

United Nations Development Programme INDIA

2015 Annual Work Plan (Government of India - UNDP Country Programme Action Plan 2013-2017)

Project Title: **Removal of Barriers to Biomass Power Generation in India – Phase I**

Implementing Partner: Ministry of New and Renewable Energy (MNRE)

UNDP Strategic Plan Outcome: Inclusive and sustainable growth and development

UNDP Strategic Plan Output(s): Energy efficiency and access to modern energy

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.

PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)

A. State the specific development challenge or gap that this AWP is addressing.

The project aims to accelerate the use of environmentally sustainable biomass power and cogeneration technologies in India, using different types of captive and distributed biomass resources. The project also aims to improve the electricity supply using renewable energy sources thereby leading to a reduction in GHG emissions. This will be achieved by removing identified financial, technical and managerial barriers, and by improving access to financing towards building a stronger foundation for large-scale commercialization of biomass power

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 attitudes and access to decision making through awareness raising, brokering, convening
- Changes in policies, plans, budgets and legislation through support to national assessment, planning, budgeting, policy making
- Changes in the lives of individuals and communities through implementation for inclusive development

C. List the possible improvements in the capacities of institutions, individuals and systems that will occur as a result of this AWP.

- Awareness generation and capacity development of Biomass Power Generation among various stakeholders
- Availability of trained technicians for operations and maintenance of Biomass Power Plants
- Performance improvement of Biomass technologies in the field

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

NA

E. List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.

Transfer of knowledge through articles, case studies, documentation, newsletters and dedicated website on Biomass Power

| | |
|-------------------------|-------------------|
| Programme Period: | 2013 - 2018 |
| Atlas Project ID: | 00051271 |
| Atlas Output ID | 00043810 |
| Start date: | 22 September 2006 |
| End Date | 31 March 2016 |
| PAC Meeting Date | 8 November 2008 |
| Implementation modality | NIM |

| | |
|-----------------------------|---------------|
| 2015 AWP budget [only GEF]: | USD 1,175,500 |
| - Regular | |
| - Donor (GEF): | USD 1,175,500 |
| - #Government: | USD 2,119,355 |
| In-kind Contributions (GEF) | NA |
| # not through UNDP budget | |

Project Expenditure (USD)

| Total Budget | Exp 2007 | Exp 2008 | Exp 2009 | Exp 2010 | Exp 2011 | Exp 2012 | Exp 2013 | Exp 2014 | Budget 2015* | Budget 2016* |
|--------------|----------|----------|----------|-----------|----------|----------|----------|----------|--------------|--------------|
| 5,650,000 | 594,870 | 1073,330 | 367,566 | (372,029) | 377,704 | 118,015 | 250398 | 351931 | 1,175,500 | 1712715 |

Agreed by MNRE:

Dr. N. P. SINGH
 Adviser
 & National Project Director
 UNDP/GEF Biomass Power Project
 Ministry of New and Renewable Energy
 New Delhi-110063

Agreed by UNDP:

