



**KYRGYZ REPUBLIC
THIRD VILLAGE INVESTMENT PROJECT (VIP3)**

REVISED PROJECT OPERATIONAL MANUAL

**PART B
ANNEX 4**

PROJECT MANAGEMENT
Including Monitoring and Evaluation

(DRAFT UNTIL NO OBJECTION GIVEN BY WORLD BANK)

Revision 2 – 24 June 2020

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ANNEX 4:

**ANNEXES TO CHAPTER 4
COMPONENT 3: PROJECT MANAGEMENT**

VIP3 STAFF TERMS OF REFERENCE

- a. VIP3 Project Coordinator (revised)
- b. Procurement Specialist
- c. Payment Specialist
- d. Senior Monitoring & Evaluation Specialist
- e. MIS Specialist
- f. Monitoring and MIS Specialist
- g. Senior Social Mobilization Specialist
- h. Social Mobilization Specialist
- i. Capacity Building Specialist
- j. Gender Development Specialist
- k. Infrastructure Engineer
- l. Safeguards Specialist
- m. Project Assistant
- n. Translator
- o. Informational Support Specialist
- p. Infrastructure Support Specialist
- q. Disbursement Specialist Assistant
- r. Procurement Specialist Assistant
- s. Oblast Coordinator
- t. Oblast Specialist on Social Mobilization, Capacity Building and Gender Development (SMCBGD)
- u. Community Development Support Officer (CDSO)
- v. Female Intern for Community Development and Support Officer (CDSO Assistant)
- w. Oblast Engineer/Technical Expert

Third Village Investment Project
Terms of Reference
VIP3 PROJECT COORDINATOR
Revised [November 14, 2018]

- I. **Purpose of assignment.** To oversee the effective organization and coordination of all project activities such that the project meets its intended goals outlined in the Financing Agreement and Project Appraisal Document and follows the procedures outlined in the Project Operational Manual.
- II. **Scope of work.** The Project Coordinator is responsible for implementation of project activities in accordance with the agreed project documents (Financing Agreement, Project Appraisal Document and the Project Operational Manual), donor' standards and procedures - with special attention to the World Bank anti-corruption guidelines - and in accordance with the Laws and Regulations of the Kyrgyz Republic. The Coordinator supervises all VIP3 staff and consultants and is responsible for managing their performance. The Coordinator manages day-to-day use of the VIP3 budget in accordance with the approved annual budget and workplan.
- The Project Coordinator will be accountable for the delivery of the agreed project activities and the candidate must receive a no-objection from the World Bank prior to appointment. No reassignment or delegation of this position can be made without the agreement of the World Bank.
- This is a full-time position based at the ARIS Central Office with frequent travel to the field.

III. **Responsibilities**

- Human resource management. The Project Coordinator directly supervises key personnel in the Central Office including Social Mobilization, Capacity Building and Gender Development Specialists, Engineers, M&E Specialists, Procurement and Disbursement Specialists. The Project Coordinator also directly supervises the Oblast Coordinators responsible for day-to-day management of Project implementation in the field. S/he ensures that all staff and stakeholders work to the highest ethical standards as outlined in the ARIS Staff Code of Conduct and that they follow the procedures outlined in the approved Project Operations Manual. S/he brings any disciplinary matters to the attention of the ARIS Executive Director or the funding donor. S/he works with the ARIS Human Resource department to attract, develop, and retain talent for the VIP3 project in line with ARIS' corporate human resource regulations and the labor laws of the Kyrgyz Republic
- External representation. As authorized by the ARIS Executive Director, the Project Coordinator represents the Project to relevant actors, including official bodies of the Kyrgyz Republic, donor organizations, NGOs, and local self-governing bodies. This includes preparing documents for No Objection by the Ministry of Finance and SALGIR.
- Donor coordination. The Project Coordinator is the primary day-to-day point of contact for the World Bank regarding management and is fully accountable for the delivery of the project. The Coordinator also arranges and accompanies Implementation Support Missions (ISM) by the Bank. The Project Coordinator oversees regular reporting to the Bank as required in this POM.
- Financial and budget management. The Project Coordinator manages annual budget planning, quarterly reconciliations, and execution. The Project Coordinator represents ARIS on the tender panels for VIP3 subgrant implementation and signs on behalf of ARIS for SAW, SAS and other financial documents submitted by contractors (individuals), suppliers of goods, works and services for financial payments under the Project. The Coordinator is expected to sign withdrawal applications on behalf of ARIS.
- Capacity building- The Project Coordinator oversees the development of training modules and the annual peer exchange activities and seeks No Objection for same if there are changes from one cycle to another. The Project Coordinator reviews participant rosters and invitation lists for the capacity building program to ensure that gender targets are being met.
- Safeguards- The Project Coordinator oversees the VIP3 Engineers and Safeguard Specialist to ensure that all World Bank safeguard concerns under the Project are fully identified and addressed. The Project Coordinator brings any safeguard issues are brought to the attention of the World Bank through incident reporting, during ISMs and in regular reporting.
- Oblast Contest Commission Secretariat. The Project Coordinator oversees the work of the VIP3 staff to serve as Secretariat of the OCC, ensuring that the selection of subprojects is transparent, and unbiased. This includes- among other tasks- identifying and recommending OCC members for submission to the Bank, MOF and SALGIR for No Objection; assigning VIP3 staff to screen and score AA proposals for the OCC contest in line with the procedures in this POM; preparing the list of ranked proposals for submission to the Bank, MOF and SALGIR for No Objection; notifying AO and AK Heads of the outcome of the contest; and preparing Letters of Intent and Framework Agreements on Cooperation for signature by the Executive Director and Chief Financial Officer

after the winners have been approved.

- Supervision of works- The Project Coordinator assigns VIP3 Engineers to supervise building works as outlined in this POM and ensures that they are supervising building contractors as required.
- Project monitoring. The Coordinator is responsible for monitoring project activities to ensure compliance with project agreements, donor requirements and legislation of the Kyrgyz Republic. S/he will identify any issues arising in implementation that may require changes in operational provisions and / or legal documents and shall prepare a letter to the relevant donors/authorities seeking No Objection for these changes. The Project Coordinator also oversees regular monitoring of the project activities to track whether intended results (as outlined in the Results Framework of this POM) will be met. S/he alerts the ARIS Executive Director and World Bank in the event targets will not be met and proposes solutions to improve results. S/he ensures that monitoring and evaluation (M&E) is being conducted according to the requirements of the POM;
- Reporting. The Coordinator oversees the preparation of monthly, quarterly and annual progress reports required by the Government of the Kyrgyz Republic, the World Bank and / or other funding agencies. This includes overseeing preparation of reports to the Supervisory Board, the Government of the Kyrgyz Republic, the World Bank, other donors and other stakeholders.
- Beneficiary feedback. As is required by the procedures of the ARIS Beneficiary Feedback system, the Project Coordinator responds to feedback received through the beneficiary feedback system, including investigating complaints, and reporting to donors.
- Document management. The Project Coordinator oversees and manages the development and, if necessary, the update of all operational manuals, instructions, regulations and other similar documents governing the Project activities and its implementation.

IV. Reporting

- The Project Coordinator directly reports to ARIS Executive Director., or a management arrangement agreed with donors prior to contract signing.
- Coordinator submits reports to the ARIS Executive Director
- Coordinator submits reports in accordance with the Project Documents and ARIS
- Coordinator responsible for Preparation of reports to the Supervisory Board, the Government of the Kyrgyz Republic, IDA, donors and the public
- Coordinator responsible for Preparation of reports at the Project completion
- Coordinator responsible for Preparation of a mid-term report and reports for the Donors Mission.
- Coordinator submits monthly report in electronic form in accordance with ARIS regulations.

V. Period of service provision:

The employment contract with Project coordinator will be concluded for 12 months' period, with a 3-month probation period Extension of the contract is possible subject to satisfactory performance.

VI. Qualification requirements

This position requires the utmost integrity and the successful candidate will be required to sign a Code of Conduct annually.

The applicant for this position should possess the following knowledge and work experience:

- Track record of working with utmost integrity and accountability
- Higher education with relevant degree;
- Experience of work in international projects as a Coordinator for at least 5 years;
- 10 years experience in implementing projects related to rural communities;
- Knowledge and skills in the field of community-driven development and social mobilization;
- 8 years experience and interaction with government agencies and interaction with local governments and community organizations;
- 8 years experience working with international donors, preferably 3 years (one previous project) with the World Bank;
- Experience in preparation of reporting, documentation and communications with donors;
- 8 years experience managing a large multi-sectoral team;
- Fluency in Russian and Kyrgyz; knowledge of English is preferred;
- Computer skills in Microsoft Word and Excel.

Third Village Investment Project

Terms of Reference PROCUREMENT SPECIALIST

I. Purpose of assignment – is to efficiently spend funds, ensure compliance with procurement procedures for goods, works and services in implementation of ARIS projects.

II. Scope of services

The main task of the Procurement Specialist is to follow the VIP-3 procurement procedures in the regions in accordance with the agreed project documentation, donor standards and procedures, as well as in accordance with the Laws and Regulations established by the State.

III. Responsibilities of the Consultant

Specific functional responsibilities of the Procurement Specialist include, but are not limited to:

- Planning, organization and implementation of procurement of goods, works and services in the projects implemented by ARIS in accordance with the Procurement Manual, ensuring their timely implementation;
- Preparation and updating of procurement plans and obtaining approval of donors, and their implementation for the procurement of goods, works, non-consulting and advisory services;
- Preparation of all documents required for procurement within international and local competitive bidding or other acceptable procedures, including preparation of evaluation reports on conducted tenders and submission of necessary documents for approval by the ARIS Tender Commission and endorsement by donors;
- Proper monitoring and administration of all Contracts concluded with international and local consultants and counterparties;
- Organization of receipt of goods and their customs clearance and delivery to the final destination, if necessary;
- Coordination with the financial officers of issues on payment under the signed contracts;
- Preparation of reports, including progress reports on procurement for submission to Project Coordinators and donors of ARIS;
- Providing assistance to ARIS Oblast offices, CDSOs and communities on procurement issues in the framework of projects implemented by ARIS;
- Management and updating of the database of suppliers, contractors and consultants and the project procurement monitoring system;
- Field visits to communities for review to ensure procurement activities in accordance with the Agreements and the Community Procurement Manual;
- Training of the LSGs' staff and community members involved and responsible for implementation of Subprojects and Micro-projects implemented under the ARIS' projects on procurement rules and procedures, contract administration and monitoring of procurements conducted;
- Conduct trainings, presentations, consultations on procurement for ARIS staff and contractors;
- Any other duties that may reasonably be assigned by the ARIS Executive Director.

IV. Reporting

In his work, the Procurement Specialist directly reports to ARIS Senior Procurement Specialist.

- The Procurement Specialist submits monthly and quarterly narrative analytical report, annual reports on their activities in electronic form in accordance with the established procedures of ARIS.;

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position should possess the following knowledge and work experience:

- Track record of working with utmost integrity and accountability
- Master's degree in business, economics, finance or other equivalent degree;
- Good knowledge and practical experience with procurement rules and procedures of the World Bank, ADB, KFW and other international development organizations;

- Good knowledge and practical experience with the rules and procedures of public procurement;
- Experience (minimum 5 years) in conducting an international / national competitive bidding and procurement planning experience;
- Experience in preparing individual Procurement Manuals for projects, including parts of Operational Manuals;
- High level of honesty and accountability for all aspects of project procurement;
- Confirmed experience and skills in negotiating procurement and building relationships with partners: business leaders and government officials;
- Good practical knowledge of written and spoken English and fluency in Russian is required;
- Ability to work with software applications, including Word and Excel at the advanced user level.

Third Village Investment Project
Terms of Reference
PAYMENT SPECIALIST

I. Purpose of assignment - is the effective implementation of financial management of the Project.

II. Scope of services

The main responsibility of the Disbursement Specialist is to maintain accounting records and make payments under the Project in accordance with the agreed project documentation, donor norms and procedures, and also in accordance with laws and regulations established by the state.

III. Responsibilities of the Consultant

- Consideration and satisfaction of requests for payments in accordance with the procedures of the World Bank and other ARIS donor partners and in accordance with the Financing Agreements for financing/grants/loans;
- Maintaining financial accounting and reporting on projects implemented by ARIS in accordance with the procedures for financial accounting, financing, financial control and audits acceptable for ARIS projects and the Government of the Kyrgyz Republic;
- Carrying out the activities necessary to fulfill all obligations in accordance with the Guidelines on Payments of the WB and donors, including preparation of financial plans, chart of accounts, budget planning and control, management of the Special Account and other bank accounts;
- Timely preparation of reports on payments and reconciliation of these reports with reports of external financial experts of the World Bank;
- Performing any other duties reasonably delegated by the ARIS Executive Director and/or the Financial Manager;
- Preparation of regular written reports in accordance with form and conditions indicated by the donors;
- Providing regular standard reports on the use of investment funds within the timeframe designated by the National Statistical Committee;
- Drawing up a balance sheet and annexes of monthly, quarterly and annual reports for all ARIS donors, the Ministry of Finance of the Kyrgyz Republic and the Treasury of the Kyrgyz Republic;
- Preparation of periodic (monthly, quarterly and annual) progress reports required by the Government of the Kyrgyz Republic and/or external financial agencies.

IV. Reporting

In his work, the Payment Specialist directly reports to ARIS Finance Manager.

The Payment Specialist submits monthly and quarterly narrative analytical report, annual reports on their activities in electronic form in accordance with the established procedures of ARIS.

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position should possess the following knowledge and work experience:

- Track record of working with utmost integrity and accountability
- Higher education in accounting, finance, economics;
- Good knowledge of the World Bank's payment and financial reporting procedures; Accounting standards and tax legislation of the Kyrgyz Republic; knowledge of IFRS is an advantage;
- Experience in accounting including 3 years in international projects;
- Experience in development of training modules, in preparation and conduct of trainings;
- Experience in development of project documents, manuals, and analytical reports;
- Experience of work in international projects;
- Communicative and teamwork skills;
- Ability to travel on business trips to the regions;
- Fluency in Kyrgyz and Russian;
- Knowledge of English will be an advantage;
- Computer skills with the Microsoft Office software package (Word, Excel, PowerPoint, email).

Third Village Investment Project
Terms of Reference
MONITORING & EVALUATION SPECIALIST

I. Purpose of assignment – to coordinate and oversee effective organization and coordination of Project monitoring and evaluation activities.

II. Scope of services

Scope of services is determined by the expected project outcomes on monitoring and evaluation. It includes monitoring of achievement of project target objectives, monitoring of indicators and planned activities of the M&E and the Project as a whole.

- **The first objective** is the technical monitoring, which will be implemented by both Project Engineers and external Consultants. It includes processing of the reports of project specialists and monitoring the implementation of planned activities; providing recommendations for improving the project procedures based on monitoring outcomes.
- **The second objective** is monitoring and coordination of monitoring activities for the project as a whole. It includes monitoring of requirements for selection of communities; Preparation and conduct of evaluations of the project impact assessment by external Consultants - conducting basic studies and impact assessments; Monitoring of compliance with the requirements for selection of communities and micro projects.
- **The third objective** is the creation of a database on the carried out activities, collection and monitoring of data on project indicators. These are works related to the organization of a project management system based on an information management system.

III. Responsibilities of the Consultant

a. Development and organization of monitoring and evaluation activities

- Participation in the development of planning for implementation of project activities;
- Development of monitoring and evaluation plans and activities;
- Direct participation in the development of project indicators (Log frame);
- Regular analysis of achievement of project target objectives;
- Harmonization and definition of monitoring and evaluation requirements for Oblast representations and specialists working within the project;
- Monitoring of the approved monitoring and evaluation reporting system;
- Review and collect data on indicators and develop performance reports on these indicators;
- Providing M & E advisory assistance to project specialists;
- Conduct field visits to the Oblasts to conduct M & E activities in accordance with the approved work plan.

b. Preparation of project reports in accordance with the templates included in the POM;

- Prepare project reporting templates for the POM;
- Preparation of reports to the Supervisory Board, the Government of the Kyrgyz Republic, IDA, donors and the public;
- Timely provision of monthly, quarterly, and annual reports for submission to the World Bank and ARIS Steering Committee.
- Preparation of project reports for WB supervision missions in accordance with the templates included in the POM;
- Preparation of a mid-term report and Implementation Completion reports in accordance with the reporting requirements defined in the POM.

c. M&E training activities

- Preparation of training modules and methodological materials on the M&E;
- Organization and conduct of training activities on the M&E for CDSOs and other VIP3 staff.

d. Monitoring of Management Information System (MIS)

- Development of designs for reports and monitoring of work of the IMS;
- Development and approval of indicators collected within the project;

- Development of forms for data collection on the project;
- Regular analysis of data entered into the IMS on completed activities.

e. Planning and development of design and research methodology

- Development of qualitative research questions to be included in social accountability activities in this POM that will generate datapoints for the Results Framework;
- Direct participation in training of the Community Monitoring and Evaluation Groups to ensure they understand how to collect the data;
- Collection of data through the MIS and processing for inclusion in the Results Framework.

f. Other M&E activities

- Execution of other instructions of the Project Coordinator regarding project monitoring and evaluation activities.

IV. Reporting

The M&E Specialist reports directly to the ARIS Senior M&E Specialist.

The M&E Specialist submits monthly and quarterly narrative analytical report, annual reports on their activities in electronic form in accordance with the established procedures of ARIS..

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position should possess the following knowledge and work experience:

- Track record of working with utmost integrity and accountability
- Higher education (preferably in the field of sociology, economics);
- Experience working in international projects as a M&E specialist for at least 5 years;
- Experience in preparing analytical reports;
- Experience in carrying out research and data analysis skills (basic research and impact assessments);
- Experience working with databases (Excel, SPSS);
- Fluency in Kyrgyz and Russian languages (written and oral);
- Knowledge of English will be an advantage;
- Computer skills with the Microsoft Office software package (Word, Excel, PowerPoint, email).

Third Village Investment Project
Terms of Reference
MIS SPECIALIST

I. Purpose of assignment - is technical support for design and operation of MIS and "1C" and relevant end-user training.

II. Scope of services

The MIS Specialist' scope of services includes, but is not limited to:

- Development of a computerized accounting system (based on the 1C platform) and support to the Financial Management System (FMS), as well as preparation of a performance report;
- Design, development, implementation and support of mechanisms for data exchange between the modules of FMS and MIS of ARIS;
- Participation in conceptualization and design of the ARIS MIS and close work with MIS staff to ensure the compatibility of the MIS with financial management system;
- Preparation of proper documentation for the developed modules, which will combine the logical diagrams of FMS, flow of documents, description of specific functions, etc. The documentation should also contain all information on the exchange mechanisms between the FMS and MIS modules;
- Development of the Manual for users of FMS;
- Organization of trainings for employees on work with FMS, provision of consultations and user support on a daily basis;
- At the request of the ARIS Executive Director and/or the Financial Manager of ARIS, preparation of the necessary reports related to FMS;
- Any other duties that may reasonably be assigned by the ARIS Executive Director and/or the Financial Manager of ARIS.

III. Responsibilities of the Consultant

- Development of design of reports and monitoring of work of 1C (MIS);
- Development and approval of a set of indicators collected within the framework of ARIS projects in the 1C system;
- Development of forms for data collection on ARIS projects in the 1C system.

IV. Reporting

The Specialist on MIS and "1C" directly reports to the ARIS Senior MIS Specialist.

- The Specialist on MIS and "1C" submits monthly and quarterly narrative analytical report, annual reports on their activities in electronic form in accordance with the established procedures of ARIS.

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position should possess the following knowledge and work experience:

- Track record of working with utmost integrity and accountability
- Higher education (preferably in the field of sociology, economics);
- Experience working in international projects as an IMS specialist for at least 3 years;
- Experience in preparing analytical reports;
- Experience in conducting research and data analysis skills (basic research and impact assessments);
- Experience working with databases (Excel, "1C").

Third Village Investment Project
Terms of Reference
MONITORING AND MIS SPECIALIST

I. Purpose of assignment – supports the senior Monitoring and MIS Specialist to implement the monitoring and evaluation procedures and data entry into the MIS.

II. Scope of services

The scope of services is determined by the expected project outcomes on monitoring and evaluation. It includes monitoring of achievement of project target objectives, monitoring of indicators and planned activities of the M&E and the Project as a whole.

- **The first objective** is the technical monitoring, which will be implemented by both Project Engineers and external Consultants. It includes processing of the reports of project specialists and monitoring the implementation of planned activities; providing recommendations for improving the project procedures based on monitoring outcomes.
- **The second objective** is monitoring and coordination of monitoring activities for the project as a whole. It includes monitoring of requirements for selection of communities; Preparation and conduct of evaluations of the project impact assessment by external Consultants - conducting basic studies and impact assessments; Monitoring of compliance with the requirements for selection of communities and micro projects.
- **The third objective** is the creation of a database on the carried out activities, collection and monitoring of data on project indicators. These are works related to the organization of a project management system based on an information management system.

III. Responsibilities of the Consultant

- Development and organization of monitoring and evaluation activities;
- Training of specialists of ARIS regional / oblast representations on entering of these reports to the MIS;
- Regular analysis, processing, accounting and reporting from the MIS;
- Preparation of output monitoring reports from the MIS;
- Development of instructions, regulations, requirements for data entry into the MIS;
- Quality control of data entered into the MIS;
- Development of design of the MIS reports;
- Keeping analysis and recording of the conducted activities on social mobilization, community capacity building and implementation of micro and subprojects;
- Review and collect data on indicators and preparing reports on the performance of work on these indicators;
- Field visits to the communities in accordance with the approved work plan;
- Implementation of other instructions of the ARIS Executive Director and the Project Coordinators.

a. Preparation of reports within the Project framework

- Assists the M&E Specialist to prepare reports to the Supervisory Board, the Government of the Kyrgyz Republic, IDA, donors and the public;
- Timely provision of monthly, quarterly, and annual reports according to the guidelines in the POM;
- Preparation of project reports for WB supervision missions in accordance with the templates included in the POM;
- Preparation of a mid-term report and Implementation Completion reports in accordance with the reporting requirements defined in the POM.

b. M&E Training activities

- Participate in preparation of training modules and methodological materials on the M & E and MIS;
- Conduct training activities on the M & E and MIS for the CDSOs;
- Organization of training activities with participation of Core training consultants.

c. Monitoring of Information Management System (MIS)

- Participation in the development of design of reports and monitoring of work of the MIS;

- Participation in the development and approval of a set of indicators collected within the framework of ARIS projects;
- Participation in the development of forms for data collection on ARIS projects;
- Regular analysis of data entered into the MIS on completed activities.

d. Planning and development of design and research methodology

- Development of qualitative research questions to be included in social accountability activities in this POM that will generate datapoints for the Results Framework;
- Direct participation in training of the Community Monitoring and Evaluation Groups to ensure they understand how to collect the data;
- Collection of data through the MIS and processing for inclusion in the Results Framework.
- Preparation of reports within the framework of the project.

IV. Reporting

The Monitoring/MIS Specialist directly reports to the ARIS Senior M&E Specialist.

The Monitoring and MIS Specialist submits monthly and quarterly narrative analytical report, annual reports on their activities in electronic form in accordance with the established procedures of ARIS.

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position should possess the following knowledge and work experience:

- Higher education (preferably in the field of sociology, economics);
- Experience working in international projects as a M & E specialist for at least 3 years;
- Experience in preparing analytical reports;
- Experience in conducting research and data analysis skills (basic research and impact assessments);
- Experience working with databases (Excel, SPSS);
- Experience working with "1C".

Third Village Investment Project
Terms of Reference
VIP-3 SENIOR SOCIAL MOBILIZATION SPECIALIST

VII. Objective of the assignment – efficient organization and coordination of project activities on social mobilization to achieve planned project goals described in Finance Agreement and Project Appraisal Document and comply with all procedures described in this Project Operation Manual.

VIII. Scope of services

Project Senior Social Mobilization Specialist assists Project Coordinator in management and coordination of project activities on capacity development and social mobilization in accordance with the agreed project documents (Finance Agreement, Project Appraisal Document and Project Operation Manual), standards and procedures of the donors, paying special attention to the World Bank's Integrity Manual and in accordance with determined laws and provisions of the Kyrgyz Republic. Senior Social Mobilization Specialist manages VIP-3 staff on social mobilization, Capacity Development Specialist, Gender Development Specialist and is responsible for the management of their activities. Senior Social Mobilization Specialist regulates VIP-3 budget utilization in terms of implementing capacity development and social mobilization activities in accordance with the approved annual budget and work plan.

Senior Social Mobilization Specialist directly reports to the Project Coordinator. This position is a full time job in ARIS Central Office with frequent field visits.

IX. Responsibilities

- Human resources management. Senior Social Mobilization Specialist directly manages Social Mobilization, Capacity Development and Gender Development Specialists. He/she also manages Oblast Coordinators, CDSO in capacity development issues and conduction of social mobilization at local level. He/she ensures the work of aforementioned staff and stakeholders in accordance with the highest ethical standards described in ARIS Code of Conduct, and their compliance with the procedures stated in approved Project Operation Manual. He/she communicated Project Coordinator on any disciplinary issues;
- External representation. In case of corresponding appointment and delegation of powers by the Project Coordinator Senior Social Mobilization Specialist represents the Project together with other legal people including official bodies of the Kyrgyz Republic, donor organizations, NGO and local self-governmental organizations. This includes preparation of documents for the approval of Ministry of Finance (MF) and State Agency of Self-Governmental Affairs and Interethnic Relations (SASGAIR);
- Coordination of donor activities. Senior Social Mobilization Specialist arranges and accompanies Bank Project Implementation Support Missions;
- Financial and budget management. Senior Social Mobilization Specialist prepares information on financial and budget planning and their execution as well as quarter reconciliations for the Project Coordinator. Senior Social Mobilization Specialist represents ARIS – in case of corresponding assignment by ARIS Executive Director – on bid meetings for implementation of VIP-3 sub-grants and on behalf of ARIS signs Certificates of completion and other financial documents submitted by contracting firms (entities), consultants, suppliers of goods, works and services to make payments under the Project.
- Capacity development. Senior Social Mobilization Specialist controls development of training modules and annual experience exchange activities between the representatives of one level, and requests for their approval in case of revisions during implementation of another cycle. Senior Social Mobilization Specialist reviews list of participants and invitations for the capacity development programs to ensure achievement of gender target indicators.
- OCC Administrative office. Senior Social Mobilization Specialist controls VIP-3 staff activities during its work with OCC administrative office, prepares list of ranked proposals for the approval of Bank, MF and SASGAIR; informs AO and AK heads on contest results; prepares Letters of intention and Framework Agreements for the ARIS Executive Director and Finance Manager to sign after approval of the winners.
- Project monitoring. Senior Social Mobilization Specialist is responsible for monitoring of project activities in part of implementing social mobilization and capacity development activities to ensure their compliance with the project agreements, donor requirements and legislation of the Kyrgyz Republic. He/she defines any issues arising during implementation, which probably require revision of operational provisions and/or legal documents, and

shall prepare letter to relevant donors/authorities to receive approval to amend the document. Senior Social Mobilization Specialist also regularly monitors project activities to achieve planned results (described in Results Framework of this OM). He/she informs Project Coordinator about fails to achieve the results and proposes decisions to improve them. He/she ensure monitoring and evaluation (M&E) in accordance with OM requirements;

- **Reporting.** Senior Social Mobilization Specialist observes preparation of monthly, quarterly and annual progress reports required by the Government of Kyrgyz Republic, World Bank and/or other financial agency. This includes supervision over preparation of reports for Supervisory Board, World Bank, Government of Kyrgyz Republic, other donors and stakeholders.
- **Beneficiary feedback.** In case of assigning by the ARIS Executive Director, Senior Social Mobilization Specialist responds for comments received by feedback system, including investigation of complaints.
- **Document management.** Senior Social Mobilization Specialist supervises and manages development and if required update of all operation manuals, instructions, provisions and other relevant documents regulating project activities and its implementation.

X. Other project activities

- Performing other tasks assigned by the Project Coordinator and ARIS Executive Director.
- In case of relevant appointment perform responsibilities of the Project Coordinator.

XI. Reporting

- Senior Social Mobilization Specialist is directly reporting to the Project Coordinator.
- Senior Social Mobilization Specialist submits reports to the Project Coordinator.
- Senior Social Mobilization Specialist submits report in accordance with the internal documents of the project and ARIS.

XII. Service providing period: 12 months.

XIII. Qualification requirements:

Candidate for this position shall have the following knowledge and work experience:

- Successful experience of performing diligent and responsible work;
- Higher education in a relevant area;
- At least 3 years of work experience on managing positions in international projects;
- At least 5 years of experience in implementation of projects related to rural communities;
- Knowledge and skills in development initiated by community and conduction of social mobilization;
- At least 5 years of experience and interaction with local self-governmental bodies and public organizations;
- At least 5 years of work experience with international donor organizations, at least 3 years of work experience (one previous project) with the World Bank is preferable;
- Fluency in Russian and Kyrgyz; knowledge of English would be an asset;
- Good computer skills: Microsoft Word and Excel.

**Third Village Investment Project
Terms of Reference
SPECIALIST ON SOCIAL MOBILIZATION**

I. Assignment Objective

Efficient management and coordination of social mobilization activities under the Project.

II. Scope of Services

The main goal of the SM specialist is an overall responsibility for coordinating the community social mobilization activities under the Project.

Consultant's Responsibilities

Arrangement, implementation and monitoring of social mobilization activities:

- Develop, plan, coordinate and control the activities on project promotion, public awareness-raising, and community mobilization to facilitate the project activities;
- Coordinate, monitor, and evaluate the project activities and the ARIS oblast offices regarding community mobilization;
- Participate in selecting and contracting the community mobilization partners;
- Plan, coordinate, and provide trainings and project implementation technical assistance to the regional staff, local consultants, and partners;
- Participate in the development and improvement of standard documents and procedures related to community mobilization activities;
- Develop training materials for social mobilization activities;
- Participate in the selection of specialists from the regional and oblast offices, as well as local consultants engaged in community mobilization activities; and develop the respective Terms of Reference;
- Quality control of SM data entry in the ARIS MIS; assist in SM monitoring activities; and other responsibilities assigned as part of the Project Operational Manual;
- Any other responsibilities that may reasonably be assigned by the ARIS Executive Director, the Project Coordinator, and/or the Financial Manager.

Preparation of the Project Reports

- Prepare reports for the Supervisory Board, the Government of the Kyrgyz Republic, donors and the public;
- Prepare Project Completion Reports;
- Prepare an Interim Report and reports for missions.

III. Reporting

The Social Mobilization Specialist is directly accountable to the Project Coordinator.

The SM Specialist provides monthly, quarterly (descriptive and analytical), and annual reports in electronic form according to the established ARIS procedures.

Assignment Duration: 6 months

IV. Qualification requirements:

The applicant for the position of the Consultant shall have the following knowledge and experience:

- higher education;
- experience in development and implementation of community mobilization activities;
- experience in monitoring and evaluating the implementation of social mobilization activities;
- experience in development of training modules and delivery of trainings;
- experience in development of project documents, manuals, and analytical reports;
- work experience in international projects;
- communication and teamwork skills;
- ability to travel to the communities of the Kyrgyz Republic;
- fluency in Kyrgyz and Russian;

- knowledge of English is an advantage;
- computer skills: Microsoft Office programs (Word, Excel, Power Point, e-mail).

Third Village Investment Project
Terms of Reference
CAPACITY BUILDING SPECIALIST

I. Assignment Objective

Efficient management and coordination of capacity building activities.

II. Scope of Services

The main goal of the Capacity Building Specialist is an overall responsibility for coordinating the capacity building activities for both the project staff and the local self-government bodies, and local communities within the general training program in accordance with the Project Operational Manual.

The CB Specialist is responsible for the arrangement and implementation of training programs for the project staff, trainers, local self-government bodies and local communities in order to provide the necessary skills and technical capacity to successfully implement the Project at the local level, in accordance with the norms and procedures of the Project Operational Manual, and in accordance with legislation of the Kyrgyz Republic.

