

**Central Asian Countries Initiative for Land Management (CACILM)**

**CACILM MULTICOUNTRY PROGRAM FRAMEWORK SUPPORT PROJECT (CMPF-  
SP)**

**INCEPTION REPORT**

**MAY 2007**

## ABBREVIATIONS

ADB	- Asian Development Bank
CAC	- Central Asian Country
CACILM	- Central Asian Countries Initiative for Sustainable Land Management
CIDA	- Canadian International Development Agency
CMPF	- CACILM Multicountry Partnership Framework
FAO	- Food and Agriculture Organization
GEF	- Global Environment Facility
GM	- Global Mechanism
GTZ	- German Agency for Technical Cooperation
ICARDA	- International Center for Agricultural Research in Dry Areas
IFAD	- International Fund for Agricultural Development
KYR	- Kyrgyz Republic
KYRM	- ADB Resident Mission in the Kyrgyz Republic
LADA	- Land degradation assessment in Drylands
MSEC	- CACILM Multicountry Secretariat
NAP	- National Action Plan
NCC	- National Coordination Council
NPF	- National Program Framework for Sustainable Land Management
NSEC	- National Secretariat
PMU	- Project Management Unit
TAJ	- Republic of Tajikistan
SDC	- Swiss Agency for Development and Cooperation
SLM	- Sustainable Land Management
SLM-CB	- Sustainable Land Management Capacity Building
SLM-IS	- Sustainable Land Management Information System
SLM-KM	- Sustainable Land Management Knowledge Management
SLM-R	- Sustainable Land Management Research
TAJ	- Republic of Uzbekistan
TUK	- Republic of Turkmenistan
UNCCD	- United Nations Convention to Combat Desertification
UNDP	- United Nations Development Program
UZB	- Republic of Uzbekistan

## **I. INTRODUCTION**

### **A. Central Asian Countries Initiative for Land Management**

1. The Central Asian Countries Initiative for Land Management (CACILM) is partnership of CACs and development cooperation partners dedicated to combating land degradation and improving rural livelihoods in the five countries of Central Asia.
2. CACILM is a partnership of five Central Asian Countries, Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan, and development cooperation partners including a lead GEF agency, the Asian Development Bank; GEF Agencies including the FAO, IFAD, UNDP, UNEP, and the World Bank; and the Canadian International Development Agency (CIDA), International Agency for Agricultural Research on Dry Areas (ICARDA), German Agency for Technical Cooperation (GTZ), and the Swiss Agency for Development and Cooperation (SDC).
3. CACILM is being implemented in a multicountry framework, which includes a 10-year program of activities based on national programming frameworks of the countries of Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan as well as activities spanning all five countries.
4. Over the 10-year program period, the goals of CACILM are restoration, maintenance and enhancement of land in Central Asia, leading to improved economic and social well-being of those who depend on these resources while preserving the ecological functions of the land.
5. CACILM is the first Global Environment Facility (GEF) Multi-Country Partnership Programme initiative. The CACILM Partnership Framework is a very large and comprehensive initiative with two major sets of activities: (i) the implementation of the national programming frameworks (NPFs) for sustainable land management in each of the five CACs, and (ii) multicountry activities to support the implementation of the work program under the CMPF and to build capacity in sustainable land management.

### **B. CACILM Multicountry Partnership Framework Support Project**

6. Technical assistance co-financed by the ADB, GEF and the Global Mechanism, led to the formation of the CACILM Task Force which completed the design of a 10-year program of country-driven initiative, the CACILM Multicountry Partnership Framework (CMPF).
7. The Special GEF Council Session approved the CMPF project brief on 28 August 2006, and the GEF Chief Executive Officer approved the first tranche of USD 20 million on 18 October 2006.
8. The Asian Development Bank (ADB) is continuing support to CACILM by providing technical assistance to the Governments of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan through the CACILM Multicountry Partnership Framework Support Project (CMPF-SP).
9. ADB is responsible for leading the CACILM partnership, coordinating programs at the multicountry and national levels, and supporting activities at the multicountry level which include components for developing a sustainable land management (SLM) information system, knowledge management and dissemination, research and capacity building.

10. The CMPF-SP was approved on 24 November 2006 by the ADB to support the first phase of the CACILM program. Budget under ADB Administration is \$4.025 million. In addition, the financing of the Technical Assistance will be augmented by in-kind contributions totaling \$500,000 (\$100,000 by each of the participating countries) as budgetary support.

11. Formal technical assistance agreements between the ADB and the governments of the Republics of Kazakhstan, Tajikistan, Turkmenistan Uzbekistan, and the Kyrgyz Republic to implement the CMPF-SP were completed during December 2006 and January 2007<sup>1</sup>.

### **C. Inception Phase of CMPF-SP**

12. Prior to mobilization of the CMPF-SP, the ADB provided financial support to operations of Interim National Secretariats in all five CACs to undertake the following:

- (i) Formalization and completion of the arrangements necessary for the Formal approval of the *National Program Framework (NPF)*;
- (ii) Establishment of a National Coordinating Council to oversee implementation of the National Program Framework;
- (iii) Establishment of a National Secretariat to support the National Coordinating Council by monitoring and evaluating the implementation of the NPF and assisting in the mobilization and implementation of CMPF.
- (iv) Recruitment of staff for the National Secretariat.
- (v) Preparation and submission of a Workplan and Budget for the operations of the National Coordination Council and the National Secretariat for the period December 2006 to April 2009.

13. During January 2007, submissions to host the office of the CACILM Multicountry Secretariat by the CACs were considered. The CACILM Task Force agreed that CACILM Multicountry Secretariat would be based in Bishkek, Kyrgyz Republic. During this period, ADB completed recruitment of the Head of the CACILM Multicountry Secretariat (MSec). The CACILM Multicountry Partnership Framework Support Project commenced 01 February 2007.

14. The ADB Resident Mission in Bishkek is providing operational support to Head, CACILM MSEC during the Inception Phase of the CMPF-SP.

15. The ADB Task Manager for the CMPF-SP and the Head, CACILM MSEC conducted the Inception Mission to the Kyrgyz Republic, and the Republics of Uzbekistan, Kazakhstan and Tajikistan from 26 February to 11 March 2007. An Inception Mission to Turkmenistan is proposed for April or May 2007. The Inception Mission travel itinerary, meeting schedules and meeting agendas are annexed to this report.

## **II. FINDINGS AT NATIONAL LEVEL**

### **A. National Implementation Arrangements**

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<sup>1</sup> RETA 6357 Agreements were completed ADB and Governments of the Kyrgyz Republic, and the Republics of Kazakhstan, Tajikistan, Turkmenistan and Uzbekistan during the period of December 2006 to February 2007.

16. The institutional status of United Nations Convention to Combat Desertification (UNCCD) Focal Agencies in the five CACs varies with regard to its responsibilities for implementing CACILM as charged by their respective governments.

17. The ministries and agencies of the UNCCD Focal Points have responsibility for CACILM. The Kyrgyz Republic has officially assigned this responsibility through a Government instrument<sup>2</sup>, with the Ministry of Agriculture, Water Resources and Processing as lead agency, with overall responsibility assigned to the Minister. In Uzbekistan, the agency in charge is Uzhymet with implementation assigned to the First General Director (Minister Level) by Ministerial Decision<sup>3</sup>.

18. In Kazakhstan, the Ministry of Environmental Protection is responsible, with CACILM assigned to Director of Ecological Problems, Science and Monitoring, who also serves as UNCCD Focal Point. In Tajikistan the newly reorganized Tajik Agency for Land Management, Cartography and Geodesy, is responsible, with its Director as UNCCD Focal Point. In Turkmenistan, the Ministry of Nature Protection is the UNCCD counterpart organization, with responsibilities assigned to National Institute of Deserts, Flora and Fauna, whose Director is the UNCCD Focal Point.

