

APPLICATION FOR DIRECT ACCESS TO THE GEF TRUST FUND FOR ENABLING ACTIVITIES THE LAND DEGRADATION FOCAL AREA

1. All eligible Parties will have access to GEF resources, up to US\$150,000 to finance activities related to alignment of National Action Programs with the UNCCD 10-Year Strategy (i.e. NAP Alignment) and reporting process, as per obligations to the UNCCD.
2. To request support for these enabling activities through the Direct Access option, countries will use the template below to submit a proposal that includes a detailed description of the activities that will be carried out as well as their expected cost.
3. To apply for the GEF resources, the recipient country would select a national agency to act as the *Executing agency* for the preparation of the reports in the land degradation focal area which are obligations of the countries to the Convention. The attached proposal template includes three parts: (1) the first part is the description of the activities eligible through Direct Access grant; (2) the second part is the financial management and procurement self-assessment questionnaire that applies to the selected Executing agency; (3) the third part is a basic procurement plan that the Executing agency can use to plan for contracting of consultants, providers or suppliers in order to implement the activities included in the first part of the template.
4. Principles of transparency and inclusiveness of national stakeholders, including civil society and community based organizations, will be encouraged in the exercises.
5. The GEF Operational Focal Point is responsible for submitting to GEF Secretariat (through GEF-DA-LD@thegef.org) the application prepared on the basis of template that follows. Instructions on how to fill in the template are provided in Annex 1. The **Output** is expected to be in a form of the updated NAPs and national reports submitted to UNCCD by the recipient country to fulfill its Convention obligations. The country should submit the updated NAP to UNCCD with a copy sent to the GEF Secretariat, and upload the national report on the PRAIS portal to which the GEF Secretariat will be granted access.
6. Submit the application in Word format and in English language. The submission of the application by the Operational Focal Point will be considered as an OPF endorsement for this activity.



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GEF GRANT TF No: _____

**APPLICATION FOR DIRECT ACCESS TO THE GEF TRUST FUND FOR ENABLING
ACTIVITIES THE LAND DEGRADATION FOCAL AREA¹
Under the GEF Trust Fund**

PART I: DESCRIPTION OF PROPOSED PROJECT²

| | | | |
|--|---|----------------------------------|------|
| Summary Project Information | | | |
| Country | Kyrgyzstan | | |
| Project Title | Support to UNCCD NAP alignment and reporting processes | | |
| Executing Agency(ies) | Ministry of Agriculture | | |
| Objectives | To assist countries in aligning their NAPs with UNCCD 10-Year Strategy To assist countries in UNCCD reporting and review process | | |
| Total Project Costs (\$) | 0,357 | GEF Grant Amount (\$) | 0,15 |
| Country Eligibility / Country Drivenness | | | |
| Date of Ratification of UNCCD: | | | |
| Name/Position of OFP Endorsing this proposal: | | Signature: | |
| Implementation Details | | | |
| Start Date | 01 July 2012 | Proposal Submission Date | |
| Completion Date | 31 December 2013 | Project Duration (months) | 18 |

¹ Proposal preparation guidelines are provided in Annex 1.

² This project will identify and consult with the necessary stakeholders to carry out the work required to support the enabling activities (or preparation of the reports) supported through this grant.

I. DESCRIPTION OF PROPOSED PROJECT:

1) Rationale:

The Kyrgyz Republic acceded to the UN Convention to Combat Desertification in 1997 and ratified it in 1999. As well as other Convention parties, Kyrgyzstan accepts the importance of capacity enhancement for adequate national planning, in particular through the establishment of institutions, staff training and increasing the respective local and national opportunities for effective implementation of joint programs for SLM and control of the land degradation at different levels. Land degradation is a serious economic, social and ecological problem for the Kyrgyz Republic. It makes a direct impact on the livelihoods of the population through reducing productivity of land resources and makes a negative impact on stability, functions and services, relating to natural systems.

According to National Statistics Committee, population of Kyrgyzstan numbered to 5.4 mln in 2009, 65% of whom lived in rural areas. Rural poverty (which equals to 37%) causes and exacerbates land degradation, as majority of land users are lacking financial resources and, thus, are unable to implement sustainable practices in land management and halt desertification processes.

To cope with land degradation in Kyrgyzstan a UNCCD National Action Plan was developed in 2000 which was aimed at assistance to the Government on elaboration and implementation of policy measures and other activities against desertification as well as resource mobilization for SLM from external sources. The NAP has identified the following priorities:

- Raising of public awareness on degradation processes and its consequences, capacity enhancement on practical methods and techniques on sustainable land management;
- Strengthening of the institutional framework aimed at efficient coordination, decentralization, and better rural livelihoods;
- Improvement of infertile lands, prevention of waterlogging, salinization, erosion of soils, for increase of arable lands' productivity and poverty alleviation ;
- Restoration of degraded pastures and development of transhumant livestock management;
- Afforestation activities for stabilization of slope soils and provision of fuelwood for population;
- Monitoring of land degradation, support of combating desertification.

The implementation of the NAP was planned in the below sequence:

- data collection, analysis of desertification processes and existing best practices (at local level);
- involvement of stakeholders at grassroots level;
- state and public support of the anti-desertification agenda.

