

REPORT ON PROJECT VISIT

PROJECT ID AND TITLE: 00076189 "Mainstreaming Biodiversity into Uzbekistan's Oil-and-Gas Sector Policies and Operations"

PROJECT DURATION: 09/11/2010 - 31/07/2014

DATE OF THE VISIT: 31/01/2012

UNDP CO TEAM: Ms. Guzal Khodjaeva, Programme Associate on Biodiversity, EEU
Ms. Roza Iskhakova, Programme Assistant, EEU

OTHER PARTNERS: n/a

PROJECT TEAM MET:
 ✓ PROJECT MANAGER: Mr. Khalilulla Sherimbetov
 ✓ PROJECT AFA: Mr. Almaz Temirbekov
 ✓ PROJECT National Consultant on Technical Support: Mr. Khabibulla Hamdamov

COMPONENT OF THE MONITORING	YES	NO	N/A	FINDINGS & RECOMMENDATIONS
1. GENERAL				
<input type="checkbox"/> Project office environment & working conditions are adequate	√			
2. SUBSTANTIVE PROJECT ACTIVITIES				
<p>Objectives of the visit (maybe added depending on the nature of the project)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Regular monitoring visit / follow-up mission <input type="checkbox"/> Outstanding issues / challenges faced by the project that needs attention and follow-up from the CO (project staff concerns) <input type="checkbox"/> Beneficiaries met (2-3) to assess the work of the project <input type="checkbox"/> Synergies with other projects/programmes <input type="checkbox"/> Partnership arrangements with national and international agencies <input type="checkbox"/> Any deviations from the AWP and annual targets set <input type="checkbox"/> Gender mainstreaming - all data collected during project is disaggregated by gender (list of participants, research baselines, etc.) <input type="checkbox"/> Outputs of consultants/experts work (Reports, Translations, etc.) are available in project files as well as PEFs 	√ √ √ √ √ √ √			Visit to the project office, but not to project sites due far distance travel. 4 issues were identified. Preparation of maps and offsets to be discussed with other partners and HoU. Met NPC and representative from Gazprom, but other project partners shall be met as well. Implemented, but passive- need to be improved. Interagency working group is created, interest of national and foreign Oil and gas companies in project activities to be improved. Gender issue need to be actively addressed during project implementation. Reports and outputs of recruited consultants were presented to FP, but filling of CoP need to be improved (absence of signature of the certificate holders).
3. ATLAS UPDATES				
<p><i>Before visiting the project, the programme focal point has to visit the Executive Snapshot/Programme & Project Management > Overview of Awards > Select Award ID > Click on "View the Progress Report for this Award."</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Quality Log/Progress report is updated in ATLAS <input type="checkbox"/> Risk logs is updated in ATLAS by PM and management response by Programme Officer / programme focal point <input type="checkbox"/> Issues logs/monitoring logs updated <input type="checkbox"/> Lessons learned are reflected appropriately (offline in the programme files) <p>If ATLAS updates are not available, the project visit will help to identify why the updates are not made in timely manner by the Project manager and team</p>	√ √ √	√		Need to be updated, to be done as soon as possible and reflected in QPR of 1 st quarter 2012

4. FINANCIAL AND ADMINISTRATIVE MANAGEMENT			
<p>E-filing System is established and maintained in compliance with UNDP procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> MINIMUM DOCUMENTS must be available electronically: <ul style="list-style-type: none"> o Copy of the signed Prodoc with TORs for all project staff o AWP, copies of signed CDRs for each year and other financial documents (if donor cost-shared) o Copies of Annual Project Reviews, Minutes of the Project Board meetings and other relevant meetings o Donors reports, Technical Reports (depending on the donor requirements, e.g. GEF, TTF, EC, bilateral, etc.) or specific type of the reports, like Feasibility Study or Policy Analysis, etc.) o Copies of project staff attendance and leave monitoring records (properly completed and signed). Monthly attendance reports of each project staff member have to be cleared by direct supervisor and submitted to the UNDP HR Unit at the beginning of each month¹. o Copies of transfer documents (if applicable) <input type="checkbox"/> Project shadow budget is kept up-to-date ensuring that expenditures are reconciled/updated after the actual payments are made. <input type="checkbox"/> Private telephone/international calls are duly registered and recovered by relevant project staff; <input type="checkbox"/> Cost-recovery monitoring system is in place (ISS). <input type="checkbox"/> Supporting docs on travel matters and back to office reports <input type="checkbox"/> Updated NEPL are maintained up-to-date (some assets are checked against NEPL for quality monitoring) 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>The project AFA was recently hired; in this regard some documents were not properly and consistently filed: - no voucher numbers on RDPs - no electronic copies of some RDPs, PRAs, ToRs - no SEF plans Need for an introductory trainings for AFA.</p> <p>Good systematic backup of all electronic files</p> <p>The project raised an issue of procuring a mini refrigerator and microwave oven for the project office. - to be negated with focal point</p> <p>Some equipment were not properly tagged as per UNDP inventory procedures</p>
5. LEARNING AND TRAINING			
<ul style="list-style-type: none"> <input type="checkbox"/> All project staff have passed the Basic security and advanced security in the field training courses <input type="checkbox"/> Any capacity development activities envisaged (SEF should indicate clear learning plan) for each project staff <input type="checkbox"/> If there is a need for additional training and which area? 	<p>No (AFA)</p> <p>Not yet, to be identified along with SEF plan</p> <p>IPSAS and other mandatory trainings are not passed yet</p> <p>Introductory trainings for AFA</p>		
6. NEXT STEPS / FOLLOW-UP ACTIONS			
Monitoring of project progress during the 1 st quarter using updated QPR based on the monitoring visit results	Project Manager		
Recruitment of NTC and PR specialists	Project Manager		
Reporting to FP on project progress	Project Manager		
Introductory trainings for AFA	EEU & AFA		

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¹ Extract from the PM Toolkit (revised 2010), page 20