

Annual Project Progress Report

Project title: Strengthening the Trade Capacity of Turkmenistan, Phase II

Output ID: 1028015

Project ID: 01000252

Implementing partner: Ministry of Trade and Foreign Economic Relations of Turkmenistan

Period covered in this report: January - December 2023

Date of last Annual Report: N/A

Date of the last Project Board meeting: 10.11.2023

Date of last Quality Assurance and rating: 26.12.2023, Design Stage Satisfactory rating

1. Project Performance

Please state the expected Output of the Project, set indicators and corresponding CP Outcome (as per project document/AWP):

Project Result 1: Institutional capacity of the Ministry has been strengthened through digitalization processes.

Indicators:

1.1. The process of analyzing information and data on trade and foreign economic activity was reviewed, and a digital analytical platform for export-import operations was developed and put in place.

a) Target:

b) Were the indicators and output achieved? Yes No Partially

c) If no or partially, please explain why?

During the Project Board meeting, held on November 10, 2023 it was agreed to replace this indicator by the following indicator "Training on issues of sustainable development and trade for specialists of the Ministry was conducted". The relevant documents to extend the project duration for the first half of the year 2024 and make the relevant amendments to ProDoc. It is expected that the training will be conducted in 2024.

1.2. Ministry's needs as for hardware resources for the effective digitalization process was assessed, including the necessity of distance learning actions to provide broader capacity building opportunities to the Ministry staff

a) Target: Achieved

b) Were the indicators and output achieved? Yes No Partially

c) If no or partially, please explain why?

The United Nations Development Programme (UNDP) in Turkmenistan had announced a Request for Mini Bid ref. UNDP-TKM-000312 entitled "Procurement of IT equipment and accessories for UNDP projects". The total amount of goods procured for the project is \$96K. The list of procured equipment is attached.

2. Progress Reporting

Please summarize the main achievements during the project cycle:

Project Output 1:

Within this project output, it was expected to conduct a review of the operating electronic platforms of the Ministry, used to collect, process and analyse data regarding trade and foreign economic transactions. Following the review outcomes, it was planned to elaborate the operating or develop and put in place a new data collecting, processing and analysing platform. Moreover, there was a plan for synchronizing this digital platform with the "Single Window for Export-Import Operations" system. It was also expected to procure and purchase hardware to ensure the effectiveness of digitalization and distance learning processes, which will contribute to the significant capacity building empowerment of personnel.

During the Project Board Meeting held on May 5, 2023 it was decided to start the project implementation with the implementation of activity 1.2. procurement of equipment and in two months to meet and discuss the activity 1.1. for subject revision.

In order to procure hardware, UNDP in Turkmenistan had announced a Request for Mini Bid ref. UNDP-TKM-000312 entitled "Procurement of IT equipment and accessories for UNDP projects". As a result of

the procurement process, DANOFFICE IT APS, became the successful bidder. The company holds a corporate LTA with UNDP, having been selected by PSO through a competitive selection process. This supplier has been previously assessed by the CO and received positive ratings for their performance in past assignments. The total amount of goods procured for the project was about \$96K.

Upon completion of the procurement procedures, during the Project Board meeting, held in November 10, 2023 it was agreed to replace the indicator 1.1 by the following indicator "Training on issues of sustainable development and trade for specialists of the Ministry was conducted". The relevant documents to extend the project duration for the first half of the year 2024 and make the relevant amendments to ProDoc were developed and sent for Government's consideration. It is expected that the training will be conducted in 2024. During the Project Board Meeting it was also decided to add one more activity „1.3. Organize a study visit to one of the countries with best practices in trade facilitation“, the implementation of which will be carried out within the framework of the saved project funds.

3. Project Risks and Issues

The project Risk Log is maintained throughout the project implementation to capture potential risks to the project and associated measures to mitigate risk. The Project Manager shall maintain and update the Risk Log and ensure that risks are identified, communicated and managed effectively.

