



PROJECT DOCUMENT
[UZBEKISTAN]

Project Title: *Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley (ACCRF)*

Project Number: 00117191, output # 00114066

Implementing Partner: Chamber of Commerce and Industry of the Republic of Uzbekistan

Start Date: January 2019

End Date: December 2021

PAC Meeting date: 5 December 2018

Brief Description

Central Asia, and in particular Uzbekistan, is recognized as one of the world's most vulnerable regions to the impacts of long-term climate change. There is a growing evidence that more frequent extreme weather conditions such as droughts, heat waves, out of season frosts and storms are occurring and to large extent affecting the agriculture and thus vulnerable populations in rural areas.

Agriculture remains an important sector of the economy and a critical income source as well as food provider for many rural families in Uzbekistan. The Government of Uzbekistan is planning to diversify the agricultural production from cotton to fruits and vegetables, which will also provide higher export potential for the country.

This transition however, will require significant awareness raising, capacity building in modern agricultural practices and introduction of innovative solutions including those that help adapt farmers and households to increasing impacts of the climate change, value chain development and institutionalization of government support in these areas.

The proposed project thus aims to institutionalize integrated services to agricultural producers in the pilot region that enhance their adaptation to the impacts of climate change. This will be done through enhancing the capacities of regional administrations to analyze the impact of climate change on agricultural practices and integrate climate change considerations into local and sector development programmes. The project will also work with local farmers to improve the efficiency of agricultural practices and usage of natural resources, as well as to enhance their resilience to climate variability effects through the introduction of modern small agro-meteo stations with integrated software to alert and forecast of meteo-conditions, pest infestation, bio and chemical use time etc.

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Other Partners: **Khokimiyats (Administrations) of Andijan, Ferghana and Namangan regions, Ministry of Agriculture, Council of farmers, households and dehkans**

Start Date: January 2019 End Date: *December 2021 (36 months)*

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Contributing Outcome (UNDAF/CPD, RPD or GPD): <i>Outcome 6. By 2020, rural population benefit from sustainable management of natural resources and resilience to disasters and climate change</i> Indicative Output(s) with gender marker ² : <i>Output 1: At a country level, policy makers are better equipped with tools and instruments for sustainable use of natural resources and dealing with climate risks</i> <i>Output 2: Agricultural production and post-harvest capacities are enhanced to cope with climate variability and climate-related threats</i>	Total resources required:	USD 800,000	
	Total resources allocated:	UNDP TRAC:	TBC
		Russia-UNDP Trust Fund for Development:	800,000
	CCI and local farmers:	800,000	

Agreed by (signatures):

Chamber of Commerce and Industry	UNDP
	
Print Name:	Print Name:
Date:	Date: 31 DEC 2018

Success

I. DEVELOPMENT CHALLENGE

Central Asia is recognized as one of the world's most vulnerable regions to the impacts of long-term climate change. The main sources of vulnerability of the region to climate change comes from high sensitivity of arid arable land, high population density and high demand for water to meet the needs of the growing population and conservation of ecosystems. The average annual temperature in Uzbekistan has been increasing by 0.29 Celsius every decade since 1960s. The increase in temperature, according to climate change scenarios will lead to increased precipitation (mainly in the form of rains), frequent and intense extreme weather events. There is already a growing evidence of more frequent extreme weather conditions such as droughts, out of season frosts, heat waves and storms. Late frost in April 2014, and a heat wave in March of 2015, for example resulted in estimated loss of up to 30% of fruits and nuts. According to anecdotal data farmers of Namangan and Ferghana regions² in Fergana Valley are already experiencing the negative impact of climate change on productivity and quality of their agricultural products, water availability for irrigation. More than 75% of respondents noted the increased incidences of plant diseases and pests.

For Uzbekistan, where half of its population lives in rural areas and depends on agricultural crop production and where agriculture is almost entirely depends on irrigation, responding to such challenges is vital to economic and social resilience.

Even though its contribution to GDP has declined somewhat in recent years, the agricultural sector accounts for 17.6% of GDP in 2016, and employs around 30% of labour force. Households owning small land plots play important role in the production of all agricultural goods as they account for more than 50 percent of total production (65% in 2016). These small farmers and small land plot owners in rural areas are especially vulnerable to the impacts of climate change because of their relatively lower adaptive capacity. The Government also relies on agriculture for the significant share of its exports (11% in 2016) and plans to increase both the volume and dollar amount of horticulture exports. The export value of fruits and vegetables reached USD 709 million in 2017. The dynamics of fruit and vegetable export growth in Uzbekistan is shown in Fig.1.³

Export of fruit and vegetable products (tons)

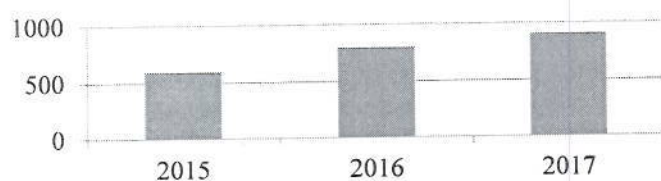


Figure 1. Export of fruit and vegetable products (thousand tons)

The Government of Uzbekistan plans to diversify agriculture by releasing additional 445,000 hectares of arable land (around 10% of total available) in 66 districts from cotton and grain in 2017-2020⁴ to produce fruits and vegetables. This is aimed at covering domestic demand for fruits and vegetable products, as well as exploit the advantage of the country to further improve its national export potential.⁵ The President of Uzbekistan noted that the country should double the exports of fruits and vegetables in 2018 with the further prospect of continued growth in this area. The increase in exports is deemed necessary not only to allow smallholder farms to specialize

² Базисная оценка рисков и проблем сельского хозяйства, связанных с изменением климата, в условиях Наманганской и Ферганской областей Узбекистана, ПРООН, Ташкент, 2015г.

³ <http://podrobno.uz/cat/economic/predpriyatiya-uzbekistana-uvelichili-eksport-plodoovoshchnoy-produktsii-na-38-3/> and <https://www.mft.uz/ru/tabriklar/ministr-vneshnej-torgovli-rasskazal-ob-eksportnom-potentsiale-plodoovoschnoj-produktsii-uzbekistana-otkzas>

⁴ <http://podrobno.uz/cat/politic/prezident-snova-raskritikoval-chinovnikov-za-plokhuyu-rabotu-/>

⁵ <https://www.uzdaily.uz/articles-id-26502.htm>

in more profitable crops and earn more income from their land-plots, but also to enable the country to import food items during the off-season, as well as the items which are not produced in the country in sufficient quantities.

However, the production of fruits and vegetables is increasingly threatened by the effects of climate change, which can seriously affect the productivity of horticulture and vegetables. It is estimated that due to the effects of climate change, yields in the horticulture sector can decline in the range of 6-8% by 2030 and 10-17% by 2050. As most of the agriculture support infrastructure was focused on cotton and later on wheat production, the subsector of vegetables, fruits, grapes, fodder and oilseeds, dominated by smallholder farming, is much less prepared to these emerging challenges. Latest observations show that around 30% of crops are already being lost due to climate change. Climate change can therefore diminish the Government's efforts on poverty reduction and economic growth. Although climate change itself is the cause of crop loss, there are additional contributing factors that increase the vulnerability of farmers to climate change. Main factors include:

- 1) Limited nationwide policy measures on administration and adaptation of agricultural practices to climate change impacts;
- 2) Weak knowledge of farmers and policy makers of the climate change risks and adaptation measures;
- 3) Limited access of farmers, especially small farmers, to advanced technology and infrastructure to respond to climate change risks;
- 4) Inefficiencies of post-harvest handling and storage methods

1) Limited nationwide policy measures on administration and adaptation of agricultural practices to climate change. Recognizing the importance of risks of climate change, the Government encourages taking adaptation measures at different levels. In particular, the government encourages the introduction of drip irrigation systems through the provision of preferential loans and tax incentives⁶, while research and international organizations are working on a small scale model on testing various adaptation measures and technologies, such as laser planning, zero tillage and others. Moreover, the new Development Action Strategy 2017-2021 calls for modernization and intensive development of agriculture. The Government is also encouraging 4.7 million rural households owning small land plots to grow vegetables and fruits to earn some income and thus increase their economic resilience to climate change risks. To assist farmers and small plot owners, a government decision "On further measure to improve the activity of farmers, dekhkans and small plot owners" from April 26, 2018, envisages the creation of a network of agro-centers, which will provide support services on growing and marketing of crops⁷.

At the same time, ongoing sectoral development programs at national and local levels often fall short of encompassing measures against climate change risks. For example, at local level, regional governments make forecasts of main crops based on the outcomes of previous season with limited reference to possible climate change and adaptation measures. This outcome is not a result of being unaware of the risks associated with climate change, but rather because of low capacity of local administration in developing and administering practical adaptation measures suitable to local conditions. Therefore, when an extreme weather condition or pest outbreak occurs, local governments develop ad-hoc measures that address the immediate consequences of such events. Moreover, studies of farming practices show that adaptation measures implemented at the local level are mostly designed as a response to immediate or urgent

⁶ Постановление Президента Республики Узбекистан «О мерах по дальнейшему улучшению мелиоративного состояния орошаемых земель и рациональному использованию водных ресурсов на период 2013-2017 годы». №ПП-1958 от 19.04.2013 и Налоговый кодекс РУз.

⁷ <http://uza.uz/ru/documents/o-dopolnitelnykh-merakh-po-sovshenstvovaniyu-devatelnosti--27-04-2018>

consequences of climate variability (although these adaptation measures are not highly effective), and their effectiveness in worse scenarios of climate change is not clear.

The capacities of local governments to assess the economic implications of climate change on the regional development is not always sufficient. The most recent and substantial assessment of the impact of climate change done by the World Bank in 2013⁸, acknowledges that in order to respond to climate change risks it is important to have a clear plan for aligning the agricultural policies and improving the adaptive capacity of farmers to climate change. Moreover, enhanced adaptation measures require the integration of climate change risks into broader poverty reduction and development programs, which will take into account the identification of climate related hazards and impacts, mapping of climate risk zones and livelihood resources, analysis of current coping strategies and alternative adaptation strategies, developing crop management and land use plan.

2) ***Weak knowledge of farmers of climate change risks and adaptation measures is another important contributing factor to crop loss.*** Farmers and policy makers are aware of climate change, but majority, especially small farmers (dekhkans), admit that their knowledge is limited and fragmented. Uzbekistan has inherited and is developing further its infrastructure and well-trained staff for collecting and providing meteorological data. Hydro meteorological data is provided through mass-media and on the Internet. Hydro meteorological services also practice sending out alerts on upcoming abnormal weather conditions (such as heavy rains, frosts, or abnormal heat and etc.) through centralized channels. However, usefulness of such data by farmers is rather limited as they are not tied to agricultural impacts. For farmers to convert hydro meteorological forecasts into actionable agricultural plans, the data should be enriched with other data critical for agricultural interventions, such as assessment of plant disease or pests outbreak (based on humidity, heat, wind speed and other indicators assessing favorable conditions for disease/pest spread). At the same time, farmers indicate a great need for more accurate hydro meteorological forecast specific for their location and relating meteorological data with agricultural practices. Efficiency of spraying pesticide, application of fertilizers and biological control agents (such as useful insects), watering, pruning and other agricultural works is much dependent on accurate weather and climate information specific to a given location.