However, it should be noted that NAP was developed more than 10 years ago and therefore significant changes have occurred since then in the international and national contexts. In 2008 UNCCD has issued the 10 year strategy which outlined main challenges that hindered the Convention and formulated new strategic as well as operational objectives aimed at enhanced implementation of the Convention. At the national level even more profound socio-economical changes have occurred. In

April 2010, after series of civil demonstrations and uprisings the Government was changed and, more importantly, the fundamental reformation of the governance system took place. As a result, the presidential power was significantly reduced and balanced by parliamentary authority. Therefore, there is an acute need in Kyrgyzstan to update the UNCCD National Action Plan to reflect the developments in the international and national contexts.

Unfortunately, the current socio-economic situation in Kyrgyzstan makes it very difficult for the Government to commit tangible resources from state budget for priorities lying in the domains not immediately related to economic growth, political stability, social protection and poverty alleviation. Therefore, the funds available through GEF for enabling activities on UNCCD might become an inestimable contribution towards combatting with land degradation, and through it, towards sustainable development of the country.

2) Description of proposed components and activities:

The main goal of the Project is to build national capacity to implement the UNCCD through activities on update/alignment of the NAP in accordance with objectives of the 10-year Strategy, and providing support to the country on UNCCD reporting procedures/methodologies taking into account the new performance and impact indicators to be considered at COP 10. The main emphasis in the Project is given to the capacitating of the national specialists and experts from relevant organizations and bodies to better organize the work on implementation of the Strategy, so that upon the Project completion Kyrgyzstan would be able to accomplish similar activities on its own, without relying on technical expertise and assistance from international organizations and donors. It is hoped, that with the help of the proposed project activities the national ownership and commitment will be significantly improved through broad and in-depth involvement of relevant national stakeholders, including the civil society organizations, business enterprises, and local communities. A gender perspective will also be considered through broad involvement of women into relevant project activities.

A) Activities on NAP alignment

1. Stocktaking, assessment and awareness raising.

a. To ensure that the updated NAP will reflect all related developments in the international and national contexts, a desk review of relevant plans, policies, reports and other documents (including NAP, National Programming Framework for SLM, Integrated Financing Strategy) needs to be undertaken.

b. There will be conducted 3 consultative meetings/workshops (inception, mid-way and concluding) for awareness raising and discussing of the NAP update/alignment and its implementation with major stakeholders.

c. Formulation of priorities for NAP update/alignment needs to be done. A special session on this subject will be held at the inception workshop to facilitate the formulation process.

2. Strengthening human and scientific capacity for NAP alignment.

a. Elaborate indicators for the implementation of the updated NAP taking into account the national circumstances. A specific session will be allocated for this task at the mid-way workshop.

b. Select and establish 5-10 national observatory sites for mid-term national monitoring and vulnerability assessments system. This activity will be implemented in collaboration with relevant national authorities responsible for land management and monitoring activities, and interested international organizations. There will be organized one round-table to address this issue.

c. A special web-site will be organized on raising public awareness and improvement of knowledge management system on land degradation (including traditional knowledge and best practices). The project will cover the costs of web-site design, domain purchase and maintenance of it for the duration of 10 years. All the relevant documentation (including NAPs, NPFs, reports by consultants, etc) will be open for public access.

3. Establishing and strengthening the policy and institutional framework for NAP alignment and implementation.

a. Conduct sectoral consultations to develop NAP priorities in the context of development planning, poverty reduction and climate change plans. To do this NAP Team Leader will meet with relevant stakeholders to identify their recommendations and comments which later will be discussed at the midway consultative meeting/workshop on NAP update/alignment.

b. NAP priorities and main recommendations will be mainstreamed in relevant sectoral and cross-sectoral policies through involvement of various pertinent stakeholders into the processes of NAP update/alignment and participation of project experts in the consultations on development of sectoral and cross-sectoral policies. A special session will be allocated for this issue in all related workshops.

c. There has to be established a separate independent national office on UNCCD implementation, as currently there is no such office in place in the country. It will greatly enhance the national capacity of the national body on UNCCD implementation – Ministry of Agriculture which has no financial resources available for such activity. Project envisages refurbishment of the office for 4-5 people which also be used for running the Project. It is expected that the required office space will be allocated by the Ministry of Agriculture free-of-charge, as their in kind contribution, for the duration of the Project and beyond.

d. There will be developed a plan on NAP implementation which will outline the strategy for optimal NAP realization. This task will be accomplished by the team of national specialists upon

consultations with relevant stakeholders during the mid-way and concluding workshops/meetings.