19. In, Kazakhstan, Tajikistan and Turkmenistan, assignment of responsibility for CACILM implementation is under discussion by their respective governments.

20. The Kyrgyz Republic and Uzbekistan have formally established National Coordination Councils as the legal entity for CACILM implementation, under the government instruments noted above. Kazakhstan, Tajikistan and Turkmenistan have been requested by ADB to complete establishment of the NCCs.

21. The completion of Letters of Agreement between ADB and the National Coordination Councils (NCC) of the five CACs on the implementation requirements and financing arrangements of the CACILM MCPF-SP is underway.

22. The mechanisms for flow of financing from ADB to the National Coordination Council and National Secretariats will be established in each of the five CACs.

## **B. National Coordination Councils**

23. The National Coordination Councils (NCC) will be responsible for the implementation of CACILM, and, specifically, oversight of the implementation of the National Program Frameworks (NPF). The membership of the NCC is to be multi-stakeholder, with members drawn from the ministries, agencies of the government; from other organizations and representatives of the development partners as observers.

24. The NCC will gather information and conduct seminars, meetings, workshops, fieldtrips and training programs with stakeholders as necessary to review NPF progress and ensure that the goals and desired results of the NPF are realized. The NCC will generate directives, reports and communiqués on the NPF as a whole, and its individual projects and activities. Selected members of the NPF will serve as Members of the CACILM Steering Committee.

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<sup>2</sup> Decree of the Prime Minister of the Kyrgyz Republic, No. 647-p of 21 November 2006.

<sup>3</sup> Ministerial Decree Of Uzhymet (5 March 2007)

25. The Chair of the National Coordination Council in Kyrgyz Republic will be the Minister of Agriculture, Water Resources and Processing or the State Secretary of this Ministry.

26. In Uzbekistan, the Chair of NCC will be the General Director of Uzhydromet.

27. During Inception Mission meetings in Kazakhstan and Tajikistan, it was indicated that the ministries and agencies of the UNCCD Focal Points would chair the NCC and that membership would be multi-stakeholder. Other NCC criteria were not clarified.

### **C. National Program Frameworks**

28. CACILM seeks to establish a broad stakeholder partnership in each CAC to improve the enabling policy, legislative and institutional frameworks and to mainstream SLM objectives into national development planning processes and into development partners operations. The foundation for the sustainable land management programs in each CAC is the National Programming Framework (NPF).

29. The Government of the Kyrgyz Republic has issued Decree 647-p of 21 November 2006, establishing the mandate of the National Program Framework and the membership, roles and responsibilities of the National Coordination Council.

30. Uzhydromet has issued Ministerial Decree of 5 March 2007 (Statute on the Coordination Council) establishing the mandate of the National Program Framework and the membership, roles and responsibilities of the National Coordination Council.

31. Formal establishment of the mandate of the National Program Framework and the roles, responsibilities and membership of the National Coordination Council are to be completed by the governments of Kazakhstan, Tajikistan and Turkmenistan.

### **D. National Secretariats**

32. In each CAC, a National Secretariat is to assist the National Coordination Council (NCC) with the coordination, assessment and reporting of the projects and activities mandated by the National Program Framework (NPF).

33. The NSEC will assist the NCC by developing and maintaining liaison and information sources for performance monitoring and evaluation the NPF components and for the NPF as a whole. The NSEC will coordinate the development, consolidation and communication of the NPF performance monitoring system through liaison with members of the National Coordination Council, implementing agencies, donor partners and other parties. The Multicountry Secretariat will assist the NCC and the NSEC with development of the monitoring systems as required in each CAC.

34. Active participation of the NSEC in the CMPF-SP will be needed to enable successful implementation of the Multicountry Components in each CAC. These components are for SLM Research, SLM Information Systems, SLM Knowledge Management and for SLM Capacity Building. It is likely that NSEC assistance will be required from time to time for effective communications with the Government of the CACs, members of the NCC, with CAC counterpart institutions, and for logistics including permissions, visas, travel documents and for other matters.

35. The NSEC is to provide coordination, logistics, administration and accounting for the NCC and in-country activities supported by the CMPF-SP. Funding for operations and for office space and equipment of the NSEC will be provided by ADB through the CMPF. CACILM Multicountry Secretariat. The NSEC will maintain accounts in accordance with ADB requirements. The Governments of the CAC will provide in-kind contributions as per the CACILM implementation agreements with the ADB. The Multicountry Secretariat will assist the NCC and the NSEC with development of the financial and accounting systems as required in each CAC.

36. The National Secretariats were formally requested by ADB during the interim phase to complete a number of tasks including the recruitment of personnel for National Secretariat.

37. Each National Secretariat was requested to provide ADB with a letter of appointment from the appropriate government body, and the curriculum vitae clearly stating the qualifications of each individual recruited<sup>4</sup>. Attached to the Letter of Agreement (LOA) were terms of reference for the National Secretariat, for NSEC personnel, and budget guidelines were provided as appendices to the LOA. Examples are included in Annex A of this Report.

38. MSEC has requested the UNCCDs clarify the status of recruitment of the NSEC personnel, and requested formal letters of appointment and the curriculum vitae of these individuals<sup>5</sup>. MSEC provided the terms of reference in English and Russian and the ADB curriculum vitae format.

39. A formal letter of appointment for NSEC personnel in Tajikistan was provided to MSEC on 29 March 2007. The Head of the Secretariat for Kyrgyz Republic has been appointed with other staff appointments in progress. NSEC staff for Uzbekistan and Kazakhstan have been assigned and their curriculum vitae provided to MSEC. The status of the NSEC of Turkmenistan will be assessed during an Inception Mission scheduled for early May, 2007.

40. During the interim phase, the National Secretariats were requested to complete a workplan and budget. An outline of suitable workplan components was provided together with a budget format as attachments to the LOA. All five CACs submitted an initial budget estimate to ADB during the interim period.

41. During the Inception Mission, the Workplan and budget format and requirements were discussed in detail with the UNCCD Focal Points and acting NSEC personnel in the four CACs visited. It was agreed that the four components of the Workplans would be:

- (i) Component 1: National Coordination Council oversight of National Program Framework implementation
- (ii) Component 2: NSEC monitoring & reporting of the National Program Framework
- (iii) Component 3: Assistance to CACILM CMPF Support Projects
- (iv) Component 4: Administration activities funded through CACILM.

42. Topics of discussion included the Workplan components to be funded by ADB, the activities to be funded with parallel financing from GTZ, and the financial contributions of the CAC government. It was agreed that Workplan Component I: Activities of the NCC would be

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<sup>4</sup> TA 6357-REG: Central Asian Countries Initiative for Land Management (CACILM) Multicountry Partnership Framework Support Project—Letter of Agreement (“Agreement”) – Provision of Interim Financing for the Establishment of the National Coordination Council and National Secretariat

<sup>5</sup> Memos from MSEC were faxed and emailed to the UNCCD Focal Points of KAZ, KYR, UZB and TAJ the week of 26 -30 March 2007. The UNCCD Focal Point of Turkmenistan has been informally requested to advise MSEC on arrangements for an Inception Mission to that CAC.

submitted to GTZ for funding. Components II, III and IV would be submitted to ADB for funding. Examples of formats and budget allocations were provided.

