

## **Addendum #1 to the project document of**

### **“Support to Foreign Trade and Investment promotion in Uzbekistan” project**

**Brief description:** This Addendum refers to the launch of the “Aid for Trade for Central Asia, South Caucasus and Western CIS: Promoting Trade Development and Poverty Reduction in Partnership with Finland’s Wider Europe Initiative” Regional Project’s component in Uzbekistan. The Regional project is implemented by UNDP Bratislava Regional Center and funded by the Government of Finland.

The component of the Regional project was developed by the UNDP Country Office in Uzbekistan based on extensive consultations with national partners, including the Ministry for Foreign Economic Relations, Investments and Trade, and was approved by the Regional Project Board with total budget of 330,000.00 Euros for Uzbekistan to be implemented until the end of September, 2013.

The Aid for Trade component will be implemented in cooperation with the Ministry for Foreign Economic Relations, Investments and Trade in the Namangan region and is aimed at enhancing the region’s competitiveness, developing trade related capacities and helping small and micro entrepreneurs in remote urban and rural areas to gain from expanded trade opportunities.

**Management Arrangement:** In order to ensure smooth implementation in the target region and close collaboration with project beneficiaries a Task Manager and a Component Assistant will be hired. The positions will be funded by the Regional project and will be located in Namangan region.

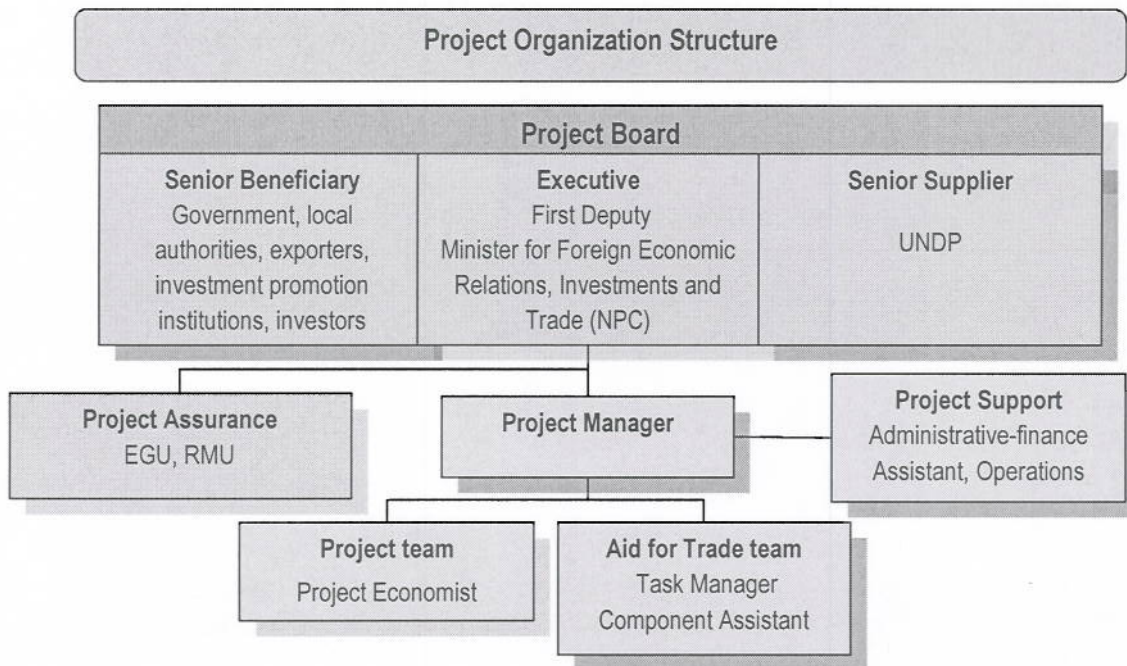
The Aid for Trade component will be coordinated by the “Support to Foreign Trade and Investment Promotion in Uzbekistan” project.

**Aid for Trade Task Manager** under the direct supervision of the Project Manager, will be fully responsible for the Aid for Trade component, effective and efficient use of resources, and communication with project stakeholders.

**Component Assistant** will provide necessary organizational and logistical support in Aid for Trade component implementation.

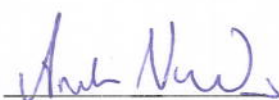
Detailed TORs for the abovementioned positions are attached to this Addendum.