To address this need, the Government issued in April 2018 a decision to establish extension service centers 'Tomorqaxizmati' with a nationwide network of subsidiaries. The centers will provide consulting services to producers of agricultural products focused on legal, economic, technological issues as well as assisting in development of bankable business plans. They are also tasked to organize trainings on agricultural best practices, help farmers and cooperatives integrate value chains involving production, harvesting, storage, processing, and export of agricultural products. The decision also envisions the establishment of 'Plants Clinic' in each region of Uzbekistan. The capacity of such centers and clinics is yet to be developed.

Meanwhile, farmers, especially small farmers and household plot owners, do not receive location specific advice on adapting agricultural systems to climate risks. Only 30% of Fergana valley farmers surveyed⁹ by UNDP research in 2016 indicated that they take some adaptation measures, whereas others have limited knowledge and skills on climate change risks and adaptation measures, lack access to capacity building trainings, infrastructure and financial resources to undertake adaptive measures.

3) ***Limited access of farmers, especially small farmers, to advanced technology and infrastructure to respond to climate change risks is one of the most mentioned determinants of farmer's adaptive capacity.*** Limited access to advanced technology and infrastructure is a result of interplay of two factors: 1) low economic resources, especially of small farmer to use

⁸ Reducing the Vulnerability of Uzbekistan's Agricultural Systems to Climate Change: impact assessment and adaptation options. World Bank, 2013

⁹ Review of adaptive measures (technologies) to the effects of climate change undertaken by agricultural producers in Namangan and Ferghana regions of Uzbekistan

available advanced technological solutions, and 2) limited knowledge and low absorption capacity of farmers of available technological solutions. Not surprisingly, surveyed farmers of Fergana valley indicated access to preferential loans as the most needed support measure to improve adaptive capacity of farmers. Adaptive solutions applied by farmers are mostly home grown, of low technological level and usually are reflection of a farmer's economic capability, rather than of a required solution.

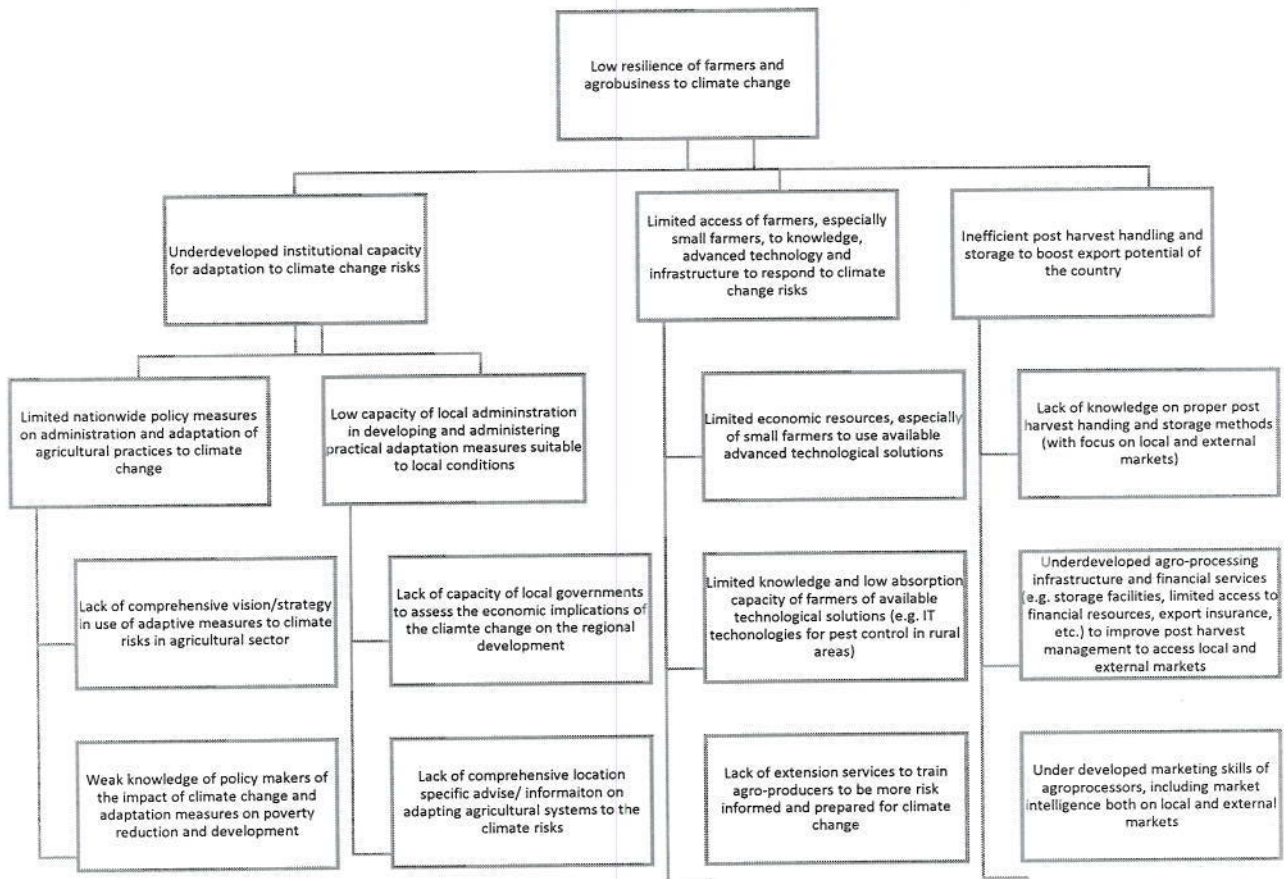
4) ***Inefficiencies of post-harvest handling and storage methods. In order to translate the increased production of fruits and vegetables into higher incomes, proper post-harvest techniques and matching cold-storage and packing solutions should also be offered.*** According to FAO estimates, around 30-40 percent of total production can be lost before it reaches consumers because of improper use of inputs, improper post-harvest storage, processing or transportation¹⁰. In Uzbekistan the importance of this issue will only increase with time as the Government is promoting intensive methods of agriculture, releasing additional land from cotton and wheat to crop products, and implementing various state programs to support agricultural production and export (such as State Programme 'Every family is an entrepreneur', approved by the Resolution of the President on June 7, 2018).

According to Global Cold Chain Alliance, Uzbekistan with more than 1300 facilities with storage capacity of 800 thousand tons was able to be in 20 top countries with cold storage capacities in 2016, indicating recent years' substantial increase of cold storage facilities and capacities. For Uzbekistan with annual agricultural production capacity of 16 mln. tons, cold storage facilities should be further increased. At the same time, it should be noted that growth of cold storage capacity comes from farmers, which usually start with small scale cold storages and gradually expand them. As experience of technical assistance programs run by UNDP, USAID and others shows, current practice of harvesting and further handling is performed with the assumption that harvest will be immediately consumed in local markets. Post-harvest handling and storage of crops for a longer term cold storage and export markets require from farmers different approach, knowledge and skills. For example, if apples are stored in the cold room without proper outlet for ethylene, which is released by apples, it will increase the speed of ripening, make apples soft, decrease shelf-life and price, thus, bring results absolutely opposite to the ones that cold storage was supposed to offer. Taking into account that the Government is prioritizing growing fruits and vegetables at all levels (big and small farms, on household level) as an income generating activity to enhance living standards of rural population, ensure food security and stimulate exports, growers should be trained on advanced postharvest and storage practices.

The below chart (Chart 1) explains the flow of the existing development challenges along with immediate, underlying and structural causes for the stated problem. The enhancing of the export potential of the country requires addressing key problems, including through the prism of revisiting and improving the agrarian sector especially at the level of households and small farmers that make up the main share of the agro-production sector. The challenges should also be addressed at institutional level and with agro-sector players that include both pre and post-harvest processing (insurance, storage and export procedures). Underestimation of climate risks and non-preparedness of both local governments and agro-producers to climate change impacts and potential natural disasters can cause harvest losses and consequently affect the economic development and export potential of the agro-sector of the country.

¹⁰ <http://www.fao.org/save-food/resources/keyfindings/en/>

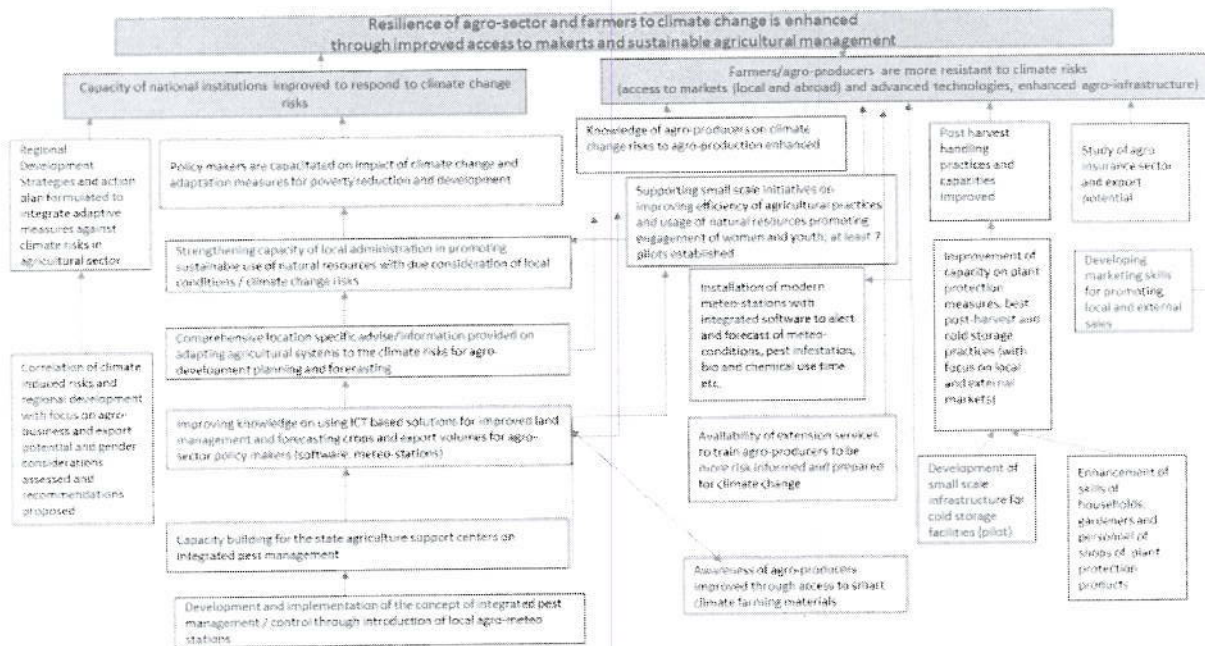
Chart 1.



II. STRATEGY

The proposed project will support the efforts of the country in increasing the export potential of agro-sector and ensure preparedness and responsiveness of the latter (institutional and people) as well as enhance resilience of farmer to potential threats of climate change thus reducing the economic risks as well as improve livelihoods of rural population.

The project is aimed at supporting the Chamber of Commerce and Industry of the Republic of Uzbekistan (CCI) to ensure that rural population have benefited from sustainable management of natural resources and improved resilience to climate change. This in turn will be linked to increased productivity of the agro-sector with better export opportunities. The below diagram proposes how the project will fill in the gaps in selected direction jointly with national partners, and contribute to the set outcome through the proposed activities. The project approach will be presented in the Theory of Change by linking the project outputs to the final outcome aimed at improving the resilience of agro-sector to climate change and making export potential of agro-players more sustainable.