43. Following the Inception Mission, the CACILM MSEC has been in dialogue with the appointed or acting NSEC of KAZ, KYR, UZB, TAJ and TUK reviewing workplans and budget proposals and advising on revisions, and providing formats and examples in English and Russian.

44. A summary of the status of CMPF readiness to implement as of mid April 2007 is shown in Table 1.

<b>Table 1: CACs Summary of Readiness to Implement CACILM CMPF-SP</b>				
<b>Central Asian Country</b>	<b>Commitment to Implement the National Program Framework (NPF)</b>	<b>Status of the National Coordination Council (NCC)</b>	<b>Recruitment of Key Staff of National Secretariat (NSEC)</b>	<b>Status of Work Plan and Budget for 2007 as submitted to MSEC</b>
<b>Kazakhstan</b>	NPF status is being clarified	Establishment by Govt requested.	NSEC Staff by Decision No. 02-235 Ministry of Environmental Protection, 2 <sup>nd</sup> April 2007	Second draft budget received; Workplan submission in preparation.
<b>Kyrgyz Republic</b>	NPF approved by Govt Decree 647-p of 21 <sup>st</sup> Nov 2006.	NCC established by Govt Decree 647-p of 21 <sup>st</sup> Nov 2006.	Head of NSEC appointed by Govt Decree 647-p of 21 <sup>st</sup> Nov 2006.	Final Workplan and Budget received by MSEC 18th April 2007
<b>Tajikistan</b>	NPF status is being clarified	Establishment by Govt requested.	TAJ NSEC appointed by Decision 1/12-01-2 Agency for Land Management, Geodesy and Cartography of 29th March 2007.	Second Draft Workplan and Budget under review by MSEC.
<b>Uzbekistan</b>	Uzhydromet assigned responsible for CACILM coordination by Cabinet Ministers Decree No. 50, 28 <sup>th</sup> February 2006.	Uzhydromet responsible for UNCCD implementation by Cabinet Minister Decision No. 183, 14 <sup>th</sup> April 2006. Internal Order of Uzhydromet 5 <sup>th</sup> March 2007, establishes National Coordination Council terms and membership.	UZB NSEC established by Decision 81-08 Uzhydromet of 29 <sup>th</sup> March 2007; Staff Appointments 07-44-30 of Uzhydromet, 10 <sup>th</sup> April 2007	Final Workplan and Budget received by MSEC 16th April 2007.
<b>Turkmenistan</b>	NPF status is being clarified	Establishment by Govt requested.	UNCCD Focal Point acting as Head of NSEC.	First Draft budget received; First draft Workplan in preparation.

## **E. National Coordination Mechanisms**

45. Formal mechanisms have not yet been established for communication and information sharing between the National Secretariats and the Project Implementation Units (PIU) of the national and donor funded projects of the NPF.

46. Coordination mechanisms between National Secretariats and Multicountry Components of CMPF-SP have not been formally established as these projects are in the proposal phase.

47. The terms of reference of the National Secretariat include assisting the CACILM Multicountry Secretariat with the implementation of the components of CACILM Multicountry Program Framework (CMPF) within the CAC including:

- (i) Liaison and coordination with NCC members and organizations;
- (ii) Assisting in the design and delivery of CMPF component activities through the identification of institutional and human resources; and
- (iii) Organization of suitable facilities and other logistics as necessary for successful implementation of the CACILM component activities.

48. During the Inception Phase, communications between the UNCCD Focal Points and acting NSEC staff, and the Head of CACILM MSEC have been productive. The coordination mechanisms between the Multicountry Secretariat and National Secretariats can be formalized when the National Secretariats have been established.

### **III. FINDINGS AT MULTICOUNTRY LEVEL**

#### **A. CACILM Multicountry Secretariat**

49. The mobilization of the CACILM Multicountry Secretariat was initiated with the establishment of operations in Bishkek, Kyrgyz Republic, as agreed by the CACILM Task Force.

50. The of Head of the CACILM Multicountry Secretariat was recruited by the ADB in January of 2007 and mobilized to the ADB Resident Mission (KYRM) in Bishkek during early February 2007.

51. During the mobilization period, the work of the Head, MSEC has been guided by ADB Task Manager and the provisional CACILM Multicountry Secretariat Workplan which was developed by the CACILM International Project Management Consultant during December 2007. ADB has provided a cash advance to MSEC for operating expenses from February to June 2007.

52. KYRM has provided strong support to the Head MSEC during the Inception period including the provision of working space and communications facilities to the Head, MSEC; coverage of MSEC expenses while assisting with the opening of the CACILM MSEC bank account; assistance with Inception Mission organization; visas, travel and accommodation arrangements; and providing advice and assistance for recruitment of MSEC personnel in strict accordance with ADB procedures.

53. The Kyrgyz Republic has provided 200m<sup>2</sup> of office space adjacent to the Pasture Institute which will be occupied by MSEC when repairs, renovations and procurement of equipment and furnishings are completed. The tendering process for the repairs and renovations work required, is underway and in accordance with ADB procurement procedures. Temporary working space has been provided by the ADB Resident Mission and more space is

available at the headquarters Ministry of Agriculture, Water Resources and Processing should this be required.

54. The recruitment of Multicountry Secretariat personnel commenced in February 2007. The Head, CACILM Multicountry Secretariat has been assisted by staff of the ADB Resident Mission of the Kyrgyz Republic to ensure MSEC recruitment is in accordance with ADB procedures.

55. Advertisements for a Financial and Accounting Specialist and an Administrative Assistant were posted in the regional *Central Asia Times* and local *Vecherniy Bishkek* newspapers, and on the *CARNET Environment and Sustainable Development Network* website (<http://www.caresd.net>). The review of curriculum vitae, short listing of applicants, interviews, and completion of computer and translation tests has been completed. Final interviews and reference checks and contracting of leading candidates for the Financial and Accounting Specialist and for the Administrative Assistant is underway.

56. Recruitment of other personnel for Multicountry Secretariat, including the Deputy Head; a Project Implementation and Monitoring Specialist; and additional support staff and service providers will be undertaken in April and May 2007.

57. Communication protocols between the Head, MSEC and with ADB HQ and ADB resident Missions in the CACs have been established. Dialogue with the UNCCD Focal Points and acting NSEC personnel; with Donor Partners, and with CMPF-SP Component proponents has been established. Dialogue with some personnel and PIUs of GEF Projects and with national projects of the NPFs of the CACs has been initiated.

## **B. CACILM Multicountry Program Framework - Support Project Components**

58. Mobilization of three of CMPF-SP Multicountry Components progressed during the Inception Phase. First Draft proposals for the SLM-Research, SLM-Information Systems and SLM-Knowledge Management were reviewed with comments of the Head MSEC provided to ICARDA, FAO and ADB respectively.

59. MSEC requested the following be clearly stated in the each of the Component proposals:

- (i) Application of the Results Based Management approach with particular emphasis on describing results achieved in terms of changes to the beneficiaries' capacity and skills and knowledge;
- (ii) Presentation of a Monitoring Framework with indicators at Outcome and Output levels, and results indicators shown for some key Activities;
- (iii) Suggested coordination arrangements with other CMPF-SP Multicountry Components,
- (iv) Project management and reporting structure
- (v) Proposed arrangements for implementation at National level
- (vi) Proposed implementation schedule
- (vii) Terms of reference for key personnel
- (viii) Budget allocations in foreign and local currency.

60. Second draft proposals for SLM-Research and SLM-Information Systems were distributed to the CACILM Task Force in English and Russian. The second draft of the SLM-Knowledge Management is under review by at MSEC.

