



On approval of the Rules for the Formation, Monitoring of Implementation and Evaluation of the Fulfilment of the State Social Order

Unofficial translation

Order of the Minister of Social Development of the Republic of Kazakhstan dated August 15, 2018 № 18. Registered in the Ministry of Justice of the Republic of Kazakhstan dated August 29, 2018 № 17315.

Unofficial translation

In accordance with subparagraph 3) of Article 4-1 of the Law of the Republic of Kazakhstan "On state social order, state order for the implementation of strategic partnership, grants and awards for non-governmental organizations in the Republic of Kazakhstan" and subparagraph 2) of Paragraph 3 of Article 16 of the Law of the Republic of Kazakhstan "On state statistics" **I HEREBY ORDER:**

Footnote. Preamble - as amended by the Order of the Minister of Information and Social Development of the Republic of Kazakhstan dated 26.09.2022 № 407 (shall be enforced ten calendar days after the day of its first official publication).

1. To approve the attached Rules for the Formation, Monitoring of Implementation and Assessment of the Fulfilment of the State Social Order.

Footnote. Paragraph 1 was amended in the Kazakh language, and the text in Russian is not changed by the Order of the Minister of Information and Social Development of the Republic of Kazakhstan dated 26.09.2022 No. 407 (shall be enforced ten calendar days after the day of its first official publication).

2. The Committee for Civil Society Affairs of the Ministry of Social Development of the Republic of Kazakhstan, in the order established by the legislation of the Republic of Kazakhstan shall ensure:

1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days from the date of state registration of this order, the direction hereof in both state and Russian languages to the Republican State Enterprise on the Right of Economic Management "Republican Center of Legal Information" for official publication and inclusion in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) within ten calendar days after the state registration of this order, sending a copy hereof for official publication in periodicals;

4) placement of this order on the website of the Ministry of Social Development of the Republic of Kazakhstan after its official publication;

5) within ten working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, submission to the Legal Department of the Ministry of Social Development of the Republic of Kazakhstan of the information on the implementation of measures provided by subparagraphs 1), 2), 3) and 4) of this paragraph.

3. Control over execution of this order shall be entrusted to the supervising Vice-Minister of Social Development of the Republic of Kazakhstan.

4. This order shall come into effect upon expiration of ten calendar days after the day of its first official publication.

*Minister
of Social Development of the
Republic of Kazakhstan*

D. Kaletayev

"AGREED "

The Committee on Statistics
of the Ministry of National Economy
Republic of Kazakhstan

_____ N. Aidapkelov
" ____ " _____ 2018

Approved
by order of the Minister
of Social development of the
Republic of Kazakhstan
№. 18 dated August 18, 2018

The Rules for the Formation, Monitoring of Implementation and Assessment of the Fulfilment of the State Social Order

Footnote. Rules - as amended by the order of the Minister of Information and Social Development of the Republic of Kazakhstan dated 26.09.2022 № 407 (shall be enforced ten calendar days after the day of its first official publication).

Chapter 1. General Provisions

1. These Rules for the Formation, Monitoring of Implementation and Assessment of the Fulfilment of the State Social Order (hereinafter referred to as the Rules) have been developed in accordance with subparagraph 3) of Article 4-1 of the Law of the Republic of Kazakhstan “On state social order, state order for the implementation of strategic partnerships , grants and awards for non-governmental organizations in the Republic of Kazakhstan” (hereinafter referred to as the Law) and shall determine the procedure for the formation, monitoring of the implementation and assessment of the results of the state social order of the state body in the field of state social order.

2. The following basic concepts shall be used in these Rules:

- 1) formation of the state social order - the process of planning the topics of the state social order in accordance with the competence of the state body;
- 2) monitoring the implementation of the state social order - collection, processing and analysis of information on the implementation of the state social order;
- 3) assessment of the results of the state social order - analysis of the effectiveness of the implementation of the state social order;
- 4) state body in the field of state social ordering and grants for non-governmental organizations (hereinafter referred to as the State body) - a state body, including the central state and local executive body, carrying out activities to form, monitor the implementation and assess the results of the state social order, form and evaluating the effectiveness of state grants for non-governmental organizations;
- 5) conflict of interest - a situation in which the personal interest of independent experts or members of the expert council may affect the objective decision-making;
- 6) authorized body in the field of interaction with non-governmental organizations (hereinafter referred to as the Authorized body) - a state body that manages intersectoral coordination in the field of interaction with non-governmental organizations;
- 7) public procurement web portal - an information system of a state body that provides a single point of access to electronic public procurement services.