To address the development challenge explained in the ToC the project will use two-fold approach using both top-down and bottom up approaches making both complementing each other. To enable export potential for agro-producers in Ferghana Valley through enhancing their resilience to climate change and exporting skills, the project will work both at central/national level with decision-makers and agro-planners as well as at local level with agro-producers, farmers, households and agro-centres representatives. Overall, the proposed project is focused on the following:

1. Equipping policy makers and decision-making institutions with tools and instruments for sustainable use of natural resources and dealing with climate risks in agro-production sector including horticulture and vegetable production.

The Government of Uzbekistan has been prioritizing the creation of enabling business environment for private sector including through the Decree of the President of Uzbekistan (#5087 dd. 19/06/18) on "Measures for in-depth improvement of the system of state protection of legal interests of business sector and further development of entrepreneurial activities". However, normative/regulatory acts do not reflect climate considerations, though in 2016 Uzbekistan signed on to the Paris Agreement adopted within the framework of the United Nations Framework Convention on Climate Change which is pending ratification. There is no comprehensive country strategy on climate change adaptation thus regional and local authorities are not tasked and not aware of adaptation mechanisms and potential impact of climate change to the development processes. UNDP has vast experience in supporting the Government in the development of regional development strategies, through preparing methodologies and development of the strategies for Andijan and Karakalpakstan regions. Though, the latter did not consider climate aspects per se. Therefore, the current project will focus filling this gap through equipping the decision makers with knowledge and analysis on potential threat of climate change to agro-production processes and propose adaptation measures to ensure preparedness to potential negative impact to agro-production sector. Accordingly, local authorities and other stakeholders would have improved their knowledge and commitment in sustainable use and management of natural resources, as well as adaptation to Climate Change. Specific activities proposed under this output are as follows:

- i. Analysis and development of recommendations on interlinkages and the impact of climate change on local/regional development with focus on agro-business and export potential, including gender considerations
- ii. Proposals developed and submitted to local khokimiyats on inclusion of climate change aspects to Regional Development Strategies for three regions (Ferghana, Namangan and Andijan) based on the above assessment
- iii. By piloting and introduction of local agro-meteo stations concept of integrated pest management/control developed and submitted for implementation to local governments
- iv. Recommendations developed and proposed for Government on location specific adaptive agricultural systems to climate risks for agro-development planning and forecasting
- v. Software developed for land planning, forecasting of crops and export volumes for agro-planners

2. Enhancing the export potential of smallholder farmers through capacitated agricultural and post-harvest production and improved ability to cope with climate vulnerabilities and climate-related risks, engaging women and youth

In addition to its focus on strengthening policy measures, the project will use bottom up protection approach at local level. As the production of fruits and vegetables is increasingly threatened due to the effects of climate change, yields in the horticulture sector can decline in the range of 6-8% by 2030 and 10-17% by 2050. Thus, the project will closely work with agro-producers, consultative agro-centers, households, gardeners, farmers, personnel of plant protection shops etc. to enhance their skills on interlinkages of climate change and agro-production sector. By working at grass root level and using the experience of community mobilization and development, UNDP will facilitate the learning environment, capacity building and trainings, awareness raising, developing information and learning materials on climate change impacts and adaptation measures, introducing new innovative solutions on agro-production and post harvesting processes. The installation of data collection facilities such as meteo-stations will be undertaken. These facilities will be administered and processed by special agro-centres (agents), including the recently established network of "Tomorqaxizmat" to serve the potential clients including agro-producers, agro-planners, households, etc. to help them take proactive climate change adaptation measures.

The Government of Uzbekistan is gradually introducing measures to ensure prevention and dissemination of quarantine-harmful bodies, as well as creating favourable conditions for development of export potential for plant and fruit and vegetable production. This process is regulated by the President's Resolution (№ПП-3626 28.03.2018) on «Additional measures to increase the efficiency of the state services on quarantine of plants».¹¹ The studies of the sector revealed numerous challenges and gaps that negatively affect phytosanitary aspects and food security, limit the exporting potential and the promotion of local production in external markets. The fact that local legal acts are not in line with international certification standards hinder the interest by foreign partners in importing Uzbek horticulture products by foreign countries, thus complicating the attraction of investments to the sector.

To complement Government efforts in supporting agro-producers and farmers through the established agro-service provision centers, the project will focus on filling the gap and propose

¹¹ <http://lex.uz/docs/3600748>

innovative solutions to introduce climate change adaptation measures. Specifically, the following activities will be implemented:

- i. Assisting the extension services become functional to provide assistance to agro-producing clients to be more risk informed and prepared to apply adaptation measures
- ii. Business proposal are preselected and endorsed for grant support by the project and at least 7 pilot projects launched with cost sharing contribution by applying beneficiaries;
- iii. At least 12 meteo-stations established serving at least 300 farmers/agro-producers;
- iv. Analysis of perspectives of development of agro-insurance sector with consideration of climate risks
- v. Building capacity and raising awareness of agro-producers on marketing, export opportunities, insurance (with women's participation – 30/70 ratio)
- vi. Building capacities on plant protection measures, best post-harvest and cold storage practices
- vii. Making knowledge and response mechanisms to climate change more accessible to households, gardeners and personnel of shops for plant protection products

The project will contribute to the implementation of the UNDP Strategic Plan and CP Outputs, specifically to Output 1 - "At a country level, policy makers are better equipped with tools and instruments for sustainable use of natural resources and dealing with climate risks" and Output 2 - "Agricultural production and post-harvest capacities are enhanced to cope with climate variability and climate-related threats". The project will contribute to the Outcome 6 of the UNDAF - "By 2020, rural population benefit from sustainable management of natural resources and resilience to disasters and climate change".

The propose approach of the project will allow to demonstrate the importance of integration of climate change considerations in policies and practices and establishment of their linkage with the agricultural productivity and agro-export potential. All of the proposed measures are expected to increase knowledge and skills in specific issues of internationalization, marketing and communication strategies, needed requirements to boost the sector competitiveness, ties and links with international professional networks within the CA region and abroad.

III. RESULTS AND PARTNERSHIPS

Expected Results

The project will pursue concrete output results that contribute to the strategic areas of UNDP supporting Government of Uzbekistan in its efforts of development of ago-sector and facilitating export potential. This will be demonstrated through concrete measurable activities, to be monitored by UNDP and national implementing partner, adjusted if needed in line with lessons learned during the implementation process.

1. Within the first strategic intervention on ***Strengthening policy makers and decision-making institutions with tools and instruments for sustainable use of natural resources and dealing with climate risks in agro-production sector including horticulture and vegetable production***, the project will pursue the achievement of the following results:
 - Conduct baseline assessment/analysis of the economic impact of climate change to agriculture sector, export potential and regional development including gender considerations;

- Develop recommendations on inclusion of climate change aspects to Regional Development Strategies of the three regions (Ferghana, Namangan and Andijan) based on the above assessment;
- Capacity building of national and regional administrations on issues of integrating climate change and sustainable use of natural resources into local and sector development programmes (all targeted regional administrations will be sensitized on climate change challenges) for at least 35 representatives from three oblasts (Ferghana, Namangan and Andijan (30/70 gender ratio));
- To enhance knowledge on using ICT based solutions for improved land management and forecasting crops and export volumes, develop a software for land planning, forecasting of crop yields and export volumes for agro-planners; organize at least 3 specialized events to build capacities and raise awareness on the use and benefits of this application;
- Introduction of local agro-meteo stations in selected districts and development and implementation of the concept of integrated pest management/control through via meteo-stations(in the selected districts fruits and vegetables production improves by at least 10% thanks to: 1) reduced usage of chemicals; 2) more effective agricultural decisions such as planting, irrigating, application of fertilizers and bio-control measures that are based on more accurate meteo-data);
- Capacity building for the state agriculture support centers on integrated pest management (at least 3 agricultural support centers will improve their services);
- Develop recommendations on location specific adaptive agricultural systems to climate risks for agro-development planning and forecasting.

As a result of the planned activities, all targeted regional administrations are to consider climate change impacts in local development programmes; at least 1 ICT based solution will be developed and used, while farmers in targeted districts will benefit from improved agricultural support services.

2. Enhancing the export potential of smallholder farmers through capacitated agricultural and post-harvest production and better improved ability to cope with climate vulnerabilities and climate-related risks

- Assessment of the impact of climate change on horticulture production and benefits of using modern meteo-stations in horticulture and other agricultural activities to mitigate the climate risks to livelihoods of rural agriculture producers
- Analyzing the potential for scaling-up of the technology across the country with recommendations on developing the agro-insurance sector;
- Organize a series of trainings and raise capacity and awareness of agro-producers on marketing, export opportunities, insurance (with women's participation – 30/70 ratio);
- Organize awareness raising and capacity building activities on plant protection measures, best post-harvest and cold storage practices;
- Establish a network of extension services to provide assistance to agro-producing clients to be more risk informed and prepared for climate change impacts;
- Establish 7 pilot projects with cost sharing contribution by the applying beneficiaries to support small scale agro-production;
- Establish at least 12 meteo-stations for collection of climate-meteo data serving at least 300 farmers/agro-producers and other potential clients;
- Develop information materials on the diseases and pests of main fruits and grapes, including susceptibility to climate impacts and planning of harvest, planting, cultivation (including disease outbreak alerts), spraying and logistics based on the measured climate data

- Organize trainings for households, gardeners and personnel of shops for plant protection products to increase knowledge on response mechanisms to climate change

The project Interventions will support SDGs 1, 2, 5, 15, 17.

Managing social and environmental risk

Social and environmental sustainability are cornerstones of human development and poverty reduction. The project will have the following overarching policy and principles:

Principle 1: Gender equality and Women's empowerment

In Uzbekistan, female owned farms or dekhkan farms represent a limited portion of the total number of farms. Meanwhile, farms and dekhkan farms heavily rely on female labour force living in rural areas. The issue of lack of self-esteem among women in rural areas make it more difficult for women to start and maintain productive farming/dekhkan farming enterprises that ensure a sustainable income, as well as upward mobility. To support gender issues the project will use a two-pronged approach:

1. The project will focus on both the macro and micro level to integrate gender concerns. For this the project will work within all the activities with national partners, and dedicated organizations such as the Women's Committee of Uzbekistan in support of inclusive and gender-responsive approaches in the implementation of the project interventions. At the local level, the project will ensure more active women's participation in selection of pilot project sites and in the organization of capacity building activities;
2. On a second level, the project will focus exclusively on gender issues. At least 15% of the programmatic budget will be dedicated to gender issues and focus exclusively on support of activities for women farmers/dekhkans or dekhkan farms, which employ majority women. Activities will be determined jointly with relevant organizations such as the local authorities, Women's Committee of Uzbekistan and the Association of farmers and household plot owners.

Principle 2: Environmental Sustainability

At the level of implementation of pilot initiatives on the ground, the project will support activities that are environmentally friendly and that:

1. Apply resource efficient agricultural technologies;
2. Ensure climate change adaptation activities, or;
3. Ensure disaster risks are considered and the project investments are protected from potential hits of disasters by decisions based on the information on available risks, vulnerabilities and capacities.