Consultant's Responsibilities

- Participate in the development and improvement of standard documents, procedures, events, and training modules related to the project activity on building the capacity of LSGBs and local communities;
- Provide trainings and consulting assistance to aiyi okmotus, members of the local community, as well as to the AK deputies and other interested parties regarding capacity building;
- Plan, arrange, and coordinate the capacity building activities under the Project;
- Monitor and evaluate the project activities, the ARIS oblast offices and external capacity building consultants;
- Participate in selecting and contracting the partners for implementation of the capacity building activities;
- Plan, arrange and provide trainings and consulting support to the regional staff, local consultants and partners in the implementation of the project capacity building activities;
- Participate in the selection of specialists from the oblast offices and local consultants engaged in capacity building activities;
- Quality control of CB data input in the MIS, assist in CB monitoring activities;
- Any other responsibilities that may be assigned by the Executive Director, the Project Coordinator with regards to the implementation of the Operational Manual CB requirements.

Preparation of the Project Reports

- Participate in preparation of reports for the Supervisory Board, the Government of the Kyrgyz Republic, IDA, donors and the public;
- Participate in preparation of Project Completion Reports;
- Participate in preparation of an Interim Report and reports for missions.

III. Reporting

The Capacity Building Specialist is directly accountable to the Project Coordinator.

The CB Specialist provides monthly, quarterly (descriptive and analytical), and annual reports in electronic form according to the established ARIS procedures.

Assignment Duration: 6 months

IV. Qualification requirements:

The applicant for the position of the Consultant shall have the following knowledge and experience:

- higher education;
- experience in the development of training modules, preparation and delivery of trainings;
- experience in the development of project documents, manuals, and analytical reports;
- work experience in international projects;
- communication and teamwork skills;
- ability to travel to the communities of the Kyrgyz Republic;

- fluency in Kyrgyz and Russian;
- knowledge of English is an advantage;
- computer skills: Microsoft Office programs (Word, Excel, Power Point, e-mail).

Third Village Investment Project
Terms of Reference
GENDER DEVELOPMENT SPECIALIST

I. Assignment Objective

Efficient management and coordination of gender development activities.

II. Scope of Services

The main goal of the GD specialist is an overall responsibility for the implementation of GD activities and programs under the Project. The specialist is responsible for preparation and implementation of the Action Plan for improving the participation of women in the Project in accordance with the agreed project documentation, donor norms and procedures, and in accordance with the legislation of the Kyrgyz Republic.

Consultant's Responsibilities

- o Plan, develop, arrange and implement gender development activities and mobilization of women under the Project in accordance with the approved project documentation;
- o Inform the public about the activities aimed at strengthening the participation of women in the Project activities;
- o Assist to the ARIS oblast offices, LSGBs and local communities in organizing and implementing gender development activities in accordance with the approved SM, CB, and GD Plans;
- o Monitor and evaluate the activities of the ARIS oblast offices in carrying out gender development activities in communities;
- o Participate in the development and improvement of standard documents and procedures related to community mobilization and capacity building activities, taking into account gender development issues;
- o Ensure the achievement of women's participation target in the planned community social mobilization and capacity building activities approved in the project documentation;
- o Quality control of entry the data on the participation of women in the activities carried under the Project in the MIS;
- o Assist in gender development monitoring activities;
- o Support and ensure communication with the World Bank and other stakeholders on gender development issues;
- o Any other responsibilities that may be assigned by the Executive Director, the Project Coordinator in relation to the implementation of the POM SM and GD requirements.

Preparation of the Project Reports

- Participate in preparation of reports for the Supervisory Board, the Government of the Kyrgyz Republic, IDA, donors and the public;
- Participate in preparation of Project Completion Reports;
- Participate in preparation of an Interim Report and reports for missions.

Training activities

- Develop and implement training activities on gender development;
- Participate in the preparation of training modules and guidance materials on gender development;
- Arrange training events with the participation of Consultants.

III. Reporting

The Gender Development Specialist is directly accountable to the Project Coordinator.

The GD Specialist provides monthly, quarterly (descriptive and analytical), and annual reports in electronic form according to the established ARIS procedures.

Assignment Duration: 6 months

IV. Qualification requirements:

The applicant for the position of the Consultant shall have the following knowledge and experience:

- higher education;
- experience in the development of training modules, preparation and delivery of trainings;
- experience in the development of project documents, manuals, and analytical reports;
- work experience in international projects;
- communication and teamwork skills;
- ability to travel to the communities of the Kyrgyz Republic;
- fluency in Kyrgyz and Russian;
- knowledge of English is an advantage;
- computer skills: Microsoft Office programs (Word, Excel, Power Point, e-mail).

Third Village Investment Project
Terms of Reference
INFRASTRUCTURE ENGINEER

I. Purpose of assignment - is to ensure the quality of design estimates and construction works within the Project framework.

II. Scope of services

The scope of services is determined by the expected outcomes on quality assurance of the DDE and construction works, coordination and monitoring of project technical indicators.

- **The first objective** is technical monitoring of preparation of technical documentation for subprojects (SPs) and micro projects (MPs).
- **The second objective** is the technical supervision of the progress of construction works, which will be carried out both by the Project engineers and external Consultants. It includes processing of reports of project specialists and monitoring of implementation of planned activities; providing recommendations for improving the quality of design estimates and construction works during project implementation.
- **The third objective** is the monitoring of compliance of the communities with requirements for preparation of DDE for the subprojects and micro-projects.
- **The fourth objective** is the creation of a database for the work carried out related to the organization of project management system based on the IMS.

III. Responsibilities of the Consultant

- Quality control of preparation of permits, including DDE and construction works for subprojects and micro-projects within the framework of Project implementation;
- Provision of consulting assistance in the activities of technical specialists of the regional and oblast offices of the Project on DDE and construction works;
- Inspection of the existing building (structure) with involvement of designers and (or) seismologists (for reconstruction, conversion and capital / current repairs) and preparation of the Act of Inspection of the current condition of the building (structure), indicating the year of construction and the possibility of further operation of building with recommendations for reconstruction and repair;
- Preparation of a bill of quantities of work-and-estimate documentation;
- Participation in development and improvement of standard documents and procedures related to the quality assurance of DDE, construction works and technical policy of the Project;
- Organization of joint work with interested Ministries, departments and institutions and LSGs on the implementation of subprojects and micro-projects, their further sustainability and operation and maintenance;
- Participation in development of standard forms of engineering and technical documentation for the construction and installation process within the framework of implementation of ARIS projects;
- Management and control of the activities of the Project's technical specialists;
- Monitoring the quality of construction and installation works at the stage of implementation and completion of PPs and MPs;
- Provision of consultations and technical assistance to local communities and LSGs at the stages of preparation of DDE, implementation and completion of PPs and MPs;
- Preparation of training materials on DDE, project' technical policy for communities and project specialists;
- Verification and acceptance of DDEs and / or technical documents (Defective Acts, Bill of Quantities, etc.);
- Monitoring of the quality of construction and installation works and construction materials to ensure their full compliance with the approved project (DDE), working drawings, work performance plan, compliance with construction norms and regulations (SNIIP), standards and technical conditions of the KR and their compliance with project procedures;
- Control over the preparation and implementation of environmental protection activities (EMMPs) and plans for involuntary resettlement, as well as for ensuring safety rules during construction and installation works during preparation and implementation of the project;
- Execution of other instructions of the ARIS Executive Director and the Project Coordinator.

a. Training activities on technical policy

- Carrying out training activities on monitoring and quality of DDEs, construction works and technical policy;
- Preparation of training modules and methodological materials on preparation of DDE and project technical policy;
- Organization and conduct of training activities with participation of the Consultants.

b. Planning and development of project documentation design

- Participation in development of Terms of References for Project technical specialists, as well as for Consultants for technical supervision and design;
- Monitoring the preparation of design estimates for subprojects and micro-projects;
- Participation in tender procedures for the selection of a consultant for development of project documentation, procurement of construction and installation works for the project and procurement of equipment;
- Accepts the Statement of Accomplished Works based on results of the work performed;
- Accepts and signs the Statement of Accomplished Works based on results of the work performed.

IV. Reporting

The Infrastructure Engineer directly reports to the ARIS Senior Engineer.

- On a monthly basis, submit a summary report on the progress and quality of preparation of DDEs, progress and quality of works with application of photographic materials;
- On a monthly basis, provides a summary report on the work of the project engineering staff;
- On a monthly basis, provides a summary report on the work of the Project Consultants on DDEs, contractors and suppliers of work, goods and services;
- The focus should be on the quality of work at the sites;
- The Infrastructure Engineer submits monthly and quarterly narrative analytical report, annual reports on their activities in electronic form in accordance with the established procedures of ARIS. .

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position should possess the following knowledge and experience:

- Track record of working with the utmost integrity and accountability
- Higher education (in the field of engineering, construction and/or architecture);
- The relevant qualification certificate issued by the authorized body of the Kyrgyz Republic;
- Work experience in construction area not less than 5 years;
- Work experience as a manager and engineer, designer and supervisor on technical supervision is an advantage;
- Experience in the position of designer and manager in a design institute is an advantage;
- Experience in preparation of analytical and other reports;
- Experience in conducting training sessions, consultations;
- Work experience in non-governmental, public organizations and international projects as a construction specialist is an advantage;
- Fluency in Kyrgyz and Russian languages (written and oral);
- Good knowledge of Microsoft Office software packages, Internet.

Third Village Investment Project
Terms of Reference
SAFEGUARDS SPECIALIST

I. Purpose of assignment - is to ensure compliance with environmental and social safety and security requirements when performing construction work based on the current requirements of environmental legislation of the Kyrgyz Republic, and relevant policies and procedures of the World Bank.

II. Scope of services

Assist in the implementation of activities to ensure their compliance with the legal requirements of the legislation of the Kyrgyz Republic and the World Bank's policy on environmental and social security in the implementation of micro-projects and subprojects.

III. Responsibilities of the Consultant

- Development of environmental protection documentation;
- Participate in updating relevant sections on the environment of the Project Operational Manual, as appropriate;
- Participation in development of Terms of References for selection of Consultants for preparation of detailed design estimates (DDE) and research, as well as in acceptance of the results of their work (sections of DDE on environmental protection, specifications and bill of quantities, reports, etc.);
- Ensuring the inclusion of necessary environmental and social safety measures, such as training, research, etc. in the project procurement plan;
- Inclusion of all mitigation measures and monitoring requirements in the financial plan for each subproject, organization and conduct of environmental studies, monitoring the implementation of environmental action plans (EAPs) during implementation of subprojects and micro projects;
- Regularly informing about the environmental protection measures and the environmental impacts in the framework of Project implementation, in particular, related to the results of regular visits to the subprojects and micro-projects sites;
- Ensuring the inclusion of environmental protection requirements in contracts for construction and installation works;
- Informing bidders on the full list of environmental requirements that Contractors must follow and ensuring that environmental requirements are included in the bidding package during the pre-bid meeting;
- Verification of proposals and the Contractor's Plan (in terms of environmental requirements) and identification of deficiencies that are not included in the proposed mitigation measures and environmental activities and/or budget;
- Preparation of environmental regulations, which should be included in contractor's contracts for the implementation of micro-projects / subprojects;
- Ensuring that subcontractors conclude subcontracts only with subcontractors supplying goods and services (in particular, construction materials, deposits, asphalt plants, equipment, etc.) that have the relevant valid licenses and environmental permits issued by the authorities in accordance with national environmental requirements;
- Conduct supervision and monitoring of implementation of environmental activities;
- Ensuring public awareness and participation in discussion of reports on environmental assessment for selected micro-projects / subprojects;
- Supervision, both independently and in cooperation with the supervision engineers and the State Environmental Inspectorate, to implement the mitigation measures provided for in the Environmental Action Plan for each selected micro-project / subproject;
- Ensure the implementation of a monitoring plan for each micro-project / subproject, including baseline data collection, regular on-site inspections and the effectiveness of mitigation measures;
- Development of requirements for Contractor's reports and monitoring of the implementation plan for mitigation measures and environmental activities, Contractor's monitoring plan and analysis of provided reports;

- Assess the need for relevant environmental training for project partners, and conduct appropriate environmental research, and provide the necessary assistance when organizing them in the course of project (in accordance with the section "Organization of safety training", see below);
- Ensuring implementation of the World Bank's policy on involuntary resettlement;
- Screening of alleged social consequences; the screening results will determine the need to develop further safeguards for each subproject / micro-project.
- Preparation of documents for provision of security measures: Resettlement Action Plan (s) (RAPs);
- At the design stage, identification and making proposals for measures to prevent or minimize the need for: land allocation, involuntary resettlement, temporary or irretrievable loss of physical or economic assets that may occur as a result of work performance in the course of subproject / micro project implementation;
- Participation in development of Terms of References (TOR) for selection of consultants for preparation of design estimates (DDE), as well as for reviewing and accepting the results of their work (environmental protection sections in the DDE, specifications and bill of quantities);
- Participation in making project decisions regarding possible social impacts, in accordance with the legislation of the Kyrgyz Republic and the World Bank policy on land allocation and resettlement. In case of differences between the legislation of the Kyrgyz Republic and the World Bank land allocation standards and resettlement practices, assist local authorities in complying with the World Bank's security policy requirements, based on the measures set out in the Resettlement Policy Framework;
- Maintain regular contacts with all parties interested in implementing project activities in general, and ensure awareness of stakeholders and communities through public consultations on a resettlement action plan with the public, local institutions and public organizations;
- Development of guidelines and recommendations for monitoring and reporting on safety measures during project implementation;
- Inclusion of relevant results of work in project documents, as required by WB policies and safeguards procedures and in-house regulations (including citizens involvement, gender issues and conflict factors);
- Preparation of training materials on environmental protection measures and safeguards (assessment, management and implementation tools);
- Conduct trainings for certain Project employees, relevant government agencies, contractors and design institutes. This activity should be carried out after the development and publication of the Guidelines on Environmental Protection and the Resettlement Policy Framework;
- Ensuring compliance with the requirements for occupational safety and health in the implementation of subprojects;
- Develop instructions and conduct safety briefings for ARIS staff visiting micro project / subproject implementation sites;
- Control of compliance with safety requirements both from ARIS employees and contractors;
- Control of enforcement of the requirements of relevant laws / legislation and regulations / guidelines relating to the protection of workers' rights, occupational safety, insurance;
- Conduct health and safety briefing for engineering staff and Project employees;
- Execution of other instructions of the ARIS Executive Director and the Project Coordinator.

IV. Training activities on the safeguards

- Conducting training activities on EAP and RAP;
- Preparation of training modules and methodological materials on EAP and RAP;
- Organization and conduct of training activities with participation of the Consultants;
- Organization and conduct of trainings for SP / MP groups.

V. Reporting

The Safeguards Specialist directly reports to the ARIS Senior Safeguards Specialist.

- Monthly progress report on the implementation of measures proposed in the Environmental Action Plans (EAPs) for the selected subprojects and micro-projects;
- Monthly report on the environmental impact arising during the implementation of each micro-project/ subproject;
- Conduct an analysis of the effectiveness of mitigation measures used to minimize negative consequences;

- Monthly report on preparation of the resettlement action plans for (RAPs) for each micro-project /subproject, within which there is the possibility of involuntary resettlement, and ensuring their implementation;
- Monthly report on the conduct of safety briefing for engineering staff and Project employees;
- Additional reports as requested by ARIS management and its partners;
- Reports in accordance with the internal documents of the project and ARIS.
- Submits quarterly narrative analytical reports on their activities in electronic form in accordance with the established procedures of ARIS;
- Submits annual reports on their activities in electronic form in accordance with the established procedures of ARIS.

VI. Period of service provision: 6 months

VII. Qualification requirements

The applicant for this position should possess the following knowledge and experience:

- Higher education in the relevant field (ecology, sociology, biology, geology, environmental protection, etc.), and at least 5 years of professional experience in fulfilling tasks on environmental and social assessment and rational use of natural resources in a wide range of industries;
- Knowledge of the legislation of the Kyrgyz Republic in the field of environmental protection and safeguard policies of the World Bank;
- Work experience in ensuring occupational safety and health during construction;
- Experience in the development of documentation on environmental protection, social security and life safety;
- Experience working on projects financed by international donor organizations;
- Visual experience and knowledge on application of the World Bank policy on environmental and social safety, as well as experience of work with local communities;
- Knowledge of the socio-economic and environmental conditions of the Kyrgyz Republic, as well as activities in the relevant areas funded by donors, is an advantage;
- Excellent writing skills, ability to write a report in a clearly stated and understandable manner;
- Strong facilitation skills, ability to conduct discussions, answer various questions and respond to community residents' feedback.

Third Village Investment Project
Terms of Reference
PROJECT ASSISTANT

I. Purpose of assignment - is the effective organization and logistics of activities and events within the Project framework, meetings of the Coordinator and project specialists.

II. Scope of services

- Participation in preparation and organization of seminars, round tables, trainings, held at the national level within the Project framework;
- Keeping minutes of sessions, meetings, roundtables held within the Project framework;
- Project records management;
- Processing and entering of reports of the ARIS regional and oblast offices on the Project issues;
- Provision of regional and oblast offices with materials, documents and other information on issues related to the Project activities;
- Providing input and updating of the database on contractors, suppliers, consultants and partners;
- Assistance in preparing reports on the activities carried out under the Project, including procurement, social mobilization, capacity building, and other reporting related to Project activities;
- Data collection from ARIS departments, assistance in preparation and analysis of the Project activities;
- Assistance in conducting tenders for procurement of goods, works and services;
- Provision of logistics for round tables, meetings, including issues of accommodation and meal for the specialists of regional, oblast offices and CDSOs;
- Execution of other assignments and tasks of the ARIS Executive Director and the Project Coordinator.

III. Reporting

The Project Assistant reports directly to the Project Coordinator.

- The Project Assistant submits monthly reports in electronic form in accordance with ARIS regulations.

IV. Period of service provision: 6 months

V. Qualification requirements

The applicant for this position should possess the following knowledge and experience:

- Track record of working with the utmost integrity and accountability
- Higher education;
- Work experience in the state or municipal service;
- Understanding the legal and institutional framework of LSG;
- Experience in preparing analytical reports;
- Possession of office paperwork skills;
- Experience of work in non-governmental, public organizations and international projects is preferable;
- Fluency in Russian and Kyrgyz;
- Knowledge of English is an advantage;
- Good knowledge of Microsoft Office package.

Third Village Investment Project
Terms of Reference
TRANSLATOR

I. Purpose of assignment – is translation and communication of documents, reports and correspondence.

II. Scope of services

The main duties of the informational support/translator include the following: (a) translation of correspondence, research reports, and other documents, including documents developed during the Project implementation; (b) assisting in communication with international consultants, the World Bank, and other international agencies.

III. Responsibilities of the Consultant

- Translation of necessary correspondence, research reports, legal and other documents identified by national and international consultants;
- Translation of documents developed during the project implementation;
- Interpretation during meetings held during project implementation;
- Interpretation during World Bank missions for World Bank staff, national and international consultants;
- Assist in communication between ARIS, the World Bank and other international agencies;
- Keeping minutes of official meetings;
- News coverage on the activities of projects implemented by ARIS on the pages of the English version at the ARIS official website (<http://www.eng.aris.kg>), continuous updating with incoming info. on ARIS activities;
- Preparation of brochures, booklets on ARIS activities in English;
- Translation and sounding of video films about the work of ARIS and Projects implemented by the Agency in English;
- Collecting materials on the ARIS work, published in English-language printed and electronic media.
- Other duties that may be assigned by the ARIS Executive Director, the Project Coordinator and/or the Senior Specialist on informational support/translator.

IV. Reporting

The Translator directly reports to the ARIS Senior Specialist on informational support/translator.

The informational support/translator submits monthly reports on their activities in electronic form in accordance with the established procedures of ARIS

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position must possess the following knowledge and work experience:

- Track record of working with the utmost integrity and accountability
 - Higher education in the field of linguistics or translation;
 - Professional experience in translation of documentation;
 - Fluency in spoken and written English, Kyrgyz and Russian;
 - Knowledge of financial and technical terms in English, Kyrgyz and Russian
 - Experience working in international projects for at least 3 years;
 - Communication and teamwork skills;
 - Ability to travel on business trips to the region;
 - Computer skills with the Microsoft Office software package (Word, Excel, PowerPoint, email).

Third Village Investment Project
Terms of Reference
INFORMATIONAL SUPPORT SPECIALIST

I. Purpose of assignment – is assistance with communication.

II. Scope of services

The duties of an informational support/public relations specialist include planning, organizing and implementing: (a) work with incoming correspondence and letters; (b) communication with the public to inform about the Project activities.

III. Responsibilities of the Consultant

- Work with incoming correspondence, letters;
- Development of a consistent vision of the work streamlines in informational coverage of the project and the activities of ARIS;
- Direct contacts and work with representatives of the media;
- Coverage of the activities of the implemented Project in the mass media;
- Preparation of press releases;
- Preparation of brochures, booklets on ARIS activities;
- Assistance in development and launch of the website, its continuous updating with incoming information on ARIS activities;
- Creation of an electronic media database;
- Cooperation with the press services of government agencies;
- Preparation of video films about the work of ARIS and the Project being implemented;
- Organization of journalists' trips to the region;
- Creation of video, photo archive;
- Collection of printed materials on the work of ARIS;
- Dissemination of information about BFM to stakeholders and beneficiaries.

IV. Reporting

The Informational Support Specialist directly reports to the ARIS Senior Informational Support Specialist.

The Informational Support Specialist submits reports at the request of the ARIS Executive Director and M&E Specialist.

- The Informational Support Specialist submits monthly reports on their activities in electronic form in accordance with the established procedures of ARIS;
- The Informational Support Specialist submits quarterly narrative analytical reports on their activities in electronic form to the M&E Specialist and Project Coordinator in accordance with the established procedures of ARIS;
- The Informational Support Specialist annual reports on their activities in electronic form to the M&E Specialist and Project Coordinator in accordance with the established procedures of ARIS.

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position should possess the following knowledge and work experience:

- Higher education in the field of journalism;
- Professional experience in the field of journalism or public relations;
- Fluency in spoken and written Kyrgyz and Russian;
- Experience working in international projects for at least 3 years;
- Communication and teamwork skills;
- Ability to travel on business trips to the regions;
- Computer skills with the Microsoft Office software package (Word, Excel, PowerPoint, email).

Third Village Investment Project
Terms of Reference
INFRASTRUCTURE ENGINEER ASSISTANT

I. Purpose of assignment

The purpose of the assignment is to provide logistics and administrative support to Infrastructure Engineers in carrying out engineering and technical activities under VIP-3.

II. Scope of Services

The specific functional responsibilities of the Infrastructure Engineer Assistant will include the followings, but not limited to:

- Keeping the Minutes of sessions, meetings and Round Tables related to the technical implementation of subprojects and microprojects;
- Keeping documentation on implementation of subprojects and microprojects;
- Preparation and submission of reports, responses to letters, project-and-analytical notes and other information for management and external partners;
- Preparation and organization of meetings, seminars, Round Tables and trainings under implementation of subprojects and microprojects;
- Providing staff with information on implementation of subprojects and microprojects;
- Providing regional and oblast offices with materials, documents and other information on activities related to implementation of subprojects and microprojects;
- Assistance in preparation of subproject and microproject progress implementation reports;
- Participation in development of Terms of References, hiring consultants and coordinating the work of selected consultants;
- Assistance in carrying out tenders for procurement of goods, works and services;
- Assistance in preparation of Terms of Reference for development of detailed design and estimate documentation (DDE);
- Management of DDE documentation development contracts, including discussing and agreeing on design issues, identifying possible changes or adjustments to detailed designs, accepting the final version of design estimates, and agreeing them with LSG authorities:
 - Participation in discussion and coordination of final design issues, including technical specifications, needs for additional topographic and/or technical studies, environmental impact assessment for selected subprojects;
 - Examination of final design documentation, including drawings and technical specifications submitted by design consultants, assistance to the Project Engineer in evaluating the documentation compliance with technical norms and standards, reliability of cost estimates and scope of work, as well as the reality of schedules to be proposed;
 - Assisting the Project Engineer in accepting the final detailed design documentation, assisting in organizing the necessary technical and, if necessary, environmental impact assessment in accordance with local requirements;
 - Examination of the tender documentation packages prepared by the consultant, including contracts for contractors and/or suppliers;
- Participation in the process of selection of contractors for construction and installation works and/or delivery of goods under subproject implementation;
- Assistance to the Project Engineer in coordinating the activities of field Engineers and Technical Supervision Engineers;
- Assistance to the Project Engineer in organizing and maintaining systematic work on conducting the expertise for subprojects and microprojects in accordance with World Bank and Kyrgyz Republic requirements, ensuring compliance with safeguards measures and environmental protection associated with implementation of subprojects;
- Regular review of compliance of agreed terms for implementation of subprojects and microprojects by Ayil Okmotus involved under VIP-3.

III. Reporting

The Infrastructure Engineer Assistant reports directly to the Project Coordinator and Project Engineer. The Consultant should prepare and submit the following reports:

- monthly report in the ARIS electronic system;
- annual report in electronic format in accordance with ARIS procedures

IV. Period of service provision

Service providing period is 6 months on a contract basis; the contract can be extended as needed.

V. Qualification Requirements and Experience

The applicant for this position should possess the following knowledge and experience

- Higher engineering education / Master degree in the field of design, construction, urban, industrial or other engineering infrastructure;
- Knowledge of the best international practices of technical design and local existing SNiP regulations for design and civil work;
- Knowledge of local requirements and procedures for construction works, as well as principles of maintaining relevant documentation on them;
- Availability of a qualification certificate to provide relevant engineering services;
- Experience in implementation of similar projects funded by international agencies (World Bank, Asian Development Bank, EU, USAID, UNDP and other international and bilateral donor organizations)

Special Skills

- Ability to work in a multiple team of international and local consultants;
- Ability to develop recommendations for improving the quality of project proposals on technical, economic and environmental aspects;
- Oral and written communication skills in Kyrgyz and Russian;
- Knowledge of English is advantage;
- Experience in conducting training sessions, consultations;
- Computer skills to work with MS Office, WORD, EXCEL, Outlook, Internet Explorer, graphics and calculation softwares.

Third Village Investment Project
Terms of Reference
DISBURSEMENT SPECIALIST ASSISTANT

I. Background

The Project main objective is to alleviate rural poverty and improve an access for the poor to social and economic infrastructure in rural areas of the Project through the empowering the communities and this should contribute to achieving the main goal - improving living conditions within the Project region.

To implement the Project, ARIS establishes the Project technical team, responsibilities of which include addressing all issues related to the project through implementation of requirements agreed between ARIS and International Development Association (IDA). One of the most important Project requirement is to manage the issues related to the Project in accordance with the IDA procedures. In order to carry out the Project management, ARIS plans to hire a Disbursement Specialist Assistant (Consultant) and this Terms of Reference describes the scope of the Consultant's services.

II. Purpose of Assignment - is the effective implementation of financial management of the Project.

III. Scope of Services

The main task of the Disbursement Specialist Assistant is to assist the Disbursement Specialist in coordinating, controlling and monitoring financial activities under the VIP-3 in accordance with the project documentation agreed, donor standards and procedures, as well as laws and regulations established by the state.

IV. The Consultant's responsibilities include, but not limited by the followings:

- Preparation of supporting documents to carry out payments in cash;
- Keeping a cash book and preparation cash reconciliation on a regular basis;
- Providing reports to government agencies;
- Assistance to the Disbursement Specialist in fulfillment of his / her tasks;
- Assistance to an Inventory Commission during implementation of inventory;
- Verification and monitoring of Reconciliation Statements with suppliers and other counterparties;
- Providing administrative assistance to the Disbursement Specialist in appropriate interaction with the ARIS financial sector employees in carrying out the tasks assigned by the FM and the ED;
- Assistance to the Disbursement Specialist in maintaining correspondence with banks and other relevant institutions on issues related to the financial work and financial reporting under the Project;
- Fulfillment other administrative functions that are reasonably assigned by the ARIS Executive Director and Financial Manager.

V. Reporting

In his/her work, the Disbursement Specialist Assistant directly reports to the ARIS Financial Manager.

The Disbursement Specialist Assistant monthly and quarterly narrative analytical report, annual reports on his/her activities in electronic form in accordance with the established procedures of ARIS.

VI. Period of service provision: 12 months

VII. Qualification requirements:

The applicant for this position should possess the following knowledge and work experience:

- Higher education in accounting, finance, economics;
- Good knowledge of the World Bank's payment and financial reporting procedures;
- Experience (at least 3 years) in accounting and 2 years in implementation of international projects;
- Good computer skills, in particular, the ability to work with "1C-Accounting" and MS Office software;
- Fluency in Kyrgyz and Russian;
- Knowledge of English will be an advantage.
- Excellent analytical and communication skills;
- Excellent knowledge of accounting procedures, payments.
- Ability to work effectively in the team.

Third Village Investment Project
Terms of Reference
PROCUREMENT SPECIALIST ASSISTANT

I. Background

The Project main objective is to alleviate rural poverty and improve an access for the poor to social and economic infrastructure in rural areas of the Project through the empowering the communities and this should contribute to achieving the main goal - improving living conditions within the Project region.

To implement the Project, ARIS establishes the Project technical team, responsibilities of which include addressing all issues related to the project through implementation of requirements agreed between ARIS and International Development Association (IDA). One of the most important Project requirement is to manage the issues related to the Project in accordance with the IDA procedures. In order to carry out the Project management, ARIS plans to hire a Procurement Specialist Assistant (Consultant) and this Terms of Reference describes the scope of the Consultant's services.

II. Purpose of assignment is to provide assistance to the Procurement Specialist in order to ensure compliance with procurement procedures for goods, works and services in implementation of ARIS projects.

III. Scope of Services

The main task of the Procurement Specialist Assistant is to comply with the procurement procedures for goods, works and services under the VIP-3 project in accordance with the procurement requirements provided for in the Project Operational Manual.

Specific functional responsibilities of the Procurement Specialist Assistant include, but are not limited to:

- To ensure entering, coordination and support in managing and updating the database on contractors, suppliers and consultants;
- Keeping the procurement records;
- Registration of all ARIS procurements in 1C and MIS;
- Assistance in preparation of quarterly procurement reports;
- To provide Oblast offices with materials, documents and other information on procurement issues;
- Preparation and organization of meetings, seminars and round tables;
- Keeping the minutes of meetings and round tables to be held on procurement issues;
- To provide support to regional procurement specialists and communities on common issues, as well as assisting in resolving issues arisen;
- Executing the other instructions from the ARIS Senior Procurement Specialist.

IV. Reporting

In his work, the Procurement Specialist Assistant directly reports to ARIS Senior Procurement Specialist. The Procurement Specialist Assistant should provide the following reports:

- Quarterly narrative analytical report;
- Annual reports

V. Period of service provision: 12 months

VI. Qualification Requirements

The applicant for this Consultant position should possess the following knowledge and work experience:

- Higher education;
- Knowledge and practical experience with procurement rules and procedures of the World Bank, ADB, KFW and other international development organizations
- Knowledge of guidelines and procedures on procurement of goods, works and services of the World Bank, other international organizations, experience in development of project documents, manuals and analytical reports;
- Experience in establishing the database, record keeping

- Work experience in international donor organizations' projects;
- Experience and skills in preparing minutes on negotiations and working with partners: senior managers of business entities and civil servants;
- Experience in preparing and organizing trainings and round tables
- Fluency in English
- Fluency in Kyrgyz language
- Skills of working with computer programs Microsoft Word, Excel, POWER POINT

Third Village Investment Project
Terms of Reference
OBLAST SPECIALIST

I. Purpose of assignment

The overall coordination of the activities of the ARIS Oblast Office, Community Development Support Officers (CDSOs), Oblast staff and short-term consultants in implementing ARIS projects in the territory of relevant Oblast.

II. Scope of services

The Oblast specialist ensures the successful achievement of the goals and objectives of the Projects in all communities participating in the ARIS' Projects in the Oblast under supervision, in accordance with the agreed project documentation, donor standards and procedures, as well as in accordance with the laws and regulations established by the State. He / She is also responsible for coordinating the overall training program in accordance with the social mobilization log frame. The Oblast specialist is responsible for the appropriate technical support of contracts concluded with the teams of external consultants and assists in the organization and implementation of the necessary training activities on his/her territory. If necessary, he/she facilitates the training of specialists in the field to provide the necessary skills and technical capacity to implement programs at the local level.