Chapter 2. The procedure for the formation of the state social order

3. The formation of the state social order shall consist of collecting information, analyzing the situation in a certain area of activity in accordance with the competence of the state body, planning the topics of the state social order, including it in the budget application and considering it in the manner established by the budgetary legislation of the Republic of Kazakhstan.

4. The formation of the state social order shall be based on the principles of:

- 1) legality;
- 2) improving the efficiency of the implementation of social projects and (or) social programs in the Republic of Kazakhstan;
- 3) participation of citizens of the Republic of Kazakhstan in solving social problems;
- 4) ensuring equal opportunities for non-governmental organizations;
- 5) publicity and openness of the process of state social order.

5. The formation of the state social order shall be carried out within the limits of the expenses provided for by the Republican and local budgets.

6. The formation of the state social order shall be carried out based on strategic and policy documents, proposals from state bodies and non-governmental organizations, as well as data from an assessment of the needs and requirements of the population in the areas provided for in Article 5 of the Law.

7. Formation of the state social order shall be carried out in four stages.

1) The first stage is the collection of information and analysis of the situation. Sources of information for situation analysis are:

data of the needs and requirements of the population. Assessment of the needs and requirements of the population shall be carried out by state bodies at least once every two years;

priorities of the state policy of the Republic of Kazakhstan, documents of the state planning system of the Republic of Kazakhstan, messages of the President of the Republic of Kazakhstan;

results of inspections, monitoring of implementation and assessment of the results of social projects and (or) social programs;

official statistical reports on the implementation of strategic and policy documents;

results of sociological research;

proposals from non-governmental organizations and citizens;

results of content analysis of the media;

conclusions of independent experts;

surveys and Internet conferences on the Open Dialogue Internet portal.

2) The second stage shall be planning the themes of the state social order. Based on the analysis, state bodies shall form the topics of the state social order and post information on the planned topics of the state social order for the corresponding year in the form, in accordance with Annex 1 to these Rules, on their Internet resource for public discussion with non-governmental organizations and citizens;

The term for public discussion of the topics of the state social order on the Internet resource of the state body shall be at least 10 (ten) working days from the date of their placement.

Comments and (or) proposals received on the Internet resource after the end of the period for public discussion of the topics of the state social order shall not be considered.

State bodies shall consider comments and (or) proposals on the topics of the state social order within 3 (three) working days after the end of the public discussion and decide on their acceptance or rejection, indicating the justifications.

State bodies shall form and publish on their Internet resource a report on the completion of public discussion of the topics of the state social order in the form, in accordance with Annex 2 to these Rules.

3) The third stage shall be the introduction of topics of the state social order for consideration by the Coordinating Council under the authorized body or councils for interaction and cooperation with non-governmental organizations created under state bodies.

The central state bodies shall annually, no later than January 5, send to the authorized body information on social projects and (or) social programs of the state social order planned for implementation after public discussion for the corresponding calendar year in the form, in accordance with Annex 3 to these Rules (hereinafter referred to as Information).

The authorized body shall submit the Information for consideration by the Coordinating Council under the authorized body.

The authorized body shall send to the central state bodies the recommendations of the Coordinating Council under the authorized body on the topics of the state social order in accordance with their competence.

Local executive bodies shall annually before August 1 submit the Information for consideration by the councils of the corresponding level.

