

**SECRETARY-GENERAL'S PEACEBUILDING FUND  
PROJECT DOCUMENT TEMPLATE**



**PBF PROJECT DOCUMENT**

(Length : Max. 12 pages plus cover page and annexes)

<b>Country (ies): Kyrgyz Republic</b>	
<b>Project Title: Empowering women and girls affected by migration for inclusive and peaceful community development</b> <b>Project Number from MPTF-O Gateway (if existing project): n/a</b>	
<b>PBF project modality:</b> <input checked="" type="checkbox"/> IRF <input type="checkbox"/> PRF	<b>If funding is disbursed into a national or regional trust fund (instead of into individual recipient agency accounts):</b> <input type="checkbox"/> Country Trust Fund <input type="checkbox"/> Regional Trust Fund <b>Name of Recipient Fund:</b>
<b>List all direct project recipient organizations (starting with Convening Agency), followed type of organization (UN, CSO etc.):</b> IOM, UN Women, ILO (UN)	
<b>List additional implementing partners, Governmental and non-Governmental:</b>  Governmental: State Migration Service, State Agency for Inter-Ethnic Relations and Local Authorities, Ministry of Labour and Social Development, National Parliament, Forum of Women MPs of the Kyrgyz Republic, local self-government authorities in six target municipalities.  Non-Governmental: Women-peacekeepers network, local partner NGOs, Federation of Trade Unions, JIA Business Association, Public Fund "Alliance of Trainers and Consultants" (BDS-ILO-SIYB)	
<b>Expected project commencement date<sup>1</sup>:</b> TBD <b>Project duration in months:<sup>2</sup></b> 18 months <b>Geographic zones (within the country) for project implementation:</b> Osh, Batken and Jalal-Abad oblasts of Kyrgyzstan (Southern regions of Kyrgyzstan)	
<b>Does the project fall under one of the specific PBF priority windows below:</b> <input checked="" type="checkbox"/> Gender promotion initiative <input type="checkbox"/> Youth promotion initiative <input type="checkbox"/> Transition from UN or regional peacekeeping or special political missions <input type="checkbox"/> Cross-border or regional project	

<sup>1</sup> Note: actual commencement date will be the date of first funds transfer.

<sup>2</sup> Maximum project duration for IRF projects is 18 months, for PRF projects – 36 months.

<p><b>Total PBF approved project budget* (by recipient organization):</b>  IOM: \$ 500,000  UN Women: \$ 500,000  ILO: \$ 450,000  Total: \$1,450,000</p> <p><i>*The overall approved budget and the release of the second and any subsequent tranche are conditional and subject to PBSO's approval and subject to availability of funds in the PBF account. For payment of second and subsequent tranches the Coordinating agency needs to demonstrate expenditure/commitment of at least 75% of the previous tranche and provision of any PBF reports due in the period elapsed.</i></p> <p>Any other existing funding for the project (amount and source): n/a</p>		
<p><b>PBF 1<sup>st</sup> tranche (65%):</b>  IOM: \$ 325,000  UN Women: \$ 325,000  ILO: \$292,500  Total: <b>\$942,500</b></p>	<p><b>PBF 2<sup>nd</sup> tranche* (35%):</b>  IOM: \$ 175,000  UN Women: \$ 175,000  ILO: \$ 157,500  Total: <b>\$507,500</b></p>	<p><b>PBF 3<sup>rd</sup> tranche* ( _ %):</b>  XXXX: \$ XXXXXX  XXXX: \$ XXXXXX  XXXX: \$ XXXXXX  Total:</p>
<p><b>Two-three sentences with a brief project description and succinct explanation of how the project is time sensitive, catalytic and risk-tolerant/ innovative:</b></p> <p>This joint project proposes a comprehensive approach to promote an enabling community and policy environment conducive to women and girls' empowerment and their active engagement in peacebuilding and inclusive community development in communities affected by migration and prone to conflict in the Kyrgyz Republic, and particularly in the Southern regions of Kyrgyzstan.</p> <p>The project will contribute to the empowerment of women and girls most vulnerable to migration, by improving their participation in peacebuilding and inclusive community development, enhancing their access to socio-economic opportunities and building capacities-of women and girls. The target groups include: 1) girls and women vulnerable to forced migration (unemployed, divorced women and girls vulnerable to forced migration/potential future migrants); 2) returning migrant women and girls (who may be potentially forced to re-migrate).</p> <p>As the vulnerabilities created by the migration of Kyrgyz women and girls are in most occasions a consequence of harmful gender norms shaped in society which eventually contribute to the decrease of women's agency in community development, the proposed project will be crucial and catalytic to undertake actions towards changing community attitude by promoting positive norms in support of women empowerment and recognition of women migrants' role in peaceful community development. The project will not only target migrant women and girls, but also men and boys as well as relevant community members in target locations.</p> <p>As the unique initiative led by the UN in Kyrgyzstan that specifically aims at addressing the challenges of women and girls migrants in peacebuilding and community development, the proposed joint project will be catalytic as it will contribute to introducing gender considerations in peacebuilding processes that involve a migration dimension at policy and legislative levels in the country, in particular through the localization of the Women, Peace and Security (WPS) agenda, identifying positive practices and their replication showcasing the recognition of women migrants' contribution to community development as well as enhancing economic opportunities for women migrants using innovative techniques.</p>		

The project is fully supported by the Kyrgyz authorities as it aims to accelerate the implementation of the 2017-2020 Peacebuilding Priority Plan (PPP) while addressing the outcomes of the review of the National Action Plan (NAP) on UNSCR1325 implementation, that was conducted in 2018. As such, this project will address identified critical gaps in the peacebuilding process in the Kyrgyz Republic by tackling conflict risks related to the lack of inclusion and economic opportunities for a particularly vulnerable group of women migrants in Kyrgyzstan, otherwise qualified as economic violence against women.

The project was designed to mitigate and tolerate the risks of potential pushback from policymakers and community members who are resistant to accept changes and positive gender norms, through innovative tools and methods to engage with community members, particularly men and boys, such as the GALS (Gender Action Learning System) methodology.

**Summarize the in-country project consultation and endorsement process prior to submission to PBSO, including through any PBF Steering Committee where it exists, including whether civil society and target communities were consulted and how:**

The proposal was conceptualized following a participatory approach, through a series of consultations at the national and local levels. As such, the RUNOs have conducted the following consultations:

- Two consultation meetings involving Forum of Women MPs, State Agency on Local Self-Governments and Interethnic Relations, State Migration Service, local government representatives and local NGOs working towards gender equality and women empowerment, peacebuilding, migration and employment
- One consultation meeting with the Federation of Trade Unions, JIA Business Association, Public Fund “Alliance of Trainers and Consultants” (BDS-ILO-SIYB)
- One consultation meeting with a representative of the Office of the President
- Four consultations with a group of 15 women migrants (from southern regions of Kyrgyzstan, who have migration experience, aged between 19-35), including women migrants returning to their communities of origin in the south of Kyrgyzstan

During the project development, RUNOs have consulted with representatives of Department of civil development, religious and ethnic policies (co-chair of Joint Steering Committee) on project idea, project outcomes and possible target beneficiaries and localities. As a result, it was advised to strengthen project’s coherence with National Development Strategy 2040 and recommendations regarding migration policy development.

In addition to these meetings with key stakeholders and target population, when elaborating the joint proposal, IOM, UN Women and ILO took into consideration the results of the 2016 *UN-led nationwide Gender in Society Perception Study on women and labor migration* (GSPS) with over 350 respondents (27 focus group discussions, 35 in-depth interviews, 18 case-studies, 88 interviews with women migrants, their families and community members) to ensure that the proposed joint intervention is fully aligned and will address the main recommendations of the GSPS Study, related to the (i) provision of greater state support and advice to potential migrant workers and returnees to ensure they know their rights and can access services including health care, social insurance, civil documentation (such as birth registration) and legal aid; (ii) awareness-raising campaigns on the feminization of migration and the positive contributions that migration can make to the development-rights nexus to address popular negative perceptions of women working abroad; and (iii) support for mentoring schemes and networks

between successful women migrants and women who are considering working abroad; support women's self-help groups to be able to claim their rights and improve their access to empowerment opportunities.

Overall, the national consultations and the review of the GSPS Study have contributed to the conflict analysis and helped to identify challenges and needs to be addressed in Kyrgyzstan:

- There is a lack of institutional capacity to tackle migration related issues targeting women and girls, and a poor alignment of migration national policies to peace and conflict prevention.
- Women migrants are increasingly advocating for their rights while voicing the challenges they face during and post migration, including stigma from families and communities; women migrants pledge for a better recognition from both the authorities and the society, for their sacrifices and contribution, including through remittances.
- While the Kyrgyz government recognizes the issues related to migration among women and girls, including returning women migrants, and the challenges of harmful gender norms in the community, there is a lack of understanding of the role and contribution that women and girls can bring to peacebuilding and community development.
- The coordination between state bodies, local authorities and communities on the field of gender, migration and peacebuilding is minimal. There is no government agency coordination mechanism to register and provide assistance to returning migrants, including women and girls, and there is no state program to ensure their sustainable reintegration on community level.
- Community awareness on the current WPS agenda, globally and at the national level is limited. Conflict risks include tension between home communities and returning migrants, including women and girls, over scarce resources and frustration with lack of prospects; which in turn can undermine the peacebuilding efforts in the country.

**Project Gender Marker score: 3<sup>3</sup>**

Specify % and \$ of total project budget allocated to activities in direct pursuit of gender equality and women's empowerment:

80% \$1,158,062.15 of the total budget

**Project Risk Marker score: 1<sup>4</sup>**

**Select PBF Focus Areas** which best summarizes the focus of the project (*select ONLY one*):  
(2.3) Conflict prevention/management<sup>5</sup>

<sup>3</sup> **Score 3** for projects that have gender equality as a principal objective and allocate at least 80% of the total project budget to Gender Equality and Women's Empowerment (GEWE)

**Score 2** for projects that have gender equality as a significant objective and allocate at least 30% of the total project budget to GEWE

**Score 1** for projects that contribute in some way to gender equality, but not significantly (less than 30% of the total budget for GEWE)

<sup>4</sup> **Risk marker 0** = low risk to achieving outcomes

**Risk marker 1** = medium risk to achieving outcomes

**Risk marker 2** = high risk to achieving outcomes

<sup>5</sup> **PBF Focus Areas** are:

(1.1) SSR, (1.2) Rule of Law; (1.3) DDR; (1.4) Political Dialogue;

(2.1) National reconciliation; (2.2) Democratic Governance; (2.3) Conflict prevention/management;

(3.1) Employment; (3.2) Equitable access to social services

(4.1) Strengthening of essential national state capacity; (4.2) extension of state authority/local administration; (4.3) Governance of peacebuilding resources (including PBF Secretariats)

If applicable, **UNDAF outcome(s)** to which the project contributes:

- Outcome 2: By 2022, institutions at all levels are more accountable and inclusive ensuring justice, human rights, gender equality and sustainable peace for all

If applicable, **Sustainable Development Goal** to which the project contributes:

- SDG 5. Achieve gender equality and empower all women and girls
- SDG 8. Decent job and economic growth
- SDG 10. Reduce inequality within and among countries
- SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective accountable and inclusive institutions at all levels

If applicable, **National Strategic Goal** to which the project contributes:

3.1 Efficient and fair state for every citizen

3.4 Development of self-government

3.5 Secure country

**Type of submission:**

☒ **New project**

☐ **Project amendment**

**If it is a project amendment, select all changes that apply and provide a brief justification:**

**Extension of duration:** ☐ Additional duration in months (number of months and new end date):

**Change of project outcome/ scope:** ☐

**Change of budget allocation between outcomes or budget categories of more than 15%:** ☐

**Additional PBF budget:** ☐ Additional amount by recipient organization: USD XXXXX

**Brief justification for amendment:**

*Note: If this is an amendment, show any changes to the project document in RED colour or in*

*TRACKED CHANGES, ensuring a new result framework and budget tables are included with clearly visible changes. Any parts of the document which are not affected, should remain the same. New project signatures are required.*

## PROJECT SIGNATURES:

<p><b>Recipient Organization(s)<sup>6</sup></b></p> <p><i>Name of Representative</i>  <b>Ms. Bermet Moldobaeva</b></p> <p><i>Signature</i> </p> <p><i>Name of Agency</i>  <b>IOM</b></p> <p><i>Date &amp; Seal</i>  <b>September 20, 2019</b></p> <p></p> <p><i>Name of Representative</i>  <b>Ms. Ulziisuren JAMSAKH</b></p> <p><i>Signature</i> </p> <p><i>Name of Agency</i>  <b>UN Women</b></p> <p><i>Date &amp; Seal</i>  <b>September 20, 2019</b></p> <p></p> <p><i>Name of Representative</i>  <b>Ms. Olga Koulaeva</b></p> <p><i>Signature</i> </p> <p><i>Name of Agency</i>  <b>ILO</b></p> <p><i>Date &amp; Seal</i>  <b>September 20, 2019</b></p> <p></p>	<p><b>Representative of National Authorities</b></p> <p><i>Name of Government Counterpart</i>  <b>Mr. Bolotbek Ibraimzhanov, State Migration Service under the Government of the Kyrgyz Republic</b></p> <p><i>Signature</i> </p> <p><i>Title</i>  <b>Chairman of State Migration Service under the Government of the Kyrgyz Republic</b></p> <p><i>Date &amp; Seal</i>  <b>September 20, 2019</b></p>
<p><b>Head of UN Country Team</b></p> <p><i>Name of Representative</i>  <b>Ms. Louise Chamberlain</b></p> <p><i>Signature</i> </p> <p><i>Title</i>  <b>a.i. UN Kyrgyzstan Resident Coordinator</b></p> <p><i>Date &amp; Seal</i>  <b>September 20, 2019</b></p> <p></p>	<p><b>Peacebuilding Support Office (PBSO)</b></p> <p><i>Name of Representative</i>  <b>Mr. Oscar Fernandez-Taranco</b></p> <p><i>Signature</i>  <b>Assistant Secretary-General, Peacebuilding Support Office</b></p> <p><i>Date &amp; Seal</i></p>

<sup>6</sup> Please include a separate signature block for each direct recipient organization under this project.