4. Establishing the finance and technology framework for NAP implementation

- a. There will be conducted an analysis/calculation of financial resources required and available (at the moment of NAP drafting) for NAP implementation. This task (as well as other related ones) will be done by National Consultant on SLM Financing (in collaboration with other National Consultants) who will be hired for 9 person-months.**
- b. National Consultant on SLM Financing will also follow up on the implementation of the Integrated Financing Strategies, as well as Integrated Investment Framework, which are currently being developed within the frames of the GEF/UNDP/GIZ/GM CACILM Multicountry Capacity Building Project. Particular attention will be paid to generation of the feasible project ideas which might be of interest for potential donors. Also there will be allocated certain amount to cover the related travel expenditures associated with participation of Kyrgyz specialists at the planned regional donor conference on financing of SLM in Central Asia.**
- c. To update the NAP according to priorities identified by stakeholders and with due consideration of national peculiarities, a team of National Consultants will be hired consisting of 4 specialists – Team Leader on NAP update/alignment (18 person months), National consultant on SLM and Land Degradation (9 person months) and National Consultant on SLM Financing (see para 4a). A Project Coordinator also will be hired for the period of 18 months to manage the planned activities and administer the budget. Also, a separate budget will be earmarked for participation of Kyrgyzstan's representative in the UNCCD meetings and to share experiences with colleagues from other countries. Additionally, the updated NAP will be properly translated into English.**
- d. To ensure the timely uptake and application of progressive sustainable agricultural technologies a thorough review and analysis of technology transfer needs shall be undertaken. It is envisaged that the National consultant on SLM and Land Degradation will be tasked with this problem. This objective will be approached on the basis of stakeholders' comments and recommendations on this issue (to be documented during consultative meetings), as well as meetings with farmers in the field.**

B) Activities on UNCCD reporting

1. Strengthening human and scientific capacity for implementation of indicator-based monitoring and assessment.

- a. National stakeholders will be trained at the inception workshop/meeting on UNCCD reporting in the reporting methodologies, procedures, and tools. Particular attention will be given to the new performance and impact indicators to be considered at COP 10.**

b. There need to be established and organized data collection and knowledge management systems for the reporting and review processes. This task will be addressed at the stakeholders workshop/meeting with the help of the national consultant on UNCCD reporting.

2. Preparing reports for the second leg of the fourth reporting and review process.

a. A proper consultative process on preparation of the UNCCD reporting will be established through discussion of the reporting process with all relevant stakeholders and parties at the inception meeting and other relevant workshops/meetings.

b. There will be organized a workshop on stakeholder assessment and launch of the reporting process (which will be combined with stakeholders workshop/meeting mentioned above – 1b) which will clarify such aspects of the reporting as impact assessment, performance review, best practices and financial flows.

c. Under the lead of the national consultant on UNCCD reporting (who will be hired for 9 months) there will be prepared the draft report on UNCCD.

d. To finalize/review the UNCCD report there will be conducted a national validation workshop. National consultant on UNCCD reporting will organize and design the workshop.

e. On the basis of finalized UNCCD report there will be organized a submission of the report through the PRAIS portal. This activity will be done directly at the national validation workshop.

II. ACTIVITIES AND BUDGET:³

A) PROPOSED DETAILED BUDGET FOR ALIGNMENT AND RELATED ACTIVITIES (US\$)

| Implementation Period: Start: 2012 | | End: 2013 | | | | |
|------------------------------------|------------------------------------|--------------------|--------------|---------|-------------------------|-------------------------|
| Components | Relevant Activities | Proposed GEF Grant | Co-Financing | | Total Project Financing | GEF Grant as % of Total |
| | | | Cash | In-kind | | |
| I. Stocktaking, | 1. Rapid stocktaking and review of | 5000 | | | 5000 | 100 |

³ In preparing these proposed GEF funding tables, please note that all activities targeted for GEF grant must be based on evidence of clear need as expressed in the Project Description. For countries that have benefited from prior GEF support, such as through the National Capacity Self Assessments and the LDC-SIDs project led by UNDP, due consideration must be given to achievements from those investments.

| | | | | | | |
|---|--|-------|--|-------|-------|-----|
| assessment and awareness raising | relevant plans, policies and reports | | | | | |
| | 2. Consultations for awareness raising | 12000 | | | 12000 | 100 |
| | 3. Review of existing NAP and priorities for alignment | 5000 | | | 5000 | 100 |
| | 4. Development of a communication and outreach strategy for the NAP implementation. | | | | | |
| II. Strengthening human and scientific capacity for NAP alignment | 1. Training in use and application of indicators, monitoring and evaluation and in the gathering of data | | | | | |
| | 2. Establishing a harmonized biophysical and socio-economic baseline and drought warning system | | | | | |
| | 3. Developing and or reviewing indicators for NAP alignment and implementation taking into account national peculiarities | 3000 | | | 3000 | 100 |
| | 4. Establishing of national observatory sites and national monitoring and vulnerability assessments system | 5000 | | | 5000 | 100 |
| | 5. Creation of a national knowledge management system including useful traditional knowledge | 5000 | | | 5000 | 100 |
| III. Establishing and strengthening the policy and institutional framework for NAP alignment and implementation | 1. NAP review to identify and establish priorities in the context of development planning, poverty reduction and climate change plans through sectoral consultations | 5000 | | | 5000 | 100 |
| | 2. Mainstreaming of NAP priorities in relevant sectoral policy synergies | 3000 | | | 8000 | 100 |
| | 3. Establishment/ strengthening of national coordination structures | 10000 | | 30000 | 40000 | 25 |
| | 4. Building or firming up cross-sectoral institutional mechanisms | | | | | |
| | 5. Development of a plan for NAP implementation. | 3000 | | | 3000 | 100 |
| IV. Establishing the finance and technology | 1. Conducting a diagnosis financial of resources available for NAP implementation | 8000 | | | 8000 | 100 |

