MONITORING REPORT ON PROJECT VISIT
(developed by Programme Units of UNDP Uzbekistan)

PROJECT ID AND TITLE: № 00088584/ Local Governance Support Programmy (LGSP)/Phase#2
PROJECT DURATION:
DATE OF THE VISIT: 07-April-2014
UNDP TEAM: Viktoria Khasanova, UNDP HR Assistant
OTHER PARTNERS:
BENEFICIARIES MET:

COMPONENT OF THE MONITORING	YES	NO	N/A	Remarks
1. GENERAL				
☐ Project office environment & working conditions are adequate	V			It was noticed that there is a pleasant and friendly athmosphere in the office. The project colleagues are very respectful to each other. They also often conduct informal team activities and meetings outside the office premises. There is enough working places in the project office corresponding to the number of project personnel. All work places are equipped with all necessary equipment and supplies.

2. SUBSTANTIVE PROJECT ACTIVITIES				
Objectives of the visit (maybe added depending on the nature of the project) ☐ Regular monitoring visit / follow-up mission ☐ Outstanding issues / challenges faced by the project that needs attention and follow-up from the CO (project staff concerns) ☐ Beneficiaries met (2-3) to assess the work of the project ☐ Synergies with other projects/programmes ☐ Partnership arrangements with national and international agencies ☐ Any deviations from the AWP and annual targets set? ☐ Follow-up on mid-term review/evaluation findings (if any); ☐ Contribution made towards the strategic goals set out at the outcome level? ☐ Gender mainstreaming - all data collected during project is disaggregated by gender (list of participations, research baselines, etc.) ☐ Outputs of consultants/experts work (Reports, Translations, etc.) are available in project files as well as PEFs	V V V			I would like to notice that despite the fact that the project is actively working on mainstreaming gender, nevertheless, as per results of selection procedure, the project team is composed of only male colleagues (SC holders). All outputs are available in project files (scanned version or on disks)
3. ATLAS UPDATES				
Before visiting the project, the programme focal point has to visit the Executive Snapshot/ATLAS Project Management Module ☐ Progress report is updated in ATLAS ☐ Risk logs is updated in ATLAS by PM and management response by Programme Officer / programme focal point ☐ Lessons learned are reflected appropriately (offline in the programme files) 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				
4. FINANCIAL AND ADMINISTRATIVE MANAGEMENT				

E-filing System is established and maintained in compliance with UNDP procedures
 	
☐ MINIMUM DOCUMENTS must be available electronically:
  o Copy of the signed Prodoc with TORs for all project staff
  o AWPs, copies of signed CDRs for each year and other financial documents (if donor cost-shared)
  o Copies of Annual Project Reviews, Minutes of the Project Board meetings and other relevant meetings
	V
	
	V
	
	V
				Copies/scans of all required HR related documents are available and filed properly in the project files. All leave

○ 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.) ○ <mark>Copies of project staff attendance and leave monitoring</mark> 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. ○ Copies of transfer documents (if applicable) ☐ Project shadow budget is kept up-to-date ensuring that expenditures are reconciled/updated after the actual payments are made. ☐ Private telephone/international calls are duly registered and recovered by relevant project staff; ☐ Cost-recovery monitoring system is in place (ISS). ☐ Supporting docs on travel matters and back to office reports ☐ Updated NEPL are maintained up-to-date (some assets are checked against NEPL for quality monitoring)	V				<mark>reports are submitted to HR unit in a timely manner.</mark>
5. LEARNING AND TRAINING					
☐ <mark>All project staff have passed the Basic security</mark> and Advanced security in the field training courses ☐ <mark>Any capacity development</mark> activities envisaged (SEF should indicate clear learning plan) for each project staff ☐ <mark>If there is a need for additional</mark> training and which area**?**					<mark>100 % completion of the mandatory security trainings</mark> <mark>Each project personnel indicate own learning plan into SEF</mark> <mark>There was request by LGSP#2 staff members to conduct training on recruitment cases of Individual Consultants</mark>

<mark>**Medical Check**</mark>	All project staff have underwent medical examination

PROJECT PERFORMANCE—IMPLEMENTATION ISSUES

List the main challenges experienced during implementation and propose a way forward.

1. The first phase of the Local Government Support Project had some significant achievements. Firstly, it has a developed a strong and cooperative relationship with the National Government which provides UNDP with a firm mandate to support further change at local level. The Inter-Agency Coordinating Working Group established by the Prime Minister with support from LGSP has played a key role in launching reform dialogue and implementation.

2. Crucial number of recommendations for greater fiscal decentralization, including the transfer of powers to collect fines and duties to local budgets, were adopted, while others were reflected in new Budget Code.