## I. Peacebuilding Context and Rationale for PBF support (4 pages max)

- a) A brief summary of **conflict analysis findings** as they relate to this project, focusing on the driving factors of tensions/conflict that the project aims to address and an analysis of the main actors/ stakeholders that have an impact on or are impacted by the driving factors, which the project will aim to engage. This analysis must be gender- and age-sensitive.

According to the Conflict and Peace Analysis (CPA, 2019), 59.6% of all labour migrants from Kyrgyzstan (approximately 476,800) are women. Most of them come from less privileged social backgrounds and originate from Southern regions of Kyrgyzstan. The main drivers of migration among women and men are the same: poverty, unemployment and community tensions over resources, power etc. However, women become more vulnerable to be forced by their families to migrate constituting the main driver of women's migration.

The dynamics of migration in and out of an area where dynamics of exclusion and marginalization prevail creates particular vulnerabilities for two specific groups of women and girls affected by migration: a) girls who have less control over the decision to migrate than men – are often forced to migrate by their families; and b) women returning from migration back to the communities of origin as a result of divorce or family break-up who later become victims of post-divorce stigmatization from family members and are forced by them to re-migrate.<sup>6</sup>

Women and girls are forced to migrate by families to work abroad as they are seen as more patient, hardworking and willing to sacrifice for the family. Families perceive migration for their families as a solution of last resort, a family-level coping mechanism, which women and girls resort to out of economic and financial necessity, rather than expression of their fully free and independent will. Families also perceive migration for their daughters as the only pathway to escape from gendered risks and vulnerabilities at home such as kidnapping for the purpose of forced marriage or post-divorce stigmatization, not considering any other options including employment opportunities at the local level.<sup>7</sup> As a result, girls and women forced to migrate face a highly uncertain future during migration or face risks of becoming victims of potential conflict or violence if they stay. Women, those returning from labor migration due to divorce or other reasons, become stigmatized in their communities for so called “immoral behavior” and psychologically and economically isolated in households where they resided. Consequently, the desire of families to avoid stigma and social isolation forces women to ‘settle’ in the country of destination for permanent residence. In other words, the reasons which give rise to the migration of women and girls from their communities turn into causes for their systematic exclusion upon their return back home.

Forced migration of women and girls<sup>8</sup> has a clear link to the level of gender-based discrimination and violence towards women, thus the increase of forced migration is observed in southern regions of Kyrgyzstan where traditional patriarchal views on women's role dominate as well as conflict tensions lead to gender-based violence. Both at the community and family levels, women's role is often limited to obedient wife, housemaker or caring mother, women are considered the property of male family members – with young women and girls at risk of kidnapping for the purpose of marriage or being burdened with disproportionate chores in their households. Women's opinions on public matters are generally valued less, with men taking responsibility for decision-making and community leadership roles.<sup>9</sup> These harmful gender norms

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<sup>6</sup> GSPS Report (2016): Chapter for Women and Labour Migration

<sup>7</sup> *ibid.*

<sup>8</sup> GSPS Report (2016): Chapter for Women and Labour Migration, page 24

<sup>9</sup> GSPS Report (2016), *op. cit.*



are being imposed on women and girls affected by migration as well. Thus, because of entrenched gender roles and perceptions in society of what women can do, women migrants are limited in decision making and access to resources throughout the whole migration circle. First, girls and women are forced to migrate to support livelihood of their families. Unprepared and uneducated for migration, girls become more vulnerable for exploitation and trafficking during migration who are obliged to send most of their income to support families and households back in the country of origin. Many studies confirm women are not allowed to decide how to spend their remittances, this decision to be made by family members, particularly by male one, which means that women-migrants do not gain an ownership over their earning during migration. Upon return from migration, women and girls do not receive recognition for their hard-earned money from families either. Even though the government and migrant communities recognize the importance of remittances as crucial source of income for the families and development of the country,<sup>10</sup> women migrants, who make up majority of labor migrants, are still not recognized for their contribution even after the remittances gender gap has been closed. Similarly, communities do not recognize women's ability and rights to participate in decision-making and conflict resolution efforts. Eventually, lacking in decision-making, gaining no recognition from family members and community, stigmatized and eventually forced to leave back to the country of destination, women migrants and girls forced to migrate seem to be completely removed from community life.

Despite the disproportionate effects that violence, exclusion and migration have on women, exacerbated by harmful gender norms in the community, unfavorable attitudes of community to recognition of women's rights, other obstacles to women's full participation in community development and conflict prevention initiatives, economic barriers (low differential access/control of financial resources), gendered poverty caused by inequitable division of labour between men and women and community discord, there is a lack of understanding of the gendered drivers of conflict and the importance of women's participation in community life in Kyrgyzstan.

Gender-based discrimination of women and girls resulting in increased migration outflows can exacerbate conflicts at the community level. According to CPA (2019), there is a strong correlation between increased migration outflows and spread of conflicts in communities. Communities with increased migration outflows became more prone to conflicts due to social disbalance characterized by youth and women outflow in communities affected by migration leads to non-inclusive decision making, pervasive marginalization or underrepresented groups, non-representative power structures and increased incidents of discriminatory practices which can give a rise to community tensions and inter-community conflict citing the examples of multi-ethnic communities in Osh and Jalal-Abad or cross-border communities in Batken.

Such communities characterized by lack of women's inclusion in conflict prevention due to increased migration outflows among women and girls, and unequal distribution of power and economic resources towards male domination are more vulnerable to conflicts over and further escalation of community tensions since women can act as engines of peace during in conflict resolution as well as prevent conflicts. As an example, during the tensions that broke out in March 2019 along the border between Kyrgyzstan and Tajikistan leaving two dead and causing large scale displacement, activists and women from the affected communities reported that women were generally not informed about the situation and were excluded from peace negotiations. On the other hand, conflict risks include tensions between home communities and returning migrants, including women and girls over scarce of resources and frustration with lack of prospects can also undermine peacebuilding efforts in the country.

Given the country's multiple political and economic challenges, the significant impact of women's leadership and participation in ensuring sustainable peacebuilding and conflict

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<sup>10</sup> GSPS Report (2016), op. cit.



prevention and resolution has been proven by the review of the NAP on UNSCR 1325 implementation (2018) and serves as an engine of peace.

Overall, Kyrgyzstan has made impressive progress in peacebuilding and the country has a strong normative base for greater attention paid to women's rights and women's activism in peacebuilding by adopting the 2017-2020 Peacebuilding Priority Plan (PPP) with gender lense and launching a National Action Plan (NAP) on the implementation of UNSCR 1325 for 2018-2020. However, at the community level, the implementation of the national legislation on gender equality is weak due to deeply entrenched patriarchal norms, gender stereotypes and lack of rule of law. Gender-based discrimination and violence affect women's participation in political, economic and social life which results in decrease of women's participation in decision making at national and local levels. This manifested in the percentage of female members in local councils which has backslid to 10% in 2016, a historical low comparing to figures in 1998 (37%).

Given the fact that feminization of migration has grown rapidly for the past 5 years, the project is aimed to work on different levels including a) community level by working with community members to change public perception and social norms to build community environment conducive to women migrants' engagement in peacebuilding b) policy level to introduce gender responsive policies to recognize the role of women migrants and their contributions and c) women and girls migrants to be empowered to participate in community development, decision-making and peacebuilding initiatives on the local level.

The underpinning logic of the project is based on the consideration that forced migration of women and girls<sup>11</sup> constitute a destabilizing factor to the social cohesion and visible barrier to women's engagement in peacebuilding of the country as whole.

- b) A brief description of how the project aligns with/ supports **existing** Governmental and UN **strategic frameworks**, how it ensures **national ownership** and how the project builds on any previous phase of PBF support and/or any **concrete lessons learned**.

This project supports the implementation of the *NAP on UN SCR 1325*, facilitated by the Roadmap of the Forum of Women Parliamentarians of the Kyrgyz Republic on WPS with an effort to localize WPS agenda. The rate of migration from conflict-affected territories are higher than national average. Although, labour migration is partly considered as conflict mitigating factor, women labour migrants (59.6% of all migrants) (UN, 2015), are sometimes described as being particularly vulnerable to discrimination and radicalization.

In line with the *2017-2020 Peacebuilding Priority Plan (PPP)*, this project addresses a critical gap in the peacebuilding process in the Kyrgyz Republic by tackling conflict risks related to lack of economic opportunities for women in Kyrgyzstan, otherwise qualified as economic violence against women.

The project addresses the *UNDAF 2018-2022 Priority II (Good governance and the rule of law)*, where the UN system strengthens Government efforts to prevent conflicts, crime, and violence and create conditions for a peaceful society, including through a stronger, more cohesive response to structural factors, including migration with women migrants among the key target groups (experiencing social exclusion, lack of recognition, and lack of trust in their community networks).

The project will foster collaboration between state and non-state bodies in CVE in line with the draft *National Programme on Countering Extremism and Terrorism (NAP on CVE) 2017-2022*, which calls for strengthening the prevention activities with target groups, largely through the existing partnership with diasporas, including labour migrants and diasporas.

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<sup>11</sup> GSPS Report (2016): Chapter for Women and Labour Migration, page 24

The project will facilitate the process of development of the National Migration Policy in socially inclusive and gender-sensitive way in line with the *National Strategy on Sustainable Development's* appeal for full and meaningful participation of women at decision-making processes in political, economic and social life; as well as enhancing support to labor migrants within its social development priority area.

This project will contribute to bridging the gap between the Kyrgyz government's stated policy objectives on the elimination of gender inequality (through its *National Strategy for Gender Equality 2012-2020*). Specifically, the project is aligned to the National Action Plan on Gender Equality (NAP on GE) 2018-2020 (enabling environment for decent work) to contribute to Women Economic Empowerment priority area.

- c) A **summary of existing interventions** in the proposal's sector by filling out the table below.

Project name (duration)	Donor and budget	Project focus	Difference from/ complementarity to current proposal
Dignity and Rights Project (IOM, 2018-2019)	USAID, \$200,000	Women empowerment program within PVE component	Targets women vulnerable to radicalization in communities affected by migration.
Inclusive Governance and Justice System for Preventing Violent Extremism (2018-2020)	PBF \$3,089,265	Rule of law, gender-sensitive and human rights compliant mechanisms in PVE	The project works with LSGs on socio-inclusive and gender sensitive approaches in planning and budgeting on social norm change with media
Across Generation and Gender Borders - Communities Combatting Gender-Based Violence in Kyrgyzstan (2018-2020)	EIDHR \$ 1,004,246	Reduction of gender-based violence in the target communities, with focus on non-consensual marriage practices, by addressing patriarchal social norms.	The project's focus is on gender stereotypes and harmful practices leading to violence against women and girls.
From the Crisis towards Decent and Safe Jobs in Kyrgyzstan and Tajikistan (Phase II/ILO 2014-2019)	Finland \$1500,000	Gender Aspects of Social Protection based on ILO Conventions No 103 on Maternity Protection, No 156 on Workers with Family Responsibilities, and No 183 on Maternity Protection	Interventions are focused on Assessment based National Dialog on Social Protection Floors to strengthen National Social Policy.
Joint Programme on: Accelerating Progress Towards the Economic Empowerment of Rural Women (Phase 2) (2018-2019)	MPTF (Sweden/ Norway) \$260,000	Support to poor rural women to increase income, improve livelihoods and food security through enhanced agricultural productivity, as well as promotion of a more gender responsive policy environment in the country.	The project works on rural women's economic empowerment.

## II. Project content, strategic justification and implementation strategy (4 pages max Plus Results Framework Annex)

- a) A brief **description of the project content** – in a nutshell, what are the main results the project is trying to achieve, the implementation strategy, and how it addresses the conflict causes or factors outlined in Section I (must be gender- and age- sensitive).