61. The review and approval process and schedule for the CMPF-SP Multicountry Components is summarized in Table 2, and was provided by MSEC to all CMPF-SP Multicountry Components Executing Agencies in a Memo of 07 March 2007.

62. The schedule for the proposal review and approval process may require extensions for some CMPF-SP Components.

### Approval Schedule: Dates and Events

<b>Table 2: Review Process for the CMPF-SP Multicountry Components</b>				
<b>Completion Date</b>	<b>Implementing Agencies</b>	<b>National Coordination Councils (NCCs)</b>	<b>Donor Partners</b>	<b>CACILM Multicountry Secretariat (MSec)</b>
15 March 07	Proposals in English to MSec			Receive Proposal (English)
16 March 07		Receive Proposals (English)	Receive Proposals from MSec	Send Proposals to CAC Partners
22 March 07	Proposals in Russian to MSec			Receive Proposals (Russian)
23 March 07		Receive Proposals (Russian)		Send Proposals (Russian) to NCCs
30 March 07	Receive Draft Letter of Agreement			
05 April 07		End Proposal review period	End Proposal review period	
06 April 07	Receive comments	NCCs respond, copy to MSec	Donors respond, copy to MSec	Receive and collate all comments
13 April 07	Respond to comments, Proposal revised as necessary, send to MSEC			Receive response; review and distribute with No Objection request
16 April 07		Receive review response and No Objection request	Receive review response and No Objection request	
20 April 07		No Objection	No Objection	If No Objections, request ADB proceed with Agreements
30 April 07	Letter of Agreement executed			
01 May 07	Mobilize Components in CAC			

63. The terms of the implementation Agreements with the Executing Agencies of CMPF-SP Multicountry Components will be provided by ADB to MSEC.

64. The CMPF-SP Capacity Development Component to be executed by the UNDP is currently seeking GEF Project Preparation Grant (PPG) funding approval, as there is no longer a PDF under the new GEF requirements.

### **C. Multicountry Coordination Mechanisms**

65. The development of multicountry coordination and communication mechanisms is the responsibility of the Multicountry Secretariat. Approval of the CACILM protocols will be by the CACILM Steering Committee.

### **D. CACILM Multicountry Secretariat Operating Procedures**

66. The Multicountry Secretariat will develop and procedures and protocols for internal financial and operational administration of the MSEC include procedures for the following:

- (i) workplans and budgets
- (ii) financing and accounting
- (iii) recruitment of staff
- (iv) procurement of goods and services
- (v) communications and correspondence
- (vi) operational guidelines for National Secretariats
- (vii) coordination of multicountry activities including proposal preparation and review
- (viii) monitoring and evaluation of CMPF-SP Components;
- (ix) other issues related to CACILM implementation

67. It was also noted during the Inception Mission that the terms of reference and procedures for CACILM Steering Committee may need to be revised

### **E. Donor Partners**

68. Communications with Donor Partners were carried out in meetings and communiqués during the Inception Mission in each CAC.

69. The ADB, GTZ and MSEC have made progress regarding the parallel financing arrangements for the CMPF-SP activities at National Level.

70. A summary of Donor Partner Summary of Readiness to Implement CACILM is presented in Table 3:

<i><b>Donor Partner CMPF Component</b></i>	<i><b>Partnership Activity</b></i>	<i><b>Status of Readiness</b></i>	<i><b>Activities to date (10 April 2007)</b></i>	<i><b>Comment</b></i>
ADB	Administer CMPF; Chair CACILM Steering Committee	RETA 6357 underway	Multicountry Secretariat mobilized; Inception Mission completed.	none

ADB IT Group	Implementing Agency CMPF SLM Knowledge Management Component	Ready to participate	Preparation of IS systems, National staff engaged. Second Draft Proposal submitted	Proposal under review by MSEC.
FAO	Implementing Agency CMPF SLM Information Systems Component	Ready to participate	SLM-IS Proposal in English and Russian sent to CACILM Task Force	SLM-IS Proposal under review by CACILM Task Force
Germany GTZ	Parallel Financing	Agreement with Countries needed.	Meetings held with GTZ regional and local representatives	Informal agreement reached on CAC activities to be funded by GTZ
ICARDA	Implementing Agency CMPF SLM Research Component	Ready to participate	SLM-R Proposal in English and Russian sent to CACILM Task Force	SLM-R Proposal under review by CACILM Task Force
UNDP	Implementing Agency CMPF-SP Capacity Building Subproject	Preparing PPG request to GEF	Some GEF funded projects have CEO approval	none

## F. CACILM GEF Supported Sub-Projects

71. The development of coordination and communication mechanisms for the CACILM GEF Supported Sub-Projects is the responsibility of the Multicountry Secretariat. The mechanisms are to be submitted to the CACILM Steering Committee for approval. The status of implementation of the projects with GEF funding is presented in Table 4.

<b><i>Donor Partner GEF Projects</i></b>	<b><i>Partnership Activity</i></b>	<b><i>Status of Readiness</i></b>	<b><i>Activities to date</i></b>	<b><i>Comment</i></b>
ADB	Executing Agency for GEF Projects	Projects underway. Preparing GEF-CEO Endorsement	Projects in KAZ, KYR, UZB, TAJ	Coordination mechanism to be proposed by MSec
UNDP	Implementing Agency for CMPF-SP Capacity Building Component	Preparing submissions for GEF-CEO Endorsement or for PDF-B or equivalent.	Projects underway TAJ; Proposals for CEO Endorsement in KGZ, KAZ, TRK, and UZB.	Coordination mechanisms with CMPF to be proposed by MSec

#### IV. RECOMMENDED ACTION PLAN AND RECOMMENDATIONS

72. Actions recommended for implementation of the CMPF-SP listed in Table 5.

<b>Table 5: RECOMMENDED ACTION PLAN</b>		
<b>A. Asian Development Bank</b>		
<b>Action to be Completed</b>	<b>Date</b>	<b>Responsible</b>
1. ADB and GTZ complete agreement and arrangements for the parallel financing of CMPF-SP activities at National Level.	30 April 2007	ADB and GTZ
2. ADB and CACs complete arrangements for the financing of CMPF-SP activities at National Level, through an exchange of Letters.	30 April 2007	ADB and CACs
3. ADB commence disbursement of the first tranche of funding to the National Secretariats.	01 May 2007	ADB
4. ADB HQ clarify the roles and responsibilities of the Resident Missions for oversight and support of CACILM by completing terms of reference with the Resident Missions in each CAC.	15 May 2007	ADB HQ and Resident Missions
5. ADB review and approve the revised Workplan and Budget of the Multicountry Secretariat for 2007	31 May 2007	ADB
<b>B. Central Asian Countries</b>		
<b>Action to be Completed</b>	<b>Date</b>	<b>Responsible</b>
6. CACs establish formal implementation arrangements for National Coordination Councils and National Secretariats	30 April 2007	Countries
7. National Secretariat complete and submit Workplan and Budget for 2007 in the approved format to Multicountry Secretariat.	30 April 2007	NSEC
<b>C. National Coordination Mechanisms</b>		
<b>Action to be Completed</b>	<b>Date</b>	<b>Responsible</b>
8. Multicountry Secretariat submit Draft CACILM Coordination and Communication Procedures to Chair of CACILM Steering Committee	31 May 2007	MSEC
<b>D. CACILM Multicountry Secretariat</b>		
<b>Action to be Completed</b>	<b>Date</b>	<b>Responsible</b>
9. The Multicountry Secretariat complete the following: <ol style="list-style-type: none"> <li>a. Submit a revised Workplan and Budget for fiscal year 2007 to ADB;</li> <li>b. Initiate recruitment for all Multicountry Secretariat</li> </ol>	15 May 2007	MSEC

personnel; and c. Commence office repairs, renovations and equipment installation for the MSEC adjacent to the Pasture Institute of the Ministry of Agriculture.		
10. Multicountry Secretariat submit Draft CACILM Coordination and Communication Procedures to Chair of CACILM Steering Committee	31 May 2007	MSEC
11. MSEC submit Draft Operating Procedures for Multicountry Secretariat to Chair of CACILM Steering Committee	31 May 2007	MSEC
12. The Multicountry Secretariat prepare and submit the first Semi Annual Report to Chair of CACILM Steering Committee	15 July 2007	MSEC

