

United Nations Development Programme
Country: Uzbekistan
Project Document

Project Title:	Strengthening efficiency and sustainability of newly established Lower Amu-Darya State Biosphere Reserve (LABR).
UNDAF Outcome:	Principles of sustainable development integrated into country policies and programs
Expected CP Outcome(s):	2.1. Increased level of institutional products and services aimed at conservation and sustainable and equitable use of natural resources
Expected CP Output:	2.1.1. Concrete interventions on sustainable natural resources use, including water, land, biodiversity resources, and on climate change (mitigation, adaptation and carbon financing) complemented with environment education/ training component
Implementing Partner:	Main Forestry Department of the Ministry of Agriculture and Water Resources of the Republic of Uzbekistan
Responsible Parties:	UNDP, State Reserves, National Park and Game Hinting Directorate, State Committee of the Republic of Uzbekistan for Nature Protection, District Khokimiyats of the Republic of Karakalpakstan, Karakalpakstan Division of the Academy of Science of the RUZ, "Society for the Protection of Birds" Karakalpak branch

Brief Description

Project "Strengthening efficiency and sustainability of newly established Lower Amu-Darya State Biosphere Reserve (LABR)" is intended to strengthen institutional capacity, in particular administration and personnel's for more efficient use of new opportunities resulting from adoption of the new legislative document in the field of National protected areas, Resolution of the Cabinet of Ministers "About the organization of the Lower Amu Darya State Biosphere Reserve Chief Forestry Department under the Ministry of Agriculture and Water Resources of the Republic of Uzbekistan". Present project shall demonstrate new approaches and models on promoting sustainability of LABR performance by rendering technical assistance in the field of special planning, support in LABR performance, planning, monitoring, control and nominating of the LABR to be included into the World Network of Biosphere Reserves (WNBR) in the frame of MAB programme, UNESCO. Furthermore, by improving efficiency of LABR's management and performance the project will contribute to conservation of globally significant biodiversity over the area of 68 717.8 hectares, 11 568.3 ha of which represent a strictly protected area.

<p>Programme Period: <u>Country Programme 2010-2015</u></p> <p>Key Result Area (Strategic Plan): 3.5 - Conservation and sustainable use of biodiversity</p> <p>Atlas Award ID: Project ID:</p> <p>Start date: July 1, 2012 End date: June 30, 2013</p> <p>PAC Meeting Date: 17 April, 2012 Management Arrangements: NIM</p>	<table> <tr> <td>Total resources required</td> <td style="text-align: right;">\$100,000</td> </tr> <tr> <td>Total allocated resources:</td> <td></td> </tr> <tr> <td>• TRAC</td> <td style="text-align: right;">\$100,000</td> </tr> <tr> <td>In-kind Contributions</td> <td></td> </tr> <tr> <td> o Government (parallel funding)</td> <td style="text-align: right;">\$113,924</td> </tr> <tr> <td></td> <td style="text-align: right;">(equivalent to UZS 216 millions)</td> </tr> <tr> <td> Main Forestry Department of the Ministry of Agriculture and Water Resources of the Republic of Uzbekistan (in kind)</td> <td style="text-align: right;">\$ 40,000</td> </tr> </table>	Total resources required	\$100,000	Total allocated resources:		• TRAC	\$100,000	In-kind Contributions		o Government (parallel funding)	\$113,924		(equivalent to UZS 216 millions)	Main Forestry Department of the Ministry of Agriculture and Water Resources of the Republic of Uzbekistan (in kind)	\$ 40,000
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Agreed by: Sobir Ergashev
Head of Main Forestry Department of the Ministry of Agriculture and Water Resources of the Republic of Uzbekistan

Date: 

Agreed by: Jaco Cilliers, a.i. UNDP Resident Representative in Uzbekistan

Date: 

List of Acronyms

BR	Biosphere Rreserve
GEF	Global Environmental Facility
MAB	Man and Biosphere Programme, UNESCO
LABR	Lower Amu-Darya State Biosphere Reserve
PAs	Protected Areas
UNDP	United Nations Development Programme
TM	Task Manager
APA	Annual Plane of Activities
AWP	Annual Work Plan
RRF	Results and Resources Framework

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SECTION I: Project Summary

PART I: SITUATION ANALYSIS

Current environmental crisis is a result of loss in biological diversity and degradation of its functions. Nowadays, maintaining environmental regulation mechanisms performed by natural ecosystems and biological systems is a key condition for sustainable human development. Prevention of environmental collapse and disbalance should be primarily based on conservation and restoration of biodiversity functions.

Ecosystem of riparian woodlands (Tugai) is of great importance for Uzbekistan. Well-being of the population residing in the areas adjoining the riparian woodlands largely depends on the wealth of this ecosystem. Fragmentation and complete depletion of riparian woodland resources may result in a number of crucial problems. The UNDP-GEF joint project “*Conservation of Tugai Forest and Strengthening Protected Area System in the Amudarya Delta of Karakalpakstan*” was implemented during 2004-2011 in a view to prevent and control presence of such problems. The key purpose of the project was to create a new Biosphere Reserve to demonstrate practical use of new approaches on conservation and management of biodiversity and natural resources in the lower delta of Amu-Darya river.

Globally the Biosphere reserves are considered as: (1) sites of excellence where new and optimal practices to manage nature and human activities are tested and demonstrated; (2) tools to help countries implement the results of the World Summit on Sustainable Development and, in particular, the Convention on Biological Diversity and its Ecosystem Approach; (3) learning sites for the UN Decade on Education for Sustainable Development¹.

The LABR with a total area of 68.717,8 ha was created within the territory of Beruniy and Amu-Darya districts of the Republic of Karakalpakstan following the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan No. 243 (August 26, 2011) “About the organization of the Lower Amu Darya State Biosphere Reserve Chief Forestry Department under the Ministry of Agriculture and Water Resources of the Republic of Uzbekistan”.

As stated in the resolution, the LABR is subdivided into *three zones*, where 11 568.3 ha is a core zone (strictly protected), 6 731.4 ha – buffer zone, and 50 418.1 ha – transition zone.

Core zone is meant for conservation of the natural objects in the natural state and conditions. This zone will practice the regime of the state reserves – prohibition on any types of economic activities and complete restriction on use of natural resources, except for research activities, monitoring of natural processes, activities aimed at protection of this zone, namely from poach and fire prevention.