Standards used will be compliant with the Convention on Biological Diversity which includes the sustainable use of components and the fair and equitable sharing of the benefits arising out of the natural resource.

Resources Required to Achieve the Expected Results

To ensure the successful implementation of the project activities and achievement of outcome results, a professional project team will be brought on board with allocated resources to provide support to national counterparts. A number of core project specialists will be engaged along the two strategic directions of the project, who will be supported and backed up by the team of

national experts to proceed with research activities and field works where necessary. Procurement of necessary equipment and services planned within this project will be done in line with UNDP corporate policies and procedures. The project will establish close partnership and synergies with other UN and UNDP projects to ensure successful achievement of the results.

In the process of engagement of beneficiaries and establishing pilot initiatives, the project will closely work with local communities and seek their participation in and cost-sharing of the small scale pilot projects with 49%/51% ratio, whereby 51 % contribution comes from beneficiaries.

The Project board will carry out objective and independent project oversight and monitoring functions. The Project Assurance team will act as an objective quality monitoring agent and verify the quality of project outputs.

UNDP CO will provide operational support services to the project in the following areas: human resources management services, financial services, procurement and contracting services, as well as with logistics and administration.

CCI will make in-kind contribution by providing the premises for the project team and ensure support for successful implementation of the project.

Partnerships

The project will develop its partnership strategy focusing on the wide range of development partners present in the country as well as those abroad. On agricultural practices, the project will work closely with FAO and GIZ to promote inclusive economic growth through private sector development and supporting diversification of the economy and expansion of the upstream and downstream sectors of agriculture in order to create jobs and income-generating opportunities, particularly in disadvantaged regions.

The Russian Federation is the major destination for exports of agricultural products produced in Uzbekistan, thus it will be important for local farmers to know better the market requirements of Russia for fruits and vegetables, quality, post-harvest and shipment requirements. Moreover, the southern parts of Russia have similar climatic conditions, agricultural practices, as well as modern agro-processing facilities, which would be relevant experience to learn from.

The project will work to engage the extensive experience of the Russian Federation in the field of agrometeorological analysis and forecasting, enhancing agricultural production and processing and development of ICT based solutions for agriculture. In particular, two Roshydromet affiliated institutions: the Russian Scientific Research Institute of Agricultural Meteorology (FGBU "VNIISKHM") and the Russian Scientific Research Institute of Hydrometeorological Information - World Data Center (VNIIGMI-WDC) will be approached for partnership as they have rich scientific experience in agrometeorological forecasting.

Knowledge transfer will be conducted through exchange visits of agricultural producers, agronomists and specialists of plant pests and disease from the Fergana valley to respective partners in Russian Federation, inviting the Russian experts as the consultants, trainers and coaches to share advanced experience. Cooperation with the Russian producers of pheromone traps to establish partnership is also envisaged.

Partnership with the European Commission (EC) will be established taking into account UNDP's successful past experience in implementing area based development initiatives, specifically community development, income generation, employment creation and facilitation of development of small businesses in rural areas

Risks and Assumptions

Uzbekistan faces dramatic reformation process and notable shift in development priorities, structural changes of national institutions that creates organizational risk for the work of the project at policy level to promote and advance climate issues in decision making. Regular changes of the government representatives creates the risk of loss of created capacities and unsustainability of the projects activities. National agro-planning sector does not adequately integrate climate change related risks into long-term analysis and planning. To eliminate this the project will create mechanisms of codification and preserving the information within national institutions so that even if the change occurs it does not bring to data and information loss. And to ensure that climate aspects are considered and integrated in decision making, the project will hold capacity building at all levels of decision making processes.

Uzbekistan is exposed to sharp climate variability such as heat waves, dust and salt storms, landslides, mudflows, having negative affect to development of agro-processing sector. For this, the project will introduce adaptation measures to help farmers and land-plot owners be well prepared and informed on potential threats of climate change to agro-production and introduce effective innovative solutions for forecasting and mitigation of consequences.

Potential risks with the timely implementation the project activities related to the establishment of small scale pilots and small agro-business on competitive basis should also be not excluded. This can be associated with the lack of financial resources of rural agro-farmers/ difficulties with access to resources and difficulties or nonblack of awareness on tools and mechanisms of getting those financial resources from potential banks. Targeted capacity building of farmers and agro-producers and development of value chain would allow to establish linkages between market and financial institutions, and provide opportunities for farmers to access financial resources, markets and other members of delivery value chain.

Stakeholder Engagement

The proposed project will have a mechanism of engagement of stakeholders through its activities. The project is targeting farmers, rural households, agro-producers, sellers of plant shops, agro-sector policy makers both at national and local levels including representatives from local khokimiyats. Close engagement and partnership will be established with the Chamber of Commerce and Industry both in Tashkent and the branches in the regions; representatives of the Ministry of Economy at national and local levels will also be engaged; representatives of the Council of farmers, dekhkan households and owners of homestead lands of Uzbekistan will be one of the key stakeholders of the project.

In the area of agro-processing and increasing the export potential the project will closely cooperate with LTD "Uzagroexport", acting as an export promoter of fresh and processed fruits and vegetable produce to foreign markets. Partnership with the Ministry of Agriculture of the Republic of Uzbekistan will be established through the State Center on certification and control of the quality of agro-production crops – "Uzdavurugnazoratmarkaz". Regular meeting within the Project Board will be organized to report on the progress of the project implementation, to get guidance on further course of actions and introduction of changes if needed.

At community, farmers and households level the project will follow the bottom up approach. The agro-producers will be engaged in the project implementation process and provide their inputs to the annual planning processs through participation in brainstorming discussions, trainings, capacity building activities, surveys.

As part of implementation of small scale business initiatives, the project will ensure competitive and stimulating environment for agro-producers by launching competitive process of selection of business projects, whereby 49% funding is to be provided by the project on grant basis. The other 51% of selected pilot projects are to be proposed to be funded by potential beneficiary (agro-producer). Local Selection Committee will be formed to ensure transparent and fair selection of business proposals following an established selection criteria approved by national

partners and UNDP. This Committee will include the representatives of local branches of CCI, regional and local khokimiyats, Farmer's Council, agro-associations, Business Women Association and etc. During the selection, special preference will be given to potential women candidates and youth led initiatives. In previous UNDP interventions this approach proved to be successful in achieving transparent selection and identification of properly targeted intervention that produces results. At the outset of the project target regions for pilot projects will be identified jointly with the local authorities in three regions of the Ferghana Valley based on the criteria of vulnerability to climate change and other factors.

South-South and Triangular Cooperation (SSC/TrC)

To ensure engagement of more international expertise and bringing the best practices to the agro-processing businesses and development of the sector, the project will use South-South and Triangular cooperation that will at the initial stage be facilitated through the Chamber of Commerce and Industry, specifically in the area of bringing new solutions to the country, exchange of expertise in crop-production and use of innovative technologies in value-chain production, experience on certification and branding, developing dialogue with potential external markets, etc. The project will establish partnership and coordinate with other national and international development partners, engage potential new donors such as EU, World Bank, IFC, GIZ, FAO, etc. involved in supporting agro-production sector and supporting farmers and households, women business skills development, youth supporting initiatives that would increase the impact of support.

Knowledge

Throughout its implementation the project will focus on analytical and knowledge products so as to create knowledge hub and platform for agro-producers and policy makers. At policy level, the project will produce analytical materials and policy briefs to support decision makers on integration of climate change adaptation aspects into regional development planning processes. The project will create an on-line platform under the CCI coordination to upload and institutionalize all the produced knowledge products, infographics, training modules and presentations to be accessible for potential beneficiaries and wider audience.

The project will develop its visibility strategy in line with Russia-UNDP Trust Fund for Development Visibility and Communication Strategy to promote its the results and activities. The project will organize visibility and side events for policy makers and agro-producers at various levels, organize fairs and seminars which will be widely promoted via various mass media sources, including the television, social networks, publications. Selected publication on the most interesting agro-topics will be presented in the form of the successful story-telling in a more informal way of delivering messages to agro-producers and households. Jointly with CCI and "Agroexports" LTD, the project will work on producing various knowledge bulletins on selected topics including, crop production, innovative technologies, use of forecasting soft water, and meteo-stations, etc. Exchange tours among three regions (Andijan, Namangan and Ferghana oblasts) and respective regions of the Russian Federation will be organized to facilitate export development and establishing partnership with potential agro-production consumers.

Sustainability and Scaling Up

Sustainability plays vital role in achieving success of the project. To achieve the sustainability of the project results, the following provisions will be incorporated into the implementation process:

- All partners will be sensitized on the importance of climate change and its impact on agro-producers and export potential as well as on socio-economic security of the region; assertions

should be made towards direct impact on human resilience, foods security and human security overall in the region.

- Capacity building of partners to develop and implement evidence-based planning, analysis and implementation at various levels (central, local) will be made focusing on the interlinkage of the impact of climate change and development planning. Existing institutions at various levels should be able to integrate climate change aspects and considerations into their work following their mandates. Agro-producers will be trained to develop projects with climate change considerations.
- The project will try to link the local initiatives to regional/community planning processes, to ensure that local planners use integrated, multifaceted approaches where both the economic considerations and environmental/climate aspects are reflected and linked to implementation plans at local levels.
- It is envisioned that sustainability of meteo-stations and forecasting services will be ensured through established cooperation with either existing farmers associations or through at least one pilot associations/PPP that will take the responsibility for servicing the meteo-stations and deliver payable service.
- In supporting small pilot initiatives the project will establish monitoring mechanisms to ensure that support to small-agro production remains sustainable. It is important that local counterparts are engaged and take part in the whole process starting from development idea to implementation. Monitoring of the projects will be assigned under selected local authorities and the current project while in progress.
- To ensure the sustainability of any initiative, ownership of partners and beneficiaries should be ensured. This can be done through the engagement of all stakeholders including mahallas and community members into the process of launching the pilot project, showcasing the results to other communities and replicating successful results.

There are selected assumptions to ensure the project's sustainability. This include the following:

- Readiness of policy makers to introduce changes in decision making processes and accept the climate change aspects as real threat to agricultural sustainability and thus socio-economic development of the regions; and see the linkage of natural hazards to agro-productions processes, willingness of partners to operationalize the climate change aspect into development plans.
- Engagement of national partners and beneficiaries into the project implementation. Strong Government support at Central level and engagement of local khokimiyats.
- Development of agro-infrastructure supported by the Government and commitment to make changes by establishing new agro-entities;
- Willingness of local agro-producers to develop their business beyond the project completion;
- Supporting of promising agricultural practices with high potential for region-wide replication.

It is expected that after the project completion the partners will be able to use the accumulated training materials to further enhance the capacities of local policy makers and agro-producers to ensure that new generation of decision makers are equipped with tools and knowledge to take climate change adaptation measures for the sustainable development of the agro-sector.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

The activities of the project will be funded by the UNDP-Russia Trust Fund for Development through its Climate change window. Parallel funding contributions will be made by national and local partners in the form of parallel contribution in implementation of the activities of the project. The project will work on mobilizing additional resources jointly with CCI and national counterparts to ensure the results sustainability.

The proposed project is built on previous cooperation experience of UNDP and CCI in the agro-sector, private sector development, trade and investment, public administration, local and rural development. National Implementation Modality (NIM) has been selected for the implementation of the project in order to strengthen national ownership and further foster the engagement of local authorities in the new project planning and execution.