III. Responsibilities of the Consultant

- Planning, coordination and control of activities for the promotion of ARIS Projects and rising public awareness on ongoing projects;
- Coordination, monitoring and control of activities of the ARIS Oblast Office, CDSOs, Oblast staff and short-term consultants in the implementation of ARIS projects in this territory;
- Ensuring the timely and complete delivery to CDSOs and Oblast Specialists of orders, instructions and statements of regional and central ARIS management on changes and additions to official documents and on their execution.
- Planning, coordination and provision of training and technical assistance to ARIS Oblast specialists, local consultants and implementing partners of ARIS projects;
- Determination of the schedule for admission of citizens to consider and taking adequate and timely decisions on appeals and complaints of representatives of communities and organizations. On complex issues and problems, timely informing the Project coordinator or ARIS Public Relations Department;
- Regular work (meetings, presentations, roundtables, press conferences, etc.) on establishing and developing partnerships with LSGs, Rayon and Oblast government agencies, NGOs, the private sector, and representatives of international organizations;
- Ensure wide dissemination of information about the Project, its results among Rayon and Oblast government agencies, NGOs, the media, representations of various international organizations and other interested parties;
- Monthly submission to the Central Office of materials on successful stories, best practices, creative approaches to the implementation of subprojects and micro-projects, as well as in solving various problems arising at the community, Rayon and Oblast levels, for publication in local, Oblast and Republican media, newsletters and the ARIS website;
- Ensuring implementation of all the Project components in compliance with the procedures and conditions;
- Ensuring the collection of required documentation on the Project implementation, including but not limited to documentation:
 - on social mobilization (letters of interest, memoranda, agreements, minutes, etc. according to the POM requirements);
 - on the LSG performance of its obligations on contribution to each approved SP or MP in accordance with the Project requirements;
 - on the implementation of subprojects and micro-projects (copies of APS, DDE, defective acts, statement of Accomplished Works / delivery of goods / services, Acts of Community M & E Groups at 50% and 100% completion, Act on acceptance and commissioning, O&M activities);
 - Results of work of the Oblast Contest Commission (minutes with Annexes);
- Ensuring the safety of all documentation on the Project implementation;
- Ensuring the provision of monthly and quarterly plans by Oblast specialists, in accordance with the deadlines set by the VIP CO;
- Ensuring the timely implementation of activities according to the prepared plans;

- Ensuring the continuity of the work of CDSOs and Oblast specialists in the framework of implementation of the Project's procedures;
- Acceptance of reports of Oblast specialists and CDSOs and signing of SAWs of the CDSOs, as well as ensuring the safety of plans and reports;
- Carrying out work on the development of analytical, critical thinking and creative approach to solving problems of employees of the Oblast representation and the CDSOs;
- Preliminary review of the submitted contest proposals for their compliance with the Project requirements;
- Carrying out work to prevent and resolve conflicts arising at the Oblast level between the parties involved in the Project implementation. In complex conflict situations, in a timely manner informs the Project Coordinator or ARIS Public Relations Department;
- Introducing to the Project Coordinator for consideration of an informed written proposal on early, temporary or complete exclusion of Ayil Aimaks from the Project, if the communities regularly fail to fulfill their obligations on social mobilization, capacity building, gender development, investments, and financial (Framework) agreements;
- Ensuring and monitoring the input of the required data to the IMS from the relevant Project specialists and is personally responsible for their timeliness and quality;
- Ensure compilation, scanning, and storage of all documentation required in this POM, whether generated by VIP3 or collected from the AAs (e.g. minutes including photos and attendance lists, proposals, procurement and finance documents) per the requirements in the POM.
- Any other duties and assignments of the ARIS Executive Director and the Project Coordinator.

a. Preparation of reports within the Project framework

- Participation in preparation of reports at the Project completion.

IV. Reporting

The Oblast specialist directly reports to the ARIS Executive Director and the Project Coordinator.

The Oblast specialist submits reports at the request of the Project Coordinators and project specialists.

The Oblast specialist, based on the plans and reports of CDSOs, Oblast staff and short-term consultants, prepares and submits to the project implementation department the following reports:

- The Oblast specialist submits monthly reports on their activities in electronic form in accordance with the established procedures of ARIS;
- The Oblast specialist submits quarterly narrative analytical reports on their activities in electronic form to the M&E Specialist and Project Coordinator in accordance with the established procedures of ARIS;
- The Oblast specialist submits annual reports on their activities in electronic form to the M&E Specialist and Project Coordinator in accordance with the established procedures of ARIS.

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position should possess the following knowledge and work experience:

- Track record of working with the utmost integrity and accountability
- Higher education;
- Experience working with rural communities, especially if it is related to the mobilization of villages or groups within it to plan and implement priority tasks;
- Experience in development of training modules, preparation and conduct of trainings;
- Experience in development of project documents, manuals, and analytical reports;
- Experience working in international projects as a Leader;
- Communication and teamwork skills;
- Ability to travel on business trips;
- Fluency in Kyrgyz and Russian;
- Knowledge of English will be an advantage;
- Computer skills with the Microsoft Office software package (Word, Excel, PowerPoint, email).

Third Village Investment Project
Terms of Reference
OBLAST SPECIALIST ON SOCIAL MOBILIZATION, CAPACITY BUILDING
AND GENDER DEVELOPMENT

I. Purpose of assignment - is to effectively organize and implement the activities of LSGs at the Oblast level on social mobilization, capacity building and gender development.

II. Scope of services

The main task of the Oblast SMCBGD Specialist is to prepare a plan and conduct social mobilization and capacity building activities in the communities of the given Oblast, in accordance with the planned project implementation timeframe, in accordance with the agreed project documentation, donor standards and procedures, and in accordance with the legislation of the Kyrgyz Republic. The Oblast SMCBGD Specialist provides technical support to the CDSOs (and LSGs as required) in the areas of social mobilization, capacity building and gender development to ensure that the objectives of the Project are met and that communities are able to correctly understand and follow the procedures in the POM.

III. Responsibilities of the Consultant

- Preparation of the Action Plan for social mobilization, capacity building and gender development in the communities of this Oblast (Oblast office) for the month, quarter, year in accordance with the time frame set by the Project Coordinator;
- Ensuring the implementation of social mobilization, capacity building and gender development activities in communities, in accordance with the POM and in the planned timeframe of the Project;
- Preliminary review of the submitted contest proposals for their compliance with the Project requirements, as assigned by the Project Coordinator during the OCC;
- Planning, organization and conducting the trainings in relevant fields When signing financial (Framework) agreements, checks relevant documentation is completed;
- Ensures timely input of data into the MIS for planned and actually conducted activities at the Oblast level on social mobilization, capacity building and gender development;
- Provides and conducts quality control of the CDSOs' data entry into the MIS;
- Organizes consultations for community members on the development and updating of the LDS and IP;
- Monitors and evaluates the development and updating of the LDS and IP by the communities;
- Monitors the implementation by communities of the conditions for ensuring the sustainability of all completed micro-projects and subprojects of the Project (accepting on the owner's balance sheet, meeting the obligations of operation and maintenance, functioning of the facilities of completed micro-projects and subprojects);
- Monitors and ensures the maintenance and storage of documentation on social mobilization, capacity building and gender development at the level of Oblast office and in communities;
- Coordinates and supports the work of the community M & E groups to conduct joint monitoring and evaluation of the implementation of micro-projects and subprojects, social mobilization and community capacity building activities;
- Conducts work on the verification of the CDSOs' Statement of Accomplished Works (SAW) on issues of social mobilization, capacity building and gender development and their delivery to the ARIS Central Office;
- Compiles annual, quarterly, monthly budgets for social mobilization, capacity building and gender development activities in the Oblast;
- Any other duties that may reasonably be assigned by the ARIS Executive Director and the Project Coordinator.

a. Preparation of reports within the Project framework

- Provides inputs to required reports at the Project completion as requested by the M&E Specialist and the Oblast Coordinator;

IV. Reporting

The Oblast Specialist on Social Mobilization, Capacity Building and Gender Development reports directly to Oblast Specialist .

The Oblast Specialist on Social Mobilization, Capacity Building and Gender Development submit monthly and quarterly narrative analytical report, annual reports on their activities in electronic form in accordance with the established procedures of ARIS.

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position should possess the following knowledge and work experience:

- Track record of working with the utmost integrity and accountability
 - Higher education;
 - Experience working with rural communities, related to the mobilization of the village or groups within it for the planning and implementation of priority tasks;
 - Experience in development of training modules, preparation and conduct of trainings;
 - Experience in development of project documents, manuals, and analytical reports;
 - Experience working in international projects;
 - Communication and teamwork skills;
 - Ability to travel on business trips;
 - Fluency in Kyrgyz and Russian;
 - Knowledge of English will be an advantage;
 - Computer skills with the Microsoft Office software package (Word, Excel, PowerPoint, email).

Third Village Investment Project
Terms of Reference
COMMUNITY DEVELOPMENT SUPPORT OFFICER (CDSO)

I. Purpose of assignment - is to support the participating local communities in implementation of the project, as well as in the development of decision-making mechanisms, strategic planning and identification of priority community needs.

II. Scope of services

The scope of services of CDSO is determined by the number of assigned Aiyl Aimaks, where assistance and support will be provided to local communities and LSGs in building capacity to achieve greater efficiency, accountability and involvement in the process of overcoming the developmental difficulties that are determined by the local communities themselves.

III. Responsibilities of the Consultant

a. Information and social mobilization

- Informs local government agencies, local self-governments, partner organizations, women's groups and other stakeholders on principles of the Project's goals, objectives and procedures;
- Provides widespread dissemination of information on the expected Project outcomes to the rural population, initiative groups, community organizations, LSGs, and other stakeholders at the level of Aiyl Aimak;
- Informs the public how to use the Beneficiary Feedback System, accepts verbal feedback, and enters this feedback into the BFS system as laid out in Chapter IV of this POM;
- Works with AO Heads, Initiative Groups and Village Heads to disseminate brochures and post information on Bulletin Boards in the community as required in the POM;
- Clarifies the roles and functions of the rural population, LSGs, and other target groups in social mobilization, capacity building and gender development activities, as well as in management of investments provided by the Project;
- Works with the community, AO Head, and AK representatives to identify members of the Initiative Group and participants for Core and Specialized Trainings;
- Ensures timely and qualitative implementation of all activities on social mobilization, capacity building and gender development;
- Ensures the active participation of the general public, especially women, poor families and youth in social mobilization, capacity building and gender development activities and work of initiative and working groups, etc.

b. Trainings and consultations

- Alone or jointly with other Specialists, short-term consultants and ARIS partners, plans, organizes and holds round tables, presentations, trainings, consultations, exchange visits and other activities on local capacity building in accordance with the approved plans;
- Advises the LSGs and the groups on preparation and updating of the strategic and investment plans for development of the local territory of Aiyl Aimaks (LDS and IP), taking into account the priorities and interests of the general population, especially women, youth and poor families;
- Advises the members of CM & EG on conducting M & E at the 50% and 100% completion.

c. Investments

- Provides the necessary information to the community, LSGs and other interested parties on the procedures and conditions for competing for investments and preparing proposals;
- Advises communities on the POM's scoring system and weights given to poverty and gender;
- Advises target groups on the POM's requirements on procurement procedures for SPs and MPs;
- Monitors the implementation of procurement under the MP for compliance with the requirements of the Project Operational Manual.

d. Monitoring & Evaluation

- Trains and advises target groups to conduct monitoring and evaluation of the progress, outcomes and impact of social mobilization, capacity building, micro-projects and monitors their activities on fulfillment of their commitments;
- Support rural communities and their representatives in assessing, understanding and disseminating the lessons learned;
- For each Aiyl Aimak, collects, scans and enters data into the M&E system relevant to all required documentation (e.g. minutes/attendance sheets/photos of all meetings), in accordance with approved forms in the POM and in the timeframe required to enter data into the MIS and stores hard copies according to the guidelines in the POM;
- Provides any requested information to the Central and Oblast Office of ARIS;
- Is responsible for the completeness and reliability of the documentation management within the framework of Project implementation in the assigned Aiyl Aimaks.

e. Materials and equipment provided by the Employer

- The CDSO is fully liable for the ARIS office equipment and other tangible assets have been taken for free temporary use for the period of the Contract's operation and is obliged to return the ARIS, taking into account the natural wear, within three calendar days from the date of Contract termination or its early termination.

f. Other activities

- Provides timely information to the Oblast and Central Offices about any problems that arise at the community level;
- Quarterly provides to the ARIS Oblast and Central Offices the materials on successful stories, best practices, and creative approaches to solving problems for publication in the media, the bulletin and the ARIS website.

IV. Reporting

The CDSO directly reports to the Oblast Specialist on Social Mobilization, Capacity Building and Gender Development.

The CDSO submits the following reports using the templates provided in this POM:

- Monthly report on their activities in electronic form in accordance with the established procedures of ARIS;
- Quarterly report on their activities in electronic form in accordance with the established procedures of ARIS;
- Annual report on their activities in electronic form in accordance with the established procedures of ARIS;
- Statement of Accomplished Works (SAW) and work plan for the next reporting period;
- Financial reports;
- Any other types of reports approved by ARIS.

The submitted reports are reviewed and approved by the ARIS Oblast Specialists, the Project Coordinator and Project Specialists.

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position should possess the following knowledge and work experience:

- Track record of working with the utmost integrity and accountability
 - Higher education;
 - Understanding the legal and institutional framework of local self-government;
 - Experience working with local self-governments;
 - Knowledge of financial and procurement procedures of international organizations;
 - Fluency in Kyrgyz and Russian (written and oral);
 - Good knowledge of the Microsoft Office software package, Internet;
 - Experience in preparing analytical and other reports;
 - Experience in conducting training sessions, consultations;
 - Readiness and opportunity for frequent business trips, spending most of the time in rural communities, establishing trusting relationships with residents, leaders and LSGs;

- Experience working with rural communities related to community mobilization, monitoring and evaluation for planning and implementing priority tasks;
- Experience working in non-governmental, public organizations and international projects is preferable.

The Third Village Investment Project

Terms of Reference

FEMALE INTERN FOR COMMUNITY DEVELOPMENT AND SUPPORT OFFICER (CDSO)

- I. The objective of the assignment is** to increase the female capacity to support communities in the Project implementation, as well as to develop decision-making mechanisms, strategic planning and prioritization of community needs.

II. Scope of Services

g. Informing and Social Mobilization

- Assistance to CDSO to inform local government agencies, local self-governments, partner organizations, female groups and other stakeholders about principles, goals, objectives and procedures for the Project implementation;
- Assistance to CDSO to widely disseminate information about the expected Project results among the rural population, initiative groups, community organizations, local self-government bodies and other stakeholders at the level of Aiyl Aimak;
- Assistance to CDSO to inform the public about using the Beneficiary Feedback Mechanism, accepting the verbal feedback;
- Assistance to CDSO to work together with AO Heads, Initiative Groups and Village Heads to distribute brochures and post information on Information Stands in communities in accordance with the POM;
- Assistance to CDSO to clarify the roles and functions of the rural population, local self-government bodies and other target groups during social mobilization, capacity development and gender development activities, as well as in management of investments provided by the Project;
- Assists to CDSO and gains the necessary skills, experience in work together with the community, AO Heads and AK representatives in order to identify members of the Initiative Group and participants for the Core Basic and Specialized Trainings;
- Assists to CDSO in timely and high-quality carrying out all social mobilization, capacity development and gender development activities;
- Assists to CDSO to involve large layers of the population, especially women, poor families and young people to participate actively in social mobilization, capacity development, gender development, including participation in working groups and initiative groups, etc.

h. Investments

- Assists to CDSO to provide necessary information on procedures and conditions on allocation of investments and preparation of proposals to the communities, local self-government bodies and other interested parties;
- Assists to CDSO in conducting consultations for communities on score system and weights according to the Project Operation Manual, and on poverty and gender criteria to be awarded;
- Assists to CDSO to consult target groups on the Project Operation Manual requirements how to carry out procurements under the SP and MP;
- Assists to CDSO to conduct monitor of procurement implementation under MPs for compliance with the Project Operational Manual requirements.

i. Monitoring and Evaluation

- Assists to CDSO to train and advise target groups on monitoring and evaluation, social mobilization and capacity development results and impacts during implementation of microprojects, and monitors their activities to fulfill their obligations;
- Assists to CDSO to help rural communities and their representatives in assessing, understanding and disseminating the experience gained;
- Assists to CDSO for each Aiyl Aimak to collect, scan and enter data into the M&E system related to all necessary documents (for example, protocols/lists of participants/photos of all meetings), according to approved forms in the POM, and in a timely manner provides entering the data to the MIS and keeps hard copies in accordance with the guidelines in the POM;
- Assists to CDSO to provide required data to ARIS Central and Oblast Offices.

III. Reporting

The Intern in her activities reports to CDSO and the Oblast Social Mobilization, Capacity Building and Gender Development Specialist.

Period of service provision: _____ month.

IV. Qualification Requirements:

The female candidate for the Intern position should have the following knowledge and experience:

- Higher education;
- Track record of working with utmost integrity and accountability;
- Fluency in Russian and Kyrgyz (written and oral);
- Good computer skills (Microsoft Office package, Internet).

Third Village Investment Project
Terms of Reference
OBLAST ENGINEER/TECHNICAL EXPERT

I. Purpose of assignment - is to provide consultations and technical assistance to local communities, LSGs at the stages of preparation, implementation and completion of MPs, as well as quality assurance of construction and installation works within the Project framework.

II. Scope of services

The scope of services is determined by the expected outcomes on providing advice and technical assistance to local communities and LSGs, the organization of quality of construction and installation works, and monitoring of technical indicators of the Projects.

III. Responsibilities of the Consultant

- The main function and responsibilities of the Oblast engineer are to provide advice and technical assistance to local communities, LSGs at the stages of preparation, implementation and completion of the MPs;
- Participation in social mobilization and training activities on technical issues of preparation and implementation of MPs;
- Carry out engineering and technical survey of existing buildings and structures and land plots allocated for implementation of MPs before preparation of APS and DDE;
- Technical monitoring of preparation of executive and technical documentation for MPs;
- Verification and acceptance of technical documents (Defective Acts, Bill of Quantities, etc.);
- Monitoring and control of the quality of construction and installation works and construction materials during implementation of MPs, in order to ensure that the Contractors fully comply with the approved project (DDE), working drawings, the work performance, compliance with construction norms and regulations (SNiP), standards and technical specifications of the Kyrgyz Republic ;
- Creation of a database on the work carried out related to organization of the MP management system, based on the information management system;
- Monitoring of community compliance with the POM' requirements for the MPs.
- Organization of the quality of construction works;
- Study and clear understanding of the purpose, content and composition of project documents, as well as technical specifications for construction and installation works;
- Determination of compliance with the quality requirements of the construction materials, structures and equipment used in MPs and the availability of relevant documents confirming their quality;
- Study and understanding of the content and terms of the contracts concluded between the customer - Aiyl Okmotu (AO) - and the Contractor for construction and installation works at the MP;
- Verification of availability in AO / Contractor of the necessary approval documents, construction permit, licenses and certificates for construction and installation works;
- Control over the maintenance of the Work Performance Logbook and making regular entries in the Technical Supervision Logbook concerning construction and installation work:
 - Preparation of the necessary executive documentation;
 - Acts of hidden work;
 - Test certificate;
 - Step-by-step acceptance of hidden elements;
 - Suspension of substandard work of the Contractor until the elimination of the revealed defects;
- Daily performance of quality control of construction and installation works at all stages of construction of the MP;
- Participation in acceptance and transfer to the Contractor of the geodetic basis, as well as control over ensuring its safety by the Contractor before completion of the construction of the facility;
- Examination of hidden works;
- Acceptance of completed construction and installation works and implementation of intermediate acceptance of load-bearing building elements of factory manufacturing with registration of the established form;
- Participation in inspections carried out by the developer of design documentation (DDE) in the implementation of field supervision or by the bodies of technical inspection;

- Verification of timely fulfillment by the Contractor of remarks and elimination of revealed deviations from design decisions, elimination of errors and defects made;
- Participation in testing of ready-made critical load-carrying structures (according to the requirements of DDE or standards (SNiP));
- Participation in verification of readiness of the stages of construction and installation works and construction of the facility (MP) for their submission to the acceptance commission;
- Participation in the acceptance commission for acceptance of the completed facility (MP);
- Coordination and control of environmental protection activities (EMP) and plans for involuntary resettlement, as well as to ensure safety rules in construction and installation works during the preparation and implementation of the MP.

a. Training activities on technical policy

- Carry out training activities for local communities and LSGs on monitoring and quality of construction works and technical policy;
- Organization and conduct of training activities with participation of the Consultants;

b. Planning and development of project documentation design

- Engineering and technical survey of the facilities;
- Monitoring of preparation of APS and design estimates of MPs;
- Consultation of local communities and LSGs on preparation of the Bills of Quantities, specification of goods, materials and equipment in the preparation of tender documents for procurement of construction and installation works and equipment for MPs;
- Acceptance of the Statement of Accomplished Works based on the results of performed works on the MP.

c. Other activities

- Execution of other instructions of the ARIS Executive Director and the Project Coordinator.

IV. Reporting

The Oblast engineer directly reports to the Infrastructure Engineer.

- The Oblast engineer submits monthly reports on their activities in electronic form with application of photographic materials in accordance with the established procedures of ARIS;
- The Oblast engineer submits quarterly narrative analytical reports on their activities in electronic form with application of photographic materials in accordance with the established procedures of ARIS;
- The Oblast engineer annual reports on their activities in electronic form with application of photographic materials in accordance with the established procedures of ARIS.

V. Period of service provision: 6 months

VI. Qualification requirements

The applicant for this position should possess the following knowledge and work experience:

- Higher education (in the field of construction);
- Relevant qualification certificate issued by the authorized body of the Kyrgyz Republic;
- Work experience in construction of not less than 5 years;
- Work experience as the Manager and Technical Supervisor Engineer is an advantage;
- Experience in preparing analytical and other reports;
- Experience in conducting trainings, consultations;
- Experience working in non-governmental, public organizations and international projects as a construction specialist is an advantage;
- Fluency in Kyrgyz and Russian (written and oral);
- Good knowledge of Microsoft Office software package, Internet.

ANNEX 4.1.1.

Terms of Reference added to POM

25 November 2018

ADMINISTRATIVE POOL STAFF TERMS OF REFERENCE

- a) Executive Director
- b) Finance Manager
- c) Chief Procurement Specialist
- d) Lawyer
- e) Consultant on Developing the Business Planning Module for Women and Conducting Training of Trainers (ToT)

Community Development and Investment Agency (ARIS)

Terms of Reference

ARIS EXECUTIVE DIRECTOR

Approved by Bank on [TBC]

I. Background

The Community Development and Investment Agency (ARIS) was established in accordance with the legislation and statutory regulations of the Kyrgyz Republic to provide technical, organizational, administrative, consulting, and financial assistance to communities and local self-government bodies for purposes of addressing the social and economic problems by strengthening their capacity in identifying and defining the priority problems at the local level, development of respective action and investment plans, mobilization of resources, and development, implementation and management of investments aimed at addressing local priority problems. In accordance with this purpose, the ARIS is responsible for implementation of specific programs, projects and other activities financed by the Government of the Kyrgyz Republic and international donor organizations pursuing this goal and for cooperation with other Kyrgyz and foreign institutions and organizations in order to perform this task.

Specific programs and projects managed, coordinated, or to be managed or coordinated by the ARIS include, but are not limited to: Sustainable Rural Water Supply and Sanitation Development Program (WB), Village Investment Project-3 (World Bank), Debt Swap-III Communal infrastructure (KfW), Urban Development Project (WB), Pasture and Livestock Management Improvement Project (WB), Livestock and Market Development Project 1 and Livestock and Market Development Project 2 (IFAD), Rural Water Supply and Sanitation Improvement Project (IsDB), Kyrgyz Republic's Sustainable Village Project (IsDB).

Additional programs, projects and activities may be transferred to the management of the ARIS by a decision of the Government of the Kyrgyz Republic, on agreement between the Government of the Kyrgyz Republic and the international donor organizations, and/or by a decision of the Supervisory Board of the ARIS.

II Objectives

The ARIS is managed by the Executive Director who is responsible for the overall management of the Agency and reports on all activities carried out the Agency to the ARIS Supervisory Board. The ARIS Executive Director is appointed by the Supervisory Board. This Terms of reference defines functions and authorities of the Executive Director.

III. Scope of services/ Responsibilities

The Executive Director is responsible for management, supervision, coordination and implementation of all work activities of the ARIS, including all programs and projects assigned to the ARIS. The activities are carried out in line with the ARIS Charter, The ARIS Operational Manual, specific project and program implementation plans, legal agreements on projects and programs, as well as the legislation and the statutory acts of the Kyrgyz Republic.

The Executive Director fulfils her/his responsibilities independently without any external interference in conformity with the ARIS Charter. The Terms of Reference of the Executive Director include, but are not limited to representation of the ARIS in interrelations with all legal entities and individuals on the territory of the Kyrgyz Republic and abroad, signing of agreements, contracts, minutes and other documents on behalf of the ARIS, and performance of other authorities vested in her/him by the legal agreements signed by the ARIS and the Kyrgyz Republic, provisions of the ARIS Charter and/or the ARIS Operational Manual and other relevant documents.

The scope of responsibilities includes, but is not limited by the following:

- Represent ARIS in interrelations with the third parties, including the Government of the Kyrgyz Republic, local self-government bodies within the territory of the Kyrgyz Republic as well as foreign institutions rendering financial aid and support;
- Ensure meeting the requirements for environmental and social safety by the projects implemented by the ARIS in the capacity of an executive agency;
- Guide the ARIS activity so as to achieve project development goals;
- Work with Government and IFIs on strategic programs and investments in the Kyrgyz Republic and coordinate ARIS involvement in their development and implementation;
- Lead the institutional development strategy of ARIS internally, and develop a vision for the future role and function of ARIS and how it can make best use of the know-how and experience acquired towards promoting sustainable development in Kyrgyzstan.
- Implement all necessary activities and decisions, and ensure that their implementation contributes to achievement of objectives and sustainability of achieved outcomes;
- Sign agreements, internal orders and regulations, contracts, minutes, checks, payment orders, purchase orders and other legally binding documents and/or documents binding on behalf of ARIS;
- Inform the Supervisory Board of the progress in achieving the overarching tasks of the ARIS and tasks of specific programs/projects.
- Manage the ARIS staff, including the consultants, and all their physical and financial resources;
- Ensure efficient and proper management of all financial issues, disbursements, and use of funds in compliance with the procedures and standards of the accounting, budgeting, financial control and audit acceptable for the financing institutions and the Government of the Kyrgyz Republic; this includes development and implementation of budgets of the ARIS and Projects and the Annual Work Plans;
- Ensure efficient implementation of all procurements for the ARIS and programs/projects managed by the Agency, including procurement of goods, works and services in compliance with the applicable requirements and guidelines of respective financial institutions and corresponding legal and other project documents;
- Coordinate and supervise all consulting and contract activities of the ARIS;
- Carry out monitoring of compliance with all legal obligations pertaining to activities carried out under the projects and programs;
- Ensure functioning of an efficient system of monitoring of the activities and accomplishments and preparation of periodic reports on the work progress for the Supervisory Board and donors;
- Inform the institutions financing projects/programs managed by the ARIS of the implementation progress following the requirements of relevant legal and other project agreements;
- Support audit revisions and other inspections of the ARIS and its projects/programs in line with the legislation of the Kyrgyz Republic and agreements with respective financing institutions.

IV. Reporting

In his/her work the ARIS Executive Director shall report to the Supervisory Board. Timeline and frequency of reporting are determined by the ARIS Charter.

V. Duration of the assignment and level of effort

In accordance with ARIS Charter, Executive Director is appointed for a period of four years. Number of terms of office of the Executive director is not limited.

VI. Qualifications and Experience:

- University level education relevant to the work of ARIS in the Development of the Kyrgyz Republic.
- Relevant managerial experience of at least 5 years in managing programs and project financed by the government and IFIs.

- Proved ability to lead, manage and motivate a multi-disciplinary team of international and local consultants and staff.
- Good communication skills – verbal and written. Fluency in English is required.
- Sound understanding of program management issues, including fiduciary aspects – procurement and FM- are necessary.
- Experience with negotiating with government structures, senior government officials; as well as with International Agencies, consultants and non-governmental organizations.

VII. Employee's Reporting Obligations

Executive Director shall report to ARIS Supervisory Board. Terms and schedule of report delivery shall be specified by ARIS Charter.

Community Development and Investment Agency (ARIS)

Terms of Reference

FINANCE MANAGER

Approved by Bank on November 14, 2018

I. Background

The Community Development and Investment Agency (ARIS) was established in accordance with the legislation and statutory regulations of the Kyrgyz Republic to provide technical, organizational, administrative, consulting, and financial assistance to communities and local self-government bodies for purposes of addressing the social and economic problems by strengthening their capacity in identifying and defining the priority problems at the local level, development of respective action and investment plans, mobilization of resources, and development, implementation and management of investments aimed at addressing local priority problems. In accordance with this purpose, the ARIS is responsible for implementation of specific programs, projects and other activities financed by the Government of the Kyrgyz Republic and international donor organizations pursuing this goal and for cooperation with other Kyrgyz and foreign institutions and organizations in order to perform this task.

Specific programs and projects managed, coordinated, or to be managed or coordinated by the ARIS include, but are not limited to: Sustainable Rural Water Supply and Sanitation Development Program (WB), Village Investment Project-3 (World Bank), Debt Swap-III Communal infrastructure (KfW), Urban Development Project (WB), Pasture and Livestock Management Improvement Project (WB), Livestock and Market Development Project 1 and Livestock and Market Development Project 2 (IFAD), Rural Water Supply and Sanitation Improvement Project (IsDB), Kyrgyz Republic's Sustainable Village Project (IsDB).

Additional programs, projects and activities may be transferred to the management of the ARIS by a decision of the Government of the Kyrgyz Republic, on agreement between the Government of the Kyrgyz Republic and the international donor organizations, and/or by a decision of the Supervisory Board of the ARIS.

One of the most important project requirements is the financial management to be implemented in accordance with the procedures of donor organizations. ARIS shall hire a Finance Manager who will be the Head of the ARIS Financial Department, funded from the Administrative Pool.

II. Objective of the assignment

The overall responsibility of the Finance Manager as the Head of Financial Department established by ARIS is the financial management of the projects implemented by ARIS in accordance with respective policies and procedures of international donor organizations and the Kyrgyz Republic, including the World Bank Anti-Corruption Guidelines. The Finance Manager will also supervise the work of the projects' accounting and disbursement / financial management specialists.

III. Duties and Responsibilities

The specific functional responsibilities of the Finance Manager include:

- Establish and operate adequate and reliable financial management system for projects, including financial planning and accounting system/software; develop, maintain and update written procedures (Financial Management Manual) for operation of projects' financial management and accounting systems;
- Maintain projects records and accounts according to generally accepted accounting principles and practices as well as local legislation; ensure that all projects accounts are maintained and transactions under projects are made in accordance with the World Bank and other donors' relevant regulations and guidelines, projects' legal agreements, projects' Operational Manuals and other manuals as required by projects as well as the local legislation;
- Manage projects' financial resources and assets; based on the projects' work plans, prepare and secure timely approval of projects' annual budgets and implement financial/disbursement planning in co-operation with the procurement specialists, project coordinators and other relevant project staff.