Buffer zone rings round the core zone and adjoins it. Buffer zone is meant for mitigation of the negative effect and impact of the exterior territory, conservation and restoration of natural objects and ecosystems. The zone will be used for cooperative activities compatible with sound ecological practices, including environmental education, recreation, ecotourism, and applied and basic research. This is also meant for development and introduction of new approaches promoting sustainable and rational use of natural resources, study of potentials for restoration and further utilization of the degraded lands. For the purpose of nature conservation, activities of the local population residing in the buffer zone will be restricted to some extent. Only strictly controlled and restricted business activities will be allowed. A part from imposing of certain restrictions a number of measures will be taken to improve the existing traditional practice and introduce new land and forest resources use methods.

Transition zone is a territory adjoining buffer zones. The zone may encompass inhabited localities, social and cultural facilities; it is open for agricultural and other land-use activities. The zone will

¹ <http://www.unesco.org/new/en/natural-sciences/environment/ecological-sciences/biosphere-reserves/>

stimulate and promote activities aimed at the sustainable use of natural resources. This territory shall be administrated based on cooperation of all stakeholders, in order to ensure sustainable management and control of natural resources and promote its sustainable social and economic development.

The LABR will be established on the basis of Baday-Tugay strict reserve. Resolution specifies that these activities will lead to abolishment of Baday-Tugay reserve, which was administrated in accordance with the norms and regulations under the national legislation of Uzbekistan. However it should be mentioned that newly applied approaches, methods and BR management models are considerably differ from those practiced in the Baday-Tugay reserve.

Even though establishment of the first Biosphere Reserve (BR) in Republic fairly contributes to the improvement of the existing national PAS system meant for biodiversity conservation at the institutional level, there are still a number of unsolved issues associated with protection, reproduction and sustainable use of natural resources of the riparian woodlands in the Amu-Darya delta. Such aspects as a new management team, insufficient potential of LABR administration and personnel, and the necessity to integrate the concept of sustainable use of natural resources into the local communities. Moreover, insufficiency of technical provision needed to ensure productive and efficient activity of the established BR may also be attributed to the above problems. The above-listed issues shall be solved in the short-term prospects, if in years to come it is planned to pursue an uniform policy and program in the field of conservation of biological diversity by the example of LABR. At present, the staff and employees of newly established LABR experiencing lack of such knowledge on efficient management, functioning and financing of BR. Thus, proposed project will conduct activities on strengthening the management capacity of LABRs staff.

The role of local communities is in particular importance. One of the main characteristic of the Biosphere reserve is focus on a multi-stakeholder approach with particular emphasis on the involvement of local communities in management.² Consequently the activities under proposed project will be addressing this issue during implementation by issuance of guidance, briefings, presentations, conduction of trainings, workshops with participation of representative of Jukari Kengash, roundtables, as well as providing expertise and technical advice on relevant aspects of LABR functions and operation.

Successful performance and operation of LABR is tightly correlates with availability of tools for implementation of new management approaches and methods in conservation of biological diversity. At the moment, fulfillment of all aspects of BR model functioning is restricted with the absence of the relevant level of operational capacity. This relates to a new status of the Protected Area. This issue is planned to be addressed by implementation of one of the key activity of the project – providing support in strengthening LABR's infrastructure.

The Man and the Biosphere (MAB) Programme is an Intergovernmental Scientific Programme aiming to set a scientific basis for the improvement of the relationships between people and their environment globally³. The Programme was designed to improve human livelihoods and safeguard natural ecosystems, thus promoting innovative approaches to economic development that is socially and culturally appropriate and environmentally sustainable, as well as to promote share their experience and ideas nationally, regionally and internationally within the World Network of Biosphere Reserves. The project is planning to make provision for initiating nomination of LABR to the World Network of Biosphere Reserves (WNBR) with a view of promotion of the LABR recognition by the international scientific and financial community, to ensure their sustainable cooperation in the field of harmonization of the opponent demands: conservation of biological diversity and utilization of natural resources and social development.

² <http://www.unesco.org/new/en/natural-sciences/environment/>

³ <http://www.unesco.org/new/en/natural-sciences/environment/ecological-sciences/man-and-biosphere-programme/>

PART II: STRATEGY

The LABR was created for the purpose of protection and restoration of landscapes, flora and fauna of the riparian woodlands, other natural objects and ecosystems typical for the territory of biosphere reserve, improvement of environmental situation, promotion of sustainable use of natural resources and social well-being of the population, study of the natural processes and promotion of development of environmental education. The above issues require adoption of immediate and appropriate measures to ensure sustainable LABR performance.

The project aims to provide support to LABR administration in the following directions:

- *Strengthening capacity of LABR's administration, employees and local authorities for better BR management.* To address this issue the project plans to conduct trainings for LABR's employees on efficient management, financial management methods, in the field of scientific surveys and cultural heritage, run awareness raising campaign for local communities and high level of authorities.
- *Improvement of LABR's infrastructure for more efficient performance* by procuring and installing certain necessary technical equipment.
- *Prepare nominating in MAB UNESCO for the purpose of including the LABR into WNBR* by submission of documents to the UNESCO Commission at the Cabinet of Ministers of the Republic of Uzbekistan

The support will be provided through assistance in improvement of institutional basis for LABR activities and increase of personnel capacity by producing relevant documents and organizing trainings that will demonstrate the most adoptable and reasonable approaches for promoting conservation and sustainable land tenure. LABR example may be extrapolated to all other riparian territories of Uzbekistan.

Project will be implemented in partnership with the Government of the Republic of Karakalpakstan, State Committee of the Republic of Uzbekistan for Nature Protection, relevant local authorities, Karakalpakstan Division of the Academy of Science, NGO "Society for the Protection of Birds" Karakalpak branch and other partners. This will increase efficiency of demonstration of new approaches to the integrated conservation and, as a whole, sustainable use of natural resources in the Republic of Karakalpakstan based on the BR example; it will also promote capacity building both of the agencies dealing with conservation of natural resources and ministries responsible for natural resources management (water-users, forestry, agriculture, etc.).

According to Resolution of the Cabinet of Ministers of the Republic of Uzbekistan "About the organization of the Lower Amu Darya State Biosphere Reserve Chief Forestry Department under the Ministry of Agriculture and Water Resources of the Republic of Uzbekistan" responsibility for execution of subordinate legislation is delegated to the Chairman of the Council of Ministers of the Republic of Karakalpakstan and the Government of Karakalpakstan will participate in the project as a strategic partner. This should promote solving of a number of issues associated with provision of administrative and logistic support to the project during its implementation.

Partnership with the State Committee for Nature Protection of the Republic of Uzbekistan, their agency carrying control over the maintaining the regime of the biosphere reserve zones, promotes conduction of a series of seminars with land-users and representatives of khokimiyats arranged with a view to familiarize them with new regulations for natural resources use in the territory of LABR.

