

**United Nations Development Programme
Country: Azerbaijan**

“Further strengthening and expansion of mine action capacity in Azerbaijan” project

Project Title:	Further strengthening and expansion of mine action capacity in Azerbaijan
UNDAF Outcome:	The State strengthens the system of governance with the involvement of Civil Society and in compliance with its international commitments, with particular emphasis on vulnerable groups
Expected CP Outcome:	Efficiency, accountability and transparency is enhanced through capacity development of State Entities, including gender sensitive approaches
Expected Output:	The Government implements effective mine action programme
Implementing Partner:	Azerbaijan National Agency for Mine Action (ANAMA)
Implementing Agent:	United Nations Development Programme

Brief Description


The history of cooperation between UNDP and ANAMA dates back to year 1999 with the first phase of Azerbaijan Mine Action Programme. The current project document represents extension of project through the Phase IV of the Azerbaijan Mine Action Programme. Immediate objective of the current phase is to continue to support ANAMA, for a period of 3 more years (2012-2015), in its formation of a fully sustainable national institution to be able to oversee all aspects of mine/UXO action programme.

The project aims to support the institutional capacity of Azerbaijan National Agency for Mine Action. UNDP’s short-term strategy is to continue to provide ANAMA with technical, advisory, financial, networking and promotional support so that it can sustain, and further develop, its capacity. UNDP’s areas of interest, in terms of building the institutional capacity of ANAMA should focus on its ability to effectively undertake the following tasks: mine/Unexploded Ordinance clearance, mine victim assistance, international networking and support to other mine-affected countries.

Project will also look to the possibility and undertake all possible actions required to continue transformation of ANAMA to International Center for Mine Action.

Programme Period	<u>2011-2015</u>	Total resources required:	US\$ 6,900,000
Key Result Area (Strategic Plan)	<u>Strengthening accountable and responsive governing institutions</u>	Total allocated resources:	US\$ 6,900,000
Atlas Award ID:	-----	• Regular (UNDP)	US\$ 900,000
Start date:	<u>November 2012</u>	• Other:	
End Date:	<u>December 2015</u>	○ Government	US\$ 6,000,000
Management Arrangements:	NEX		

Agree by Government:



Nazim Ismaylov, Director, ANAMA

Agree by UNDP:



Fikret Akcura, Resident Representative, UNDP

12 OCT 2012

I. Situation Analysis

Operations : The first ever survey (General Survey or Level-1 Survey) conducted in 2001 revealed 736 sq.km. as land contaminated with mines and Unexploded Ordnances (UXOs). Two more Surveys (LIS in 2002-03 and Government Re-survey in 2006) were undertaken under the supervision of ANAMA. As a result of these Surveys, and subsequent thorough review of these Surveys by the Training and Quality Assurance Division of ANAMA, the contamination level is determined as 306 sq.km at present time.

Although it is practically impossible to determine the exact contamination level in the occupied regions at this point, it is assumed that the eventual release of these regions will likely add up a huge number to its existing mine/UXO contamination level. This would require ANAMA to continue to develop its institutional and operational capacities to a greater extent so that the Agency can assume the lead role of mine/UXO clearance programme in the presently occupied areas once liberated.

Up to date ANAMA managed to clear about 188,000 000 sq.m of land contaminated with mines and UXOs. Innovative Land Release method introduced by ANAMA proved to be more efficient way of land clearance. As a result of this method ANAMA manage to clear about 20 mln sq.m annually.

ANAMA currently consist of Headquarters in Baku and two Regional Offices in Fizuli and Goy Gol. All together these 3 offices employ more than 500 staff including 3 De-mining Teams with 114 de-miners, 36 MDDs, 1 Training, Survey and Quality Assurance Division, 1 Emergency Response Team, 1 UXO Clearance Team.