- In coordination with project coordinators and other technical staff, establish and maintain internal control and contract management/monitoring systems for projects in order to prevent payments against ineligible expenditures as well as overpayments under contracts; coordinate and provide necessary support to projects' procurement specialists in the preparation and amendment of contracts;
- Conduct regular reconciliations of projects bank account balances to project accounts, as well as to the World Bank Client Connection system; conduct regular foreign exchange revaluation of undisbursed balances of projects' funds;
- Ensure safety, accuracy and validity of bank guarantee letters, insurance certificates (or other warranty securities), accuracy, reliability and acceptability of the bank guarantee letters, insurance certificates (or other warranty securities), reconciliation with the respective terms and conditions in contracts, and safety of those documents.
- Ensure proper registration of bank guarantee letters, insurance certificates (or other warranty securities) in a register and keeping track of the validity date in order to take appropriate action, if needed, before the validity date expiration.
- Keep up-to-date and accurate project accounts; ensure proper maintenance of the projects' fixed assets register equipment brought from projects' funds and timely update it as a result of annual stock-takings;
- Coordinate and supervise the activities of the Financial Department, comprising of accounting and disbursements specialists; monitor and evaluate projects' financial performance Ensure timely preparation of financial reports, progress and monitoring reports to the Kyrgyz Government and to World Bank and other donors as well as to the Supervisory Board and other state bodies as required, and provide the projects' internal and external auditors with all information, documentation and explanations required for the purposes of audit; ensure that the project accounting system is reliable for preparation of the project's quarterly Interim Un-audited Financial Reports (IFRs). Ensure that projects' regular IFRs are prepare and submitted to the World Bank on time and in a manner indicated in the legal agreements;
- Prepare projects' annual financial statements to be audited and coordinate the audit arrangements of projects and cooperate with auditors; ensure that all project accounts are maintained in accordance with the World Bank regulations for auditing by independent auditors acceptable to the World Bank and on the terms of reference acceptable to the World Bank; in cooperation with procurement specialists prepare and update the terms of reference for the projects' audits;
- Ensure adequacy of disbursement of projects funds, supervise the operation of the projects' Designated Accounts (DAs) and other accounts in accordance with World Bank respective procedures and local legislation requirements; ensure duly and timely preparation of withdrawal applications according to the World Bank and government procedures; prepare requests for Special Commitments, opening Letters of Credit, ensure duly preparation of payment orders, review and verify the accuracy of payments from the Designated Accounts and other project accounts, with particular attention to eligibility of payments, including those under sub/micro-grant schemes; ensure duly preparation off all necessary documentation (WAs, SOEs, Summary Sheets, etc.) for submission to the World Bank to request for replenishment/recovery of the Designated Account(s) on timely basis;
- Prepare regular information, projections and other financial data, as per format and conditions established by donors;
- Liaise with the Ministry of Finance, state treasury, and other state agencies, such as taxation, customs, etc. in issues relating to the project implementation, estimating and making timely tax and other statutory payments;
- Cooperate with the World Bank and other donor missions in conducting regular financial management supervisions of the project and properly addressing the observations and recommendations provided;
- Provide training for communities and ARIS in financial procedures and technical assistance;
- Performing other duties related to financial management function of projects as may be required. Carrying out all other administrative duties as required ensuring the timely implementation of projects' financial management requirements.

This position requires the utmost integrity and the successful candidate will be required to sign a Code of Conduct annually.

IV. Duration of the assignment

The employment contract with Financial Manager will be concluded for 12 months' period, with a 3-month probation period. Extension of the contract is possible subject to satisfactory performance.

The candidate will be selected for one year with 3-month probational period. Extension of the contract is possible subject to satisfactory performance of ARIS management and the funding donors.

V. Reporting requirements

The Finance Manager shall report to the ARIS Executive Director or a management arrangement agreed with donors prior to contracting.

VI. Qualification Requirements

The Finance Manager should meet the following qualifications and criteria:

- Higher Education or Master's Degree in Finance, Economics and/or Accounting or equivalent;
- At least five years of experience in the World Bank-financed projects in a position of a financial manager and/or a disbursement specialist, of which at least 2 years in a position of a Finance Manager.
- Sound knowledge of the World Bank and other donors' FM/Disbursement policies and procedures. Solid experience in working with the WB Client Connection and other donors' respective systems.
- Fluency in English. Oral and written proficiency in Kyrgyz and Russian;
- Advanced level of computer literacy (such as Word, Excel, Power Point, etc.), solid knowledge and experience in accounting software (1C software).

Community Development and Investment Agency (ARIS)

Terms of Reference

CHIEF PROCUREMENT SPECIALIST

ToR approved by the Bank November 14, 2018

I. Background

The Community Development and Investment Agency (ARIS) was established in accordance with the legislation and statutory regulations of the Kyrgyz Republic to provide technical, organizational, administrative, consulting, and financial assistance to communities and local self government bodies for purposes of addressing the social and economical problems by strengthening their capacity in identifying and defining the priority problems at the local level, development of respective action and investment plans, mobilization of resources, and development, implementation and management of investments aimed at addressing local priority problems.

In accordance with this purpose, the ARIS is responsible for implementation of specific programs, projects and other activities financed by the Government of the Kyrgyz Republic and international donor organizations pursuing this goal and for cooperation with other Kyrgyz and foreign institutions and organizations in order to perform this task.

Specific programs and projects managed, coordinated, or to be managed or coordinated by the ARIS include, but are not limited to: Sustainable Rural Water Supply and Sanitation Development Program (WB), Village Investment Project-3 (World Bank), Debt Swap-III Communal infrastructure (KfW), Urban Development Project (WB), Pasture and Livestock Management Improvement Project (WB), Livestock and Market Development Project 1 and Livestock and Market Development Project 2 (IFAD), Rural Water Supply and Sanitation Improvement Project (IsDB), Kyrgyz Republic's Sustainable Village Project (IsDB).

Additional programs, projects and activities may be transferred to the management of the ARIS by a decision of the Government of the Kyrgyz Republic, on agreement between the Government of the Kyrgyz Republic and the international donor organizations, and/or by a decision of the Supervisory Board of the ARIS.

II. Objective of the assignment

The task of the Chief Procurement Specialist heading the procurement department established by ARIS is general management of procurement as well as quality control, and oversight of the integrity of the department. The role of the procurement department is conducting procurement in accordance with procurement procedures of donors and agreed Procurement Plans, and adherence to procurement principles, including the World Bank Anti-Corruption Guidelines.

III. Duties and Responsibilities

Specific functional responsibilities of the Chief Procurement Specialist include but not limited to:

- general coordination of work of the procurement department. Preparation of an annual work plan of the procurement department with the approval of all scheduled procurement activities within all projects implemented by ARIS. Preparation of project documents of new projects, including the preparation of Procurement strategy for new projects and procurement section in the operational manuals of projects. Distribution/supervision of the responsibilities to conduct various small tenders for the necessity of projects and representative offices of ARIS between the procurement specialists and assistants.
- Planning and procurement of goods and services for the ARIS office, as well as for projects: Sustainable Rural Water Supply and Sanitation Development Program (WB), Village Investment Project-3 (World Bank), Debt Swap-III Communal infrastructure (KfW), Urban Development Project (WB), Pasture and Livestock Management Improvement Project (WB), Livestock and Market Development Project 1 and Livestock and Market Development Project 2 (IFAD), Rural Water Supply and Sanitation Improvement Project (IsDB), Kyrgyz Republic's Sustainable Village Project (IsDB) in accordance with the Procurement guidelines, provision of their timely implementation;

- Update the procurement plan, if necessary, obtain approval of the World Bank, KfW, International Fund for Agriculture Development (IFAD) and Islamic Development Bank (IsDB) for updated procurement plans and implementation of procurement plans for works, goods and consulting services agreed with the above ARIS donors;
- Preparation of all documents required for procurement in the framework of international and local competitive biddings or other appropriate procedures, including preparation of evaluation reports on conducted tenders and submission of necessary documents to the ARIS tender committee and World Bank, KfW, International Fund for Agriculture Development (IFAD and Islamic Development Bank (IsDB) for approval;
- Development and regular update of database of potential contractors, suppliers and consultants, development of lists of suppliers and contractors for shopping and short lists for consulting packages taking into account suppliers, contractors, consultants' experience and qualifications;
- Supervision of preparation and publication of procurement notices as applicable under various procurement methods; carrying out of the bidding and selection process, including pre-bid meetings, clarifications, bid opening and etc.;
- Administrative and procedural support in technical and commercial evaluation of bids and the preparation of Bid Evaluation Reports;
- Administrative and procedural support in evaluation of technical and financial proposals of consultants and preparation of technical and final evaluation reports;
- Conduct appropriate monitoring and administration of all contracts signed with international and local consultants and contractors;
- Organization of receipt of goods, customs clearance and delivery to final destination, if necessary
- Coordination with the financial staff of payment issues under signed contracts; verification of payment documents under contracts for the supply of goods, works and services; and contract closure procedures.
- Handling procurement related complaints including adequate logging and recording, notifying the World Bank, and preparing response.
- Ensuring that no debarred firms or individuals will be allowed to participate in bidding or secure any contract award (listed on the World Bank web site: www.worldbank.org/debarr).
- Ensuring that no project staff involved in procurement are in conflict of interest;
- Training of local government members, ARIS target groups. Capacity building in procurement rules and procedures, monitoring of procurements made by the local government bodies;
- Storage of information on procurement and registration of all procurements of ARIS in MIS ,in printed form and in STEP (WB system) when applicable;
- Preparation of reports, including reports on the procurement progress, for submission to the projects managers, IDA and other ARIS donors.

This position requires the utmost integrity and the successful candidate will be required to sign a Code of Conduct annually.

IV. Expected Outcomes

Ensure the procurement procedures are in line with the requirements of donor organizations as well the Kyrgyz Republic.

V. Qualification requirements

- Higher education degree in procurement logistics, business, economics, finance, law, engineering or equivalent;

- Good knowledge of and practical experience with the procurement rules and procedures of the World Bank, IsDB, KfW and other international development organizations;
- Practical experience and skills in all facets of procurement of goods, works and consulting services according to the World Bank Guidelines on Procurement.
- At least five years of experience in international/national competitive procurement and experience in procurement planning;
- A track record of high integrity and accountability in all aspects of project procurement, two reference letters shall be required;
- Proven experience and skills in procurement negotiations and in dealing with partners: senior business executives and government officials;
- Good working knowledge of written and spoken Kyrgyz and Russian is mandatory, fluency in English will be a major advantage;
- Advanced proficiency in computer applications, including Word and Excel.

VI. Duration of the assignment

The employment contract with Project coordinator/deputy program director will be concluded for 12 months' period, with a 3-month probation period Extension of the contract is possible subject to satisfactory performance.

VII. Reporting requirements and trainings

The Chief Procurement Specialist shall report to the ARIS Executive Director or a management arrangement agreed with donors (the World Bank) prior to contract signing.

The following reports will be submitted:

- Weekly report in ARIS electronic system;
- Monthly report in electronic format in accordance with ARIS procedures.

During the probation period the candidate shall complete the following trainings:

1. Global Contract Management MOOC (English) <https://www.procurementlearning.org/aim-of-the-course-3/>
2. Global Procurement MOOC (English & Russian languages) www.procurementinet.org/cppp-english/
3. On-line Introductory public procurement course (KR) www.egplms.okmot.kg
4. On line E-procurement (EGP) course (KR) www.egplms.okmot.kg
5. STEP e-learning <https://wbnpf.procurementinet.org/e-learning-programs>

Community Development and Investment Agency (ARIS)

Terms of Reference

SPECIALIST ON LEGAL ISSUES

No change to ToRs – not previously submitted for approval

I. Background

The Community Development and Investment Agency (ARIS) was established in accordance with the legislation and statutory regulations of the Kyrgyz Republic to provide technical, organizational, administrative, consulting, and financial assistance to communities and local self-government bodies for purposes of addressing the social and economic problems by strengthening their capacity in identifying and defining the priority problems at the local level, development of respective action and investment plans, mobilization of resources, and development, implementation and management of investments aimed at addressing local priority problems. In accordance with this purpose, the ARIS is responsible for implementation of specific programs, projects and other activities financed by the Government of the Kyrgyz Republic and international donor organizations pursuing this goal and for cooperation with other Kyrgyz and foreign institutions and organizations in order to perform this task.

Specific programs and projects managed, coordinated, or to be managed or coordinated by the ARIS include, but are not limited to: Sustainable Rural Water Supply and Sanitation Development Program (WB), Village Investment Project-3 (World Bank), Debt Swap-III Communal infrastructure (KfW), Urban Development Project (WB), Pasture and Livestock Management Improvement Project (WB), Livestock and Market Development Project 1 and Livestock and Market Development Project 2 (IFAD), Rural Water Supply and Sanitation Improvement Project (IsDB), Kyrgyz Republic's Sustainable Village Project (IsDB). Additional programs, projects and activities may be transferred to the management of the ARIS by a decision of the Government of the Kyrgyz Republic, on agreement between the Government of the Kyrgyz Republic and the international donor organizations, and/or by a decision of the Supervisory Board of the ARIS.

II. Objective of the assignment

The main objective of the assignment of ARIS Specialist on Legal Issues is to provide legal assistance in resolving legal issues aimed at the protection of legitimate interests of the Agency during project implementation and interaction of public activity participants in the regions as well as at the central level.

III. Scope of services

Specific functional responsibilities of the Specialist on Legal Issues include but limited to:

- Review legislation and provisions to be followed by ARIS during implementation of the projects;
- Provide recommendations on the compliance with the legal procedures during implementation of the projects;
- Develop draft of all legal documents required for implementation of the projects by ARIS;
- Provide legal consultations to ARIS management and staff on legal issues including administrative regulation and labor law (paid leave, recruitment and separation procedures, compensations for unused leave after resignation etc.)
- Provide legal assistance to ARIS management in issues related to the complaints and conflicts emerged during execution of the project contracts implemented by ARIS as well as represent ARIS interests in different public institutions and structures;
- Review ARIS contracts to check them on compliance with the Kyrgyz Republic's legislation;
- Cooperate with relevant public authorities, international donor organizations, non-governmental organizations and other institutions related to ARIS activities;
- Review legislation and provisions related to the water supply sector and provide assistance to the State Water Supply Strategy Work Group in preparing documentation required for the development of the water supply strategy.
- Provide assistance to the State Water Supply Strategy Work Group in preparing draft legislative acts on water supply sector development strategy.

- Any other duties as may be reasonably assigned by the ARIS Executive Director.

IV. Expected outcomes

Ensure protection of ARIS rights, compliance with the law in accordance with the Kyrgyz Republic legislation subject to the requirements of the provisions and guidelines of the donors.

V. Qualification requirements

- Higher education in law;
- At least ten years of work experience as a lawyer;
- Good knowledge of the Kyrgyz Republic legislation in the field of civil, business, tax, financial and labor law;
- Experience in legal assessment and development of analytical reports and recommendations on improvement of legal framework;
- Experience in preparing and assessing draft legislative acts, charters, contracts and agreements;
- Fluency in Kyrgyz and Russian. Knowledge of English will be an asset;
- Computer proficiency including MS Word and Excel.

VI. Duration of the assignment

The contract with the Specialist on Legal Issues will be signed for 12 months with 3-month probation period. Contract may be extended in case of satisfactory execution.

VII. Reporting requirements

The Specialist on Legal Issues will report to ARIS Executive Director or management on his work to be agreed with donors before contract signing.

Third Village Investment Project (VIP-3)

Terms of Reference

CONSULTANT ON DEVELOPING THE BUSINESS PLANNING MODULE FOR WOMEN AND CONDUCTING TRAINING OF TRAINERS (TOT)

I. Background

The Project main objective is to alleviate rural poverty and improve an access for the poor to social and economic infrastructure in rural areas of the Project through the empowering the communities and this should contribute to achieving the main goal - improving living conditions within the Project region.

One of the most important requirements of the Project is to deliver training for local self-government members (initiative groups, Aiyl Okmotu Heads and specialists, women activists, AO woman staff, Aiyl kenesh deputies, community members, members of tender commissions and etc.)

The main activity under the Project in terms of capacity building is to develop high-quality training programs and deliver trainings for target groups, which will improve their knowledge and acquire basic skills in the following direction:

Business - planning projects that generate incomes.

In order to achieve the capacity building goal for women, ARIS VIP-3 team should hire a Consultant to develop a training module on:

- Business-planning projects that generate incomes.

II. Objective and Tasks of the Consultant's Assignment

The main objective of the Assignment is to increase the capacity of AO female staff and women, who are active members of the community.

The main task of the Assignment is:

A. To develop the training module for communities according to the Project objectives on the following topic:

1. Business - planning projects that generate income.

B. To conduct training of trainers (TOT on the topic with subsequent finalization of training modules.

III. Scope of Works for the Consultant and Reporting

It is expected that the Consultant should carry out the following activities in accordance with the Project goals and objectives:

- Development of a training module;
- Development of a training presentation aimed at trainers and local community representatives, AO female staff and women, who are active members of the community.
- Conducting a 1-day ToT for trainers with the subsequent finalization of training modules for communities.

The Consultant will report to the specialists (Capacity Building Specialist, Social Mobilization Specialist and Gender Development Specialist), as well as to the Project Coordinator. The Consultant's work schedule should be agreed with the above specialists.

IV. Duration of the Assignment

The assignment implementation period is 10 working days from the Contract signing date.

The trainings will be carried out in accordance with the training schedule.

V. Qualification Requirements

- Higher education;
- Experience in developing the business planning modules or similar training modules;
- Experience in conducting the training modules in Russian and Kyrgyz;
- Experience in preparation of analytical reports;
- Understanding of legal and institutional framework of local self-government with gender focus consideration;
- Fluency in Russian and Kyrgyz;
- Good knowledge of Microsoft Office package.

STAFF CODE OF ETHICS AND CONDUCT

1. GENERAL PROVISIONS

- 1.1. The Code is a set of general principles of professional ethics and basic rules of official conduct by which the employee/consultant of the Project should be guided regardless of their position.
- 1.2. Every Project employee/consultant, irrespective of their position, must take all necessary measures to comply with the provisions of the Code and every employee/consultant has the right to expect from other employees in relations with him/her the conduct that complies with the provisions of the Code.
- 1.3. Knowledge and observance of the provisions of the Code is one of the criteria for assessing the quality of their professional activities and labor discipline.
- 1.4. The Code is a guide to action when there is a conflict of personal interests and interests of ARIS, as well as in other situations of ethical choice. Employees/consultants are required to confirm their awareness of the requirements of the Code and the importance of reporting violations. Each employee/consultant is personally responsible for the implementation of the Code.
- 1.5. For any issues related to the implementation of the Code, one can contact his/her immediate supervisor or other ARIS official.
- 1.6. ARIS protects the confidentiality of information and the rights of employees/consultants in cases of filing bona fide complaints about a violation of the Code.
- 1.7. Special responsibility for the observance of the Code rests with the governing structure of ARIS. Head of each department is obliged by personal example to encourage ethical behavior and observance of the law, to form a safety culture, to prevent and take prompt measures to eliminate violations of the Code, and to take into account the observance of the requirements of the Code when assessing the staff.
- 1.8. Any legal entity or individual that renders services or acts on behalf of ARIS must be informed on the Code. The Agency requires from business partners unconditional respect and observance of ethical principles related to security and prevention of corruption.
- 1.9. An official is appointed to inform the ARIS employees and administration of appeals. The Executive Director of ARIS controls an execution of the Code.

2. DUTIES, RULES OF OFFICIAL CONDUCT OF EMPLOYEE/CONSULTANTS

- 2.1. Be honest and open.
- 2.2. Timely and honestly report errors made.
- 2.3. Strictly observe official and commercial secrets, do not allow situations where references to the need to protect information cover inefficiency or poor quality of work.
- 2.4. Provide a full, accurate and coordinated representation of the ARIS position in cooperation with the state and municipal authorities, suppliers and contractors of works and services, public organizations and the mass-media.
- 2.5. Do not take or give bribes in any form; do not condone bribery, extortion and embezzlement of property owned by ARIS within the projects implemented by ARIS.
- 2.6. Eliminate the possibility of using official position for personal or group benefit, as well as for unfair competition.
- 2.7. Carry out procurement activities in strict accordance with the legislation and maximum benefit for ARIS and for projects implemented by ARIS.
- 2.8. Identify inefficient processes and management procedures; seek their change for the better.
- 2.9. Effectively delegate authority, providing the necessary balance of responsibility and resources for the performance of the assigned task.
- 2.10. Observe the rules of business communication, be punctual and impeccably polite with colleagues, business partners, representatives of the media and other stakeholders.
- 2.11. Do not use official position to obtaining personal benefits.
- 2.12. Observe the rules of information provision established in ARIS.
- 2.13. Inform the direct Head or ARIS Management about the possibility or the occurrence of a conflict of interest with an employee.
- 2.14. Behave in a proper manner, act in strict accordance with one's work duties, and the principles and norms of professional ethics;
- 2.15. Avoid situations that cause damage to the business reputation and credibility of the Project.

3. PROTECTION OF INTERESTS OF THE EMPLOYEE/CONSULTANT

- 3.1. An employee/consultant who performs professional duties in good faith may be threatened, blackmailed, insulted and defamed in order to discredit his/her and Project activities.
- 3.2. Protection of the employee/consultant from unlawful acts of a defamatory nature is the moral duty of the Project Management.
- 3.3. The Project Manager should support and protect the employee/consultant in the case of a baseless charge against him/her.
- 3.4. In case of false accusation of the employee/consultant in corruption or other unlawful actions, he/she has the right to refute these charges, including in court.

4. RECOMMENDATION ETHICAL RULES OF OFFICIAL CONDUCT OF EMPLOYEES/CONSULTANTS

In his/her official conduct, the employee/consultant shall refrain from:

- 4.1. Any type of statements and actions of a discriminatory nature on grounds of gender, age, race, nationality, language, citizenship, social, property or family status, political or religious preferences;
- 4.2. Rudeness, displays of scornful tone, arrogance, prejudiced remarks, presentation of unfair undeserved accusations, threats, abusive language or remarks and actions interfering with normal communication or provoking unlawful behavior.
- 4.3. Employees/consultants should be polite, friendly, correct, attentive and tolerant in communicating with colleagues and other citizens.
- 4.4. An appearance of the employee/consultant in performance of his/her work duties, depending on the working conditions, must correspond to the generally accepted business style, which is distinguished by moderateness, conventionality, and accuracy.

5. RESPONSIBILITY OF ARIS EMPLOYEES / CONSULTANTS

- 5.1. Employees of ARIS for the commission of offenses and violation the norms established in this Code of Conduct bear disciplinary responsibility in accordance with the legislation of the Kyrgyz Republic.
- 5.2. According to Articles 146, 147 of the Labor Code of the Kyrgyz Republic, disciplinary sanctions include, in particular: the remark, reprimand and dismissal of an employee. According to Article 83 of the Labor Code of the Kyrgyz Republic, the Labor Contract can be terminated at the initiative of the employer in the following cases:
 - 1) Liquidation of the organization (legal entity), termination of the employer' (individual') activity;
 - 2) Reduction in the number of employees or staff reduction, including in connection with the reorganization of the institution;
 - 3) Unsuitability of the employee for the position held or work performed:
 - a) due to a state of health in accordance with the medical report;
 - b) Insufficient qualification, confirmed by the results of attestation, certificates of non-compliance with labor standards, acts of errors made and other data;
 - 4) Change of the owner of the organization's property (in relation to the Head of organization, his/her Deputies and the Chief Accountant);
 - 5) Repeated non-fulfillment by the employee of his/her duties without valid reasons, if he/she has a disciplinary penalty;
 - 6) A single gross violation of the employee's job duties:
 - a) Absenteeism (absence at work more than 3 consecutive hours during the working day without valid reasons);
 - b) Appearance at work in the state of alcohol, narcotic or toxic intoxication. This condition is confirmed by a medical report, testimony or an act drawn up by the employer jointly with the representative body of workers;
 - c) Committing intentional damage or theft of the organization's property at the place of work;
 - d) Employee's violation of labor protection requirements, which entailed grave consequences, including injuries and accidents;
 - e) Disclosure of the state, official, banking, commercial or other secrets protected by the Law, which has become known to the employee in connection with performance of labor duties and if the condition for its preservation is stipulated in the Labor Contract.
 - f) With regard to certain categories of workers, the laws, charters and discipline regulations may provide for other types of single gross violations of labor duties;

- 7) Commission of guilty actions by an employee directly serving monetary or commodity values, if these actions give rise to a loss of confidence in him/her by the employer;
 - 8) Commission of an immoral act by an employee performing educational functions incompatible with the continuation of this work;
 - 9) The adoption of an unreasonable decision by the Head of the organization (branch, representative office), by his Deputies and Chief Accountant, entailing a breach of security, improper use or other damage to the property of the organization;
 - 10) Submission of fraudulent documents or deliberately false information by the employee to the employer when entering into an Labor Contract, if these documents or information could be grounds for refusal to enter into the Labor Contract;
 - 11) A single gross violation by the Head of organization (branch, representative office), his/her Deputies of their labor duties;
 - 12) In other cases as established by the Labor Code and other laws.
- 5.3. ARIS consultants for the commission of offenses and violation of norms of conduct established in this Code are liable in accordance with the terms of the Contracts between the Project and the Consultant, as well as the legislation of the Kyrgyz Republic.

ANNEX 4.3

THIRD VILLAGE INVESTMENT PROJECT

MONITORING AND EVALUATION**A. RESULTS FRAMEWORK****Project Development Objectives**

(a) Building local capacity for participatory development and (b) improving access to quality community infrastructure services in targeted project areas

	These results are at	Project Level											
Project Development Objective Indicators													
	Indicator Name	Core	Unit of Measure	Baseline		Cumulative Target Values					Frequency	Data Source/ Methodology	Responsibility for Data Collection
					YR1	YR2	YR3	YR4	YR5	End Target			
PDO 1	Number of municipal districts (AAs) with Local Development Strategy developed involving community		Number	0	0	150	180	220	266	266	Yearly	Minutes of public hearings / AK resolution/WG/ MIS	ARIS
PDO 2	Number of AAs conducting public hearings annually, where information is disclosed to the public on budget formulation and execution in accessible formats cumulative)		Number	0	0	150	180	220	266	266	Yearly	MIS/minutes/A K resolution	ARIS
PDO 3	Number of municipal districts (ayil aymaks) with access to improved quality infrastructure services (disaggregated by non-subsidized and subsidized) Cumulative		Number	0	0	8/20	11/45	15/55	19/65	19/65	Yearly	MIS	ARIS
PDO 4	Direct project beneficiaries	X	Percenta	0	10,000/	20,000/	23,000/	26,000/	29,000/	29,000/	Yearly	MIS	ARIS

PART B		ANNEX 4: PROJECT MANAGEMENT											
	(number), of which female (percentage)		ge		30%	30 %	30%	30%	30%	30%			
PDO 5	Beneficiaries that acknowledge improved access to infrastructure services in communities as a result of project activities (gender disaggregated percentage)		Number	0	0	0	70%/40%	70%/40%	70%/40%	70%/40%	yearly	MIS, survey	ARIS

Results indicators by components

Component 1. Capacity building and empowerment

													ARIS
C 1.1	Percentage increase in the beneficiary knowledge of local governance topics covered under project trainings	X	Percentage	0	60%	60%	60%	60%	60%	60%	yearly	Knowledge Tests/MIS	ARIS
C 1.2	Average number of people that participated in public hearings at village level		Number	0	0	100	100	100	100	100	yearly	Minutes of meeting/MISMIS/interviews	
C 1.3	Percentage of beneficiaries that perceive their role has increased in decision-making (disaggregated by gender)		Percentage	0	0	70/30%	70/30%	70/30%	70/30%	70/30%	yearly	Minutes of meeting/MIS/interviews/survey	ARIS
C 1.4	Satisfaction rate of beneficiaries who attended exchange visits (peer to peer learning)		Percentage	0	0	0	80	80	80	80	yearly	Evaluation forms following the exchange visits	ARIS
C 1.5	Number of municipal districts (AAs) that have submitted proposals to compete for grants cumulative		Number	0	80	160	240	240	0	240	yearly	Proposals submitted/ minutes of the evaluation committee, MIS	ARIS

Component 2. Investment

C 2.1	Number of sub-projects completed		Number	0	0	8 SP	16 SP	20 SP	24 SP	At least 24 SP by end of project.*	yearly	MIS/ SP and MP completion and acceptance certificates	ARIS
C 2.2	Number of grants for micro-projects implemented		Number	0	0	20 MP	40 MP	50 MP	60 MP	At least 60 MP*	yearly	MIS/ SP and MP completion and acceptance certificates	ARIS
C 2.3	Percentage of actually allocated vs. planned funds for O&M		percentage	0	0	0	70%	70%	70%	70%	yearly	MIS/ costs confirmation letter	ARIS
C 2.4	Percentage of beneficiaries that feel that community investments funded by the project reflected their priority needs		percentage	0	0	0	80	80	80	80	yearly	Satisfaction surveys/MIS/interviews	ARIS

Component 3. Project Management

	Indicator Name	Core	Unit of Measure	Baseline	Cumulative Target Values						Frequency	Data Source/ Methodology	Responsibility for Data Collection
					YR1	YR2	YR3	YR4	YR5	End Target			
C 3.1	Ratio between operating expenditures and total project budget		Number	0	2.9	4.9	7	9.1	10.3	10.3	quarterly	MIS, Finance Unit	ARIS

*cumulative

B. CLARIFICATIONS ON RESULTS FRAMEWORK INDICATORS

Clarifications to PDO 1:

Number of municipal districts (AAs) with Local Development Strategy developed involving community

This indicator measures participatory development in the PDO. This indicator will determine in cumulative total whether the local development plans *were developed involving community* and whether each LADS was developed with an *acceptable quality* covering the period of 3-5 years and supported with feasible budget.

Key words:

- local area development strategy.
- Local community members participating in elaboration of Local Area Development Strategy.
- Acceptable quality of Local Area Development Strategy.

Clarifications:

Only includes AAs eligible for VIP3 financing.

In Kyrgyzstan, Aiyl Okmotus use a uniform methodology for Local Area Development Strategy (LADS)¹.

LADS includes:

1. Introduction
2. Vision of Aiyl Aimak
3. Goals and tasks
4. General information about the Aiyl Aimak
5. Analysis of the situation
6. Development directions:
 - A) Goals and tasks
 - B) Strengths and weaknesses, opportunities and threats
 - C) Difficulties and their causes
 - D) Solutions
 - E) Internal Resources
 - F) Activities, projects
 - G) Anticipated results, indicators of achievement of goals and tasks
 - H) Monitoring and Evaluation Plan for each direction
7. Annual Investment Plan
8. 3-4 year prospective investment plan
9. Conclusion

After training in Strategic Planning the Working Group (WG) works out LADS at the Aiyl Aimak (AA) level. WG includes local Kenesh members, AO staff, local activists, women and community members. The WG composition is approved by the Decree of AO head. LADS is developed once for a mid-term period (equal to 3-5 years). The LADS is updated during this the mid-term period. LADS also specifies its validity period. LADS is discussed and passed by public hearings at AA level and approved by local Kenesh.

(A) "Participation" is determined by:
(1) evidences of community participation;

¹ Annex to PDO 1_1: The structure of Local Area Development Strategy in the Kyrgyz Republic.

The efficiency of public hearings can be tracked by three criteria:

Number of participants. Public hearings are attended by delegated villages. Number of delegates is proportionate to number of villagers. The target participation rate at AA level is 100 people on average. Minutes are taken and registration is held during every event (hearing). Number of participants and involvement of women are verified using minutes of meeting and registration sheets with participants' names and signatures. Minutes and participant registration sheets². Minutes of public hearings are entered in the ARIS MIS.

(2) Local Area Development Strategy passed during public hearings at the AA level. Indicators can be verified using minutes of meeting and registration sheets with signatures.

(3) Plan/LADS approved by local Kenesh. Approval of LADS by Aiyl (local) Kenesh is recorded in relevant AK order and is recorded in the ARIS MIS.

The AK decree on approval of LADS is prepared on the basis of the Law #241 "On legal normative acts of the Kyrgyz Republic" dated July 20'2009.

(B) LADS Quality. The quality of LADS will be evaluated by national and Oblast-level evaluation committees. According to provisions of competition of development strategies within VIP-3, they will be evaluated by weights:

- public hearings (minutes/registration);
- local Kenesh resolution on approval of LADS;
- evaluation of aim/objectives, feasibility of implementation arrangements and availability of investment plan;
- availability of investment plan;
- LADS monitoring and evaluation.

Target value of the indicator: 266.

The indicator assesses the number of AA that have LADS.

The cumulative figure refers to the number of AAs that have participated at least once in capacity-building or training. The cumulative figures do not double-count AAs.

Evidence documents: minutes of public hearings with participant registration sheets, resolution of the local council on approval of LADS, LADS, Investment plan, statement on assessment of contest proposals submitted of AA by the oblast contest commission, minutes of oblast and national contest commissions.

All data will be entered into the MIS.

- Responsible for development of LADS: WG
- Responsible for submission of documents: AO, CDSOs, oblast specialists
- Responsible for evaluation of "involvement" and "quality" of LADS: contest commissions at oblast level;
- Responsible for achieving 30% participation of women and supplying \ information into the MIS. Capacity building and gender specialist
- Responsible for supplying contest proposals of AA, statements on assessment of contest commission, minutes of oblast and national contest commission sessions: Senior Social Mobilization and Capacity Building Specialist responsible for entry of these documents into the MIS.
- Overall responsibility: Senior Social Mobilization and Capacity Building Specialist
- Indicator measurement frequency: On annual basis. Cumulative data.

² Annex to PDO 1_2: Templates of minutes of public hearings on approval of LADS and registration sheets.