The revised project organization structure based on these changes is provided below:



In order to enable the project to effectively help Aid for Trade component implementation in Namangan region UNDP Uzbekistan will allocate to the "Support to Foreign Trade and Investment Promotion in Uzbekistan" project USD 20,000 from regular resources for the year 2012.

**Signed by:**

Ms. Anita Nirody 

Resident Representative,  
UNDP Uzbekistan

Mr. Akmal Kamalov 

First Deputy Minister for Foreign Economic  
Relations, Investments and Trade of the  
Republic of Uzbekistan  
National Project Coordinator



**Position:** Task Manager on Aid for Trade component

**Reports to:** "Support to Foreign Trade and Investment Promotion in Uzbekistan"  
Project Manager (Project ID #:00074965)

**Work status:** Full time, SC-8

**Duty station:** Namangan, Uzbekistan

## Background

Better integration into international trade plays an important role in global efforts to reduce poverty. Increasing exports provides new opportunities for enterprises to expand their production and to create more and better jobs. Trade is an essential source of economic growth, has important impact on job creation, peoples' income and poverty reduction.

The Aid for Trade (AfT) agenda is one of key global initiatives aimed at strengthening the capacity of developing countries to participate in and benefit from international trade. A large part of AfT is focused on strengthening domestic production, such as creating an enabling business environment for enterprises or building economic infrastructure. It covers five main areas: 1) Trade Policy and Regulations, 2) Trade Development, 3) Economic Infrastructure, 4) Productive Capacity, 5) Adjustment Costs.

The Wider Europe Initiative is a framework programme for Finland's development cooperation with CIS countries in order to promote stability and well-being extensively both in partner countries and in the whole continent. The initiative comprises three regional cooperation programmes to be launched in Western CIS (Belarus, Moldova, Ukraine), South Caucasus (Armenia, Azerbaijan, Georgia) and Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan).

The project intervention in the Republic of Uzbekistan was developed during the Scoping mission conducted in February, 2011 based on consultations with the relevant Government institutions and other stakeholders.

Namangan region of Uzbekistan has been chosen as primary project implementation region as it is located in the densely populated Ferghana valley. Namangan region occupies about 1.7% of country's territory and has a population of 2.2 million (7.8% of total population). The region consists of 11 districts and 1 (Namangan) city, has about 500 rural communities in which 63% of the population of the region leaves.

The agricultural and food processing are the main economic sectors of the region. As the region is able to deliver high volumes of quality agricultural produce there is much room for growth for processing industries. Despite several food processing and export companies are already operating in the region currently only about 15% of fruit and vegetables produced receive any degree of processing; at the same time up to 25% of the harvest is estimated to be wasted because of market surplus, inadequate logistics and inadequate packaging materials<sup>1</sup>

So, the primary focus of the project will be development and strengthening productive capacities of communities to process and deliver market oriented products meeting quality standards, especially in food processing sector, strengthening capacities of government officials, regional authorities and business support institutions in trade related issues and facilitation of information and knowledge sharing on best practices among stakeholders.

The project in the Republic of Uzbekistan is implemented jointly by UNDP Europe and the CIS Bratislava Regional Centre (UNDP/BRC) and UNDP country office in Uzbekistan. The role of BRC in the management of this project is that of a main coordinator and provision of policy advice in the implementation of the different activities upon request of the country office.

## Duties and Responsibilities

Under the direct supervision of the Project manager, Task Manager on Aid for Trade component will be responsible for the following tasks:

- Familiarize him/herself with the overall development and business context in the country, including the regional development priorities, local business environment, existing cooperation in the field of private sector development between government institutions, international agencies and business community as well as with the findings of the scoping mission.
- Map, identify and prioritize potential areas for project interventions, companies and other potential partners, engage in direct discussions and negotiations with them.
- Engage and sensitize all major stakeholders about Aid for Trade activities while establishing and maintaining close relationships with relevant companies, business associations, and international organizations.
- Assume full responsibility for and manage effectively and efficiently all activities envisaged by the Annual Work Plan and resources (human, financial, physical / material assets, etc) in order to meet expected results;
- Develop annual activity and procurement work plans as well as budgets based on expected year-end outputs, ensure close monitoring of activities and disbursements;
- Prepare Terms of Reference for national and international consultants and service providers. Undertake proper observance of all personnel/contracting actions: preparation and negotiation of contracts, timely initiation of payments and performance appraisal.
- Prepare qualitative substantive and financial progress reports as required by the project. Prepare periodic procurement/contracting and financial delivery reports for UNDP management. Prepare budget revisions as needed.
- Maintain close coordination with project partners for trade promotion, ensure synergies, avoid overlaps in project implementation, collaborate with other donors working in the same area, and provide information relevant to the project.
- Maintain close coordination with UNDP Europe and the CIS Bratislava Regional Centre (UNDP/BRC), specifically with the regional Aid for Trade Project Manager to ensure synergies in implementation of the project, respond to requests/demands of the UNDP/BRC. Follow up and conduct supplementary research and other actions required to implement potential projects.
- Explore synergies between the Aid for Trade initiative and other relevant initiatives in the country, including work by the Government, private sector initiatives of multi-lateral and bilateral donors.
- Facilitate information sharing among all partners on trade and project related activities in the country, sharing best practices and lessons learned on projects implemented.
- Organize case writing on successful projects implemented, provide substantive inputs to the cases and ensure wide dissemination.
- Reporting and Communications
- Report to the Project Manager on a regular basis on progress vis-à-vis project strategy and annual work-plan;
- Regularly liaise with the Regional Project Manager and UNDP CO in Tashkent;
- Prepare and disseminate various communication initiatives, materials and publications

## Competencies

- Project management skills: the ability to manage project/programmes for results, including the ability to translate strategic aims into achievable annual work plans; monitor progress of the project/programme delivery; and prepare project/programme reports in a timely manner;
- Content specific skills: experience in trade facilitation and trade development, private sector development, trade finance and microfinance;
- Interpersonal skills: Including acceptance of responsibility to ensure that organizational objectives, policies and requirements are met; ability to manage external teams of consultants,

ability to handle politically sensitive issues and contacts within government authorities and within UNDP; sound judgment and maturity to foster a positive work environment

- Ability to understand and provide critical analysis of business models and plans, as well as their potential development impacts;
- Good ability in partnering and networking and ability to work in a team;
- Excellent writing and presentation skills

### Required Skills and Experience

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| Education:  | Advanced university degree (Masters) in a relevant discipline – business, economics, finance, international development or agribusiness;   |
| Experience: | At least 3 years relevant business, government or international development experience; Experience in the field of agribusiness and food processing (manufacturing) is an asset;<br>A solid understanding of business solutions to poverty and development, economic development situation and business environment in Uzbekistan;<br>Ability to broker and convene productive coalitions between business, government and development partners;<br>Experience in relationship management and facilitation skills; |
| Languages:  | Fluency in written and spoken English and Uzbek, proficiency in Russian.   |

**Position: Aid for Trade Component Assistant**

**Reports to: Task Manager on Aid for Trade Component/ Project Manager**

**Work status: Full time, SC-6**

**Duty station: Namangan, Uzbekistan**

### Background

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Namangan region of Uzbekistan has been chosen as primary project implementation region as it is located in the densely populated Ferghana valley. The primary focus of the project will be development and strengthening productive capacities of communities to process and deliver market oriented products meeting quality standards, especially in food processing sector, strengthening capacities of government officials, regional authorities and business support institutions in trade related issues and facilitation of information and knowledge sharing on best practices among stakeholders.

The project in the Republic of Uzbekistan is implemented jointly by UNDP Europe and the CIS Bratislava Regional Centre (UNDP/BRC) and UNDP country office in Uzbekistan. The role of BRC in the management of this project is that of a main coordinator and provision of policy advice in the implementation of the different activities upon request of the country office.

### Functions / Key Outputs Expected

Under the overall guidance and direct supervision of Task Manager on Aid for Trade Component, the Aid for Trade Component Assistant provides project support services ensuring high quality, accuracy and consistency of work.

