## SIGNATURE PAGE

#### Country: Uzbekistan

UNDAF Outcome(s)/Indicator(s):

Expected Outcome(s)/Indicator (s):

Expected Output(s)/Annual Targets:

Implementing partner:

Responsible parties:

Programme Period: 2005-2009 Programme Component: <u>MYFF SL 3.1 – Frameworks and</u> <u>strategies for sustainable development, CORE RESULT 44</u> Project Title: <u>Support to effective launching and establishment</u> <u>of the GEF Small Grants Programme operations in Uzbekistan</u> Project ID: <u>000588444</u> Project Duration: <u>Jan 2008 – Dec 2010</u> Management Arrangement: NEX

By 2009, national laws are harmonized with UN legal instruments, including human rights, environmental and refugee conventions, and the implementation and monitoring of the latter are improved

Obligations under international environmental conventions and agreements fulfilled through improved effectiveness of environment management and development of clean energy sources

Improved institutional capacities of national/local authorities in environment management and clean energy development that respond to the needs of the poor

GEF Operational Focal Point office - NIGMI at Uzhydromet

SGP GEF Steering Committee

BudgetUSD 150,000General Management Support Fee N/ATotal budget:USD 150,000Allocated resources:• RegularUSD 150,000

Agreed by (Implementing partner/Executing agency):

Sergey Myagkov GEF Operational Focal Point, Deputy Director, NIGMI

hand

Date

Date -

Agreed by (UNDP):

Fiktet Akcura

UNDP Resident Representative

13 AEK 2007

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#### ACRONYMS

CCA – Common Country Assessment

CPAP – Country Programme Action Plan

GDP - Gross Domestic Product

GEF - Global Environmental Facility

MYFF – Multi Year Funding Framework

NIGMI - Scientific Hydro Meteorological Research Institute at Uzhydromet

NPC - National Project Coordinator

OFP - GEF operational focal point

SGP - Small Grants Programme

SL – Service Line

TOR - Terms of Reference

UNDAF - United Nations Development Assistance Framework

UNDP - United Nations Development Programme

USD – United States dollar

Uzhydromet - Center of hydro meteorological services at the Cabinet of Ministers of Uzbekistan

#### SECTION I-ELABORATION OF THE NARRATIVE

#### Part I. Situation Analysis

Uzbekistan faces a number of environmental problems. Among the major ones are the land degradation and biodiversity loss. One of the highest consumption of energy per 1 USD of GDP and growing volume of the national green houses emissions demonstrate that the country encounter a number of inefficiencies in economy operations posing clear threat to climate. All of the stated problems have both global both and local dimension. Degradation of the natural capital constitutes a major threat to ensuring sustainable livelihood of local communities through reduction of the sustainable agricultural yields and provision of respective services by ecosystems.

The description of the environmental threats received a comprehensive coverage in UNDP strategic documents such as <u>CCA</u>, <u>UNDAF</u> and <u>CPAP</u>. One of the key barriers towards achieving environmental sustainability throughout the country is inadequate capacities of the national stakeholders to recognize the importance of linkages between development and environment. Whereas great efforts are undertaken on the level of governmental agencies, a great deal of work remains to be done on the level of direct resource users – local communities, farmers, households.

To serve the purpose of meeting environmental challenges on local level, Global Environmental Facility (GEF) has a corporate programme – <u>the Small Grants Programme (SGP)</u>. The aim of the SGP is to support activities of non-governmental and community-based organizations on the lowest level of governance towards climate change abatement, conservation of biodiversity, protection of international waters, reduction of the impact of persistent organic pollutants and prevention of land degradation while generating sustainable livelihoods. Uzbekistan formally applied to host the GEF Small Grants Programme in 2005. The country got accepted into the Programme in 2007 and appraisal mission took place in October 2007. The plan is to start the SGP from the beginning of 2008.