Clarifications to PDO 2:**Number of AAs conducting public hearings annually, where information is disclosed to the public on budget formulation and execution in accessible formats (cumulative)**

This PDO indicator will reflect the capacity in one of the key aspects of participatory local governance: participatory budget planning. If local self-government bodies (LSGB) will be able to hold these meetings and report to the community on implementation of the budget for a certain year and can disclose information in accessible formats, this will be indicative of the strengthened capacity of LSGB in budget planning and implementation. The Law on "Financial and Economic Basis of local self-government" (Article 13, par. 7) stipulates that the budget of local self-government bodies is to reviewed and approved openly and publicly at open sessions of local council and public hearings and budgets need to be published in mass media. This indicator requires holding at least one meeting a year, where the LSGB discuss implementation of the budget for the previous year and the budget for the current year with the public.

Key words:

- hold public hearings on local budget planning and execution;
- local government report on budget execution during public hearings;
- accessible /understandable information.

Clarifications:

There is a mistake in the PAD, which states that public hearings are held at the village level while according to Kyrgyz legislation they are conducted at the AA level.

(i) Hold public hearings on local budget planning and execution.

Public hearings are held once a year. Reporting on budget execution for preceding period (year) and budget planning for next year during one public hearing. Public hearings should be conducted yearly at the AA level to approve and report on implementation of the budget (depending on budgetary process at republican level). Minutes are taken and registration is held during every event (hearing). Public hearings are verified using minutes of meeting and registration sheets with participants' names and signatures. Minutes of public hearings are entered in the ARIS MIS.

(ii) Local government report on budget execution during public hearings.

Report of AO at public hearings can be verified using minutes of meeting and registration sheets with participants' names and signatures. Minutes of public hearings are entered in the ARIS MIS. Data on public hearings on budgeting issues are entered in the ARIS MIS.

(iii) Did AA disclose its budget to public (verbally or in writing) before/after meeting?

- 1) This indicator can be verified by budget information displayed on community notice boards. CDSO will provide photo report to ARIS. CDSO are responsible for data collection. Oblast coordinators are responsible for analysis of information at the Oblast level. VIP-3 Social Mobilization and Capacity Building specialist is responsible for information analysis at the project level.

(iv) Accessible /understandable information:

- 1) This indicator can be verified by budget information displayed on community notice boards. CDSO will provide photo report to ARIS. Oblast coordinators are responsible for analysis of outcomes at the Oblast level. VIP-3 Social Mobilization and Capacity Building specialist is responsible for information analysis at the project level. Accessibility of budget information: budgets of all 266 AO are published on the Government website: www.okmot.kg/ru/exp_func

All 4 parts are inalienable parts of the indicator. An AA is counted if they have evidence of all 4 aspects of participatory planning and implementation of local budget.

Target value of the indicator: 266. This indicator assesses the number of AA that hold public hearings on budget formation and execution. Indicator includes 4 elements: public hearings, AA reports on budget execution at the public hearing, disclosure of the budget for the public before and after the public hearings, accessibility/understandability of information.

The cumulative figure refers to the number of AAs that have participated at least once in capacity-building or training. The cumulative figures do not double-count AAs.

Evidence documents:

- 1) minutes of public hearing with registration sheets.
 - 2) budget information displayed on community notice boards.
 - 3) analysis of findings of focus groups that were held;
- Responsibility for conducting public hearings: AO
 - Responsibility for posting budget related information on the AO's notice board.
 - Responsibility for supplying minutes of public hearings with registration sheets to be uploaded into MIS: CDSOs, oblast coordinators
 - Responsibility for furnishing photo evidence of budget information displayed on community notice boards into the MIS: CDSO.
 - Responsibility for analysis of budget information of AO (minutes, accessibility to information on budget planning and execution): CDSO in charge of the raion, oblast coordinators for the oblast, analysis of information at the project level- social mobilization and capacity building specialists. Analysis of information at the oblast level: oblast coordinators, analysis of information at the project level- social mobilization and capacity building specialists.
 - Responsibility for holding and analysis of FG: CDSO. Analysis of information at the oblast level: oblast coordinators, analysis of information at the project level- social mobilization and capacity building specialists.
 - Responsibility for achieving 30% participation of women: Capacity building and gender specialist
 - Overall responsibility: Senior Social Mobilization and Capacity Building Specialist
 - Indicator measurement frequency: On annual basis. Cumulative data.

Notes: Information on public hearings held by AA on development and execution of budget was not registered in the first cycle of the project. Amendments will be introduced into the Regulations on contest and contest commissions to make sure that in the subsequent project cycles can be measured.

Clarifications to PDO 3 Number of AAs with access to improved quality infrastructure services (disaggregated by non-subsidized and subsidized)

Key words:

- improved access to infrastructure services
- subsidized AA
- self-sustaining AA

Clarifications. PAD uses terms “subsidized” and “non-subsidized”, while in the Law on “Republican Budget of the Kyrgyz Republic” the rural municipalities are termed “subsidized” and “self-sustaining”.

This is a 3-part indicator that will measure the number of AAs with:

(a) facilities constructed/rehabilitated;

This indicator includes subprojects (SP) in the numerator and microprojects (MP) under the small grants in the denominator.

It is planned that 8 subprojects will be implemented in each project cycle. Cumulative total will be 24 SP. All data on SP and MP implementation (planned and actual indicators) will be entered into MIS.

It is planned that 20 MP will be implemented in each project cycle. Cumulative total will be at least 65 MPs. All data on MG implementation (planned and actual indicators) will be entered into MIS.

(b) constructed/rehabilitated facilities that are fully functioning;

During the deficiency warranty period (1 year) after completion of construction, the Contractor will be responsible for maintenance of the facility (building). In case of identification of deficiencies caused by poor performance of the Contractor, the AO will draw a Deficiency Act together with the Contractor

and based on it the Contractor shall carry out rectification works to eliminate deficiencies within a month.

Following completion of construction and accepting the completed facility to the balance, the Aiyl Okmotu will act as the chief supervision body and executing agent of operation and maintenance of facilities (SP and MP) transferred to Aiyl Okmotu under direct supervision of the head of AO. Following completion of construction and accepting the completed facility to the balance, the Aiyl okmotu must allocate funds in the local budget for an O&M Specialist and carrying out current maintenance of the facility.

The head of AO shall assign or contract an O&M Specialist to supervise the technical condition of the building. The O&M Specialist of AO is assigned for the period of design operation lifetime of the facility to monitor the technical condition of the facilities, follow up implementation of current and periodic technical maintenance, and to ensure safety and proper operation during the considered operation lifetime of the facility.

(c) an O&M plan and budget.

Operation and maintenance of social infrastructure facilities includes development of technical maintenance plan, financing of costs for operation and maintenance, technical maintenance and technical representation of aiyl okmotu.

- Quality and availability of technical maintenance plan including regular and periodic technical maintenance is evaluated by the oblast commission according to the Regulations on the contest and contest commissions under the VIP-3.

All 3 parts are required, equal points for the three criteria. The final results should be presented for subsidized/unsubsidized villages
(2 figures will be entered in the RF).

Target value of the indicator: 19/65. This indicator includes subprojects (SP) in the numerator and microprojects (MP) under the small grants in the denominator. The cumulative figure refers to the number of AAs that have participated at least once in capacity-building or training. The cumulative figures do not double-count AAs.

Supporting documents: Framework Agreements with AO, Statements of accomplished works, Statement on hand-over and acceptance of the facility to the balance of AO, State Certificate on environmental and technical safety under the GovKR, technical maintenance plan, contracts with contractors.

Person responsible for tracking annual information about subsidized and self-sustaining AO. Social mobilization and capacity building specialists.

Person responsible for operation and maintenance: O&M Specialist of AO.

Data will be entered into MIS.

Overall responsibility: VIP engineers.

Indicator measurement frequency: On annual basis. Data disintegrated by subsidized and self-sufficient AA.

Clarifications to PDO 4

Direct project beneficiaries (number), of which female (percentage)

This indicator measures individuals actively using the infrastructure services supported by the project, or those who participated in trainings or peer-to-peer learning activities funded under the project.

Key words:

- direct beneficiaries
- indirect beneficiaries

Clarifications

Direct beneficiaries - representatives of local communities that will eventually use improved infrastructure services/entitled to use them, i.e. all villagers. Indirect beneficiaries - representatives of local community that will benefit from improved infrastructure services without using them directly. See par. 4.1.1. "Coverage" in the matrix of evaluation of SP and MP proposals in the Regulations on Contest and Contest Commissions under VIP-3. Indirect beneficiaries are those who benefited from the improved services not using directly the outputs. See par. 4.1.1. "Coverage" in the Regulations on Contest and Contest Commissions under the VIP. At least 30% of direct and indirect beneficiaries should be women. See Annex 2.26, Part A for detailed formula for calculating this indicator.

The number of direct project beneficiaries for each cycle is only reported once the cycle is complete and ARIS has verified the actual number of beneficiaries utilizing the SPs and MPs. Include the number of beneficiaries who received training or participated in capacity building in the cancelled cycle 2.

Supporting documents: Subproject and microproject proposals submitted by AA, statement of AA on assessment of contest applications, statement of the oblast contest commission.

Data will be entered into MIS.

Responsibility for achieving 30% women's participation and supplying the information to the MIS: Capacity building and gender specialist.

Overall responsibility: Senior Social mobilization and capacity building specialist.

Indicator measurement frequency: On annual basis. Cumulative indicator. Total number of beneficiaries in the numerator and percentage of women in the denominator.

Clarifications to PDO 5:

Beneficiaries that report improved access to infrastructure services (gender disaggregated).

This indicator will rely on Community Scorecards to measure satisfaction with improved access to infrastructure services.

Key words:

- Satisfaction with improved access to infrastructure services
- Male/Female service users (beneficiaries)

Clarifications:

Results will be averaged across all AAs with completed infrastructure in that Cycle. ARIS will report the (i) percentage of beneficiaries who report improved access to infrastructure services using the total number of beneficiaries who answered this question on the scorecard as the denominator; (ii) the percentage of women who report improved access using women who report improved access as the numerator and the total number of women who answered this question on the scorecard as the denominator; and (iii) the percentage of men who report improved access calculated using the total number of men who answered this question on the scorecard as the denominator.

Evidence documents: This indicator is calculated from scorecards that are implemented in communities following the completion of SP and MPs. The data for this indicator should only be taken from the community (service user) scorecard (not the service provider scorecard).

Data will be recorded in MIS.

Responsible for Community Scorecard: Community Facilitator and CDSO.

Summarize data by Oblast: N/A.

Overall responsibility: Senior social mobilization and capacity building specialist and capacity building and gender specialist

Responsibility for achieving 30% participation of women: Capacity building and gender specialist

Indicator measurement frequency: Capacity building and gender specialist Numerator is percentage of beneficiaries, denominator is percentage of women reporting improved access to infrastructure facilities.

Clarifications to C 1.1: Percentage of beneficiaries with increased knowledge of local governance topics covered under project trainings

ARIS will rely on interviews with beneficiaries and a series of before and after knowledge tests in communities to obtain data for the measurement of this indicator.

Key words: Knowledge of beneficiaries on local self-government topics

Clarifications

Before and after the trainings beneficiaries will pass tests to measure their knowledge on local self-government topics covered under the training.

Results of testing will be entered into MIS. The target value of the indicator the VIP-3 should strive to achieve is 60% of the total number of trainees that gain knowledge on local self-government topics. The templates of pre and post tests³ will be included in M&E section of the VIP-3 POM. Data will be collected on annual basis.

This indicator will be monitored through focused interview of beneficiaries. One of the FG questions is (see clarifications to PDO 5): "Knowledge of beneficiaries on local self-government issues" and training results⁴.

Supporting documents: Pre and post tests; FG discussion findings;

Data will be entered into MIS.

Responsibility for holding and processing findings of FG/beneficiary surveys: CDSOs, analysis at the oblast level- oblast specialists.

Responsibility for conducting and analysis of pre and post testing: CDSOs (actual trainers).

Overall responsibility: Capacity building and gender specialist.

Responsibility for achieving 30% participation of women. Capacity building and gender specialist.

Target value: 60% of beneficiaries that responded correctly to testing questions. Reporting includes trainees of cancelled cycle 2.

Indicator measurement frequency: On annual basis.

Clarifications to C 1.2: Average number of people that participated in public hearings at village level

This indicator will ensure that decisions on community priorities were made with the participation of average 100 people per village.

Key words: Public hearings at AA level

³ Annex C1.1_1: Pre and post tests for all types of core trainings.

⁴ Annex C.1.1_2: Anticipated results of trainings delivered under the VIP-3:

Clarifications

- (1) Indicators are mixed in PAD. PAD contains wrong understanding of public hearings.

Public hearings are held only at the level of the whole Aiyl Aimak community. Public hearings are initiated solely by LSGBs as they strive to gain approval of the community regarding a certain important decision. Public hearings are aimed at approval or correction of the decision to be taken (usually after the public hearings are held the decision is submitted for review to the local council, the representative body of LSG). Disclosure of information of the decisions made following the public hearings is a fixed requirement as the communities should be guaranteed information on the final decision taken on the issue publicly discussed.

Gatherings may be held at different levels - village, street or Aiyl Aimak. Gatherings may be initiated by LSGBs and communities alike. Purpose of gathering may be delivery of information, gather opinions, and the result - continued discussion. Announcement of information following the gathering depends of the objective and outcome of the meeting and is not binding.

Number of participants of public hearings required for ensuring legitimacy are set by the LSGB and local community on their discretion and stipulated in the Charter of the local community. Representatives different groups of population should participate in public hearings. Experience shows that number of participants ranges from 50 to 120 people in rural municipalities. The average is 85 participants. This indicator seems overstated, but the VIP-3 will strive to achieve 100 average number of participants.

It was agreed during the mission that values for both indicators will be shown in RF:

- 1) public hearings at AA level-100 people;
- 2) general meetings at village level- 60 people.

The value of the indicator is 100/60 people. Number of participants of public hearings at AA level are in the numerator, and number of participants of general village meetings is in the denominator.

- (2) The PAD contains error in the unit of measurement. The PAD contains percentage as unit of measurement, while the average number of people that participated in public hearings should be measured in numbers.

Minutes of public hearings with attached registration sheets are proof of public hearings at AA level. Minutes of public hearings will be submitted as part of application documents and reviewed by the oblast and national contest commission as stipulated by the Regulations of Contest and Contest Commissions under the VIIP-3.

Minutes of public hearings and registration sheets are basis for determining the number of participants.

Minutes of public hearings with registration sheets will be entered into the MIS.

Minutes of the general gathering of the village with participant registration sheets and village profiles are proof of general meetings/gatherings of the village.

Minutes of general meetings with participant registration sheets will be entered into the MIS.

In its quarterly progress reports, ARIS should report descriptive statistics for this indicator including the minimum, median and maximum number of people who participated across all villages and the number of villages with: less than 10% of the population participating; between 10 and 20% participating; between 30% and 40% participating; etc.

Supporting documents: Minutes of public hearings with registration sheets; minutes of general meetings with registration sheets, village profiles.

Collection of minutes in contest cycle years: Head of AA

Collection of minutes in non-contest cycle years: CDSO

Data will be entered into MIS.

Responsibility for collection and processing of data: Senior Social mobilization and capacity building specialists.

Responsibility for ensuring 30% participation of women. Capacity building and gender specialist.

Target value: 100 people at AA level and 60 people at village level.

Indicator measurement frequency: On annual basis.

Clarifications to C 1.3: Percentage of beneficiaries that perceive their role has increased in decision-making (disaggregated by gender)

This indicator will rely on Community Scorecards.

Key words: Increased role in decision-making

- Male/Female service users (beneficiaries)

Clarifications

Results will be averaged across all AAs with completed infrastructure in that Cycle. ARIS will report the (i) percentage of beneficiaries who report improved access to infrastructure services using the total number of beneficiaries who answered this question on the scorecard as the denominator; (ii) the percentage of women who report improved access using women who report improved access as the numerator and the total number of women who answered this question on the scorecard as the denominator; and (iii) the percentage of men who report improved access calculated using the total number of men who answered this question on the scorecard as the denominator.

Target value of the indicator: 70/30 (total over women). The indicator is measured in percentage.

Evidence documents: This indicator is calculated from scorecards that are implemented in communities following the completion of SP and MPs. The data for this indicator should only be taken from the community (service user) scorecard (not the service provider scorecard).

Data will be entered into MIS.

Responsible for Community Scorecard: Community Facilitator and CDSO.

Summarize data by Oblast: N/A.

Overall responsibility and analysis of data for the whole project implementation period: Social mobilization and capacity building specialist.

Responsibility for achieving 30% participation of women. Capacity building and gender specialist.

Indicator measurement frequency: On annual basis.

Clarifications to C 1.4:

Satisfaction rate of beneficiaries who attended exchange visits (peer to peer learning)

This indicator will be based on an evaluation form that will be provided to the participants of study tours, which will have a scoring method for measuring satisfaction.

Key words: Exchange visit;

Clarifications

Satisfaction rate of beneficiaries who attended exchange visits will be determined by questionnaire survey method. Template of the evaluation form is enclosed as Annex.

Responsibility for organization of exchange visits: Social mobilization and capacity building specialist.
Collection and processing of results of assessment by beneficiaries who attended exchange visits (peer to peer learning): Social mobilization and capacity building specialist.

Target value of the indicator: 80.

This indicator is measured in percentage.

Supporting documents: Completed questionnaires;

Data will be entered into MIS.

Overall responsibility and analysis of data for the whole project implementation period: Social mobilization and capacity building specialist.

Indicator measurement frequency: On annual basis.

Clarifications to C 1.5:**Number of AAs that have submitted proposals to compete for grants (cumulative)**

This indicator seeks to measure 'increasing local level capacity for participatory development'. AAs would need to use all the knowledge and skills learned in trainings in order to complete and submit proposals. As part of the project proposal, they need to submit their local development strategies, investment plans, procurement, O&M planning.

Key words: Increased local level capacity for participatory development.

Clarifications

The result of capacity building and social mobilization activities in local communities is development and submission for contest applications for review. The application package includes: Village profile; discussion in focus groups; minutes and lists of participants at the village level; minutes of the session of the contest commission at AA level, list of priorities approved at the session of the local council; Local development strategy; decision of the local council of approval of the Local development strategy (LADS) assessment of its goals, objectives and feasibility of implementation arrangements, availability of funding; investment plan; LADS monitoring and evaluation system; project proposal; technical design and project proposal; O&M. The highest evaluation is 1000 points. This indicator will reflect those contest applications that gained 60% (600 points) and more.

Measurement of the increased local-level capacity for participatory development is understood as application of knowledge and skills gained during the trainings for development of application documents. The AA that mastered better knowledge and skills delivered at the training are expected to prepare a better project proposal. The indicator does not reflect the number of contest proposals from AA, but the number of AA that won grant for implementation of SP and MP, i.e. Indicative of "increased local-level capacity for participatory development".

This indicator will reflect contest applications that gained over 600 points. The whole package of contest proposals of AA that applied to the contest and minutes of oblast contest commission review will be scanned and uploaded into the MIS.

Target value of the indicator: 240. The indicator reflects the number of AA that got over 600 points during the review by contest commissions. The cumulative figure refers to the number of AAs that have participated at least once in capacity-building or training. The cumulative figures do not double-count AAs.

Supporting documents: Minutes of oblast and national contest commissions, evaluation sheets of contest commissions.

Data will be entered into MIS.

Responsibility for entry of contest documents into the MIS: Oblast specialists.

Responsibility for entering evaluation sheets of contest commissions, minutes of oblast and national commissions into the MIS: Senior Social mobilization and capacity building specialist.

Overall responsibility: Senior Social mobilization and capacity building specialist.

Indicator measurement frequency: On annual basis.

Clarifications to C 2.1:

Number of sub-projects completed

ARIS will use this indicator to measure the number of sub-projects completed, including new or renovated exiting schools, kindergartens, bridges, health clinics, and other physical facilities. Data for this measurement will come from the MIS. Data for this measurement will come from the MIS.

Key words: Completed subprojects

Clarifications:

The target indicator will be achieved in 3 project cycles: 8 SP will be implemented in Y1, 8 SP in Y2 and 8 SP in Y 3. Cumulative total of completed SP will be at least 24 MPs.

Data on planned and actual implementation of SP will be entered into MIS, including statement on completion and acceptance of SP.

This indicator will reflect the number of implemented SP. All relevant materials will be scanned and uploaded into the MIS and 1C.

Target value of the indicator: 24.

Supporting documents: Statement of commissioning of SP, Statement of transfer of investment costs.

Data will be entered into MIS, 1C.

Responsibility for entry of documents into the MIS: Contractors will submit as-built documents to VIP engineers, VIP engineers will upload these documents to MIS and 1C.

Overall responsibility: VIP engineers.

Indicator measurement frequency: On annual basis.

Clarification of C2.2:

Number of small grants implemented (cumulative)

ARIS will use this indicator to measure the number of small-scale/micro-projects completed, including minor repair works and beautification works. Data for this measurement will come from the MIS.

Key words: Completed small grants.

Clarification:

This target would be achieved over three project cycles: first cycle will implement 20 micro-projects under small grants; 20 MPs will be implemented under second cycle and 50 under third cycle. At least 60 small grants will be implemented cumulatively.

All data on micro-projects implemented through small grants including planned and actual targets will be entered in the MIS.

Sources of information: MIS, Statement of micro-project completion and acceptance under small grant.

This indicator will reflect the number of implemented micro-projects. All relevant materials will be scanned and uploaded into the MIS.

Target value of the indicator: 60.

Supporting documents: Statement of commissioning of MP; Statement of transfer of investment costs.
Data will be entered into MIS.

Responsibility for entry of documents into the MIS:

Overall responsibility: VIP engineers.

Indicator measurement frequency: On annual basis.

Clarifications to C 2.3:

Percentage of actually allocated vs. planned funds for O&M

ARIS will analyze MIS/costs confirmation letters to measure the percentage of funds that were allocated for Operations and Maintenance. Calculations: $(\text{Actual/Planned}) \times 100$ percent = Percent of O&M budget spent relative to planned for each sub-project and micro-project, then the total summation of percentages for all Bank-financed projects divided by the total number of projects in service during that year (calculated as weighted average).

Key words: Planned O&M budget, actual O&M budget.

Clarifications

Subproject/microproject proposal submitted by AA should include a planned budget for O&M and maintenance plan. Quantifiable measurement will base on the minutes of oblast contest, and statements of evaluation of AAs' applications.

Calculations: $(\text{Actual/Planned}) \times 100$ percent = Percent of O&M budget spent relative to planned for each sub-project and micro-project, then the total summation of percentages for all Bank-financed projects divided by the total number of projects in service during that year (calculated as weighted average).

Data should be reported 12 months after each SP and MP is completed.

Target value of the indicator: 70.

Supporting documents: Planned budget for O&M and technical maintenance plan included in the subproject/microproject proposal submitted by AA, confirmation letter on spending of funds on O&M for implemented SP and MP from Aiyl Okmotu.

Data will be entered into MIS.

Responsibility for furnishing documents into the MIS: AO, CDSO

Overall responsibility: M&E specialist/MIS operator.

Indicator measurement frequency: On annual basis.

Clarifications to C 2.4: Percentage of beneficiaries that feel that community investments funded by the project reflected their priority needs.

Indicator Description not included in PAD

This indicator will rely on **Community Scorecards** to measure satisfaction with improved access to infrastructure services.

Key words:

- Satisfaction with improved access to infrastructure services
- **Male/Female service users (beneficiaries)**

Clarifications:

Results will be averaged across all AAs with completed infrastructure in that Cycle. ARIS will report the (i) percentage of beneficiaries who report investment reflected their priority needs using the total number of beneficiaries who answered this question on the scorecard as the denominator; (ii) the percentage of women who report investment reflected their priority needs using women who report investment reflected their priority needs as the numerator and the total number of women who answered this question on the scorecard as the denominator; and (ii) the percentage of men who report investment reflected their priority needs calculated using the total number of men who answered this question on the scorecard as the denominator.

Evidence documents: This indicator is calculated from scorecards that are implemented in communities following the completion of SP and MPs. The data for this indicator should only be taken from the community (service user) scorecard (not the service provider scorecard).

Target value of the indicator: 80. This indicator is measured in percentage.

Data will be recorded in MIS.

Responsible for Community Scorecard: Community Facilitator and CDSO.

Summarize data by Oblast: N/A.

Overall responsibility: Senior social mobilization and capacity building specialist and capacity building and gender specialist

Responsibility for achieving 30% participation of women: Capacity building and gender specialist

Indicator measurement frequency: Capacity building and gender specialist Numerator is percentage of beneficiaries, denominator is percentage of women reporting improved access to infrastructure facilities.

Clarification to C3.1:**Ratio between operational costs and the total project budget.**

ARIS will be analyzing the data received from MIS and Finance Unit for quarterly calculation of the percentage of operational costs as part of the total project budget. This information will help measure the total progress in project implementation.

Key words: Operational costs

Clarifications:

Responsibility for disbursements: Financial literacy and disbursement specialist.

Justification for disbursements: confirming documents according to the procedures of financial management are entered.

Source of information: 1C.

Responsibility for entering documents to 1C: Financial literacy and disbursement specialist.

Preparation of quarterly, annual and final reports: Financial literacy and disbursement specialist.

Responsibility for preparation of IFR, audit reports at year-end: ARIS Finance Manager.

Target value of indicator: 10,3.

Overall responsibility: VIP engineers.

Frequency of measurement of indicator: quarterly. Cumulative indicators.

ANNEX 4.4

THIRD VILLAGE INVESTMENT PROJECT

COMMUNITY MONITORING & EVALUATION MANUAL FOR COMMUNITIES**1. Key steps for monitoring and evaluation**

Step No 1.

Inform members of the community, working group, LSGB, village leaders, and women's groups on creation of a monitoring and evaluation group, on its goals and objectives. Determine the date, time and place of the meeting.



Step No 2.

Hold the first meeting with participation of members of the working group, Aiyl Okmotu, and interested community members to draw up a list of members of the monitoring and evaluation group. Create the monitoring and evaluation group under the Aiyl Okmotu.



Step No 3.

Inform members of the monitoring and evaluation group on the goals, objectives, and expected outcomes. Provide information materials on monitoring and evaluation and other materials necessary for carrying out the M&E. Elect the Head of M&E Group.



Step No 4.

Inform members of the M&E Group about training on monitoring and evaluation in order to get knowledge on monitoring, on the rules and requirements for monitoring, plans for monitoring, and preparation of information for communities about implementation of project, sub-projects, and micro-projects.



Step No 5.

M&E Group in accordance with the approved schedule regularly informs the community members about implementation of the project, sub-projects, and micro projects. M&E Group informs about the results of monitoring on the Village meetings.

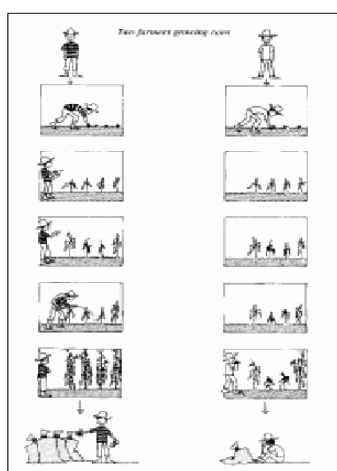
2. Goals and Objectives of the M&E Group

Goal of the M&E - to ensure the successful implementation of the project, sub-project and micro-project, to ensure transparency and publicity in the process of project implementation, and broad awareness of the community members on the progress achieved.



Objectives

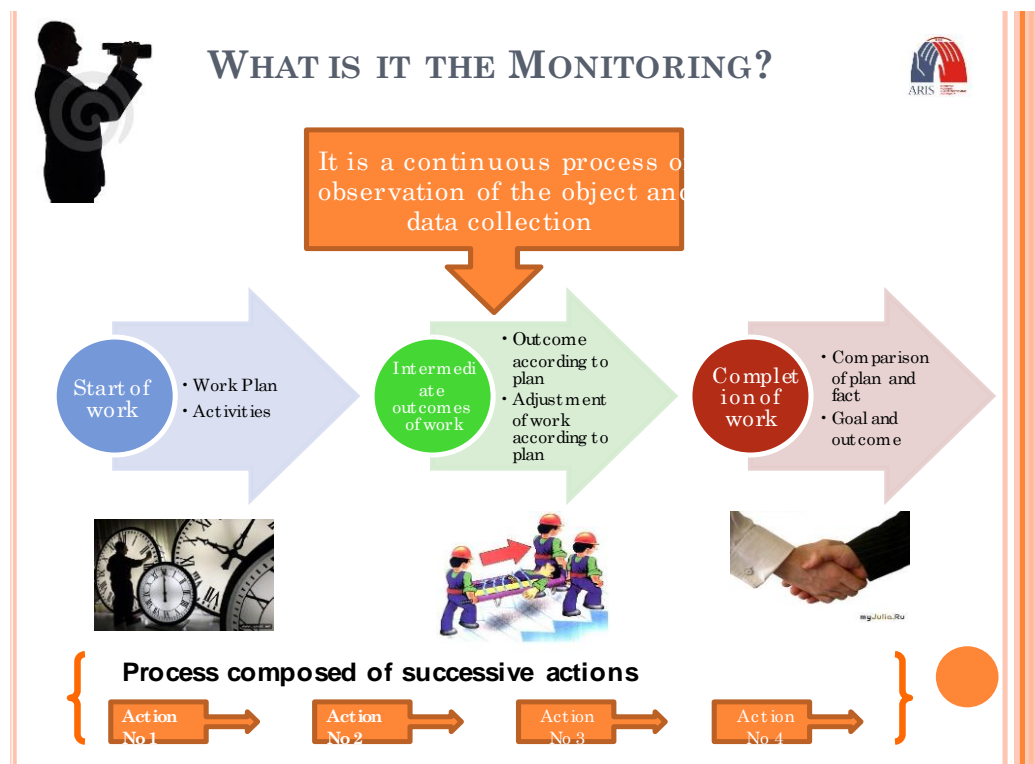
1. Timely carry out the M&E activities;
2. Ensure the publicity and accessibility of information on the sub-project and micro-project;
3. Inform about the results of the monitoring has been conducted.



What is it the Monitoring and Evaluation?

Monitoring – it is a continuous process of observation, tracking the implementation progress of project, sub-project, and micro-project with the purpose of timely and quality completion.

Evaluation – it is an analysis of monitoring data. Why sub-project and micro-project are developing exactly in this way? How the implementation of sub-project and micro-project is going and make recommendations for improvements. Evaluation answers the three questions: What has changed? What has contributed to the change? What was supposed to be changed?



Why is it necessary to conduct monitoring and evaluation?

An important reason for carrying out the joint monitoring and evaluation - is **an accountability**.

Villagers have received grant funds from ARIS and collected its own funds (cash contribution of 3.75%) and handed them over for implementation of sub-project and micro-project.



Why is it necessary to conduct monitoring and evaluation?

Answer the questions:

- ✓ How much funds ARIS allocated for the implementation of sub-project and micro-project?
- ✓ Will the micro-project / sub-project be completed according to schedule? How effectively and economically the ARIS grant funds and community contributions are used?
- ✓ If the quality is duly maintained (construction works, materials, and so on) in the course of implementation of micro-project / sub-project?



Why is it necessary to conduct monitoring and evaluation?

- ✓ For the successful implementation of the sub-project / micro-project;
- ✓ To increase the responsibility of executors;
- ✓ Dissemination of the best practices;
- ✓ To answer the question: what benefits micro-project and sub-project have brought to the villagers?
- ✓ To ensure transparency and publicity.

What are the benefits of monitoring and evaluation?

- ✓ To analyze what was good or bad;
- ✓ What actions will bring the most effective results for the community;
- ✓ Show community members what benefit micro-project / sub-project have brought;
- ✓ Who is more likely did help in the implementation of micro-project / sub-project?
- ✓ Inform the community on the implementation of micro-project / sub-project (feedback);
- ✓ Assist in resolving issues on improvement of the work on micro-project / sub-project;
- ✓ Evaluate how far the plan is consistent with the actual volume of work executed?
- ✓ Timely identify the causes and risks that may result in a delay of micro-project / sub-project;
- ✓ Will (forecast) the micro-project / sub-project be completed on time?
- ✓ Identify current issues that require attention of the M&E Group and the Working Group;
- ✓ Recommendations on improvement of the micro-project implementation plan;
- ✓ Assist in collection of community contributions.