Jaco Cilliers
 Country Director

¹ Expenditure: Provisional figures

I. ANNUAL WORK PLAN - YEAR: 2015

| Key area of UNDP strategic Plan: Environment and sustainable development; crisis prevention and recovery | | | | | | |
|--|--|---------------------|-------------------|----------------|--------------------|---------------------|
| 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. | | | | | | |
| CPAP OUTCOME Indicators: Number of government's schemes and missions, which incorporate climate resilience measures. | | | | | | |
| CONTRIBUTING TO CPAP OUTPUT: Output 3.1: Access to Clean Energy is expanded for under-served communities and small-scale industry | | | | | | |
| CONTRIBUTING TO CPAP 5 year target: Facilitating the Removal of barriers and increased adoption of Biomass Power technology | | | | | | |
| Annual OUTPUTS | PLANNED ACTIVITIES | Month of completion | RESPONSIBLE PARTY | PLANNED BUDGET | | |
| | | | | Funding Source | Budget Description | Amount ² |
| Annual output 1- Report prepared on Techno-economic feasibility of biomass-solar hybrid along with Detailed Project Report for implementing one biomass-solar hybrid based power project <i>(Pro Doc Component/Outcome statement 1: Technology package benchmarking & validation, including plantation)</i> | 1.1 PMU commissions and completes study on biomass-solar thermal hybrid for power generation in India and abroad and prepares a techno-economic feasibility report | December | PMU | GEF | 71200 | 10,000 |
| Annual output 2. Learn from international best practices in the biomass sector <i>[Prodoc outcome statement 1: Technology package benchmarking and validation for different bio-mass power technologies, including energy plantation]</i> | 2.1 Participation of PMU officials and other stakeholders involved in the project in International events (workshops/seminars) and study tour/exposure visit. | December | PMU | GEF | 71600 | 10,000 |
| Annual output 3. Prepare a report on techno-commercial viability of wasteland for biomass production for power generation and prepare detailed project reports [DPR] for four sites <i>[Prodoc outcome statement 1: Technology package benchmarking and validation for different bio-mass power technologies, including</i> | 3.1 Study on techno commercial viability of wastelands for biomass production for power generation | September | PMU | GEF | 71300 | 10,000 |

| | | | | | | | | | |
|--|---|----------|-----|-----|-------|---------|--|--|------------------|
| <i>energy plantation].</i> | | | | | | | | | |
| Annual output 4 - Publish a report on 'Socio economic and Environment impact of biomass power plants in India', and quarterly newsletter 'BioPower India' [Prodoc outcome statement 2: Capacity building of key stakeholders] | 4.1: Publication of four issues of quarterly newsletter 'BioPower India' | December | PMU | GEF | 71300 | 30,000 | | | |
| | 4.2: Preparation of report on Socio-Economic and Environment Impact of biomass based power plants in India | December | PMU | GEF | 74500 | 5,000 | | | |
| | 4.3: Launch a 'Biomass Knowledge Portal' | December | PMU | GEF | 71300 | 30,000 | | | |
| Annual output 5.1: Provide recommendations for conducive policy and regulatory atmosphere based on findings of two regional workshops. Annual output 5.2: Launch a 'Biomass Knowledge Portal' [Prodoc outcome statement 3: Development of business, commercial and support services networks in focused States.] | 5.1: Organization of two regional workshop and one exposure visit for sharing information, knowledge, experiences on biomass power and recommend actions for conducive policy and regulatory atmosphere to exploit biomass power in India | November | PMU | GEF | 71300 | 15,000 | | | |
| | Activity 6.1: Implementation of MIP [Model Investment Project] | December | PMU | GEF | 72600 | 706,500 | | | |
| | Activity 6.2: Generation Based Incentive to two MIPs of cumulative capacity of 3 MW | December | PMU | GEF | 74500 | 12,000 | | | |
| Annual output 6: At least two new Model Investment Projects established. [Project Prodoc outcome statement 4: Model Investment Projects (MIPs)] | Activity 6.3: Monitoring and evaluation of MIPs | December | PMU | GEF | 72600 | 189,000 | | | |
| | | December | PMU | GEF | 71300 | 42,000 | | | |
| | | December | PMU | GEF | 71600 | 4,500 | | | |
| TOTAL IN USD | Project staff salaries and project management expenses | | | | | 60,000 | | | |
| | Annual Audit, Evaluations, Micro assessment costs³ | | | | | | | | 5,500 |
| | AWP GRAND TOTAL IN USD | | | | | | | | 1,175,500 |

Note: No expense towards GBI or Remote Monitoring has been included in the AWP as, they have been placed in the PEC for approval.

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 CPMB annual strategic review meeting. The Project Steering Committee (PSC) will provide oversight of project level activities, 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. The day-to-day management of the AWP's and related decisions will be taken up in the Project Executive Committee (PEC) of the project.

Fund Flow Arrangements and Financial Management:

Under the National Implementation (NIM), as per the existing programme management arrangements, funds will be channelled through the accounts of the Government of India i.e. UNDP would transfer funds to CAAA as per the approved Annual Work Plan. IP shall make suitable provisions in its annual budget to receive UNDP funds.

