REPORT ON PROJECT VISIT

PROJECT ID AND TITLE: 00083748, "Strengthening Efficiency and Sustainability of Newly Established Lower Amu-

Darya Biosphere Reserve (LABR)"

PROJECT DURATION: July 2012 - June 2013

DATE OF THE VISIT: 25 March, 2013

UNDP CO TEAM: Ms. Guzal Khodjaeva, EEU Programme Associate

Ms. Roza Iskhakova, EEU Progarmme Assistant

OTHER PARTNERS:

PROJECT TEAM MET:

PROJECT MANAGER: Task Manager - Mr. Khurshid Norov

PROJECT AFA: Ms. Dilnora Khakimova

COMPONENT OF THE MONITORING	YES	NO	N/A	FINDINGS & RECOMMENDATIONS
1. GENERAL				
□ Project office environment & working conditions are adequate		X		Due to budget constraints, the projects does not have internet connection, land phones and corporate mobiles, as well as own project office. The team has to use private ITC equipment and reside in other UNDP project's premises, which is closing shortly. All of these affect performance and timeliness of workflow.

2. SUBSTANTIVE PROJECT ACTIVITIES			
Objectives of the visit (maybe added depending on the nature of the project) Regular monitoring visit / follow-up mission Outstanding issues / challenges faced by the project that needs attention and follow-up from the CO (project staff concerns) Beneficiaries met (2-3) to assess the work of the project Synergies with other projects/programmes Partnership arrangements with national and international agencies Any deviations from the AWP and annual targets set Gender mainstreaming - all data collected during project is disaggregated by gender (list of participants, research baselines, etc.) Outputs of consultants/experts work (Reports, Translations, etc.) are available in project files as well as PEFs	X X X X	X	Budget constrains does not allow project staff to conduct regular monitoring visits to pilot. Lack of funds and weak ownership on the part of NPC remain to be the most significant issues in implementation of this project, despite regular efforts of the project to involve the project's stakeholders within last 7 months (2 meetings with LABR administration in Karakalpakstan, regular meetings with LABR administration (every two months) in Tashkent, 1 meeting with the Governor of Beruniy district, regular weekly meetings with NPC). Hard component of the project was mostly implemented during the initial 6 months of the project implementation; the 2nd half will be devoted to capacity development of LABR personnel and local communities of Amu-Darya and Beruniy districts (with due consideration to gender issues). Several attempts were made toward fund raising by meeting and consulting with representative of Zuccow Foundation and communication with WWF Russia. No significant deviations from AWP were noted, except for the procurement of the equipment for LABR, which was based on request of LABR's administration. No PEFs of the project's NCs are prepared. Synergy activities are conducted in form of consultancy with
3. ATLAS UPDATES	7		Zapoveniki, BD in O&G projects.
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." Quality Log/Progress report is updated in ATLAS Risk logs is updated in ATLAS by PM and management response by Programme Officer / programme focal point Issues logs/monitoring logs updated Lessons learned are reflected appropriately (offline in the programme files) 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			All project data (activities, outcomes, budget, results and targets) were timely updated in Atlas, despite of several issues with entering data, which were resolved through HQ. Risk management is well applied, issues during project implementation were addressed. Lessons learned section need to be added.

4. FINANCIAL AND ADMINISTRATIVE MANAGEMENT							
E-filing System is established and maintained in compliance with UNDP							
procedures							
 MINIMUM DOCUMENTS must be available electronically: Copy of the signed Prodoc with TORs for all project staff AWPs, copies of signed CDRs for each year and other financial documents (if donor cost-shared) Copies of Annual Project Reviews, Minutes of the Project Board meetings and other relevant meetings 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.) 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. Copies of transfer documents (if applicable) 	XXX	x	XX	Signed electronic prodoc in Russian needs to be added. PAC minutes must be added. Attendance reports for PM need to be recovered for Sep – Dec 2012; AFA – for the whole period of service ISS and bank charges calculations, total actual expenses count and delivery percentage			
☐ Project shadow budget is kept up-to-date ensuring that	X			count need to be added to the			
expenditures are reconciled/updated after the actual payments are made. Private telephone/international calls are duly registered and recovered by relevant project staff; Cost-recovery monitoring system is in place (ISS). Supporting docs on travel matters and back to office reports Updated NEPL are maintained up-to-date (some assets are checked against NEPL for quality monitoring)	X	X	X	shadow budget. Labeling of project equipment needs to be done. Some of HR, procurement and travel case are missing completely or partially in electronic format - all needs to be recovered asap. SEF plan for the new contract of TM needs to be developed and approved by HoU, as contract period is very short; reporting is coming soon. More structured system of filing is			
				recommended.			
E I CADAUAC AND TO AISING				In general, most of the documents are in order, however, some of the above indicated drawbacks need to be improved.			
5. LEARNING AND TRAINING All project staff have passed the Basic security and advanced	No (ex	cent fo	or TM _ I	Basic Security: all other trainings			
security in the field training courses Any capacity development activities envisaged (SEF should indicate clear learning plan) for each project staff	No (except for TM – Basic Security; all other trainings need to be passed asap) Yes						
☐ If there is a need for additional training and which area?	No						
6. NEXT STEPS / FOLLOW-UP ACTIONS	RESPONSIBLE PERSON						
All cases must be fully filed Mandatory trainings (esp.IPSAS & Security trainings) are completed by	AFA and TM AFA and TM						
project staff	AFA diju Tivi						

 $^{^{\}rm I}$ Extract from the PM Toolkit (revised 2010), page 20