The GEF SGP will play important role in tackling environmental concerns across the country on the level of communities. However the biggest challenge is to establish the link between the environment and livelihood in the minds of the local people. The capacity development becomes a priority issue: people must understand how environmental degradation affects their livelihood, people should know how to correct the situation, people must know what the implications are from the alternative ways of resources managements and what benefits they will derive form healthy ecosystems. Based on the built capacity of people to recognize these matters, the SGP GEF can produce higher results and perform more effectively. Therefore the direct beneficiaries of the present project become local people who can then better utilize SGP GEF resources for dealing with environmental challenges.

#### Part II. Strategy

In light of the importance of the SGP GEF for the country's development priorities and necessity to apply rigorous efforts in solid establishment of the Programme's operations, the present project aims to put additional efforts in building country's stakeholders capacity to recognize environment and development linkages and act accordingly in line with the SGP GEF frameworks. The project will support first three years of the SGP GEF operations for its solid implantation into agenda of the environmental non-government and community-based organization in Uzbekistan.

Hence, the objective of the project is to support effective SGP GEF operations through building capacity of local people across Uzbekistan in recognizing environmental challenges and in better management of the available natural resources. This objective is directly in line with the agreed UNDAF outcome and CPAP output "Improved institutional capacities in environmental management and clean energy development that respond to the needs of poor".

The project will have two outcomes:

- 1. Capacity of national stakeholders to implement SGP projects enhanced; and
- 2. Operational support to SGP provided.

Under the 1<sup>st</sup> outcome, the project will deliver the following services and results:

- 1. Development and delivering targeted trainings to identified stakeholders on GEF thematic areas across the country;
- 2. Carrying out broad publicity of the GEF SGP objectives and modalities;
- 3. Development and delivering training programmes on project design and preparation for participating in the SGP GEF;
- 4. Web-site of the SGP Uzbekistan created and maintained;
- 5. SGP Uzbekistan specific capacity building programmes and trainings in line with the GEF objectives undertaken

Under the  $2^{nd}$  outcome, the following services will be provided:

- ✓ SGP Uzbekistan appropriately equipped to perform its functions;
- ✓ Administrative and operational costs are adequately covered for effective performance of the SGP functions.

The project duration is planned for the forthcoming three years 2008-2010, which should be sufficient for solid establishment of the SGP operations. After this period, ample capacity of national stakeholders should be in place and SGP GEF corporate funds will cover administrative and operational expenses of the programme operation.

#### Part III. Management Arrangements

The Project implementation will employ the national execution modality. However, as the project is designed to provide direct support to implementation of the SGP GEF, management modalities will correspond to corporate requirements of the Programme. The detailed modalities of the SGP operations are provided on the <u>SGP corporate site</u>. The formal Implementing Partner will be the office of the GEF operational focal point – the Scientific Hydro Meteorological Research Institute at Uzhydromet (NIGMI).

The UNDP and the office of the GEF operational focal point have agreed that the UNDP Country Office will provide the following support services for the project activities at the request of the office of the GEF operational focal point for the whole duration of the project cycle:

- a. Identification and/or recruitment and solution of administrative issues related to the project personnel;
- b. Procurement of commodities, labor and services;
- c. Identification and facilitation of training activities, seminars and workshops;
- d. Financial monitoring and reporting;
- e. Processing of direct payments;
- f. Supervision of project implementation, monitoring and assistance in project assessment.

The UNDP country office will provide support services for assistance with reporting requirements and direct payment.

When providing the above support services, the UNDP Country Office will recover the costs for providing Implementation Support Services on the basis of actual costs and transaction fee based on the latest Universal Price List.

The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. If the requirements for support services by the country office change during the life of a project, the list UNDP country office support services is revised with the mutual agreement of the UNDP resident representative and representative of the Government.

The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Government of Uzbekistan and the UNDP, signed by Parties on 10th June 1993, including the provisions on liability and privileges and immunities, shall apply to the provision of such support services.

The GEF Operational Focal Point will serve the function of the National Project Coordinator (NPC) on behalf of the Government and thus the office of the GEF operational focal point shall retain overall responsibility for this nationally managed project. The NPC is not remunerative position and thus is not paid from the project budget.

