

## MONITORING REPORT ON PROJECT VISIT

PROJECT ID AND TITLE: Promoting Energy Efficiency in Public Buildings in Uzbekistan

PROJECT DURATION: October, 2009 – June, 2015

DATE OF THE VISIT: July 4, 2014

LOCATION OF THE VISIT: Project office (State Committee for Architecture and Construction)

SOURCE FUNDING: N/A

PURPOSE OF THE VISIT: Regular monitoring visit

UNDP TEAM: Ms. Rano Baykhanova, Climate Change Specialist

Mr. Darkhon Abutalipov, Programme Associate

OTHER PARTNERS: N/A

BENEFICIARIES MET: Mr. Mukhammadshokir Khalkhodjaev, NPC and Head of Department of State Committee for Architecture and Construction

### 1. PROJECT MANAGEMENT & ADMINISTRATIVE ISSUES

	YES	NO	N/A	FINDINGS & RECOMMENDATIONS
<b>1. GENERAL</b>				
• Project office environment & working conditions are adequate	X			
<b>2. ATLAS UPDATES</b>				
<p><u><i>Before visiting the project, the programme focal point has to visit the Executive Snapshot/ATLAS Project Management Module</i></u></p> <ul style="list-style-type: none"> <li>• Progress report is updated in ATLAS</li> <li>• Risk logs is updated in ATLAS by PM and management response by Programme Officer / programme focal point</li> <li>• Lessons learned are reflected appropriately (offline in the programme files)</li> </ul> <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>	X X		X	
<b>3. FINANCIAL AND ADMINISTRATIVE MANAGEMENT</b> <i>[to be completed at least once a year per project, these issues are monitored to ensure that minimum project requirements are met]</i>				
E-filing System is established and maintained in compliance with UNDP procedures				
<ul style="list-style-type: none"> <li>• MINIMUM DOCUMENTS must be available electronically:               <ul style="list-style-type: none"> <li>○ Copy of the signed Prodoc with TORs for all project staff</li> <li>○ AWP, copies of signed CDRs for each year and other financial documents (if donor cost-shared)</li> </ul> </li> </ul>	X X			

<ul style="list-style-type: none"> <li>○ Copies of Annual Project Reviews, Minutes of the Project Board meetings and other relevant meetings</li> <li>○ 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.)</li> <li>○ 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 month.</li> <li>○ Copies of transfer documents (if applicable)</li> </ul>	X			
<ul style="list-style-type: none"> <li>● Project shadow budget is kept up-to-date ensuring that expenditures are reconciled/updated after the actual payments are made.</li> </ul>	X	X		Detailed expenditure report and PBB are being used for reconciliation of expenses
<ul style="list-style-type: none"> <li>● Private telephone/international calls are duly registered and recovered by relevant project staff;</li> </ul>	X			No personal calls
<ul style="list-style-type: none"> <li>● Cost-recovery monitoring system is in place (ISS).</li> <li>● Supporting docs on travel matters and back to office reports</li> <li>● COMIS Asset Management page and NEPL are maintained up-to-date</li> </ul>	X			Random check of assets was conducted. Selected items were in place and properly labeled
<b>4. LEARNING AND TRAINING</b>				
<ul style="list-style-type: none"> <li>● All project staff have passed the Basic security and Advanced security in the field training courses</li> </ul>		Yes		
<ul style="list-style-type: none"> <li>● Any capacity development activities envisaged (SEF should indicate clear learning plan) for each project staff</li> </ul>		Yes		
<ul style="list-style-type: none"> <li>● If there is a need for additional training and which area?</li> </ul>		N/A		

## 2. PROGRESS TOWARDS RESULTS & PROJECT ACTIVITIES

*[Specify and describe your findings under the following areas, or mark as N/A if not relevant]*

<b>Contribution made towards the strategic goals set out at the outcome level?</b>
<b>Progress made towards the project output(s)?</b>
<i>[Strategic considerations, checking the Theory of Change]</i>
Yes
<b>Progress made towards the annual targets? Any deviation from the AWP or annual targets set?</b>
Yes. Development of a new experimental building design of a 4-rooms rural house with maximum application of IBD requirements and at least 2nd level of energy efficiency (thermal protection), and application of renewable energy technical solutions (use of solar energy for generation of power and heat) initiated and to be finalized in the first quarter of 2014 with its following construction in Tashkent region within 2014. New building design of a 4-rooms rural family house, meeting 2nd level of energy efficiency, to be constructed in Tashkent region, finalized. Data and results of energy audits of 8 project pilots for summer period systematized and handed over to the Republican Center for Standardization and Certification for cross check. Annual energy audit of 8 project pilots completed, data collected and analyzed. Final report on annual cycle of energy audit drafted. 8 experimental

energy passports prepared and submitted to the Ministries of Health and Public Education. Eight certificates and labels on energy efficiency of 8 pilot buildings prepared and to be handed over to the beneficiaries. Standard Methodology on energy inspections and audits of buildings finalized based on results of completed audit of 8 pilots. 1 seminar on energy certification system conducted on 30 May 2014 for 70 national design, construction and building maintenance experts.