At the local level, participation of local authorities will ensure timely resolving of both organizational (land allocation) and administrative (community participation) issues associated with implementation of the project.

Cooperation with the Karakalpakstan Division of the Academy of Science of the Republic of Uzbekistan will promote timely inventory of the LABR cultural heritage objects.

Public awareness raising activities regarding LABR performance and capacities will be carried out with involvement of NGO and local communities' representatives.

UNDP in cooperation with other partners constantly works on improvement of situation associated with conservation of biological diversity having the universal importance, and promote management of PNT system in Uzbekistan by implementation of a number of projects. Nowadays, the problem of dissonance and imbalance in the activities aimed at biodiversity conservation in Uzbekistan still exists; therefore this project shall contribute to the solution of this concern and play an important role in protection of a unique ecosystem of the riparian woodlands based on the example of LABR.

OVERALL OUTPUT OF THE PROJECT:

The overall output of the project is "LABR's institutional capacity (including managerial, infrastructural and functional) has been strengthened through the development and demonstration of the efficient BR management methods for replication throughout the entire PAs system".

Detailed description of the project's planned activities and expected outputs are given in SECTION III of this document.

The project output is fully in line with the UNDAF outcome 3: Principles of sustainable development integrated into country policies and programs. Its implementation will contribute to the achievement of UNDP Country Programme Outcome 2.1. "Increased level of institutional products and services aimed at conservation and sustainable and equitable use of natural resources" and more specifically UNDP Country Programme output 2.1.1. Concrete interventions on sustainable natural resources use, including water, land, biodiversity resources, and on climate change (mitigation, adaptation and carbon financing) complemented with environment education/training component".

The project will assist the country to introduce the methods and approaches of biodiversity conservation - Biosphere reserve Model and its management as first BR of a country, able to perform all three complementary functions according to the requirements of the Seville Strategy.

SECTION II: Results and Resources Framework (RRF)

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework:</p> <p>2.1. Increased level of institutional products and services aimed at conservation and sustainable and equitable use of natural resources.</p> <p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets.</p> <p><i>Indicators:</i> 2.1. Number of such products and services available</p> <p><i>Baseline:</i> 2.1. Limited at all levels.</p> <p><i>Target:</i> 2.1. Significant increase in such products and services</p> <p>Applicable key result area (from 2000-2015 Strategic Plan): 3.5- Conservation and sustainable use of biodiversity</p> <p>Partnership Strategy: Government of the Republic of Karakalpakstan, State Committee of the Republic of Uzbekistan for Nature Protection, local authorities, Academy of Sciences, NGO and other associates.</p> <p>ATLAS award, project number and title: Improvement of the Efficiency and Sustainability of Performance of the Created Lower Amu-Darya State Biosphere Reserve.</p> <p>Project date: 1 June, 2012</p>						
INTENDED OUTPUT (S)	OUTPUT BASELINES	OUTPUT INDICATORS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
LABR administration's management potential has been strengthened through the development and demonstration of the efficient BR management methods for replication throughout the entire national PAs system.	1.1. LABR's administration and employees lack knowledge on LABR efficient management functioning and financing. 1.2. Local authorities and communities representatives have insufficient knowledge and information on BR's objectives.	1.1. Number (approximately) of LABR's employees who had acquired skills on efficient management, financial management methods, in the field of scientific surveys and cultural heritage. 1.2. Number of local authorities and communities are informed on LABR's objectives and operation regulations.	1.1. 32 LABR employees have acquired skills on efficient management, financial management methods, in the field of scientific surveys and cultural heritage. 1.2. At the most 50 representatives of local authorities and communities are informed on LABR's objectives and operation regulations.	<p>Activity result 1: Capacity of LABR's administration, employees and local authorities improved for better BR management</p> <p>Action 1.1. Conduct the trainings for LABR's employees based on refined and demonstrated BR management model based on the Management Plan developed as part of the project "Conservation of Riparian Woodlands (Tugai) and Consolidation of Protected Area Systems in the Amudarya Delta in Karakalpakstan".</p> <p>Action 1.2. Complete practical guidelines and templates (protocols, evaluation of actual damage, weapon handling, etc.) for LABR employees to ensure their competency and timely execution of functions and duties.</p> <p>Action 1.3. Formulate and present the detailed LABR's financing strategy based on the business plan elaborated as part of the project "Conservation of Tugai Forest and Strengthening Protected Area System in the Amudarya Delta of Karakalpakstan".</p> <p>Action 1.4. Carry out an inventory of the LABR cultural heritage objects.</p>	<p>Main Forestry Department, State Committee for Nature Protection, Khokimiyats of Amu-Darya and Beruniy districts, Mass media representatives</p> <p>Total for the Activity 1: \$ 30,500</p>	

	<p>Action 1.5. Conduct workshops on new regulations in the field of environmental management of the BR territory for land-users and representatives of local authorities.</p> <p>Action 1.5. Carry out an awareness campaign with involvement of mass media means (TV broadcast, radio, Internet and print media) regarding operation regulations and business activities in the territory of LABR.</p>				
	<p>Activity result 2: Infrastructure of LABR is strengthened to improve performance efficiency.</p> <p>Action 2.1. Procurement and installation of at least one (1) field base in the territory of LABR.</p> <p>Action 2.2. Purchase and install equipment comprising at least one (1) solar cell panel, one (1) electric generator and accumulator for electric-power generation needed for administration building and visit-center (total capacity 2 kW).</p> <p>Action 2.3.1. Purchase landmarks with subsequent installation at the appropriate sites in the LABR's territory (total amount - 300 units; size - 50x50 cm; height - 2 meters).</p> <p>Action 2.3.2. Production of access barriers with subsequent installation on three (3) sites in the reserve area (total amount – 6 units; width – 4 meters; made of wood, hand-operated and fitted with lock).</p> <p>Action 2.4.1. Purchase of workwear uniform for the BR inspectors and research officers in quantity 32 ensembles (including winter and summer uniforms, boots and headwear).</p> <p>Action 2.4.2. Delivery of at least two (2) items of motor scooters (wide wheel motorcycles) or motorcycles "Izh" for inspectorate, at the rate of one (1) motorcycle for each BR extension.</p>	<p>2.1. Sufficient Operational capacity of LABR promotes effective performance of its functions in accordance with Seville strategy.</p>	<p>Level of compliance of LABR's operational capacity with Seville strategy requirements.</p>	<p>2.1 insufficient LABR's operational capacity prevents BR from effective performance of its functions.</p>	<p>Main Forestry Department, State Committee for Nature Protection, State Committee for Land and Geodesic Cadaster (Goskomzemeod ezcadast)</p> <p>Total for the Activity 2: 67,500</p>

