

United Nations Development Programme

Country: INDIA

Project Document

Project Title: Global Project: *Demonstrating and Promoting Best Techniques and Practices for Reducing Health-Care Waste to Avoid Environmental Releases of Dioxins and Mercury*

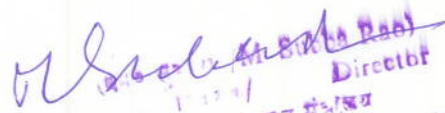
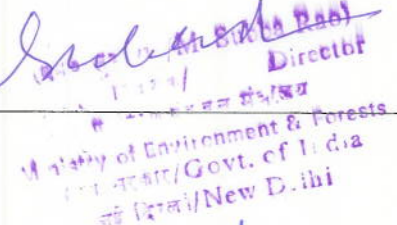
Implementing Partner: Ministry of Environment and Forests (MoEF), Govt of India

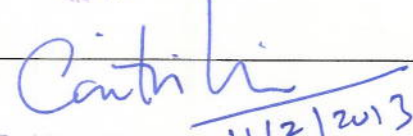
PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)

The project Demonstrating and Promoting Best Techniques and Practices for Reducing Health-care Waste to Avoid Environmental Releases of Dioxins and Mercury is a global project with national components in eight countries: Argentina, India, Lebanon, Philippines, Senegal, Vietnam, Latvia, and Tanzania. The Project will focus primarily on activities necessary to demonstrate best practices in health-care waste management, such as promoting the use of alternative waste treatment technologies, improved waste segregation practices and the use of appropriate alternatives to mercury-containing devices. Training will be provided and training programs put in place to ensure the sustainability and replication of Project gains.

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Project Budget	Exp. Till 2011	Exp. 2012	Budget 2013	Budget 2014
800,000	194,057	242,259	274,005	-

Agreed by MOEF 


Agreed by UNDP: 
 Caitlin Wiesen 11/2/2013
 UNDP Country Director



I. ANNUAL WORK PLAN

Year: 2013

Key area of UNDP strategic Plan: Environmental Sustainable Development, crisis prevention and recovery						
UNDAF / CPAP OUTCOME: Government, industry and the 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 : Reduction of HCFC consumption by 10% by 2015 over the baseline of 2009-2010						
CONTRIBUTING TO CPAP OUTPUT - Output 3.4 – Phaseout of ozone depleting substances						
CONTRIBUTING TO CPAP 5 year target- Notifying industry partners about rules and regulations for phase out of HCFC by Ozone Cell						
Annual OUTPUTS	PLANNED ACTIVITIES	Month of completion	RESPONSIBLE PARTY	PLANNED BUDGET		
				Funding Source	Budget Description	Amount
Output 1 Identification of sites for implementation of model facilities in Biomedical Waste Management (BMWM) <u>Baseline:</u> 1.1. Facilities not identified by project; <u>Indicators:</u> 1.1. # of facilities Identified for developing pilots incorporating 2 International standards on Biomedical Waste Management, <u>Targets:</u> 1.1. - 2 Related CP outcome: Progress towards meeting national commitment under multilateral environmental agreements.	Implementation of activities as per MoU.	March 2013	PMU / TNPCB / CSMMU	62000	- 71200	- 5200
	Implementation of activities at the hospital.	March 2013	-DO-	62000	- 71600 - 72100 - 74500	- 6000 - 54702 - 11779
	In UP, establish contacts and good communications with relevant State Agencies and stakeholders beyond the Lead State Agency. conduct hospital wide training; document practices	March 2013	PMU / CSMMU	62000	- 72500	- 16076
	Identify CTF partner serving Chennai; develop plan for working with CTF and selected facilities that it services to establish management systems that properly manage healthcare waste; establish whatever MoUs needed to implement plan. In TN, begin work on implementing plan. In TN, begin work on implementing plan.	March 2013	PMU / TNPCB	62000	- 71300	- 9853
					SUB TOTAL	103610
Output 2 Deployment of technologies	Identify CTF partner serving Chennai and develop plan for technology enhancement(s) and deploy at CTF and / or	March 2013	PMU / TNPCB		72200	- 24635

<p><u>Baseline:</u> Facilities not identified by project;</p> <p><u>Indicators:</u> # of facilities where technology assessments of BMWW and procurement of improved technologies have been done</p> <p><u>Targets:</u> 2</p> <p><u>Related CP outcome:</u> Progress towards meeting national commitment under multilateral environmental agreements</p>	within the system of health facilities the CTF services.	March 2013				
	Develop specifications and tender for technology purchase	March 2013	PMU / TNPCB			
	Establish contract for technology purchase	March 2013	PMU / TNPCB			
	Develop procedures and manual for technology deployment and begin implementation	March 2013	PMU / TNPCB			
Sub Total						
<p>Output 4 Introduction of Mercury-free Devices and establish systems of mercury disposal</p> <p><u>Baseline:</u> Facilities not identified by project</p> <p><u>Indicators:</u> # of facilities where replacement of mercury devices and mercury waste technology management has been done..</p> <p><u>Targets:</u> 2.</p> <p><u>Related CP outcome:</u> Progress towards meeting national commitment under multilateral environmental agreements</p>	1. Identify the facilities in UP and TN that will serve as mercury-free models.	March 2013	PMU / TNPCB / CSMMU	62000	72300	24635 - 25150
	2. Develop facility plans for training and the introduction of mercury-free devices.	March 2013	-DO-			
	3. Conduct training and awareness-raising; introduce mercury-free devices; develop and begin to implement safe waste handling practices.	March 2013	-DO-	62000	72200	- 2039
	Sub Total					
Sub Total						
<p>Output 5 National Capacity-Building Training Program</p> <p><u>Baseline:</u> 0</p> <p><u>Indicators:</u> # of hospitals around ETF where relevant staff has been trained in BMWW through IGNOU Certification Course under project.</p>	Provide training to selected employees of model facilities on BMWW. Develop a plan and draft policy on training and certification of healthcare waste management staff.	The component has been closed in Aug 2012 but the activities remaining will be undertaken by PMU or designated partners by March 2013		62000	74500	20000

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 and related decisions to a working group comprising UNDP, Implementing Partner and other stakeholders, as appropriate.

V. 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 **Annex 1**. 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. **Evaluation:** The Evaluation of the project has taken place in 2012 by GEF.
- 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.

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 project shall be subject to audit in accordance with UNDP procedures and as per the annual audit plan drawn up in consultation with DEA. The project shall be informed of the audit requirements by January of the following year. The audit covering annual calendar year expenditure will focus on the following parameters – (a) financial accounting, documenting and reporting; (b) monitoring, evaluation and reporting; (c) use and control of non-extendable reporting; (d) UNDP Country Office support. In line with the UN Audit Board requirements for submitting the final audit reports by 30 April, the auditors will carry out field visits during February/March. Detailed instructions on audit will be circulated by UNDP separately and on signature **Audit:** The project shall be subject to audit in accordance with UNDP procedures and as per the annual audit plan drawn up in consultation with DEA. The project shall be informed of the audit requirements by January of the following year. The audit covering annual calendar year expenditure will focus on the following parameters – (a) financial accounting, documenting and reporting; (b) monitoring, evaluation and reporting; (c) use and control of non-extendable reporting; (d) UNDP Country Office support. In line with the UN Audit Board requirements for submitting the final audit reports by 30 April, the auditors will carry out field visits during February/March. Detailed instructions on audit will be circulated by UNDP separately and on signature

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			