| | | | | | | |
|--|---|-------|--------|-------|--------|-----|
| framework for NAP implementation | 2. Development of the Integrated Financial Strategy and the Integrated Investment Framework | 8000 | 118370 | 60000 | 171370 | 2 |
| | 4. Updating of NAP to accommodate priorities, including national targets for investment 5. | 17000 | | | 35000 | 100 |
| | 5. Identification of technology that will be applied in NAP alignment | | | | | |
| | 6. Identification of technology transfer needs for NAP implementation | 8000 | | | 8000 | 100 |
| Total | | 97000 | 118370 | 90000 | 311370 | 37 |

B) PROPOSED DETAILED BUDGET FOR ACTIVITIES RELATED TO REPORTING AND REVIEW PROCESS
(US\$)

| Implementation Period: Start: 2012 End: 2013 | | | | | | |
|--|---|--------------------|--------------|---------|-------------------------|--------------------------|
| Output | Activities | Proposed GEF Grant | Co-Financing | | Total Project Financing | GEF Grant as % of Total* |
| | | | Cash | In-kind | | |
| I. Strengthening human and scientific capacity for implementation of indicator-based monitoring and assessment | 1. Understanding and application of methodologies for indicator-based reporting which comply with the reporting requirements of the UNCCD | | | | | |
| | 2. Training national level stakeholders in the reporting methodologies, procedures and tools | 4000 | | 2000 | 6000 | 67 |
| | 3. Establishment of data gathering and knowledge management systems for the reporting and review process | 5000 | | 2000 | 6000 | 67 |
| | 4. Maintaining data flow to the knowledge management systems | | | | | |
| | 5. Establishing data quality insurance systems before report submission | | | | | |
| | 6. Ensure liaison with Reference Centers (Helpdesk) for acquiring further knowledge and know-how on UNCCD reporting | | | | | |
| II. Preparing reports for the second leg of the fourth reporting and review process | 1. Establishment of appropriate consultative processes | 4000 | | | 4000 | 100 |
| | 2. Stakeholder assessment and workshop on the launch of the reporting process (impact assessment, performance review, best practices and financial flows) | 5000 | | | 5000 | 100 |
| | 3. Preparation of the draft report | 8000 | | 3000 | 11000 | 73 |
| | 4. National validation workshop to review and finalize the report | 3000 | | 2000 | 5000 | 60 |
| | 5. Submission of the report through the PRAIS portal | 2000 | | 2000 | 4000 | 50 |

| | | | | | | |
|---|---|-------|--|-------|-------|----|
| III. Enhancing national ownership of the reporting process | 1. Improvement of the linkages of UNCCD reporting and implementation with national development priorities | | | | | |
| | 2. Development of a plan to make use of the established system for long-term monitoring of the UNCCD implementation | | | | | |
| IV. Harmonizing to the level possible of the indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation | 1. Application of a conceptual approach for harmonization of indicator data and knowledge bases of GEF, Rio Conventions, MEA IKM and other databases relevant to land degradation | | | | | |
| Total | | 31000 | | 11000 | 42000 | 74 |

*Total GEF grant as percentage of total project cost.

C) SUMMARY BUDGET FOR THE PROPOSED INITIATIVES (US\$)

| Project Components (activity description in table above) | Proposed GEF Grant | Co-Financing | | Total Project Financing | GEF Grant as % of Total |
|--|--------------------|--------------|---------|-------------------------|-------------------------|
| | | Cash | In-kind | | |
| 1. NAP Alignment | 104000 | 118370 | 60000 | 282370 | 37 |
| 2. Reporting and Review Process | 31000 | | 11000 | 42000 | 74 |
| Project Management Cost* | 15000 | | 30000 | 45000 | 33 |
| Total Project Cost | 150000 | 118370 | 101000 | 369370 | 41 |

*Please provide detailed project management cost in the following tables (Tables D & E)

D) PROJECT MANAGEMENT COST (US\$)

| Cost Items ⁴ | Total Estimated Person Weeks/Months | Grant Amount | Co-financing | Project Total |
|--|-------------------------------------|---------------|---------------|---------------|
| Local consultants | 80.00 | 15,000 | 30,000 | 45,000 |
| International consultants | | | | |
| Office facilities, equipment, materials and communications | | | | |
| Travel | | | | |
| Others ⁵ | | | | |
| | | | | |
| Total | 80.00 | 15,000 | 30,000 | 45,000 |

E) CONSULTANTS TO BE HIRED FOR THE PROJECT (US\$)

| Position Title | \$/Person Week ⁶ | Estimated Person Weeks ⁷ | Tasks To Be Performed |
|--|-----------------------------|-------------------------------------|--|
| For Project Management | | | |
| Local | | | |
| Project Coordinator | 2,50 | 80 | Project management - 75% of work time, 25% - technical expertise and other tasks (250\$ per person week) |
| Evaluation Consultant | 4,00 | 5 | Evaluation of the Project implementation (400\$ per person week) |
| | | | |
| International | | | |
| | | | |
| | | | |
| | | | |
| Justification for travel, if any: To allow participation of the Project Coordinator in one international UNCCD meeting (CRIC or COP) | | | |
| For Technical Assistance | | | |
| Local | | | |

⁴ Details to be provided in the following table (Table E).