	3.1 LABR is not included into the World Biosphere Reserve Network of MAB UNESCO.	Level of progress in preparing the package of documents to be submitted to the UNESCO Commission at the Cabinet of Ministers of the Republic of Uzbekistan	3.1. LABR is nominated for the World Biosphere Reserve Network of MAB UNESCO.	Activity result 3: LABR is nominated to be included into WBRN <u>Action 3.1.</u> Preparation and submission of documents to nominate LABR into the world biosphere reserve network of MAB UNESCO.	Central Forestry Administration (Glavleshoz)	Total for the Activity 3: 2,000
TOTAL:						100 000

Note: Furthermore, part II of **Section V "Additional Information"** specifies recommended directions, which are not included into the Results and Resources Framework and budget calculation of the project component. Provided that project contributors and partners had required resources, inclusion of those directions into the financing program would promote improvement of LABR's function efficiency.

Annual Plan and Budget

Project Number:

Project Title: "Strengthening efficiency and sustainability of newly established Lower-Amudaryya State Biosphere Reserve (LABR)"

Implementing Partner: Main Forestry Department of the Ministry of Agriculture and Water Resources of the Republic of Uzbekistan.

Contributor: United Nations Development Programme (UNDP) in Uzbekistan.

Project Duration: one year

Planned activity results	Planned actions	Description of Input Items		Planned Inputs by Quarters(\$), July, 2012- June, 2013				Amount (\$)
				3	4	1	2	
Capacity of LABR's administration, employees and local authorities improved for better BR management	1. Conduct the trainings, workshops for LABR's employees based on refined and demonstrated BR management model based on the Management Plan developed as part of the project "Conservation of Riparian Woodlands (Tugai) and Consolidation of Protected Area Systems in the Amudaryya Delta in Karakalpakstan"	71300	Local consultant fees (at least 6 person)	7 000	3 500	3 000	1 000	14 500
	2. Complete practical guidelines and templates (protocols, evaluation of actual damage, weapon handling, etc.) for LABR employees to ensure their competency and timely execution of functions and duties.	75000	Administrative costs*	3 500	3 000	1 000	1 500	9 000
	3. Formulate and present the detailed LABR's financing strategy based on the business plan elaborated as part of the project "Conservation of Tugai Forest and Strengthening Protected Area System in the Amudaryya Delta of Karakalpakstan"	74200	Audio-video materials production and print costs	1 000	500	2 000	500	4 000
	4. Carry out an inventory of the LABR cultural heritage objects. 5. Conduct workshops on new regulations in the field of environmental management of the BR territory for land-users and representatives of khokimiyats. 6. Carry out an awareness campaign with involvement of mass media means (TV broadcast, radio, Internet and print media) regarding operation regulations and business activities in the territory of LABR.	71600	Travel	1 000	500	1 000	500	3 000
Sub-Total:								30 500
Infrastructure of LABR is strengthened to improve performance efficiency	1. Procurement and installation of at least one (1) field base in the territory of LABR.	72100	Contracts with institutions (for procurement of cordons, workwear, solar panel, moto-scooters or izh, landmarks, barriers)	34 500	18 000			52 500
	2. Purchase and install equipment comprising at least one (1) solar ceil panel, one (1) electric generator and accumulator for electric power generation needed for administration building and visit-center (total capacity 2 kW).	72300	Materials		1 500	1 500		3 000
	3. Purchase landmarks with subsequent installation at the appropriate sites in the LABR's territory (total amount - 300 units; size - 50x50 cm; height - 2 meters).							
	4. Production of access barriers with subsequent installation on three (3) sites in the reserve area (total amount - 6 units; width - 4 meters; made of wood, hand-operated and fitted with lock).	75000	Administrative costs*	5 500	2 000	1 000	500	9 000

	5. Purchase of workwear uniform for the BR inspectors and research officers in quantity 32 ensembles (including winter and summer uniforms, boots and headwear).	71600	Travel	500	1 000	1 000	500	3 000
	6. Delivery of at least two (2) items of motor scooters (wide wheel motorcycles) or motorcycles "Izh" for inspectorate, at the rate of one (1) motorcycle for each BR extension.							
Sub-Total:								67 500
LABR is nominated to be included into WBRN	1. Preparation and submission of documents to nominate LABR into the world biosphere reserve network of MAB UNESCO.	71300	Local consultant fees		500	500		1 000
		75000	Administrative costs*		500	500		1 000
Total:								100 000

