

# PROJECT IMPLEMENTATION GUIDELINES

## CZECH-UNDP PARTNERSHIP - CHALLENGE FUND



### DEADLINES

Abide by all deadlines for activities and milestones set in the contract and make sure that all reports are sent on time.



### PROJECT CHANGES

Any changes in milestone deadlines and budget should be minimal, on exceptional basis and previously approved by the CUP management. CUP management should also be informed about any changes in sub-contracting.



### LOCAL PARTNERS

Engage with your local partners since the beginning and create a clear division of labor.



### REGULAR MONITORING

Monitor the project on a regular basis. This will result in more quality and comprehensive reporting and better data and knowledge management.



### TEMPLATES

Use templates to create milestone reports and a final report. Always attach any relevant documents, photos, as well as an Excel file with the budget.

[Project Milestone Report - Template](#)  
[Project Final Report - Template](#)



### CONTACT WITH STAKEHOLDERS

Ensure regular contact with the UNDP Country Office and Czech Embassy in the country you implement. Copy them in your emails regarding the project, milestone report submissions and always inform them before planning a mission to the country.

#### Bosnia and Herzegovina

**UNDP Country Office:** Ms. Marina Dimova  
marina.dimova@undp.org  
**Czech Embassy:** Ms Jana Zelingerova  
jana\_zelingerova@mzv.cz,  
Ms Ines Terza Ines\_Terza@mzv.cz

#### Georgia

**UNDP Country Office:** Mr Jonas Hager  
jonas.hager@undp.org  
**Czech Embassy:** Mr Jan Cernik jan\_cernik@mzv.cz

#### Cambodia

**Regional UNDP office in Bangkok:** Mr Adithya Kumar  
adithya.kumar@undp.org  
**Czech Embassy:** Ms Lucie Chuda Lucie\_Chuda@mzv.cz  
Mr Stepan Vojnar stepan\_vojnar@mzv.cz

#### Moldova

**UNDP Country Office:** Ms Inga Podoroghin  
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Ms Silvia Pana-Carp silvia.pana-carp@undp.org  
**Czech Embassy:** Ms Katerina Silhankova  
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#### Ethiopia

**UNDP Country Office:** Mr. Okelo Fekadu  
okelo.fekadu@undp.org, Mr Gizachew Sisay  
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**Czech Embassy:** Ms Katerina Manova,  
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#### Zambia

**UNDP Country Office:** Ms Winnie Musonda,  
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**Czech Embassy:** Mr Vaclav Kuzelka  
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