<b>E: Donor Partners</b>		
<b>Action to be Completed</b>	<b>Date</b>	<b>Responsible</b>
13. ADB and GTZ complete arrangements for the parallel financing of CMPF-SP activities at National Level, through an exchange of Letters or similar Agreement.	30 April 2007	ADB and GTZ
14. GTZ complete arrangements disbursement and accounting of funds provided to National Secretariats	15 May 2007	GTZ

## **V. OTHER RECOMMENDATIONS FOR CONSIDERATION**

73. A highly qualified and experienced international Project Implementation and Monitoring Specialist should be recruited to the CACILM Multicountry Secretariat to:

- (i) assist Head MSEC with liaison with CACILM partners provision and application of SLM monitoring reports and data;
- (ii) assist the Head and the Monitoring Specialist of the National Secretariats refine the SLM performance monitoring indicators for presentation to the NCC, and for NCC presentation to the CACILM Steering Committee;
- (iii) liaise with the CMPF-SP Components SLM-R; SLM-IS and SLM-KM to harmonize understanding and application of the SLM performance monitoring indicators;
- (iv) develop and deliver any training and mentoring required to establish the project implementation monitoring and reporting systems within the MSEC, the CMPF-SP Components, and the NSEC of the CACs.

74. Each of CMPF-SP Component projects should recruit and post a Coordination and Communications Assistant to the MSEC office in Bishkek.

75. Recommended agenda items for consideration of the Steering Committee for the first CACILM Steering Committee Meeting are:

- (i) Ratification of the terms of reference and operating procedures of the MSEC and the CACILM Steering Committee;
- (ii) Review of the progress of the CACILM Multicountry Secretariat and the National Secretariats.
- (iii) Review and adoption of the CACILM communication and operating procedures. (part of MSEC procedures)

- (iv) Review of the progress of the CMPF-SP Component Projects for SLM Research, SLM Information Systems, SLM Knowledge Management and SLM Capacity Building.
- (v) Review the progress of implementation of the NPF in each CAC.
- (vi) Review the proposed reporting CACILM to GEF and to Donor Partners. – part of MSEC Procedures
- (vii) Other business of relevance to CACILM implementation.

## **VI. ANNEXES**

- A. Inception Mission Itineraries
- B. List of Contacts
- C. NCC TOR (suggested)
- D. NSec TOR & Personnel
- E. NSec Workplan and Budget Guide
- F. MSec Task Timeline
- G. CACILM Sub-Projects funded by GEF

## Annex A. Inception Mission Schedule

### Kyrgyz Republic

Time	Activity	Location
<b>26 February, Monday</b>		
<b>9:00</b>	Mr. Bob Everitt, Mr. John Patterson, Ms. Cholpon Mambetova	Location: KYRM
<b>PM</b>	Mr. K. Kulov, CACILM National Coordinator, Mr. K. Kasymov, Permanent Secretary, MAWRPI	MAWRPI
<b>PM</b>	<i>First Session:</i> Kick-off meeting with Mr. K. Kulov and CACILM Secretariat	Location: Tel: 566200; 566358
<b>27 February, Tuesday</b>		
<b>9:00</b>	Joint Donors Meeting: CACILM Ms. Asel Omoeva, SDC; Mr. Jaras Takenov, UNDP Mr. R. Bodemeyer, GTZ	Location: KYRM
<b>10:00</b>	UNCCD National Coordinating Council Meeting	Location: MAWRPI
<b>11:00</b>	<i>Second and Third Sessions:</i> meeting with Mr. Kulov and CACILM Secretariat	Location: MAWRPI
<b>14:00</b>	Joint Donors Meeting: Natural Resources Study for Mr. B. Everitt and Ms. Mambetova	Location: KYRM
<b>16:00</b>	<i>Third Session:</i> meeting with Mr. Kulov and CACILM Secretariat	Location: MAWRPI
<b>17:00</b>	Wrap-Up meeting with Mr. Kulov and CACILM Secretariat	Location: KYRM

## Inception Mission Schedule

### Tashkent, Uzbekistan

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
28 February	0800	Airport Arrival from Bishkek
	1000pm	ADB Resident Mission
	130pm	First Meeting with Dr. Kadyrov
	230pm	Working Session with Secretariat Staff
1 March	930am	Meeting with UNDP representatives (Alexey Volkov – GEF Adviser, Anvar Nasritdinov - the Head of Environment and Energy Unit )
	1100am	World Bank
	300 pm	Meeting with UNCCD Working Group Members
March 2	0900	Final Session with Secretariat Staff
	1100	Dr. Raj Paroda, ICARDA
	1600	Final Wrap Meeting with Mr. Kadyrov

## Inception Mission Schedule

### Kazakhstan

Date	Time	Ministry/Agency	Name/Position	Venue/Contact No.
<b>3 March Saturday</b>	11:00	Almaty Working Group	Ms. Margulya Baekenova, Director, Institute of Ecology and Climate ( <i>Focal point</i> )  Other members will join the meeting	597 Seyfullin Street (entry by the yard, 7 stores building) Conference Room, 4 floor Tel: (3272) 54 25 36 Mob: +7 777 202 5061 or +7 701 7849946
<b>5 March Monday</b>	10:00	World Bank	Mr. Talimzhan Orazov, Operations Officer (agriculture);  Mr. Bakhyt Arystanov, Consultant (Task Team for Water projects)	World Bank Country Office Astana Tower Business Center, 14 floor (located in the same building as KARM, which is on the 10 <sup>th</sup> floor)
	11:20	UNDP	Ms. Natalia Panchenko Programme Coordinator, Environmental and Sustainable Development Unit (on mission to Astana)  Dr. Axel V. Stremplat, International Expert (Germany),  Kanysh Nurymgereyev, Project manager, UNDP/GTZ project "Sustainable rangeland management"	KARM
	16:30	Ministry of Environment Protection	Mr. Bolat Bekniyazov, Director, Department of Ecological Problems and Science and Monitoring	MOEP Left Bank of Ishim River Section 13 or 15 Tel: (3172) 74 08 08 or 74 08 64
<b>Tuesday 6 March</b>	15:00	Ministry of Agriculture	<i>2<sup>nd</sup> Phase WRMLIP</i> )	MOA
	16:00	Ministry of Economy and Budget Planning	Mr. Marat Kussainov, Vice Minister  ( <i>2<sup>nd</sup> Phase WRMLIP</i> )	MEBP 11 Pobedy Avenue Tel: (3172) 71 75 55