⁵ For others, to be clearly specified by overwriting fields (1) and (2).

⁶ Provide dollar rate per person week.

⁷ Total person weeks needed to carry out the tasks.

| | | | |
|--|------|----|--|
| Team Leader | 2,25 | 80 | Coordination and technical guidance on development of updated NAP in accordance with 10-year Strategy. Rate - 250\$ per person week. |
| National Consultants on NAP update/alignment (2 experts, 40 person weeks each) | 200 | 80 | To provide expertise in relevant thematic areas (SLM and LD; SLM financing). Rate - 200\$ per person week. |
| National Consultant on UNCCD Reporting | 200 | 40 | To coordinate and lead project activities on UNCCD reporting |
| International | | | |
| | | | |
| | | | |
| | | | |
| Justification for travel, if any: Project envisages covering of travels of relevant national experts to participate in the regional donor conference on SLM financing in Central Asia (to be organized by CACILM MCB Project in 2012). Also there will be funded participation of the Kyrgyz Government in one major UNCCD international conference (CRIC or COP). | | | |

III. INSTITUTIONAL ARRANGEMENTS FOR IMPLEMENTATION

To ensure smooth implementation of the Project, a Project Board will be established consisting of Minister of Agriculture and Amelioration (acting as Chairman of the Board as representative of the main state body responsible for UNCCD implementation), UNCCD Focal Point, and Director of the State Agency on Environment Protection. This Project Board will be convened 3 times during Project implementation (at the inception phase, mid-way, and at final stage).

Ministry of Agriculture will be a main implementing agency for the Project. Ministry's projects' implementation unit (particularly involved into coordination and implementation of World Bank projects) will be mobilized for implementation of procurement activities (including hiring of national consultants) in strict accordance with relevant rules and procedures of the World Bank.

For daily coordination and administration of project activities there will be hired a Project Coordinator with proven relevant work experience and strong command of English for effective communication with all stakeholders (including GEF).

Due to limited funding monitoring activities will be embedded into implementation of all relevant project activities, so that to ensure that all related stakeholders are given an opportunity to engage into Project activities, express their opinions on them, and to communicate freely with Project Board and management. In addition, the existing UNCCD/CACILM National Coordination Council established by Government order #647 (from 21/11/2006) will be tightly monitoring the Project implementation. express their opinions and judgements on the Project. Finally, closer to Project completion there will be hired an independent national evaluator who will meet with all relevant

parties involved into project implementation. This evaluator will prepare an evaluation report (which will be translated into English) and included into Project documentation.

With regard to financial management - these functions will be administered by the accounting department of the Ministry and department on monitoring and delivery of the budget in strict compliance with existing regulations. In addition, there will be prepared cumulative financial reports (in every 6 months) which will reflect financial implementation of the Project and feed this information for the Project Board meetings and GEF (if needed).

June 22, 2011

PART II. FINANCIAL MANAGEMENT AND PROCUREMENT SELF-ASSESSMENT

(Instructions on responding to this Self-Assessment are provided in Annex 2)

Grant Recipient's Name: Ministry of Agriculture of the Kyrgyz Republic

Grant No.

| Information to be provided by the Executing Agency | |
|--|---|
| 1. Name and contact information of the Executing Agency | Ministry of Agriculture of the Kyrgyz Republic. 196, Kievskaya street, Bishkek, the Kyrgyz Republic. Tel: +996 312 625366, fax - +996 312 623632 |
| 2. Year of registration (establishment) and years of operations | 1991 - present |
| 3. Experience with World Bank operations (projects financed from WB loans or credits or grants) | <p>Ministry has extensive experience of implementing World Bank projects. There exist a special department which coordinates such projects. Particularly, the following WB projects are being realized by the Ministry:</p> <p>Agricultural Investments and Services Project, 35 mln USD, 2008 - 2013;</p> <p>Agribusiness and Marketing Project; 13 mln USD, 2004 - 2011;</p> <p>Avian Influenza Control, 7 mln USD, 2006 - 2010</p> |
| 4. Are there sub-grants for the operation? What are the amounts involved for sub-grants? To which entities are sub-grants allocated? | No |
| 5. If there are sub-grants, have you checked the WB list for debarment list to ensure eligibility of the sub-grants recipients? http://intranet.worldbank.org/servlet/main?theSitePK=278020&querycontentMDK=64069700&piPK=64147837&pagePK=64147838&menuPK=60000357&contentMDK=64069844 | |
| 6. Information about financial management (FM) arrangements for the operation: | |
| <ul style="list-style-type: none"> Does the Executing agency have an FM or Operating Manual that describes the internal control system and FM operational | The Ministry of Agriculture works in strict compliance with existing national regulation |