This project proposes a comprehensive approach to creating a conducive environment for women migrants' empowerment in communities affected by migration and prone to conflict, their safe return to their communities from migration and their engagement in community life and peacebuilding processes both at the institutional and community levels. It introduces innovative, social and behavior change methodologies to create an enabling environment for women to be involved in economic initiatives, to have more informed choices and to reach their potential as peacebuilders and leaders in their communities. It will facilitate the local positive social practice

to empower women migrants, played by the various forms of interaction based at the community level and social integration that possibly previously occurred in the communities involved.

Project will work both at the institutional and community levels by collaborating with key stakeholders, including State Migration Service to promote gender-sensitive state migration policy, the Forum of Women MPs, responsible ministries and agencies for implementation of the NAPs on Gender Equality and the UNSR 1325, LSGs, CSOs and community leaders and women and girls affected by migration.

Prevalence of harmful gender norms and attitudes towards women in communities resulted in the growing tendency of forced migration, which, in turn, negatively affected women's participation in community development. As the feminization of migration is quite a recently shaped gender pattern, it is important to take actions to promote positive image of women migrants by engaging positive deviants in communities to change public perceptions and social norms that eventually will contribute to building inclusive community environment conducive to women's agency.

The key premise of the project is that a 'forced migration of women and girls' is a significant violation of human rights because migration should be voluntary and informed. The harmful gender norms and attitude of the community towards women's rights and contribution to community development is a destabilizing factor of the social cohesion and visible barrier to women's engagement in peacebuilding of the country as whole.

To reinforce the women and girls migrants' role in peacebuilding, the project will focus on empowerment of women migrants through promoting positive gender norms towards recognition of women's contribution to community development, strengthening their agency in decision-making and supporting women's activism in economic activities. The project will also increase recognition of their contributions and strengthening their agency in promoting new women-led economic activities.

- b) Provide a **project-level 'theory of change'** – i.e. explain the type of change envisaged by the project and how do you expect the project interventions to lead to results and why have these interventions been selected. What are the assumptions that the theory is based on?

*(Note: Change may happen through various and diverse approaches, i.e. social cohesion may be fostered through dialogue or employment opportunities or joint management of infrastructure. The selection of which approach should depend on context-specific factors. What basic assumptions about how change will occur have driven your choice of programming approach?)*

**Development project goal:** The project aims to make a tangible contribution to peacebuilding in Southern regions of Kyrgyzstan by promoting the full recognition of the role of women and girls migrants in inclusive community development and peacebuilding.

**IF** communities affected by migration and risks of violence positively perceive the role of women and girls to participate in community development and peacebuilding;

**IF** women and girls living in communities affected by migration are empowered and equipped with knowledge and skills to protect their political, economic and civic rights, and provided with access to resources, decent work and sustainable livelihood opportunities and **IF** women and girls returning to their home communities are provided with opportunities for better inclusion and livelihoods;

**IF** national and local authorities are equipped to apply socially inclusive approaches in policymaking and implement gender-responsive peacebuilding at the local level in target communities;

**THEN** women and girls in communities that are affected by migration and risk of violence can meaningfully be included in the political, economic and social life of their societies, take part in inclusive community development and peacebuilding, which will help mitigate the challenges for women and girls at highest risk

**BECAUSE** community members will break down/change existing harmful gender norms and recognize girls and women's role in community development and peacebuilding;

**BECAUSE** national and local authorities will better understand challenges that migrant women and girls face and the role and contributions that migrant women and girls can have in the peacebuilding process;

**BECAUSE** national and local authorities will be more inclined and able to design and implement national policies and legislation that are more inclusive and gender-sensitive;

**BECAUSE** women and girls will be economically and socially empowered and have agency/be enabled to make informed decisions and participate in decision-making at community level.

- c) **Project result framework**, outlining all project outcomes, outputs, activities with indicators of progress, baselines and targets (must be gender- and age- sensitive). Use **Annex B**; no need to provide additional narrative here.

***Outcome 1: Target communities recognize and support women and girls' role and contribution to peacebuilding and community development.***

This outcome will facilitate the knowledge sharing to light the local positive social practice to empower women migrants and positive perception within the target communities and wider networks about the role of women and girls affected by migration to participate in community development and peacebuilding, and show how gender relations change over the time.

*Output 1.1. Target communities have access to accurate information and knowledge on the role of women and girls in peacebuilding.* The first step in ensuring women's inclusion and empowerment in target communities is to ensure the potential and positive contributions of women as change agents are recognized by their communities. To address the gap in gendered analysis and research linked to peacebuilding highlighted in the context analysis, the project will start by conducting an assessment to identify existing attitudes towards women migrants and their role in community development and peacebuilding. Through this output, public information campaigns and outreach activities will be conducted to demonstrate the positive potential and contribution of women and girls migrants to community development and peacebuilding.

*Output 1.2. Target communities increase awareness on harmful attitudes and practices of gender norms towards women and girls in migrant communities.*

In order to foster a positive change in attitude within the target communities related to gender equality and women's empowerment, the project will include activities to identify and engage positive gender norm holders in target communities and implement GALS<sup>12</sup> in pilot communities to address harmful gender norms and attitudes towards women and girls affected by migration, which envisages working with men and boys, as well as other family and community members.

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<sup>12</sup> GALS is a community-led empowerment methodology geared towards motivating people to participate; strengthening gender relations; promoting skills for participatory and collaborative interaction; effective listening and leadership skills; cooperation between women and men; and strategic thinking and planning. The main overarching goal of GALS is to promote a sustainable gender equality movement, not just by building theoretical diagrams or utilising different teaching methods, but rather through a more participatory approach where ownership lies in the hands of the participants. The methodology is aimed at generating open discussions in society around gender, in order for all people to equally recognize that they must make major gender related changes in their country to ensure equal treatment and conditions for men and women

***Outcome 2. Women and girls in communities affected by migration are empowered politically, economically and socially to protect their rights and participate in peaceful community development.***

This Outcome will ensure women and girls affected by migration in target communities are equipped with knowledge and skills to effectively advocate for their basic rights and have an improved access to economic opportunities to strengthen their financial capabilities through specific skills development scheme. Being involved in self-help groups will create and reinforce new positive values in gender relations. This will enhance meaningful participation of women and girls affected by migration in the community development and peacebuilding.

*Output 2.1. Women and girls in target communities are equipped with knowledge and skills to effectively advocate for their rights.*

In order to empower and capacitate women and girls migrants, this output will focus on awareness raising and skill development for targeted groups of women and girls, by organizing self-help groups for women and girls, conducting thematic trainings to strengthen their capacities, and awareness-raising campaigns on gender equality and organize joint peacebuilding initiative in support of Local Action Plans (LAPs).

*Output 2.2. Women and girls in migrant communities have an improved access to economic (employment and self-employment) opportunities.*

The output will address exclusionary dynamics through conducting a participatory gap analysis and then adapting and contextualizing ILO tools such as Gender and Entrepreneurship Together (GET Ahead), and Do-Not-Harm approach and complement it with information on business continuity management in the event of shocks, including violence

*Output 2.3. Women and girls have strengthened their financial capabilities and have access to gender-sensitive financial products.*

This output will address the lack of gender-sensitive financial products for women migrants and will enhance capacity of women migrants by providing them necessary financial literacy through conducting gender-based assessment to assess financial services available to women in targeted communities; strengthening capacities of financial service providers to offer adapted gender sensitive financial products to women, adapting ILO training material on financial education to the needs of women migrants and conducting a training of trainers (ToT) on financial education.

*Output 2.4. Skills development scheme for women designed and implemented.* Through this output, the project will empower women migrants to start their own small economic opportunities and to actively contribute to the community development. This will include mapping of skills providers and identifying skills for women starting their micro/small enterprises/access to VCD opportunities in the targeted communities and conducting skills trainings for women to promote successful business start-up and facilitate women access to VCD opportunities.

***Outcome 3. National and local authorities apply socially inclusive approaches in policy making and implement gender-responsive peacebuilding at the local level in communities affected by migration.***

This Outcome will ensure key national and local processes and mechanisms are conducive to participation of women and girls affected by migration in peacebuilding and community development. Specific focus will be on drafting gender-responsive state migration policy, which will be aligned to respective national strategies around peacebuilding and GEWE.

*Output 3.1. A draft gender-responsive state migration policy is produced.*

This output will address lack of recognition of women migrants' contribution to the community and country development as most part of remittances coming to Kyrgyzstan are transferred by women migrants as well as the need to make migration policy gender sensitive and responsive through supporting the development of a draft gender-responsive state migration policy in line with e-listing national peacebuilding policies and plans, organizing workshops for national and

local authorities on migration issues, gender-responsive peacebuilding and socially inclusive approaches in community development etc.

*Output 3.2. Local authorities in pilot communities affected by migration and prone to conflict are able to develop and implement Local Action Plans (LAPs) on gender-responsive peacebuilding in line with NAP 1325.*

In order to address the needs of women and girls on a level of local authorities in pilot communities and their participation in community peacebuilding, the project will organize local security councils to localize WPS agenda in pilot communities, develop roadmaps on the implementation of LAPs, develop policy recommendations to inform NAP on UNSCR 1325 based on outcomes of community engagement on behavior and social norm change etc.

- d) **Project targeting and sequencing strategy** – provide justification for geographic zones, criteria for beneficiary selection, expected number and type of beneficiaries and justification, timing among various activities, any measures to ensure coherence and connection between outcomes, and any other information on implementation approach (must be gender- and age-sensitive). No need to repeat all outputs and activities from the Result Framework.

*The project will be implemented in six target municipalities of southern provinces of Kyrgyzstan (Batken, Jalal-Abad and Osh) since according to State Migration Service, Batken, Jalal-Abad and Osh provinces have the biggest migration outflows of women and girls migrants. Two municipalities in each province will be selected in collaboration with national partners based on following criteria: localities with biggest outflow of migration, prone to conflict, and decreased women's representation in local councils.*

*In total, the project will target 6,000 beneficiaries including men and boys as one of the gender norm holders to be engaged within awareness-raising activities, of which 1,500 girls and women will be directly involved within project interventions.*

*Main target group (in total 1500 to be engaged):*

- women and girls in targeted communities prone to conflicts will be provided trainings to strengthen their advocacy abilities to stand for their rights and to increase their knowledge on WPS agenda as well which will allow them to participate in peacebuilding activities on the local level

*Other target groups (approximately 4500):*

- men and boys in targeted communities to be engaged in awareness-raising activities including GALS activities to promote gender norms in support of women and girls affected by migration to participate in inclusive community development and peacebuilding
- community population to be engaged during whole project cycle including needs assessment, identifying target groups of women and girls migrants, awareness raising activities and joint implementation of peacebuilding activities inclusive to women migrants' participation
- local stakeholders (local government and authorities, local NGOs) will be engaged from the very beginning of the project, but most importantly when developing LAPs on WPS Agenda and joint implementation of peacebuilding activities along with women and girls migrants
- national stakeholders engaged when developing draft of State Migration Policy to be gender sensitive towards women migrants and during capacity building workshops to understand the needs of women migrants and establish SoPs on the local level on how to provide assistance to women migrants

To reach out to target beneficiaries, the project will use the well-established partnerships between the UN and local government, particularly in identification of women and girls affected by migration in target areas as well as non-governmental stakeholders in identification of positive deviants supporting harmless gender norms in target communities. Also, the activation and further use of the referral mechanism that will benefit women migrants which will allow them to access social services and consultations from state counterparts to be developed and established under this joint initiative.

Project interventions will follow a bottom-up approach and will be built on sequencing efforts: first work on community level (approximately, first 6 months) then involve LSGs and empowerment instruments, and then inform national level policy documents to ensure evidence-based policy making. To ensure coherence between agency's interventions, RUNOs will conduct regular meetings to coordinate joint actions and towards delivering outputs.

### III. Project management and coordination (4 pages max)

- a) **Recipient organizations and implementing partners** – list direct recipient organizations and their implementing partners (international and local), specifying the Convening Organization, which will coordinate the project, and providing a brief justification for the choices, based on mandate, experience, local know-how and existing capacity. Also fill out the table below for each recipient organization:

	Budget in previous calendar year	Sources of budget (which donors etc)	Number of in-country offices	Existing staff, of which in project zones	Do you have any existing expert staff of relevance to project
	0	Norwegian MFA, IDF	1 in Osh	1 in Osh	Thematic Specialists at RO Vienna
Women	54,270	UN Commission, SIDA (MPTF), PBF, Finnish MFA	1 in Osh	1 in Osh, 2 in Osh	staff
	9,128	Embassies of Germany, Finland, Russian Federation and RBSA ILO			staff

- b) **Project management and coordination** – present the project implementation team, including positions and roles and explanation of which positions are to be funded by the project (to which percentage). Explain project coordination and oversight arrangements and ensure link with PBF Secretariat if it exists. Fill out project implementation readiness checklist in **Annex C** and attach key staff TORs.

**The Joint Steering Committee (JSC)**, established by President's order, will oversee overall project implementation and provide guidance. The JSC will be co-chaired by the Head of the Department of Civil Development, Religious and Ethnic Policy under the Office of the President of the Kyrgyz Republic and the UN RC to ensure project implementation is timely and coherent. The PBF Secretariat of the JSC will also lead the monitoring and evaluation processes.

Day-to-day management, implementation and monitoring of the project will be arranged by the respective participating UN agencies' staff.