The project will be managed by the SGP GEF National Coordinator (<u>TOR attached</u>). The SGP National Coordinator will have the authority to execute tasks according to the Annual Work Plan approved by the NPC and the UNDP Resident Representative, in accordance with the project document and work-plans approved by the UNDP office. The SGP National Coordinator will be directly responsible for achievement of the project activities and all reporting requirements. He/she will be held accountable for proper use of the project resources in carrying out projects activities.

As part of the administrative costs, the project will finance the position of the SGP assistant (<u>TOR</u> <u>attached</u>). The project as well as the SGP implementation unit will be established in Tashkent at premises provided by UNDP on a free of charge basis. The consultants who will be required for achieving project's outcomes will be recruited according to UNDP rules and regulations.

# Part IV. Monitoring and Evaluation

Project monitoring and evaluation will be conducted in accordance with established UNDP procedures

#### Part V. Legal Context

This Project Document shall be the instrument referred to as the project document in Article 1 of the Standard Basic Assistance Agreement (SBAA) between the Government of Uzbekistan and the United Nations Development Programme (UNDP), signed by the Parties on 10th June 1993.

The UNDP Resident Representative is authorized to effect in writing the following types of revision to this Project Document, provided that he/she has verified the agreement thereto by the UNDP-GEF Unit and is assured that the other signatories to the Project Document have no objection to the proposed changes:

- a) Revision of, or addition to, any of the annexes to the Project Document;
- b) Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangement of the inputs already agreed to or by cost increases due to inflation;
- c) Mandatory annual revisions which re-phase the delivery of agreed project inputs or increased expert or other costs due to inflation or take into account agency expenditure flexibility; and
- d) Inclusion of additional annexes and attachments only as set out here in this Project Document

#### SECTION II - RESULTS AND RESOURCES FRAMEWORK

#### Intended Outcome as stated in the Country Programme Results and Resource Framework:

Obligations under international environmental conventions and agreements fulfilled through improved effectiveness of environment management and development of clean energy sources.

#### Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets.

*Indicators*: Improved capacity in environmental management through reorganization of environmental governance structures. National renewable energy strategy and national waste management strategy adopted and implementation started

*Baseline*: National policy/strategic plans in place, but poorly implemented (national biodiversity action plan, national environmental action plan, national action plan to combat desertification)

*Target*: Uzbekistan meets obligations under United Nations Framework Convention on Climate Change (UNFCCC), United Nations Convention on Bio-Diversity (UNCBD) and United Nations Convention to Combat Desertification (UNCCD) and timely reports on implementation

**Applicable MYFF Service Line:** 3.1. – Frameworks and strategies for sustainable development

Partnership Strategy: SGP GEF Steering Committee, the State Committee for Nature Protection (Goskompriroda), Uzhydromet

Project title and ID (ATLAS Award ID): Support to effective launching and establishment of the GEF Small Grants Programme operations in Uzbekistan

Intended Outputs	Indicative Activities	Responsible parties	Inputs
1. Capacity of the national stakeholders to implement SGP projects enhanced	<ul> <li>✓ Development and delivering targeted trainings to identified stakeholders on GEF thematic areas across the country;</li> </ul>	SGP Uzbekistan team	UNDP – 46,000 USD in cash
<i>Indicator</i> : number of qualified project developed and submitted to SGP Uzbekistan <i>Baseline</i> : capacity of local people to identify environmental risks, associated livelihood causes, design correction actions and put the project idea into the SGP project format is low or not existent <i>Target</i> : by the end of 2010, the number	<ul> <li>Carrying out broad publicity of the GEF SGP objectives and modalities;</li> <li>Development and delivering training programmes on project design and preparation for participating in the SGP GEF;</li> <li>Web-site of the SGP Uzbekistan created and maintained;</li> <li>SGP Uzbekistan specific capacity building programmes and trainings in line with the GEF objectives undertaken</li> </ul>		

of qualified project proposals received by the SGP team receives twice as much as in 2008		
2. Operational support to SGP provided.	✓ SGP Uzbekistan appropriately equipped to perform its functions; SGP Uzbekis	stan team UNDP – 104,000 USD in cash
Indicator: SGP effectiveness	$\checkmark$ Administrative and operational costs are	
<i>Baseline</i> : SGP team is not equipped and does not have administrative resources to ensure its successful establishment	adequately covered for effective performance of the SGP functions.	
<i>Target</i> : SGP team delivers on all planned activities specified in the National SGP Strategy and annual plans		