A number of potential risks are listed below.

| Description of risk | Type and category | Risk management actions | Current situation |
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| Resources for implementation of the activity 1.1. will be insufficient as the national partner requested to first procure all necessary equipment (activity 1.2.) and then, if budget will be available, to implement the activity 1.1. | Organizational | The procurement process will be carefully monitored by the project team through the conducting of internal meetings related to the implementation of the project and regular meetings with Operation Unit and UNDP management, The project will have procurement plan which will be regularly updated upon changing circumstances. Upon completion of the procurement procedures it was decided to replace the activity 1.1 by the other one during the Project Board meeting. | Completed |

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| Delays in procurement of required ICT equipment, software and services, or procurement of ICT equipment and software that does not meet minimum technical requirements | Organizational | The procurement process will be carefully monitored by the project team through the conducting of internal meetings related to the implementation of the project and regular meetings with Operation Unit and UNDP management, The project will have procurement plan which will be regularly updated upon changing circumstances. Where necessary, UNDP management interventions will be made in order to speed up the process. Additionally, UNDP CO will ensure that adequate allocation of staff from UNDP and government agencies are provided in a timely manner. CO has significant experience in successfully managing complex projects. | Completed |
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4. Lessons learned and follow-up steps

Within the framework of the project, the following were identified:

- The project should have a contingency plan for the procurement of hardware, as delays and changes in the procurement process can affect the project schedule and outcomes. The project should also monitor and communicate the procurement status and progress regularly with the UNDP and the vendor.
- The project should have a flexible and adaptive approach to the training on sustainable development and trade issues, as the priorities of the Ministry may change over time. The project should also coordinate with the Government and the UNDP to obtain the necessary approvals and documents for the extension and amendment of the project.

Follow up steps:

- The project will ensure the timely delivery and installation of the hardware and verify the quality and functionality of the equipment. The project should also provide training and guidance for the Ministry staff on how to use the hardware effectively.
- The project will design and deliver the training on sustainable development and trade issues for the Ministry specialists in 2024, and evaluate the impact and satisfaction of the training. The project will also provide follow-up support and resources for the Ministry staff to apply the knowledge and skills

learned from the training.

5. Transfer of Assets or other related matter

Please state on any past or future transfer of assets made within the project cycle (Attach list of equipment, cooperation frameworks with beneficiaries, etc.)

N/A

6. Financial management

| Budget item | Total approved in 2021 (in USD) | Expenses + commitments | Budget utilization in % to planned |
|-------------------------------|------------------------------------|---------------------------|---------------------------------------|
| Component 1 | 139,907.00 | 103,379.24 | 73.9 |
| Project Management | 24,579.00 | 17,728.59 | 72.1 |
| Total delivery in 2023 | 164,486.00 | 121,107.87 | 73.6 |

Prepared by: Gulyalek Berdiyeva, Project Manager

Date: February 29, 2024

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Approved by: Akmyrat Danatarov, Programme Analyst

Date: February 29, 2024

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Annex 1: List of Procured Goods with Specifications

| Item No | Short Description | Quantity | Requested Items' Specifications ¹ | |
|---------|--|----------|---|--|
| 1.1 | <p>Server for Video Conferencing</p> <p>Dell or equivalent (with similar specifications)</p> <p>Trade project – 1 unit</p> | 1 unit | <p>Type</p> <p>Processor</p> <p>Memory</p> <p>RAID Controller</p> <p>Storage</p> <p>Network</p> <p>DVD/RW</p> <p>Power Supply</p> <p>Fans</p> <p>Rack Rails</p> | <p>2-socketRack Server</p> <p>2xIntel® Xeon® Silver 4210R 2.4G, 10C/20T, 9.6GT/s, 13.75M Cache, Turbo, HT (100W) DDR4-2400</p> <p>16GB RDIMM, 3200MT/s, Dual Rank</p> <p>0, 1, 5, 6, 10, 50, and 60 with 2 GB of flash-backed write-back cache</p> <p>2.4TB 10K RPM SAS 12Gbps 512e 2.5in Hot-plug Hard Drive</p> <p>4x10/100/1000 BASE-T Ethernet ports</p> <p>DVD +/-RW, SATA, Internal</p> <p>Dual, Hot-plug Power Supply (1+1), 750W, Rack Power Cord 2M(C13/C14 10A) Euro</p> <p>8 standard fans</p> <p>Rail rack mount kit; ReadyRails</p> |

¹ Clustering items by lots, if any, is recommended, especially if partial bids will be allowed.

