



O'ZBEKISTON RESPUBLIKASI
OLIV VA O'RTA MAXSUS TA'LIM VAZIRLIGI HUZURIDAGI AFG'ONISTON FUQAROLARINI
O'QITISH TA'LIM MARKAZI DIREKTORINING
BUYRUG'I

Surxondaryo viloyati, Termiz tumani, Sh.Rashidov mahallasi, Sh.Rashidov ko'chasi, 104-uy.
191200, Tel: (+99876) 229-01-02, (+99876) 229-01-07, uzaflexonxona@yahoo.com

2022 yil 23 " 12

02 -sonli

Termiz t.

"Birlashgan Millatlar Tashkilotining Taraqqiyot Dasturi va O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligi huzuridagi Afg'oniston fuqarolarini o'qitish ta'lim markazi hamkorligida "O'zbekiston Respublikasi "Yashil Makon" tashabbusini amalga oshirishni qo'llab-quvvatlash bo'yicha Bosh rejalashtirish va innovatsion moliyaviy yechimlar" loyihasi ijrosini ta'minlash to'g'risida

"Birlashgan Millatlar Tashkilotining Taraqqiyot Dasturi va O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligi huzuridagi Afg'oniston fuqarolarini o'qitish ta'lim markazi hamkorligida "O'zbekiston Respublikasi "Yashil Makon" tashabbusini amalga oshirishni qo'llab-quvvatlash bo'yicha Bosh rejalashtirish va innovatsion moliyaviy yechimlar" loyihasi ijrosini ta'minlash maqsadida

Buyuraman:

1. "Birlashgan Millatlar Tashkilotining Taraqqiyot Dasturi va O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligi huzuridagi Afg'oniston fuqarolarini o'qitish ta'lim markazi hamkorligida "O'zbekiston Respublikasi "Yashil Makon" tashabbusini amalga oshirishni qo'llab-quvvatlash bo'yicha Bosh rejalashtirish va innovatsion moliyaviy yechimlar" loyihasi, O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligining 2022-yil 3-noyabrdagi 2/24-4/7-604 sonli xati va Surxondaryo viloyati hokimining 2022-yil 22-noyabrdagi 270-8-0-F/22 sonli farmoyishi raxbarlik va ijro uchun qabul qilinsin.
2. "Birlashgan Millatlar Tashkilotining Taraqqiyot Dasturi va O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligi huzuridagi Afg'oniston fuqarolarini o'qitish ta'lim markazi hamkorligida "O'zbekiston Respublikasi "Yashil Makon" tashabbusini amalga oshirishni qo'llab-quvvatlash bo'yicha Bosh rejalashtirish va innovatsion moliyaviy yechimlar" loyihasi doirasida O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligining topshirig'iga asosan ta'lim markazi oldiga qo'yilgan

maqsad va vazifalarga hamda manfaatlarga mos holda ishlab chiqilishini va amalga oshirilishini nazorat qilish va umumiy rahbarlik qilish markaz direktori O.Ro'ziyev zimmasiga yuklatilsin.

(2-ilova) asosan ish haqi to'lansin.

3. Loyiha doirasida ko'chat ekish bo'yicha joylarda targ'ibot ishlarini olib borish, tadbirlar o'tkazish, vaqtincha mavsumiy va bir martalik ishlarga mahalliy va xorijiy fuqarolarni ixtiyoriy ravishda belgilangan tartibda jalb qilish hamda mehmonlarni kutib olish va kuzatish ishlarini tashkillashtirish ta'minlansin.

4. Birlashgan Millatlar Tashkilotining O'zbekistondagi Taraqqiyot Dasturi va O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligi huzuridagi Afg'oniston fuqarolarini o'qitish ta'lim markazi o'rtasida 00145541-sonli loyiha hujjati (1-ilova) doirasida quyidagi markaz ishchi-xodimlariga vazifalar yuklatilsin va loyiha smetasida belgilangan miqdorda haq to'lash ta'minlansin.