The Aid for Trade Component Assistant be responsible for the following duties and responsibilities:

1. Provision of support to the **formulation of programme/project strategies and the Annual Work Plan** focusing on achievement of the following results:
  - Supports in collection, analysis and presentation of information for identification of areas for support and programme implementation, this includes but is not limited to:
    - Monitor budget expenditures and maintain proper record of approved project budgets and their revisions
    - Prepare proposals for budget revisions
    - Prepare and submit expenditure budget status reports;
    - Prepare and submit Quarterly Project Monitoring Matrix on the basis of established indicators as per AWP
    - Undertake other financial and administrative tasks as per requirement of the project
2. Provision of effective support to **management and administrative support** to the component as follows:
  - Assist in the component/project monitoring and management functions;

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| <ul style="list-style-type: none"> <li>- Provide support in implementation of the relevant projects' and component activities;</li> <li>- Liaise with local government authorities as necessary;</li> <li>- Render logistical and organizational support to Project personnel, international consultants and technical experts;</li> <li>- Provide assistance in organizing and holding seminars, conferences, trainings, and meetings;</li> <li>- Provide interpretation services to project mission members when and where required;</li> <li>- Maintain records on all project personnel/ national consultants and their respective status ( contracts, TORs, time and attendance etc.) in accordance with policies and procedures;</li> <li>- Assume overall responsibility for administrative matters of a more general nature. Such as registry and maintenance of project files and records;</li> <li>- Prepare and issue contracts;</li> <li>- Respond to inquiries regarding files, correspondences and references;</li> <li>- Provide support to office staff in general protocol matters related to visas and accreditation and other logistical matters;</li> <li>- Act as translator / interpreter as necessary;</li> <li>- Compile situation reports as necessary;</li> <li>- Any other tasks required for the smooth running and success of the component.</li> </ul> <p>3. Supporting <b>knowledge building and knowledge sharing</b> among all partners on trade and project related activities in the country, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>- sharing best practices and lessons learned on projects implemented.</li> <li>- case writing on successful projects implemented, provide substantive inputs to the cases and ensure wide dissemination.</li> </ul> <p>4. Providing assistance in <b>procurement</b>:</p> <ul style="list-style-type: none"> <li>- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;</li> <li>- Create and manage e-requisitions in ATLAS;</li> <li>- Arrange for equipment maintenance and insurance as required;</li> <li>- Ensure that contractual processes follow the stipulated UNDP procedures;</li> <li>- Physically clear and ensure delivery of equipment and supplies procured for the various programme sites;</li> <li>- Maintain an equipment and spare inventory including verification and transfer when required.</li> <li>- Any other task assigned by the supervisor</li> </ul> |
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| <b>Competencies</b>   |  |
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| <ul style="list-style-type: none"> <li>• Knowledge of current economic situation in the Republic of Uzbekistan and aid for trade concept;</li> <li>• Strong communication skills, client-orientation, ability to work in a team;</li> <li>• Initiative, analytical judgment, ability to work under pressure, ethics and honesty;</li> <li>• Ability to use ICT as a tool and data source;</li> <li>• Ability to use information and communication technology as a tool and resource;</li> <li>• Experience in handling web-based management systems.</li> </ul> |  |

| <b>Recruitment Qualifications</b> |  |
|-----------------------------------|--|
| Education:                        | University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences and other relevant fields.   |
| Experience:                       | 3 years of relevant administrative or programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages. |
| Language Requirements:            | Fluency in written and spoken English and Uzbek, proficiency in Russian  |

**Приложение № 1 к проектному документу**  
**"Содействие внешней торговле и привлечению инвестиций в Узбекистане»**

**Краткое описание:** Настоящее приложение подписано в связи с запуском компонента регионального проекта "Содействие в вопросах торговли в Центральной Азии, Южного Кавказа и западного СНГ: содействие развитию торговли и повышению благосостояния в партнерстве с инициативой Финляндии по расширенной Европе» в Узбекистане. Региональный проект реализуется Региональным центром ПРООН в Братиславе и финансируется правительством Финляндии.

Компонент регионального проекта был разработан ПРООН в Узбекистане на основе консультаций с национальными партнерами, в том числе с Министерством внешних экономических связей, инвестиций и торговли, и был одобрен Региональным проектным советом с бюджетом 330 тыс. евро для Узбекистана и сроком реализации до конца сентября 2013 года.

Компонент «Содействие в вопросах торговли» будет осуществляться в Наманганской области Республики Узбекистан в сотрудничестве с Министерством внешних экономических связей, инвестиций и торговли, и направлен на повышение конкурентоспособности региона, развития экспортного потенциала и оказания содействия малым и микро предприятиям в отдаленных городских и сельских районах в повышении их конкурентоспособности.