IOM will serve as a lead agency for the coordination of the project. The project will closely coordinate with other existing YPI and GPI projects (which are not targeting women migrants as beneficiaries) to complement and learn from each other to maximize results.

Regular meetings (one every 3 weeks) will be organized to coordinate actions between IOM, ILO and UN Women under the lead of IOM.

Additionally, each Agency will coordinate the work of its respective NGO partners:



- IOM will coordinate the work of its NGO Partners Network to be engaged during the process of reaching out, identification of beneficiaries;
- UN Women will coordinate the work of a network UNiTE to stop violence against women, Women-peacekeepers network as well as its partner NGOs “Women’s Support Centre” and Community Development Alliance (certified with GALS methodology);
- ILO will coordinate the work within its established partnerships with the Federation of Trade Unions, JIA Business Association, Public Fund “Alliance of Trainers and Consultants” (BDS-ILO-SIYB) to be responsible for activities on economic empowerment of beneficiaries.

### **Project implementation team:**

#### IOM:

- 1) Head of Office – responsible for the overall project supervision, providing support to the project coordination, based in Bishkek (10% to be funded by the project)
- 2) Project Manager – responsible for project coordination and implementation, as well as monitoring and evaluation, based in Bishkek (100% to be funded by the project)
- 3) Project Assistant – responsible for project implementation of project activities in south provinces, based in Osh (100% to be funded by the project)
- 4) Admin and finance assistant for project support based in Bishkek (10% to be funded by the project)
- 5) Support staff (drivers) for project support (10% to be funded by the project)

#### UN Women:

- 1) Project Coordinator – responsible for project coordination and implementation, day-to-day (100% to be funded by the project)
- 2) Project Assistant – responsible for administrative, financial and programmatic support to project implementation based in Bishkek (100% to be funded by the project)
- 3) Field Specialist – responsible for day-to-day programmatic support and management of project activities in south provinces based in Osh (60% to be funded by the project)
- 4) Drivers (support staff) – drive project personnel for conducting regular monitoring missions during the project implementations (based in Bishkek and Osh)

#### ILO:

- 1) Deputy Director of ILO DWT/CO for Eastern Europe and Central Asia – responsible for project management, providing technical backstopping (ILO official no funding to be charged to the project)
  - 2) Technical Specialist – responsible for technical backstopping (ILO official no funding to be charged to the project)
  - 3) ILO National Coordinator for Kyrgyzstan will provide over all supervision in the field in Kyrgyzstan (No funding to be charged to the project)
  - 4) National Project Coordinator – responsible for project coordination will be hired (NOA level to be fully funded by the project)
  - 5) Administrative staff (to be hired) based in Moscow (50% to be funded by the project) as the processing of contracts/payments/logistics is done through IRIS from Moscow.
- c) Risk management** – assess the level of risk for project success (low, medium and high) and provide a list of major project specific risks and how they will be managed, including the approach to updating risks and making project adjustments. Include any Do No Harm issues and project mitigation.

The overall level of risk for project success is medium.

List of major project risks:

Risks to the achievement of project success	Likelihood of occurrence (low, medium, high)	How they will be managed (risk mitigating strategy)
Possible gaps in legislations and policies which will hinder migration policy development processes	Medium	Project team will conduct regular consultations with all involved stakeholders to discuss the challenges and gaps and ways to overcome it
Weak implementation capacity of local stakeholders and implementing partners	Medium	The RUNOs will establish rigorous selection process of implementing partners and will regularly monitor the project implementation
Challenges to gaining the buy in and trust of communities that follow conservative religious culture	Medium	All RUNOs have established good partnership relationships with religious leaders during the implementation of previous projects including PBF projects. All RUNOs will follow “Do No Harm” principle and gender-sensitive approach as well as conflict sensitivity principles throughout the project implementation.
Harmful gender norms are impenetrable to activities aimed at instigating change in social norms including risk of backlash from community members with patriarchal traditional views	Medium	The RUNOs will use methodologies to work with men and boys and the rest of communities on awareness of positive gender norms, GEWE (GALS methodology, BCC and positive cases of women-migrants) The RUNOs will follow “Do No Harm” principle in working with community members

- d) Monitoring and evaluation** – What will be the M&E approach for the project, including M&E expertise in the project team and main means and timing of collecting data? Include a break-down of M&E budget that the project is putting aside, including for collection of baseline and end line data for indicators and for an independent evaluation, and an approximate M&E timeline. Ensure at least 5-7% of the project budget is set aside for M&E activities, including sufficient funds for a quality independent evaluation.

This initiative will include a strong M&E component in order to build knowledge on how empowerment of women and girls affected by migration can contribute to peacebuilding and social cohesion through changes in economic opportunities, inter-group relations, and reduction of grievances.

IOM as a lead agency will take full responsibility for the coordination of M&E responsibilities, through the support of IOM Project Manager, to ensure effective and efficient implementation of the project. RUNOs will work together to prepare a common annual joint plan and M&E plan for the project with a require budget.

The objective is to ensure that the expected results are achieved. Approximately 7% of total budget will be allocated to M&E. Monitoring, evaluation and reporting of the project will follow the PBF monitoring and evaluation arrangements.

During the first two months of project implementation, RUNOs will develop an M&E plan with a timeframe. Quarterly meetings with implementing partners to review monitoring results will be held through the project implementation circle. In the middle of project implementation RUNOs will organize a meeting to monitor preliminary progress of project implementation and to formulate recommendations on changes to be made. A final independent evaluation will be carried out at the end of the project.

RUNOs will use its M&E tools in order to ensure that M&E component includes comprehensive review to identify project progress against the outputs and indicators. M&E officers in IOM Regional Office in Vienna will provide constant support to IOM Office in

Kyrgyzstan during all M&E stages of this project. While measuring project progress, IOM will ensure that project integrates all gender considerations and will include not only gender analysis but also sex and age-disaggregated data.

Based on ILO's Handbook on "How to monitor and Evaluate Peacebuilding outcomes or employment programmes", ILO will measure project progress in relation to conflict drivers (Opportunities, Contact and Grievances) in order to monitor and assess the effective contribution of women empowerment and employment to peacebuilding and social cohesion.

UN Women will ensure gender-responsive independent evaluation is in line with the guidelines of the UN Women Evaluation Handbook as well as PBF evaluation guidelines. M&E specialist position on part-time basis will be envisaged for the project to facilitate learning and accountability to project stakeholders.

Breakdown of M&E budget: (7%, USD 101,500)

M&E line	Cost (USD)
Collection of baseline data for indicators	30,000
Collection of endline data for indicators	30,000
Independent evaluation	31,350
Other M&E coordination activities	10,150
Total cost:	<b>101, 500</b>

- e) Project exit strategy/ sustainability** – Briefly explain the project's exit strategy to ensure that the project can be wrapped up at the end of the project duration, either through sustainability measures, agreements with other donors for follow-up funding or end of activities which do not need further support. If support from other donors is expected, explain what the project will do concretely and pro-actively to try to ensure this support from the start. If relevant, what are project links to any existing platforms or partnerships?

RUNOs will develop program exit strategies within project implementation timeframe, including exit strategy on Monitoring and Evaluation. Exit plan will remain flexible with the expectation that some of criteria and benchmarks may need to be modified during the project cycle. Exit plan will be implemented in a phased manner which will allow to apply lessons learnt from earlier steps of project implementation to those come later which will contribute to more sustained project outcomes.

#### **IV. Project budget**

If helpful, provide any additional information on projects costs, highlighting any specific choices that have underpinned the budget preparation, especially for personnel, travel or other indirect project support, to demonstrate value for money for the project. Proposed budget for all projects must include funds for independent evaluation. Proposed budget for projects involving non-UN direct recipients must include funds for independent audit.

State clearly in how many tranches the budget will be provided and what conditions will underpin the release of a second or any subsequent tranche. Standard approach is two tranches for UN recipients and three tranches for non-UN recipients with the second tranche being released upon demonstration by the project (by the Coordinating Agency on behalf of the project and through the Resident Coordinator's Office or PBF Secretariat) that the first tranche has been expensed or committed to at least 75% between the recipients and upon completion of any

regular PBF reports due in the period elapsed. Additional tranches or conditions may be added depending on the project context, implementation capacity, and level of risk.

Funds transfer will be made in two-performance based tranches. Tranche two will be released upon authorization by PBF that the following benchmarks or conditions have been met:

1. Evidence of expenditure of 80% of the first tranche
2. Completion of baseline survey, regular PBF reports
3. On time uploading to MPTFO Gateway of all required reports

Fill out two tables in the Excel budget **Annex D**.

## **Annex A.1: Project Administrative arrangements for UN Recipient Organizations**

*(This section uses standard wording – please do not remove)*

The UNDP MPTF Office serves as the Administrative Agent (AA) of the PBF and is responsible for the receipt of donor contributions, the transfer of funds to Recipient UN Organizations, the consolidation of narrative and financial reports and the submission of these to the PBSO and the PBF donors. As the Administrative Agent of the PBF, MPTF Office transfers funds to RUNOS on the basis of the signed Memorandum of Understanding between each RUNO and the MPTF Office.

### **AA Functions**

On behalf of the Recipient Organizations, and in accordance with the UNDG-approved “Protocol on the Administrative Agent for Multi Donor Trust Funds and Joint Programmes, and One UN funds” (2008), the MPTF Office as the AA of the PBF will:

- Disburse funds to each of the RUNO in accordance with instructions from the PBSO. The AA will normally make each disbursement within three (3) to five (5) business days after having received instructions from the PBSO along with the relevant Submission form and Project document signed by all participants concerned;
- Consolidate the financial statements (Annual and Final), based on submissions provided to the AA by RUNOS and provide the PBF annual consolidated progress reports to the donors and the PBSO;
- Proceed with the operational and financial closure of the project in the MPTF Office system once the completion is completed by the RUNO. A project will be considered as operationally closed upon submission of a joint final narrative report. In order for the MPTF Office to financially closed a project, each RUNO must refund unspent balance of over 250 USD, indirect cost (GMS) should not exceed 7% and submission of a certified final financial statement by the recipient organizations’ headquarters);
- Disburse funds to any RUNO for any costs extension that the PBSO may decide in accordance with the PBF rules & regulations.

### **Accountability, transparency and reporting of the Recipient United Nations Organizations**

Recipient United Nations Organizations will assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. Such funds will be administered by each RUNO in accordance with its own regulations, rules, directives and procedures.

Each RUNO shall establish a separate ledger account for the receipt and administration of the funds disbursed to it by the Administrative Agent from the PBF account. This separate ledger account shall be administered by each RUNO in accordance with its own regulations, rules, directives and procedures, including those relating to interest. The separate ledger account shall be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the RUNO.

Each RUNO will provide the Administrative Agent and the PBSO (for narrative reports only) with:

of report	when	submitted by
Annual project progress report	by	Implementing Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist

project progress report	ember	ing Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
project report covering entire project duration	three months from the operational project closure (it can be submitted instead of an annual report if timing coincides)	ing Agency on behalf of all implementing organizations and in consultation with/ quality assurance by PBF Secretariats, where they exist
strategic peacebuilding and PBF progress report (for PRF allocations only), which may contain a request for additional PBF allocation if the context requires it	mber	ecretariat on behalf of the PBF Steering Committee, where it exists or Head of UN Country Team where it does not.

#### Financial reporting and timeline

Timeline	Event
<b>30 April</b>	Annual reporting – Report <b>Q4 expenses</b> (Jan. to Dec. of previous year)
<b><i>Certified final financial report to be provided by 30 June of the calendar year after project closure</i></b>	

UNEX also opens for voluntary financial reporting for UN recipient organizations the following dates

<b>31 July</b>	Voluntary Q2 expenses (January to June)
<b>31 October</b>	Voluntary Q3 expenses (January to September)

Unspent Balance exceeding USD 250, at the closure of the project would have to be refunded and a notification sent to the MPTF Office, no later than six months (30 June) of the year following the completion of the activities.

#### Ownership of Equipment, Supplies and Other Property

Ownership of equipment, supplies and other property financed from the PBF shall vest in the RUNO undertaking the activities. Matters relating to the transfer of ownership by the RUNO shall be determined in accordance with its own applicable policies and procedures.

#### Public Disclosure

The PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website (<http://unpbf.org>) and the Administrative Agent's website (<http://mptf.undp.org>).

## **Annex A.2: Project Administrative arrangements for Non-UN Recipient Organizations**

*(This section uses standard wording – please do not remove)*

### **Accountability, transparency and reporting of the Recipient Non-United Nations Organization:**

The Recipient Non-United Nations Organization will assume full programmatic and financial accountability for the funds disbursed to them by the Administrative Agent. Such funds will be administered by each recipient in accordance with its own regulations, rules, directives and procedures.

The Recipient Non-United Nations Organization will have full responsibility for ensuring that the Activity is implemented in accordance with the signed Project Document;

In the event of a financial review, audit or evaluation recommended by PBSO, the cost of such activity should be included in the project budget;

Ensure professional management of the Activity, including performance monitoring and reporting activities in accordance with PBSO guidelines.

