

Country: Uzbekistan
Initiation Plan

Project Title: Preparatory support to the Global Fund RCC Round 3 Grant

Expected CP Outcome(s): Strengthened public administration at all levels that exercises efficient, accountable and inclusive governance

Initiation Plan Start Date: 9 February 2011

Initiation Plan End Date: 30 April 2011

Implementing Partner:

Brief Description

The main goal of the project is to support implementation of the Rolling Continuation Channel (RCC) HIV Round 3 Global Fund to Fight AIDS, Tuberculosis and Malarial grant (the 'Grant'). The project will provide fiduciary, programmatic and monitoring and evaluation to the grant; which continues scale up of the response to HIV in Uzbekistan, with particular focus on most at risk populations. The main objectives are i) To Scale up Coverage and Increase Quality and Comprehensiveness of HIV prevention Services for Most-at-risk Populations (MARP); ii) To Scale up Treatment, Care and Support for People Living with HIV; iii) To Strengthen Health System in Uzbekistan; iv) To create enabling environment for effective scale up of HIV prevention, treatment, care and support services. UNDP has been nominated by the Country Coordinating Mechanism (CCM) to be the Principal Recipient of the Grant. During the initiation phase the key activities will be negotiating the grant agreement with Global Fund, reviewing SR workplans and budgets, developing SR knowledge of Global Fund and UNDP policies and procedures, establishing the Programme Management Unit, and liaising with CCM and partners on the transition to PR role.

Programme Period: 9 Feb- 30 Apr 2011

Atlas Award ID: 00061260

PAC Meeting Date n/a

Total resources required \$122,143

Total allocated resources: \$122,143

• Regular UNDP track \$122,143

• Other:

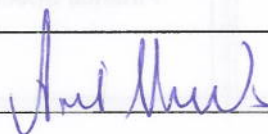
○ Donor _____

○ _____

Unfunded budget: _____

In-kind Contributions _____

Agreed by UNDP:



Ms. Anita Nirody, Resident Representative

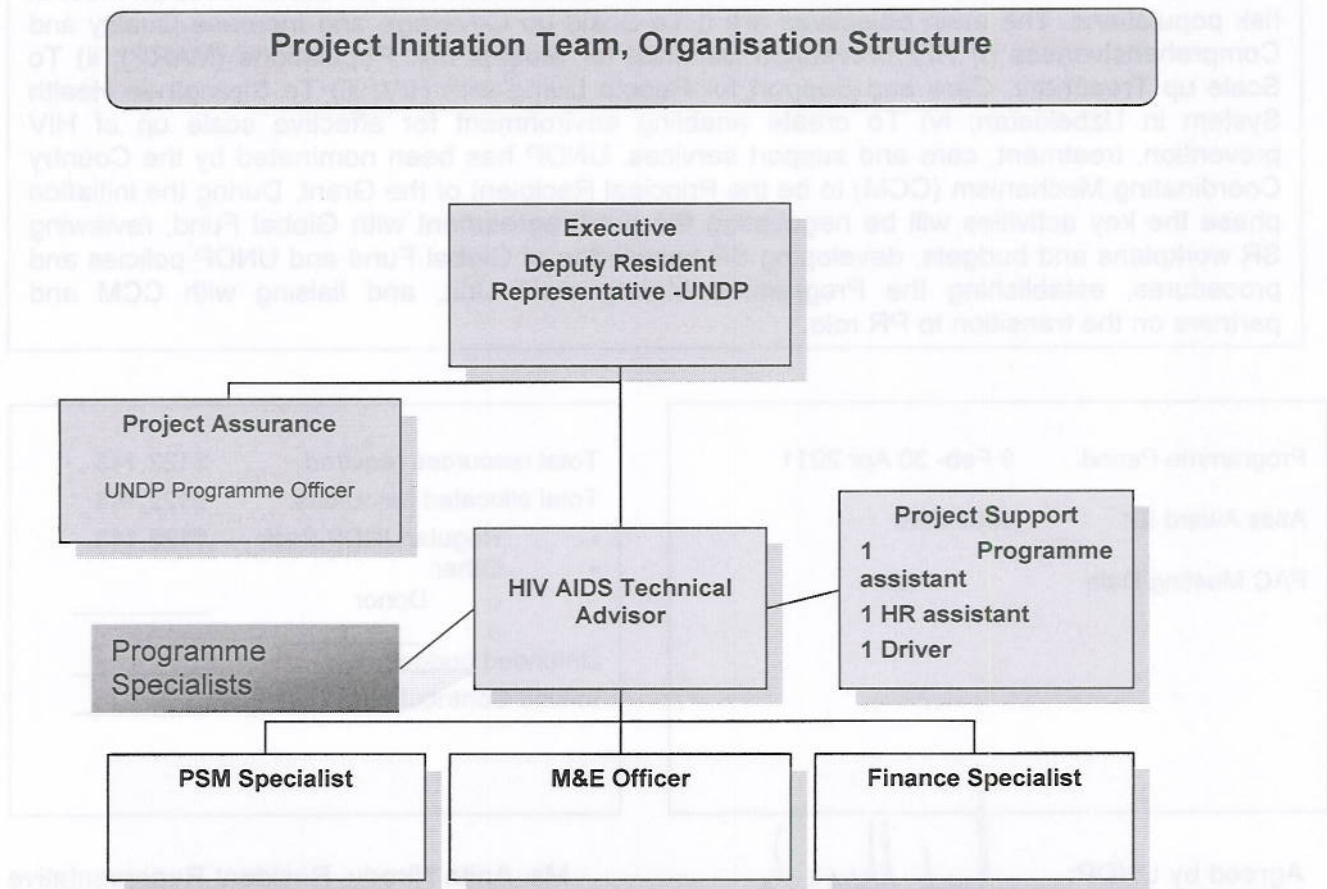
I. PURPOSE

UNDP has been proposed as the Principal Recipient (PR) for the Global Fund to Fight AIDS, Tuberculosis and Malaria, Rolling Continuation Channel (RCC) Round 3 HIV Grant. In order to prepare for grant negotiations, grant signing and grant implementation, key resources are required. Although the country office has prepared and submitted to the Global Fund a workplan and budget, performance framework, M&E plan and PSM plan, these are still being negotiated. In addition the grant will be implemented through key partners including Government, NGOs and UN agencies. The Global Fund methodology requires assessments of the implementing partners before agreements can be signed with them. The purpose of the initiation plan is to plan for the technical support necessary to enable smooth grant negotiations with the Global Fund and implementers, and to provide technical support for UNDP's transition to Principal Recipient role and implementation strategy. This will include the establishment of the PMU including participation in the recruitment process.

II. EXPECTED OUTPUT

The expected outputs of the initiation plan are a signed grant agreement with the Global Fund, completed SR assessments, initiate preparation of a capacity development plan signed grant agreements with implementers, finalization of the project document and consultations required and the establishment of a fully functional PMU.

III. MANAGEMENT ARRANGEMENTS



The DRR: will provide the guidance, oversight and coordination of the overall Project and will make strategic decisions to influence the direction and impact of the Project. The DRR will meet the HIV Technical Advisor and UNDP programme officer as required. This is expected to be at least weekly. Any issues arising, which require a decision from the country, will be communicated to the CCM.

The Project Assurance role supports the DRR by carrying out objective and independent project oversight and monitoring functions. Assurance covers all interests of a project UNDP Programme Officer will act as Project Assurance Officer. The Project Support role provides project administration and management support to the HIV Technical Advisor as required by the needs of the project. It is expected that the HIV Technical Advisor will be in place until the Programme Coordinator proposed under the organogram has commenced work, and to allow at least a weeks handover.

The HIV Technical Advisor (Consultant) will provide technical support for UNDP's transition to Principal Recipient role and implementation strategy. This will include involvement in the grant negotiation process and establishment of PMU, including participation in the recruitment process. In addition the HIV expert will provide technical support for SR assessments and ensure key capacity constraints are reflected in SR agreements. One of the outputs will be the development of a costed TA plan for first 12 months of programme in collaboration with key stakeholders..

The PSM Specialist will be responsible for initiating discussions with key stakeholders on amendment of treatment protocols; reviewing supply chain management arrangements and, if necessary, amending the PSM Plan; ensuring GF Procurement business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in Procurement, control of the workflows in the Procurement Unit, harmonization of the workflows in the office, if required; sharing lessons on procurement tracking system and tools; overseeing transparent and timely procurement processes for goods and services complying with UNDP and GF guidelines, if required.

The M&E Officer will be provide technical support for SR assessments, including identification of key risks and capacity gaps and making recommendations; verification of key baseline data as well as the quality of data, currently included as baselines in the grant agreement. The specialist will be responsible for supporting a MESS workshop, by ensuring the key issues are raised during this workshop.

The Finance Specialist will support the preparation of the budgets for the Round 3 HIV (RCC) grant; support preparation of the grant documents for Round 3 HIV (RCC) grant; support the project set up for ATLAS; support the Programme Specialist in workplan and budgets for SR agreements; recommend financial reporting procedures with Sub-Recipients and Sub-Sub Recipients; and advise the CO on capacity building activities to strengthen financial systems and procedures for SRs and SSRs

The project initiation team will conduct capacity assessment of all SRs as suggested by the MEC and those currently working under the R3 HIV grant, as a requirement of TGF grant agreement..

This project will be implemented in partnership with Republican Aids Centre and regional Aids Centres. They will also look for support from development partners currently working in Uzbekistan as well as Grant Management Solutions. The capacity building activities will be planned in close coordination with UNAIDS and the UN Theme Group on AIDS particularly with regards to monitoring and evaluation. Special consideration will be made to seek technical assistance from WHO regarding the treatment and care component of HIV/AIDS including the clinical training programmes.

Moreover, the project will also depend on the UNDP Human Resource and operations unit, with the HR assistant for hiring of all personnel and other related operational tasks, using UN experience of recruitments for other PMUs.

Direct UNDP Country office Support Services to the Programme Implementation

The UNDP Country Office will provide the following support services for the project activities:

- (a) Identification and/or recruitment and solution of administrative issues related to the project personnel;
- (b) Procurement of commodities, labour 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.

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. According to the corporate guidelines, these costs are an integral part of project delivery and, hence, will be charged to the same budget line (account in AWP) as the project input itself.

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 the Cabinet of Ministers.

IV. MONITORING

Mainstreaming gender issues into project also implies developing monitoring and evaluation mechanisms that will enable to track progress on gender equality goals (if these are included in the project) or to assess the extent to which the project has addressed gender issues and needs and has made an impact on women's and men's lives and gender issues in the country (if gender equality does not figure specifically as a project goal). This should involve developing indicators that provide sex-disaggregated data (data for women and men separately) and information on the positive and negative impact of the project on women and men.

The requirements for monitoring the project are based on the Global Funds requirements, and are clearly set out in the performance framework (PF). Since little or no programme activity is anticipated in the project initiation phase, the PF is not particularly helpful in guiding activities. Two tracking sheets have been developed; one is for the overall grant negotiations and the other is for the recruitment of the PMU. These two documents will be updated at least fortnightly to ensure there is close monitoring during the initiation phase.

At the end of the initiation phase a progress report will be prepared using the standard format.

Since there will be limited programme activity, targets and milestones during the initiation phase will be process targets and milestones, rather than programmatic ones.