Responsible person for M&E

At the Working Group meeting, after signing of the tripartite agreement, the person responsible for the work of M&E Group to be elected among the Working Group members. He organizes the work of the M&E Group on the territory of Aiyl Aimak. The first step - he informs the community members, LSGB, NGOs, Village leaders, and other stakeholders on the establishment of M&E Group. He collects lists of potential candidates for the M&E Group have been proposed by the members of community and organize the first meeting of the M&E Group.

The first meeting of the M&E Group

At the first meeting of the M&E Group responsibility for the further work of the M&E Group to be handed over to the elected Chairman of M&E Group. His responsibilities include the development of plans for carrying out the M&E, timely notification of the M&E Group members on the schedule of M&E, provision of report materials, and schedule of sub-project and micro-project implementation. If necessary, he provides other documents for the M&E.

Quantitative and qualitative composition of the M&E Group

- ✓ A member of the M&E Group can be a resident of the village and member of other organized groups, initiated by the community. M&E Group must be composed of at least 5-7 people. The group composition to be approved for 1 year by the Head of Aiyl Okmotu.
- ✓ Changes in the M&E Group composition can only be made at the meeting of M&E Group, in the presence of not less than 51% of the members of the M&E Group. The structure includes a representative of Aiyl Okmotu (staff member), Deputy of the Aiyl Kenesh, NGOs, villagers, and representatives of other community-type groups, (zhaamats, GWP, etc.).
- ✓ Members of the community (NGOs, zhaamat members, leaders, elders, and etc.) in the M&E Group structure must be at least 51%, while the staff of AO, Deputies of AC, and representatives of public administration must

Stages of the M E

Monitoring and evaluation during the implementation of micro-project and sub-project are carried out 2 times, at the completion of 50% and 100% of the physical volume of work.

- ✓ To carry out M E the Group should become familiar with the schedule and scope of planned physical works on micro-project and sub-project.
- ✓ Draw up a schedule of M&E based on the schedule of completion of works on the sub/ micro-project.
- ✓ To acquaint members of the M&E Group with the approved schedule.
- ✓ Post up the schedule of M&E on the information boards.
- ✓ If EPPO is necessary, the ARIS Engineer provides consultation support to the M&E Group.

What does the M&E Group monitor? (The object of monitoring)

- ✓ Table (on-site) indicating the amount of funding (ARIS, community contribution), start and completion dates, and name of contractor.
- ✓ Implementation of micro-projects / sub-projects, the physical volume of work;
- ✓ Document **“Financing Plan for micro-projects / sub-projects for 200_ - 200_ years”**, ARIS payoffs and community contribution, tranches.
- ✓ Availability of documents for micro-projects;
- ✓ Procurements made (materials, works, tender documents) for micro-projects;
- ✓ Works conducted (construction progress, milestones);
- ✓ Impact of micro-project / sub-project on the community and the environment;
- ✓ Completion of micro-project / sub-project (achievement of goals).
- ✓ Processing of grievances and proposals of the community members.

Micro-project / sub-project	Months					
	January		March		October	
	Plan	Actual	Plan	Actual	Plan	Actual
No 1 (name of sub-project / micro-project)	15 (50%)	20 (50%)			15 (100%)	20 (100%)
No 2 (name of sub-project / micro-project)	10 (50%)	12 (50%)			28 (100%)	30 (100%)
No 3 (name of sub-project / micro-project)	10 (50%)	10 (50%)	25 (100%)	25 (100%)		

M&E Group should be acquainted with the following sections of the **Detailed micro project proposal** – “Community contribution”, “Expected outcomes”, “Sustainability of the object”.

From the Detailed micro-project proposal: Rehabilitation of the heating system in the Secondary School		
No	What will be constructed or rehabilitated?	Physical indicators
1	Hole punching for wiring work	256 pcs.
2	Cabling and wiring work	1200 r/m
3	Wall strobing	1200 r/m
4	Wall plastering	160 m ²

Question: “How will the situation in the village change as a result of operation of the micro-project?”

Outcome: after completion of the micro-project the problem with unfreezing the heating system will be solved, it will be possible to regulate the temperature in the classroom by themselves, energy saving.

Sustainability of the micro-project / sub-project

M&E Group will be acquainted with the calculations on operation and maintenance of the object in the first year after completion of the micro-project and the sources of its cost coverage. M&E Group should evaluate: whether the commitments have been taken by executors of the sub-projects / micro-projects are fulfilled? The results of monitoring should be entered into the Act on Monitoring (100%) and presented at the meeting of the villagers to inform them on the monitoring results. The next 2 years the monitoring will be carried out by two main criteria.

1. Whether the jobs created are preserved; and 2. Whether the services/goods are provided according to the commitments have been undertaken.

Sample list of questions for community members during the M&E (Checklist)

1	What do you know about the micro-projects / sub-projects which are implemented in your village?
2	From what sources of information did you learn about micro project / sub-project?
3	Have you read the information on the micro-project at the information board?
4	Will the villagers get the benefits from micro-project / sub-project?
5	Will you get the benefits of the micro project / sub-project?
6	Have you participated in approval of the micro-project at the village meeting?
7	Have you participated in the implementation of micro-project?
8	Will the micro-project / sub-project promote improvements for the villagers?
9	Has the micro-project / sub-project created the jobs?
10.	Do you think that the goal of micro-project has been achieved?
11.	Will the micro-project be sustainable after completion?

The main goal of the M&E Group's visit to micro-project / sub-project is to provide support in implementation of the sub-project / micro-project for its successful completion. M&E Group monitor and evaluate the performance of the basic types of work according to the implementation schedule of the micro-project / sub-project.

Sample list of questions on the micro-project / sub-project (Checklist)

1	Tell about implementation of the micro-project / sub-project.
2	Whether all types and amounts of the planned works are completed according to the schedule?
3	Percentage of the amount of work on the micro project that is completed for the given moment?
4	Were there any delays in the progress of work on the micro-project? If yes, then Why?
5	What assistance is necessary to provide to the micro project / sub-project?
6	Whether all equipment and materials were purchased according to the plan?
7	Whether all funds were received according to the schedule?
8	What information and how often was posted on information boards?
9	How often the executors provide report to the community members?
10	Whether the micro-project / sub-project will be completed on time?

To quickly evaluate the results of the micro-project / sub-project it is recommended to use rapid assessment methods.

Rapid assessment methods

Photo monitoring

It is necessary to carry out photo monitoring in the course of completion of 50% and 100% of the scope of work. M&E Group should take a picture of the object at least from 4 sides. Materials of photo monitoring should be used at the Village meetings and gatherings during the presentation and reporting.

Group interview of the Community - discussion in the group of 8-12 people, answer the questions prepared on the sub-project / micro-project.

Direct observation - using the form for detailed observations of the progress of sub-projects / micro-project to make records of information has been seen or heard. Site visits.

Interview with key informants (persons) - prepared questions for key individuals directly involved / participated in implementation of the sub-project / micro-project

Application of the above mentioned methods depends on the goals and objectives that set before the M&E Group.

What to do with findings of Monitoring and Evaluation?

1. To register the results of the M&E 2 forms were developed. These are the Acts of M&E of 50% and 100% completion of works on micro-project / sub-project. The Act of M&E specifies the types and volumes of work, their amount and cost.
2. Monitoring and Evaluation Group prepares a report on the results of M&E for the next (or extraordinary) meeting of the Working Group, in which shall inform the members of the Working Group on the course of implementation of micro-projects and sub-projects, makes recommendations to further improve the work on micro-projects / sub-projects.
3. Monitoring and Evaluation Group will inform members of the community at the Village meetings, gatherings, and workshops. Post up information on M&E results on the information boards.
4. All Acts on M&E for micro-projects are stored by the Head of the M&E Group. Questions at issue that arise in the course of monitoring and evaluation are addressed jointly by the M&E Group and the Working Group.

Practical recommendations

- ✓ When planning trips to the communities it is necessary to notify beforehand the Leaders of micro-project groups / executors, and if necessary, the contractors, on the arrival of M&E Group.

- ✓ To plan trips in a way that lessens the costs for both petrol and time for carrying out M&E.
- ✓ Inform beforehand the members of M&E Group on the progress made by the micro-project groups / sub-projects and work schedule.
- ✓ Attention should be focused on recommendations for improving the work and maintaining the schedule of the micro-project implementation.
- ✓ On the Village meetings, it is necessary to inform community members about possible transportation costs for carrying out the M&E.
- ✓ It is advisable to plan and carry out M&E for several micro-projects at the same time in order to save time and money.
- ✓ M&E Group conducts M&E of implementation of the Aiyl Aimak strategic plan and its indicators, in agreement with the Working Group.
- ✓ M&E Group prepares the annual report on results of its activity for the meeting at the Aiyl Aimak level to hear reports and elect new officials.

III. Reporting on the M&E

1. M&E Group prepares a report on the results of M&E no later than 7 days after completion of the M&E.
2. M&E Group and the Working Group together discuss the proposed recommendations to improve the work on micro-projects / sub-projects.
3. After agreement on the report, the summary of no more than one page to be posted up on the information board.
4. M&E Group should disseminate the results of M&E to community, using different forms, at village gatherings, meetings, etc.
5. The report should not exceed 1-2 pages.
6. Structure of the report is as follows:
 - ✓ A brief description of progress
 - ✓ A brief description of problems encountered in the course of implementation of micro/ sub-project
 - ✓ Description of how these problems were resolved (are resolving)
 - ✓ Recommendations to improve the work on implementation of micro-project.

Acts on joint monitoring (M&E at 50% or 100% completion stage) should be enclosed to the report. Filling out the recommendatory part of the Act is mandatory.

Conclusion

Implementation of the Village Investment Project in the community is based on three main activities – the social mobilization, implementation of micro-projects / sub-projects, and monitoring and evaluation. We must remember that monitoring and evaluation is as important as social mobilization and implementation of micro-projects / sub-projects. Monitoring and evaluation as a mirror reflects the work of all parties involved in the implementation of micro-projects / sub-projects. Monitoring and evaluation provides an opportunity at some point in the implementation of micro-project / sub-project to evaluate together with stakeholders how right or wrong the implementation of micro project / sub-project is going. Timely monitoring and evaluation will allow to implement a micro-project / sub-project in a quality and timely manner, and to achieve goals set before the micro-projects / sub-projects.

THIRD VILLAGE INVESTMENT PROJECT

**ACT ON MONITORING AND EVALUATION IMPLEMENTATION
AT THE STAGE OF 50% CIVIL WORKS COMPLETION**

ACT as of « ____ » _____ 20__ year.

Monitoring of implementation of 50 % of the scope of physical works on micro-project / sub-project

On the territory of _____ AA

Name of micro-project / sub-project _____

Date of start of micro-project / sub-project: _____ day _____ month 20____ year

Date of completion of micro-project / sub-project: _____ day _____ month 20____ year

Monitoring and Evaluation Group (M&EG), nominated by the Working Group

(No of the minutes of the Meeting of the WG)

Including Head of the M&EG: _____

(name)

And members of the M&EG:

No	Name	Position	Place of work
1			
2			
3			
4			
5			
6			
7			

Have carried out monitoring of implementation of the micro-project, and by measurement have detected that *physical scope* of work, according to schedule, has been implemented as follows:

Name of micro-project	Executor	Date of 50% completion of works according to schedule	Actual progress as of the date of M&E (in %)

Recommendation of the M&E Group (the goal is to provide completion of 50% scope of work according to the approved schedule):

Head of M&EG: _____

(Name)

(Signature)

Members of M&EG:

2. _____

(Name)

(Signature)

3. _____

(Name)

(Signature)

4.	_____	_____
	(Name)	(Signature)
5.	_____	_____
	(Name)	(Signature)
6.	_____	_____
	(Name)	(Signature)
7.	_____	_____
	(Name)	(Signature)

THIRD VILLAGE INVESTMENT PROJECT

**ACT ON MONITORING AND EVALUATION IMPLEMENTATION
AT THE STAGE OF 100% CIVIL WORKS COMPLETION**

ACT as of « ____ » _____ 20__ year.

Monitoring of implementation of 100 % of the scope of physical works on micro-project / sub-project

On the territory of _____ AA

Name of micro-project / sub-project _____

Date of start of micro-project / sub-project: _____ day _____ month 20____ year

Date of completion of micro-project / sub-project: _____ day _____ month 20____ year

Monitoring and Evaluation Group (M&EG), nominated by the Working Group

(No of the minutes of the Meeting of the WG)

Including Head of the M&EG: _____

(name)

And members of the M&EG:

No	Name	Position	Place of work
1			
2			
3			
4			
5			
6			
7			

Have carried out monitoring of implementation of the micro-project, and by measurement have detected that *physical scope* of work, according to schedule, has been implemented as follows:

Name of micro-project	Executor	Date of 100% completion of works according to schedule	Actual progress as of the date of M&E (in %)

Recommendation of the M&E Group (the goal is to provide completion of 100% scope of work according to the approved schedule):

Head of M&EG: _____

(Name)

(Signature)

Members of M&EG:

2. _____

(Name)

(Signature)

3.	_____	_____
	(Name)	(Signature)
4.	_____	_____
	(Name)	(Signature)
5.	_____	_____
	(Name)	(Signature)
6.	_____	_____
	(Name)	(Signature)
7.	_____	_____
	(Name)	(Signature)

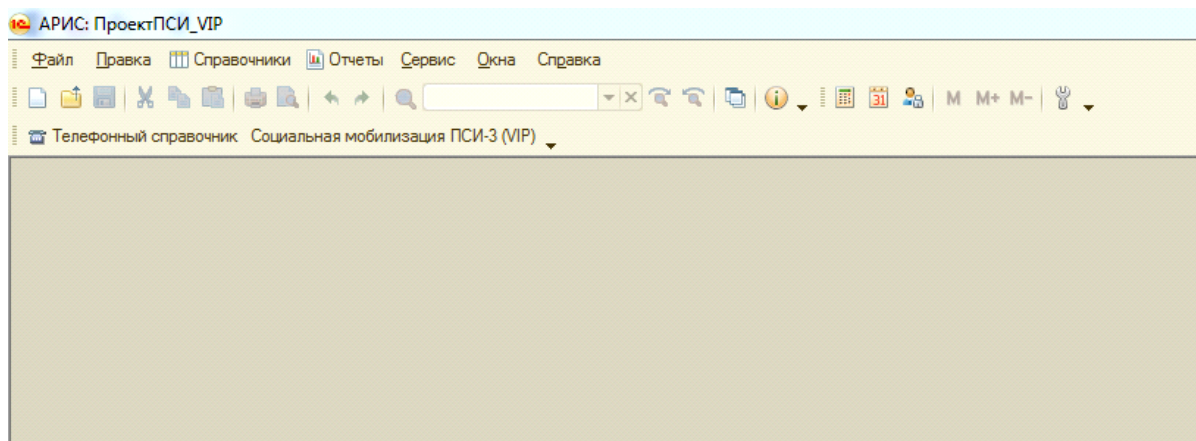
ANNEX 4.5

THIRD VILLAGE INVESTMENT PROJECT

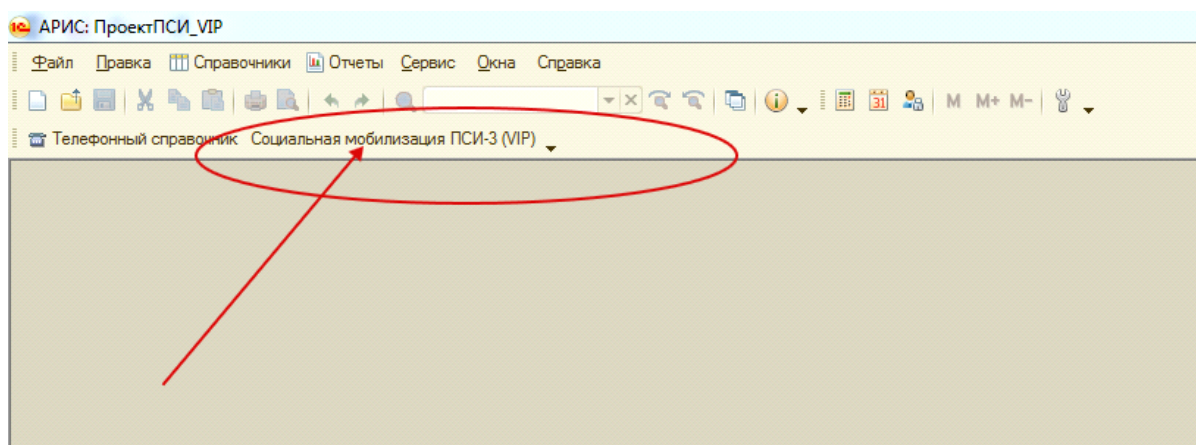
MANAGEMENT INFORMATION SYSTEM (MIS) MANUAL

A. MANAGEMENT INFORMATION SYSTEM

1. Upon the start of 1C the below interface will be available for you



2. In order to introduce documents, or to review the previously reviewed ones, press the button:
"Социальная мобилизация ПСИ-3" (Social Mobilization VIP-3)



3. A list of available documents will be opened

Проект сельских инвестиций 3: Социальная мобилизация ПСИ-3 (SPF)

Мобилизация

На уровне области

[1. Круглый стол на уровне области](#)

На уровне района

[2. Круглый стол на уровне района](#)

На уровне АО и сел

[3. Круглый стол на уровне АО](#)

[4. Вводные собрания на уровне села](#)

[5. Письмо заинтересованности в участии в проекте](#)

[6. Письмо подтверждение в участии в проекте](#)

[7. Все документы предоставленные по I этапу](#)

[8. Сведения об участниках фокус групп](#)

[9. Все документы предоставленные по II этапу](#)

[10. Протокол областной конкурсной комиссии](#)

[11. Формирование и исполнение бюджета](#)

[12. Информация о инициативных группах](#)

[13. Информация о рабочих группах](#)

[14. Информация о конкурсной комиссии](#)

Тренинги

[Тренинги ЭПРО](#)

[Тренинги ОМСУ](#)

Рамочные соглашения

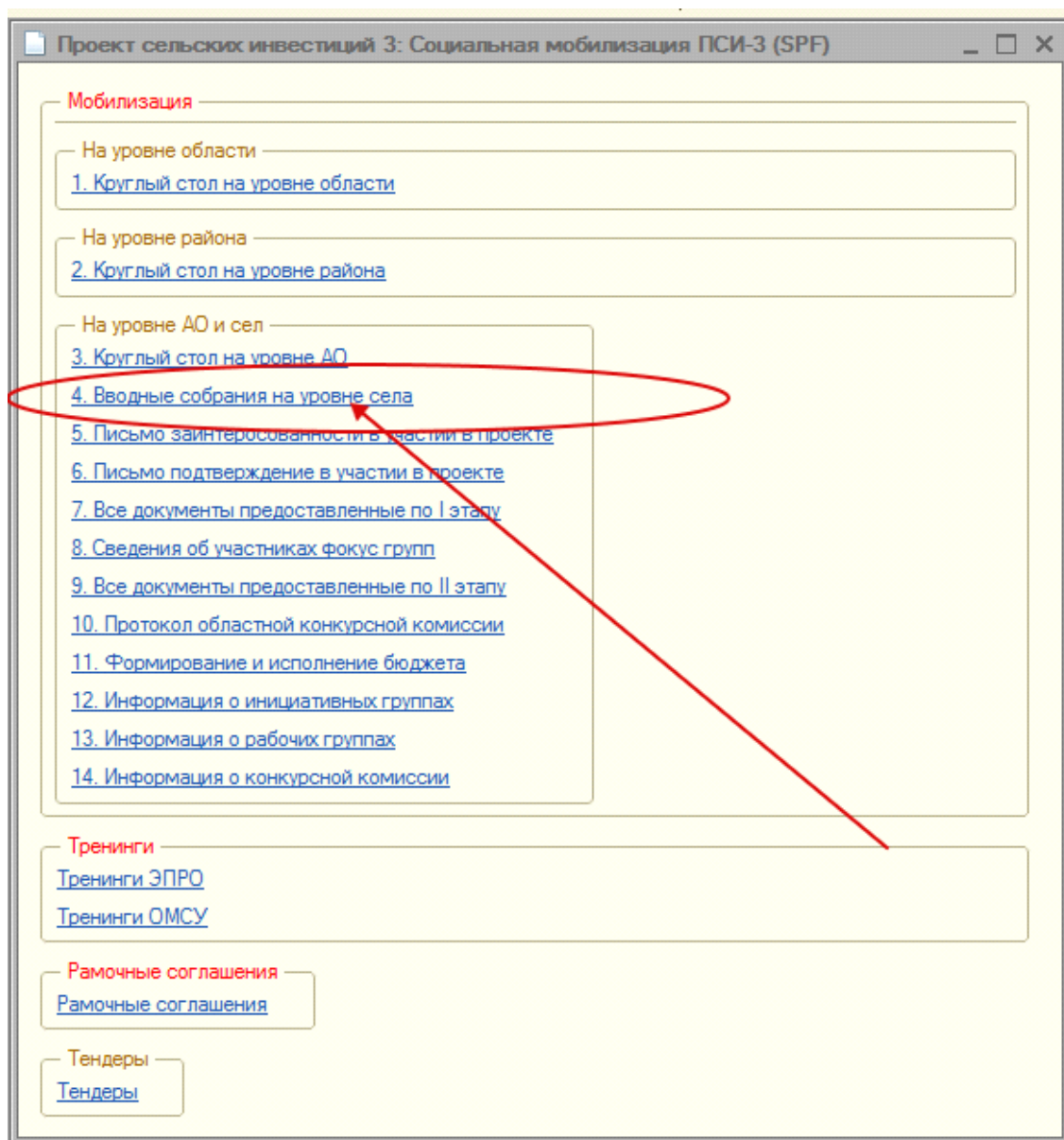
[Рамочные соглашения](#)

Тендеры

[Тендеры](#)

4. As an example, in order to see what documents have been uploaded on mobilization “Introductory Meetings at Village Level”

Press the link indicated below



5. A list of relevant documents will be opened:

Мобилизация

Создать Просмотр скан.файла Все действия ?

Проект: **ПСИ 3 (VIP-3)**

Мероприятие: **Вводные собрания на уровне сел**

Область: Район: АК: Село: Год участия: Все года

Области	Районы	АК	Села	Дата проведения план	Дата
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	НУРМАНБЕТСКИЙ А...	ПЕРВОМАЙСКОЕ	19.08.2016	19.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	АК-САЙ	09.07.2015	09.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	АК-САЙ	10.08.2016	10.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ЖЕТИГЕН	29.06.2015	29.06.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ЖЕТИГЕН	29.08.2016	29.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ИМ. ТЕЛЬМАНА	08.07.2015	08.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ИМ. ТЕЛЬМАНА	19.08.2016	19.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	КЫЗЫЛ-АРЫК	14.07.2015	14.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	КЫЗЫЛ-АРЫК	16.08.2016	16.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ОТОГОН	15.07.2015	15.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ОТОГОН	09.08.2016	09.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	РОТ-ФРОНТ	24.06.2015	24.06.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	РОТ-ФРОНТ	29.08.2016	29.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	СОВЕТСКОЕ	15.07.2015	15.07.

6. In the upper part of the screen you can see a filter for a quick search of a needed document:

Мобилизация

Создать Просмотр скан.файла Все действия

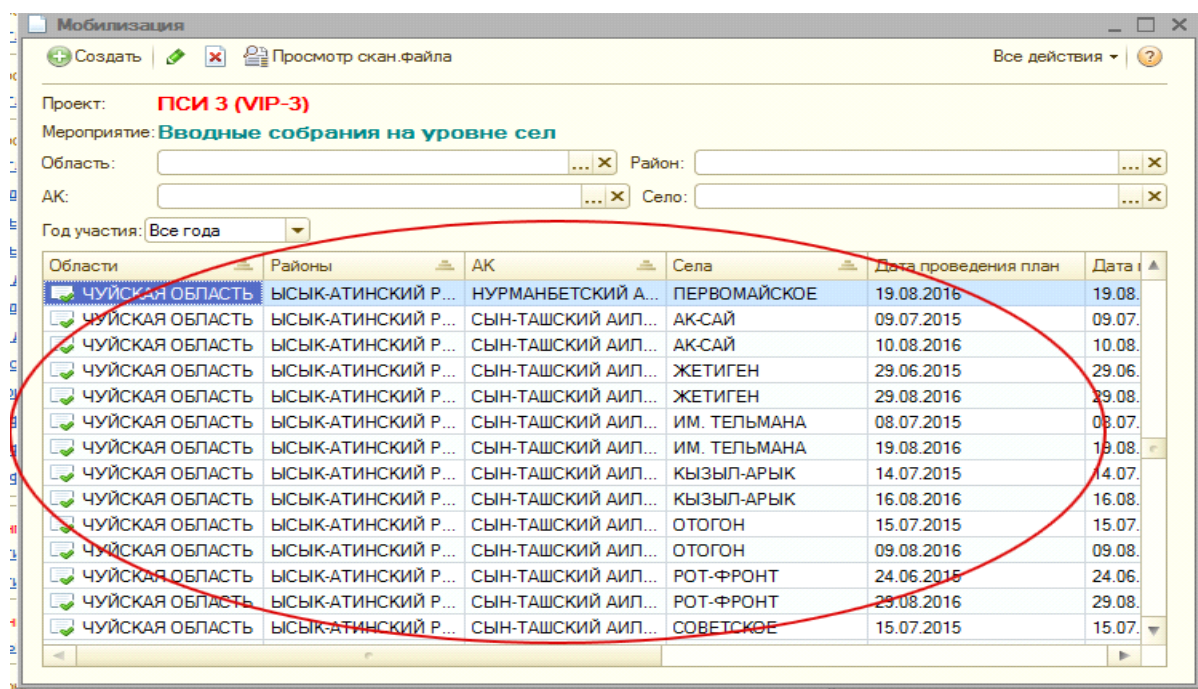
Проект: **ПСИ 3 (VIP-3)**

Мероприятие: **Вводные собрания на уровне сел**

Область: Район: Ак: Село: Год участия: Все года

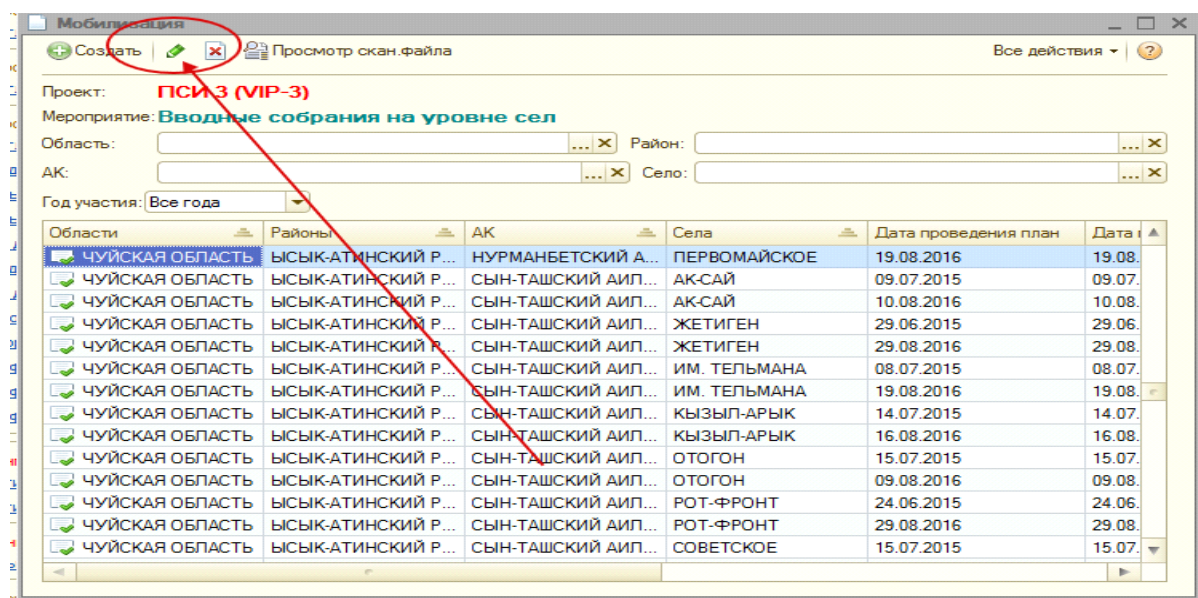
Области	Районы	АК	Села	Дата проведения план	Дата
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	НУРМАНБЕТСКИЙ А...	ПЕРВОМАЙСКОЕ	19.08.2016	19.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	АК-САЙ	09.07.2015	09.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	АК-САЙ	10.08.2016	10.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ЖЕТИГЕН	29.06.2015	29.06.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ЖЕТИГЕН	29.08.2016	29.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ИМ. ТЕПЬМАНА	08.07.2015	08.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ИМ. ТЕПЬМАНА	19.08.2016	19.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	КЫЗЫЛ-АРЫК	14.07.2015	14.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	КЫЗЫЛ-АРЫК	16.08.2016	16.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ОТОГОН	15.07.2015	15.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	ОТОГОН	09.08.2016	09.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	РОТ-ФРОНТ	24.06.2015	24.06.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	РОТ-ФРОНТ	29.08.2016	29.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИП...	СОВЕТСКОЕ	15.07.2015	15.07.

7. Below you will see a list of documents:



8. In order to edit data, opening one of these documents will be needed:

For that end press «ENTER» for a relevant line, or press on the “pencil” icon as indicated below



9. To introduce a new document, press button «Create»

Мобилизация

Создать Просмотр скан.файла Все действия

Проект: **ПСИ 3 (VIP-3)**
 Мероприятие: **Вводные собрания на уровне сел**

Область: Район: АК: Село: Год участия: Все года

Области	Районы	АК	Села	Дата проведения план	Дата
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	НУРМАНБЕТСКИЙ А...	ПЕРВОМАЙСКОЕ	19.08.2016	19.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	АК-САЙ	09.07.2015	09.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	АК-САЙ	10.08.2016	10.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	ЖЕТИГЕН	29.06.2015	29.06.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	ЖЕТИГЕН	29.08.2016	29.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	ИМ. ТЕПЬМАНА	08.07.2015	08.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	ИМ. ТЕПЬМАНА	19.08.2016	19.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	КЫЗЫЛ-АРЫК	14.07.2015	14.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	КЫЗЫЛ-АРЫК	16.08.2016	16.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	ОТОГОН	15.07.2015	15.07.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	ОТОГОН	09.08.2016	09.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	РОТ-ФРОНТ	24.06.2015	24.06.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	РОТ-ФРОНТ	29.08.2016	29.08.
ЧУЙСКАЯ ОБЛАСТЬ	ЫСЫК-АТИНСКИЙ Р...	СЫН-ТАШСКИЙ АИЛ...	СОВЕТСКОЕ	15.07.2015	15.07.

10. The below form will open:

Мобилизация (создание)

Провести и закрыть Провести Все действия

Номер: Дата: 24.07.2017 0:00:00
 Год участия: Первый год
 Проект: **ПСИ 3 (VIP-3)**
 Мероприятие: **Вводные собрания на уровне сел**

Области: Районы: АК: Села:

Дата проведения план: Дата проведения факт:

Количество участников: 0
 Из них женщин: 0

Файл сканированного документа: Дополнительные скан.файлы(фото)

Автор: Суеркулов Алмаз

11. In the fields with ellipsis, select one of the possible values:

For example:

Мобилизация (создание)

Провести и закрыть Провести Все действия ?

Номер: Дата: 24.07.2017 0:00:00

Год участия: Первый год

Проект: ПСИ 3 (VIP-3)

Мероприятие: Вводные собрания на уровне сел

Области: ...

Районы: ...

АК: ...

Села: ...

Дата проведения план: . . .

Дата проведения факт: . . .

Количество участников: 0

Из них женщин: 0

Файл сканированного документа: ... X Q

Дополнительные скан.файлы(фото)

Автор: Суеркулов Алмаз

12. Press the ellipsis button and a box of possible values will drop down:

Мобилизация (создание)

Провести и закрыть Провести Все действия ?

Номер: Дата: 24.07.2017 0:00:00

Год участия: Первый год

Проект: ПСИ 3 (VIP-3)

Мероприятие: Вводные собрания на уровне сел

Области: ...

Районы: ...

АК: ...

Села: ...

Дата проведения план: . . .

Дата проведения факт: . . .

