X				UNDP	UNDP	72800 Equipment and Furniture	5,000
	Miscellaneous	X	X	X	X	UNDP	UNDP	72500 Expendables	1,000
<b>TOTAL</b>									<b>68,000</b>

## **5. MANAGEMENT ARRANGEMENTS**

The project will be implemented in line with the national execution (NEX) modality and in accordance with the “UNDP Programme Manual”. The Ministry of Economy will act as the implementing agency and will appoint a National Project Coordinator. The Ministry of Economy will be responsible for the overall planning, coordination and implementation of the project activities, as well as for the involvement of the project beneficiaries. The National Project Co-ordinator will be in charge of supporting the project objectives and taking the necessary decision within the jurisdiction of the Ministry of Economy.

The main project partners with the project will be the United Nations Children’s Fund, United Nations High Commissioner for Refugees, Ministry of Foreign Affairs, Ministry of Justice, Ministry of Finances, Ministry of Taxes and Dues, State Customs Committee, and Humanitarian Affairs Department of the Presidential Administration. Donors of international technical assistance, governmental and non-governmental organizations, as well as local executives, who have an experience of implementing international technical assistance projects, as well as of humanitarian assistance projects, will be invited to participate in the project. UNDP will be responsible for project personnel recruitment, financial transactions, payments, procurement of goods and services in accordance with UNDP rules and procedures.

The project manager will be responsible for overall implementation of project activities and will be accountable to the Ministry of Economy and UNDP. The project office facility will be provided by the Ministry of Economy. Detailed quarterly work plans will be prepared by the project manager and approved by the Ministry of Economy and UNDP.

## **6. MONITORING AND EVALUATION**

The project manager prepares annual project report, as well as the other necessary documents in accordance with the requirements of the national legislation related to timely reporting on implementation of international technical assistance projects (Resolution of the Council of Ministers #1513 of 26 November 2004 “On Approval of the Order of Registration of Projects (Programmes) of International Technical Assistance in Belarus, and of Control over their Implementation”). The project manager also prepares financial and other reporting on the projects in accordance with UNDP rules and procedures.

## **7. LEGAL CONTEXT**

The project will be implemented in the national execution modality in accordance with the guidelines and recommendations contained in Resolution 47/199 of the UN General Assembly, directed towards greater decentralization of UNDP-funded activities. As a follow-up to the Resolution, letter from the UNDP Administrator of 17 December 1993 authorizes UN/UNDP Resident Representatives to provide direct organizational, administrative and other technical support to national organization implementing project activities. UNDP guidelines UNDP/ADM/93/46 also authorize UN/UNDP Resident Representatives to conduct procurement of equipment, contract local consultants and other technical expertise and undertake other expenditures in accordance with the

project budget, as well as to maintain bookkeeping and financial records of nationally executed activities by analogy with the maintenance of the UN/UNDP Office Administrative Budget.

This project document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Belarus and the United Nations Development Programme, signed by the parties on September 24, 1992.

The UNDP Resident Representative in Minsk, Belarus is authorized to effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- Revision of, or addition to, any of the annexes to the Project Document;
- Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility.

## Appendix 1. Description of UNDP Country Office support services

Upon agreement with the Ministry of Economy of the Republic of Belarus the UNDP country office shall provide the following support services for the projects of technical aid:

<b>Support services</b>	<b>Schedule and procedure for the provision of the support services</b>	<b>Cost to UNDP of providing such support services (where appropriate)</b>	<b>Method of reimbursement of UNDP (where appropriate)</b>
1. General administration: travel arrangements;  pouch incoming and outgoing.	upon request of the project manager as required	According to UPL*  CO Pricelist	Quarterly Implementation Support Services (ISS) charges
2. Finance:  processing of direct payment requests;  certified financial reports	upon request of the project manager  annually	According to UPL  GMS charges in percentage of cost-sharing	Quarterly ISS charges  GMS fee
3. Computer related services:  Internet connectivity  IT consultancy	as requested		In accordance with the methodology of calculating Internet cost, accepted by UNDP office
4. Procurement services	upon request of the project manager	According to UPL	Quarterly ISS charges
5. Programme support:  assistance in personnel selection and issuance of contracts  assistance in project monitoring and evaluation.	upon request of the project manager  in line with the UNDP Office evaluation plan	According to UPL  GMS charges in percentage of cost-sharing	Quarterly ISS charges  GMS fee
6. Service of the UNDP's Communication Officer to visualize the project outputs (conferences, briefings, publications and so on)	In accordance with the CO communications activities	1% of TRAC resources contributed to the project	

\* UPL: UNDP Universal Price List for Country Office Services to UN Agencies and Programmes

ISS: Implementation Support Services

GMS: General Management Support charges in percentage to cost-sharing