1. **Administrator**- Xalqaro aloqalar bo'limi boshlig'i-N.Xo'jamurodov

2. **Hisobchi**-Markaz iqtisodchisi-B.Safaraliyev

3. **Mobilizator**-Monitoring va ichki nazorat sektori mudiri-B.Oralov

Administrator(N.Xo'jamurodov) zimmasiga:

- trenting darslarini o'tadigan ekspertlar va mutaxassislarni jalb qilish;
- loyiha ishtirokchilarini o'z ixtiyori bilan loyihada ishtirok etishi bo'yicha arizalarni olish;
- loyihada belgilangan ishtirokchilarni 50 tadan guruhlariga ajratish va ularga rahbarlarni tayinlash;
- bajarilgan ishlar yuzasidan hisobotini olish vazifalari yuklatilsin.

Hisobchi (B.Safaraliyev) zimmasiga:

- Loyiha bo'yicha AFO"TM ga ajratilgan mablag'larni harajatlar smetasini ishlab chiqish va moliyaviy harajatlarni amalga oshirish;
- bajarilgan ishlar yuzasidan hisobotini olish va bajarilgan ishga haq to'lash;
- ajratilgan mablag'dan to'g'ri va maqsadli foydalanish;
- trenting mashg'ulotlari olib boradigan ekspert va mutaxassislarga loyihada belgilangan miqdorda maosh to'lab berish;
- trenting mashg'ulotlarni sifatli tashkil etish bo'yicha zarur o'quv anjomlarini xarid qilish va ta'minlash;
- loyihani belgilangan muddatda moliyaviy hisobotlarini berish vazifalari yuklatilsin.

Mobilizator(B.Oralov) zimmasiga:

- trenting o'tadigan auditorlarni kerakli anjomlar bilan ta'minlash;
- trenting darslarini nazorat qilish;
- dala amaliyotini nazorat qilish.
- talabalarni va kurs tinglovchilarni o'z ixtiyori bilan loyihaga jalb etish;

- xohish bildirgan talaba yoki kurs tinglovchilarini darsdan bo'sh vaqtlarida mavsumiy vaqtinchalik ishga jalb qilish;
- trening darslari va amaliy mashg'ulotlar olib borgan o'qituvchi-ekspertlarga tabellar berish;
- ish jarayoniga borib kelishlarini tashkillashtirish va rahbarlik qilish;
- bajarilgan ishlar yuzasidan hisobotini olish va mas'ullarga axborot berish vazifalari yuklatilsin.

5. Loyiha doirasida joylarda ko'chat ekish ishlariga ishtirok etish va rahbarlik qilish bo'yicha quyidagi markaz ishchi-xodimlariga vazifalar yuklatilsin va loyiha smetasida belgilangan miqdorda haq to'lash ta'minlansin. (2-ilova asosan)

I.Mamarajapov-Loyiha doirasida guruhlar tomonidan ekiladiga ko'chatlarning hisobotlarini umumlashtirish bo'yicha umumiy rahbar,
O.Tojiyev, G.Shametova, A.Boltayev, M.Choriyevlar - guruh rahbarlari,
D.Chariyev-loyiha ishtirokchilarini hujjatlarini rasmiylashtirish bo'yicha mas'ul,
X.Xakimov- loyiha ishtirokchilariga mehnat haqlarini tarqatish bo'yicha mas'ullar etib belgilansin.

Loyiha ishtirokchilarini hujjatlarini rasmiylashtirish bo'yicha mas'ul:
(D.Chariyev)

- loyiha bo'yicha AFO'TMdan loyihaga ishtirok etuvchilarning umumiy elektron ma'lumotlar bazasini yaratish;
- trening mashg'ulotlar olib boradigan ekspert va mutaxassislar bilan shartnomalar tuzishni ta'minlasin.

Matbuot kotibi: (T.Tashov)

- loyiha faoliyatini OAVda doimiy yoritib borish ishlari yuklatilsin.

Tovarshunos: (B.Usmonov)

- loyiha doirasida olib kelingan tovar-moddiy boyliklarni qabul qilish va ularni maqsadli foydalanishi bo'yicha belgilangan hududlarga yetkazib berish.

Loyiha ishtirokchilariga maoshlar tarqatish bo'yicha mas'ul: (X.Xakimov)

- loyiha ishtirokchilari tomonidan bajarilgan ishlariga o'z vaqtida haq to'lashni ta'minlasin.