Ensure compliance with the Financing Agreement and relevant applicable clauses in the Fund MOU.

### **Reporting:**

Each Receipt will provide the Administrative Agent and the PBSO (for narrative reports only) with:

Frequency of report	When	Submitted by
Quarterly project progress report	Each quarter	Implementing Agency on behalf of all implementing organizations and in consultation with/quality assurance by PBF Secretariats, where they exist
Annual project progress report	Each year	Implementing Agency on behalf of all implementing organizations and in consultation with/quality assurance by PBF Secretariats, where they exist
Final project report covering entire project duration	Three months from the operational project closure (it can be submitted instead of an annual report if timing coincides)	Implementing Agency on behalf of all implementing organizations and in consultation with/quality assurance by PBF Secretariats, where they exist
Annual strategic peacebuilding and PBF progress report (for PRF allocations only), which may contain a request for additional PBF allocation if the context requires it	Each year	Implementing Agency on behalf of the PBF Steering Committee, where it exists or Head of UN Country Team where it does not.



## Financial reports and timeline

Timeline	Event
<b>28 February</b>	Annual reporting – Report <b>Q4 expenses</b> (Jan. to Dec. of previous year)
<b>30 April</b>	Report <b>Q1 expenses</b> (January to March)
<b>31 July</b>	Report <b>Q2 expenses</b> (January to June)
<b>31 October</b>	Report <b>Q3 expenses</b> (January to September)
<i><b>Certified final financial report to be provided at the quarter following the project financial closure</b></i>	

Unspent Balance exceeding USD 250 at the closure of the project would have to be refunded and a notification sent to the Administrative Agent, no later than three months (31 March) of the year following the completion of the activities.

### **Ownership of Equipment, Supplies and Other Property**

Matters relating to the transfer of ownership by the Recipient Non-UN Recipient Organization will be determined in accordance with applicable policies and procedures defined by the PBSO.

### **Public Disclosure**

The PBSO and Administrative Agent will ensure that operations of the PBF are publicly disclosed on the PBF website (<http://unpbf.org>) and the Administrative Agent website (<http://www.mptf.undp.org>)

### **Final Project Audit for non-UN recipient organization projects**

An independent project audit will be requested by the end of the project. The audit report needs to be attached to the final narrative project report. The cost of such activity must be included in the project budget.

### **Special Provisions regarding Financing of Terrorism**

Consistent with UN Security Council Resolutions relating to terrorism, including UN Security Council Resolution 1373 (2001) and 1267 (1999) and related resolutions, the Participants are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. Similarly, all Recipient Organizations recognize their obligation to comply with any applicable sanctions imposed by the UN Security Council. Each of the Recipient Organizations will use all reasonable efforts to ensure that the funds transferred to it in accordance with this agreement are not used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime. If, during the term of this agreement, a Recipient Organization determines that there are credible allegations that funds transferred to it in accordance with this agreement have been used to provide support or assistance to individuals or entities associated with terrorism as designated by any UN Security Council sanctions regime it will as soon as it becomes aware of it inform the head of PBSO, the Administrative Agent and the donor(s) and, in consultation with the donors as appropriate, determine an appropriate response.

### **Non-UN recipient organization (NUNO) eligibility:**

In order to be declared eligible to receive PBF funds directly, NUNOs must be assessed as technically, financially and legally sound by the PBF and its agent, the Multi Partner Trust Fund Office (MPTFO). Prior to submitting a finalized project document, it is the responsibility of each NUNO to liaise with PBSO and MPTFO and provide all the necessary documents (see below) to demonstrate that all the criteria have been fulfilled and to be declared as eligible for direct PBF funds.

The NUNO must provide (in a timely fashion, ensuring PBSO and MPTFO have sufficient time to review the package) the documentation demonstrating that the NUNO:

- ☐ Has previously received funding from the UN, the PBF, or any of the contributors to the PBF, in the country of project implementation
- ☐ Has a current valid registration as a non-profit, tax exempt organization with a social based mission in both the country where headquarter is located and in country of project implementation for the duration of the proposed grant. (**NOTE:** If registration is done on an annual basis in the country, the organization must have the current registration and obtain renewals for the duration of the project, in order to receive subsequent funding tranches)
- ☐ Produces an annual report that includes the proposed country for the grant
- ☐ Commissions audited financial statements, available for the last two years, including the auditor opinion letter. The financial statements should include the legal organization that will sign the agreement (and oversee the country of implementation, if applicable) as well as the activities of the country of implementation. (**NOTE:** If these are not available for the country of proposed project implementation, the CSO will also need to provide the latest two audit reports for a program or project-based audit in country.) The letter from the auditor should also state whether the auditor firm is part of the nationally qualified audit firms.
- ☐ Demonstrates an annual budget in the country of proposed project implementation for the previous two calendar years, which is at least twice the annualized budget sought from PBF for the project<sup>13</sup>
- ☐ Demonstrates at least 3 years of experience in the country where grant is sought
- ☐ Provides a clear explanation of the CSO's legal structure, including the specific entity which will enter into the legal agreement with the MPTF-O for the PBF grant.

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<sup>13</sup> Annualized PBF project budget is obtained by dividing the PBF project budget by the number of project duration months and multiplying by 12.

## Annex B: Project Results Framework (MUST include sex- and age disaggregated data)

Outcomes	Outputs	Indicators	Means of Verification frequency of collection
<p>1. Target communities recognize and support women and girls' role and contribution to peacebuilding and community development</p> <p>SDG targets: 5.1; 5.2; 16.2</p>		<p>Outcome Indicator 1 a</p> <ul style="list-style-type: none"> <li>Women and girls' role in community development are recognized in target communities</li> </ul> <p>Baseline: No Target: Yes</p>	FGD report (midterm and
		<p>Outcome Indicator 1 b</p> <ul style="list-style-type: none"> <li>% increase in the proportion of women participating in local dialogue, peacebuilding processes and community development</li> </ul> <p>Baseline: N/A Target: 50%</p>	Study report
	<p>Output 1.1. Target communities have access to accurate information and knowledge on the role of women and girls in peacebuilding</p> <p>Activity 1.1.1. Conduct an assessment to identify existing practices towards recognizing the role of women migrants in community development and peacebuilding</p> <p>Activity 1.1.2. Conduct public information campaign using media on the positive contribution of women and girls, including migrants, to community development and peacebuilding</p> <p>Activity 1.1.3. Conduct outreach activities with positive messaging through the support of diaspora leaders and successful women migrants</p>	<p>Output Indicator 1.1.1 a</p> <p>Existence of the assessment report with good practices in support of women's role in peacebuilding and development</p> <p>Baseline: No Target: Yes</p>	Assessment report
		<p>Output Indicator 1.1.1 b</p> <p>% knowledge increase among beneficiaries</p> <p>Baseline: TBD (pre-test) Target: 20% over the baseline</p>	Analysis of knowledge increase based on pre and post surveys
		<p>Output Indicator 1.1.2</p> <p>Number of communication products on positive contribution of women and girls, including migrants, to community development and peacebuilding picked up by mass and social media</p> <p>Baseline: 0 Target: 50</p>	Quarterly media monitoring reports, communication products
		<p>Output Indicator 1.1.3</p> <p>Informal network of women migrants and diaspora leaders created</p> <p>Baseline: No Target: Yes</p>	NGO reports and surveys; data collected on a monthly basis
		<p>Output indicator 1.1.3.b</p> <p>% of participants reached out during outreach activities who decide to join the network</p> <p>Baseline: 0 Target: 20%</p>	

	Output 1.2. Target communities increase awareness on harmful attitudes and practices of gender norms towards women and girls in migrant communities	Output Indicator 1.2.1 Localized assessment on positive and negative gender norms towards women and girls affected by migration in targeted communities  Baseline: No Target: Availability of the report	Assessment report
	Activity 1.2.1. Identify and engage positive gender norm holders around women and girls in migrant communities in target communities to promote attitudes and behavior in support of gender equality and women empowerment  Activity 1.2.2. Implement GALS in pilot communities to address harmful gender norms and attitudes towards women and girls in migrant communities	Output Indicator 1.2.2 # of community members applying GALS tools to re-negotiate power relations within families and address harmful gender norms and attitudes, disaggregated by sex and age  Baseline:0 Target: 1200 community members applying GALS tools to re-negotiate power relations within families and address harmful gender norms and attitudes	NGO report upon completion
<p>Outcome 2. Women and girls in communities affected by migration are empowered economically and socially to protect their rights and participate in peaceful community development</p> <p>SDG targets: 5.4;8.5; 8.7; 8.8; 10.1; 10.2;</p>		Outcome Indicator 2 a % of women participating in peacebuilding initiatives and demanding social services to protect their rights  Baseline: IOM's Surveys Target: 15%	Findings in the 6 NGO reports indicate increased ability of women and girls to protect rights and participate in peacebuilding
		Outcome Indicator 2 b % increase in women accessing economic and community development opportunities  Baseline: N/A Target: 50%	Assessment reports Interviews with local authorities and NGOs
	<p>Output 2.1. Women and girls in target communities are equipped with knowledge and skills to effectively advocate for their rights</p> <p>Activity 2.1.1. Organize self-help groups for women and girls including returnees</p> <p>Activity 2.1.2. Conduct 2-day trainings on human rights, safe migration, gender equality and WPS agenda to strengthen capacities of women and girls</p> <p>Activity 2.1.3. Conduct awareness-raising campaign on gender equality and organize advocacy activities with women and girls</p> <p>Activity 2.1.4. Organize and implement community level joint peacebuilding initiative by women affected by migration in support of Local Action Plans (LAPs)</p>	Output Indicator 2.1.1 % of knowledge and skills increased to advocate for their rights of women and girls  Baseline: TBD Target: 20% over the baseline	NGO report on a quarterly basis Interviews with local authorities and beneficiaries
		Output Indicator 2.1.2 a Number of trainings organized and number of participants, disaggregated by sex and age  Baseline: 0 Target: 6 trainings in each locality, with 750 women and girls participating	NGO report on trainings including data on knowledge increase upon completion (pre and post surveys)  IOM: Results of IOM Survey on women's knowledge on safe migration and human rights results of KAP study on safe migration
		Output indicator 2.1.2 b % knowledge increase of training participants  Baseline: N/A Target: 25%	Analysis of knowledge increase based on pre and post surveys
		Output Indicator 2.1.3  Number of initiatives within awareness raising and advocacy campaigns on gender equality with women and girls  Baseline: 0 Target: At least 20	NGO Report
		Output 2.1.4.	

		# of peacebuilding initiatives implemented by women affected by migration  Baseline: 0 Target: 6	
	Output 2.2. Women and girls in migrant communities have an improved access to economic (employment and self-employment) opportunities  Activity 2.2.1. Conduct a participatory gender-sensitive business skills gap and value chain analysis in the identified sectors looking on existing opportunities (trainings) for women's economic empowerment and barriers that prevent them of accessing these opportunities (trainings)	Output Indicator 2.2.1 Existence of a gender sensitive VCA  Baseline: No Target: Yes	<ul style="list-style-type: none"> <li>- Assessment rep</li> <li>- Analysis / report stock take of av programmes/init s to support wo access to employment opportunities in targeted location whether women affected by mig benefit from the opportunities (Il</li> </ul>
	Activity 2.2.2. Based on the gap analysis, adapt and contextualize ILO tools such as Gender and Entrepreneurship Together (GET Ahead)	Output Indicator 2.2.2 Existence of ILO tools translated and adapted to the local context  Baseline: No Target: Yes	<ul style="list-style-type: none"> <li>- Analysis / report</li> <li>- Stock take of available programmes/init s to support wo access to employment opportunities in targeted location whether women affected by mig benefit from the opportunities (Il</li> </ul>
	Activity 2.2.3. Conduct joint entrepreneurship (women and girls affected by migration in targeted communities) training using the Do-No-Harm approach and complement it with information on business continuity management including development of contingency plans as mechanisms of preparedness in the event of shocks	Output Indicator 2.2.3 a Number of women trained as trainers on how to facilitate women's access to employment and self-employment opportunities  Baseline: 0 Target: 30	<ul style="list-style-type: none"> <li>- Training of train (ToT) tools ava in local languag</li> <li>- Training agenda</li> <li>- Training attenda list</li> <li>- Training certific for female train</li> <li>- Training report</li> <li>- Pre and post su to evaluate knowledge before/upon completion of T</li> <li>- NGO reports</li> </ul>
		Output Indicator 2.2.3 b Number of women trained by the female trainers  Baseline: 0 Target: 300	<ul style="list-style-type: none"> <li>- Training materi</li> <li>- Training agenda</li> <li>- Training Attend Lists</li> <li>- Training reports</li> <li>- Evaluation from participants</li> </ul>
		Output Indicator 2.2.3 c Number of women business owners who access VCD opportunities  Baseline: 0 Target: 300	<ul style="list-style-type: none"> <li>- Training materi</li> <li>- Training agenda</li> <li>- Training Attend Lists</li> <li>- Training reports</li> <li>- Evaluation from participants</li> </ul>
	Output 2.3 Women and girls affected by migration have strengthened their financial capabilities and have access to gender-sensitive financial products  Activity 2.3.1. Conduct gender-based assessment of i) the	Output Indicator 2.3.1 - Existence of ILO gender-based Assessment  Baseline: No Target: Yes	<ul style="list-style-type: none"> <li>- Assessment rep</li> </ul>
		Output Indicator 2.3.2	Assessment report