| | |
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| procedures? | related to financial management. There are guidelines and manuals which were developed in accordance with international standards. |
| <ul style="list-style-type: none"> What accounting system is used? Is a computerized or a manual? | Presently Ministry utilizes the accounting system based on International Financial Reporting Standards. In particular, it's computerized version 1C (8-th edition for public administration). |
| <ul style="list-style-type: none"> What is the staffing for accounting, auditing, and reporting functions? Does the Executing Agency have a qualified accountant? Full time or part time? Who will be in charge of the grant? What are qualifications and experiences of the accountant assigned to the grant? | According to the statute on the Ministry of Agriculture there exist a special section on monitoring and budget delivery with staff of 5 persons. In addition there is a section of internal audit consisting of 6 persons. In addition there is an accounting section with 4 people in staff: Chief Accountant, Accountant on payroll, Accountant on materials, and Accountant on procurement. All of them are full-time, qualified and experienced specialists competent in the use of the computerized system 1C. Chief accountant has solid work experience of more than 10 years. |
| <ul style="list-style-type: none"> Disbursement Arrangements (e.g. disbursement methods applied, supporting documentation requirements) | The disbursement arrangements are established and run in strict compliance with existing instruction "On accounting in public agencies of the Kyrgyz Republic" developed and approved by Ministry of Finance in 2008. |
| <ul style="list-style-type: none"> Does the Executing agency have in place basic arrangements to support flow of funds, and timely accountability of funds? (E.g. bank and cash procedures, funds flow diagram) | As public entity Ministry has in place all relevant arrangement related to flow of funds in accordance with relevant procedures and instructions. |
| <ul style="list-style-type: none"> Does the Executing agency keep adequate records of financial transactions, including funds received and paid, and of the balances of funds held? (E.g. cash book, cash count minute, bank book, bank statement, bank reconciliation). Who is authorizing the payments? Who is making the payments? | Yes, Ministry keeps adequate records of financial transactions, including funds received and paid, and of the balances of funds. There are relevant accounting books and bank books which reflect all the related information. Payments are effected by accounting unit on the basis of approvals and orders by Minister. |
| <ul style="list-style-type: none"> How often does the Executing agency produce interim financial reports? What | On monthly basis. All disbursements reflect the basic relevant information - plan, cash |

| | |
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| information are presented in the financial reports. | disbursements, actual disbursement, etc. according to the order by Ministry of Finance #192 from 2008. |
| <ul style="list-style-type: none"> Is the Executing Agency audited? If yes, by which auditor? How often the EA is audited? What are the types of audit carried out e.g. financial audit, performance audit, procurement audit? Are the audit reports made public? Please attach a copy of the last (1-2) audit reports (or provide link to the site where these can be downloaded). | <p>Audit is conducted by the section of the internal audit on "as needed" basis. Also, up to two times per year there take place an audit by Chamber of accounts. Most audits focus on financial matters. However, procurement audits and operational audits also take place. The results of the audit are not disclosed to the general public. If needed, copies of the audit reports in Russian might be submitted.</p> |
| 7. Information about Procurement arrangements for the operation: | |
| <ul style="list-style-type: none"> Does the Executing agency have procurement procedures, rules or regulations in writing? Where are the responsibilities and delegation of authority for those who have control of procurement decisions described? | <p>Ministry strictly follows the existing procurement instructions and guidelines which were developed in collaboration with World Bank. Thus, there is procurement plan, standard tender documentation, bid opening protocol, tender protocol and other related documents on procurement. The procurement activities are regulated by the law "On public procurement", and other related orders and instructions of the Government. Responsibilities and roles of all involved officials are also described in these documents.</p> |
| <ul style="list-style-type: none"> Who does procurement in the Executing agency (which unit(s) is responsible for selecting & contracting consulting firms, individual consultants, equipment & materials) ; what are the qualifications of staff responsible for procurement? | <p>Selection and contracting consulting firms, individual consultants, etc is responsibility of the budget delivery unit. However, for complex procurements a procurement expert from the Project Implementation Unit is involved. This procurement expert is very competent in conducting tenders in accordance with WB regulation.</p> |
| <ul style="list-style-type: none"> Does the Executing agency have qualified procurement staff that are familiar with Bank procurement Guidelines and standard procurement documents? | <p>Yes</p> |
| <ul style="list-style-type: none"> Does the recipient use procurement plans for planning and managing its own procurement activities? If yes, what are the elements of such procurement plans (minimum | <p>Yes, Ministry uses the procurement plan for its own procurement activities. Plan lists all planned procurements, procurement methods, planned period for procurement, amount, etc.</p> |