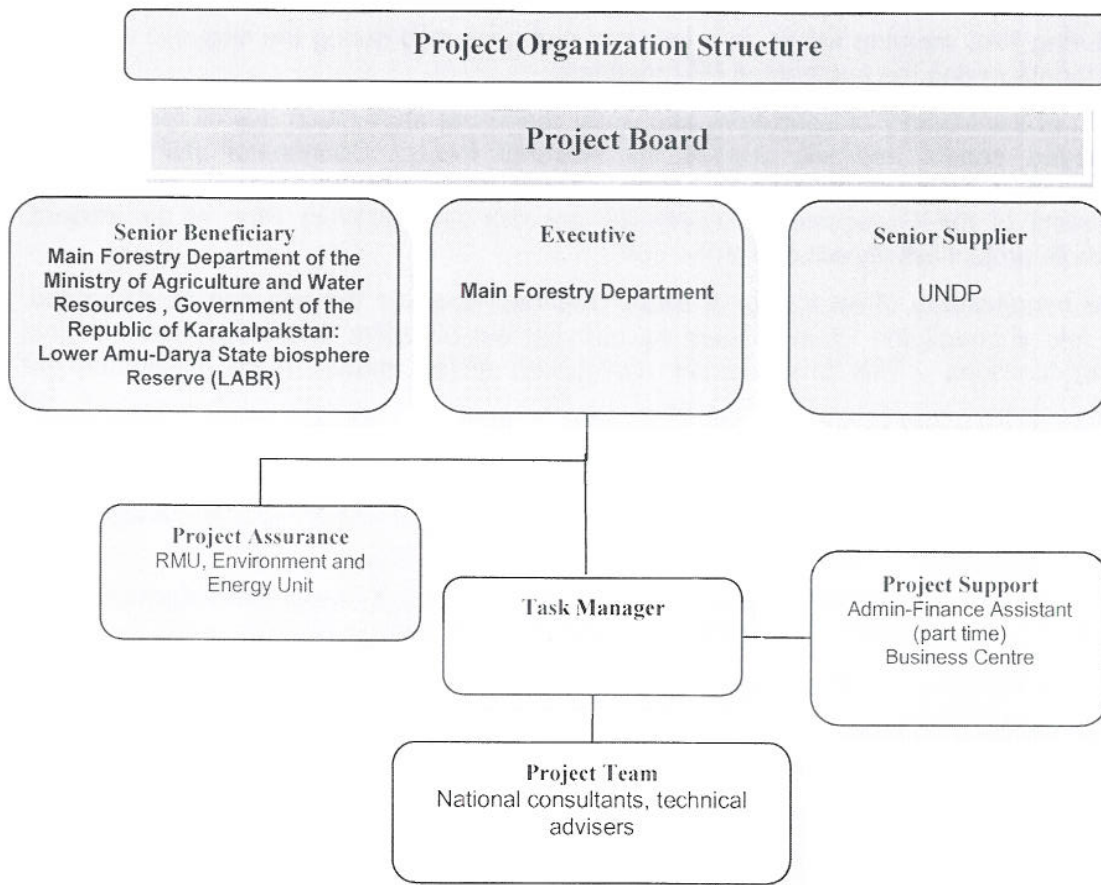
*including salary of project staff

SECTION III: Management arrangements

The project will be implemented through National Implementing Modality (NIM), as described in the UNDP Programme and Operational Policies and Procedures (POPP). At the national level, the project will be executed by the Main Forestry Department at the Ministry of Agriculture and Water Resources as the Implementing Partner.

Overall guidance will be provided by the Project Board (PB). This will include representation by the Main Forestry Department of the Ministry of Agriculture and Water Resources of the Republic of Uzbekistan, including branch in Republic of Karakalpakstan, Government of the Republic of Karakalpakstan: Lower Amu-Darya State biosphere Reserve (LABR) as the Executive and Government of the Republic of Karakalpakstan: LABR as Senior Beneficiary and, UNDP as the Senior Supplier, but key national governmental and non-governmental agencies, appropriate local level representatives, representatives of local governments and industry, and independent third-parties such as international or national NGOs can attend the augmented PB meetings as observers as well. UNDP will also be represented on the PB and will mainstream gender balance among members of PB. The PB will be responsible for making management decisions for the project, in particular when guidance is required by the Project Coordinator. It will play a critical role in project monitoring and evaluations by assuring the quality of these processes and associated products, and by using evaluations for improving performance, accountability and learning. The Project Board will ensure that required resources are committed. It will also arbitrate on any conflicts within the project and negotiate solutions to any problems with external bodies. In case a consensus cannot be reached, final decision shall rest with the UNDP. Project reviews by PB are made at designated decision points during the running of the project (usually once a year), or as necessary when raised by the Task Manager (TM). In addition, it will approve the appointment and responsibilities of the TM and any delegation of its Project Assurance responsibilities. Based on the approved Annual Work Plan, the Project Board can also consider and approve the annual plan and also approve any essential deviations from the original plans.

The Project Board will be responsible for making management decisions for the project, in particular when guidance is required by the Task manager (TM) of the project. It will play a critical role in project monitoring and evaluations by assuring the quality of these processes and associated products, and by using evaluations for improving performance, accountability and learning. The Project Board will ensure that required resources are committed. It will also arbitrate on any conflicts within the project and negotiate solutions to any problems with external bodies. In case a consensus cannot be reached, final decision shall rest with the UNDP. Project reviews by PB are made at designated decision points during the running of a project (at least once a year), or as necessary when raised by the TM. In addition, it will approve the appointment and responsibilities of the TM and any delegation of its Project Assurance responsibilities. Based on the approved Annual Work Plan, the Project Board can also consider and approve the annual plan and also approve any essential deviations from the original plans.



In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance to standards⁴ that shall ensure best value to money, fairness, integrity, transparency and effective international competition.

Potential members of the Project Board will be reviewed and recommended for approval during the Project Appraisal Committee (PAC) meeting. The Project Board will contain three distinct roles:

Executive Role: This individual will represent the project "owners" and will chair the group. It is expected that the Main Forestry Department at the Ministry of Agriculture and Water Resources will appoint a senior official to this role who will ensure full government support of the project and serve as the National Project Coordinator (NPC).

Senior Supplier Role: This role requires the representation of the interests of the parties concerned which provide funding for specific cost sharing projects and/or technical expertise to the project. The Senior Supplier's primary function within the Board will be to provide guidance regarding the technical feasibility of the project. This role will rest with UNDP Uzbekistan represented by the UNDP RR/DRR or designated official.

Senior Beneficiary Role: This role requires representing the interests of those who will ultimately benefit from the project. The Senior Beneficiary's primary function within the Board will be to ensure the realization of project results from the perspective of project beneficiaries. The principal project beneficiary is the Government of the Republic of Karakalpakstan: Lower Amu-Darya State biosphere Reserve (LABR) but other project

⁴ UNDP Financial Rules and Regulations: Chapter F, Regulation 16.05: a) The administration by executing entities or, under the harmonized operational modalities, implementing partners, of resources obtained from or through UNDP shall be carried out under their respective 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. b) Where the financial governance of an executing entity or, under the harmonized operational modalities, implementing partner, does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition that of UNDP shall apply.

stakeholders identified during PAC meeting will be duly involved and consulted during the strategic decision-making and monitoring process during the augmented PB meetings.

Main Forestry Department of the Ministry of agriculture and water resources shall retain overall responsibility for this nationally managed project and will appoint the National Project Coordinator (NPC). Direct responsibility of the NPC will be provision of strategic advice, as well as coordination of the project activity taking into account interests of the Government. He/she will approve Annual Work Plan of the Project, according to which the whole project activity will be carried out.

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 Task Manager as required by the needs of the individual project or Task 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.

Administrative support to the Task Manager will be provided by administrative and financial assistant (AFA, on the part time basis) and a driver. The Project office will be established in Tashkent.

Personnel for this project will be recruited in accordance with the UNDP procedures and regulations. Detailed description of the Task Manager's Terms of Reference (TOR) is given in Annex.

Duties and responsibilities of the temporary project staff members are presented in Annex.

Direct UNDP Country office Support Services to the Programme Implementation

In accordance with the provisions of the letter of agreement signed on 30 April, 2010 and the approved Country Programme Action Plan 2010-2015, the UNDP country office shall provide support services for the Project as described below:

- a) Identification and/or recruitment and solution of administrative issues related to the project personnel;
- b) Procurement of commodities, labor and services;
- c) Identification and facilitation of training activities, seminars and workshops;
- d) Financial monitoring and reporting;
- e) Processing of direct payments;
- f) Supervision of project implementation, monitoring and assistance in project assessment.