	supply of financial services available to women affected by migration in targeted communities (using FAMOS Check Guide and Methods) and ii) their demand for financial services with a view to refining, updating and complementing assessments	- ILO financial product/service designed/adapted and institutionalized for women in the targeted locations  Baseline: No Target: Yes	interviews with providers of microfinance and central national banks
	Activity 2.3.2. Strengthen financial service providers' capacities to offer adapted gender-sensitive financial products (savings, credit, insurance) to women using ILO Making Microfinance Work training programme and/or other ILO tools and approaches  Activity 2.3.3. Adapt ILO training material on financial education to the needs of women migrants using different delivery channels and conduct a training of trainers (ToT) on financial education and roll out financial education to women affected by migration	Output Indicator 2.3.3 a Existence of a pilot ToT programme for financial literacy for women  Baseline: No Target: Yes	ToT materials Lists of ToT participants and training report Pre-test and post test ILO Assessment (Activity) NGO reports
		Output indicator 2.3.3 b Number of women trained by trainers on financial education  Baseline: 0 Target: 70	Training agenda Training attendance list Training reports Pre-test and post test
	Output 2.4. Skills development scheme for women designed and implemented  Activity 2.4.1. Conduct the mapping of providers of skills and Identify skills for women starting their micro/small enterprises/access to VCD opportunities in the targeted communities	Output Indicator 2.4.1 Existence of a mapping of providers of skills  Baseline: No Target: Yes	Mapping report Lists of women affected by migration receiving skills development
	Activity 2.4.2. Provide skills training for women affected by migration successful business start-up and access to VCD opportunities	Output Indicator 2.4.2 Number of people trained as trainers on financial education, disaggregated by sex  Baseline: 0 Target: 20 (at least 80% women) - 100 women affected by migration receive skills needed for business startup/VCD	- Training of trainers (ToT) tools available in local languages - Training agenda - Training attendance list - Training certificates for trainers - Training report
Outcome 3: National and Local authorities apply socially inclusive approaches in policy making and implement gender-responsive peacebuilding at the local level in communities affected by migration		Outcome Indicator 3 a Extent to which the policy environment is conducive to participation of women and girls in peacebuilding activities on community level  Baseline: No Target: Yes	Reports Policy brief recommendations

SDG targets:  5a, 5c; 10.3; 10.4; 10.7; 10c; 16.7; 16.9; 16.B		Outcome Indicator 3 b Local authorities support women migrants by providing them with consultations on safe migration, activism and peacebuilding  Baseline: No Target: Yes	Reports
		Outcome Indicator 3 c Extent to which local authorities are applying gender-responsive peacebuilding principles in supporting women's participation in community development  Baseline: No Target: Yes	Reports
	Output 3.1. A draft gender-responsive state migration policy is produced	Output Indicator 3.1.1 Existence of a draft concept of state migration policy  Baseline: No Target: Yes	List of participants, working group's meetings protocols
	Activity 3.1.1. Support the development of a draft gender-responsive state migration policy in line with e-listing national peacebuilding policies and plans	Output Indicator 3.1.2 Existence of a report with policy recommendations for state migration policy  Baseline: No Target: Yes	Report upon completion Policy brief with recommendations on State Migration policy development as a result of policy development dialogue conducted by UN
	Activity 3.1.2. Develop policy recommendations to inform state migration policy based on outcomes of community engagement on behavior and social norm change	Output Indicator 3.1.3 a Number of workshops conducted  Baseline: 0 Target: 5 (1 on national level with engagement of 30 state officials; 4 on local level with engagement of 30 representatives of local authorities in 6 targeted areas)	LoPs. Workshop minutes, Attendance lists, recommendations formulated  Expert/consultants' report
	Activity 3.1.3. Organize workshops for national and local authorities on migration issues, gender-responsive peacebuilding and socially inclusive approaches in community development	Output Indicator 3.1.3 b Existence of a SoP for local authorities to provide consultations for women migrants, including referral services  Baseline: No Target: Yes	Expert/consultants' report MoU signed by local authorities NGO reports
	Output 3.2. Local authorities in pilot communities affected by migration and prone to conflict are able to develop and implement Local Action Plans (LAPs) on gender-responsive peacebuilding in line with NAP 1325	Output Indicator 3.2.1 a Number of LAPs developed on gender-sensitive peacebuilding  Baseline: 0 Target: 6 (one per each target community)	NGO/experts report  Notes/protocols during working groups' meetings on development of LAPs
	Activity 3.2.1. Organize local security councils and develop LAPs on WPS in pilot communities	Output Indicator 3.2.1 b Number of working groups with local authorities to develop LAPs established  Baseline: 0 Target: 6	MoUs on implementing LAPs signed
	Activity 3.2.2. Develop roadmaps on the implementation of LAPs	Output Indicator 3.2.2 Number of roadmaps on the implementation of LAPs produced  Baseline: 0 Target: 6 (one per each target community)	NGO report Roadmaps
	Activity 3.2.3. Develop policy recommendations to inform NAP on UNSCR 1325 based on outcomes of community	Output Indicator 3.2.3	Report



	engagement on behavior and social norm change	Existence of report with policy recommendations to inform localization of NAP on UNSCR1325	NGO reports of consultation monitoring visits
	Activity 3.2.4. Support Women-Peacekeepers Network and the Forum of Women-MPs to monitor the effective implementation of the Roadmap on WPS and the national policy on GEWE	<p>Baseline: No Target: Yes</p> <p>Output Indicator 3.2.4 Number of consultations and mentorship visits made to support WPN and the Forum of Women-MPs</p> <p>Baseline:0 Target: at least 12 (2 per each target community)</p>	

### Annex C: Checklist of project implementation readiness

Question	Yes
1. Have all implementing partners been identified? If not, what steps remain and proposed timeline	x
2. Have TORs for key project staff been finalized and ready to advertise? Plz attach to the submission	x
3. Have project sites been identified? If not, what will be the process and timeline	
4. Have local communities and government offices been consulted/ sensitized on the existence the project? Please state when this was done or when it will be done.	x
5. Has any preliminary analysis/ identification of lessons learned/ existing activities been done? not, what analysis remains to be done to enable implementation and proposed timeline?	x
6. Have beneficiary criteria been identified? If not, what will be the process and timeline.	x
7. Have any agreements been made with the relevant Government counterparts relating to project implementation sites, approaches, Government contribution?	x
8. Have clear arrangements been made on project implementing approach between project recipient organizations?	x
9. What other preparatory activities need to be undertaken before actual project implementation can begin and how long will this take?	N

## Annex C. ToRs of Key Staff



IOM International Organization for Migration  
OIM Organisation internationale pour les migrations  
OIM Organización Internacional para las Migraciones

### TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title	Head of Office/Sub-Regional Programme Manager
Position grade	NO-D
Duty station	Bishkek, Kyrgyzstan
Seniority band:	III
Job family:	Migration
Organizational unit:	Programme
Position number	20030849
Position rated	No
Subject to rotation	No
Reporting directly to	Chief of Mission
Overall supervision by	Chief of Mission

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the overall supervision of the Sub-Regional Coordinator for Central Asia in Astana, the incumbent will be responsible and accountable for designing and developing new programmes/projects, plans, activities in Kazakhstan, Kyrgyzstan, Turkmenistan and Uzbekistan as well as coordinating the supervision and management of counter-trafficking activities related to programmes and projects implemented in Central Asian Countries.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<ul style="list-style-type: none"><li>• Coordinate the supervision and implementation of new and on-going programmes/projects/activities in the Central Asian countries</li><li>• Oversee technical, administrative and financial management of the project in line with project documents (proposal, budget, logical framework, and MoU with donor in the Central Asian countries)</li><li>• Coordinate the recruitment of experts and organization of thematic trainings, workshops and forums for discussions on specific migration issues such as irregular migration, border management, human trafficking, refugees and migrants' rights</li><li>• Play a proactive role to support IOM field offices and governments in Central Asia in the planning, implementation and finalization of IOM projects.</li><li>• Write quarterly reports/news on human trafficking and present them to donor's community</li><li>• Collect information on trafficking of women and children in the region and analyze it with a view to improving current activities and developing new projects</li></ul>

- Assist in the revision of IOM counter-trafficking, migration governance, border management, conflict prevention in regard to migration issues proposals for Central Asia and liaise with field missions on their implementation
- Undertake duty trips as necessary to attend relevant meetings/seminars and other events related to implementation of current projects or aiming at developing new projects as requested by the Sub-Regional Coordinator
- Liaise with concerned states and regional institutions in Central Asia, International/Regional Organizations, academic institutions, Non-Governmental Organizations (NGOs) and other relevant actors, as appropriate, aiming at promoting and developing IOM policies and programmes
- Draft statements for Sub-Regional Coordinator participating in counter-trafficking meetings
- Assist the Sub-Regional Coordinator (Chief of Mission) in the overall issues related to the implementation of counter-trafficking activities
- Supervise programme implementation staff within the region
- Serve as Sub-regional Coordinator's designate and Office in Charge in Bishkek, Kyrgyzstan or on other locations in the absence of Sub-regional Coordinator, as requested
- Perform such other duties as may assigned

#### **Other duties**

- Acts as a Security Focal Point for the Mission
- Performs other duties assigned by Chief of Mission

### **IV. COMPETENCIES**

The incumbent is expected to demonstrate the following technical and behavioural competencies:

#### **Behavioural**

##### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

##### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

##### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

##### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures

- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

#### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

#### **Leadership and Negotiation**

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

#### **Performance Management**

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

#### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

#### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

#### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

#### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply

<p>it to appropriate work</p> <p><b>Resource Mobilization</b></p> <ul style="list-style-type: none"> <li>Establishes realistic resource requirements to meet IOM needs</li> </ul>
Technical
<ul style="list-style-type: none"> <li>Effectively interfaces with government officials of appropriate level on matters related to substantive migration issues and the work of IOM</li> <li>Effectively applies knowledge of migration issues within organizational context</li> <li>Correctly frames migration issues within their regional, global, and political context</li> </ul>

<b>V. EDUCATION AND EXPERIENCE</b>
<ul style="list-style-type: none"> <li>Bachelor Degree, preferably in Political, Social sciences, Business Administration or Economics + 2 years of experience on technical cooperation programmes,</li> <li>or Master degree + 0 years of experience on technical cooperation programmes</li> <li>Experience in working at international organizations</li> <li>Experience in liaising with government and diplomatic authorities as well as with international institutions</li> <li>Familiarity with IOM and its project development principles is an asset</li> </ul>

VI. LANGUAGES	
Required	
<ul style="list-style-type: none"><li>English</li><li>Kyrgyz</li><li>Russian</li></ul>	<div>Excellent</div> <div>Excellent</div> <div>Excellent</div>
Advantageous	
<ul style="list-style-type: none"><li>French and/or Spanish</li></ul>	



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 OIM Organisation internationale pour les migrations  
 OIM Organización Internacional para las Migraciones

## GENERIC ToR

I. Position Information	
Position title	Project Manager

Position grade	G-6
Duty station	Bishkek
Appointment type	
Position rated on	
Reports directly to	
Vacancy-specific information	
Estimated closing date	
Estimated start date	
Posting channel	
Complete WBS (up to the 5th level)	
II. Organizational Context and Scope	
This position works under the direct supervision of Head of Office.	
<ul style="list-style-type: none"> <li>• Coordinate the implementation of the project; monitor implementation of the activities to ensure work is proceeding according to established plans; analyze implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best reflect changing environment on the field.</li> <li>• Regularly research, follow-up, compile, analyze and present information/data on national, regional and international developments, reports, legislation and other relevant documentation, highlighting noteworthy issues for the consideration of appropriate parties.</li> <li>• Monitor budget expenditures; verify availability of funds and maintain a proper record of approved project budgets and their revisions.</li> <li>• Monitor the financial, administrative and technical aspects of the project in line with IOM policies and donor requirements.</li> <li>• Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.</li> <li>• Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.</li> <li>• Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.</li> <li>• Respond to information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions;</li> <li>• Participate in meetings and conferences; coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.</li> <li>• Conduct monitoring work of implementing partners and report non-compliances to the supervisor.</li> <li>• Perform other related duties as assigned.</li> </ul>	
IV. Required Qualifications and Experience	
Education	
<ul style="list-style-type: none"> <li>• School diploma with five years of relevant experience; or,</li> <li>• Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution, with three years of relevant professional experience.</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent computer skills and a high level of proficiency in spreadsheet and database applications;</li> <li>• Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;</li> </ul>	



<ul style="list-style-type: none"> <li>• Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups;</li> <li>• Strong written and verbal communication skills;</li> <li>• Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage; and,</li> <li>• Knowledge and understanding of the migration issues in the country is an advantage.</li> </ul>	
<ul style="list-style-type: none"> <li>• V. Languages</li> </ul>	
<ul style="list-style-type: none"> <li>• Required (specify the required knowledge)</li> </ul>	<ul style="list-style-type: none"> <li>• Advantageous</li> </ul>
<ul style="list-style-type: none"> <li>• English</li> <li>• Russian</li> </ul>	<ul style="list-style-type: none"> <li>• Kyrgyz</li> </ul>
<ul style="list-style-type: none"> <li>• VI. Competencies<sup>14</sup></li> </ul>	
<ul style="list-style-type: none"> <li>• The incumbent is expected to demonstrate the following competencies:</li> <li>• Values</li> <li>• Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>• Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> <li>• Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.</li> <li>• Core Competencies – behavioural indicators level 1</li> <li>• Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</li> <li>• Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.</li> <li>• Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.</li> <li>• Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.</li> <li>• Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.</li> </ul>	



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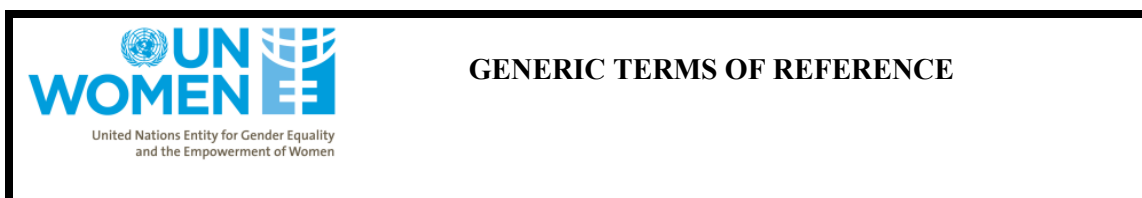
## GENERIC ToR

I. Position Information	
Position title	Project Assistant
Position grade	G.4
Duty station	

<sup>14</sup> Competencies should be drawn from the Competency Framework of the Organization.