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| | | | <p>Operating System</p> <p>1xWindows Server 2019 Standard 16core, FI, No Med, No Col, MultiLanguage, 2xWindows Server 2019 Standard Edition, Add License, 2 Core, No media/key, 1xWindows Server 2019 Standard, 16 Core, Digitally Fulfilled Recovery Image, Multi Language</p> <p>Warranty</p> <p>3 years, basic next business day.</p> <p>Hardware installation and commission is required</p> <p>All required cabling shall be included.</p> |
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| <p>1.2</p> | <p>Video Conferencing System Sennheiser or equivalent (with similar specifications)</p> <p>All The equipment provided under this Item must be fully compatible with each other and used as single system.</p> <p>Trade project</p> | <p>1 set consisting of the following components</p> | <p>2 units</p> <p>Ceiling Microphones MCVW</p> <p>1 x 3-pin terminal (fits Phoenix contact 1.5-3-ST 3.81)</p> <p>2 x Digital Dante Network Audio (RJ-45 Primary and Secondary)</p> <p>Ceiling Microphone Suspension Kit</p> <p>Ceiling Microphone Vesa Bracket</p> <p>Sennheiser TEAMCONNECT CEILING 2 or equivalent.</p> <p>Vocal Microphones</p> <p>dynamic, cardioid, I/O switch, 3-pin XLR-M, anthracite, including clip and bag. Sennheiser E 835-S or equivalent.</p> |
| | <p>Microphones</p> | | |

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| | <p>Interpretation System Equipment</p> | <p>1 unit</p> | <p>2 x Audio Interface Network Connector Anubis Pro network converter or equivalent</p> <p>2 x Commentary Unit Anubis Commentary unit or equivalent</p> <p>2 x Stationary transmitter digital, 6/8-channel, 863-865 MHz, including rack mount and power-supply unit. Sennheiser SR2020-D or equivalent.</p> <p>2 x Broadcast headset Ultra-linear headphone response (dual sided, 64 ohm), microphone (hyper-cardioid, dynamic) and modular cable with XLR 3 and 1/4" jack. Sennheiser HMD 300 XQ-2 or equivalent.</p> <p>Active antenna Combiner Active antenna combiner with DC power distribution for IEM transmitters. Including power supply, BNC cables and rack mount kit. Sennheiser AC-41 or equivalent.</p> <p>Passive, directional external antenna UHF range (470 - 1075 MHz), including mounting plate, ball joint and Low damping coaxial cable with BNC connector, 50 Ohm, 20M</p> <p>Headset Receiver digital, 6 or 8 channels, 863-865 MHz, system battery (8h). Sennheiser HDE 2020-D-II or equivalent.</p> |
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| | Interpretation System Receiver | 30 units | Charger for 40 receivers | digital, standing unit or 19" built-in, RJ 45, PC software, 110-240 VAC. Sennheiser L 2021-40 or equivalent. |
| | Interpretation System Receiver Charger | 1 unit | Bodypack receiver | digital, 6/8-channel, 863-865 MHz, system battery (16h). Sennheiser EK 2020-D-II or equivalent. |
| | Interpretation System Substitution Receiver | 30 units | Stereo Headphones | Bulk package with 20 pcs. of headphones, cable 1m, 3.5mm jack. Sennheiser HP 02-100 or equivalent. |
| | Interpretation System Substitution Receiver headphones | 2 units | Charger for 20 receivers | Charging and transport case for up to 20 receivers, 110-240 VAC including trolley. Sennheiser EZL 2020-20L or equivalent. |
| | Interpretation System Substitution Receiver Charger | 2 units | Frequency response | 52 – 21k Hz |
| | | | Sound pressure level (SPL) | 110-120 dB SPL |
| | | | Signal to noise ratio | min. 80 dB |