| | |
|--|--|
| information). Please attach a copy of the template or an example of one of the plans. Is there a track record of adhering to and regularly updating such procurement plans? Who prepares it and who approves them? | The scanned copy of the procurement plan for 2008 is attached (in Russian) |
| <ul style="list-style-type: none"> Do simple templates of procurement documents exist for the procurement methods applicable to the operation(i.e. selection of consultants and/or procurement of goods)? If yes, provide copies of such templates/forms. | Yes, there exist simple templates of procurement documents. Please see attached scanned copies of such document in Russian. |
| <ul style="list-style-type: none"> Does the Executing agency maintain adequate written records of all procurement and contract documents? Where and for how long are such records kept? | All the relevant written records of all procurement documents are kept by Ministry of Finance for the duration of 5 years. |
| <ul style="list-style-type: none"> Does the Executing agency use a contract monitoring system? If not, how does the recipient do monitoring of contracts' execution? Attach a sample report if available. | The main contract monitoring tool is an act of receipt of the goods/services. Sample is attached. |
| <ul style="list-style-type: none"> Does the Executing Agency maintain a "black list" of contractors and/or consultants who are not eligible for contracts award. If yes, explain the blacklisting application. Is such list public? | Ministry of Agriculture uses the black list of Ministry of Finance which is available in the internet - www.goszakupki.gov.kg |
| <ul style="list-style-type: none"> How are complaints related to selection/procurement processes and award of contracts handled by the Executing agency? | The complaints of bidders and award of contracts are dealt in accordance with the law "On public procurement" |

PART III. SIMPLIFIED PROCUREMENT PLAN

Grant Recipient's Name: _____

Grant No. _____

List all planned contracts for both the NAP Alignment and Reporting activities. If consultants are to be hired under project management, contract for the consultant should also be listed here.

| List of Planned Contracts | Estimated Cost | Procurement Method | Start Date | Completion Date | Prior/Post review by the Bank | Remarks |
|--|----------------|--------------------|------------|-----------------|-------------------------------|---------|
| Consulting Services (including hiring consultants for workshops and project management) | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Estimated Consultants Total: | | | | | | |
| Goods | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Estimated Goods Total: | | | | | | |
| Training (excluding hiring consultants for workshops activities, includes logistical expenses only) | | | | | | |
| | | Not applicable | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Estimated Training Total: | | | | | | |
| Total Estimated Cost: | | | | | | |

**PREPARATION GUIDELINES FOR PART I:
PROPOSAL FOR UNCCD ENABLING ACTIVITY**

This annex aims to facilitate the preparation of the proposal using the proposed template. The template is applicable to the Direct Access program relating to Land Degradation focal area.

PART I. DESCRIPTION OF PROPOSED PROJECT

Summary Project Information

- a) **Country:** Name of country requesting direct access to the GEF resources.
- b) **Project Title:** To avoid redundancy, do not include the country name in the project title.
- c) **Executing Agencies:** Provide the name (s) of the local or national government agency/ies that is/are tasked to execute the project.
- d) **Objective:** State the objective for the preparation of the report (s).
- e) **Total Project Costs:** This is the sum of GEF Financing requested and the co-financing amount from other sources.
- f) **GEF Grant Amount:** Total GEF amount requested in the proposal.

Country eligibility

- a) **Date of Ratification of UNCCD:** Please refer to UNCCD website
- b) **Name and signature of OFP Endorsing this Proposal:** The name and signature for this application constitutes the endorsement of the proposal by OFP.

Implementation Details

- a) **Start Date** – This is the date on which the project becomes effective and disbursement can be requested.
- b) **Completion Date** – This is the date on which the preparation of all reports will be completed.
- c) **Proposal Submission Date:** Date the proposal is submitted to GEF Secretariat.
- d) **Project Duration** - This is the time span for the estimated implementation of all project activities that have been financially committed to, but not necessarily when all disbursements have been completed.

I: DESCRIPTION OF PROPOSED PROJECT

This section should describe the overall rationale for the enabling activities and description of components for which financing is being requested. Note that Enabling Activities funded under the Land Degradation Focal Area will focus on delivery of two major outputs reflected in the UNCCD 10-year Strategy as approved by the Conference of Parties (decision 3/COP.9). The first deals with the request of affected country Parties to align their National Action Programs (NAPs) with the operational and strategic objectives identified in The Strategy. The second is on reporting and monitoring by Parties (decisions 11/COP.9 - 13/COP.9) taking into consideration the outcome of the reporting in 2010. This should be based on the iterative process on provisionally adopted performance indicators that will be considered by COP 10. Finally, Enabling Activities should also as a matter of priority include provisions that will help affected country Parties to report

against new impact indicators with the relating reporting methodologies to be decided upon by the Committee on Science and Technology and COP 10.

In addition, describe consideration of gender mainstreaming in the proposed activities. Identify also key stakeholders involvement in the proposed activities, including the civil society organizations, local and indigenous communities, and private sectors, and their respective roles, as applicable.

II: ACTIVITIES AND BUDGET

Provide the sources of financing, i.e., amount to be financed by the GEF grant and co-financing sources.

- A. **Section A** should list proposed detailed budget for NAP alignment and includes both GEF grant requested and anticipated cofinancing.
- B. **Section B** should list proposed detailed budget for reporting and review process and includes both GEF grant requested and co-financing sources.
- C. **Section C** is a summary of all items proposed for this grant
- D. **Section D** is a summary of project management cost, complemented by **Section E** which provides details.