## Central Asian Countries Initiative for Land Management

### Inception Mission Schedule

#### Tajikistan

<b>08 Mar, Thu</b>			
<b>14:45</b>	Mission arrival from Almaty		
	TJRM	<b>Mr. Neeraj Jain, CD</b>	
<b>09 Mar, Fri</b>			
<b>9:00</b>	Agency on Land Management, Geodesy and Cartography	Kick of meeting Mr. Gulmahmadov, Director	Mr. Gulmakhmadov, Director  Mr. Sukhrob Khoshmukhamedov, UNDP Andre Fabian, GTZ
<b>10:00</b>	Agency on Land Management, Geodesy and Cartography	First Working Session with Tajikistan National Secretariat Staff	
<b>13:00</b>	Agency on Land Management, Geodesy and Cartography	Second Working Session with Tajikistan National Secretariat Staff	
<b>16:30</b>	Agency on Land Management, Geodesy and Cartography	Final Debriefing with Mr. Gulmakhmadov	Mr. Gulmakhmadov, Director  Mr. Sukhrob Khoshmukhamedov UNDP Andre Fabian, GTZ

## Annex B. Contacts

Name	Office
<b>Kyrgyz Republic</b>	
Mr. K. Kulov, CACILM National Coordinator	Kyrgyz Irrigation Research Institute, Ministry of Agriculture and Water Resources, Bishkek, Kyrgyz republic Tel: (996) 312 541168
Mr. K. Kasymov, Permanent Secretary,	MAWRPI
Ms. Asel Omoeva, Program Officer	Swiss Cooperation Office
Mr. Jaras Takenov	UNDP
Mr. R. Bodemeyer	GTZ
<b>Uzbekistan</b>	
Dr. Kadyrov, First Deputy Minister UNCD Focal Point	Uzhydromet, Tashkent, Uzbekistan Tel: 998-71 1338372
Alexey Volkov, GEF Adviser	UNDP
Anvar Nasritdinov	Head of Environment and Energy Unit
Dr. Raj Paroda, Head, PFU-CAC	ICARDA Regional Office Fax: 963 21 2213490
<b>Kazakhstan</b>	
Ms. Margulya Baekenova, Director	Institute of Ecology and Climate Tel: 3272 542536 ; Mobile: 7 777 2025061 or 7 701 7849946
Mr. Talimzhan Orazov, Operations Officer	World Bank (agriculture)
Mr. Bakhyt Arystanov , Consultant	World Bank (Task Team for Water projects)
Ms. Natalya Panchenko Programme Coordinator	Environmental and Sustainable Development Unit , UNDP Tel: 3272 582643
Dr. Axel V. Stremplat, International Expert	UNDP (Germany),
Kanysh Nuryngereyev, Project manager	UNDP/GTZ project "Sustainable rangeland management"
Mr. Bulat Bekniyazov, Director UNCCD National Focal Point in Kazakhstan	Department of Ecological Problems and Science and Monitoring, Ministry of Environmental Protection Fax: 7 3172 740808 OR 740864
Mr. Marat Kussainov, Vice Minister	Ministry of Economy and Budget Planning Tel: 3172 717555
<b>Tajikistan</b>	
Mr. Neeraj Jain, Country Director	ADB Resident Mission in Kyrgyz Republic
Mr. Gulmakhmadov, Chairman UNCCD Focal Point for Tajikistan	State Committee for Land Management Fax: 992 372 311487
Mr. Sukhrob Khoshmukhamedov	UNDP
Andre Fabian	GTZ

## **Annex C. Draft Terms Of Reference For The National Coordination Councils**

### **A. Background**

1. The Central Asian Countries Initiative for Land Management (CACILM) is a partnership of CACs and development cooperation partners dedicated to combating land degradation and improving rural livelihoods in the five countries of Central Asia.
2. CACILM is a partnership of five Central Asian Countries, Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan, and development cooperation partners including a lead GEF agency, the Asian Development Bank; GEF Agencies including the FAO, IFAD, UNDP, UNEP, and the World Bank; and the Canadian International Development Agency (CIDA), International Agency for Agricultural Research on Dry Areas (ICARDA), German Agency for Technical Cooperation (GTZ), and the Swiss Agency for Development and Cooperation (SDC).
3. CACILM is the first Global Environment Facility (GEF) Multi-Country Partnership Programme initiative. The CACILM Partnership Framework is a very large and comprehensive initiative with two major sets of activities: (i) the implementation of the national programming frameworks (NPFs) for sustainable land management in each of the five CACs, and (ii) multicountry activities to support the implementation of the work program under the CMPF and to build capacity in sustainable land management.

### **B. Membership of the National Coordination Councils**

4. The National Coordination Councils (NCC) will be responsible for the implementation of CACILM, and, specifically, oversight of the implementation of the National Program Frameworks (NPF) in each Central Asian Country.
5. The membership of the NCC is to be multi-stakeholder, with members drawn from the ministries, agencies of the government; from other organizations and representatives of the development partners as observers.
6. Members of the NCCs should be drawn from the ministries and agencies of the CAC that are implementing nationally funded or donor financed projects related to sustainable land management. Ministry members should include representation Finance, Economics, Agriculture, Water Resources Management, and Environmental Protection and other ministries and agencies active in SLM.
7. Non-governmental members of the NCCs should be drawn from the organizations, unions, cooperatives and other groups who can make a contribution to SLM in the CAC.
8. Representatives of donor agencies active in SLM in the CAC could join the NCCs as Observers.

### **B. Responsibilities of the National Coordination Councils**

9. The NCC will gather information and conduct seminars, meetings, workshops, fieldtrips and training programs with stakeholders as necessary to review NPF progress and ensure that the goals and desired results of the NPF are realized.
10. Members of the NCC are expected to actively participate and contribute to the seminars, meetings, workshops, and fieldtrips for monitoring the progress of NPF implementation.

11. Members of the NCC from the government ministries and agencies should ensure that information about the national and donor financed projects under their ministries are made available to the National Secretariat and the other NCC members.
12. Members of the NCC from non-government organizations should ensure that information projects and initiatives or their organizations are made available to the National Secretariat and the other NCC members.
13. Observers of the NCC from the donor partners should ensure that information projects and initiatives or their organizations are made available to the National Secretariat and the other NCC members.
14. The NCC will generate directives, reports and communiqués on the NPF as a whole and included content on each of the individual projects and activities of the NPF.
15. The National Secretariats in each CAC will assist the NCC as necessary to carry out activities and prepare and present reports, communications and other tasks as required by the NCC.
16. Selected members of the NPF will serve as Members of the CACILM Steering Committee.

## **Annex D. Indicative Terms of Reference for the National Secretariat**

### **I. BACKGROUND**

#### **A. National Program Framework**

The National Secretariat will assist the National Coordination Council (NCC) with the coordination, assessment and reporting of the projects and activities mandated by the National Program Framework (NPF). The progress of NPF implementation in the CACs will be reported at the CACILM Steering Committee Meetings.

To assist the NCC, the National Secretariat will develop and maintain liaison and information sources on the NPF components and for the NPF as a whole, particularly on the progress of implementation. The progress of implementation will be generated, assessed and reported in three general categories including the:

- (iii) Objectives of the NPF components as stated in their project management documents such as Project Implementation Plans (PIP), and Annual Workplans and Budgets;
- (iv) Sustainable land management results achieved using the SLM biophysical, social and economic indicators, and
- (v) Social and environmental safeguards of the CACs, ADB, and development partners.

The National Secretariat will assist in the organization and delivery of meetings, workshops and training sessions as necessary to provide support to the NCC for NPF implementation.

#### **B. CACILM Multicountry Program Framework**

The National Secretariat will assist the CACILM Multicountry Secretariat with the implementation of the components of CACILM Multicountry Program Framework (CMPF) within the CAC. These components are the:

- (i) Sustainable land management research program,
- (ii) Land degradation and sustainable land management information system,
- (iii) Knowledge management and information dissemination, and the
- (iv) Multi-country capacity-building project.