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 Main Forestry Department at the Ministry of Agriculture and Water Resources is strengthened to enable it to carry out such activities directly.

When providing the above support services, the UNDP Country Office will recover the costs for providing Implementation Support Services on the basis of actual costs and transaction fee based on the Universal Price List. According to the corporate guidelines, these costs are an integral part of project delivery and, hence, will be charged to the same budget line (account in AWP) as the project input itself.

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. If the requirements for support services by the country office change during the life of a project, the list UNDP country office support services is revised with the mutual agreement of the UNDP Resident Representative and the Main Forestry Department at the Ministry of Agriculture and Water Resources.

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 Main Forestry Department at the Ministry of Agriculture and Water Resources shall retain overall responsibility for this nationally managed project and will appoint the National Project Coordinator (NPC). Direct responsibility of the NPC will be provision of strategic advice, as well as coordination of the project activity taking into account interests of the Government. He/she will approve Annual Work Plan of the Project, according to which the whole project activity will be carried out.

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.

Use of institutional logos on project deliverables: In order to accord proper acknowledgement to UNDP for providing funding, UNDP should appear on all relevant project publications, including among others, project hardware purchased with UNDP funds. Any citation on publications regarding projects funded by UNDP should also accord proper acknowledgment to UNDP. The UNDP logo should be more prominent - and separated from any other logo, if possible, as UN visibility is important for security purposes.

Audit performance: Project activity audit will be performed by a legally licensed and recognized auditor and in accordance with the established UNDP procedures, described in the UNDP program and financial guidelines.

Transfer of Assets: All equipment and furniture procured within the budget frame of the project will remain the property of UNDP until the project closure. Further transfer of assets will be considered during and approved at the TPR meeting with all main stakeholders.

SECTION IV: Monitoring Framework and Evaluation

Biodiversity conservation related mainstreaming gender issues included into the project. The issue will be assessed in terms of the extent the project has addressed them and has made an impact on women's and men's lives and gender issues in the country. This will involve developing indicators that provide sex-disaggregated data (data from women and men separately) and information on the positive and negative impact of the project on women and men.

Monitoring and evaluation of the project will be conducted in accordance with the established UNDP procedures by the project and UNDP Country Office personnel under strategic support of UNDP. Results and Resources Framework (RRF) includes project performance and impact indicators among other corresponding verification means. They will be used as the basis for the development of the Project activity monitoring and evaluation system.

Project performance quality evaluation will be conducted on a *quarterly basis* within annual cycle. The evaluation shall record progress towards the completion of key results, based on quality criteria and methods captured in the project Output Quality Management table below.

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.

- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events
- At least one monitoring visit to Project site with the representative from UNDP CO.

Annually

- Annual review Report. An Annual Review Report shall be prepared by the Task Manager and shared with the Project Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level;
- Annual Project Review. Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

As to *final report* of the project, it will be prepared as outlined in the UNDP procedures and guidelines. This final review report will state the actual delivery of the project's results as initially planned. The project special attention will be paid to the beneficial impacts of the project resulted from its performance and sustainability of its outputs. Project Final Review Report shall outline potentialities for further activities implementation.

Project Results Quality Management:

OVERALL OUTPUT OF THE PROJECT: LABR administration's management potential has been strengthened through the development and demonstration of the efficient BR management methods that could be replicated throughout the entire national PAs system.		
Activity result 1 (Atlas Activity ID)	Capacity of LABR's administration, employees and local authorities improved for better BR management	Commencement date: July 01, 2012 Completion date: June 30, 2013
Purpose	LABR administrative officers' skills in the BR efficient management have been improved	
Description	<ul style="list-style-type: none"> • Action: Conduct (gender balanced) trainings, workshops, round tables and awareness campaign to raise awareness among all relevant stakeholders (LABR's employees, land-users, representatives khokimiyats, Jukari Kengash and local communities) on operational regulations and business activities in the territory of the newly established LABR. 	
Quality Criteria How and by what criteria project performance and outputs will be measured?	Quality Method What verification means and what method will be used to verify compliance with quality criteria?	Date of Assessment When Project performance and output quality evaluation will be performed?
Level of capacity of the LABR's employees is improved	Training module on BR management model is refined and published for dissemination. Feedback forms on efficiency of the workshops	Upon completion of the 2 nd and 3 rd quarters, 2012.

	and seminars have been analyzed and presented along with copies of corresponding certificates and LABR employees' remarks.	
Level of policy maker are informed on the BR functions	Feedback from the local authorities have been received and analyzed.	At the end of each quarter from the 3 rd to the 4 th , 2012.
At least 50 seminar participants (gender balanced) were certified.	Feedback forms have been analyzed and presented along with copies of corresponding certificates and workshop/seminar participants' remarks.	At the end of each quarter from the 1 st to the 2 nd quarters, 2013.
At least 10 media materials developed and disseminated among local authorities and communities	Number of media products widely disseminated. Copies of descriptive, audio and video materials have been provided.	At the end of the 2 nd quarter, 2013.
Activity Result 2 (Atlas Activity ID)		
	Infrastructure of LABR is strengthened to improve performance efficiency.	Commencement date: July 01, 2012 Completion date: June 30, 2013
Purpose	Additional technical and functional facilities installed to promote LABR functional capacity.	
Description	<ul style="list-style-type: none"> Action: Procurement and installation of the field base, alternative electric power supply sources, workwear, moto-scooters or izh, landmarks and barriers 	
Quality Criteria How and what indicators will be used to measure and evaluate Project performance and outputs?	Quality Methods What verification means and what method will be used to verify compliance with quality criteria?	Date of Assessment When Project performance and output quality evaluation will be performed?
Appropriate installation, use and maintenance of field base, alternative electric power supply sources, workwear, moto-scooters or izh, landmarks and barriers.	Copies of procurement documents, including copies of operational manual and technical passport of the installed equipment, as well as administration's remarks, monitoring visit report, have been provided.	Upon completion of the 2 nd quarter of 2013, starting from July 15, 2012.
Activity Result 3 (Atlas Activity ID)		
	LABR is nominated to be admitted into World Biosphere Reserve Network of MAB UNESCO	Commencement date: August 1, 2012 Completion date: June 30, 2013
Purpose	Inclusion of LABR into the world biosphere reserve network of MAB UNESCO.	
Description	<ul style="list-style-type: none"> Action: Preparation and submission of a package of documents demonstrating that the LABR is responding to minimal set of criteria to be admitted into the Network. 	
Quality Criteria How and what indicators will be used to measure and evaluate Project performance and outputs?	Quality method What verification means and what method will be used to verify compliance with quality criteria?	Quality Evaluation Date When Project performance and output quality evaluation will be performed?
Timely submission of a complete and compliant package of documents to the UNESCO Commission at the Cabinet of Ministers of the Republic of Uzbekistan.	Copies of documents acknowledging receipt of documents by the UNESCO Commission at the Cabinet of Ministers of the Republic of Uzbekistan have been provided.	Upon completion of the 2 nd quarter, 2013.

