

United Nations Development Programme – INDIA
CPAP 2008-2012
Annual Work Plan 2011 (January - December)



Project Title: **Capacity Development Initiative**

Award ID: **00048799**

Project ID: **00059090 (GEF CELL) & 00059148 (SGP)**

Project Start and end date: **January 2008 – December 2012**

Corresponding CP Outcome(s): Progress towards meeting national commitment under multilateral environmental agreements

Corresponding CP Output(s): Supporting national development objectives with co-benefits of mitigating climate change.

Project RESULTS description as outlined in approved project brief:

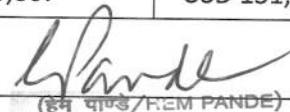
Project outputs	Indicators	Baseline
<p>Component 1</p> <p>Support to GEF Cell in MoEF</p>	<ul style="list-style-type: none"> 80 % programming for GEF 5 cycle completed Monitoring of GEF India portfolio regularized Interactive GEF India website operationalized Thematic docket with project sheets developed PMU in MoEF supported At least two PIF/ FSPs developed for submission to donors (mainly GEF) 	<ul style="list-style-type: none"> Programming for GEF 5 has been initiated (2010) 50 % work for the website completed (2010) GEF India brochure prepared (2010) Preparation of GEF FSPs on Godavari and Malvan initiated (2010)
<p>Component 2</p> <p>Support to UNDP/ GEF Small Grants Program</p>	<ul style="list-style-type: none"> 11 projects supported for scaling up/replication. 3 meetings and M& E reports 3 information sharing workshops conducted with SGP partners. 	<ul style="list-style-type: none"> 14 projects sanctioned for scaling up/replication (2010) 86 visits made by the Regional Coordinators and National Coordinator to the project sites (2010) 9 project related brochures developed (2010). 42 thematic workshops, conferences and exposure visits conducted (2010)

Project and AWP 2011 BUDGET:

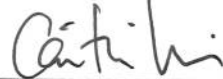
UNDP funds	Government funds	Donor funds	Total
For the project period			
1. USD 351,010 (for GEF Cell)	-	-	1. USD 351,010 (for GEF Cell)
2. USD 700,000 (for SGP)			2. USD 700,000 (for SGP)
For 2011			
1. USD 65,500 (for GEF Cell)	-	-	1. USD 65,500 (for GEF Cell)
2. USD 58,500 (for SGP)			2. USD 58,500 (for SGP)
Total			USD 131,000

Total project budget	Actual exp up to 2009	Actual expenditure in 2010	Budget 2011	Balance amount for the project period.
USD 1,051,010	USD 718,353	USD 160,867	USD 131,000	USD 40,790

Agreed by (Implementing Partner):


(हेम पाण्डे / HEM PANDE)

Agreed by UNDP:



संयुक्त सचिव / Joint Secretary
पर्यावरण एवं वन मंत्रालय
Min. of Environment & Forests
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

Caitlin Wiesen
UNDP Country Director

23 Feb. 2011

Project Targets for 2011	PLANNED ACTIVITIES	Indicative month of completion	RESPONSIBLE PARTY	Budget (USD)
Component: I – Support to GEF Cell				
Output 1 Assist MoEF in programming for GEF 5 cycle and in streamlining the processes and procedures of GEF India operations in India	Submit Voluntary Business Action Plan to GEF Secretariat	March	MoEF	23,000 (Local Consultants- 71300)
	Guide the preparation and approval of PIFs and MSP/ FSP	Year round	MoEF	500 (Travel - 71600)
	Organize GEF National Dialogue and Constituency Workshop	May	MoEF	3,000 (Miscellaneous – 74500)
	Supporting the Project Management Unit	Year round	MoEF	1000 (Equipments – 72200)
Total				27,500
Output 2 Assist MoEF in effective monitoring of GEF India portfolio	Organize 3 review meetings (thematic area wise) to monitor the performance and progress of projects	Feb, Jun and Nov	MoEF	4,000 (Miscellaneous – 74500)
	Organize 2 one-day session on building capacity of project management teams on GEF M&E practices	December	MoEF with GEF agencies	1,000 (Travel - 71600)