Assistance provided by the National Secretariat for these CMPF components will include:

- (i) Liaison and coordination with NCC members and organizations;
- (ii) Assisting with the organization of CACILM Steering Committee Meetings when hosted by the CAC;
- (iii) Assisting in the design and delivery of CMPF component activities through the identification of institutional and human resources; and
- (iv) Organization of suitable facilities and other logistics as necessary for successful implementation of the CACILM component activities.

## **II. Indicative Terms of Reference for Personnel of the National Secretariat:**

The organization and staffing of the National Secretariat will vary in each CAC. The following terms of reference are indicative of the responsibilities and how these responsibilities might be assigned.

### **A. Head of the Secretariat:**

The Head of the National Secretariat will be responsible for the overall functions of the National Secretariat. Duties will include:

- i) Directly supporting the National Coordination Councils in the overall implementation of projects and activities mandated by the National Program Framework (NPF), including:
  - (a) Annual reporting on overall implementation of the NPF to the National Coordination Council;
  - (b) Supervising the performance monitoring and evaluation of the individual NPF projects and activities underway;
  - (c) Supervision of other specific activities assigned to the National Secretariat by the National Coordination Council;
  - (d) Assisting the Member of the CACILM Steering Committee for <country> report the overall progress of implementation of CACILM Multicountry Program Framework (CMPF) to the CACILM Steering Committee;
  - (e) Reporting to CACILM Multicountry Secretariat on the overall progress and results achieved by the GEF-cofinanced elements of Multicountry Program Framework (CMPF) implementation in the CAC;
  - (f) Providing support for the organization of National Coordination Council meetings and workshops, and for the CACILM Steering Committee Meetings when hosted by the CAC; and
  - (g) Provision of guidance and assistance in the preparation of new project proposals for inclusion in the NPF.
- (ii) Supervising the design and the implementation of the monitoring system of the NPF projects for:
  - (a) Overall implementation progress,
  - (b) Sustainable land management results achieved using the SLM indicators, and for
  - (c) Social and environmental safeguards.
- (iii) Coordinating of (country) participation in the CACILM Multicountry activities, specifically the:
  - (a) Sustainable land management research program,
  - (b) Land degradation and sustainable land management information system,

- (c) Knowledge management and information dissemination, and the
- (d) Multi-country capacity-building projects;
- (iv) In coordination with ADB staff and key persons in relevant government agencies, developing the terms of reference and operational guidelines and procedures for the National Secretariat;
- (v) Supervision of all personnel assigned to and contracted by the National Secretariat;
- (vi) Supervision of financial management and reporting of funding provided to the National Secretariat through CACILM; and
- (vii) Preparation of the annual work plans and budgets of the National Secretariat.

## **B. Project Implementation and Monitoring Specialist**

The Project Implementation and Monitoring Specialist will be responsible for assisting the Head of National Secretariat:

- (i) Assemble, review, consolidate and report the implementation of the NPF projects using the project management objectives as stated in the Project Implementation Plans, Annual Workplans and Budgets,
- (ii) Assemble, review, consolidate and report the implementation of the NPF projects using the monitoring parameters of the project logframes and specifically, the Sustainable Land Management (SLM) economic, environmental and social performance indicators where applicable for each NPF project or initiative;
- (iii) Put into action the overall program and activities of the National Secretariat by ensuring the timely delivery of logistics, information and knowledge and funds necessary for their implementation;
- (iv) Organize, assist in delivery and report on the CACILM national and regional workshops, meetings and training courses;
- (v) Assist the CACILM Multicountry Secretariat implement and actively participate in the:
  - a. Sustainable land management research program,
  - b. Land degradation and sustainable land management information system,
  - c. Knowledge management and information dissemination, and the
  - d. Multi-country capacity-building project;
- (vi) Review and revise cost estimates and budgets for individual project activities.
- (vii) Undertake other implementation and monitoring activities in support of the National Secretariat, the National Coordination Council, and the CACILM Multicountry Secretariat.

### **C. Administration and Financial Accounting Specialist**

The Administration and Financial Accounting Specialist will be responsible for assisting the Head of Secretariat:

- (i) Preparation of financial aspects of annual work plans and budgets;
- (ii) Contribute to the performance monitoring and reporting the progress of NPF implementation through the assembly, review, consolidation and reporting on the budget planning, allocation and disbursements of the NPF projects underway and projects in the pipeline;
- (iii) Devise and implement guidelines for developing budgets, setting up and making disbursements, issuing invoices, and setting claims of funding provided to the National Secretariat;
- (iv) Oversee the administration and financial reporting of National Coordination Council and National Secretariat operations and activities funded through CACILM;
- (v) Submission of timely requests for advances for travel and other activities, and submission of liquidation requests and disbursement reports to ADB,
- (vi) Provide timely and regular financial reports to the Head of Secretariat;
- (vii) Undertake other administrative activities in support of the National Secretariat, National Coordination Council, and the CACILM Multicountry Secretariat.

## **ANNEX E: WORKPLAN AND BUDGET TEMPLATE FOR THE NATIONAL SECRETARIAT**

### **Abbreviations:**

CAC	Central Asian Country
CACILM	Central Asian Countries Initiative for Sustainable Land Management
CMPF	CACILM Multicountry Partnership Framework
CMSEC	CACILM Multicountry Secretariat
GTZ	German Agency for Technical Cooperation
NCC	National Coordination Council of each CAC
NPF	National Program Framework of each CAC
NSEC	National Secretariat of each Central Asian Country

### **PREPARATION GUIDE:**

The National Secretariat will assist the National Coordination Council (NCC) with the coordination, assessment and reporting of the projects and activities mandated by the National Program Framework (NPF). To assist the NCC, the NSEC will develop and maintain liaison and information sources for performance monitoring and evaluation the NPF components and for the NPF as a whole. Active participation of the NSEC is needed for successful implementation of the CMPF components in each CAC.

The NSEC will provide coordination, logistics, and administration and accounting for the CMPF support project activities. Funding for operations and for office space and equipment of the NSEC will be provided by ADB through the CMPF and the CACILM Multicountry Secretariat. The NSEC will maintain accounts in accordance with ADB requirements. The Governments of the CAC will provide in-kind contributions.

A budget template table is provided to summarize the costs and funding source (Government or CACILM) for the activities of Components of 2, 3 and 4.

### **WORKPLAN Component 2:**

National Secretariat (NSEC) will undertake performance monitoring and reporting of the projects and activities of the National Program Framework and include reporting:

- 2.1 Overall implementation progress of the NPF to the NCC
- 2.2 Progress of specific projects and activities of the NPF to the NCC
- 2.3 GEF funded activities of CACILM Multicountry Partnership Framework (CMPF) to CACILM Secretariat and GEF
- 2.4 Performance monitoring, evaluation and reporting activities to other development partners and stakeholders in support of NPF implementation.

### **WORKPLAN Component 3:**

The NSEC will coordinate the participation and delivery of the CACILM Multicountry Partnership Framework support project. The CMPF activities include:

- 3.1 Sustainable Land Management Information System (SLMIS)
- 3.2 Sustainable Land Management – Research
- 3.3 Knowledge Management

### 3.4 Capacity Building

#### **WORKPLAN Component 4:**

Administration of National Coordination Council and National Secretariat activities

funded through CACILM. Activities include:

- 4.1 Preparation and revision of NCC and NSEC Workplans and Budgets
- 4.2 Guidance and assistance in the preparation of new project proposals for inclusion in the NPF
- 4.3 Collection, filing and distribution of CACILM and related project information
- 4.4 Progress reporting and financial reporting
- 4.5 Other administrative and reporting functions in support of the NCC and CACILM Multicountry Secretariat.

