

**United Nations Development Programme**

**Country: INDIA**

**2013 Annual Work Plan**

**Project Title: 41505-CFC Phase out in the CTC Sector**

**Implementing Partner: UNDP (DEX)**

**A. Background:** THIS PROJECT IS A PART OF THE OVERALL CTC PHASE-OUT PLAN FOR ELIMINATION OF PRODUCTION AND CONSUMPTION OF CTC IN INDIA. THE PROJECT AIMS TO PHASE-OUT 415 ODP TONNES OF CTC USED AS A CLEANING SOLVENT AT FOUR ENTERPRISES IN THE METAL CLEANING SUB-SECTOR IN INDIA (SAIL GROUP, WESTERN ENGINEERING CO., NISSAN COPPER P. LTD. AND HIND METALS AND TUBES LTD). THE PROJECT IS IMPLEMENTED BY UNDP WITH JAPAN AS A BILATERAL COOPERATING AGENCY. THE YEAR 2009 ANNUAL WORK PLAN AIMS AT IDENTIFICATION OF NEW SMALL AND MEDIUM SCALE INDUSTRIES, AND COMPLETION OF THE ONGOING WORK AT SAIL AND OTHER PRIVATE SECTOR UNITS.

**B. Select one or more of the below strategies for addressing the above mentioned challenge/gap and describe in the context of this AWP:**

- Changes in policies, plans, budgets and legislation through support to national assessment, planning, budgeting, policy making, etc.

**C. List the possible improvements in the capacities of institutions, individuals and systems that will occur as a result of this AWP.** The AWP aims to develop and enhance the capacities of the institutions and enterprises to phase out the chemicals. Those affect the environment.

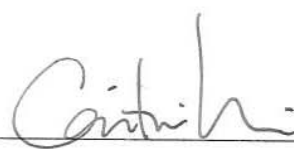
**D. List the gender issues in this AWP and specific ways in which they will be addressed.**  
The gender issues are indirectly addressed.

**E. List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.** The lessons learnt from the implementation of the AWP particularly the phase out activities shall be of use in replicating similar such endeavor in other parts of the globe and shall contribute to South-South Cooperation.

<p>Programme Period: 2013-2017</p> <p>Key Result Area (Strategic Plan): Env. Sus. Dev.</p> <p>Atlas Project ID: 41505</p> <p>Atlas Output ID: 37869</p> <p>Start date: March 2004</p> <p>End Date: Dec. 2013</p> <p>PAC Meeting Date: 7 Nov. 2008</p> <p>Implementation modality: DEX</p>	<p>2013 budget: 300,000</p> <p>MULTI YEAR INDICATIVE Budget 5,000,000</p> <p><i>(Subject to the availability of the necessary funds to the UNDP)</i></p> <ul style="list-style-type: none"> <li>• Regular             <ul style="list-style-type: none"> <li>○ Other: Donor Montreal Protocol</li> <li>○ Donor</li> <li>○ Donor</li> <li>○ Government</li> </ul> </li> </ul> <p>In-kind Contributions (GEF)</p>
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Project Budget	Exp. Till 2011	Exp. 2012	Budget 2013
5,000,000	3,375,650	350,000	300,000

Agreed by UNDP:



Caitlin Wiesen  
UNDP Country Director



I. ANNUAL WORK PLAN

Year: 2013

<b>Key area of UNDP strategic Plan: Environment and Sustainable development, crisis prevention and recovery</b>						
<b>UNDAF / CPAP OUTCOME: Government, industry and other relevant stakeholders actively promote environmental sustainability and enhanced resilience of communities in the face of challenges of climate change, disaster risk and natural resource depletion.</b>						
<b>CPAP OUTCOME Indicators: Reduction of HCFC consumption by 10% in 2015 over the baseline of 2009-2010.</b>						
<b>CONTRIBUTING TO CPAP OUTPUT: Output 3.4: Phaseout of Ozone Depleting Substances.</b>						
<b>CONTRIBUTING TO CPAP 5 year target: Notifying industry partners about rules and regulations to phase out HCFC by Ozone Cell.</b>						
Annual OUTPUTS	PLANNED ACTIVITIES	Month of completion	RESPONSIBLE PARTY	PLANNED BUDGET		
				Funding Source	Budget Description	Amount
Output 1 <i>Technology transfer to CTC Manufacturers</i>  <i>Indicator 1.1 Provided technology to CTC manufacturers</i>  <i>Baseline: 6 Target: 7 units</i>	Ozone Cell to enter into MOU with the enterprises					
	Verification of activities					
	Reimbursement of invoices					
		UNDP	July 2013	10009	72200	180,000
Output 2 Installation of technology transferred to the enterprises  <i>Indicator 2.1 Verification of installation to all the units</i>  <i>Baseline : 0 Target 7 units</i>	Installation activities by the vendor	UNDP	November 2013	110009	72000	120,000
	Reimbursement of payments					