Loyiha doirasida guruhlar tomonidan ekiladiga ko'chatlarning hisobotlarini umumlashtirish bo'yicha umumiy rahbar (I.Mamarajapov) zimmasiga:
 -loyiha ishtirokchilarini ish jarayoniga borib kelishlarini tashkillashtirish va rahbarlik qilish;

- ko'chat ekish jarayonida ishtirok etayotgan ishtirokchilarni o'z vaqtida ovqatlanishini tashkil qilish;
- ish kuni yakunida guruh rahbarlaridan amalga oshirilgan ishlar yuzasidan hisobotlarni olish, umumlashtirish va Administratorga taqdim etish vazifalari yuklatilsin.

Guruh rahbarlari (O.Tojiyev, G.Shametova, A.Boltayev, M.Choriyev)lar zimmasiga;

- loyihada jalb etilgan ishtirokchilarni texnika xavfsizligini ta'minlash;
- loyihada jalb etilgan ishtirokchilarni kerakli ish qurollar bilan ta'minlash;
- ekiladigan ko'chatlar uchun uralar kovlash va ularning sonini aniqlash;
- ekiladigan ko'chatlarni qabul qilish va sifatli ekilishini ta'minlash;
- ish kuni yakunida umumiy rahbarga amalga oshirilgan ishlar yuzasidan hisobotlar berish vazifalari yuklatilsin.

6. Loyihada ishtirok etish uchun xohish bildirgan Termiz shaxrida vaqtincha yashayotgan Afg'on fuqarolari, markazda tahsil olayotgan talabalar va kurs tinglovchilari, markaz ishchi-xodimlari hamda hududlardagi fuqarolarga fuqarolik huquqiy tUSDagi shartnomalar tuzilsin va bajargan ish natijasiga qarab haq to'lash buxgalteriya zimmasiga yuklatilsin. (3-Illovaga asosan)

7. Ushbu buyruqni ijrosini nazorat qilishni o'z zimmamda qoldiraman.

Asos: Birlashgan Millatlar Tashkilotining O'zbekistondagi Taraqqiyot Dasturi va O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligi huzuridagi Afg'oniston fuqarolarini o'qitish ta'lim markazi o'rtasida 00145541-sonli loyiha hujjati, O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligining 2022-yil 3-noyabrdagi 2/24-4/7-604 sonli xati va Surxondaryo viloyati hokimining 2022-yil 22-noyabrdagi 270-8-0-F/22 sonli farmoyishi.

Markaz direktori



O.Ro'ziyev

Birlashgan Millatlar Tashkilotining O'zbekistondagi Taraqqiyot Dasturi va O'zbekiston Respublikasi Oliy va o'rta maxsus ta'lim vazirligi huzuridagi Afg'oniston fuqarolarini o'qitish ta'lim markazi o'rtasida 00145541-sonli loyiha hujjati doirasida vazifalar yuklatilgan Markaz xodimlar va loyiha smetasida belgilangan ish haqi miqdori.

№	F.I.Sh	Vazifasi	Ish haqi
1.	Ro'ziyev Oybek Abdimo'minovich	Umumiy rahbarlik	16 000 000
2.	Mamarajapov Ilhom Xurramovich	Guruhlarga umumiy rahbar	3 279 000
3.	Tojiyev Olim Nursaxatovich	guruh rahbarlari	2 260 000
4.	Tashov Toshpulot Izzatilloevich	Matbuot kotibi	1 130 000
5.	Choriyev Manuchehr G'anisher o'g'li	guruh rahbarlari	2 260 000
6.	Shametova Gulnora Rashidovna	guruh rahbarlari	2 260 000
7.	Boltayev Abbas Ikromjon o'g'li	guruh rahbarlari	2 260 000
8.	Xakimov Xusniddin Xusanovich	maoshlar tarqatish bo'yicha mas'ul	2 260 000
9.	Chariyev Dilshodbek Absaxatovich	hujjatlarini rasmiylashtirish bo'yicha mas'ul	2 260 000
10.	Usmonov Baxtiyor Saparovich	Tovarshunos	1 695 000