International Training Centre:

ANAMA's regional structures are well-placed and equipped to provide all required field-based administrative, technical and training support to mine action operators, local authorities and affected communities on full spectrum of mine action issues. The field-based mine action teams of ANAMA are responsible for all emergency responses, UXO clearances, and quality control and assurance

ANAMA's Mine Action Resource and Training Centre located in the Goygol region of Azerbaijan, 360 km west of the capital city Baku. ANAMA Training, Survey and Quality Assurance Division (TSQAD) is the main ANAMA training resource team that is dealing with trainings of both national and international staff in Goygol Training Center. TSQAD is delivering there different types of trainings for local staff and international specialists that are recognizes as credible by independent evaluators.

Up to date TSQAD delivered 113 training courses in the Training Centre in Goygol, out of which 9 were delivered to specialists from Georgia, Afghanistan, Tajikistan and Turkey.

Within the NATO / Partnership for Peace Trust Fund Project, ANAMA conducted Battle Area Clearance and Explosive Ordnance Disposal Trainings for Georgian Military officers in the Goygol Training Center. ANAMA provided Basic Humanitarian Demining Training Course for the Turkey Mechanical and Chemical Industries personnel to enable their future involvement in humanitarian mine action activities in Turkey.

Within the framework of the previous project phase ANAMA expanded the territory of the Training Center by constructing additional facilities to accommodate more trainees in the Training Center and enable conduct of the whole range of mine action trainings for increased number of participants.

Mine Victim Assistance:

UNDP supported ANAMA in conducting country wide Mine Victims Needs Assessment and develop the Mine Victims Assistance Strategy.

Year	Male		Female		Children		Total	
Status	Killed	Injured	Killed	Injured	Killed	Injured	Killed	Injured
As of December 2004	289	1,652	8	34	44	204	341	1,890
During 2005	7	23	1	4	2	22	10	49
During 2006	2	15	0	0	0	0	2	15
During 2007	6	14	0	0	0	0	6	14
During 2008	0	9	0	1	0	1	0	11
During 2009	4	16	0	0	0	2	4	18
During 2010	1	4	0	0	0	0	1	4
During 2011	3	2	0	1	1	0	4	3
Total 2011	312	1,735	9	40	47	229	368	2,004

Currently ANAMA tries to ensure that mine victims are aware of their rights to treatment and support under national laws and to coordinate economic reintegration projects targeting mine victims. Projects include:

- “Community-based small business trainings and micro-credit fund for Azerbaijan mine survivors.” The second phase was conducted in 2010 and directly benefited 73 mine survivor participants, same number as in the first phase
- “Medical examination and treatment procedures in Sanatorium” provided 110 mine victims with full medical services during a three-week stay at a Caspian Sea sanatorium
- Wheelchair distribution
- Training/employment in carpet weaving and tailoring

110 Mine Victims (MV) from 23 regions had Medical Examination and Treatment Procedures in Sanatorium and received full medical service package. 216 MV were provided with wheelchairs. 88 mine survivors or they family members received loans.

II. Strategy

The project will contribute to the achievement of the UNDAF Outcome 3: “By 2015, the State strengthens the system of governance with the involvement of Civil Society and in compliance with its international commitments, with a particular emphasis on vulnerable groups” and is relevant to the UNDP Country Programme Outcome 3.2 “Efficiency, accountability and transparency within public administration are enhanced through capacity development of State Entities, including gender sensitive approaches.”

The programme’s immediate objective is to continue to support ANAMA in its formation of a fully sustainable national institution to be able to oversee all aspects of mine/UXO action programme.

UNDP's short-term strategy is to continue to provide ANAMA with advisory, financial, networking and promotional supports so that it can sustain, and further develop, its capacity. UNDP's areas of interest, in terms of building the institutional capacity of ANAMA should focus on its ability to effectively undertake international networking and support other mine-affected countries.

UNDP's long-term strategy should be to offer ANAMA technical support in preparing and implementation of the Contingency Plan to intervene, as rapidly as feasible, in all aspects of mine/UXO action programme in the occupied territories as soon as the peace agreement is reached.

The project's immediate objectives will be three-fold:

- Ensuring mine and UNO clearance operations in accordance with the results of Survey and relevant Government priorities.
- Conducting Mine Victim Assistance community based projects.
- Further expansion of International Centre for Mine Action.