**Организационные вопросы:** В целях обеспечения своевременного осуществления компонента в пилотном регионе и тесного сотрудничества с бенефициарами будет осуществлён наем Менеджера компонента и ассистента по компоненту. Эти позиции полностью финансируются Региональным проектом, и данные сотрудники будут работать в Наманганской области.

Компонент будет координироваться проектом "Содействие внешней торговле и привлечению инвестиций в Узбекистане».

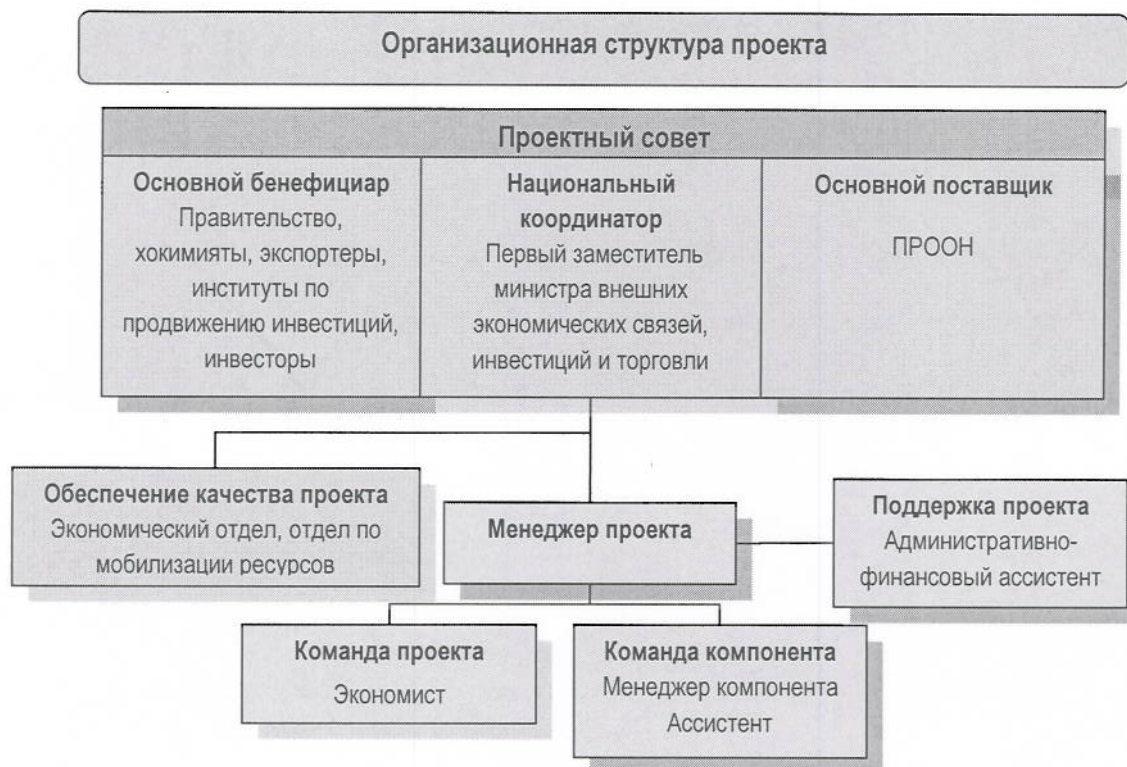
**Менеджер компонента** «Содействие в вопросах торговли» под непосредственным руководством менеджера проекта будет нести полную ответственность за реализацию компонента, эффективное и рациональное использование ресурсов и поддержку связи с участниками проекта.

**Ассистент компонента** будет оказывать всю необходимую организационную и техническую поддержку в реализации компонента.

Более подробные технические задания по вышеуказанным позициям прилагаются к настоящему приложению.



Обновленная организационная структура проекта с соответствующими изменениями приводится ниже:



Для эффективной поддержки реализации компонента «Содействие в вопросах торговли» в Наманганской области Узбекистана ПРООН выделит проекту «Содействие внешней торговле и привлечению инвестиций в Узбекистане» 20 тыс. долл. США на 2012 год.

**Подписано:**

✓  
Г-жа Анита Нироди 

Постоянный представитель  
ПРООН в Узбекистане

Г-н Акмал Камалов 

Первый заместитель министра внешних  
экономических связей, инвестиций и торговли  
Республики Узбекистан  
Национальный координатор проекта