Energy managers and other responsible staff in 8 demonstration buildings able to use the computer software developed for energy information management system and they systematically collect, store and analyze data on energy consumption. Behavioral and attitude change of 10 energy managers of demonstration schools achieved, as reflected in their brief written reports, documenting change in practice toward greater attention and more effective maintenance of energy-efficient building performance. Energy managers' institution established in Navoi region is able to improve energy efficiency of health and educational facilities through its appropriate operation and maintenance

Catalog of energy efficient technical solutions that will serve for reducing energy consumption in buildings being a reference guide for national designers to estimate level of thermal protection for specific buildings and regions of Uzbekistan, developed. The Catalog will further be published and disseminated among national design and construction organizations for their daily use.

One master class on revised energy efficient building codes and guidance manuals conducted for 150 students and teachers of the Tashkent Architecture and Construction Institute.

One seminar for 60 heads of construction colleges of the republic held together with the Ministry of Higher and Secondary Specialized Education on presentation of the project results and achievements in promoting energy efficiency.

12 seminar-trainings conducted for 183 representatives of the Ministries of Health and Public Education (37 of them – females (20%)) on energy efficient technical solutions applied at 8 project demonstration public buildings, obtained reduction of energy consumption and associated GHG emissions as well as other social benefits.

Technical and institutional capacity of UMDPO staff enhanced in energy efficiency of buildings through participation in the seminar on Certification on Energy Efficiency of Buildings held on 30 May 2014.

During 5 regional master classes held on 7-23 May 2014, in Karakalpakstan, Khorezm, Bukhara, Samarkand and Dzhizak regions, 400 practicing architects, designers as well as staff of expertise and construction control departments, construction management and teachers/students of technical universities raised their awareness and skills in applying revised energy efficient building codes.

A team of 4 national experts from ministries of economy, finance, Gosarchitectstroy and the project established. 1 national expert recruited for development of President's Decree and National Energy Efficiency Programme. Recruitment of other 3 experts underway.

**Any outstanding issues / challenges faced by the project that need attention and follow-up from the CO (project staff concerns)?**

No

**Beneficiaries met (2-3) to assess the work of the project?**

Mr. Mukhammadshokir Khalkhodjaev, NPC and Head of Department of State Committee for Architecture and Construction. He has informed about high satisfaction with progress in project implementation.

**Synergies with other projects/programmes?**

Yes, with LED, CRM and SGP GEF

**Partnership arrangements with national and international agencies?**

In place, through the Inter-Agency Working group and PB meetings; and ADB and WB, and national and international private companies (e.g. KNAUF, etc.)

<b>Follow-up on mid-term review/evaluation findings (if any)?</b>
Yes, follow-up of MTE conducted in 2012, and management response is regularly updated
<b>Gender mainstreaming - all data collected during project is disaggregated by gender (list of participations, research baselines, etc.)?</b>
Yes, and reported accordingly in QPRs
<b>Verification of the reported results (annual or quarterly reports)? Data collection methods assured?</b>
Yes, based on QPRs in ATLAS. Yes, targeted and specific methodologies applied

### 3. PROJECT PERFORMANCE (IMPLEMENTATION ISSUES)

<b>List the main implementation challenges and propose a way forward (concerning general issues that are not related to specific outputs).</b>
No

### 4. LESSONS LEARNED

<b>Describe briefly <u>key lessons learned</u> observed during the project implementation / monitoring visit (successes, shortcomings and recommended solutions).</b>
None for the moment of monitoring visit, but will be documented, if any, in APR

### 5. FOLLOW-UP ACTIONS

<b>Follow-up actions</b> <i>[concludes and summarizes the above sections into actions points]</i>	<b>Responsible person and date of completion</b>
Regular quarterly update of Issue Log, and documentation of lessons learned to be indicated in APR (if any)	PM, TLs, AFA
Ensuring all relevant results includes gender disaggregated data while reporting in the Atlas on activities' progress	PM, TLs, AFA

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 Seen by: Mr. Kakhramon Usmanov, Project Manager \_\_\_\_\_ *[name, title, organization]*  
 Seen by: Mr. Abduvakkos Abdurahmanov, Head of EEU \_\_\_\_\_ *[name, title, organization]*