

REPORT ON PROJECT VISIT

PROJECT ID AND TITLE: 00083185 "National Biodiversity Planning to Support the implementation of the CBD 2011-2020 Strategic Plan in Uzbekistan"

PROJECT DURATION: 01/09/12 – 01/03/15

DATE OF THE VISIT: 16/05/2013

UNDP CO TEAM: Ms. Guzal Khodjaeva, Programme Associate on Biodiversity, EEU
Ms. Roza Iskhakova, Programme Assistant, EEU

OTHER PARTNERS: n/a

PROJECT TEAM MET:
 ✓ PROJECT MANAGER: Ms. Irina Bekmirzaeva
 ✓ PROJECT AFA: Ms. Dildora Ibragimova
 ✓ PROJECT National Consultant on Technical Support: Mr. Oleg Tsaruk

COMPONENT OF THE MONITORING	YES	NO	N/A	FINDINGS & RECOMMENDATIONS
1. GENERAL				
<input type="checkbox"/> Project office environment & working conditions are adequate	√			
2. SUBSTANTIVE PROJECT ACTIVITIES				
Objectives of the visit (maybe added depending on the nature of the project) <ul style="list-style-type: none"> <input type="checkbox"/> Regular monitoring visit / follow-up mission <input type="checkbox"/> Outstanding issues / challenges faced by the project that needs attention and follow-up from the CO (project staff concerns) <input type="checkbox"/> Beneficiaries met (2-3) to assess the work of the project <input type="checkbox"/> Synergies with other projects/programmes <input type="checkbox"/> Partnership arrangements with national and international agencies <input type="checkbox"/> Any deviations from the AWP and annual targets set <input type="checkbox"/> Gender mainstreaming - all data collected during project is disaggregated by gender (list of participants, research baselines, etc.) <input type="checkbox"/> Outputs of consultants/experts work (Reports, Translations, etc.) are available in project files as well as PEFs 				Project documents was approved and signed by the Government in September, 2012. The real work on project implementation began in April 2013 with the hired Task manager. Recruitment process took long time in view of lack of the qualified candidates.
3. ATLAS UPDATES				
<p><i>Before visiting the project, the programme focal point has to visit the Executive Snapshot/Programme & Project Management > Overview of Awards > Select Award ID > Click on "View the Progress Report for this Award."</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Quality Log/Progress report is updated in ATLAS <input type="checkbox"/> Risk logs is updated in ATLAS by PM and management response by Programme Officer / programme focal point <input type="checkbox"/> Issues logs/monitoring logs updated <input type="checkbox"/> Lessons learned are reflected appropriately (offline in the programme files) <p>If ATLAS updates are not available, the project visit will help to identify why the updates are not made in timely manner by the Project manager and team</p>	√			The report on 1q activities is submitted and revised. Next step: need to be updated in Atlas. Need to be developed later, within the project development process.
4. FINANCIAL AND ADMINISTRATIVE MANAGEMENT				
E-filing System is established and maintained in compliance with UNDP				

<p>procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> MINIMUM DOCUMENTS must be available electronically: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of the signed Prodoc with TORs for all project staff <input type="checkbox"/> AWP, copies of signed CDRs for each year and other financial documents (if donor cost-shared) <input type="checkbox"/> Copies of Annual Project Reviews, Minutes of the Project Board meetings and other relevant meetings <input type="checkbox"/> Donors reports, Technical Reports (depending on the donor requirements, e.g. GEF, TTF, EC, bilateral, etc.) or specific type of the reports, like Feasibility Study or Policy Analysis, etc.) <input type="checkbox"/> Copies of project staff attendance and leave monitoring records (properly completed and signed). Monthly attendance reports of each project staff member have to be cleared by direct supervisor and submitted to the UNDP HR Unit at the beginning of each month¹. <input type="checkbox"/> Copies of transfer documents (if applicable) <input type="checkbox"/> Project shadow budget is kept up-to-date ensuring that expenditures are reconciled/updated after the actual payments are made. <input type="checkbox"/> Private telephone/international calls are duly registered and recovered by relevant project staff; <input type="checkbox"/> Cost-recovery monitoring system is in place (ISS). <input type="checkbox"/> Supporting docs on travel matters and back to office reports <input type="checkbox"/> Updated NEPL are maintained up-to-date (some assets are checked against NEPL for quality monitoring) 	<p>√ √ √ √ √ √ √ √ √</p>	<p>√ √</p>	<p>Recover missing attendance reports as follows: AFA – Dec – May 2013 PM – Apr – May 2013</p> <p>Shadow budget not updated, add total amount and delivery percentage cells</p> <p>Add missing copies of boarding passes to the travel cases, full scanned BTORs</p> <p>Add missing files to HR cases (e.g. PM recruitment). SEF plan of PM not finalized yet.</p> <p>More structured system of filing is recommended.</p>
<p>5. LEARNING AND TRAINING</p>			
<ul style="list-style-type: none"> <input type="checkbox"/> All project staff have passed the Basic security and advanced security in the field training courses <input type="checkbox"/> Any capacity development activities envisaged (SEF should indicate clear learning plan) for each project staff <input type="checkbox"/> If there is a need for additional training and which area? 	<p>Not all mandatory courses passed by AFA yet. Collect certificates of PM (from previous project) and check if anything else is still missing Yes. SEF plans are not finalized yet.</p> <p>No</p>		
<p>6. NEXT STEPS / FOLLOW-UP ACTIONS</p>			
<p>Monitoring of project progress during the 1st quarter using updated QPR based on the monitoring visit results</p> <p>Recruitment of NTC and PR specialists</p> <p>Reporting to FP on project progress</p> <p>Introductory trainings for AFA</p> <p>All mandatory trainings passed</p>	<p>RESPONSIBLE PERSON</p> <p>Project team/unit</p> <p>Project team</p> <p>Project team</p> <p>Project team/unit/CO focal points</p> <p>Project team</p>		

Ms. Guzal Khodjaeva, Programme Associate, EEU

Ms. Roza Iskhakova, Programme Assistant, EEU

Ms. Irina Bekmirzaeva, Project Manager

¹ Extract from the PM Toolkit (revised 2010), page 20