3. The establishment of One-Stop-Shops (OSS) within the first phase provides a single access point for many local public services, where citizens can also receive advice and support. The lessons learned from piloting the OSS were reflected in the core recommendations for the OSS concept note to the Cabinet of Ministers as well as in the development of draft Decision of President in cooperation with

the Chamber of Commerce and Industry of Uzbekistan (CCI) and UNDP/Business Forum Uzbekistan (phase-II) project. Local Government Information Centres (LGICs) under khokimyiats are a newly institutionalised mechanism to provide information about the work of local government to the press and public, with the potential to develop a more consultative relationship with the public. Based on the experience of pilot LGICs,9 policy recommendations were submitted to the Working Group responsible for the draft Law 'On Transparency of State Authorities and Agencies' which has a special provision on the establishment of Information Centres in all government agencies.

PROGRESS TOWARDS RESULTS

LESSONS LEARNED

Describe briefly key lessons learned during the project:

1. One of the key achievements of LGSP was the establishment of an Inter-Agency Coordinating Working Group, which consisted of 13 members from the Cabinet of Ministers and relevant line ministries/ authorities. It was established on 9 September 2011 by a decision (No.12/15-930) of the Prime Minister of Uzbekistan. The working group proved to be an effective forum for discussion of key issues relating to decentralization, and a mechanism for building a good working relationship between UNDP and the government, including local government. The working group also contributed to the identification of excellent opportunities, such as cooperation with the Academy of Public Administration, and linking the LGSP project to government initiatives on e-governance and other ICT policies.

2. Partnership with the newly re-formed Academy of Public Administration under the President of Uzbekistan became an essential part of the success of the project in the first phase, although not identified or planned at the project's inception. The Academy has become a valuable partner and is an instrument for longer-term institutional and structural change. This partnership will be built on and taken forward.

3. A draft functional analysis 'Strengthening Capacities for Delivering Four Public Services at the Local Level in Uzbekistan' was produced by the LGSP project, based on the work of a team of local and international consultants. The findings of the review were challenged by Ministry of Labour and Social Protection and the Mahalla Foundation, which made it difficult to report on some of the true challenges facing local government. The recommendations of the report therefore focus on less controversial aspects of performance improvement, without addressing some underlying issues. The report mainly looks at efficiency improvements in current processes, but does not tackle issues of duplication of functions, location of policy decisions, financing of services and quality control and inspection. The edited report nevertheless was considered by the Inter-Agency Working Group, which promised to take up the recommendations with respective line ministries/ authorities. The report also formed the basis of later work to introduce One Stop Shops and the document management system 'e-Hujjat'.

4. Due to its confidence building efforts and demonstration of measurable results, LGSP was chosen by the Ministry of Finance, State Tax Committee, SCCITT, Academy of Public Administration, NIMFOGO, CCI and Tashkent city khokimyiat as a development partner for joint initiatives on fiscal decentralization, tax optimization, e-governance, training of civil servants, transparency of local governments, OSS for public services delivery and e-billing for communal utilities.

5. LGSP customized an existing open-source central government electronic DMS (known as 'e-Hujjat') for use at local government levels. Unlike previous attempts (by other agencies) to introduce DMS based on expensive proprietary systems such as Oracle, the LGSP solution based on open-source software proved to be sustainable. Today, all 27 khokimyiats of regions and districts/cities in Namangan and Djizak are using e-Hujjat. The system automates the government procedures of sending out decisions and orders to subsidiary government bodies and departments and monitoring compliance. In addition to automating current document flows, historical decisions and regulations of regional khokims were scanned and entered into the system to create a comprehensive reference source.

FOLLOW UP & ACTION PLAN

Actions to be Taken	By Whom	Target Completion Date	Status of implementation
Training on New IC Policy	Viktoria Khasanova	June 20,2014	Successfully conducted
Master class on "How to complete Terms of Reference"	Viktoria Khasanova	June 27,2014	Successfully conducted

Key Persons Met:

Name	Position & Organization	Contact Details (e-mail and phone)
Mr Dilshod Israilov	UNDP LGSP/2 project, Project Manager	+99893 5011471
Mr Oybek Yakhshiev	UNDP LGSP/2 project, AFA	+99893 5011472
Mr Oybek Yuldashev	UNDP LGSP/2, Economist	
Mr Mirzokhid Karshiev	UNDP LGSP/2, Specialist on CD	
Mr Jalol Khodjaev	UNDP LGSP/2, PR and Outreach Specialist	
Mr Orzimurad Gaybullaev	UNDP LGSP/2Task Manager on Local Governance position	

Prepared by: _____ (name, title, organization)

Annexes (list):