Количество участников: 0

Из них женщин: 0

Файл сканированного документа: ... X Q

Дополнительные скан.файлы(фото)

Автор: Суеркулов Алмаз

Наименование	Код
ИССЫК-КУЛЬСКАЯ ОБЛАСТЬ	02
НАРЫНСКАЯ ОБЛАСТЬ	04
ТАПАССКАЯ ОБЛАСТЬ	07
ЧУЙСКАЯ ОБЛАСТЬ	08

13. Instruction on the attachment of a scanned file (or any other file regardless of its type)

Press the ellipsis button in an open document as indicated below

The screenshot shows a software window titled "Мобилизация (создание)". It contains several input fields and buttons. The "Файл сканированного документа:" field is highlighted with a red circle, and a red arrow points to the ellipsis button (three dots) next to it. Below this field is a button labeled "Дополнительные скан. файлы(фото)".

Мобилизация (создание)

Провести и закрыть Провести Все действия ?

Номер: Дата: 18.02.2016 0:00:00

Проект: ПРЖР2

Мероприятие: Вводные собрания на уровне сел

Области:

Районы:

АК:

Села:

Дата проведения план:

Дата проведения факт:

Количество участников: 0

Из них женщин: 0

Количество малоимущих: 0

Количество молодежи до 35 лет: 0

Файл сканированного документа: ... x Q

Дополнительные скан. файлы(фото)

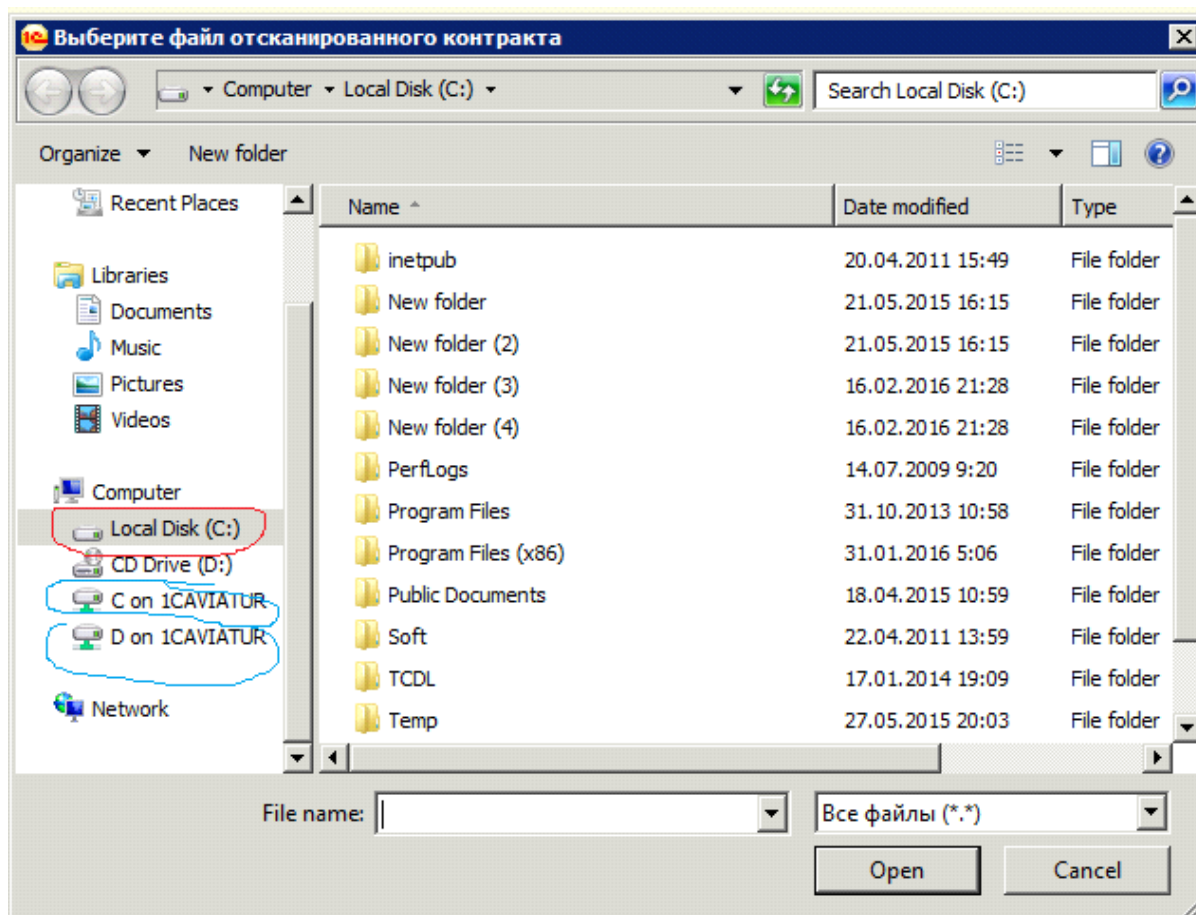
Автор: Суеркулов Алмаз

14. Explorer indicating logical drives will open

Disk C means that the disk is on the 1C Server, it is not the disk you need (the disk is circled in red in the picture below)

The disk you need is circled in blue. It will read: “C on “name of computer”

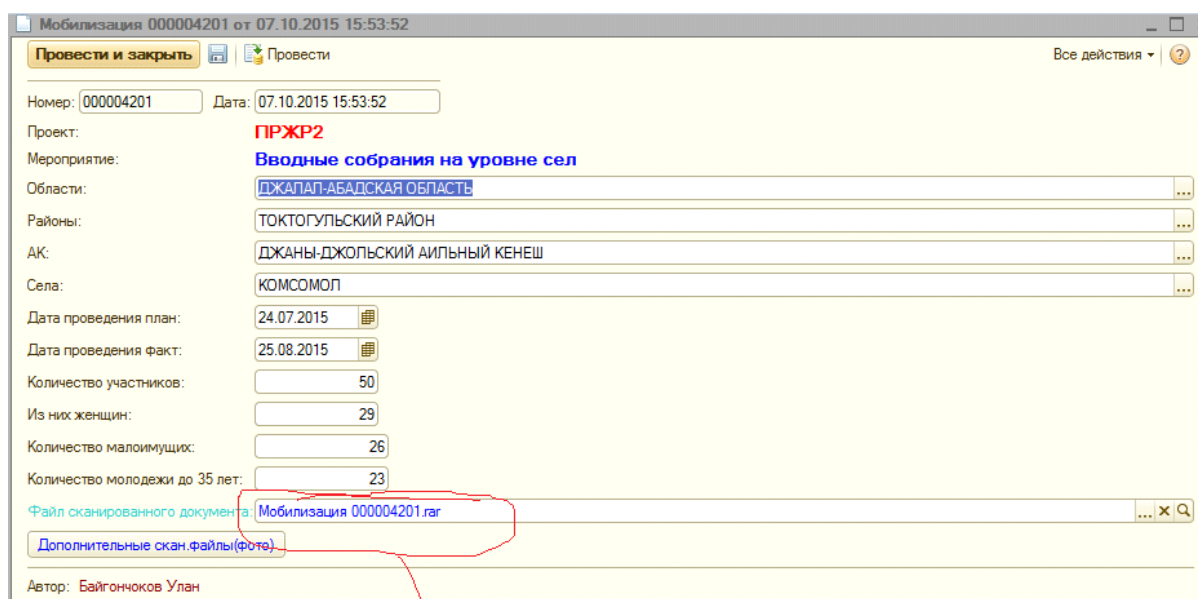
“D on “name of computer”



15. Open the needed disk, select a file and press the «OPEN» button

The procedure will take several seconds depending on the Internet speed.

As soon as the attachment procedure is completed successfully, you will have name of the



Мобилизация 000004201 от 07.10.2015 15:53:52

Провести и закрыть Провести Все действия ?

Номер: 000004201 Дата: 07.10.2015 15:53:52

Проект: **ПРЖР2**

Мероприятие: **Вводные собрания на уровне сел**

Области: ДЖАЛАЛ-АБАДСКАЯ ОБЛАСТЬ

Районы: ТОКТОГУЛЬСКИЙ РАЙОН

АК: ДЖАНЫ-ДЖОЛЬСКИЙ АЙПЫНЬ КЕНЕШ

Села: КОМСОМОЛ

Дата проведения план: 24.07.2015

Дата проведения факт: 25.08.2015

Количество участников: 50

Из них женщин: 29

Количество малоимущих: 26

Количество молодежи до 35 лет: 23

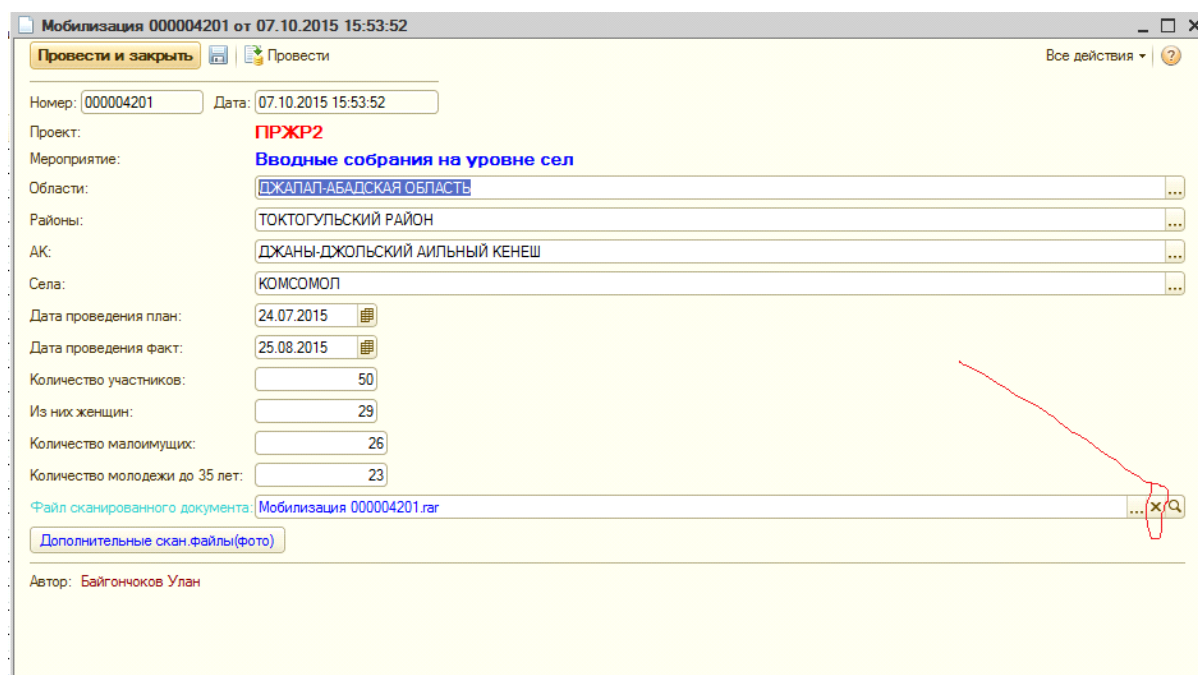
Файл сканированного документа: Мобилизация 000004201.rar

Дополнительные скан.файлы(фото)

Автор: Байгончиков Улан

16. Save the document.

17. To delete the attached file, press the "X" button.



Мобилизация 000004201 от 07.10.2015 15:53:52

Провести и закрыть Провести Все действия ?

Номер: 000004201 Дата: 07.10.2015 15:53:52

Проект: **ПРЖР2**

Мероприятие: **Вводные собрания на уровне сел**

Области: ДЖАЛАЛ-АБАДСКАЯ ОБЛАСТЬ

Районы: ТОКТОГУЛЬСКИЙ РАЙОН

АК: ДЖАНЫ-ДЖОЛЬСКИЙ АЙПЫНЬ КЕНЕШ

Села: КОМСОМОЛ

Дата проведения план: 24.07.2015

Дата проведения факт: 25.08.2015

Количество участников: 50

Из них женщин: 29

Количество малоимущих: 26

Количество молодежи до 35 лет: 23

Файл сканированного документа: Мобилизация 000004201.rar

Дополнительные скан.файлы(фото)

Автор: Байгончиков Улан



18. To review the attached file, press the button:

Мобилизация 000004201 от 07.10.2015 15:53:52

Провести и закрыть Провести Все действия ?

Номер: 000004201 Дата: 07.10.2015 15:53:52

Проект: **ПРЖР2**

Мероприятие: **Вводные собрания на уровне сел**

Области: ДЖАЛАЛ-АБАДСКАЯ ОБЛАСТЬ

Районы: ТОКТОГУЛЬСКИЙ РАЙОН

АК: ДЖАНЫ-ДЖОЛЬСКИЙ АЙЛЫНЬ КЕНЕШ

Села: КОМСОМОЛ

Дата проведения план: 24.07.2015

Дата проведения факт: 25.08.2015

Количество участников: 50

Из них женщин: 29

Количество малоимущих: 26

Количество молодежи до 35 лет: 23

Файл сканированного документа: Мобилизация 000004201.rar

Дополнительные скан.файлы(фото)

Автор: Байгончиков Улан

19. Upon the input of data it is necessary to press the button: «Провести и закрыть» (Process and Close)

Мобилизация 000014287 от 24.10.2016 13:31:29

Провести и закрыть Провести Все действия ?

Номер: 000014287 Дата: 24.10.2016 13:31:29

Год участия: Второй год

Проект: **ПСИ 3 (VIP-3)**

Мероприятие: **Вводные собрания на уровне сел**

Области: ЧУЙСКАЯ ОБЛАСТЬ

Районы: ЫСЫК-АТИНСКИЙ РАЙОН

АК: СЫН-ТАШСКИЙ АЙЛЫНЬ КЕНЕШ

Села: СЫН-ТАШ

Дата проведения план: 12.08.2016

Дата проведения факт: 12.08.2016

Количество участников: 38

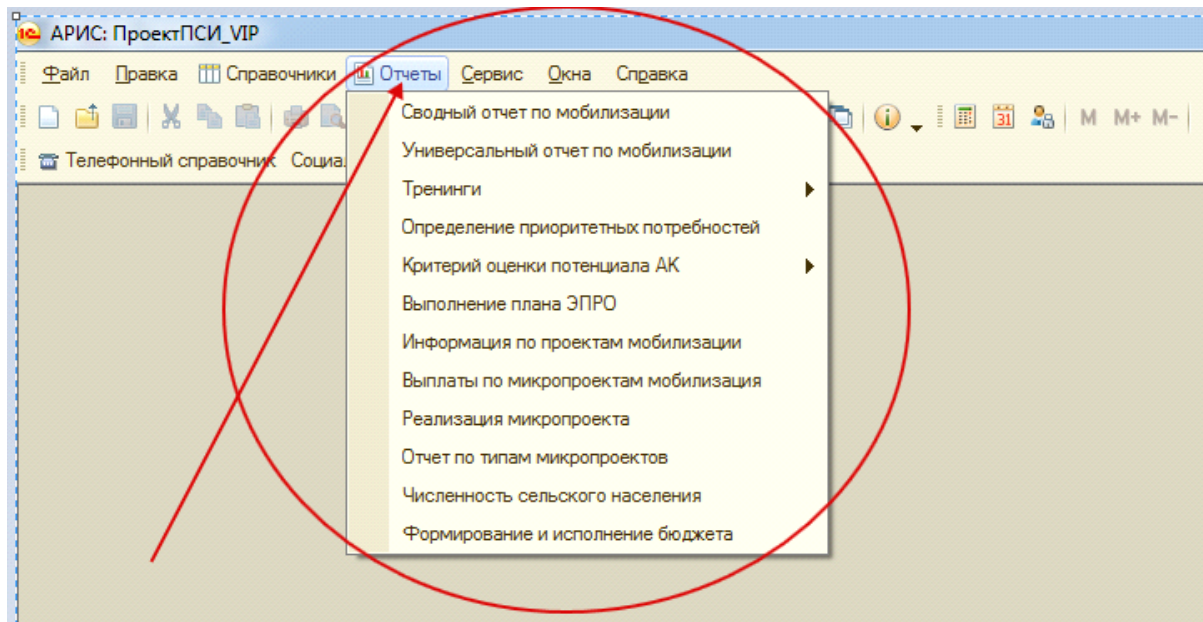
Из них женщин: 16

Файл сканированного документа:

Дополнительные скан.файлы(фото)

Автор: Бейшеналиева Майя

20. In 1C there are numerous reports that can be generated/formed.



ANNEX 4.6

THIRD VILLAGE INVESTMENT PROJECT
QUARTERLY REPORTING TEMPLATE



Community Development and Investment Agency of the Kyrgyz Republic

Project Name:

For Quarter_____ 20 _____

Bishkek City

THIRD VILLAGE INVESTMENT PROJECT QUARTERLY REPORTING TEMPLATE

Abbreviations

1. Introduction

1 page maximum. A short introduction of the report and the project, reviewing what the project wants to achieve, and how it is structured (components etc.). In the introduction a brief description of main activities carried out during the Quarter can be provided. Project wide issues, challenges, and remedial actions can be highlighted.

2. Review of Implementation by Components

10 page maximum. Description of brief introduction to the Project component and subcomponent. Description of what scope of works have been carried out in each subcomponent/component/project. It is very important to provide concrete figures, describe results of activities carried out, and what higher level impacts they have had or are expected to lead to. When providing quantitative data, it is required to take into account MIS and 1C data. Indication of problems that you encountered during the reporting period, and also description of your recommendations to solve these problems.

The report should detail the following sections on activities carried out:

- Social mobilization with photos and results related to gender and inclusion;
- Capacity development with photos and results related to gender and inclusion;
- Implementation of subprojects / microprojects with photos;
- Budget for disbursed and undisbursed funds. It is obligatory to reflect achievement of Indicator C1.3 "Ratio between operating expenditures and total project budget"
- Procurement: the number of tenders/biddings announced, the results of tenders;
- Feedback mechanisms/Grievance Redress Mechanisms including data for (a) number of feedback received, (b) how many were resolved, and (c) how they were resolved;
- Short description of donor missions, implementation of activities specified in the Aide Memoir.
- Specialists accompanying the donor mission shall prepare descriptive reports on results of meetings with communities.

3. Problems and Issues to be Solved

No page limit- as many as needed.

- Description of problems you encountered during the reporting period. Indication of reasons of these problems and their consequences. Indication, whether this problem has been raised before, if so, at what level. Specify separately what was done to solve the problem raised.
- Description of issues that need to be addressed in a timely manner so that you can continue to work effectively.

4. Plan for Next Quarter

1 page maximum. List the main activities that should be carried out during the next period.

5. Annexes

- Financial analysis, including budget vs. expenditure for all activities, summed to the sub-component, component and project level.
- Results Framework results
- Any other detailed and supporting data, including data on capacity development.

ANNEX 4.7

THIRD VILLAGE INVESTMENT PROJECT
SEMI-ANNUAL REPORTING TEMPLATE



**Community Development and Investment
Agency of the Kyrgyz Republic**

Project Name:

For the first half of 20 _____

Bishkek

THIRD VILLAGE INVESTMENT PROJECT
SEMI-ANNUAL REPORTING TEMPLATE

Abbreviations

6. Introduction

1 page maximum. A short introduction of the report and the project, reviewing what the project wants to achieve, and how it is structured (components etc.). Provide a brief description of the main activities carried out during the reporting period, as well as activities that would affect achievement of the project objectives at the end of the year. Main problems, difficulties and corrective actions of the project can be highlighted.

7. Sub-components implementation review

15 page maximum Description of brief introduction to the Project component and subcomponent. Description of what scope of works have been carried out in each subcomponent/component.

Reflect the progress made regarding the planned activities for the half-year period. It is very important to provide concrete figures, describe results of activities carried out, compare deviations of the fact against the plan, and provide explanation of such deviation. When providing quantitative data, it is required to take into account MIS and IC data. Indication of problems that you encountered during the reporting period, and also description of your recommendations to solve these problems.

The report should detail the following sections on activities carried out:

- Social mobilization with photos and results related to gender and inclusion;
- Capacity development with photos and results related to gender and inclusion;
- Implementation of subprojects / microprojects with photos
- Budget for disbursed and undisbursed funds
- Procurement: the number of tenders/biddings announced, the results of tenders
- Feedback mechanisms/Grievance Redress Mechanisms including data for (a) number of feedback received, (b) how many were resolved, and (c) how they were resolved;
- Implementation of activities indicated in the Aide Memoir of Donor Missions.
- Specialists accompanying the donor mission shall prepare descriptive reports on results of meetings with communities.

8. Recommendations and Proposals

3 page maximum Indication what is required to be changed or implemented in order to improve implementation of subcomponent / component / projects and to avoid difficulties in the future. The recommendations can be of different character and also have a different focus.

9. Problems and Issues to be Solved

No page limit- as many as needed.

- Description of problems you encountered during the reporting period. Indication of reasons of these problems and their consequences. Indication, whether this problem has been raised before, if so, at what level. Specify separately what was done to solve the problem raised.
- Description of issues that need to be addressed in a timely manner so that you can continue to work effectively.

10. Plan for Next Half-Year Period

1 page maximum List the main activities that should be carried out during the next period.

11. Annexes

- Financial analysis, including budget vs. expenditure for all activities, summed to the sub-component, component and project level. Financial analysis will include a procurement report and final (unaudited) balance sheet. (For annual and semi-annual reports).
- Results Framework results
- Any other detailed and supporting data, including data on capacity development.

ANNEX 4.8

THIRD VILLAGE INVESTMENT PROJECT
ANNUAL REPORTING TEMPLATE



**Community Development and Investment
Agency of the Kyrgyz Republic**

Project Name:

For _____20_____

Bishkek

THIRD VILLAGE INVESTMENT PROJECT
ANNUAL REPORTING TEMPLATE

Abbreviations

12. Introduction

2 page maximum. A short introduction of the report and the project, reviewing what the project wants to achieve, and how it is structured (components etc.). In the introduction an overall view of performance can be provided, for example, looking at which annual priorities were met or not met and analyzing expenditure against budget. Project wide issues, challenges, and remedial actions can be highlighted.

13. Review of Implementation by Components

15 page maximum.

For each component, a brief introduction to the component shall be provided, as well as the scope of works that has been carried out under each component/subcomponent. It is important to reflect progress made regarding to the planned activities. It is very important to provide concrete figures, describe results of activities carried out, compare deviations of the fact against the plan, and provide explanation of such deviation. Also, the report should review all annual targets provided in the Operational Manual (indicating, as appropriate, the reasons why the goals were not achieved). When providing quantitative data, it is required to take into account MIS and 1C data. Indication of problems that you encountered during the reporting period, and also description of your recommendations to solve these problems.

The report should detail the following sections on activities carried out:

- Detailed description of progress towards workplan deliverables and Results Framework targets;
- Social mobilization with photos and results related to gender and inclusion. This section should describe how the social mobilization process increased poverty and gender focus in local planning and budgeting during the Cycle;
- Capacity development with photos and results related to gender and inclusion. This section should describe how the capacity building was applied by trainees were possible and whether this application changed outcomes at the community level;
- Implementation of subprojects / microprojects with photos;
- Gender inclusion with analysis of whether all targets were met, why any targets were surpassed/missed, and how the outcomes of the project for the year demonstrate gender impact.
- Budget for disbursed and undisbursed funds, analysis of reason for undisbursed funds (by Aiyi Aimaks / Rayons / Oblasts)
- Procurement: the number of tenders/biddings announced, the results of tenders, reasons for rejected tender/bidding proposals, and others (Table)
- Feedback mechanisms/Grievance Redress Mechanisms including data for (a) number of feedback received, (b) how many were resolved, and (c) how they were resolved;
- Implementation of activities indicated in the Aide Memoir of Donor Missions.
- Specialists accompanying the donor mission shall prepare descriptive reports on results of meetings with communities.

14. Recommendations and Proposals

3 page maximum. Discussion of lessons learned including an indication of what should be modified in order to improve implementation of subcomponent / component / projects and to avoid difficulties in the future.

15. Problems and Issues to be Solved

No page limit- as many as needed.

- Description of problems you encountered during the reporting period. Indication of reasons of these problems and their consequences. Indication, whether this problem has been raised before, if so, at what level. Specify separately what was done to solve the problem raised.
- Description of issues that need to be addressed in a timely manner so that you can continue to work effectively.

16. Annexes

- Project Result/Indicator Framework
- Financial analysis, including budget vs. expenditure for all activities, summed to the sub-component, component and project level. Financial analysis will include a procurement report and final (unaudited) balance sheet. (For annual and semi-annual reports)
- Any other detailed and supporting data, including data on capacity development.

ANNEX 4.9

THIRD VILLAGE INVESTMENT PROJECT

Guidelines for Collection, Entry and Storage of Documents

In order to ensure proper accountability which substantiates the results reported to our donors, the following guiding principles have been developed to instruct the VIP-3 personnel on how to process the project documents.

Responsibilities for data collection and storage are outlined below. In addition, all documents to be downloaded to Management Information System (MIS) are marked to ensure the continuous supervision of activities at the local level.

Responsibility for data collection

Each CDSO and Oblast-level Social Mobilization, Capacity Building and Gender development specialist shall be responsible for reliability and completeness of documents collected as well as for data collection and downloading in Management Information System in a timely manner.

Each Oblast coordinator shall be responsible for proper storage of documents collected.

Each staff of the Central Office shall be responsible for proper storage of documents collected or delivered to the Central Office as well as the safety of data entered in MIS.

Recommendations for document storage in ARIS Oblast Offices

For proper storage of documents, it is recommended that a certain area is allocated in each Oblast Office for storage of all VIP-3 related documents. In addition, separate files for each Aiyl Okmotu should be established for facilitating rapid information search. If activities are conducted at the Raion level, files shall be established for each Raion separately.

Storage of documentation can be done in ~~Aiyl Okmotu Offices~~, ARIS Regional Offices and ARIS Central Office. It can be stored both in hard copy and in electronic version.

Hard copies of the documents stored in ARIS Oblast offices shall be stored in a locked iron cupboard*. These documents are only accessible to VIP3 Oblast specialist and Specialist on social mobilization, capacity development and gender development. Upon request of any document above-mentioned specialists shall provide only their copies while original shall remain in Oblast office.

*ARIS oblast offices store hard copies (original) of those contest proposals whose Aiyl Aimaks won Oblast contest, while unsuccessful Aiyl Okmotu has a right to take back its original Contest proposal to participate in other projects.

All hard copies of the documents related to Third Village Investment Project shall be stored in Oblast offices and Central Office of ARIS until 2022. Then these documents shall be officially written off and disposed by Write-off certificate of Oblast/raion state archives.

Electronic versions of documents in the ARIS Central Office can pass through two systems: 1) Document record system and 2) Management Information System. Documents in these two systems are securely stored for an indefinite period.

ARIS document record system is a centralized base in 1C Software, the purpose of which is to register all incoming and outgoing official correspondence of ARIS. The document record system connects all ARIS units and projects, the proper work of this system is controlled by the Personnel, Legal Support and Document Record Unit.

The Management Information System (MIS) is an automated system in 1C Program with access to Internet, it is managed in the Central Office of the ARIS for effective centralization of data collection, analysis and storage. Each ARIS staff is provided with an access for viewing, entering data in accordance with powers. Proper functioning of the system is ensured by Project Monitoring and Evaluation Specialists.

It is expected that ARIS staff, AO specialists and CDSO will collect, process and store documents in a following way:

#	Document	Who collects	Data source	Entered in IMS Yes/No	Scanned Yes/No	Original document is kept (location)	Hardcopy is kept (location)	Electronic version is kept (location)
1	Minutes of start-up meetings in 4 Oblasts + Agenda+ Participants Registration Form	ARIS Central office specialists	Central Office staff member develops documents and completes during the meeting	Yes	Yes	ARIS Central Office	ARIS oblast offices	Information management system
2	Expression of Interest	ARIS Central Office specialists	Aiyl Okmotu	Yes, via Document Management System	Yes, via Document Management System	ARIS Central Office	Project assistant's folder "Letters of Interest VIP-3 Cycle 2" in the Central Office of ARIS	Document Management System
3	Code of Conduct	ARIS Central Office specialists	Aiyl Okmotu	Yes	Yes	ARIS Central Office	Project assistant's folder "VIP-3 Code of Conduct"	Information management system
4	Order to establish an Initiative Group	CDSO	Aiyl Okmotu	Yes	Yes	Aiyl Okmotu office	ARIS Oblast offices	Information management system
5	List of community training attendees	CDSO	Aiyl Okmotu	Yes	Yes	Aiyl Okmotu office	ARIS Oblast offices	Information management system
6	Approval of work plan for investment implementation in AO +	CDSO	Aiyl Okmotu	Yes	Yes	Aiyl Okmotu office	ARIS Oblast offices	Information management system

#	Document	Who collects	Data source	Entered in IMS Yes/No	Scanned Yes/No	Original document is kept (location)	Hardcopy is kept (location)	Electronic version is kept (location)
	work plan for investment implementation							
Sub-project selection process								
7	Village profile	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	Ayil Okmotu office	Information management system
8	Citizen budget	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	Ayil Okmotu office	Information management system
9	Minutes of village prioritization meetings+ List of participants who attended Focus Groups + Registration list with the results of voting and ranking the community needs identified in FG + Names and contact information of FG representatives for participation in village prioritization meeting + Photos of meeting	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	ARIS oblast office	Information management system
10	Minutes of village prioritization meeting +	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	ARIS oblast office	Information management system

#	Document	Who collects	Data source	Entered in IMS Yes/No	Scanned Yes/No	Original document is kept (location)	Hardcopy is kept (location)	Electronic version is kept (location)
	List of participants who attended village prioritization meetings + Registration list with voting results and ranking of community needs identified in FG, showing the highest priority selected + Names and contact information of FG representatives elected to participate in village prioritization meeting + Photos of meeting + Photos of voting +							
11	Minutes of AA prioritization meeting + registration list + photos + ranked priorities	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	ARIS oblast office	Information management system
Process of selecting micro-projects								

#	Document	Who collects	Data source	Entered in IMS Yes/No	Scanned Yes/No	Original document is kept (location)	Hardcopy is kept (location)	Electronic version is kept (location)
12	Village profile	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	ARIS oblast office	Information management system
13	Citizen budget	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	ARIS oblast office	Information management system
14	List of vulnerable persons in AA	CDSO	Ayil Okmotu	Only quantitative data	No	Ayil Okmotu office		Information management system
15	Minutes of FG + registration lists + photos of discussions + Ranked priorities of each FG	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	ARIS oblast office	Information management system
16	Questionnaires of vulnerable groups of population	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	ARIS oblast office	Information management system
17	Minutes of AC meetings to select priorities for submission to the Oblast Contest + registration lists + photos + list of ranked priorities	CDSO	Ayil Okmotu	Yes	Yes	ARIS oblast offices	Ayil Okmotu office	Information management system
LDS + Investment plan								
18	Minutes of design verification meeting + Original registration lists, photos	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	ARIS oblast office	Information management system

#	Document	Who collects	Data source	Entered in IMS Yes/No	Scanned Yes/No	Original document is kept (location)	Hardcopy is kept (location)	Electronic version is kept (location)
	and ranked priorities							
19	Minutes of LDS Public Hearings + Original registration lists, photos and ranked priorities	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	ARIS oblast office	Information management system
20	LDS approved by AK	CDSO	Ayil Okmotu	Yes	Yes	Ayil Okmotu office	ARIS oblast office	Information management system
21	Poverty Checklist	ARIS Central Office staff	ARIS Central Office staff + Oblast Specialists	Yes	Yes	ARIS Central Office		Information management system
22	Documentation checklist	ARIS Central Office staff + Oblast Specialists	Project proposals submitted by AO	Yes	Yes	ARIS Central Office VIP-3 office		Information management system
23	Internal Audit report on verification process	ARIS Central Office staff	Project proposals submitted by AO	No	Yes	ARIS Internal Audit Unit	VIP-3 Office in ARIS Central Office in the folder "OCC Cycle 2"	Internal Audit documentation storage system
24	Technical checklist that gives an initial assessment of the requirements for objective compliance and 100% functionality	Oblast engineer + CDSO	Oblast engineer + CDSO	Yes	Yes	ARIS oblast offices	ARIS Central Office at Technical Supervision office + Office VIP-3	Information management system

#	Document	Who collects	Data source	Entered in IMS Yes/No	Scanned Yes/No	Original document is kept (location)	Hardcopy is kept (location)	Electronic version is kept (location)
25	OCC electronic scorecards for each proposal (SP and MP)	Contest Commission	Aiyl Okmotu	Yes, all quantitative data are to be entered to MIS	Yes, all documents from the Project Proposal should be scanned	ARIS oblast offices	Aiyl Okmotu Office	Information management system
26	Project proposals in sealed form	CDSO	Aiyl Okmotu	Yes	Yes	ARIS oblast offices	AO office	Information management system
27	OCC protocol with a ranked list of winners of the Oblast Contest	ARIS Central Office specialists	Oblast Contest Commission	Yes	Yes	ARIS Central Office	ARIS Central Office	Information management system
Specialized trainings								
28	Order + Training program + Lists of participants + Training budget	CDSO		Yes	Yes	ARIS Central Office HR department	Project assistant's folder "VIP-3 Orders"	Information management system
29	Registration lists with signatures of training participants + training reports	CDSO		Yes	Yes	ARIS Central Office Finance department	ARIS oblast office	Information management system
Basic trainings								
30	Order + Training program + Lists of participants + Training budget	ARIS Central Office specialists		Yes	Yes	ARIS Central Office HR department	Project assistant's folder "Orders"	Information management system

#	Document	Who collects	Data source	Entered in IMS Yes/No	Scanned Yes/No	Original document is kept (location)	Hardcopy is kept (location)	Electronic version is kept (location)
31	Registration lists with signatures of training participants	Consultant		Yes	Yes	ARIS Central Office Finance department	ARIS oblast office	Information management system
32	Post + pre testing of training participants	Consultant		Yes	Yes	ARIS Central office		Information management system
33	Reports of consultants conducting basic training	Central Office Social Mobilization and Capacity Building specialist		Yes	Yes	ARIS Central Office Folder "VIP-3 trainers' reports"		Information management system
Exchange visits on a peer-to-peer basis								
34	Order + Program of the visit + Lists of participants + Budget of the visit	ARIS Central Office specialists		Yes	Yes	ARIS Central Office HR department	Project assistant's folder "VIP-3 Orders"	Information management system
35	Registration lists with signatures of participants in the visit	Oblast Social Mobilization and Capacity Building specialist		Yes	Yes	ARIS Central Office Finance department	ARIS oblast office	Information management system
36	Score cards on the satisfaction of the exchange visit	Oblast Social Mobilization and Capacity Building specialist		Yes	Yes	ARIS Central office	ARIS oblast office	Information management system
37	Report on the exchange visit	Oblast Social Mobilization and		Yes	Yes	ARIS Central office	ARIS oblast office	Information management system

#	Document	Who collects	Data source	Entered in IMS Yes/No	Scanned Yes/No	Original document is kept (location)	Hardcopy is kept (location)	Electronic version is kept (location)
		Capacity Building specialist						
Implementation of sub-projects and micro-projects								
38	AO Bank account statement	CDSO	Aiyl Okmotu			AO office	ARIS oblast office	
39	Framework agreement	ARIS Central Office specialists	ARIS, AC, AO	Yes	Yes	ARIS Central Office, Aiyl Okmotu office, AC office	ARIS oblast office	Information management system
40	Order for the approval of the Joint Monitoring and Evaluation Group	CDSO	Aiyl Okmotu	Yes	Yes	Aiyl Okmotu office	ARIS oblast office	Information management system
41	Report on monitoring of construction completion 50%	CDSO	Joint Monitoring and Evaluation Group	Yes	Yes	Aiyl Okmotu office	ARIS oblast office	Information management system
42	Report on monitoring of construction completion 100%	CDSO	Joint Monitoring and Evaluation Group	Yes	Yes	Aiyl Okmotu office	ARIS oblast office	Information management system
43	Community Scorecard	CDSO	Joint Monitoring and Evaluation Group	yes	Yes	Aiyl Okmotu office	ARIS oblast office	Information management system

ANNEX 4.10

THIRD VILLAGE INVESTMENT PROJECT
ANNUAL WORKPLAN TEMPLATE



**Community Development and Investment
Agency of the Kyrgyz Republic**

Project Name:

ANNUAL WORKPLAN

For _____20_____

Bishkek

Abbreviations

1. Introduction

1 page maximum. A short introduction of the report and the project, reviewing what the project wants to achieve, and how it is structured (components etc.).