The project will coordinate the project activities with other stakeholders among international organizations and ensure potential synergies and avoid overlaps in the work.

Project Management

The project will be implemented under the National Implementation Modality (NIM). The Chamber of commerce and industry of Uzbekistan (CCI) will be the Implementing Partner.

The project office will be located in Namangan, in the premises provided by CCI as in-kind contribution to the project. One specialist of the project will be represented/located in Tashkent office in the premises provide by CCI. To ensure synergies and consolidation of efforts the project will work closely with other on-going UNDP projects.

In accordance with the Letter of Agreement between UNDP and Chamber of Commerce and Industry of Uzbekistan for the provision of support services, the UNDP Country Office in Uzbekistan may provide, at the request of the CCI, the following support services for the activities of the project:

- (a) Identification and/or recruitment of project and programme personnel and consultants;
- (b) Identification and facilitation of training activities, seminars and workshops;
- (c) Procurement of goods and services;
- (d) Processing of payments, disbursements and other financial transactions;
- (e) Administrative services including travel authorization, visa requests and other arrangements;

Detailed description of services is provided in the Annex 6 to this project document.

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. The goods procured within the framework of the Project and necessary for the implementation of its activities, in particular IT equipment, software & office furniture shall be transferred to the ownership of the Implementing Partner, unless the Project Board decides otherwise or the goods have been procured from the funds provided by third parties and the agreements with them stipulate other arrangements. The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Government of Uzbekistan & the UNDP, signed by Parties on 10 June 1993, incl. the provisions on liability and privileges & immunities, shall apply to the provision of such support services.

Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this document shall be handled pursuant to the relevant provisions of the SBAA.

Audit Arrangements: The Audit will be conducted in accordance with the established UNDP procedures set out in the Programming and Finance manuals by the legally recognized auditor.

Use of institutional logos on project deliverables will be ensured in accordance with the Communications and Visibility Strategy of the Russia-UNDP Trust Fund for Development.

Results Framework¹¹

Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework:

Outcome 6. By 2020, rural population benefit from sustainable management of natural resources and resilience to disasters and climate change

Indicator 6.7: Availability of effective mechanisms of implementation of policies and legislation which takes into consideration climate change and sustainable use of natural and cultural resources

Outcome indicators as stated in the Country Programme (CPD) [or Global/Regional] Results and Resources Framework, including baseline

and targets:

Outcome 2 By 2020, rural population benefit from sustainable management of natural resources and resilience to disasters and climate change.

Output 2.6 Awareness and capacities of population/relevant stakeholders in gender sensitive preparedness/prevention/mitigation/response to natural/human-made disasters in Uzbekistan improved. (baseline: No; target: Yes by 2021)

Applicable Output(s) from the UNDP Strategic Plan:

Output 1: At a country level, policy makers are better equipped with tools and instruments for sustainable use of natural resources and dealing with climate risks

Output 2: Agricultural production and post-harvest capacities are enhanced to cope with climate variability and climate-related threats

Project title and Atlas Project Number: *Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley/Project # 0017191, output # 00114066*

EXPECTED OUTPUTS	OUTPUT INDICATORS ¹²	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)				DATA COLLECTION METHODS & RISKS	
			Value	Year	Year	Year	Year	Year		FINAL
				2018	2018	2019	2020	2021		

¹¹ UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

¹² It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

<p>Output 1 Resilience of agro-sector and farmers to climate change is enhanced through improved access to markets and sustainable agricultural management</p>	<p>1.1 Availability of Regional Development Strategies and Action plan to integrate adaptive measures against climate change risks in agricultural sector</p>	<p>CCI/Regional Khokimiyats</p>	<p>Availability</p>	<p>Available with no climate change considerations</p>	<p>0</p>	<p>Methodology/concept for study and inclusion to existing strategies</p>	<p>Draft revised Regional Strategy/Action Plan proposed for Government</p>	<p>Regional Strategy/Action Plan submitted to Government consideration and endorsement</p>	<p>Yes</p>	<p>Upon finalization of the final version of the Regional Strategy and Action Plan and submission to the Government for consideration, the project target will be considered as achieved Means of verification: Data will be collected from the project and national partners (letters, minutes of the meetings, project board minutes, government decisions and decrees)</p>
<p>1.2 Number of recommendations on consideration of climate induced risks in regional development planning with focus on agro-business and export potential and gender considerations</p>	<p>CCI/ Khokimiyats, official statistics</p>	<p>Number</p>	<p>N/A</p>	<p>N/A</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>5</p>		

	<p>1.3. Availability of the Concept on integrated pest management/control through the introduction of local agro-meteorological stations</p>	CCI/ Khokimiyats	Availability	N/A	N/A	Situation analysis is done and report submitted	Draft Concept submitted to the Government for consideration	Implementation of the pilot project	Yes	
	<p>1.3 Number of recommendations on location specific adaptive agricultural systems to climate risks for agro-development planning and forecasting</p>	CCI Khokimiyats, official statistics	Number	N/A	N/A	3	5	5	13	
	<p>1.4 Availability of software for land planning, forecasting of crop yield and export volumes for agro-planners</p>	CCI Khokimiyats, official statistics	Availability	N/A	ToR for application developed and submitted to CCI	First pilot version of software developed and tested	Software is used by partners	Software is launched by partners	yes	

	<p>1.5 Number of women/youth engaged in pilot projects (30/70 ratio from overall number) using efficient agricultural practices/innovative solutions with consideration of climate change risks</p>	CCI Khokimiyats, official statistics	Number	0	0	5	5	5	5	15	
	<p>1.6 Number of agro-meteo-stations established to provide local meteo-data for farmers and households</p>	CCI Khokimiyats, official statistics	Number	0	0	4	4	4	4	12	
	<p>1.7 Availability of a study with recommendations on development of the agro-insurance sector</p>	CCI Khokimiyats, official statistic. Insurance companies	Availability	N/A	N/A	Methodology is proposed and agreed with CCI and insurance sector	Study held, and report submitted to CCI	Report with recommendations is disseminated among users	Yes		
	<p>1.8. Number of agro-producers trained on marketing, export opportunities, insurance (with women's participation - 30/70 ratio)</p>	CCI Khokimiyats, official statistics	Number	?	0	25	45	35	100		

V. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:
[Note: monitoring and evaluation plans should be adapted to project context, as needed]

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action
Track progress results	Progress data against the results indicators in the RRF will be collected and analyzed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.

Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.	Annually, and at the end of the project (final report)	
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	Specify frequency (i.e., at least annually)	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.

Evaluation Plan¹⁴

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNDAF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
Final Evaluation	CCI, UNDP	1,2	6	30 October 2021	CCI/UNDP	Donor funding

¹⁴ Optional, if needed

VI. MULTI-YEAR WORK PLAN ¹⁴¹⁵

All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.

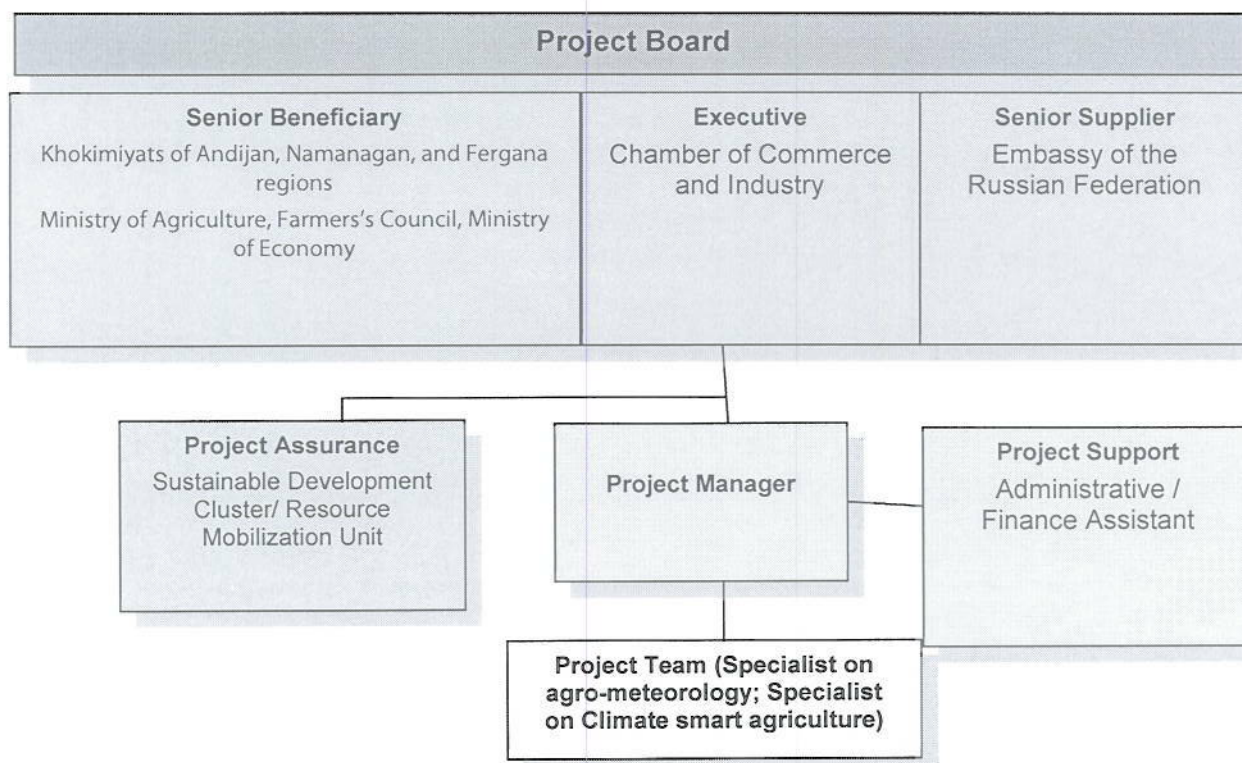
EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year			RESPONSIBLE PARTY	Funding Source	BUDGET DESCRIPTION	Amount
		2019	2020	2021				
Output 1: <i>Resilience of agro-sector and farmers to climate change is enhanced through improved access to markets and sustainable agricultural management</i>	Activity 1. Strengthening policy makers and decision-making institutions with tools and instruments for sustainable use of natural resources and dealing with climate risks in agro-production sector including horticulture and vegetable production	54,943	74,536	54,943	CCI, UNDP	RTF	71300 – Local consultant 71400 – Contractual services – Individuals 72100 – Contractual services 71600 – Travel 74200 – Printing and publications 74500 – Miscellaneous expenses 74596/64397 – Direct Project costs 75100 – Facilities and Administration costs (applied to TF) – GMS 8%	184,421
	Activity 2. Stimulating export potential through capacitated agricultural and post-harvest production and better ability to cope with climate vulnerabilities and climate-related risks to ensure food security and resilient livelihoods with special focus on women and youth	143,118	171,640	133,148	CCI, UNDP	RTF	71300 – Local consultant 71400 – Contractual services – Individuals 72100 – Contractual services 71600 – Travel 74200 – Printing and publications 74500 – Miscellaneous expenses 74596/64397 – Direct Project costs 75100 – Facilities and Administration costs (applied to TF) – GMS 8%	447,906
Gender marker: 1								

¹⁴ Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

¹⁵ Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

VII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Structure of the Project



The project will be structured as per above charter administered under the coordination and the Project Board that will serve as a mechanism for review, analysis and taking necessary decisions and actions in the course of the project implementation. The Project Board will include representations of the national organizations including the CCI, Regional and local authorities and khokimiyats, relevant associations and potential international donor partners of the project. The Project Board decisions will be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity and transparency. The Board will ensure that required resources are committed and will arbitrate on any conflicts within the project or negotiate a solution to any problems between the projects and external bodies. The Project Board will have three roles, including:

- 1) An Executive: individual (National Project Coordinator from CCI) representing the project ownership to chair the group.
- 2) Senior Supplier: Embassy of the Russian Federation represents the interests of the donor. The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project.
- 3) Senior Beneficiary: CCI representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.

fairness, integrity and transparency. The Board will ensure that required resources are committed and will arbitrate on any conflicts within the project or negotiate a solution to any problems between the projects and external bodies. The Project Board will have three roles, including:

- 1) An Executive: individual (National Project Coordinator from CCI) representing the project ownership to chair the group.
- 2) Senior Supplier: Embassy of the Russian Federation represents the interests of the donor. The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project.
- 3) Senior Beneficiary: CCI representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.

