## MONITORING REPORT ON PROJECT VISIT

PROJECT ID AND TITLE: Strengthening Disaster Risk Management Capacities in Uzbekistan PROJECT DURATION: July 2010-December 2014

DATE OF THE VISIT: April 8, 2014

LOCATION OF THE VISIT: Tashkent Royect Office

SOURCE FUNDING:

PURPOSE OF THE VISIT: Regular monitoring visit

UNDP TEAM: Darkhon Abutalipov, Programme Associate

financial documents (if donor cost-shared)

Copies of Annual Project Reviews, Minutes of the X

Project Board meetings and other relevant meetings

PROJECT MANAGEMENT & ADMINISTRATIVE ISSUES

OTHER PARTNERS: No

BENEFICIARIES MET: No

	YES	NO	N/A	FINDINGS & RECOMMENDATIONS
1. GENERAL				
<ul> <li>Project office environment &amp; working conditions are adeq</li> </ul>	uate X			
2. ATLAS UPDATES				
<ul> <li>Before visiting the project, the programme focal point has to the Executive Snapshot/ATLAS Project Management Module</li> <li>Progress report is updated in ATLAS</li> <li>Risk logs is updated in ATLAS by PM and management response by Programme Officer / programme focal point</li> <li>Lessons learned are reflected appropriately (offline in the programme files)</li> <li>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</li> </ul>	X		X X	
3. FINANCIAL AND ADMINISTRATIVE MANACE per project, these issues are monitored to ensure that me	GEMENT [to	o be c ect re	ompl quire	eted at least once a year ements are met]
E-filing System is established and maintained in compliance wi UNDP procedures				
<ul> <li>MINIMUM DOCUMENTS must be available electronically</li> <li>Copy of the signed Prodoc with TORs for all prostaff</li> <li>AWPs, copies of signed CDRs for each year and</li> </ul>	roject X			

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	<ul> <li>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.)</li> <li>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 month.</li> <li>Copies of transfer documents (if applicable)</li> <li>Project shadow budget is kept up-to-date ensuring that expenditures are reconciled/updated after the actual payments are made.</li> <li>Private telephone/international calls are duly registered and recovered by relevant project staff;</li> <li>Cost-recovery monitoring system is in place (ISS).</li> <li>Supporting docs on travel matters and back to office reports COMIS Asset Management page and NEPL are maintained up-to-date</li> </ul>	x x x x x	X	X	Random check of assets was conducted. Selected items are in place and properly labeler.
	4. LEARNING AND TRAINING	Yes			
•	All project staff have passed the Basic security and Advanced security in the field training courses  Any capacity development activities envisaged (SEF should indicate clear learning plan) for each project staff  If there is a need for additional training and which area?	No No			

#### 2. PROGRESS TOWARDS RESULTS & PROJECT ACTIVITIES

[Specify and describe your findings under the following areas, or mark as N/A if not relevant]

Contribution made towards the strategic goals set out at the outcome level? Progress made towards the project output(s)?

Activities listed below make contribution to the capacity building of MES in implementation of rescue operations, increasing awareness and knowledge of population on earthquake safety etc.

Progress made towards the annual targets? Any deviation from the AWP or annual targets set?

Project staff working on preparation to the Risk Assessment Seminar which is approved by Government and to be conducted in April 14-18, 2014.

Rescue equipment for MAN car procured

Project started process of preparation to Study Tour to Korea.

Terms of reference for upgradation of MES website and previous mob app prepared by MES

Process of development of the film and cartoon started.

4 seminars on Seismic Safety were conducted among architecture specialists. 1 group – 20 participants (5 female);

2 group - 40 participants (9 female);

3 group - 20 participants;

4 group - 25 participants (3 female / 22 male);

Brochures on Seismic Safety were disseminated, beta testing of the film conducted.

Construction of the complex started. Earthquake Simulating Platform delivered to Tashkent.

Design of Earthquake museum developed and approved by MES. Procurement of necessary equipment and

Any outstanding issues / challenges faced by the project that need attention and follow-up from the CO (project staff concerns)?

Beneficiaries met (2-3) to assess the work of the project?

No

Synergies with other projects/programmes?

It is planned to develop awareness raising materials on hydro meteorological risks in close collaboration with CA-CRM project for population living in prone areas. These materials are planned to be disseminated on CRM project sites too. One UzHydroMet specialist already recruited by DRMP as per CRM recommendations.

# Partnership arrangements with national and international agencies?

It is planned to conduct several project activities with UNISDR support

Follow-up on mid-term review/evaluation findings (if any)?

Management response is being finalized. Some points have already been completed.

Gender mainstreaming - all data collected during project is disaggregated by gender (list of participations,

Please see the progress section

Verification of the reported results (annual or quarterly reports)? Data collection methods assured? Yes

# 3. PROJECT PERFORMANCE (IMPLEMENTATION ISSUES)

List the main implementation challenges and propose a way forward (concerning general issues that are not related to specific outputs).

Timely completion of the construction of the Earthquake Simulation Centre is the main challenge/risk. Project Manager is in close contact with national partner and monitors progress on this.

#### 4. LESSONS LEARNED

Describe briefly key lessons learned observed during the project implementation / monitoring visit (successes, shortcomings and recommended solutions).

### 5. FOLLOW-UP ACTIONS

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<b>Follow-up actions</b> [concludes and summarizes the above sections into actions points]	Responsible person and date of completion
Finalizing handover process of the simulation equipment to MES	PM/AFA
Preparation for the Project Board Meeting which is planned to be conducted in April 2014.	All Project staff
Monitoring the process of construction of the Earthquake Simulation Centre building	PM

Prepared by:

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Seen by:

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Seen by:

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