Based on the recommendations of the Coordinating Council under the authorized body or the Council for Interaction and Cooperation with Non-Governmental Organizations established under the state bodies, state bodies shall form a list of topics for the state social order and develop draft technical specifications in accordance with the State Social Order Standard approved by order of the Minister of Public Development of the Republic of Kazakhstan dated August 15, 2018 No. 19 “On Approval of the State Social Order Standard” (registered in the State Register of Normative Legal Acts under No. 17314) (hereinafter referred to as the Standard), as well as with the legislation of the Republic of Kazakhstan on public procurement.

4) The fourth stage shall be inclusion in the budget application in the manner prescribed by the budget legislation of the Republic of Kazakhstan. After the development of technical specifications, state bodies shall enter the topics and amounts of financing of the state social order, and include them in their budget requests in the manner prescribed by the budget legislation of the Republic of Kazakhstan.

After the approval of the budget, state bodies shall annually, until January 25, post on their Internet resource and send the Information to the authorized body.

Chapter 3. The procedure for monitoring the implementation of the state social order

8. Monitoring of the implementation of the state social order shall be carried out by state bodies and include the collection, processing and analysis of information provided by non-governmental organizations to take timely, high-quality measures to ensure the effective implementation of social projects and (or) social programs.

9. Monitoring of the implementation of the state social order shall be carried out by state bodies at least 2 (two), but not more than 5 (five) times per calendar year, depending on the period of implementation of the social project, according to the following indicators:

1) the process of implementing the plan (compliance of the work performed and (or) the service provided, previously specified in the technical specification, the list of activities performed);

2) the level of satisfaction of the target audience as a result of the implementation of the social project in accordance with paragraph 8 of the Standard;

3) coverage of targeted population groups within the framework of social projects and (or) social programs implemented under the state social order;

4) compliance with the Standard when placing a state social order for training, advisory, information and methodological, research and analytical services, organization of events and work of a civil (resource) center;

When monitoring social projects, the following tools shall be used:

method - monitoring the level and quality of services provided during the project;

questionnaires and interviews - a collection of primary information to obtain data on the topic under study, determining and tracking the dynamics of assessment/satisfaction/perception of beneficiaries regarding the implementation of the project;

study of documentation - analysis of the information provided, reports, and supporting documents, to obtain accurate and comprehensive information on the implementation of the project and to establish the reliability of the information provided by the supplier on the project;

monitoring of social networks - search for references or publications on the project in social networks, as well as further processing and analysis of the collected data to study the dissemination of information among the population, as well as to collect feedback from the participants and (or) beneficiaries of the project.

When the amount of the social project is not more than five hundred times the size of the monthly calculation index established by the law on the Republican budget for the corresponding financial year, state bodies shall monitor the state social order independently.

If the amount of the social project is more than five hundred times the monthly calculation index established by the law on the Republican budget for the corresponding financial year, state bodies shall involve independent experts from non-governmental organizations and their representatives to monitor the state social order.

Independent experts shall submit to the state body a notification of the presence or absence of a conflict of interest with a non-governmental organization implementing the state social order in the form, in accordance with Annex 4 to these Rules.

During monitoring, independent experts shall request information and documents from non-governmental organizations in accordance with the requirements of the technical specification and contractual terms of the project.

No more than one expert shall be required to monitor one social project.

10. Based on the results of monitoring the implementation of the state social order, a report shall be drawn up separately for each social project and (or) social program to monitor the progress of implementation and timely adoption of operational measures aimed at ensuring the effective implementation of social projects and (or) social programs.

11. Based on the results of the monitoring carried out by state bodies, the authorized body shall prepare information on the results of the implementation of the state social order and annually send it to the Government of the Republic of Kazakhstan by March 31.

12. State bodies shall post on their Internet resources information on the implementation and assessment of the results of social projects within the framework of the state social order in the form, in accordance with Annex 5 to these Rules.

Chapter 4. Procedure for evaluating the results of the state social order

13. Assessment of the results of the state social order shall be carried out for the purpose of:

- 1) identifying the effectiveness of the implementation of social projects and (or) social programs in terms of achieving the goal and objectives of the project;
- 2) identifying the degree of satisfaction with the services provided within the framework of the state social order, and the degree of impact of social projects and (or) social programs on the target group;
- 3) availability of justification for the subsequent process of formation of the state social order for the planning of social projects and (or) social programs;
- 4) submission of recommendations and proposals for improving the implementation of the assessed social projects and (or) social programs.

14. Assessment of the results of the state social order shall be carried out immediately after the end of the social project and (or) social program before signing the act of services rendered.

15. Assessment of the results shall be carried out for all implemented social projects and (or) social programs within the framework of the state social order. Social projects with an implementation period of more than one year shall be assessed based on the results of the projects.

16. The assessment shall be carried out by expert councils created under state bodies from among representatives of civil society for a period of the next 3 (three) calendar years.

When selecting candidates for members of the expert council, the state body shall base on the principles of publicity and voluntary participation in the work of the expert council. Candidates for inclusion in the composition of the expert council shall be nominated by self-nomination after the publication by the state body on its Internet resource of the announcement on the formation of the composition of the expert council.

If candidates are not nominated within 10 (ten) calendar days after the publication of the announcement, the state body shall personally form the composition of the expert council.

The preliminary composition of the expert council shall be submitted for approval by the Council for Interaction and Cooperation with Non-Governmental Organizations.

Members of the expert council shall carry out their activities voluntarily.

Members of the expert council shall submit to the state body a notification of the presence or absence of a conflict of interest with a non-governmental organization implementing the state social order in the form, in accordance with Annex 6 to these Rules.

17. The assessment shall be carried out based on the results of monitoring and reports on the implementation of the state social order.

18. To assess the state social order, scores from 1 to 5 shall be calculated according to the following criteria:

1) the results of the implementation of social projects (correspondence of the content and timing of activities to the schedule for the provision of services, compliance with methods, procedures, to what extent it was possible to achieve the goals set);

2) the positive effect of social projects on achieving goals in socially significant areas (the level of interest and satisfaction of the needs of the target audience, the coverage of targeted population groups within the framework of social projects, the specific results of solving social problems);

3) the probability of continuing activities initiated within the framework of a social project and (or) social program. Within the framework of this criterion, the sustainability of a social project and (or) a social program shall be assessed;

4) the probability of a long-term positive social effect based on the results of a social project and (or) a social program. Within the framework of this criterion, the level of satisfaction of the target group with the process of obtaining a service (product, result) under a social project and (or) social program shall be assessed.

The members of the expert council assess each project according to the form, in accordance with Annex 7 to these Rules.

19. State bodies, within 3 (three) working days after the completion of the assessment of the results of the state social order, form reports on the assessment of the results of the state social order for a social project and (or) social program in the form, in accordance with Annex 8 to these Rules and place on the web the public procurement portal when signing the act of services rendered through the public procurement web portal.

20. The act of services rendered based on the results of the implementation of the social project shall be signed by the state body after posting on the public procurement web portal a report on the assessment of the results of the state social order for the social project and (or) social program.

21. State bodies shall annually, following the results of half a year, before July 5 and following the results of the year, before February 5, submit to the authorized body a report on monitoring ongoing and (or) implemented social projects and (or) social programs within the framework of the state social order for the corresponding year in the form, in accordance with Annex 9 to these Rules. The report shall be provided in Kazakh and Russian languages in Excel format.

Form

Information on the planned topics of the state social order for 20__

No.	The planned theme of the state social order	The planned amount of financing (thousand tenge)	Justification indicating the source of information	Target population	Expected result
1					
2					
3					

dated " " _____ 20__

Annex 2
to the Rules for the formation,
monitoring of implementation and
assessment of the results
of the state social order

Form

Report on the completion of the public discussion of the topics of the state social order

No.	The planned theme of the state social order	Remark and (or) proposal (summary) indicating its author	Conclusion of a state body with justification for not accepting a comment and (or) proposal
1			
2			
3			

Annex 3
to the Rules for the formation,
monitoring of implementation and
assessment of the results
of the state social order

Form

Information on social projects planned for implementation and (or) social programs of the state social order after public discussion for 20__

No.	Name of the administrator of the budget program	Name of the project and (or) social program	Planned amount (thousand tenge)	Summary of the project and (or) social program
1	2	3	4	5
Area 1. Achievement of goals in the field of education, science, information, physical culture and sports				
1				
2				