SECTION V: Legal Aspects

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of Uzbekistan and UNDP, signed on June 10, 1993.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency 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 executing agency's security, and the full implementation of the security plan.

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 this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the 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/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

SECTION VI: Recommended Complementary Directions

Provided that additional financial resources are available at the potential co-financing UNDP partners, it is reasonable to consider possibility of inclusion of the following directions into the proposed Project component:

- To ensure effective LABR functioning, it is necessary to purchase and install full metal field base (3 units, length – 6 m) for inspectorate and research officers. Cordons shall be fitted with eclectic generator and protected by metal shutters; one cordon per each BR extension. Indicative budget – 48 000 US dollars.
- *Equipping of LABR Science division* with the needed equipment and outfits. This activity implies purchase of A3 format scanner, digital camera at least equal to EOS 60D with changeable optics, A2 paper cutter, video editing graphic station, external memory (memory capacity at least equal to 1 Gbyte) – 2 units, consumables (paper, discs, files and etc.), herbarium files, herbarium cabinet, zoological collection cabinet. Indicative budget – 7 200 US dollars.
- Development of *Visit-center's* strategy and action plan, its execution for the purpose of increasing LABR potentialities in the field of eco-tourism sustainable development. Indicative budget – 12 000 US dollars.

ANNEX

Eventual Risks and Ways Forward

To ensure timely and due performance of the assigned tasks, the project allows for the following eventual risks and measures for their mitigation and elimination:

#.	Description	Type	Impact and Probability	Measures/Management Response	Responsible Parties	Author	Determination Date	Revision Date	Current Status
1	Project partners manifest insufficient interest and support to implementation of the project.	Political	<i>Impact:</i> May impede Project implementation. <i>Probability:</i> Low	Continues meetings and dialogues, individual meetings with the stakeholder parties, meetings with project task manager, publishing of strategy briefings, subject reports and other related printed matters on a regular basis.	Project Team				
2	Riparian woodlands (tugai) will completely dry out due to climatic changes.	Climatic	<i>Impact:</i> May require the change of priorities of the project activities. <i>Probability:</i> Medium	Potential impacts and climatic changes adaptation measures will be given special priority in supporting management in their new challenges.	Project Team				
3	Insufficient financing of project activities.	Financial	<i>Impact:</i> May prevent achievement of the desired project goal and objectives. <i>Probability:</i> Low	Specific-primary attention will be given to resource mobilization.	Project Team				
4	Lack of competent and highly skilled and experienced specialist/experts to implement project activities.	Organizational	<i>Impact:</i> May delay realization of Project activities. <i>Probability:</i> Low	Ensure extensive job advertisement	Project Team				

Draft TOR for Task Manager

I. Job Information	
Job title:	Task Manager (TM)
SC range:	SC-8
Project Title:	Strengthening efficiency and sustainability of newly established Lower Amu Darya State Biosphere Reserve (LABR)
Duration of the service:	One year
Work status (full time / part time):	Full time
Reports to:	Head of Environment and Energy Unit, UNDP CO
II. Background	
<p>Within the framework of the joint UNDP/GEF and Government of Uzbekistan project “Conservation of Tugai Forests and Strengthening Protected Areas System in the Amu Darya Delta of Karakalpakstan” implemented in 2005-2011, the first national Lower Amu Darya State Biosphere Reserves has been established by the government resolution.</p> <p>The key objective of a project is to support and enable efficient functioning and management of the Biosphere Reserve, and also further dissemination of the available best practices (within the on-going joint UNDP/GEF and Government of Uzbekistan project “Strengthening Sustainability of the National Protected Area System by Focusing on Strictly Protected Areas” as well), the Government represented by the Main Administration on Forestry of the Ministry of Agriculture and Water Resources has requested UNDP to provide technical and capacity building support to administration of the Biosphere Reserve (BR) in the following key focus development areas: (1) undertaking the territorial arrangements; (2) establishing and ensuring efficient functioning of the BR administration; (3) planning, monitoring and evaluation and (4) applying for nomination by the MAB UNESCO on inclusion the BR into the global biosphere reserve network based on the approved criteria (total area, ration of the various zone areas, coverage and representativeness of the lands).</p>	
III. Functions / Key Outputs Expected	
<p>Under the supervision of the Head of Environment and Energy Unit, and overall guidance of the Biodiversity Conservation, Focal Point of the Environment and Energy Unit, the Task Manager will undertake responsibility for day-to-day management of the project and achieving the project outputs as described in the Project Document signed by UNDP and the Government of Uzbekistan, to the expected standards of quality and within the specified constraints of time and cost, as per UNDP Operational Guidelines.</p> <p>The position requires high degree of technical knowledge in the field of environmental protection and in particular biodiversity conservation, ability to quickly analyze and understand the country context, build partnerships, develop innovative solutions and mobilize regional and global knowledge to meet the specific country needs.</p> <p>Specific responsibilities:</p> <p><i>Management of tasks, as per UNDP Operational and Programmatic Guidelines;</i></p> <ul style="list-style-type: none">• Implement the approved AWP and ensure its implementation is in accordance with the milestones, outlined in the Project Document, and set delivery and co-financing targets.• Ensure overall financial and operational management, including transparent use of funds and accurate financial and programmatic reporting.• Undertake supervision and guidance of project staff/consultants, and maintaining a functional project office.• Keep going with the existing partnership strategies with regard to providers of specialized expertise and possible co-financiers, leading to resource mobilization for project components.• Liaise with other UNDP projects to implement possible synergies, including in the area of climate risk management.	

- Liaise with relevant stakeholders to obtain any support and guidance required for management and implementation of project activities.
- Undertake other tasks, necessary for successful management of the project, as required by the supervisor.