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| | <p>Audio System</p> | 2 unit | <p>Form factor wall, including wall bracket which can be tilted horizontally and vertically.</p> <p>Neumann KH 120 A G UK or equivalent</p> |
| | <p>Conference System (Poly Studio X50/TC8 or equivalent)</p> | 1 unit | <p>Camera Full HD or 4K with optical zoom, wide Angle</p> <p>Network IPv4 and IPv6; 10/100/1G Ethernet;</p> <p>Audio output Stereo speakers; HDMI; 3,5mm</p> <p>Audio input Expansion Microphone; Microphone MEMS; HDMI; 3,5mm</p> <p>Mounting Vesa Mounting Kit</p> <p>Expansion Microphone Containing one analog Microphone Array and one 7.6m/25' RJ11 connection type cable.</p> |
| | <p>Video Wall</p> | 1 unit | <p>Display 4 x displays of 55 inches, 500cd/m², Direct LED backlight, 24/7 proof, Combined bezel width 3,5 mm, Including wall mount kit and calibration kit. Sharp/NEC MultiSync UN552V or equivalent.</p> <p>Ports VGA, DVI-D, HDMI, DisplayPort, LAN 100Mbit, USB 2.0, OPS slot, 3,5 mm jack</p> <p>Native Resolution 1920 x 1080</p> <p>Supported on DisplayPort and HDMI 4096 x 2160; 1024 x 768; 1080i; 1080p; 1280 x 1024; 1280 x 768; 1360 x 768; 1600 x</p> |

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| | | | 1200; 1920 x 1080; 3840 x 2160; 640 x 480; 720p (50/60 Hz); 800 x 600 |
| | | | Warranty for all equipment at least two years Installation and commission is required |
| 2.1 | Laptops - Dell or equivalent (with similar specifications) Trade project – 3 units | 3 units | <p>Platform x86, 64-bit platforms capable of running Windows 11 or 10 version 21H2 and later</p> <p>Processor Latest or previous generation at the time of purchase, Intel i7 or equivalent</p> <p>Drive Encryption TPM 2.0</p> <p>Built-in Display Minimum-Full HD (1920 x 1080) resolution</p> <p>Display size 13.3"</p> <p>RAM 32 GB</p> <p>Internal Storage 512 GB SSD</p> <p>Video card INTEL IRIS XE (32GB)</p> <p>Battery 8 hours of battery life</p> <p>Keyboard (ENG/RUS)</p> <p>Webcam Built-in webcam with privacy shutter, 720P or higher</p> <p>Wi-Fi Wi-Fi 6 (802.11ax)</p> <p>Network card (NIC) Integrated (10/100/1000 Ethernet, RJ-45)</p> |

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| | | | Bluetooth | Bluetooth 5.2 |
| | | | USB Ports | Type A: 1 x USB 3.0 or above Type C: 2 x USB4 or Thunderbolt 4 |
| | | | Plug type | Euro plug |
| | | | Software | Microsoft Office Professional 2021 |
| | | | Accessories | USB-C to Gigabit Ethernet (PXE), Dell External USB DVD+/- RW Drive, 2xOptical Mouse, Keyboard (ENG/RUS),Briefcase |
| | | | Warranty | 3 years |
| 2.2 | UPS - APC or equivalent (with similar specifications) Trade project – 3 units | 3 units | Max Config. Power | 390 Watts / 650VA |
| | | | Nominal Input Voltage | 230V |
| | | | Efficiency (Full Load) | 90% and above |
| | | | Input Frequency | 40-70 Hz (auto sensing) |
| | | | Input vol. range | 160-280V |
| | | | Battery Type | Maintenance-free Lead-Acid battery with suspended electrolyte: leak-proof |
| | | | Typical recharge time | 12 hours |
| | | | Control panel | Multi-function LCD status and control console |
| | | | Warranty | 3 years |
| | | | All required cabling shall be included | |