Project Assurance is the responsibility of each Project Board member, however the role can be delegated. The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

The Project Support role provides project administration, management and technical support to the Project Manager as required by the needs of the individual project or Project Manager. The provision of any Project Support on a formal basis is optional. It is necessary to keep Project Support and Project Assurance roles separate in order to maintain the independence of Project Assurance.

The Project Board will convene at least annually to hold regular project reviews to assess the performance of the project, achievement of target and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project.

In the project's final year, the Project Board shall hold an end-of project review to evaluate the quality of project deliverables, sustainability of results, capture lessons learned and discuss opportunities for scaling up and sharing project results with relevant audiences. It will also assess Final Project Review Report during a formal meeting organized at least one month prior to the completion date of the project.

VIII. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement (SBAA) between the Government of Uzbekistan and UNDP, signed on June 10, 1993. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by the CCI ("Implementing Partner") in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

IX. RISK MANAGEMENT

Government Entity (NIM)

1. Consistent with the Article III of the SBAA, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
 - a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
 - b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.
2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml.
4. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
5. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
7. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
8. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

9. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.
10. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.
Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.
11. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
12. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

ANNEXES

- 1. Social and Environmental Screening Template**
 - 2. Risk analysis**
 - 3. Capacity assessment**
 - 4. Templates for Terms of references of Project Board and key project positions**
 - 5. Letter of agreement**
-

Annex 1. Social and Environmental Risk Screening Checklist

Checklist Potential Social and Environmental Risks		Answer (Yes/No)
Principles 1: Human Rights		
1.	Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2.	Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? ¹⁷	No
3.	Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4.	Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5.	Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	Yes
6.	Is there a risk that rights-holders do not have the capacity to claim their rights?	No
7.	Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
8.	Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
Principle 2: Gender Equality and Women's Empowerment		
1.	Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2.	Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3.	Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment?	No
4.	Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services? <i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i>	No
Principle 3: Environmental Sustainability: Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		
Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management		
1.1	Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services? <i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i>	No
1.2	Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?	No

¹⁷ Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

1.3	Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)	No
1.4	Would Project activities pose risks to endangered species?	No
1.5	Would the Project pose a risk of introducing invasive alien species?	No
1.6	Does the Project involve harvesting of natural forests, plantation development, or reforestation?	No
1.7	Does the Project involve the production and/or harvesting of fish populations or other aquatic species?	No
1.8	Does the Project involve significant extraction, diversion or containment of surface or ground water? <i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i>	No
1.9	Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)	No
1.10	Would the Project generate potential adverse transboundary or global environmental concerns?	No
1.11	Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area? <i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i>	No
Standard 2: Climate Change Mitigation and Adaptation		
2.1	Will the proposed Project result in significant ¹⁸ greenhouse gas emissions or may exacerbate climate change?	No
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
2.3	Is the proposed Project likely to directly or indirectly increase social and environmental <u>vulnerability to climate change</u> now or in the future (also known as maladaptive practices)? <i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i>	No
Standard 3: Community Health, Safety and Working Conditions		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)?	No
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No

¹⁸ In regards to CO₂, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]

3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
Standard 4: Cultural Heritage		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
Standard 5: Displacement and Resettlement		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? ¹⁹	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
Standard 6: Indigenous Peoples		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the human rights, lands, natural resources, territories, and traditional livelihoods of indigenous peoples (regardless of whether indigenous peoples possess the legal titles to such areas, whether the Project is located within or outside of the lands and territories inhabited by the affected peoples, or whether the indigenous peoples are recognized as indigenous peoples by the country in question)? <i>If the answer to the screening question 6.3 is "yes" the potential risk impacts are considered potentially severe and/or critical and the Project would be categorized as either Moderate or High Risk.</i>	No
6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.5	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.6	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.7	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.8	Would the Project potentially affect the physical and cultural survival of indigenous peoples?	No
6.9	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
Standard 7: Pollution Prevention and Resource Efficiency		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No

¹⁹ Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

7.3	Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs? <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No

Annex 2 Risk Analysis.

RISK LOG

Project Title: Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley		Award ID: 00117191/00114066		Date:					
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Reform process in Uzbekistan and frequent institutional changes and staff turnover	2018	Organizational Political	The project may face difficulties with decision-making and approval processes, due to the frequent changes of contact people within the government both at central and local levels. This may cause delay in project implementation and attainment of the results. Enter probability on a scale from 1 (low) to 5 (high) P = 4 Enter impact on a scale from 1 (low) to 5 (high) I = 3	The project will ensure that all agreements and decision taken jointly with the government are articulated in written minutes of the meetings, reporting signed, and any evidences confirming the agreements between UNDP and the GoU.	Project Manager	Programme Associate, SDC	2018	no change

2	Climate change, increase in temperatures, landslides, avalanches	2018	Environmental	<p>The focus and course of the target activities might need adjustment in case of severe climate variability; solutions proposed for agro-producers might need differentiated approaches depending on the climate and weather conditions.</p> <p>P = 2 I = 3</p>	The project will consider various adaptation measures in combating potential climate change induced risks	Project Manager	Programme Associate, SDC	2018	No change
3	Unwillingness of farmers, agro-producers to change traditional approaches	2018	Social	<p>In case local farmers and households chose to be loyal to existing inefficient agro-practices, this may seriously hinder the project results. However, the probability of such event is considered low due to the Government focus on improving the efficiency of agriculture sector as well as due to imminent losses farmers may incur by choosing not to apply new and efficient practices that are adaptive to climate change risks.</p>	The project will provide analysis of vulnerability to climate change risks as well as raise awareness on unsustainability of inefficient practices	Project Manager	Programme Associate, SDC	2018	No change

5	Limited financial resources of rural agro-farmers/ difficulties with access to resources	2018	Financial	<p>P =1 I = 5</p> <p>The project will work with agri-business and decision makers to facilitate the process of access of farmers to financial resources, as well as establish close coordination with IFIs to ensure that agro-farmers have potential to access to finances</p> <p>P =3 I = 4</p>					

Annex 3. Capacity Assessment

Chamber of Commerce and Industry of the Republic of Uzbekistan is established in accordance with the Decree of President Islam Karimov on July 7, 2004. One of the main tasks assigned to the Chamber of Commerce and Industry of Uzbekistan is:

- Creation of favorable conditions for the further development of entrepreneurship;
- Perfection business-environment;
- Assistance to adjustment of business links of domestic entrepreneurs with foreign partners;
- Assistance to active promotion of the domestic goods and services on foreign markets;
- Assistance to wide attraction of foreign investments to the Republic for creation of new, modernize existing companies, manufacturing of finished competitive production;
- Assistance to development of economy of the Republic of Uzbekistan, to its integration into the World economic system, establishment of trade and economic, scientific and technical relations of entrepreneurs of Uzbekistan with entrepreneurs of other countries;
- Unification and support of members of the Chamber;
- Representation of interests and protection of the rights of entrepreneurs - members of the Chamber;
- Formation of complete system of a market infrastructure.

The organizations has its institutional and human capacity for the joint implementation of the project.

Annex 4. Terms of Reference for Project Board and key project positions

TERMS OF REFERENCE

A) PROJECT BOARD

Composition and organization: The Project Board contains three roles, including (1) **an executive**: individual representing the project ownership to chair the group; (2) **senior supplier**: individual or group representing the interests of the parties concerned which provide funding and/or technical expertise to the project; and (3) **senior beneficiary**: individual or group of individuals representing the interests of those who will ultimately benefit from the project.

I. Specific responsibilities

1. Initiating a project:

- Agree on PM's responsibilities, as well as the responsibilities of the other members of the Project Management team;
- Delegate any Project Assurance function as appropriate;
- Review and appraise detailed Project Plan and AWP, including Atlas reports covering activity definition, quality criteria, issue log, updated risk log and the monitoring and communication plan.

2. Running a project:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the Project Manager;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Agree on Project Manager's tolerances in the Annual Work Plan and quarterly plans when required;
- Conduct regular meetings to review the Project Quarterly Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Review Combined Delivery Reports (CDR) prior to certification by the Implementing Partner;
- Appraise the Project Annual Review Report, make recommendations for the next AWP, and inform the Outcome Board about the results of the review.
- Review and approve end project report, make recommendations for follow-on actions;
- Provide ad-hoc direction and advice for exception situations when project manager's tolerances are exceeded;
- Assess and decide on project changes through revisions;

3. Closing a project:

- Assure that all Project deliverables have been produced satisfactorily;
- Review and approve the Final Project Review Report, including Lessons-learned;
- Make recommendations for follow-on actions to be submitted to the Outcome Board;
- Commission project evaluation (only when required by partnership agreement)
- Notify operational completion of the project to the Outcome Board.