Funds would be reimbursed to CAAA based on the request from the IP. The request from IP will come on the standard Fund Authorization and Certificate of Expenditures (FACE) form duly signed by the National Project Director or person assigned/delegated by IP. No funds shall be released by UNDP without prior submission of a duly filled and signed FACE form. Unspent funds from the approved AWP's will be reviewed in the early part of the last quarter of the calendar year and funds reallocated accordingly. Separate books of account shall also be maintained in order to ensure accurate reporting of expenditure and providing a clear audit trail.

Funds can also be transferred as: a) direct payment to vendors or third parties for obligations incurred by the Implementing Partners (MNRE) on the basis of requests signed by the designated official of the Implementing Partner; and b) direct payments to vendors or third parties for obligations incurred by UN agencies in support of activities agreed with Implementing Partners. Advance fund transfers shall be requested and released for programme implementation periods not exceeding three months. UNDP shall not be obligated to reimburse expenditure made by the Implementing Partner over and above the authorized amounts. Also Partner needs to report interest earned immediately to UNDP through next submitted FACE Form.

The Implementing Partner may request UNDP to provide support services for project implementation. These services may include procurement, recruitment, purchase of goods and services, and organisation of training activities and workshops. UNDP recruitment and procurement rules and regulations will apply for the services provided. All direct costs which are attributable to the provision of these services (direct project costs) will be charged to the project in accordance with the policies decided by UNDP as decided by UNDP's Executive Board.

Books of account shall be maintained in order to ensure accurate reporting of expenditure and providing a clear audit trail. Any interest accrued on the project funds during the project cycle will be ploughed back into the project in consultation with Implementing partner and UNDP and project budgets will stand revised to this extent. If there is no scope for ploughing back the interest will be refunded to UNDP.

Audit: In support of fiduciary good practice and to facilitate scheduled and special audits, Implementing Partner receiving funds from UNDP will provide UNDP or its representative with timely access to: a) all financial records which establish the transactional record of the fund transfers provided by UNDP; and b) all relevant documentation and personnel associated with the functioning of the Implementing Partner's internal control structure through which the fund transfers have passed. The findings of each audit will be reported to the Implementing Partner, DEA and UNDP. As part of the process, each Implementing Partner will: a) receive and review the audit report issued by the auditors; b) provide timely statements of the acceptance or rejection of any audit recommendation to the UNDP that provided the funds; c) undertake timely actions to address the accepted audit recommendations; and d) report on the actions taken to implement accepted recommendations to the UNDP on a quarterly basis.

Project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities completed. Through the PSC, the implementing partner notifies the UNDP when this has been done. When a project is operationally complete, the parties must agree on the disposal of any equipment and complete the transfer of assets under the project. Projects will be financially completed when the Implementing Partner has reported all financial transactions to UNDP so that the project accounts can be closed. UNDP and the Implementing Partner will certify a final Combined Delivery Report. Projects will be financially completed not more than 12 months after being operationally completed. Between operational and financial closure, the Implementing Partner will be required to identify and settle all financial obligations and prepare a final expenditure report. No adjustments can be made to a financially completed project.

III. 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.
- 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. Use the standard Risk Log template
- C. **QUARTERLY FINANCIAL REPORT:** The Implementing Partner (IP) will make use of the Funding Authorization and Certificate of Expenditures (FACE) to report on expenditures and request for reimbursement to CAAA on a quarterly basis, or more frequently, if required.

The implementing partner must submit the FACE at the end of each quarter, within the first 10 days of the following quarter. Together with the FACE, the project has to send a copy of the bank statement as up to the date of the end of the period reported and the itemized cost estimates of the activities to be funded. The FACE form has to be certified by the designated official from the IP.
- D. **PROJECT EVALUATION** will be conducted as per the GEF procedure described (midterm review and terminal evaluation) in the project document. Evaluation is expected by March 2017.
- 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.

Annex 2 – Annual progress report format

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