

**United Nations Development Programme INDIA**

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

**Project Title: INTEGRATED LAND AND ECOSYSTEM MANAGEMENT TO COMBAT LAND DEGRADATION AND DEFORESTATION IN MADHYA PRADESH**

**Implementing Partner: Madhya Pradesh Forest Department, Government of Madhya Pradesh**

**UNDP Strategic Plan Outcome: Stronger democratic governance to meet citizen expectations**

**UNDP Strategic Plan Output(s): Conservation, sustainable use, access & benefit share of natural resources, biodiversity & ecosystems**

**UNDAF / CPAP Outcome: Democratic governance**

**PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)**

- A. State the specific development challenge or gap that this AWP is addressing:** This AWP aims to work in five districts of Madhya Pradesh to address land degradation caused by expanding agriculture, forest degradation and uncontrolled grazing. These regions have fragile ecosystems combined with high poverty rates among tribal communities dependent on forests for livelihoods. Joint Forest Management Committees (JFMCs) have been formed in these villages to promote sustainable community based forest management. However, capacities of the communities need to be strengthened to enable them to plan and implement initiatives for improved forest management. The project is also working to leverage national and state level programs on watershed, agriculture and enterprise development to support sustainable livelihoods of communities in project areas. Further, a policy dialogue has been initiated with the government for amendments in existing policy mechanisms to provide households with enhanced financial, social and livelihood benefits from bamboo resources, either through a government resolution or the Forest Rights Act.
- 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 & 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.** (a) Orientation and sensitization of forest staff, including forest guards/rangers and senior officials; (b) Capacities of JFMCs strengthened for better management of natural resources by training select community members on forestry, livelihoods, conflict resolution and communication skill development; (c) Enhanced community skills for improved livelihoods through Small enterprises; (d) Improved awareness regarding bamboo area regeneration strategies among government agencies and NGOs through a state level workshop to be conducted in 2015.
- D. List the gender issues in this AWP and specific ways in which they will be addressed.** (a) Capacity building of women's groups at the community level on income generation through promotion of small enterprises based on available bio-resources. The Community Needs Assessment studies and preparation of viable business plans currently being developed will focus on the role of women in smallscale enterprise development; (b) Women will be selected as community master trainers and will undergo skill training on natural resource management so that the same can be shared with other community members; (c) Participation of both men and women will be ensured in livelihood-related training programs to provide equitable access to knowledge and skills imparted through the project
- E. List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.** Sectoral policy focused study to integrate state level policies with SLEM issues. Documentation of impacts of project initiatives will be useful for similar initiatives to be undertaken in other countries having similar economic and socio-economic contexts.

Atlas Project ID:	00057324
Atlas Output ID:	00070765
Local PAC meeting date:	November 2008
Start date:	2010
End Date:	2015
Implementation modality:	National Implementation

2015 AWP budget:	USD	5,13,995
- Regular:	USD	
- GEF:	USD	5,13,995
- Donor:	USD	
- Government:	USD	
- In-kind Contributions (GEF):		

**Project Expenditure**

Total Project Budget	Exp 2010	Exp 2011	Exp 2012	Exp 2013	Exp 2014	Budget 2015
5,763,000	315,462	1,357,738	1,520,757	1,167,197	887,851	5,13,995

Agreed by (Implementing Partner): *Luis/14/2015*  
**A.P.C.C.F. & Project Director**  
**UNDP-GEF Land Degradation**  
**Project, M.P. Bhopal**

Agreed by UNDP:

  
**Jaco Cilliers**  
 Country Director



I. ANNUAL WORK PLAN - YEAR: 2015

ANNUAL OUTPUTS 2015	PLANNED ACTIVITIES	MONTH OF COMPLETION	RESPONSIBLE PARTY	PLANNED BUDGET				Comments
				Funding Source	Budget Description	Amount (USD)	Amount (INR)	
Output 1 Creation of an enabling environment for climate-resilient sustainable land and ecosystem management - 2000 JFMC members trained	Training of JFMC members	November	MP Forest Department	GEF	71300	83,333	50,00,000	
	Policy Analysis- Documentation of case studies on CC/ SLEM issues	October	MP Forest Department	GEF	71300	8,333	500,000	
				<b>Output 1 Total</b>			<b>91,666</b>	<b>55,00,000</b>
Output 2 Community-driven, climate-resilient approaches for sustainable land and ecosystem management are demonstrated in micro-catchments - 5 Business Plans operationalized - 190 ha of Energy Plantations supported - 200 ha of fodder plantations supported	SME Business Plan Development Payments to consultants 2 <sup>nd</sup> /3 <sup>rd</sup> Instalment- @ Rs.5,16,000*10 Forest Divisions (subject to PMU/Review Committee/PSC approval) Small scale Enterprise being operationalized in the Forest Divisions	June	MP Forest Department	GEF	71300	86,000	51,60,000	
	Energy Plantation 190 Ha. @ Rs. 3000(5 <sup>th</sup> yr) 30 Ha. @ Rs.10,000 (4 <sup>th</sup> + 5 <sup>th</sup> yr) Singrauli	July	MP Forest Department	GEF	71300	14,500	8,70,000	
	Fodder plantation 200 Ha. @ Rs. 3000 (5 <sup>th</sup> Yr)	July	MP Forest Department	GEF	71300	10,000	600,000	
			<b>Output 2 Total</b>			<b>202,166</b>	<b>1,21,30,000</b>	
Output 3 Capacities for adaptive management, learning and replication of project lessons are developed - 1 Workshop conducted - 2 Best Practices	State Workshop @ Rs. 10,00,000	April/May	MP Forest Department	GEF	72100	16,666	10,00,000	
	Project Impact documentation Ecological/Social/Economic-Hiring experts/institutions	August	MP Forest Department/ UNDP	GEF	71300	25,000	15,00,000	