## Section III- The Total Workplan and Budget



# Year 2008-2010

 UN
 Project Number:

 Uzbekistan
 Project Title: Support to effective launching and establishment of the GEF Small Grants Programme operations in Uzbekistan

Proj.ID	EXPECTED OUTPUTS & indicators including	Activity No.	Activity No. Planned Activities	TIMEFRAME		ИE	IMPLEME NTING	PLANNED BUDGET														
110,112	annual targets			2008	2009	2010	AGENCY	Fund	Donor	Budget Description	Amount in USD											
							000641	04000	00012	71300 Local Consultants	20000											
				x	x	х	000641	04000	00012	71600 Travel	10000											
		1	Capacity of national stakeholders to implement SGP projects enhanced.				000641	04000	00012	72100 Contractual Services Companies	10000											
	To support effective SGP GEF operations through building capacity of local people across Uzbekistan in						000641	04000	00012	74200 Audio Visual&Print Prod Costs	6000											
	recognizing environmental challenges and in better management of the available natural resources.									Subtotal	46000											
	<ol> <li>Indicator: number of qualified project developed and submitted to SGP Uzbekistan.</li> <li>I.Baseline: capacity of local people to identify</li> </ol>	iber of qualified project developed and P Uzbekistan.			x x x								000641	04000	00012	71300 Local Consultants	20000					
	environmental risks, associated livelihood causes, design correction actions and put the project idea into the SGP project format is low or not existent. <b>1.</b> Target: by the end of 2010, the number of qualified project proposals received by the SGP team receives twice as much as in 2008.		2 Operational support to SGP provided.	x			000641	04000	00012	71400 Contractual Services-Individ	27000											
							000641	04000	00012	71600 Travel	10000											
	<ol> <li>Indicator: SGP effectiveness</li> <li>Baseline: SGP team is not equipped and does not have administrative resources to ensure its successful</li> </ol>						000641	04000	00012	72100 Contractual Services Companies	10000											
	establishment . 2. Target: SGP team delivers on all planned activities specified in the National SGP Strategy and annual	2				х	000641	04000	00012	72200 Equipment and Furniture	25000											
	plans.	ь.					000641	04000	00012	72400 Communic&Audio Visual Equip	2000											
																0		000641	04000	00012	72800 Information technology supplies	1000
							000641	04000	00012	73400 Rental&Maint of Other Equip	3000											
							000641	04000	00012	74200 Audio Visual&Print Prod Costs	6000											
						Subtotal 1040				104000												
								TOTAL	:		150000											

## SECTION IV—OTHER AGREEMENTS

## ANNEX 1: TOR FOR SGP NATIONAL COORDINATOR

# POST PROFILE

# I. IDENTIFICATION OF THE POST

Post Title:	National Coordinator GEF-SGP	Post Number:		
Organizational Unit:		Post Level:	Service Contract (Equivalent to NO- B)	
Country/Duty Station:				
Post Status:	New			
Post Type:	Project-funded			
Supervisor's Title:	GEF-SGP Global Manager	Level: L	6	

## II. POST'S ORGANIZATIONAL ACCOUNTABILITY:

- A. Effective management of the GEF-SGP (Global Environment Facility Small Grants Programme) local team, the SGP programme and its portfolio -- from programme strategy to individual project concept and design to technical support to SGP grantees, monitoring and evaluation -- to ensure compliance with the overall approved global SGP Strategic Framework, the SGP Operational Guidelines, the SGP annual work programme, the national environmental priorities, as well as the annual delivery of the national SGP targets.
- **B.** Building strategic partnerships with development partners, such as donors, foundations, private sector and civil society, to promote SGP and mobilize resources.
- **C.** Contribution to GEF-SGP's efforts to develop effective national, regional and global networks for technical support and knowledge management, within the GEF SGP and with external institution, including academia.