Results and Resources Framework

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework: Country Programme 3.2: Efficiency, accountability and transparency is enhanced through capacity development of State Entities, including gender sensitive approaches</p> <p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets.</p> <p>CP Outcome Indicator No.2.15.1 : Sq. km of land cleared ;</p> <p>CP Outcome Indicator No.2.15.2 : Casualties per year, total and disaggregated by fatalities and injuries ;</p> <p>CP Outcome Indicator No.2.15.3 : Mine awareness among population/children</p> <p>Applicable Key Result Area (from 2008-11 Strategic Plan): Strengthening accountable and responsive governing institutions</p> <p>Partnership Strategy: The project will work in partnership with Azerbaijan National Agency for Mine Action</p> <p>Project title and ID (ATLAS Award ID): 00057347</p>				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>ANAMA becomes fully sustainable national institution to be able to oversee all aspects of mine/UXO action programme</p> <p>Baseline :</p> <p>181.4 mln sq.m of land cleared (2011)</p> <p>186 mine victims received assistance</p> <p>4 services provided externally by ANAMA to other mine affected countries (status as at end of 2010)</p> <p>Indicators :</p> <p><u>Sq.m of land cleared</u></p> <p><u>Number of mine victims</u></p>	<p><u>Landmine and UXO clearance is conducted at least on 45 mln sq.m</u></p>	<p>Activity 1.</p> <ul style="list-style-type: none"> ▪ Task Order for land clearance as per Annual Clearance Plan and national priority are issued ; ▪ Clearance of Land in accordance with NIMAS and IMAS and hand over to its end-users for re-habilitation and development is ensured 	<p>ANAMA</p>	<p>Demining 6,200 000 General Management Support – \$ 300,000</p> <p><i>Sub-total: \$ 6,500 000</i></p>

<p><u>beneficiaries</u></p> <p><u>Number of training services provided by ANAMA to other mine affected countries.</u></p>	<p><u>Community based mine victims assistance projects are implemented benefiting at least 50 persons</u></p>	<p>Activity 2.</p> <ul style="list-style-type: none"> ▪ Vocational trainings to mine victims are provided ▪ Income generation projects for mine victims are developed and implemented ▪ Medical Treatment to mine victims is provided 	<p>ANAMA</p>	<p>Contractual Services \$ 150,000</p> <p><i>Sub-total: \$ 150,000</i></p>
<p><u>International Centre for Mine Action is expanded and at least two external trainings are provided annually</u></p>	<p><u>ANAMA as international centre for mine action are developed and published.</u></p>	<p>Activity 3.</p> <ul style="list-style-type: none"> ▪ Trainings for internal and external participants are conducted ▪ Publication materials to promote ANAMA as international centre for mine action are developed and published. 	<p>ANAMA</p>	<p>Trainings \$ 220,000 Publications \$ 30,000</p> <p><i>Sub-total \$ 250,000</i></p> <p>TOTAL: 6,900,000</p>

III. Management Arrangements

A. National Execution (NEX): The project will be nationally executed by ANAMA that will act both as the Implementing Partner and the Beneficiary of the project. Implementation support will be provided by the UNDP Country Office (see Project Governance Arrangements below). In its capacity as Implementing Partner, ANAMA will be responsible for overall project management. Besides, it will be responsible for the facilitation of all project activities such as, trainings for respective staff, ensuring appropriate access to project sites, relevant data, records, agencies and authorities.