2. Proposed Modifications for the Year (if any)

No.	Description of any proposed modifications in implementation approach or calendar, giving justification, how the change reflects lessons learned in the prior year, and noting any changes to the POM or training materials requiring no objection.
	3. Planned Implementation by Component
	<u>10 page maximum.</u>
	Description of expected inputs, outputs and outcomes for each component in the coming year.
	a. Capacity Building- How many people will be trained; how many of them women; from how many AAs; and with what learning results.
	b. Social Mobilization- How many people will be consulted; how many of them women; from how many AAs; and with what results.
	c. Investments- What budget available for awards.
	d. Project Implementation – Any personnel changes; planned monitoring and evaluation activities

4. GANTT Chart

The work plan of the Third Village Investment Project for _____ [YEAR]

Events	Results	Level	The participants	Duration	Date	Responsible persons	Reporting
Social mobilization							
Detail the entire event							
Capacity building activities							
Events for women							
Oblast Contest Commission							
Implementation of SP and MP contracts							
Monitoring and evaluation							
Audit							
Final Activities							

ANNEX 4.11

THIRD VILLAGE INVESTMENT PROJECT
COMMUNITY CHECK, COMMUNITY SCORECARDS

Community Development and Investment Agency of Kyrgyz
Republic



**COMMUNITY CHECK AND
SCORECARD MEETING**

(For CDSO use, Component 2)

Third Village Investment Project

Updated draft document dated April 18, 2019 January 31, 2020

Kyrgyz Republic

Introduction

The objective of the community check and scorecard meeting is to:

- (i) Present, and make transparent, all *relevant* subproject information (process, budgets and expenditures, outcomes, concerns/issues) for each Cycle
- (ii) Provide a safe space and opportunity for measuring community perception of the (a) social mobilization process (all participating AAs) and (b) the eventual investment (winning AAs) through transparency, discussion and, finally, a rating process and qualitative follow up;
- (iii) Document challenges and areas in need of improvement (and those that should stay the same) and
- (iv) Develop an action plan to make improvements and recommend how Cycle 3 implementation can be improved.⁵

Basic principles of the social audit and community scorecard are:

- Checking the process, finance and outcomes of the Cycle activities
- Encouraging community members to attend and actively participate
- Disclosure and meaningful access to information
- An empowering space for villager participation – this is likely not to be in large AA meetings.
- Following a cycle of open information >> community check /comment >> collective recommendations >> follow up of recommendations >> open information >> community check /comment >> collective recommendations >> follow up of recommendations
- Focus on broad attendance by appropriate location and timing of event as soon as possible after the time of OCC decision (for the “process” Community Check and Scorecard) and subproject or micro-project completion (for the “investment” Community Check and Scorecard).

This Guideline is intended for the use of project staff, Aiyl Okmotu and community members. The facilitation of the Community Check will be conducted by Community Facilitators (CF) who will be selected from volunteers in the community. These CF should not be members of other groups (e.g. Initiative Groups, M&E Group, AO office, etc.) as they must represent a neutral third party in the facilitation role.

Timing of the Community Check meetings will include:

- (i) The community check methodology will be tested initially in 1 village in Chui Oblast which implemented a sub-project.
- (ii) Upon completion of that test/pilot, the methodology and tools will be revised as needed.
- (iii) The final methodology will be conducted in the remaining Aiyl Aimaks with sub-projects;
- (iv) Subsequently, the Community Check will be conducted in Aiyl Aimaks where microprojects were implemented.

All of the Community Check meetings for Cycle 1 investments will be completed by September 2019.

Community Check and Scorecard for Cycle 2 *process* will be completed by June 2020.

Community Check and Scorecard for Cycle 2 *investment* will be completed by November 15, 2020. If the investment has already been completed by June 2020, the *process* and *investment* scorecards can be combined, as was done for cycle 1.

Community Check and Scorecard for Cycle 3 *process* will be completed by June 2020.

Participants of the Community Check meeting should be direct project beneficiaries, including community members, Initiative Group, Participatory Monitoring and Evaluation Group, Aiyl Okmotu members, Head of Aiyl Okmotu and Aiyl Kenesh representatives. The ratio of regular residents (beneficiaries or “demand” side) to Initiative group/ Monitoring and Evaluation Group/Aiyl Okmotu staff (“supply” side) should be at least 3:1. Women’s attendance must be at least 50%.

⁵ The Community Scorecards will also generate data for three Results Framework indicators: (1) PDO5. *Beneficiaries observing improvement of access to infrastructure facilities* (gender differentiated) (2) Indicator C1.3. *Percentage of beneficiaries considering that their role in decision-making has increased* (gender differentiated) and (3) Indicator 2.4. *Percentage of beneficiaries considering that their priority needs are reflected in the investments financed by the project.*

For purposes of small groups, meeting participants will be divided into two groups:

- Service providers - Head of AO, representatives of AO, representatives of Ayil Kenesh, members of the Initiative Group, Monitoring and Evaluation Groups, Community Development Support Officers (as a project representative in the field responsible for providing capacity building to the community).
- Service users - community members; direct beneficiaries of the project.

Description of Community Check Process

Step 1: Planning the event

1. Meeting with Aiyl Okmotu to select the Community Facilitators.
 - The Aiyl Okmotu Head selects volunteers among the most active representatives of the village to hold the community check meeting
 - The Aiyl Okmotu Head by issuing his Order appoints the Community Facilitator group consisting of at least 2 people (1 woman and 1 man)
 - Community facilitators should not be members of the Initiative Group, the Joint Monitoring and Evaluation Group, or AO staff and AK representatives.
 - After selection of the Community Facilitators, ARIS will organize training in each raion on the methodology, explains the entire process in detail, and conduct a practice exercise. In order to actively support the meeting of the social audit and community scorecard, a CDSO from a neighboring raion can assist during the Community Check and Scorecard meeting.
2. Planning and budgeting the activity.
 - Community Facilitator (CF) and Aiyl Okmotu Head prepare work plan which includes Schedule of activities, budget, list of participants with clear responsibilities (Annex 1, 2).
 - CF with the support of Aiyl Okmotu Head consults with the village head and villagers on the best time for the community check. The meeting should be held at the time that is convenient, considering agricultural responsibilities and women's household responsibilities. The importance of equal female attendance in the meeting should be emphasized already at this point.
 - CF with the support of Aiyl Okmotu Head consults with the village head and villagers on the best venue for the meeting. Venue can be the facility constructed or rehabilitated under the project or other suitable meeting place. If possible, the venue should have two separate rooms for the service users and service providers to meet separately during the small group work.
3. Preparation of the main information and announcement and disclosure of meeting time and place.
 - Head of AO with the assistance of Initiative Group members and Participatory Monitoring and Evaluation Groups prepare brief (one-page) summaries of the KEY information about activities conducted within the Project framework (see two possible formats in Annex 3).
 - The following information will be presented at the meeting:
 - Process information – including the public display materials (VIP3 materials that had been posted during the process)
 - Report back information – new information that is being considered at the meeting including the 100% completion report).
 - Prepared information (Annex 3) as well as Agenda (Annex 4) and announcement of the venue and time of the meeting (Annex 5) are displayed at information board of Aiyl Okmotu one week prior to the meeting. For the investment Community Check and Scorecard Meeting, the 50% and 100% joint monitoring and evaluation reports should also be displayed. This information shall be provided to any villager who requests it.
4. Invitation to attend the meeting
 - CF with support of Aiyl Okmotu Head announces time and venue of the meeting in advance.
 - Invitation should be issued at least one week in advance
 - Anyone from the village wishing to participate can take part in the meeting, not only the direct beneficiaries of the Project. Villagers to be invited should be out of direct project beneficiaries. 50% of invited people should be women.

- Members of Initiative group and M&E group should be invited to make a presentation on KEY information to communities.
- Ratio regular residents to Initiative Group/M&E Group/AO staff should be minimum 3:1.

Step 2: Beginning of the meeting. Presentation conducted by Aiyl Okmotu Head and M&E Group members

This step aims to provide detailed information on project activities including information on process, outcomes, finances as well as feedback, for the social mobilization process and the eventual investment. This information will be used by community members to check the process prior to filling in the Community Scorecard in accordance with Step 3 of this Guideline.

1. Beginning of the meeting. Introductory words.
 - After registration of all invited participants (Attendance form is given in Annex 9) CF makes introductory speech to explain the aim of the meeting. It is important to note that the results of this check will be used to develop further recommendations to improve project implementation process and to evaluate three project indicators by the project specialists. The community check and scorecard will take into account the opinion of each participant. The community check and scorecard materials will not be used for other purposes.
2. Presentation by Head of Aiyl Okmotu, Initiative group, and M&E group members.
 - The presentations given by the Aiyl Okmotu Head, Initiative group, and M&E Group members should be set up to answer a number of questions (Annex 3). Lengthy presentations which go through village population etc. are not necessary as the information is not useful to a social audit meeting. Only one presentation per project meeting. It could be three people but they would stand together, and speak from the same flip chart sheet.
 - Presentations should be geared toward the community check.
 - The presentation should be kept to 20 minutes maximum to allow sufficient time for discussion.
 - The key information should be available on the wall. Presenters should speak to what is on the wall.
 - Project needs identification lists (including women's list) should be displayed to compare what was delivered with what women and men prioritized.

Step 3: Subproject/Microproject Community Scorecard (SCSC) (Form is given in Annex 6).

This step aims to receive feedback of community members/consumers and representatives of Aiyl Okmotu, Aiyl Kenesh, Initiative Group and M&E group on (i) the community mobilization process and (ii) the investment outcomes.

The Scorecard will be filled not only by community members (service consumers) but also by Service providers (Aiyl Okmotu, Initiative Group and M&E Group members) as they have different view of the process and outcomes (Form of Scorecard is given in Annex 6). This should be done in separate rooms or in opposite ends of the same room if necessary, following the process described here:

- Service users and service providers should be facilitated in their separate groups to brainstorm and then prioritize 2-3 criteria for a well-functioning (i) social mobilization process or (ii) the investment being evaluated
- The evaluation sheet shown in Annex 6 with four pre-defined criteria for (i) process and (ii) investment should be posted on the wall for each group in a way that allows for privacy during the scoring. A second flipchart page should be prepared for the criteria developed in the point above using happy/neutral/sad emojis for the responses.
- Stickers are given to each participant- one for each question (with different colors for men and women).
- Participant come to the Evaluation scorecards on the wall and stick the sticker on the rating s/he chooses. All participants can do this at the same time or participants can do this privately one-by-one.
- Upon completion, the CF should take a photo of the completed scorecard and should calculate the average score for each criteria.

Results should be calculated/shown separately for the Community Scorecard and the Service Provider Scorecard. The originals of the completed scorecards will be kept at the Ail Okmotu Office. Photos of the completed scorecards should be entered into VIP-3 Management Information System (MIS) by CDSOs for further processing of the results.

Step 4: Feedback and discussion

This step aims to understand and explain the results of the scorecard and identify ways to improve the planning and proposal development process (for the process meeting) or the facility itself (for the investment meeting).

Still working in the small groups, the CFs should facilitate discussion by the participants using the flip chart sheets given in Annex 7. The flipchart questions for discussion are: (a) what was good process/result, (b) what was not so good process/result? (c) What were the issues? (d) What are the key areas where improvement can be made?

- It is important that individual or negative scores are not called out so that everyone's privacy is respected.
- Each group should develop suggestions for actions to address weaknesses identified in the discussion.
- Each group should pick a representative to present their findings and actions in the joint "Interface" Meeting that follows.

Step 5: Development of Joint Action Plan

This step is to agree on actions to address any shortcomings identified during the discussion and develop recommendations for further improvement of the process, within existing budgetary and technical constraints. For example, if the community feels that access to the facility is not equal, that service provision could be improved, or that it does not fully meet the needs of the community, there may be actions that the local government, facility staff members, or the community itself, can take to improve the situation.

The service provider group and service user group are brought back together for this joint meeting. The selected representatives from the two groups present the results of their Scorecard and their proposed actions. Then the group as a whole should prioritize actions as relates to both process and results to jointly develop an Action plan (Appendix 11) as follows:

1. *Process-* The CF invites the community, Aiyl Okmotu, Initiative Group and M&E Group members to prioritize their recommendations for how the social mobilization process itself could be more inclusive or transparent. These recommendations can be forwarded to VIP3 to inform future cycles or to the Aiyl Kinesh for future planning during the local budgeting process.
2. *Results/Investment-* Participants should discuss shortcomings identified through the community check discussion and scorecard. Participants should raise suggestions for actions and local government can provide information on whether those action items seem feasible. Actions should be invited from both service providers and service users and should be documented in the minutes such that the AO Head and service providers have a record of what was committed to during the discussions. These recommendations should be forwarded to the Aiyl Kinesh if necessary for endorsement and/or inclusion in future LDS.

CF summarizes discussion results as "Community Check of SP" shown in Annex 8. All responses should be gender disaggregated where possible.

Step 6: Follow up to the Joint Action Plan

1. CF— CDSO enters all documentation related to the scorecards (list is given in Annex 11) into ARIS Management Information System (MIS).
2. At Aiyl Aimak level:
 - After the meeting head of Aiyl Okmotu will have:
 - Summary of evaluation results from the Community Scorecards by the community members
 - Summary of evaluation results from the self-evaluation Scorecards of Aiyl Okmotu, Initiative Group and M&E Group members

- One flip chart with community feedback results (Annex 7)
- One flip chart with feedback results of Aiyl Okmotu, Initiative Group and M&E Group members (Annex 7)
- Minutes of the meeting (Results of community check- Annex 8) with recommendations, proposals and defined issues).
- Joint action plan saying what actions have been agreed, who is responsible, timeframe/deadline for undertaking the actions (Annex 10).
- This information will be posted at the village information point under a simple title “How did we do?”
- The Joint Action Plan should be updated such that once actions are filled, it is noted on the sheet in the relevant column
- It is recommended to include the **community scorecard** results in the updated/revised Local Development Plan (LDP) for the following year if there are additional resources required.
- The CDSO visits each AA approximately 3-4 months after the Process Community Check meeting to monitor whether the actions have been followed up. For the investment Community Check, the CDSO will monitor implementation during the warranty period of the investment.

3. At oblast level:

- A Social Mobilization, Capacity Development and Gender Specialist will consolidate all Scorecards and data summarized by CDSO and send their hard copies to the Central Office M&E Specialist.
- Central Office M&E Specialist processes received documentation related to the **social audit and community scorecard** and prepares «Report on Community Check under Cycle 1”. The report will include brief description of the check process and its results as well as summarized results of Scorecard related to three Framework Results Indicators.
- Final report should be submitted to the World Bank and ARIS Supervisory Board.

Annex 1

**SCHEDULE OF ACTIVITIES
FOR COMMUNITY CHECK UNDER VIP3**

Aiyl Aimak _____

Raion _____ Oblast _____

No	Activity	Starting date	Completion date
1	Development of work plan including Schedule of activities, Meeting Budget, List of participants with clear responsibilities.		
2	Preparation of brief summary Key Information on project activities		
3	Preparation of the Meeting Agenda		
4	Announcement, Brief information on Project, and Meeting Agenda are displayed on Aiyl Okmotu information board. For investment meeting, 50% and 100% Joint M&E Report also displayed.		
5	Inviting service providers including preparation of brief presentations within their responsibilities		
6	Inviting community members to attend the meeting		
7	Holding Community Check and Scorecard Meeting		
8	Summarizing/processing the results and developing Joint Action Plan		
9	Results are posted at the information board of Aiyl Okmotu		
10	Joint Action Plan is followed up by local volunteers/responsible people and the posted Joint Action Plan is updated regularly to allow community to monitor what actions have been taken.		

Annex 2**ROLES AND RESPONSIBILITIES FOR COMMUNITY CHECK UNDER VIP3****Role and responsibilities of the participants:**

Participant	Responsibility
Head of Aiyl Okmotu	<ol style="list-style-type: none"> 1. Support in meeting organization 2. Disclosure of information on the upcoming meeting 3. Participating in the meeting 4. Presentation of activities carried out under the Project 5. Disclosure of meeting results 6. Possible implementation of Action Plan items based on Scorecard results
Community Facilitators	<ol style="list-style-type: none"> 1. Facilitating the meeting 2. Summarizing the results of Scorecards 3. Assistance in formalization of the Joint Action Plan
Members of Initiative Group and M&E Group	<ol style="list-style-type: none"> 1. Preparing and presenting to community members a brief presentation on social mobilization process (process check) and sub-project implementation progress (construction of facility) (investment check). 2. Participating in the meeting as service providers 3. Possible implementation of Joint Action Plan items
Community members	<ol style="list-style-type: none"> 1. Participating in the meeting as service users, including filling in the scorecards.
CDSO	<ol style="list-style-type: none"> 1. Assistance in Organization of meeting 2. Participating in small groups as service provider 3. Keeping the meeting minutes (this can also be done by AO Secretary) 4. Entering the data into MIS 5. Providing copies of all documents to ARIS Oblast Office

Annex 3

KEY INFORMATION ON ACTIVITIES CONDUCTED DURING THE THIRD VILLAGE INVESTMENT PROJECT

Instructions to Service Providers (AO, Initiative Group, Monitoring Group, CDSO, etc.)- the following information should be prepared prior to the Community Check meeting based on your records. If you do not have all the information, you can ask the ARIS CDSO to help you. You may prepare the information according to the format below or the tables below. These should be prepared on flipchart size paper for the meeting.

"Why are we giving you this information?"

- to openly present the process, finances and outcomes
- to get feedback from communities
- to reflect on Cycle 1 accomplishments, challenges and experiences
- to develop recommendations to address any issues risen for next cycles implementation

Name of village/Aiyl Aimak/raion/oblast: _____

KEY INFORMATION: OUTCOMES

Here is the basic information on the outcomes of the sub-project/ micro-project:

(it is necessary to describe the results of participating in the project, including:

- results of conducted social mobilization activities,
- results of participating in the project trainings,
- results of investments received under the project

KEY INFORMATION: PROCESS

What process did we follow?

(it is necessary to describe the results of participating in the project, including:

- We took the following steps in accordance with the process (social mobilization activities conducted under the project (step-by-step), participation in the trainings (training name and participants)
- We did not take follow the process in these steps... because
- The project was reflected as..... priority (Name of the Project, brief information on facility construction/reconstruction progress (starting with procurement procedures and ending with facility Delivery-Acceptance Statement)

What problems/constraints during implementation did we face

- Within the control of the Initiative Group/AO (such as difficulty in allocating the block grant across many villages)
- Outside the control of the VT Initiative Group/AO (CDSO not present enough, needing more technical support, such as lack or change in implementation guidelines)

We received the following complaints on the process

KEY INFORMATION: FINANCES

What monies were planned, what were spent? (revenue received, budgeted, spent).

(it is necessary to describe financial costs by the Aiyl Okmotu as well as funds received under the Project:

- We planned to spend on the investment
- We actually spent
- The difference between these was....

KEY INFORMATION FOR COMMUNITY CHECK MEETING- FORMAT WITH STANDARDS**Information & Standards Matrix- Process Meeting**

	Result	Relevant Standard	Did we meet the standard?
OUTCOMES	<ul style="list-style-type: none"> XX people attended the FGDs (XX% women) XX people attended the Village Prioritization Meeting (XX% women) XX people attended the LDS Meeting (XX% women) XX people trained from our community (XX% women) Our proposal scored XX and ranked XX of XX. 	<p>Minimum 30% female participation at each meeting</p> <p>Proposal met the documentation checklist for integrity (original signatures, required attendance sheets and photos, no visible signs of alteration)</p>	<input checked="" type="checkbox"/> OR <input type="checkbox"/>
PROCESS	<ul style="list-style-type: none"> These are the steps we took to identify the proposal (describe) We were not able to follow the process in these steps (describe) Challenges we faced within our control/outside our control We received XX complaints 	<ul style="list-style-type: none"> All project information posted on AO bulletin board ARIS, Head of AO, AK and all committee members honor the Code of Conduct All feedback registered in BFM All complaints resolved 	OR
FINANCES	<p>Our citizen budget showed Aiyl Aimak revenues of XX and expenditures of XX</p> <p>Our VIP3 proposal was for a budget of XX (inc. XX own contribution)</p>	<ul style="list-style-type: none"> Financial information posted on bulletin board and shared at LDS meeting 	OR

Information & Standards Matrix- Investment Meeting

	Result	Relevant Standard	Did we meet the standard?
OUTCOMES	<ul style="list-style-type: none"> We received an investment for [proposal name] The planned capacity for this investment was XX The actual capacity is XX (% women/girls) The facility is furnished with ... The facility is staffed by... 	<ul style="list-style-type: none"> Minimum 50% female beneficiaries Investment must benefit poor and vulnerable groups Building must be fit-for-purpose and meet gov't regulations/standards 	<input checked="" type="checkbox"/> OR <input checked="" type="checkbox"/>
PROCESS	<ul style="list-style-type: none"> Describe procurement, design, and construction process The investment was planned for completion in [DATE] The actual completion (delivery acceptance) date was XX We received XX complaints 	<ul style="list-style-type: none"> M&E group conducts 50% and 100% check and results are posted on AO bulletin board ARIS, AO, AK, contractors and all committee members honor the Code of Conduct All complaints resolved 	OR
FINANCES	<ul style="list-style-type: none"> We planned to spend XX on the investment We actually spent XX The difference between these was XX The O&M budget is XX and has/ has not been allocated by the AK 	<ul style="list-style-type: none"> Budget information posted on AO bulletin board AK includes O&M budget in the annual budget Relevant line dept provides sufficient staff and operating budget 	OR

Annex 4**AGENDA FOR
COMMUNITY CHECK UNDER VIP3**

Aiyl Aimak _____
 Raion _____ Oblast _____
 Date: _____
 Venue: _____

Time	Topic/Activity	Responsibility
07:45-08:20	Registration of participants Meeting starts by 8:20	AO staff
08:20-08:30	Purpose of the Community Check/Social Audit	CF
08:30-9:00	Presentation and disclosure of subproject information, including: <ul style="list-style-type: none"> • outcomes • process • finances (20 mins maximum)	Head of Aiyl Okmotu, Initiative Group members or Participatory M&E Group members.
9:00-11:00	Facilitated Community Scorecard (Service users and Service providers separately develop criteria and rate the project then discuss results and propose actions to address shortcomings)	CF Service Providers in 1 group; service users in 2 nd group
11:00-12:30	Concluding session: <ul style="list-style-type: none"> ▪ Each group presents their scorecard results ▪ Discuss findings and agree on joint action plan ▪ Recommendations to enhance future cycles 	CF, Head of Aiyl Okmotu

Annex 5**FORM OF MEETING ANNOUNCEMENT****INVITATION**

The VIP3 project process includes for a community-check at the end of each project cycle.

As a community member you are asked to help check that the project was carried out properly.

WE NEED YOUR HELP AND FEEDBACK!

What went well? What didn't go so well? What are your recommendations for next year?

PLEASE COME TO A COMMUNITY CHECK MEETING TO BE HELD:

AT _____
ON _____

AND GIVE US YOUR FEEDBACK AND RECOMMENDATIONS.

We will try to ensure this meeting is:

- open and transparent (we will display all project information beforehand and at the meeting)
- focused on your feedback (we will listen and write down what your feedback is about what went well, what didn't go so well, and what should be done differently)
- focused on working out how to improve the project in the future.

JOIN IN TO HELP IMPROVE YOUR VIP3 PROJECT.

Aiyl Aimak _____
Raion _____ Oblast _____

Head of Aiyl Okmotu _____ (name, signature, stamp)

Annex 6**SCORECARD PREDEFINED CRITERIA- PROCESS MEETING**

Scorecards of COMMUNITIES / SERVICE CONSUMERS (Scorecards of SERVICE PROVIDERS)				
1. Do you think that the Project team has provided your AA with sufficient access to the necessary information to participate in the project?	Yes, the Project team provided all necessary information on time.	Yes, the Project team provided some information	Yes, the Project team provided information, but not complete and/or not on time	No, the Project team did not assist us in providing the necessary information.
2. Do you think that the community's opinion was taken into account during the community mobilization process?	Yes, the community's opinions were fully taken into account	Yes, the community's opinions were taken into account to some extent	Yes, the community's opinions were taken into account to small extent	No, communities' opinions were not considered at all.
3. Do you think that the opinions from men and women were considered equally during the process of determining the priorities?	Yes, the opinions of men and women were considered equally	Women's opinions were considered sometimes but not as much as men's.	Women's opinions were considered, but very rarely	No, women's opinions were not considered at all.
4. Has the Project increased your role in local decision making? (C 1.3)	Yes, I felt I had a significantly increased role in local decision making	I felt my role increased to some extent	I felt my role increased only a small amount	No, I didn't feel my role changed at all

SCORECARD PREDEFINED CRITERIA - INVESTMENT MEETING

1. Do you think that your priorities have been reflected in the investment financed by the Project? (C 2.4)	Yes, the Subproject was a top priority and meets village needs	The Subproject was a priority and meets village needs to some extent	The Subproject was lower priority or meets limited needs	No, the subproject was not a village priority and does not meet village needs
2. Has the Project improved your access to infrastructure facilities? (PDO 5)	Yes, the VIP-3 significantly improved my access to infrastructure	The VIP-3 somewhat improved my access	The VIP-3 improved my access only to a small degree	No, the VIP-3 has not improved my access to infrastructure
3. Do all members of the community have fair and equal access to use the facility?	Yes, there is fully fair and equal access to the facility for all members of the community	Yes, most members of the community have equal access to the facility	Only a few members of the community have access to the facility	No, the facility is not open to the community
4. Has the management of the investment met your expectations in terms of fairness and transparency?	Yes, it was very fair and transparent	It was acceptably fair and transparent	It was not very fair and transparent	No, it was not fair or transparent

Annex 7**FORM OF "COMMUNITY FEEDBACK AND DISCUSSIONS»**

This is the product of Step 4: Community feedback and discussion, development of recommendations.

Aiyl Aimak _____
Raion _____ Oblast _____

	We scored process _____ (average score according to the Scorecards)	We scored outcomes _____ (average score according to the Scorecards)
WHY DID WE SCORE IT THAT WAY? What did we like?	<p>What worked well</p> <p>PROCESS</p> <p>Explain what process includes</p>	<p>What worked well</p> <p>OUTCOMES</p> <p>Explain what outcomes includes</p>
WHY DID WE SCORE IT THAT WAY? What didn't we like?	<p>What we didn't do so well? (or AREAS OF IMPROVEMENT)</p> <p>PROCESS</p>	<p>What we didn't do so well? (or AREAS OF IMPROVEMENT)</p> <p>OUTCOMES</p>
We think some changes that could be made are....	SUGGESTIONS/RECOMMENDATIONS FOR FUTURE	

Annex 8**SUMMARY REPORT ON “COMMUNITY CHECK” OUTCOMES**

Name of AA: _____
Raion and oblast : _____
Date of meeting: _____
Venue of the meeting: _____

Number of meeting participants: _____

Ayil Okmotu members _____ people, including _____ women

Initiative Group members _____ people, including _____ women

Monitoring and Evaluation Group members _____ people, including _____ women

Community members _____ people, including _____ women

Minutes of the community check

Describe in detail the activities carried out and participants' opinions
sounded _____

Describe in details separately the results of Community Scorecards and Service Suppliers' Scorecards

During feedback and discussions, the Action Plan was developed (see Annex 11):

Report is prepared by Community Facilitator _____ (name)

Signature _____

Annex 9**ATTENDANCE FORM**

AA/Raion/Oblast: _____

Date of meeting: _____

Venue: _____

Total number of participants: _____ including _____ men _____ women

Total number of "service providers": _____

Total number of "regular" community members: _____

No.	Name	Sex (M/F)	Position and contact phone number	Signature
1				
2				
3				
4				
5				
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35	(add rows as necessary)			

Annex 10**JOINT ACTION PLAN ON THE COMMUNITY CHECK RESULTS**

According to the results of the community check and in order to improve the quality of services provided, the following Action Plan was jointly developed with representatives of Aiyl Kenesh, Aiyl Okmotu, Initiative Groups, Participatory Monitoring and Evaluation Group and members of the community:

#	Description of Priority Action	Implementation Period	Person(s) Responsible	Date/Description Action Completed

AO Head _____ (name)

Signature _____

Annex 11**LIST OF DOCUMENTS TO BE ENTERED INTO MIS UPON THE COMPLETION OF THE MEETING**

1. Schedule of the event
2. List of participants invited
3. Basic information on events
4. Agenda of the meeting
5. Photo of the posted announcement about the meeting
6. Photo of Community Scorecard Completed
7. Photo of Service Provider Scorecard Completed
8. Photo of flipchart "Communities' Feedback and Discussions"
9. Minutes of the event with the attendance sheet
10. Action Plan
11. CDSO monitoring of Action Plan implementation