Appointment type	
Position rated on	
Reports directly to	
<b>Vacancy-specific information</b>	
Estimated closing date	
Estimated start date	
Posting channel	
Complete WBS (up to the 5th level)	
<b>II. Organizational Context and Scope</b>	
This position works under the direct supervision of a Senior Project Assistant (G6 or G7), a National or International Project Officer, or a Head of Sub-Office.	
<ul style="list-style-type: none"> <li>• Assist in the implementation and monitoring of project activities.</li> <li>• Retrieve, compile, summarize, and present information/data on specific project topics.</li> <li>• Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.</li> <li>• Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.</li> <li>• Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.</li> <li>• Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.</li> <li>• Organize meetings, workshops and training sessions.</li> <li>• Respond to general information requests and inquiries; set up and maintain files/records.</li> <li>• Perform other related duties as assigned.</li> </ul>	
n-specific tasks (Total tasks included in this area has to take maximum 20% of working time)	
<b>IV. Required Qualifications and Experience</b>	
<b>Education</b>	
<ul style="list-style-type: none"> <li>• School diploma with four years of relevant experience; or,</li> <li>• Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution, with two years of relevant professional experience.</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Excellent computer skills and a high level of proficiency in spreadsheet and database applications;</li> <li>• Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;</li> <li>• Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups;</li> <li>• Attention to details, ability to organize paperwork in a methodical way; and,</li> <li>• Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.</li> </ul>	
<b>V. Languages</b>	
<ul style="list-style-type: none"> <li>• Required (specify the required knowledge)</li> </ul>	Advantageous
<ul style="list-style-type: none"> <li>• English</li> <li>• Russian</li> </ul>	Kyrgyz

<ul style="list-style-type: none"> <li>VI. Competencies<sup>15</sup></li> </ul>
<ul style="list-style-type: none"> <li>The incumbent is expected to demonstrate the following competencies:</li> <li>Values</li> <li>Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> <li>Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.</li> <li>Core Competencies – behavioural indicators level 1</li> <li>Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</li> <li>Delivering results produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.</li> <li>Managing and sharing knowledge continuously seeks to learn, share knowledge and innovate.</li> <li>Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.</li> <li>Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.</li> </ul>



## TERMS OF REFERENCE

I. Position Information	
Project title: Project Number: Job Code Title: Working nature: Working hours: Duty station: Pre-classified Grade: Supervisor:	<b>Project Coordinator</b> Full-time assignment 40 hours a week (08:30-17:30; 12:00-13:00 lunch time) Bishkek SB4/SC 8 Representative

<sup>15</sup> Competencies should be drawn from the Competency Framework of the Organization.

## II. Organizational Context

Under the guidance and supervision of the Representative, the Project Coordinator will provide a high quality services to the Project to ensure timely and efficient coordination and monitoring over implementation of respective Project Output.

The PC promotes a client, quality and results-oriented approach.

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

## III. Functions

The Project Coordinator will:

- Draft the project annual work plan and budget (AWP) and enter it into ATLAS, acting as Project Manager this including the drafting of project documents, work plans, budgets, proposals on implementation arrangements and reports required for the purposes of annual work planning, resource mobilization, collaboration with partners, reporting to donors, as well as drafting official letters
- Draft own annual work plan based on the AWP and monitor and report on same
- Ensure timely and quality implementation of activities under the relevant AWP, monitor budget utilization/implementation in lieu of AWP and project log-frame, enter project into Atlas, prepare for required budget revisions
- Timely preparation of all requisite substantive and financial reporting under the project; obtain the necessary inputs from Responsible Parties
- Ensure that all inputs under the project are available on time and in full compliance with the respective UN Women rules and regulations
- Substantively help build capacity of stakeholders and beneficiaries and where possible provide technical backstopping and support to researchers and other partners
- Ensure that all partners and stakeholders (UN, state and non-state) are kept informed of project progress; build ownership of all stakeholders of the project
- Identify, source and arrange for partnerships under the Responsible Party modality or contractual modalities for those activities under the responsibility of UN Women
- Establish a robust project M&E system and manage same; collate and analyze data thus collected
- Organize, act as Secretariat for, and conduct meetings of the Project Steering Committee; minute these
- Monitor all project activities and identify bottlenecks and constraints as well as problems, detailing remedial strategies and solutions, advising UN Women management and relevant stakeholders early
- Maintain internal expenditures control system which ensures that vouchers processed are matched and completed, transaction are correctly recorded and posted in Atlas; maintain shadow budget
- Help align project interventions with those of state and non-state actors as well as donors

- Liaise with government stakeholders, civil society and private sector partners to ensure proper coordination and partnership in common development efforts, present information on project activities, as well as ensure dissemination to broader public
- Ensure maintenance of a filing system, reports or other documentation related to the project and administrative matters of the project in hard and electronic formats
- Provide logistics support to programme needs; provide assistance in organizing and holding seminars, conferences, trainings, and meetings
- Provide other assistance on financial and administrative matters to the project
- Arrange travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents
- Draft ToR and contracts for review by colleagues
- Participate in recruitment of (Inter)national Experts/Consultants as required and assist with procurements for goods and services in line with UN Women rules and regulations
- Oversee and coordinate working plans and travel schedules, and quality of reports (Inter)national personnel. Provide logistical support and programmatic guidance to (Inter)national personnel as required
- Ensure facilitation of knowledge building and sharing through synthesis of lessons learnt and best practices under the project supported; sound contributions to knowledge networks and communities of practice; assistance in maintenance of a calendar of the most relevant regional/national fora related to the project activities and assistance to facilitate access to that information by partners and relevant UN Women staff; keeping abreast of technical development in Women, Peace and Security
- Conduct regular field missions during the enumeration phase to ensure that research parameters, methodologies and the agreements between the parties are implemented correctly and taken the necessary action in case problems are identified
- Provide analysis and document same as lessons learned, best practices piloted, etc.
- Organize workshops, trainings and events
- Identify suitable researchers and other partners, both individuals and institutions, after first developing transparent assessment tools
- Accept deliverables and work performed and prepare for payment or cash replenishment
- Participate in review committees and take minutes
- Provide visibility to the United Nations' Women, Peace and Security Agenda
- Engage in reciprocal support and backstopping with team colleagues
- Any other relevant tasks assigned by the supervisor

#### **IV. Recruitment Qualifications/Competencies**

Competencies	Corporate: <ul style="list-style-type: none"> <li>■ Demonstrates integrity by modeling the UN's values and ethical standard</li> </ul>
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	<ul style="list-style-type: none"> <li>■ Promotes the vision, mission, and strategic goals of UN Women</li> <li>■ Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability</li> </ul> <p>Functional:</p> <p>Knowledge Management and Learning</p> <ul style="list-style-type: none"> <li>■ Shares knowledge and experience</li> <li>■ Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills</li> <li>■ Ability to analyze complex situations from a position of impartiality</li> <li>■ Ability to concisely and to the point document information and findings, targeting a specific audience</li> </ul> <p>Development and Operational Effectiveness</p> <ul style="list-style-type: none"> <li>■ Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of the projects, managing data, reporting</li> <li>■ Ability to provide input to business processes re-engineering, implementation of new system including new IT based systems</li> <li>■ Good knowledge of Results Management Guide and Toolkit</li> </ul> <p>Leadership and Self-Management</p> <ul style="list-style-type: none"> <li>■ Focuses on result for the client and responds positively to feedback</li> <li>■ Remains calm, in control and good humored even under pressure, uses skills of diplomacy</li> <li>■ Ability to prioritize and manage competing priorities, grasping the situation quickly</li> <li>■ Ability to conduct advocacy on sensitive issues, not avoiding but processing conflict</li> </ul>
Education:	<ul style="list-style-type: none"> <li>- Master's degree or equivalent in Political or social sciences or other related field;</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>- 2 years of relevant work experience</li> <li>- Experience of providing management advisory services</li> <li>- Managerial experience</li> </ul>

	<ul style="list-style-type: none"> <li>- Strong knowledge of the issues in the relevant project, general understanding of all the major Programme issues. Be familiar with development methodologies, including participatory approaches to strategic planning, strategic management and the management of institutional change in developing countries</li> <li>- Demonstrated substantive knowledge in the thematic area of gender equality and/or women's social, political or economic empowerment, and of conflict prevention and peace-building methodologies</li> <li>- Experience of work with the international organizations, high-level government officials representing central governmental bodies and local administrations</li> <li>- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).</li> </ul>
Language Requirements:	Fluency in English and Russian. Working knowledge of Kyrgyz.



## GENERIC TERMS OF REFERENCE

I. Position Information	
Project title:	
Project Number:	
Job Code Title:	<b>Programme/Project Assistant</b>
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Bishkek
Pre-classified Grade:	SB3/SC-5
Supervisor:	Programme/Project Manager
II. Organizational Context	

Under the overall guidance and direct supervision of Programme/Project Coordinator, the Programme/Project Assistant provides programme/project support services ensuring high quality, accuracy and consistency of work.

The Programme/Project Assistant works in close collaboration with the operations and project staff in the office as required to exchange information and support programme delivery.

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

### III. Functions / Key Results Expected

1. Supports formulation of **programme/project strategies and the Annual Work Plan** focusing on achievement of the following results:

- ❑ Assists in ensuring that all programmatic inputs under the project are available on time and in full compliance with the respective UN Women rules and regulations;
- ❑ Supports in collection, analysis and presentation of information for identification of areas for support and programme implementation
- ❑ Provides assistance in monitoring of programme delivery against work plans and coordination between regional and country levels. Prepares and contributes to information, reports and other documentation related to the Project activities
- ❑ Provides assistance in timely preparation of background for progress, narrative & final reports for the Project;
- ❑ Contributes to and provides assistance for finalization of Annual Work Plans and Procurement Plans for country levels;
- ❑ Provides assistance in any research and data collection efforts related to the project activities, tracks required information and follows up on correspondence under project activities;
- ❑ Conducts missions to project site to assist in monitoring of activities and to assist with facilitating project progress;
- ❑ Supports development of information material for and on the project;
- ❑ Assists with recruitment of consultants/personnel in line with UN Women rules and regulations

2. Provides effective support to **management and administrative support to the Project** as follows:

- ❑ Assists in the Programme/project monitoring and management functions as needed;
- ❑ Ensures timely and effective assistance to day-to-day project implementation by fulfilling project, administrative, HR, financial and logistical tasks in conformity with expected results and project work plans:
  - Provides assistance in preparing and modifying project budgets, implementing control mechanism for budget monitoring, preparing annual and monthly expenditure plans;
  - Maintains accurate personnel records of the project as required by UN Women;



<ul style="list-style-type: none"> <li>■ Provides assistance in handling with procurement contracts for goods and services;</li> <li>■ Maintains project equipment and servicing as well as its records;</li> <li>■ Ensures the maintenance of a filing system, reports or other documentation related to the programme and administrative matters of the project in hard and electronic formats;</li> <li>■ Provides assistance in organizing and holding seminars; conferences, trainings, and meetings;</li> <li>■ Obtains necessary information and documents regarding financial records or projects expenditures;</li> <li>■ Provides assistance in preparation and submission of the Requests for Payment (PR), Travel Requests, Travel Expense Claims and Requests for Contract with complete package of supporting documents at regional and country levels.</li> </ul> <ul style="list-style-type: none"> <li>□ Acts as translator / interpreter as necessary to the project team and the Representative;</li> <li>□ Ensures compliance of project, administrative and operations activities with UN Women rules, regulations, policies and strategies;</li> <li>□ Any related tasks required for the smooth running and success of the projects, and on a case by case needs basis, other projects or the Country Office.</li> </ul>
<p>3. Supports <b>knowledge building and knowledge sharing</b> in the office focusing on achievement of the following results:</p>

IV. Recruitment Qualifications	
Education:	Bachelor Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences and other relevant fields.
Experience:	3 years of relevant administrative or programme experience is required at the national or international level. Experience with gender equality, women empowerment related projects is an advantage. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages.
Language Requirements:	Fluency in English and Russian. Working knowledge of Kyrgyz.