III: INSTITUTIONAL ARRANGEMENTS FOR IMPLEMENTATION

- Describe the planned institutional arrangements- steering committee, review committee, etc.
- Specify the institution that will be responsible for the coordination of project activities. The Director/Coordinator/Manager will provide overall project management and supervision.
- Specify the institution that will monitor the project, if different from the Executing agency in accordance with the agreed budget and outputs.
- Describe the planned arrangements for financial management and procurement functions. Which unit in the ministry or the Executing agency will be responsible for these functions in the project.

**INSTRUCTIONS TO PARTS II & III: FOR FILLING IN FINANCIAL MANAGEMENT AND
PROCUREMENT CAPACITY SELF-ASSESSMENT**

Grant Recipient's Name: Name of the Local/National Executing Agency

GEF Grant No.: (To be provided by GEFSEC.)

A. INFORMATION TO BE PROVIDED BY THE EXECUTING AGENCY

- 1. Name and contact information of the recipient organization(s).** Provide a description of the implementing entity and any unique features that impact the financial management issues.
- 2. Year of registration and years of operations.** Please attach statute and proof of registration.
- 3. Experience with World Bank operations, e.g., receipt of previous grants.** Please state the name of the WB grant, years and grant amount, and provide the following: a) completed grants, b) Has there been an implementation completion memo?, c) What are the main conclusions with regard to achievement of objectives and use of funds?, d) grants not Completed, e) Most recent FM performance rating?, f) FM implementation issues?
- 4. Are there sub-grants for the operation?** What are the amounts involved for sub-grants? Expected number of sub-grant recipients and their allocated sub-grants amount.
- 5. If there are sub-grants, have you checked the WB list for debarment list to ensure eligibility of the sub-grants recipients?**

<http://intranet.worldbank.org/servlet/main?theSitePK=278020&querycontentMDK=64069700&piPK=64147837&pagePK=64147838&menuPK=60000357&contentMDK=64069844>

6. INFORMATION ABOUT FINANCIAL MANAGEMENT (FM) ARRANGEMENTS FOR THE OPERATION:

- **Does the recipient organization have a FM or Operating Manual that describes the internal control system and FM operational procedures?** If yes, please attach a copy.
- **What accounting system is used, including whether it is a computerized accounting system or a manual accounting system?** Please provide brief description of the accounting system and its various modules.
- **What is the staffing arrangement of the organization in accounting, auditing, and reporting?** Does the implementing entity have a qualified accountant on its staff? State the overall FM staffing arrangements including segregation of duties, oversight arrangements, FM staff qualifications and experience. Which accountant(s) will be in charge of the grant and their qualifications and experiences?
- **Disbursement Arrangement.** Disbursement methods (advance, reimbursement, direct payment, special commitments) and supporting documentation requirements; SOE limits, if applicable; and Designated Account – Ceiling, timing of documentation submission.
- **Does the implementing entity have in place basic arrangements able to support flow of funds, and timely accountability of funds?** For example, a bank account opened in a reputable commercial bank. Also include the funds flow diagram for the grant.

- **Does the implementing entity keep adequate records of financial transactions, including funds received and paid, and of the balances of funds held?** For example, up-to-date cash book, cash count minute, bank book, bank statements, and bank reconciliation statements.
- **How often does the implementing entity produce interim financial reports?** If yes, please describe the kind of information is included in the financial reports and attach sample copies of recent reports.
- **Is the Executing agency audited? If yes, by which auditor? How often the EA is audited? What are the types of audit carried out e.g. financial audit, performance audit, procurement audit? Are the audit reports made public?** Please attach a copy of the last (1-2) audit reports (or provide link to the site where these can be downloaded).

7. INFORMATION ABOUT PROCUREMENT (PR) ARRANGEMENTS FOR THE OPERATION:

- **Does the Executing agency have procurement rules, regulations or an Operating Manual that describes: responsibilities and delegation of authority for those who have control of procurement decisions; and the procurement procedures applicable to the operation?** If yes, please attach a copy.
- Describe the procurement functions carried out within the Executing agency, which units handles this function? Who is responsible for selecting consultants, contracts, etc.?
- **Does the Executing agency have qualified procurement staff that are familiar with Bank procurement Guidelines and standard procurement documents?** State the overall PR staffing arrangements including segregation of duties, oversight arrangements, PR staff qualifications and experience. Which PR staff will be in charge of the grant and their qualifications and experiences?
- **Does the Executing agency use procurement plans for planning and managing its procurement activities? If yes, what are the elements of such procurement plans (minimum information) and attach a copy of the template or an example used. Is there a track record of adhering to and regularly updating such procurement plans? Who prepares it and who approves them?** If yes, please attach a copy.
- **Do simple templates of procurement documents exist for the procurement methods applicable to the operation?** If yes, provide a list and attach copies of such templates.
- **Does the Executing agency maintain adequate written records of all procurement and contract documents? Where and for how long are such records kept?** For example, request for proposal, advertisement, bidding documents, proposals, bid opening minute, bid evaluation minute, etc.
- **Does the Executing agency use a contract monitoring system? If not, how does the recipient do monitoring of contracts' execution?** Attach a sample report/output if available.
- **Does the Executing agency maintain a "black list" of contractors/consultants who are not eligible for contract awards?**
- **How are complaints related to selection/procurement processes and award of contracts handled by the Executing agency?** Please briefly describe.