

United Nations Development Programme
Country: INDIA
2013 Annual Work Plan

Project Title: Enabling Activities for Preparation of India's Second National Communication to UNFCCC
Implementing Partner: Ministry of Environment and Forests, Government of India

PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)

A. **State the specific development challenge or gap that this AWP is addressing:** The Second National Communication report was submitted to the UNFCCC in 2012. Hence, the main objective of the project has been achieved. Since the project will close in April 2013, the AWP is not addressing any specific development gap this year. The key pending activity for 2013 is the terminal evaluation. The terminal evaluation will help to identify strengths and weaknesses in the SNC report preparation which will feed into the preparation of the Third National Communication.

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

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

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

D. **List the gender issues in this AWP and specific ways in which they will be addressed:** The last four months of project implementation will focus more on consultations and workshops related to updating available information and preparations for the Third National Communication, with no specific focus on gender.

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

Programme Period:	2013-2017
Key Result Area (Strategic Plan):	Environment and sustainable development
Atlas Project ID:	00045445
Atlas Output ID	00053688
Start date:	2007-2013
End Date	April 2013
PAC Meeting Date	November 2008
Implementation modality	NIM

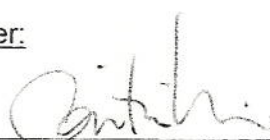

2013 AWP budget:	86,260
MULTI YEAR INDICATIVE Budget (GEF)	3,500,000
▪ Regular	NIL
▪ Other:	
○ Donor	_____
○ Government	_____
Government (in-kind):	3,000,000
Total:	6,500,000
<i>(figures are all in USD)</i>	

Project budget	Exp till 2010	Exp in 2011	Exp in 2012*	Budget 2013
3,500,000	3,006,905	277,317	129,517.56	86,260

*provisional

Agreed by Implementing Partner:

Agreed by UNDP:

SUSHOO KUMAR SHARMA
 सहायक/Advisor
 सहायक एवं सल्लाहकार
 Min. of Environment & Forests
 भारत सरकार, नई दिल्ली
 Govt. of India, New Delhi

Caitlin Wiesen
 UNDP Country Director

14 Feb. 2013

	Project staff salaries and project management expenses	UNDP	GEF	74500	3000
	Annual Audit, Evaluations, Micro assessment costs	UNDP	GEF	74500	1000
	AWP TOTAL IN USD				86,260

II. MANAGEMENT ARRANGEMENTS

The management arrangements will remain same as specified in the approved project document, till project closure in April 2013.

The Project follows National Implementation modality. At the request of the Implementing Partner, Ministry of Environment and Forests, Government of India, UNDP will directly release funds to the bank account created for the implementation of this project (bank details given below). The Ministry of Environment and Forests, Government of India will account for funds received from UNDP. The request from MoEF will come through the standard Fund Authorization and Certificate of Expenditures (FACE) Report duly signed by the Project Director or person assigned/delegated by MoEF. No funds shall be released by UNDP without prior submission of a duly filled and signed FACE report. Unspent funds from the approved AWP will be reviewed in the early part of the last quarter of the calendar year and funds reallocated accordingly. Only after 80% of last advance and 100% of all the previous advances are spent will the next advance be released. Separate books of account shall also 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 GoTN 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 and project budget revised accordingly.

Bank Name : AXIS BANK LTD.
A/C No : 911010047553628
Branch : Axis Bank Ltd. Sector 31-32A, Gurgaon, HR- 122001
Branch Code : 1359
IFSC code : UTIB0001359
Account Name : INE-SNCINDIA-UNFCCC

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:** Till project closure, in April 2013, the Implementing Partner, in consultation with the project team 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 request for advances and report on expenditures made on a quarterly basis, or more frequently if agreed. 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. **Terminal EVALUATION** of the Project will be conducted in February-March 2013, as per the GEF procedure described in the project document.
- 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 after the project concludes in June 2013. 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.** As per GEF guidance, a Project Implementation Review Report (PIR) is prepared every year during the month of July-August. The PIR is prepared in consultation with the Project Team and the implementing partner and submitted to the GEF Headquarters through the Regional Technical Advisor in Bangkok. As this is the last year of the project, a final assessment and review will be conducted with the Terminal Evaluators in March 2013 and may involve other stakeholders, as required.

IV. ANNEXES

Annex1 – 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

Follow-up Actions