## TERMS OF REFERENCE

### I. Position Information

Project title:	
Project Number:	
Job Code Title:	<b>Field Specialist</b>
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Based in Osh
Pre-classified Grade:	SC 6
Supervisor:	Representative/Project Coordinator

### II. Background information/objectives

Under the direct supervision of Representative and respective Project Coordinator, Field Specialist will be responsible for implementation of relevant activities under respective component at the field level.

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

### **III. Functions**

*1. Conduct Regular Field Missions of several day duration to remote areas (40% of time)*

- Prepare for, mobilize and conduct missions, liaise with partners and arrange for all logistics
- Conduct training workshops and monitoring visits, participate in roundtable discussions, provide supervision support and prepare for each input
- Document the findings/results/lessons learned and follow-up actions required, obtaining stakeholder commitments to time-bound action and subsequently monitoring implementation
- Support and guide responsible parties in the field towards effective and efficient cooperation on project implementation; oversee and support the organization of trainings and events

*2. Ensure implementation support to and administration of projects, components and/or activities (30%)*

- Adapt processes and procedures to ensure achievement of project results and indicators
- Assist with coordinating responsible parties towards effective and efficient cooperation on project implementation; oversee and support the organization of trainings and events
- Provide support to developing and implementing activities, entering projects into Atlas, prepare for required budget revisions
- Prepare draft project documents, work plans, budgets, proposals on implementation arrangements and reports required for the purposes of annual work planning, resource mobilization, collaboration with partners, reporting to donors, as well as drafting official letters
- Ensure timely and quality implementation of activities under the relevant AWP, monitor budget utilization/implementation in lieu of AWP and project log-frame
- Timely prepares progress, narrative & final reports for the Programme
- Maintain internal expenditures control system which ensures that vouchers processed are matched and completed, transaction are correctly recorded and posted in Atlas; maintain shadow budget
- Help align project interventions with those of state and non-state actors as well as donors

- Liaise with government stakeholders, civil society and private sector partners to ensure proper coordination and partnership in common development efforts, present information on project activities, as well as ensure dissemination to broader public
  - Liaise with implementing partners on routine implementation of the project activities, track use of resources, train and monitor expenditure reports as per FACE
  - Maintains accurate personnel records of the project as required by UN Women
  - Supports handling with procurement contracts for goods and services
  - Maintains project equipment and servicing as well as its records
  - Ensures the maintenance of a filing system, reports or other documentation related to the programme and administrative matters of the programme in hard and electronic formats
  - Provides logistics support to programme needs; provide assistance in organizing and holding seminars, conferences, trainings, and meetings
  - Provides assistance on financial and administrative matters to the project
  - Arranges travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents
  - Assists with recruitment of (Inter)national Experts/Consultants and assists with procurements for goods and services in line with UN Women rules and regulations;
  - Oversees and coordinates working plans and travel schedules, and quality of reports (Inter)national Experts/ Consultants. Provides logistical support and programmatic guidance to (Inter)national Experts/ Consultants when required
  - Ensure facilitation of knowledge building and sharing through synthesis of lessons learnt and best practices under the project supported; sound contributions to knowledge networks and communities of practice; assistance in maintenance of a calendar of the most relevant regional/national fora related to the project activities and assistance to facilitate access to that information by partners and relevant UN Women staff; keeping abreast of technical development in Women, Peace and Security
3. *Provide visibility to the United Nations' Women, Peace and Security Agenda (10%)*
- Advocate for WPS UNSCR/NAP1325, UNSG 7-point action plan; and the UN Women mandate
  - Attend meetings and events on behalf of UN Women
4. *Assist international staff with interpretation during meetings and missions (10% of time)*
5. *Perform other tasks as required, such as taking minutes, assisting other thematic areas (10% of time)*

#### IV. Recruitment Qualifications/Competencies

Education:	- <b>Bachelor degree in the respective field.</b>
Experience:	

	<ul style="list-style-type: none"> <li>- Minimum five years of <i>relevant</i> experience in Kyrgyzstan (a Master's degree may substitute for one year of this experience)</li> <li>- Work experience must include exposure to public administration or social or economic development activities</li> <li>- Work experience must include <i>relevant</i> field-level experience</li> <li>- Demonstrated substantive knowledge in the thematic area of gender equality and/or women's social, political or economic empowerment, and of conflict prevention and peace-building methodologies</li> <li>- Proven experience in writing project documents and project reports; in preparing and holding trainings; strong analytical skills</li> <li>- Familiarity with either participatory methodologies, for-profit agricultural development systems; micro-finance; or democratic governance at the sub-national level</li> </ul>
Skills:	<ul style="list-style-type: none"> <li>- Strong knowledge of all issues of the relevant component; general understanding of all major Programme issues.</li> <li>- Understanding of functioning of the institutional structures of KR in the respective field</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>- Fluency in English and Russian. Working knowledge of Kyrgyz. Knowledge of additional minority languages is an asset</li> </ul>



## INTERNATIONAL LABOUR ORGANIZATION

### JOB DESCRIPTION

Position Title: **National Project Coordinator**  
 Grade: **NO-A**  
 Organisation Unit: **DWT/CO-Moscow**  
 Project Title: **XXX PBF Joint programme**  
 Duty Station: **Bishkek, Kyrgyz Republic**  
**Dushanbe, Republic of Tajikistan**  
 Job duration: **18 Months**

*Technical cooperation appointments, as a rule, do not provide for career growth are not expected to lead to a career in the ILO and they do not carry any expectation of renewal or conversion to any other type of appointment in the Organisation. A one-year fixed-term contract will be given. Extensions of technical*

*cooperation contracts are subject to various elements, including availability of funds, continuing need of the functions, and satisfactory conduct and performance.*

## **Background**

ILO jointly with IOM and UNWomen are joining forces to implement a project to be funded through the UN Peace Buildign Fund inorder to promote an enabling community and policy environment conducive to women and girls' empowerment and their active engagement in peacebuilding and inclusive community development in communities affected by migration and prone to conflict.

In the context of the joint programme, ILO will focus on promoting peace and stability for women and girls affected by migration through economic empowerment, particularly self-employment, skills development and financial education. Therefore, a Project National Coordinator to be hired inorder to manage and coordinate the implementation of ILO interventions in the field. The Project National Coordinator (based in Bishkek) will receive guidance from the Decent Work Team based in Moscow and the ILO national Coordinator based in Bishkek, the national coordinator will work closely with the project staff at IOM and UNWomen.

## **General accountability**

The National Project Coordinator's main task is to support delivery of project Outcomes at the national level, and to assist the Chief Technical Adviser in project implementation, by promoting full understanding of the ILO mandate among project partners, and contributing to the promotion of International Labour Standards and Social Dialogue.

## **Duties and responsibilities**

1. Review and analysis of national development strategies, policies, programmes and priorities, socio-economic data, reports and other information, relevant to project implementation in the targeted locations focusing on issues related to women and girls affected by migration.
2. Assist in the process of reviewing/agreeing on the project's logical framework and annual work-plans for each project Outcome, together with and in support of ILO constituents in the country, as they plan and coordinate their work to participate in actions under the project Outcomes.
3. Coordinate (Together with IOM and UN Women project team) and facilitate regular functioning of the National Project Advisory Group/Committee in the country.
4. Represent the project at the national level.
5. Collaborate closely with ILO constituents, experts and other project stakeholders under overall guidance from technical staff in Moscow to expedite implementation and meet targets.
6. Collaborate closely with the Project Assistant of the project in Moscow who will work on administration processes connected with the implementation of the project.
7. Monitor implementation of project activities, by way of review, verification and analysis of work plans, interim and final reports of partners on work done, and subsequent drafting of conclusions and recommendations on a regular basis to ILO technical backstopping team in Moscow and Bishkek.
8. Participate in the process of organizing the preparation and implementation of seminars, workshops, training sessions and meetings, within the framework of the project.
9. Brief ILO specialists, project experts, ILO National Coordinator in the country, and visiting officials on any project-related issue they may require; ensure relevant, reliable and up-dated information on all project matters available at request.

10. Cooperate closely on project implementation (in coordination with IOM and UNWomen) with Government, Workers' and Employers' Organisations, and other relevant national stakeholders and/or international development partners; identify areas of cooperation with other projects and agencies.
11. Undertake missions needed in the project implementation process.
12. Perform other duties assigned by the technical backstopping specialist and or the ILO national coordinator in Bishkek may assign them.

## **Qualifications Required**

**Education:** First level university degree in human resources development, economics, law or other social sciences.

**Experience:** At least one or two years of documented professional experience at the national level in the field of employment promotion, or labour market policies and programmes development, or social protection. Familiarity with UN policies, related to employment, labour market and social protection procedures would be an asset.

**Languages:** Excellent command of English, Russian and the country's main national language.

## **Competencies:**

*Specific competencies include:* Knowledge of evaluation concepts and procedures; ability to interpret project information and to identify and analyse project implementation problems; ability to communicate effectively, both orally and in writing; good drafting and computer office programme application skills; ability to clarify information; organisational skills; ability to work at own initiative, as well as being able to effectively function as a member of the team; ability to deal with people, using tact and diplomacy.

Core competencies include: Integrity and transparency; sensitivity to diversity; orientation to learning and knowledge-sharing; client-orientation; communication; orientation to change; taking responsibility for performance; quality-orientation; collaboration.

<b>Organisational Unit/Department:</b>	<b>DWT/CO-Moscow</b>
<b>Technical backstopping Unit/Department:</b>	<b>Not applicable</b>
<b>Technical Cooperation Programme:</b>	<b>XXX PBF Joint programme</b>
<b>Position (Title):</b>	<b>Project Assistant</b>
<b>Grade:</b>	<b>G6 (50%)</b>
<b>Duty Station:</b>	<b>Moscow, Russian Federation</b>

## **I. Introduction:**

### **General accountability / Reporting lines**

The Project Assistant will provide programme and administrative support to the joint programme funded by the UN PBF and implemented by DWT/CO-Moscow in Kyrgyzstan.

The incumbent will work under direct supervision of Chief Technical Adviser/s of the project.

## **II. Main duties and responsibilities:**

1. Organize data and information, prepare and maintain records, documents and control systems for the projects.
2. Prepare background information for use in work plan and budget preparations and discussions.
3. Support the organization and preparation of meetings and make all administrative arrangements and facilities for conducting workshops and seminars in the project targeted locations.
4. Prepare, on own initiative, correspondence, reports, evaluations and justifications as required on general administrative or program tasks (which may be of a confidential nature), attach necessary background information, maintain follow up system, and draw attention of the supervisors to matters requiring immediate and/or personal attention.
5. Assist in the preparation of the administrative reports and documents such as project budgets and maintain administrative records.
6. Provide programming support in the implementation of the projects.
7. Help the National Project Coordinator to monitor progress of project activities by verifying the budgets and the financial reports as well as monitor the delivery rate.
8. Upon instructions of the technical backstopping specialist, administer the project budget in DWT/CO Moscow financial system and monitor the financial management of project activities, External Collaboration and other contracts, review financial progress and final reports, analyze relevant resources and activities.
9. Prepare payment requests and keep the records of expenditures.
10. Maintain a reference system for the project related documents and reports.
11. Handle acquisition of project supplies and equipment and maintain the inventory records.
12. Perform other duties related to administrative and programme assistance as assigned by the supervisor/s and/or Responsible Chief.

### III. Qualifications requirements: education, language, experience and competencies.

**Education** – Completion of secondary school education, supplemented by technical or university level courses in a field related to the work.

**Experience** – Six years of progressively responsible clerical or administrative work, of which at least one year in programming support activities.

**Languages** – Excellent knowledge of English and Russian.

**Competencies:** Good knowledge of the purpose and functions of the technical cooperation programme and the other offices and sectors interacting with the programme; Knowledge of technical data and good administrative skills to provide programming support; Good knowledge of programming, implementation and evaluation principles, practices and procedures; Ability to work with word processing and spreadsheet software, as well as computer software packages required for work; Ability to prepare preliminary reports and to draft correspondence. Good analytical skills; Ability to communicate effectively both orally and in writing; Ability to deal with a range of staff and to respond to their queries; Ability to work in a team and to work under pressure; Good organizational skills and excellent time management skills; Responsible behavior and attention to detail; Ability to work and communicate with people in a polite, courteous and cooperative manner; High standards of ethical conduct; must demonstrate honesty and integrity.



Annex D. Detailed and UNDG budgets (attached Excel sheet)