Ro'ziyev Oybek
Umumiy rahbar

Orlov Bahrom
Ijtimoiy mobilizator

Xo'jamurodov Nodir
Adminstrator

Safaraliev Basir
Moliyaviy yordamchi

AF mustos fuqarolarni o'qish talim
markazi direktorining
2022 yil 23 - oktabr deg
01 - sonli buyrug'iga 1 - dora

STANDARD LETTER OF AGREEMENT BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND
EDUCATIONAL CENTER FOR TRAINING AFGHAN CITIZENS IN TERMEZ UNDER THE MINISTRY OF
HIGHER AND SECONDARY-SPECIALIZED EDUCATION OF THE REPUBLIC OF UZBEKISTAN
ON THE IMPLEMENTATION OF THE PROJECT
"ASSISTED AFFORESTATION OF THE VULNERABLE TERRAINS"
WHEN UNDP SERVES AS IMPLEMENTING PARTNER

Dear Mr. Oybek Ruziev,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Uzbekistan and officials of the Educational Center for Training Afghan citizens in Termez under the Ministry of Higher and Secondary Specialized Education the Republic of Uzbekistan (hereinafter referred to as "ECTAC") with respect to the activities of ECTAC for the implementation of the project "Assisted afforestation of the vulnerable terrains", 00145541, as specified in Project Document, to which UNDP has been selected as implementing partner.
2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by ECTAC towards the project, as specified in the Attachment 1: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between ECTAC and UNDP on all aspects of the Activities.
3. ECTAC shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its financial regulations, rules and other directives, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of ECTAC shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of ECTAC or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by ECTAC, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with ECTAC, shall work under the supervision of the designated official of ECTAC. These subcontractors shall remain accountable to ECTAC for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to ECTAC, according to the schedule of payments specified in Attachment 2: Schedule of Activities, Facilities and Payments.
7. ECTAC shall not make any financial commitments or incur any expenses, which would exceed the budget for the Activities as set forth in Attachment 2. ECTAC shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when ECTAC is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 1. UNDP shall have no obligation to provide ECTAC with any funds or to make any reimbursement for expenses incurred by ECTAC in excess of the total budget as set forth in Attachment 2.

8. ECTAC shall submit the cumulative financial report in the end of fourth quarter (31 December) of 2022. The report will be submitted to UNDP through the UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report as specified in Attachment 3. UNDP will include the financial report by ECTAC in the financial report for the project "Assisted afforestation of the vulnerable terrains".
9. ECTAC shall submit such progress reports relating to the Activities as may reasonably be required by the Project Manager in the exercise of his or her duties.
10. ECTAC shall furnish a final report within 2 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by ECTAC and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.
11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and ECTAC.
12. Any changes to the Project Document, which would affect the work being performed by ECTAC in accordance with Attachment 1, shall be recommended only after consultation between the parties.
13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the ECTAC and UNDP.
14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of ECTAC according to Attachment 1, or until terminated in writing (with 30 days' notice) by either party. The schedule of payments specified in Attachment 2 remains in effect based on continued performance by ECTAC unless it receives written indication to the contrary from UNDP.
15. Any balance of funds that is undisbursed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.
16. Any amendment to this Letter shall be affected by mutual agreement in writing form.
17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Ms. Matilda Dimovska, Resident Representative, UNDP in Uzbekistan. Address: 4, Taras Shevchenko Street, Tashkent 100029, Uzbekistan, e- mail: registry.uz@undp.org, Tel: +998 78 120 34 50 / Fax: +998 78 120 34 85.
18. ECTAC shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.
19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.
20. Any dispute between the UNDP and ECTAC arising out of or relating to this Letter, which is not settled by negotiation or other, agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two

arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your ECTAC participation in the implementation of the project.

This Letter is drawn in English and Uzbek languages. In the event of dispute, the English text of the agreement will prevail.

Yours sincerely,

Signed on behalf of UNDP

Ms. Matilda Dimovska,
Resident Representative UNDP in
Uzbekistan

DocuSigned by:
Matilda Dimovska
826534F7A488B495...

22 November 2022

Signed on behalf of ECTAC

Mr. Oybek Ruziyev,
Director of ECTAC

DocuSigned by:
Oybek Ruziyev
E4C5E238DB4348C...

22 November 2022

DS
LE

DS
BP