	Participate in PSC or monitoring visits	Year round	MoEF		
Total				5,000	
Output 3 Assist MoEF and GEF India projects in strengthening the communication component	GEF India website operationalized	June	MoEF	3000 (Contractual services - 72100)	
	Thematic docket developed	June	MoEF		
Total				3000	
Output 4 Preparation / completions of PIF/ FSPs for submission to donors (mainly GEF)	Hiring of Specialists	Year round	UNDP	30,000 (Contractual services - 72100)	
	Consultations and technical workshops	Year round	UNDP		
Total				30000	
GEF CELL Total				65,500	
Component 2 – Support to UNDP/ GEF Small Grants Programme					
Output 1 Scaling up and replication of GEF SGP Projects	Provide support to the projects approved by NSC	Year round	CEE	58,500 (Contractual Services – 72100)	
SGP Total				58,500	
				ISS	2500
				Communication	1000
				Audit, Micro assessment costs	2000
				State level monitoring costs	1000
				Solution exchange/ KM/South South Co-op costs	500
AWP Grand Total in USD				131,000	

* Funds will be released subject to the progress of the project and availability of funds.

Fund flow Arrangement and financial management

For the **GEF CELL component**, as per the approved Annual Work Plan and decisions taken in the Project Steering Committee, UNDP shall support functioning of the Project Management Unit and will also reimburse the vendors for the expenses incurred for project activities after obtaining due authorization from the Implementing Partner, wherever applicable, and as per UNDP procedures.

For the **SGP component**, at the request of the Implementing Partner (Ministry of Environment and Forests), UNDP will directly release funds to the bank account created for the implementation of this project with *Centre for Environment Education* (bank details given below). The Implementing Partner will account for funds received from UNDP. The request from the Implementing Partner will come through the Standard Fund Authorization and Certificate of Expenditures (FACE) Report duly signed by the Project Director or person assigned/delegated by the Implementing Partner. Only after 80% of last advance and 100% of previous advances are spent will the next advance be released. Separate books of account

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 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.

Bank Name: STATE BANK OF INDIA

A/C No: 56388004010

Branch: SATELLITE ROAD BRANCH, JUDGES BUNGLAW ROAD AHMEDABAD.

Swift code: SBIN IN BB616

IFSC code: SBIN0060388

Customer Name: CENTRE FOR ENVIRONMENT EDUCATION

STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES FOR THE 2011 Annual Work Plan under GOI-UNDP PROJECT - "Capacity Development Initiative".

1. Reference is made to consultations between officials of the Ministry of Environment & Forests and officials of UNDP with respect to the provision of support services by the UNDP country office for the project "**Capacity Development Initiative**". UNDP and the Ministry of Environment & Forests hereby agree that the UNDP country office may provide such support services at the request of the Ministry of Environment & Forests designated in the project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payments. In providing such support services, the UNDP country office shall ensure that the capacity of the Ministry of Environment & Forests is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office will provide, at the request of the Ministry of Environment & Forests, the following support services for the activities of the project:
 - (a) Direct payment and reporting as and when requested by the Ministry of Environment & Forests.
 - (b) Procurement of goods and services, as and when required.
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above is detailed in an annex to this AWP, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the annex to the AWP or project document is revised with the mutual agreement of the UNDP country director and the Ministry of Environment & Forests.
5. The relevant provisions of the standard basic assistance agreement (SBAA) signed by the Government of India and UNDP on 19 December 1994 or the Supplemental Provisions , including the provisions on liability and privileges and immunities, and as outlined in the GoI-UNDP signed Country Programme Action Plan (2008-12), shall apply to the provision of such support services. The Ministry of Environment & Forests shall retain overall responsibility for the nationally managed project. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex hereto.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above is specified in the AWP and annex hereto.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between the Ministry of Environment & Forests and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed projects.

Yours sincerely,

For the Government

On behalf of UNDP



Mr.Hem Pande,
Joint Secretary,
Ministry of Environment and Forests,
Government of India

Caitlin Wiesen
UNDP Country Director

Date:

Date:

(हेम पाण्डे/HEM PANDE)
संयुक्त सचिव/Joint Secretary
पर्यावरण एवं वन मंत्रालय
Min. of Environment & Forests
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi



Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between Ministry of Urban Development, the institution designated by the Government of India and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed programme **GOI-UNDP PROJECT ON "Capacity Development Initiative"**

2. In accordance with the provisions of the letter of agreement signed on 8th February 2011 and the programme support document 'Supporting national development objectives with co-benefits of mitigating climate change' and 'CPAP 2008-2012', the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
Support the functioning of the Project Management Unit (including hiring the services of the GEF Consultant, preparation of thematic documents, etc) Outcome 1.	Throughout the year		Indicated in AWP
Total		USD 2500	

4. Description of functions and responsibilities of the parties involved: