



Country: AZERBAIJAN

Initiation Plan

Project Title: Southern Caucasus Integrated Border Management

Expected CP Outcome(s): 2011-2015 CP Outcome 1.1: National policies and institutions strengthened to increase private sector competitiveness, remove trade barriers, especially for exports, while reducing vulnerability of the economy and population to external shocks.

Initiation Plan Start Date: October 2012

Initiation Plan End Date: February 2013

Implementing Partner: UNDP

Brief Description

The specific goal of the project is to provide continuity of operations that have been initiated within implementation of the SCIBM project and to provide smooth entering into implementation of the new IBM project that is aimed at application of IBM model at the selected intersection of the green Border between Azerbaijan and Georgia, funding for which was initially agreed upon with potential donors.

Activities during short term period in particular will include:

- Monitoring of implementations of decisions that have been taken over implementation of SCIBM project
- Follow –up on activities that have been initiated during last phase of the SCIBM project implementation;
- Follow-up on timely submission and approval of new AZE-GEO project to be submitted to EU for funding;
- Preparatory work for the immediate start of implementations of the new project when funding is confirmed
- Continued collaboration with national partner on development of new project proposals

<p>Programme Period: 2011-2015</p> <p>CPD Programme Component: Economic Development</p> <p>Atlas Award ID: 00069778</p> <p>PAC Meeting Date 09 October 2012</p>	<p>Total resources required \$ 50,000</p> <p>Total allocated resources: \$ 50,000</p> <ul style="list-style-type: none"> • Regular \$ 50,000 • Other: <ul style="list-style-type: none"> ○ Donor _____ ○ Donor _____ ○ Donor _____ ○ Government _____ <p>Unfunded budget: _____</p> <p>In-kind Contributions _____</p>
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Agreed by UNDP: Fikret Akcura, Resident Representative

I. PURPOSE

During last decade The Government of Azerbaijan has been continuously collaborating with international community on establishment of an efficient and effective border management that would contribute to the further development of an area of security and freedom, where citizens can travel more freely and trade can grow. This was done through development and joint implementation of number of border management projects that were covering different aspect of the integrated border management concept. Latest activities were covered within the framework of the "Supporting integrated border management systems in the South Caucasus countries (SCIBM)" that was funded by EU and simultaneously implemented in all three countries in south Caucasus. Officially launched in September 2010 the project consisted of five different but closely interrelated modules that were intended to make significant changes in different aspect of the Border management policy and practices.

Over the period of implementation of the project, which officially comes to the end in September 2012, serious progress has been made within all following components of the project:

- Module 1: *Raising IBM Awareness and Supporting Strategic Border Management Capacity,*
- Module 2: *Strengthening Operational Techniques and Procedures*
- Module 3 : *Training and Pilot Programmes Development*
- Module 4: *Establishment of Pilot Border Crossing Points, and*
- Module 5: *Equipment and IT Systems*

In parallel with implementations of the specific project activities, the project teams were also working with partners on new initiatives that would enhance achievements made within ongoing project as well as on new directions for replications of the IBM model. Therefore, real outcomes of the project become even much broader than was envisaged by original project document. The project team jointly with their main partners came up with new concrete project proposals that would provide continuity and sustainability of the achievement of SCIBM project.

Success of the project and importance of continuity of efforts aimed at improvement of the border management in South Caucasus were extensively discussed during final event of the project— SCIBM Final Conference that took place in Brussels on 18th September 2012. The Conference that was attended by high level representatives from EU, project partners, and national counterparts reaffirmed importance of realisation of the new initiatives that were developed SCIBM project as well as replications of IBM mode on entire border line of participating states.

In particular The Conference gave overall positive assessment to the new project proposal that was drafted by SCIBM teams in Azerbaijan and Georgia in close partnership with their national partners to introduce IBM at green border. After official statement made by representatives of Azerbaijani and Georgian relevant state agencies on their support to this new initiative, the donor expressed initial interest in funding the new proposal and requested official communication from governments on this issue.

Having in mind that preparation and submission of official funding requests for particular projects by the participating state requires certain procedures, that may take some time, the project implementing partners drafted this proposal which is intended to support project continuity and sustainability until end of February 2013, when decision on funding for new project proposal might be taken.

II. EXPECTED OUTPUT

The main strategy of this short term project will be providing continuity of project activities that have been initiated within SCIBM project as well as working with the government of Azerbaijan on preparation of immediate implementations of new project on IBM introduction at the green border intersection between Azerbaijan and Georgia, when funding for the new project is available.

Specific goals of this short-term project will include:

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- Monitoring of implementations of decisions that have been taken over implementation of SCIBM project;
- Follow-up on activities that have been initiated during last phase of the SCIBM project implementation;
- Follow-up on timely submission and approval of new AZE-GEO project to be submitted to EU for funding;
- Preparatory work for the immediate start of implementations of the new project when funding is confirmed
- Continued collaboration with national partner on development of new project proposals

The need for continuity of the project was specifically highlighted during meetings held with representatives of relevant Government structures in Azerbaijan. The consultations with the beneficiary authorities and other stakeholders have confirmed the need for providing sustainable approach that would guarantee progressive movement towards strategic goals set by the Government of Azerbaijan in the area of the Border management through implementations of wide spectrum activities in following directions:

- Formulation of the state border management policy and developments of the relevant concept;
- Enhancing strategic border management capacities;
- Development/establishment IBM related procedures and operations at BCPs and green Border Posts;
- Delivering additional equipment and IT programs for selected BCPs and BPs for implementation of IBM.

This short-term project will also create condition for continued sharing of expertise from EUMSs and relevant international agencies that will strengthen effectiveness of operations of relevant agencies. These initiatives will focus on IBM concepts used to enhance strategic and managerial capacities of the beneficiaries enabling them to incorporate these concepts in their institutions and national strategies.

The project team will continue applying interactive methods in the identification of concrete and practical results as much as possible directly applicable to the local realities. This will allow the beneficiaries to better link themselves with the results obtained and this strengthened ownership amongst the beneficiaries in regard to the IBM process will constitute further guarantee for sustainable effects of the Programme in Azerbaijan.

The whole set of activities will be based on outcomes and findings of the SCIBM project. To achieve maximum efficiency of the project, the team will consist of the same staff that was successfully involved in implementations of the SCIBM project.

III. MANAGEMENT ARRANGEMENTS

UNDP will provide overall management of the project in close coordination with the State Border Service of Azerbaijan Republic, State Customs Committee and Ministry of Foreign Affairs

To provide high level partnership with the government authorities, the project success will be monitored by the Steering Committee (SC) that was established for monitoring of the implementations of the SCIBM project. The SC will remain responsible for overall guidance and monitoring of the project, as well as for giving recommendations on project plans and revisions. The SC will continue its work in the same composition that include representatives of the State Border Service, State Customs Committee and Ministry of Foreign Affairs of the Republic of Azerbaijan, as Senior Beneficiaries to ensure the realization of project benefits from the perspective of project beneficiaries, and UNDP and European Union as Executive and Senior Supplier respectively to provide guidance regarding the technical feasibility of the project.

UNDP will also hold the Project Assurance role to support the SC by ensuring that appropriate project management milestones are managed and completed.

IV. STAFFING

Day-to-day project activities will be carried out by the Project Implementation Unit. Project activities will be overseen by Cluster Manager in charge of governance portfolio who will report to the SC.

Staff members will have following overall responsibilities:

- ✦ Cluster Manager—responsible for overseeing daily management of the project and guarantees smooth and timely implementation of the project activities;
- ✦ Legal expert—will continue working with the relevant authorities on establishment of the State IBM Commission as well as on finalization and endorsement of the "Border Code";
- ✦ Customs expert—will continue collaboration with relevant authorities on finding of efficient model of cooperation between border and customs authorities for increased efficiency of BCP operations. Will also work with SCC on application of new customs procedures envisaged within newly endorsed Customs Code;
- ✦ IT expert—will continue regular contacts with relevant services of BM agencies on issues of introduction of latest BM equipment and technologies to optimize control/check and risk management practices at BCPs. Will monitor use and maintenance of the equipments that were provided within SCIBM project;
- ✦ Program assistant—will provide overall administrative support to the project;
- ✦ Driver/logistics assistant—will provide overall logistic support to the project.

Detailed ToRs for the staff will remain the same as was within the SCIBM project.

Project activities will be managed in close collaboration with the EU member states and respective border institutions, project staff carrying out most of the operational tasks, with the support of UNDP project staff, consultants and trainers. UNDP will be responsible for all contacts with EU related to the project.

V. MONITORING FRAMEWORK AND EVALUATION

The project shall be subject to regular monitoring and review by the Steering Committee to ensure timely progress in attaining the desired results.

In accordance with the programming policies and procedures outlined in the UNDP User Guide, Implementation of the project will be monitored through the following:

Within the project cycle

- On a monthly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in “Atlas” (software) and updated by the Country Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Country Manager to the Steering Committee, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events.

VI. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of Azerbaijan and UNDP, signed on 6 January 2001.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP’s property in the executing agency’s custody, rests with the executing agency.

The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency’s security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999).

The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

WORK PLAN

Project ID	Planned Activities	Respons.	Planned Budget			
		Party	Fund	Donor	Budget Descr	Amount USD
00072682	Activity 1 Project Management	UNDP	30079	UNDP	71400 Contractual Service-Indiv	38400
		UNDP	30079	UNDP	74500 Miscellaneous Expenses	3300
		UNDP	30079	UNDP	73100 Rental and Maint.Premises	800
		UNDP	30079	UNDP	72500 Supplies	7500
					Grand total	50,000.00