III.	-	KEY RESULTS EXPECTED/MAJOR FUNCTIONAL ACTIVITIES
% of Time		Key Results Expected/Major Functional Activities
20%	1.	Managerial Functions
		• Supervise the national SGP team members and provide necessary guidance and coaching;
		• Promote and maintain a suitable environment for teamwork within the SGP team, the National Steering Committee members, and with the UNDP CO team;

• Assist in the preparation of SGP project/programme evaluation;	
• Document lessons learned and best practices in SGP programme/project development, implementation, and oversight;	
• Raise awareness of Programme Team on corporate strategic issues, plans and initiatives to maximize highest impact and effectiveness;	
• Access UNDP's world-wide and regional knowledge, distill best practices and facilitate their dissemination within CO and to counterparts and partners;	
• Document lessons learned and best practices in SGP programme development, implementation, and oversight;	
• Access global best practices, share them with other local and international stakeholders and ensure their incorporation into the SGP portfolio and project design process.	

# IV. IMPACT OF KEY RESULTS / KEY PERFORMANCE INDICATORS

Sound programme development and build up, consistency of programme focus with national needs and priorities and in the GEF-SGP Strategic Framework and the focal areas, high efficiency in the use of resources to create maximum project/programme impact. Increased trust by clients and donors and increased opportunities for visibility, partnerships and co-financing.

Education:	Advanced university degree in environmental fields, Environmental Economics, Business Administration or similar field.
Experience:	At least 5-8 years of relevant experience in development work, which should include programme management, preferably with an extended specialized experience in any of the GEF-SGP focal areas at the national level.
Managerial skills	Excellent analytical and writing skills
	Excellent teamwork and people management skills.
	Excellent communication and interpersonal skills.
	Good negotiation and problem-solving skills.
Language requirements:	Fluency in the official national language (must be one of the 6 UN languages) and English or a second UN laaguage.
IT skills	Proficiency in standard computer software (word-processing, excel, presentations, databases and internet)

## V. Qualifications & Skills Required

# **POST PROFILE**

## I. IDENTIFICATION OF THE POST

Post Title:	Programme Assistant	Post Number:	
Organizational Unit:	<b>UNDP Country Office/ SGP GEF</b>	Post Level:	GS-5
Country/Duty Station:			
Post Status:	New		
Post Type:	Project-funded		
Supervisor's Title:	Project Manager (PM)	Level:	NO-B

# II. POST'S ORGANIZATIONAL ACCOUNTABILITY:

Effective day-to-day substantive, administrative and financial support to the national SGP team and the National Steering Committee to ensure the smooth operation and management of the GEF-SGP (Global Environment Facility – Small Grants Programme) programme portfolio, timely and efficient response to queries from different grantees and stakeholders, closely monitoring the achievement of the national annual SGP delivery and co-financing targets, and updating of relevant databases .

III.		KEY RESULTS EXPECTED/MAJOR FUNCTIONAL ACTIVITIES
% of Time		Key Results Expected/Major Functional Activities
40%	1.	<ul> <li>Support to Programme implementation</li> <li>Contribute to day-to-day support to programme/project implementation and ensuring conformity to expected results, outputs, objectives and work-plans;</li> <li>Assist the PM in prescreening project concepts and project proposals, and evaluate the financial part of the project proposals;</li> <li>Assist the PM in development and amendment of application forms and other management tools, requirements of the programme and other SGP documents</li> <li>Advise potential grantees on technical project preparation issues, and Report to PM and NSC on project development activities, as required;</li> <li>Provide day-to-day support to new and already approved projects and the grantees, as required;</li> <li>Assist the PM in project implementation and monitoring, including participation in field visits;;</li> <li>Organize SGP advocacy events, workshops, round-tables, missions forPM and other SGP events;</li> <li>Maintain working-level contacts with NGOs, governmental institutions, donors,</li> </ul>