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| 3.1 | MFP Printer Konica or equivalent (with similar specifications) Trade project – 1 unit | 1 unit | <p>GENERAL</p> <p>Type Desktop Full Colour Printer / Copier / Scanner</p> <p>Warm-up time Max. 30 seconds</p> <p>Printing speed Min. 28 pages color/BW,</p> <p>Memory 2 GB or better</p> <p>HDD Capacity 250 GB or larger</p> <p>Auto Duplex Paper Size A3 to A5, B6, A6, Postcard</p> <p>Weight Max. 100 kg</p> <p>Power source, cable 220 – 240V, 50/60 Hz, Europe 2 pin</p> <p>Warranty 3 years</p> <p>COPIER</p> <p>Copying process Laser</p> <p>Multiple copying Up to 999 copies</p> <p>Resolution 600 dpi or better</p> <p>Zoom From 25% to 400% in 1% steps</p> <p>PRINTER</p> <p>Printer language PCL5e, PCL6, PDF Direct from Adobe, PostScript 3, XPS</p> <p>Print resolution Up to 1,200 x 1,200 dpi</p> <p>Fonts – PCL PCL, PS3, IPDS</p> |
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| | | | Interface | USB Host I/F, Ethernet 10 base-T/100 base-TX/1000 base-T, Wireless printing |
| | | | Network protocol – TCP/IP | IP v4, IP v6, NetBEUI; SMB; LPD; IPP; SNMP; HTTP |
| | | | SCANNER | |
| | | | Resolution – Maximum | 600 dpi |
| | | | Original size | A3, A4, A5, B4, B5 |
| | | | Scan file format | JPEG; TIFF; PDF; compact PDF; encrypted PDF; XPS; compact XPS; PPTX optional: searchable PDF; searchable DOCX/PPTX/XLSX |
| | | | Scan to | E-mail (support for startssl and authentication), Folder, E-mail OCR, USB, Scan to url |
| | | | FAX | |
| | | | Circuit | Analog, i-Fax, Colour i-Fax, IP-Fax |
| | | | Modem speed – Maximum | 33.6 Kbps |
| | | | Protocol | TX: SMTP, RX: POP3, TCP/IP Simple mode |
| | | | Connection Mode | Full-Mode |
| | | | Resolution | B/W: 200 × 100 dpi, 200 × 200 dpi, 400 × 400 dpi, 600 × 600 dpi; Colour: 200 × 200 dpi, 400 × 400 dpi, 600 × 600 dpi |
| | | | Interface | Ethernet (10BASE-T/100BASE-TX/1000BASE-T) |

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| | | | <p>Format B/W: TIFF-F Colour: TIFF (Conforms to RFC3949 Profile-C)</p> <p>PAPER HANDLING</p> <p>Standard paper tray(s) Should support letter, A3, A4, A5 paper size</p> <p>Bypass tray Letter, A3, A4, A5, A6, 100 sheets capacity</p> <p>Paper input capacity – without finisher Minimum 500 sheets</p> <p>Paper output capacity -without finisher Minimum 250 sheets</p> <p>Paper weight 52 – 300 g/m²</p> <p>Typical Power consumption less than 4.9 kWh</p> <p>Toner capacity Minimum 21,000 prints each color</p> <p>Additional two cartridges are required.</p> <p>Equipment installation is required</p> |
| 4.1 | Data base management system “File Maker” | 1 unit | <p>Data base management system “File Maker”</p> <ul style="list-style-type: none"> • Number of users – 5 persons • Type of license needed – Perpetual License • Intended use: internal document process |