Total				
Area 2. Health protection of citizens, promotion of a healthy lifestyle				
1				
2				
Total				
Area 3. Environmental protection				
1				
2				
Total				
Area 4. Support for youth policy and children's initiatives				
1				
2				
Total				
Area 5. Promoting the solution of family, demographic and gender issues				
1				
2				
Total				
Area 6. Support for socially vulnerable segments of the population				
1				
2				
Total				
Area 7. Assistance to orphans, children from single-parent and large families				
1				
2				
Total				
Area 8. Facilitating employment of the population				
1				
2				
Total				
Area 9. Protection of the rights, legitimate interests of citizens and organizations				
1				
2				
Total				
Area 10. Development of culture and art				
1				
2				
Total				
Area 11. Protection of historical and cultural heritage				
1				
2				
Total				
Area 12. Strengthening public harmony and national unity				

1				
2				
Total				
Area 13. Assistance to probation services in providing social and legal assistance to persons registered with them				
1				
2				
Total				
Area 14. Conducting public monitoring of the quality of public services				
1				
2				
Total				
Area 15. Promoting the development of civil society, including increasing the efficiency of non-governmental organizations				
1				
2				
Total				
Area 16. Development and support of volunteer initiatives				
1				
2				
Total				
Area 17. Assisting a person (family) in a difficult life situation				
1				
2				
Total				
Area 18: Promoting responsible animal care, including support for animal shelters				
1				
2				
Total				
Area 19. In other socially significant areas that do not contradict the legislation of the Republic of Kazakhstan				
1				
2				
Total				

Annex 4
to the Rules for the formation,
monitoring of implementation and
assessment of the results
of the state social order

Form
To: _____

(name of a government agency)
From: _____

(last name, first name, patronymic
(if any) of the expert)

**Notification of the presence or absence (underline as appropriate)
of a conflict of interest with a non-governmental organization
implementing the state social order**

I _____ notify
(last name, first name, patronymic (if any) of the expert)

on the absence of a conflict of interest with a state body in the field of state social order
and a non-governmental organization implementing state social order, when carrying out
its activities as an independent expert will strictly follow the principles of fairness and
objectivity about the presence of a conflict of interest with a state body in the field
of state social order and a non-governmental organization implementing state social
order (underline as appropriate).

Are you a member (participant), or founder (underline as appropriate) non-governmental
organization (if yes, please indicate the name of the non-governmental organization):

Are you a member of a governing body, or head of a non-governmental organization (if
yes,
indicate the governing body, the name of the non-governmental organization and the
position):

Have you received payment for services rendered in the last three years or direct financial
support from a non-governmental organization (if yes, please specify which services
and the name of the non-governmental organization):

Do you have close family ties with non-governmental employees? organization (if yes,
then indicate the last name, first name, patronymic (if any) of the employee, the name
of the non-governmental organization in which they work, and the degree of relationship):

Do you have any other potential conflict of interest (if yes, please specify):

I hereby confirm that I understand the conflict of interest policy and provide accurate information when completing this notice.

" ____ " _____ 20 ____ Signature _____

Annex 5
to the Rules for the formation,
monitoring of implementation and
assessment of the results
of the state social order

Form

Information on the implementation and assessment of the results of social projects within the framework of the state social order

Name of the social project	Supplier name	Contract amount (thousand tenge)	Goals and objectives	Project implementation period	The process of implementing the social project and the activities carried out	Results (to what extent it is possible to achieve the set goals)	Project assessment (Medium Estimate)

Annex 6
to the Rules for the formation,
monitoring of implementation and
assessment of the results
of the state social order

Form

To:

(name of a government agency)

From:

(last name, first name, patronymic
(if any) of the expert)

**Notification of the presence or absence (underline as appropriate)
of a conflict of interest with a non-governmental organization implementing
the state social order**

I _____
notify

(last name, first name, patronymic (if any) of the expert)

about the absence of conflict interests with a state body in the field of state social order and

non-governmental organization implementing the state social order, with carrying out my activities as a member of the expert council I will strictly follow the principles of fairness and objectivity regarding the existence of a conflict interests with a state body in the field of state social order and non-governmental organization implementing the state social order

(mark as appropriate).