n	r	
		other SGP stakeholders, and participate at events for SGP information dissemination
		purposes;
		• Draft progress reports and other reporting material to the CPMT, UNOPS and
		UNDP CO, and assist NC in preparation of semi-annual and bi-annual progress
		reports;
		• Draft articles, publications, speeches, letters, memos and other documents on behalf
		of PM, and respond to queries on SGP programme matter;
		• Create and maintain SGP project database and SGP stakeholders database;
		<ul> <li>Maintain and update the SGP website, SGP Global database and UNDP CO website</li> </ul>
		with SGP information;
200/		• Support and assist PM as and when needed.
30%	2.	Financial Management
		• Review and process payment requests from grantees and vendors through obtaining
		necessary clearances and authorizations and ensuring payments are effected
		promptly;
		• Maintain financial integrity of the programme within UNDP CO and externally,
		implement and monitor accounting system and databases of SGP country operational
		budget;
		• Prepare and maintain the grant disbursement table and calendar;
		<ul> <li>Review financial reports submitted by grantees and advise the NC as required;</li> </ul>
		• Draft administrative budget proposals;
		• Enter, extract, transfer data from ATLAS and SGP database and produce reports as
		required;
		Provide other financial reports as required.
25%	3.	Administrative Functions
		• Procure office equipment and furniture (including communication and audio
		equipment, supplies etc.).
		• Manage and organize everyday office work.
		• Establish a proper filing system and maintain files and documentation in good order;
		<ul> <li>Draft routine correspondence and communications;</li> </ul>
		• Prepare background information and documentation, update data relevant to the
		programme areas and compile background material for the PM and NSC;
		• Ensure flow of information and dissemination of materials with all concerned;
		• Follow up of travel arrangements and DSA payments for thPM and NSC members.
		• Maintain personnel files, performance evaluation reports, leave records, and other
		pertinent personnel/consultant records.
		• Ensure all reporting and/or submission deadlines from HQs are met;
		• Provide logistical and other support to the local SGP team and visiting missions, as
		required.
5%	4.	Knowledge Management
		• Actively support the SGP and the NSC teams in their efforts towards
		V 11
		knowledge management and knowledge networking.
u	•	

# IV. Qualifications and Skills Required:

Education:	First University degree, preferably in Business Administration or an environmental science field.
Experience:	At least 3-5 years of relevant experience in office management, including financial reporting;
Skills	Previous working experience with a UN agency an asset. Good communications and interpersonal skills essential; Excellent drafting and analytical skills required. Good knowledge of budget control and financial management.
Language requirements:	Fluency in the official national language (must be one of the 6 UN languages), and English/second language
IT skills:	Excellent knowledge of MS Office, database and Internet use.

# SIGNATURE PAGE

# Country: <u>Uzbekistan</u>

UNDAF Outcome(s)/Indicator(s):	By 2009, national laws are harmonized with UN legal instruments, including human rights, environmental and refugee conventions, and the implementation and monitoring of the latter are improved	
Expected Outcome(s)/Indicator (s):	Obligations under international environmental conventions and agreements fulfilled through improved effectiveness of environment management and development of clean energy sources	
Expected Output(s)/Annual Targets:	Improved institutional capacities of national/local authorities in environment management and clean energy development that respond to the needs of the poor	
Implementing partner:	GEF Operational Focal Point office - NIGMI at Uzhydromet	
Responsible parties:	SGP GEF National Programme Steering Committee	

Programme Period: <u>2005-2009</u> Programme Component: <u>MYFF SL 3.1 – Frameworks and</u> <u>strategies for sustainable development, CORE RESULT 44</u> Project Title: <u>Support to effective launching and establishment</u> <u>of the GEF Small Grants Programme operations in Uzbekistan</u> Project ID: \_\_\_\_\_ Project Duration: <u>Jan 2008 – Dec 2010</u> Management Arrangement: <u>NEX</u>

Budget	<u>USD 150,000</u>				
General Management Support Fee N/A					
Total budget:	<u>USD 150,000</u>				
Allocated resources:					
<ul> <li>Regular</li> </ul>	USD 150,000				
-					

Agreed by (Implementing partner/Executing agency): Sergey Myagkov GEF Operational Focal Point,		Date
	Deputy Director, NIGMI	
Agreed by (UNDP).		
Agreed by (UNDP):	Fikret Akcura UNDP Resident Representative	Date