#### **COMBINED BUDGET for Components 2, 3 and 4:**

The budget should show both the government and CACILM contributions. The government contribution should be a least 50% of the total costs. CACILM will consider funding salaries, communications (internet, telephone, fax, courier) and equipment.

<b>Component 2: National Secretariat monitoring and reporting of the projects and activities of the National Program Framework.</b>			
<b>Component 3: Coordinate participation for the CACILM Multicountry Partnership Framework support</b>			
<b>Component 4: Administration of National Coordination Council and National Secretariat activities funded through CACILM:</b>			
Example Budget Line Item	GOVT	CACILM	SUBTOTAL
NSEC staff salaries			
NSEC communications			
NSEC office space & utilities			
NSEC transportation			
NSEC local travel			
NSEC supplies & services			
NSEC equipment			
Contingency			
TOTAL			

## F. Multicountry Task Timeline

	J-07	F-07	M-07	A-07	M-07	J-07	J-07	A-07	S-07	O-07	N-07	D-07	
<b>Steering Committee</b>													
Establishment	---	---	x										
TOR and SOPs		---	---	---	x								
<i>Steering Committee Activities</i>												SCM1	
Oversight of NPF													SCM1
Oversight of CMPF													SCM1
Reports GEF-1													SCM1
Submission GEF-2													SCM1
<b>National Coord Councils</b>													
Establishment	---	x											
TOR and SOPs	---	---	x										
<i>NPF Oversight</i>													
Review M&E of CMPF projects				IR			RSR	---	---	---		AR	
Report NPF to Steering Committee							RSR					AR	
Review M&E of NPF projects							RSR					AR	
Report CMPF to Steering Committee							RSR					AR	
Review GEF-1 Report							RSR					AR	
Review GEF-2 Proposals							RSR					AR	
<b>National Secretariats</b>													
Establishment	---	x											
Staffed & Equipped		---	x										
TOR and SOPs			---	x									
<i>Component 1: National Coordination Council oversight of National Program Framework implementation:</i>													
Report of NPF to Steering Committee					---	SR					---	AR	
Report GEF-1 projects to GEF					---	SR					---	AR	
Prepare GEF-2 proposals											---	AR	
NCC Training Programs			---	---	---	SR	---	---	---	---	---	AR	
NCC Outreach & Communication			---	---	---	SR	---	---	---	---	---	AR	
NCC Reports to CAC Govt						SR						AR	
<i>Component 2: National Secretariat monitoring and reporting of the projects and activities of the National Program Framework</i>													
Dataset of NPF projects			---	---	---	SR	---	---	QR	---	---	AR	
Monit & eval NPF projects					---	SR	---	---	QR	---	---	AR	
Progress Report of NPF						SR	---	---	QR	---	---	AR	
Assist CACILM MSEC Reporting							---	---	QR	---	---	AR	
<i>Component 3: Coordinate participation for the CACILM Multicountry Partnership Framework support</i>													
Support to CMPF startup			---	---	---	SR							
CMPF SLM-IS					---	SR	---	---	---	---	---	AR	
CMPF Research					---	SR	---	---	---	---	---	AR	
CMPF Publications & Knowledge Mgmt					---	SR	---	---	---	---	---	AR	
CMPF Capacity Building						n					---	AR	
Progress Report CMPF to NCC					---	SR					---	AR	
Progress Report CMPF to CMSEC					---	SR					---	AR	
<i>Component 4: Administration of National Coordination Council and National Secretariat activities funded through CACILM:</i>													
Support to CMPF startup			---	x	---	y							
Monthly Progress Reports to CMSEC			y	y	y	y	y	y	y	y	y	y	
Monthly Financial Reports to CMSEC			y	y	y	y	y	y	y	y	y	y	

**CACILM Multicountry Secretariat**

Operations Manila	x	----	----	----								
Startup in CAC		x	----	----	x		----	----	----	----	----	----
Operations in CAC established		----	----	----	x							
CMSEC personnel recruited		----	----	x	----	----	----	----	----	----	----	----
CMSEC advance facility			----	x	----	----	----	----	----	----	----	----
CMSEC office & equipped				----	x	----	----	----	----	----	----	----

*Component 1: Policy Dialogue and Reporting within CACILM*

Support to CACILM Steering												
1.1	Committee					1st						2nd
1.2	Oversight, Monit & eval CMPF projs				----	SR					----	AR
1.3	Reports GEF-1				----	SR					----	AR
1.4	Submit GEF-2					n					----	AR
1.5	Report CMPF to Steering Committee				----	SR					----	AR

*Component 2: Performance Monitoring*

2.1	Training to NSEC on Monit & Eval				----	SR	----	----	----	----	----	AR
2.2	Dataset of multicountry projects				----	SR	----	----	QR	----	----	AR
2.3	Perf Indicators of multicountry projects				----	SR	----	----	QR	----	----	AR
	proj performance				----	SR	----	----	QR	----	----	AR
	env soc safeguards				----	SR	----	----	QR	----	----	AR
	SLM indicators				----	SR	----	----	QR	----	----	AR
	financial reporting				----	SR	----	----	QR	----	----	AR
2.4	Monitor multicountry projs	----	----		----	----	----	----	----	----	----	----
2.5	Report monitoring multicountry projs				----	SR					----	AR

*Component 3: Mgmt of CMPF Components*

3.1	CMPF SLM-IS											
	established				x	----	x					
	dataset of MCPF projects	----	----		----	----	----	----	QR	----	----	AR
	SLM indicators				----	----	----	----	QR	----	----	AR
	SLM-IS program				----	----	----	----	QR	----	----	AR
	progress report				----	SR	----	----	QR	----	----	AR
3.2	CMPF Research											
	established											
	env soc safeguards				----	----	----	----	QR	----	----	AR
	dataset of MCPF projects	----	----		----	----	----	----	QR	----	----	AR
	research program				----	----	----	----	QR	----	----	AR
	progress report				----	SR	----	----	QR	----	----	AR
3.3	CMPF Publications & Knowledge Mgmt											
	established				x	----						
	dataset of MCPF projects				----	----			QR	----	----	AR
	needs analysis				----	----	----	----	QR	----	----	AR
	progress report				----	SR	----	----	QR	----	----	AR
3.4	CMPF Capacity Building											
	progress report				----	SR	----	----	QR	----	----	AR

*Component 4: Administration of CMPF Support Project activities funded through CACILM:*

4.1	CACILM Steering Committee					----	SR	----	----	----	----	AR
4.2	NCC-NSEC Operations	x	x	x			SR	----	----	----	----	AR
4.3	CMSEC Components admin											
	4.3.1 CMPF SLM-IS				----	SR	----	----	----	----	----	AR
	4.3.2 CMPF Research				----	SR	----	----	----	----	----	AR
	4.3.3 CMPF Publications & Knowledge Mgmt				----	SR	----	----	----	----	----	AR
	4.3.4 CMPF Capacity Building				----	SR	----	----	----	----	----	AR

4.4	Training to NSEC on Financial Reporting						----	SR	----	----	----	----	----	AR
4.4	Reporting CACILM to ADB													
	Progress Reports	x	x	QR	x	x	SR	x	x	QR	x	x	AR	
	Financial Reports	x	x	QR	x	x	SR	x	x	QR	x	x	AR	

G. CACILM Sub-Projects funded by GEF

Project
Sustainable Land Management Research

Sustainable Land Management Information System
Knowledge Management System
Multicountry Capacity Building Project