B. Governance Arrangements

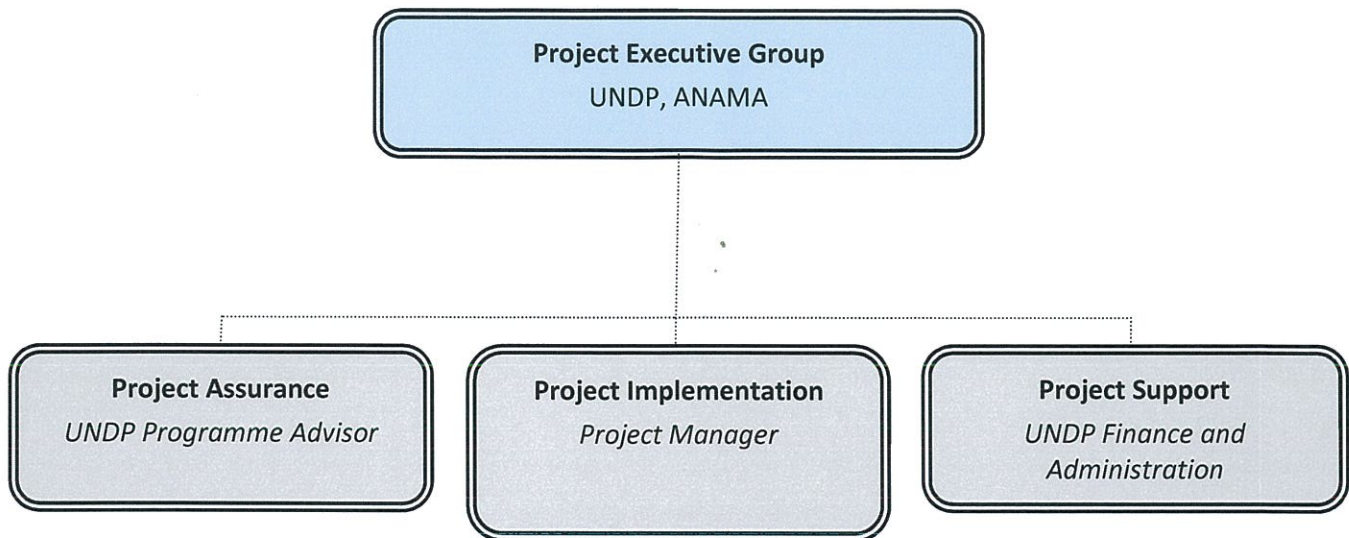
Project steering committee: The Project Steering Committee will be the decision making body for the project, providing guidance to the Project Manager, and approving project revisions. The members of the Project Steering Committee will perform three functions:

- The Executive (Implementing Partner). This position will be held by the Director of ANAMA or his authorized representative;
- The Senior Supplier. This position will be held by the UNDP RR / DRR, or a designated UNDP Programme Advisor.
- The Senior Beneficiary: This position will be held by an authorized representative of ANAMA.

Project team composition: The Project Manager role will be overseen by ANAMA representative designated by the Director of ANAMA.

Project Manager: The Project Manager will be tasked with the day-to-day management of project activities, as well as with financial and administrative reporting. He/she will be responsible for project implementation and will be guided by Annual and Quarterly Work Plans. PM's prime responsibility is to ensure that the project produces the planned outputs by undertaking necessary activities specified in the project document to the required standard of quality and within the specified constraints of time and cost.

Project Assurance: UNDP will designate a Programme Advisor to provide independent project oversight and monitoring functions, to ensure that project activities are managed and milestones accomplished. The UNDP Programme Advisor will be responsible for reviewing Risk, Issues logs, Annual Plan of Activities, budgets and ensuring compliance with the Monitoring and Communications Plan.



C. Summary of inputs

ANAMA's inputs:

- **US\$ 6,000 000** will be contributed to the project by ANAMA;
- Free and functional office premises for project related activities and access to any information necessary for the project staff and consultants to complete their tasks;
- Project Manager;
- Personnel responsible for procurement, recruitment and financial management.

UNDP inputs:

- **US\$ 900,000** will be contributed to the project by UNDP
- Briefing for selected international and local consultants;
- Participation in the organization of training activities;
- Access to UNDP-managed global information systems, the network of UNDP country offices and specialized systems containing operations information, including rosters of consultants.
- Quality control over the project outputs.
- Organization of study tours
- One UNDP Programme Officer responsible for coordination of project activities
- One UNDP Finance Officer for coordination of all financial transactions and information related to the project

D. Audit Arrangements. The project will be subject to an independent audit as required by the UNDP NEX Guidelines.

E. Other issues. All project publications and other visual products should comply with UNDP publication policy.

IV. Monitoring Framework and Evaluation

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

- At least once a year, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- A risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events.
- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Steering Committee. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Steering Committee and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

V. 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 February 6, 2011.

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.