Are you a member (participant), or founder (underline as appropriate) non-governmental organization (if yes, please indicate the name of the non-governmental organization):

_____.

Are you a member of a governing body, or head of a non-governmental organization (if yes, indicate the governing body, the name of the non-governmental organization and the position):

_____.

Have you received payment for services rendered in the past three years or direct financial support from a non-governmental organization (if yes, please specify which services and the name of the non-governmental organization):

_____.

Do you have close family ties with non-governmental employees? organization (if yes, then indicate the last name, first name, patronymic (if any) of the employee, the name of the non-governmental organization in which they work, and the degree of relationship):

_____.

Do you have any other potential conflict of interest (if yes, please specify) Which):

I hereby confirm that I understand the conflict of interest policy and provide accurate information when completing this notice.

" ____ " ____ 20 ____ Signature _____

Annex 7
to the Rules for the formation,
monitoring of implementation and
assessment of the results
of the state social order
Form

Assessment sheet of a member of the expert council

	Name of the project		
	Supplier name		
	Surname, name, patronymic (if any) of a member of the expert commissions: _____ _____		
	Date of completion _____		
No.	Criteria for assessment	Assessment (points)	Explanation/Comments/ Recommendations
1	results of social projects		
2	the positive effect of social projects on achieving goals in socially significant areas		
3	probability of continuation of activities initiated within the framework of a social project and (or) social program		
4	probability of a long-term positive social effect based on the results of a social project and (or) social program		
	Total (scoring)		

_____ (Signature)

Annex 8
to the Rules for the formation,
monitoring of implementation and
assessment of the results
of the state social order
Form

[illegible]

[illegible]

Area 16. Development and support of volunteer initiatives											
1											
2											
Total											
Area 17. Assisting a person (family) in a difficult life situation											
1											
2											
Total											
Area 18: Promoting responsible animal care, including support for animal shelters											
1											
2											
Total											
Area 19. In other socially significant areas that do not contradict the legislation of the Republic of Kazakhstan											
1											
2											
Total											

Annex
to the form for the collection
of administrative data
"Report on monitoring ongoing
and (or) implemented social
projects and (or) social
programs within the framework
of the state social order for 20__"

Explanation on filling out the form intended for collecting administrative data "Report on monitoring ongoing and (or) implemented social projects and (or) social programs within the framework of the state social order" 1. General Provisions

1. The form intended for the collection of administrative data "Report on monitoring ongoing and (or) implemented social projects and (or) social programs within the framework of the state social order" (hereinafter referred to as the Form) shall be provided to the Ministry of Information and Social Development of the Republic of Kazakhstan by state bodies two times a year until July 5 (inclusive) and until December 5 (inclusive).

2. The main task of maintaining this Form is to monitor ongoing and (or) implemented social projects and (or) social programs within the framework of the state social order.

3. The form shall be signed by the first head, and in his/her absence - by the person performing his/her duties.

2. Explanation for filling out the form

4. In column 2 of the form, the name of the administrator of the budget program in the areas of state social order shall be indicated.

5. Column 3 of the form shall indicate the name of ongoing and (or) implemented social projects and (or) social programs within the framework of the state social order.

6. Column 4 of the form shall indicate the planned amount of social projects and (or) social programs within the framework of the state social order.

7. Column 5 of the form shall indicate the contractual amount of social projects and (or) social programs within the framework of the state social order.

8. In column 6 of the form, the name of the supplier shall be indicated.

9. Column 7 of the form shall indicate the process and results of the implementation of social projects and/or social programs within the framework of the state social order, as well as when submitting a report on the results of the year before February 5, the positive effect of social projects and/or social programs within the framework of the state social order.

10. *Column 8 of the form shall be filled in when submitting a report on the results of the year before February 5 and shall indicate the scores based on the results of evaluating the results of the project.