II. Executive – National Project Coordinator

The Executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The Executive has to ensure that the project gives value for money, ensuring a cost-

conscious approach to the project, balancing the demands of beneficiary and supplier. Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Ensure that there is a coherent project organization structure and logical set of plans
- Set tolerances in the AWP and other plans as required for the Project Manager
- Monitor and control the progress of the project at a strategic level
- Ensure that risks are being tracked and mitigated as effectively as possible
- Brief Outcome Board and relevant stakeholders about project progress
- Organize and chair Project Board meetings

The following documents shall be signed by the NPC:

1. Administrative and financial documents:

- Project revisions (if the project total budget or duration of the project is being changed)
- Combined Delivery Reports
- Transfer of Assets Form

2. Monitoring and evaluation of the project

- Minutes of the Project Board meetings
- Final review report

III. Senior Beneficiary

The Senior Beneficiary is responsible for validating the needs and for monitoring that the solution will meet those needs within the constraints of the project. This role represents the interests of all those who will benefit from the project, or those for whom the deliverables resulting from activities will achieve specific output targets. The Senior Beneficiary role monitors progress against targets and quality criteria. Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Ensure the expected output(s) and related activities of the project are well defined
- Make sure that progress towards the outputs required by the beneficiaries remains consistent from the beneficiary perspective
- Promote and maintain focus on the expected project output(s)
- Prioritise and contribute beneficiaries' opinions on Project Board decisions on whether to implement recommendations on proposed changes
- Resolve priority conflicts

The assurance responsibilities of the Senior Beneficiary are to check that:

- Specification of the Beneficiary's needs is accurate, complete and unambiguous
- Implementation of activities at all stages is monitored to ensure that they will meet the beneficiary's needs and are progressing towards that target
- Impact of potential changes is evaluated from the beneficiary point of view
- Risks to the beneficiaries are frequently monitored

IV. Senior Supplier

The Senior Supplier represents the interests of the parties which provide funding and/or technical expertise to the project (designing, developing, facilitating, procuring, implementing). The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project. The Senior Supplier role must have the authority to commit or acquire supplier resources required. Specific Responsibilities (as part of the above responsibilities for the Project Board)

- Make sure that progress towards the outputs remains consistent from the supplier perspective

- Promote and maintain focus on the expected project output(s) from the point of view of supplier management
- Ensure that the supplier resources required for the project are made available
- Contribute supplier opinions on Project Board decisions on whether to implement recommendations on proposed changes
- Arbitrate on, and ensure resolution of, any supplier priority or resource conflicts

The supplier assurance role responsibilities are to:

- Advise on the selection of strategy, design and methods to carry out project activities
- Ensure that any standards defined for the project are met and used to good effect
- Monitor potential changes and their impact on the quality of deliverables from a supplier perspective
- Monitor any risks in the implementation aspects of the project

B) PROJECT ASSURANCE

Overall responsibility: Project Assurance is the responsibility of each Project Board member; however the role can be delegated. The Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

Project Assurance has to be independent of the Project Manager; therefore, the Project Board cannot delegate any of its assurance responsibilities to the Project Manager. A UNDP Programme Officer typically holds the Project Assurance role.

The implementation of the assurance responsibilities needs to answer the question “What is to be assured?”. The following list includes the key suggested aspects that need to be checked by the Project Assurance throughout the project as part of ensuring that it remains relevant, follows the approved plans and continues to meet the planned targets with quality:

- Maintenance of thorough liaison throughout the project between the members of the Project Board.
- Beneficiary needs and expectations are being met or managed
- Risks are being controlled
- Adherence to the Project Justification (Business Case)
- Projects fit with the overall Country Programme
- The right people are being involved
- An acceptable solution is being developed
- The project remains viable
- The scope of the project is not “creeping upwards” unnoticed
- Internal and external communications are working
- Applicable UNDP rules and regulations are being observed
- Any legislative constraints are being observed
- Adherence to RMG monitoring and reporting requirements and standards
- Quality management procedures are properly followed
- Project Board’s decisions are followed and revisions are managed in line with the required procedures

Specific responsibilities would include:

1. Initiating a project

- Ensure that project outputs definitions and activity definition including description and quality criteria have been properly recorded in the Atlas Project Management module to facilitate monitoring and reporting;
- Ensure that people concerned are fully informed about the project
- Ensure that all preparatory activities, including training for project staff, logistic supports are timely carried out

2. Running a project

- Ensure that funds are made available to the project;
- Ensure that risks and issues are properly managed, and that the logs in Atlas are regularly updated;
- Ensure that critical project information is monitored and updated in Atlas, using the Activity Quality log in particular;
- Ensure that Project Quarterly Progress Reports are prepared and submitted on time, and according to standards in terms of format and content quality;
- Ensure that CDRs and FACE are prepared and submitted to the Project Board and Outcome Board;
- Perform oversight activities, such as periodic monitoring visits and “spot checks”.

- Ensure that the Project Data Quality Dashboard remains “green”

3. Closing a project

- Ensure that the project is operationally closed in Atlas;
- Ensure that all financial transactions are in Atlas based on final accounting of expenditures;
- Ensure that project accounts are closed and status set in Atlas accordingly.

PROJECT SUPPORT

The Project Support role provides project administration, management and technical support to the Project Manager as required by the needs of the individual project or Project Manager. The provision of any Project Support on a formal basis is optional. It is necessary to keep Project Support and Project Assurance roles separate in order to maintain the independence of Project Assurance.

Specific responsibilities: Some specific tasks of the Project Support would include:

Provision of administrative services:

- Set up and maintain project files
- Collect project related information data
- Update plans
- Administer the quality review process
- Administer Project Board meetings

Project documentation management:

- Administer project revision control
- Establish document control procedures
- Compile, copy and distribute all project reports

Financial Management, Monitoring and reporting

- Assist in the financial management tasks under the responsibility of the Project Manager
- Provide support in the use of Atlas for monitoring and reporting

Provision of technical support services

- Provide technical advices
- Review technical reports
- Monitor technical activities carried out by responsible parties

C) PROJECT MANAGER



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE / SERVICE CONTRACT

I. Position Information

Position Title:	Project Manager
SC range:	SB4-3/SC-9
Project Title/Department:	Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley (ACCRF) Sustainable Development Cluster
Duration of the service:	6 months (extension upon satisfactory performance)
Work Status:	Full-time
Duty station:	Namangan, Uzbekistan
Expected travel site:	Ferghana Valley (Namangan, Andijan, Fergana regions)
Reports to:	Head of the Sustainable Development Cluster

II. Background

Central Asia, and in particular Uzbekistan, is recognized as one of the world's most vulnerable regions to the impacts of long-term climate change. There is a growing evidence that more frequent extreme weather conditions such as droughts, heat waves, out of season frosts and storms are occurring and to large extent affecting the agriculture and thus vulnerable populations in rural areas.

Agriculture remains an important sector of the economy and a critical income source as well as food provider for many rural families in Uzbekistan. The Government of Uzbekistan is planning to diversify the agricultural production from cotton to fruits and vegetables, which will also provide higher export potential for the country.

This transition however, will require significant awareness raising, capacity building in modern agricultural practices and introduction of innovative solutions including those that help adapt farmers and households to increasing impacts of the climate change, value chain development and institutionalization of government support in these areas.

With financial support of the UNDP-Russian Trust Fund for development, UNDP has initiated the project on "Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley (ACCRF)".

The proposed project will aim at enhancing the capacities of regional administrations to analyze the impact of climate change on agricultural practices and integrate climate change considerations into local and sector development programmes. The project will also work with local farmers to improve the efficiency of agricultural practices and usage of natural resources, as well as to enhance their resilience to climate variability effects through the introduction of modern small agro-meteo stations with integrated software to alert and forecast of meteo-conditions, pest infestation, bio and chemical use time etc.

The Project Manager is expected to lead the project team in fulfilling project objectives and delivering the results as described in the Project document as well subsequent decisions made by the Project Board.

III. Functions / Key Outputs Expected

Project Manager will work under the overall guidance and direct supervision of the UNDP Head of Sustainable Development Cluster and close collaboration with the National Project Coordinator. The Project Manager will ensure smooth and timely delivery of operations in accordance with annual and quarterly work plans of the Project through performing the following duties and responsibilities:

1. Overall project management:

- Manage the realization of project outputs;
- Provide direction and guidance to project team in implementing project activities;
- Liaise with the Project Board/ its appointed Project Assurance role (UNDP Sustainable Development Cluster) to assure the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Take full responsible for project administration;
- Liaise with any suppliers;
- May also perform Team Manager and Project Support roles.

2. Running the project

- Plan the activities of the project and monitor progress against the initial quality criteria;
- Manage the project in accordance with the Project document, UNDP rules and procedures;
- Coordinate and manage Project's day-to-day activities and its overall implementation process, including planning and monitoring towards optimal use of resources to ensure successful achievement of the projects' objectives;
- Supervise the accomplishment of the Project work-plans, analyze emerging problems and take adequate measures to ensure timely fulfillment of envisioned tasks;
- Oversee selection, recruitment and supervision of the Project task teams and their activities, including full-time and part-time national and international consultants;
- Mobilize goods and services to initiative activities, including drafting TORs and work specifications;
- Determine and implement partnership and fund raising strategy to further strengthen Projects' activities, deliver concrete results/proposals on resource mobilization efforts for key project outputs;
- Monitor events as determined in the Monitoring & Communication Plan, and update the plan as required;
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Manage and monitor the project risks as initially identified in the Project Document appraised by the Local Project Appraisal Committee, submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the Project Risks Log;
- Be responsible for managing issues and requests for change by maintaining an Issues Log;
- Prepare the Project Quarterly Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the Project Board and Project Assurance (UNDP Sustainable Development Cluster);
- Prepare the Annual Review Report, and submit the report to the Project Board and Project Assurance (UNDP Sustainable Development Cluster);
- Prepare and update Quality Assurance report;
- Based on the review, prepare the AWP for the following year, as well as Quarterly Plans if required.

3. Closing the Project

- Prepare Final Project Review Reports to be submitted to the Project Board;
- Identify follow-on actions and submit them for consideration to the Project Board;
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries;
- Prepare final Combined Delivery Report for signature by UNDP and the Implementing Partner.

I. COMPETENCIES AND CRITICAL SUCCESS FACTORS

I. Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team leader and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Learning and sharing knowledge and encourage the learning of others;
- Informed and transparent decision making.

II. Functional Competencies:

1. Communications and Networking

- Has excellent oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors;
- Has excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports;
- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government.

2. Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the team through leadership and personal example;
- Actively mentoring project staff under her/his supervision;
- Leadership and Self-Management;
- Focus on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Competent in leading team and creating team spirit, stimulating team members to produce quality outputs in a timely and transparent fashion.

3. Development and Operational Effectiveness

- Ability to organize and complete multiple tasks by establishing priorities;
- Ability to handle a large volume of work possibly under time constraints.

4. Job Knowledge/Technical Expertise

- Understands the main processes and methods of work regarding to the position;
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning;
- Demonstrates good knowledge of information technology and applies it in work assignments.

5. Leadership and Self-Management

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills.

V. Recruitment Qualifications

Education:	University degree in the following areas: in economics, business administration, banking and finance, management, public policy, business law or other related fields.
Experience:	At least 3 years of progressive work experience in the field of economics and/or project management in the sphere of economic development, corporate and private sector development or rural development. Work experience in any development organization is an advantage.
Language Requirements:	Fluency in English, proficiency in Uzbek and Russian languages.
Others:	<ul style="list-style-type: none">• Good understanding of agriculture/rural development, climate change issues, agro-processing or development of export potential or trade facilitation• Knowledge of UN/UNDP rules is an advantage;• Experience in development of analytical notes;• Understanding of Gender equality concept and women empowerment issue and youth/employment issues• Initiative and strong leadership skills;• Result and client-orientations;• Strong analytical, writing, presentation and communication skills;

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

VII. Signatures - Post Description Certification

Incumbent *(if applicable)*

<i>Name</i>	<i>Signature</i>	<i>Date</i>
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<i>Name / Title</i> Mr. Hurshid Rustamov Head of the Sustainable Development Cluster	<i>Signature</i>	<i>Date</i>
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UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE/SERVICE CONTRACT

I. Job Information

Job title:	Administrative Finance Assistant
Project Title/Department:	Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley (ACCRF) Sustainable Development Cluster
SC range:	SB3/2 (SC-6)
Duration of the service:	6 months with possible extension (subject to satisfactory performance)
Work status (full time/part time):	Full time
Duty station:	Tashkent
Expected places of travel	Ferghana Valley (Andijan, Namangan, Fergana regions)
Reports To:	Project Manager

II. Background Information

Central Asia, and in particular Uzbekistan, is recognized as one of the world's most vulnerable regions to the impacts of long-term climate change. There is a growing evidence that more frequent extreme weather conditions such as droughts, heat waves, out of season frosts and storms are occurring and to large extent affecting the agriculture and thus vulnerable populations in rural areas.