Management of tasks related to Project Implementation

- Monitor and ensure efficient implementation of activities in accordance with the approved AWP, ensure best use of personnel and financial resources, and monitor progress against the initial quality criteria.
- Mobilize goods and services to initiate activities, including drafting Terms of References (job descriptions) and work specifications.
- Monitor and evaluate project outcomes and results for adopting corrective measures in project implementation, when necessary, to ensure timely delivery of required inputs and achievement of results and deriving lessons learned to inform future programming in conservation biodiversity in Uzbekistan.
- Monitor and facilitate advocacy and outreach activities, writing of success stories, press-releases, newspapers coverage, and other relevant PR campaigns.
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, including proper utilization of funds and delivery, budget revisions, availability of funds, reconciliation of accounts, establishment of internal control mechanisms.
- As necessary, liaise with auditors and ensures follow-up to their recommendations.
- Manage and monitor project risks and take decisions 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, in cooperation with NPC, Project Annual and Quarterly Progress Reports (progress against planned activities, update on Risks and Issues, expenditures).
- Prepare, in cooperation with NPC, Annual Review Reports.
- Prepares and submits in a timely manner, other programmatic and financial reports required by the Programme Unit, Operations and the Project Board, and ensures that the reports meet corporate quality standards.
- Be proactive and work closely with the Head of Unit and Focal Point on Biodiversity Conservation in advising response to opportunities for resource mobilization and fundraising, including conceptualization and drafting of proposals.
- Support UNDP Country Office in communications with relevant bureaus at Headquarter levels.
- Liaise with UNDP CO, Environment and Energy Unit, other relevant units and UNDP CO Administration to ensure timely submission of required project reporting, information, and liaise, if required, with UNDP Regional Centre in Bratislava.
- Bear other duties, necessary for successful implementation of the project, as required by the supervisor

Project Closure

- Prepare Final Project Review Reports to be submitted to UNDP and the Project Board.
- Identify follow-up actions and submit them for consideration of UNDP.
- 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 National Project Coordinator.
- Other duties, necessary for successful closure of the project, as required by the supervisor.

Knowledge Management

- Document lessons learned and best practices in conservation of biodiversity at the national level.
- Access global best practices, share them with other local and international stakeholders and

<p>ensure their incorporation into the project implementation and design process.</p> <ul style="list-style-type: none"> • Provide any other necessary support in coaching, guidance for the project staff that will boost their capacity to deliver results. 	
IV. Recruitment Qualifications	
Education:	Advanced university degree in environmental management/studies/sciences or a related social sciences, international development/management, and/or earth studies
Experience:	Three years of working experience in development program in the area of environmental protection/management is desirable. Working experience with UNDP development projects is an asset
Language Requirements:	Excellent command of spoken and written English and Russian are essential, Uzbek and Karakalpak is an asset.
Corporate Competencies:	Demonstrated capacity to develop and implement financial management and reporting systems under challenging circumstances. Ability to display cultural, gender, religion, race, nationality and age sensitivity and adaptability
Functional Competencies:	Excellent managerial and leadership, communications and presentation skills; Good analytical and writing skills; Ability to use modern technology as a tool in every-day work; Ability to perform functional competencies Ability to share knowledge and experience Leadership and Self-Management Ability to focus on result for the client
<p>UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Gender Balance in Management Policy promotes achievement of gender balance among its staff at all levels.</p>	

Draft TOR for Administrative and Finance Assistant

I. Job Information	
Job title:	Administrative and Finance Assistant
SC range:	SC-6
Project Title/Department:	Strengthening efficiency and sustainability of newly established Lower Amu Darya State Biosphere Reserve (LABR)
Duration of the service:	1 year (with possible extension subject to satisfactory performance)
Work status (full time / part time):	Full-time
Reports To:	Task Manager
II. Background Information	
<p>Within the framework of the joint UNDP/GEF and Government of Uzbekistan project “Conservation of Tugai Forests and Strengthening Protected Areas System in the Amu Darya Delta of Karakalpakstan” implemented in 2005-2011, the first national Lower Amu Darya State Biosphere Reserves has been established by the government resolution.</p> <p>The key objective of a project is to support and enable efficient functioning and management of the Biosphere Reserve, and also further dissemination of the available best practices (within the on-going joint UNDP/GEF and Government of Uzbekistan project “Strengthening Sustainability of the National Protected Area System by Focusing on Strictly Protected Areas” as well), the Government represented by the Main Administration on Forestry of the Ministry of Agriculture and Water Resources has requested UNDP to</p>	

provide technical and capacity building support to administration of the Biosphere Reserve (BR) in the following key focus development areas: (1) undertaking the territorial arrangements; (2) establishing and ensuring efficient functioning of the BR administration; (3) planning, monitoring and evaluation and (4) applying for nomination by the MAB UNESCO on inclusion the BR into the global biosphere reserve network based on the approved criteria (total area, ration of the various zone areas, coverage and representativeness of the lands).

Under direct supervision of Task Manager, AFA is fully responsible for operational and programmatic management of the project according to the project document, UNDP corporate rules and procedures and for fulfilling the following functions.

III. Functions / Key Outputs Expected

- Be responsible for logistics, procurement, finance and recruitment for the project, in accordance with corporate UNDP rules and regulations;
- Prepare all financial and administrative documents related to the project implementation;
- 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;
- Advise and assist Project staff, experts and consultants on all respects of allowances, salary advances, travel claims and other financial and administrative matters, and calculate and authorize payments due for claims and services;
- Prepare detailed cost estimates and participates in budget analysis and projections as required to handle all financial operations of the project office and reconcile all accounts in required time frame;
- Maintain, update and transmit inventory records of non-expendable equipment in accordance with UNDP rules;
- Perform cash custodian's duties being primarily responsible for project's cash disbursements and maintain project's petty cash book and payrolls related to the regional offices;
- Ensure leave monitoring of project staff, check the accuracy and proper completion of monthly leave reports;
- Analyze the potential problems 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;
- Encourage awareness of and promotion of gender equality among project staff and partners;
- Perform other duties related to personnel, administrative and financial issues of project as required.

IV. Qualifications Requirements

Education:	Higher education in any of the following areas: Economics, Finance, Business administration, Management or a related field.
Experience:	At least 3-years relevant experience. Working experience in international organizations is an advantage.
Language Requirements:	Fluency in English, Russian and Uzbek
Others:	Strong analytical, communication and management skills, result and client-orientation, ability to work in a team; Ability to work under pressure and with tight deadlines, ethics and honesty; Ability to use information and communication technology as a tool and resource; Experience in handling web-based management systems Ability to handle multiple tasks simultaneously and ability to prioritize

These TORs may be revised by Head of Energy and Environment Unit, UNDP in accord with the project requirements and UNDP procedures (as and when necessary).