<b>TOTAL IN USD</b>					
	<b>Project staff salaries and project management expenses</b>				
	<b>Annual Audit, Evaluations, Micro assessment costs</b>				300,000
		<b>AWP TOTAL IN USD</b>			
		<b>7% General management services</b>			
		<b>AWP GRAND TOTAL IN USD</b>			<b>300,000</b>

## II. MANAGEMENT ARRANGEMENTS

The management arrangements will remain same as specified in approved project document except with the following changes: The Outcome Boards will meet twice a year. The review and recommendations of the Outcome Board will feed into the Country Programme Management Board (CPMB) annual strategic review meeting. Oversight of project level activities will be provided by the Project Steering Committee (PSC) which will be responsible for approving the budgeted Annual Work Plans and providing overall guidance and oversight. The PSC will meet at least once a year although efforts will be made to convene quarterly meetings to ensure regular follow-up. The PSC will delegate day to day management of the AWP's and related decisions to a working group comprising UNDP, Implementing Partner and other stakeholders, as appropriate

### Monitoring Framework And Evaluation

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

- A. **MONTHLY PROGRESS REPORT:** The Implementing Partner, in consultation with the project teams, will provide brief monthly updates on progress against planned activities and budgets. These monthly reports will be provided in the format provided at **Annex1**. These monthly reports will be consolidated, as required, by UNDP's quality assurance team for progress review meetings. Monitoring is done in the following manner: Project Reports and Review Meetings a) Field Visits and Annual Programme/Project Report: The project manager would ensure the preparation of the Annual Programme/Project Report (APR), in consultation with the stakeholders. The UNDP CO would send a copy of the APR to UNDP headquarters as an input for the Administrator's Report on DEX projects to the Executive Board. The APR serves as an input to the project evaluations, the preparation of annual and country reviews, and the Results Oriented Annual Report (ROAR). The UNDP CO would ensure that, while serving the purposes of monitoring performance, progress reports on DEX projects cover lessons from experience to help in assessing this execution modality, including its implications in terms of capacity building and ownership. Interim reports. In addition, the project manager would also prepare interim reports for the Core Group, accompanied by the quarterly financial reports. The interim progress report might consist of a brief summary of progress in relation to the work plan and an update on the financial situation. A copy of this report would be shared with the Regional Bureau for information and for data collection on experience with DEX and for discharging their monitoring responsibility. The project manager follows up on the corrective actions recommended by UNDP CO, the Core Group Committee and other recipients of the reports. Review Meetings. Interim Progress Reports would be assessed in review meetings with the members of the Core Group. The project manager or programme officer is responsible for organizing these meetings and for following up on the recommendations and decisions taken in the meetings. The project manager would prepare a brief action-oriented report on the review meeting, in coordination with the programme officer, and send it to participants in the meetings for their approval or comments. The UNDP CO would submit these reports to the Regional Bureau for information and comments

- B. **ONE TIME RISK LOG:** Based on the initial risk analysis, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation. This will be completed by UNDP project assurance team in consultation with the Implementing partner.
- C. **QUARTERLY FINANCIAL REPORT:** The project is DEX. Hence there is no need for Quarterly Financial Report. The Memorandum of Understandings (MOUs) are signed between the enterprise and the MOEF. MOEF, based on the performance management, request UNDP to release the funds to the enterprise.
- D. **Evaluation:** There is no Evaluation of the project as such. The Ozone Cell indicates the progress of the project to the Multilateral Fund of the Montreal Protocol from time to time. There are two or three meetings of the Executive Committee of the Montreal Protocol during one year.
- E. **ANNUAL REVIEW REPORT:** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. The reporting format at **Annex 2** will be used to provide brief description of results achieved in the year against pre-defined annual targets.
- F. **ANNUAL PROJECT REVIEW.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes. **Audit:** : The audit of DEX projects is made through the regular external (UN Board of Auditors) or internal audits (audits managed by UNDP's Office of Audit and Performance Review). The UNDP CO may request OAPR to exceptionally undertake audits of DEX projects.

III. ANNEXES

Annex 1 – Monthly progress report format

Project Title						
Implementing Partner						
Month/Year						
Annual Outputs	Planned activities	Month of completion	Responsible party	Budget	Monitoring framework	
				Amount	Cumulative Expenditures	Progress towards meeting AWP annual outputs
TOTAL						

**Annex 2 – Annual progress report format**

<b>Key area of UNDP strategic Plan:</b>			
<b>UNDAF / CPAP OUTCOME</b>			
<b>CPAP OUTCOME Indicators</b>			
<b>CONTRIBUTING TO CPAP OUTPUT</b>			
<b>CONTRIBUTING TO CPAP 5 year target</b>			
<b>Project title</b>			
<b>Implementing partner</b>			
<b>Year</b>			
<b>Annual Outputs</b>	<b>Allocated budget</b>	<b>Total Expenditure</b>	<b>Progress on planned outputs and key successes</b>
1			
2			
3			
<b>Policy results and any additional results achieved</b>			
<b>Lessons learned, project shortcomings and solutions</b>			
<b>Follow-up Actions</b>			