Agriculture remains an important sector of the economy and a critical income source as well as food provider for many rural families in Uzbekistan. The Government of Uzbekistan is planning to diversify the agricultural production from cotton to fruits and vegetables, which will also provide higher export potential for the country.

This transition however, will require significant awareness raising, capacity building in modern agricultural practices and introduction of innovative solutions including those that help adapt farmers and households to increasing impacts of the climate change, value chain development and institutionalization of government support in these areas.

With financial support of the UNDP-Russian Trust Fund for development, UNDP has initiated the project on "Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley (ACCRF)".

The proposed project will aim at enhancing the capacities of regional administrations to analyze the impact of climate change on agricultural practices and integrate climate change considerations into local and sector development programmes. The project will also work with local farmers to improve the efficiency of agricultural practices and usage of natural resources, as well as to enhance their resilience to climate variability effects through the introduction of modern small agro-meteo stations with integrated software to alert and forecast of meteo-conditions, pest infestation, bio and chemical use time etc.

Under the guidance and direct supervision of Project Manager and in close coordination with Sustainable Cluster team, the Administrative Finance Assistant provides operational/financial and administrative services to the project, ensuring high quality, accuracy and consistency of work.

III. Functions / Key Outputs Expected

The Administrative Finance Assistant works in close collaboration with the Government counterparts, project, operations, and UNDP Programme's personnel in the Country Office to exchange information and ensure consistent service delivery.

- Based on consultations with Project Manager and UNDP Operations to perform procurement related operations in accordance with UNDP rules and procedures;
- Provide organizational and administrative support in implementation of project activities including organization of roundtables, workshops, trainings, working meetings and other events;
- Prepare all financial and administrative documents related to the project implementation in accordance with the UNDP rules and procedures, maintain project's expenditures and commitments shadow budget;
- Develop quarterly and annual budget plans for recruitment of personnel; maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments and other data for day-to-day transaction and reports;
- Bear responsibility for project logistics/travel arrangements, as well as recruitment/extension/ separation of the project personnel;
- Ensure leave monitoring of project personnel, check the accuracy and proper completion of monthly leave reports;
- Advise and assist Project personnel, experts and consultants on all respects of payments, allowances, travel claims and other financial and administrative matters;
- Prepare detailed cost estimates and participates in budget analysis and projections as required to handle all financial operations of the project office, make cash payments and reconcile all accounts in required time frame;
- Maintain, update and transmit inventory records of non-expendable equipment in accordance with UNDP rules;
- Analyze the potential problems and possible risks concerning administrative-financial issues and take respective measures to provide adequate project's resources in time for implementation of the project activities;
- Define the cost-effective measures for optimal use of resources of the project;
- Ensure full compliance of administrative and financial processes and financial records with UNDP rules, regulations, policies and strategies;
- Perform other relevant duties within the scope of this position.

IV. Competencies and Critical Success Factors

Corporate Competencies:	<ul style="list-style-type: none"> • Demonstrates commitment to UNDP's mission, vision and values; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
Functional Competencies:	<ul style="list-style-type: none"> • Fundamental knowledge of processes, methods and procedures; • Understands the main processes and methods of work regarding to the position; • Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks; • Demonstrates good knowledge of information technology and applies it in work assignments; • Presentation of information on best practices in organizational change; • Demonstrates ability to identify problems and proposes solutions

Core Competencies:	<ul style="list-style-type: none"> • Demonstrating/safeguarding ethics and integrity; • Demonstrate corporate knowledge and sound judgment; • Self-development, initiative-taking; • Acting as a team player and facilitating team work; • Facilitating and encouraging open communication in the team, communicating effectively; • Creating synergies through self-control; • Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member; • Informed and transparent decision-making.
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V. Qualification Requirements	
Education:	University degree in Business Administration, Finance and/or Economics and relevant areas;
Experience:	At least 2 years of relevant work experience in administration and finance of development projects; Work experience in international organization is an asset.
Language Requirements:	Fluency in English, Russian and Uzbek (both written and spoken);
Others:	<p>Strong financial and administrative skills, result and client-orientation;</p> <p>Ability to use information and communication technology as a tool and resource;</p> <p>Excellent knowledge in use of computer software packages for word processing, excel spreadsheets, power point, internet, databases and handling web-based management systems;</p> <p>Ability to work under pressure and with tight deadlines, ethics and honesty;</p> <p>Work prioritization and ability to handle multiple tasks;</p> <p>Ability to maintain a high level of accuracy, confidentiality concerning financial and employee files;</p> <p>Basic understanding of development issues, governance reform, anticorruption issues is desirable.</p>

VI. Signatures- Post Description Certification		
Name	Signature	Date
Incumbent <i>(if applicable)</i>		
Head of Unit/Division		
Hurshid Rustamov	Signature	Date
Head of Sustainable Development Custer		

Annex 5 Letter of agreement

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND CHAMBER OF COMMERCE AND INDUSTRY OF THE REPUBLIC OF UZBEKISTAN FOR THE PROVISION OF SUPPORT SERVICES TO

“Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley” (project # 00117191, output # 00114066)

Dear Mr. Ikramov,

1. The United Nations Development Programme (UNDP) and the Chamber of Commerce and Industry of the Republic of Uzbekistan (hereinafter referred to as “CCI”) hereby agree that the UNDP country office may provide support services for nationally managed project, at the request of the Ministry, as described in the project document between the UNDP and the CCI for the project Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley (project # 00117191, output # 00114066) (hereinafter referred to as “the Project”), which will be implemented by the Chamber of Commerce and Industry of the Republic of Uzbekistan.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the CCI is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the Project.
3. The UNDP country office may provide, at the request of the CCI, the following support services for the activities of the Project:
 - (a) Identification and/or recruitment of project and programme personnel and consultants;
 - (b) Identification and facilitation of training activities, seminars and workshops;
 - (c) Procurement of goods and services;
 - (d) Processing of payments, disbursements and other financial transactions;
 - (e) Administrative services including travel authorization, visa requests and other arrangements;
4. The procurement of goods and services and the recruitment of the Project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of the Project, the annex to the project document will be revised with the mutual agreement of the UNDP Resident Representative and the CCI.
5. 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 Government shall retain overall responsibility for the nationally managed Project through the CCI. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
10. Upon the signature, this letter shall constitute an agreement between the Chamber of Commerce of the Republic of Uzbekistan and UNDP on the terms and conditions for the provision of support services by the UNDP country office for the Project.

For the CCI of Republic of Uzbekistan:

On behalf of UNDP:

Adham Ikramov
Chair of the Chamber of Commerce and Industry in
the Republic of Uzbekistan

Farid Garakhanov
Resident Representative a.i.
UNDP Uzbekistan

Date: _____

Date: _____

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the CCI and UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project Enhancing the adaptation and strengthening the resilience of farming to Climate Change Risks in Fergana Valley (project # 00117191, output # 00114066) ("the Project").
2. In accordance with the provisions of the letter of agreement signed on [_____] and the project document, the UNDP country office shall provide support services for the Project as described below.
3. Support services to be provided:

Support services (insert description)	Cost to UNDP of providing such support services (where appropriate) ¹⁹	Amount in USD and method of reimbursement of UNDP (where appropriate)	
Recruitment services			
1. Staff selection and recruitment process (Service Contract - SC)	562.86	562.86	per case
- Advertising			
- Short-listing			
- Interviewing			
2. Staff HR & Benefits Administration & Management - the issuance of a contract, and - again at separation)	194.56	194.56	one time, per staff
3. Recurrent personnel management services: Staff Payroll & Banking (Service Contract - SC) - Administration & Management - Payroll validation, disbursement - Performance evaluation - Extension, promotion, entitlements - Leave monitoring - Income statement production	424.97	424.97	annual fee, per staff, per calendar year
4. File maintenance (SC/IC)	18.79	18.79	per person
5. Issuance of Employment Certificates	15.76	15.76	per person
6. Recruitment from the Roster of Good candidates	135.33	135.33	per person
7. Consultant recruitment	220.11	220.11	per case
- Advertising (20%)			
- Short-listing & selection (40%)			
- Issue contract IC or RLA - Issue Purchase Order (PO) (40%)			
8. Vendor profile creation in system	18.04	18.04	per vendor
9. Interns Management	63.35	63.35	per person
10. Assistance in SDS Registration (letter, labor book, list of documents, visiting SDS)	44.93	44.93	per person
11. Assistance with issuance of UN ID card	4.70	4.70	per ID

¹⁹ The prices are given as of Y2018 and shall be subject to annual revision.

12. Retainer (e.g. translator) personnel recruitment/TOR verification	5.16	5.16	per person
Finance services			
1. Payment process	36.48	36.48	per payment
2. GL Journal entry (GLJE)	19.21	19.21	per transaction
3. Deposit	7.92	7.92	per transaction
4. F10 settlement (simple)	23.12	23.12	per item
5. F10 settlement (complex)	30.97	3.097	per item
6. AR issue/Apply Deposit only	21.74	21.74	
Administrative services			
1. Hotel reservation	9.27	9.27	per person
2. Visa support	32.75	32.75	per person
3. Accreditation	36.49	36.49	per item
4. Organizing coffee breaks in UNDP CO premises (for projects)	13.94	13.94	per person
5. Supporting event management arrangements: sending requests for quotation, communication with event management companies, follow up on documentation processing: invoices, registration of participants etc.	201.6	201.6	per event
6. Rent of UN vehicle (including driver + fuel)	1.32	1.32	per km
- outside Tashkent	18.11	18.11	per hour
- in Tashkent during working hours			
7. Airport pick up w/UN car arrival/departure	54.33	54.33	per item
- during working hours	81.50	81.50	per item
- outside working hours			
8. Car washing arrangements	29.01	29.01	per item annual fee
9. Taxi services reconciliation	33.91	33.91	per item
10. Processing documents for mobile services	21.93	21.93	per case
11. Processing documents for fuel consumption	24.78	24.78	per case
12. Letters – NVs, outgoing letters	22.68	22.68	per item
13. Request for air and train tickets	13.48	13.48	per ticket
14. Travel authorization (PO/e-req.)	30.93	30.93	per case
15. Disposal of equipment	258.41	258.41	per case
Information technology services			
1. undp.org email account	13.39	13.39	per mailbox per month
2. Technical support to users (installation of software, ICT consulting, support in acquisition of ICT hardware/software, etc.)	20	20	per hour
3. Use copying facilities of the CO	0.06	0.06	per page
4. Rent of conference room, including PC, projector, sound system-fee	100	100	per day
Procurement services			
1. Procurement process involving CAP, RACP, ACP The process includes: - identification and selection (50%) - contracting/issue Purchase Order (PO) (25%)	508.05	508.05	per case

- follow up- (25%)			
2. Procurement process not involving CAP The process includes: - identification and selection (50%) - contracting/issue Purchase Order (PO) (25%) - follow up- (25%)	204.70	204.070	per case
3. Power of Attorney issuance	13.44	13.44	per item

4. Description of functions and responsibilities of the parties involved shall be regulated as specified in the project document.