documents completed	Best practices documents Hiring experts/institutions	October	MP Forest Department/ UNDP	GEF	71300	21,981	13,18,860
	Hiring Experts for learning/ replication strategy consultations & report preparation	October	MP Forest Department/ UNDP	GEF	71300	16,666	10,00,000
	Final project evaluation	October	UNDP	GEF	71200/71300	50,000	30,00,000
				<b>Output 3 Total</b>		<b>130,313</b>	<b>78,18,860</b>
	<b>Project staff salaries and project management expenses</b>			GEF		<b>73,334</b>	<b>44,00,040</b>
	Salaries (Rs. 33,00,000)						
	Travel (Rs.6,00,000)						
	Office maintenance and equipment (Rs.5,00,000)						
	Direct Project Costs			GEF	74500/63400	<b>1,516</b>	<b>90,960</b>
	Annual audit, evaluations, micro assessment costs			GEF		<b>15,000</b>	<b>9,00,000</b>
						<b>5,13,995</b>	<b>3,08,39,860</b>
			<b>AWP TOTAL IN USD</b>				

## II. MANAGEMENT ARRANGEMENTS

The project will be implemented by the Madhya Pradesh Forest Department, Government of Madhya Pradesh in five districts – Betul, Chhindwara, Sidhi, Singrauli and Umaria in nine Forest Divisions. The MP Forest Department and UNDP will be responsible for carrying out the project activities and result achievement on the ground. Under the guidance of the Project Steering Committee, the responsible parties will undertake project activities on the ground. Under the guidance of the Project Director, the Project Management Unit, based in Bhopal is responsible for preparation of annual and quarterly plans, budgets, physical and financial progress reports, etc.

The other management arrangements will remain the same as specified in the approved project document. 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 to ensure regular follow-up of progress and decisions taken.

## III. FUND FLOW ARRANGEMENTS AND FINANCIAL MANAGEMENT

The Project follows National Implementation modality. At the request of the Government of Madhya Pradesh, UNDP will release funds to the bank account created for the implementation of this project (bank details given below). The Government of Madhya Pradesh (GoMP) will account for funds received from UNDP. The request from GoMP will come through the standard Fund Authorization and Certificate of Expenditures (FACE) report duly signed by the Project Director or person assigned/delegated by GoMP. 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 early part of the last quarter of the calendar year and funds reallocated accordingly. Only after 80% of the last advance and 100% of all the previous advances are spent will the next advance be released. Separate books of accounts 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 GoMP 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** : Personal Deposit Account, Treasury, GoMP  
**A/C No.** : PD A/c No. 35 & 33  
**Branch Name** : NA  
**IFSC Code** : NA  
**Account Name** : Project Director, UNDP-GEF Project, Satpura Bhawan (Upper Basement), Bhopal – 462004, Madhya Pradesh

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 organization 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's Executive Board.

Funds can be transferred as: a) direct payment to vendors or third parties for obligations incurred by the Implementing Partners 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. Reimbursements of previously authorized expenditures will be requested and released quarterly or after completion of activities. The 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.

**Audit:** In support of fiduciary good practice and to facilitate scheduled and special audits, each Implementing Partner receiving funds from UNDP will provide UNDP or its representative with timely access to: a) all financial records which establish the transactional records of the funds provided by UNDP; and b) all relevant documentation and personnel associated with the functioning of the Implementing Partners' internal control structure through which the funds 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 Closure**

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, assets (if any) would be disposed or transferred to implementing partner in consultation with them during the life cycle or at end of 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.

#### **IV. 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 in 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. **THE TERMINAL EVALUATION** of the project will be held in September 2015.
- 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 in 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.

V. ANNEXES

Annex 1 – Monthly progress report format

Project Title		Implementing Partner		Month/Year		Monitoring framework	
Annual Outputs	Planned activities	Month of completion	Responsible party	Budget Amount	Cumulative expenditures	Progress towards meeting AWP annual outputs	
1							
2							
3							
<b>TOTAL IN USD</b>							

Annex 2 – Annual progress report format

Year	Annual Outputs	Allocated budget	Total expenditure	Progress towards meeting AWP annual outputs
1				
2				
3				
<b>TOTAL IN USD</b>				
	Policy results and any additional results achieved			
	Lessons learned, project shortcomings and solutions			
	Follow-up actions			

**Annex 3 - Agreements:** as applicable, any additional agreements, such as cost-sharing agreements, project cooperation agreements signed with NGOs (where the NGO is designated as the implementing partner) should be attached.

**Annex 4 - Capacity Assessment:** as applicable, results of capacity assessments of Implementing Partner (including HACT Micro Assessment)

**Annex 5 - Guidance Checklists**

FREQUENTLY ASKED QUESTIONS ON PROGRAMME AND PROJECT MANAGEMENT (PPM) – includes gender and capacity development

[https://intranet.undp.org/global/popp/ppm/Pages/FAQs-on-PPM.aspx?#\\_Toc316481178](https://intranet.undp.org/global/popp/ppm/Pages/FAQs-on-PPM.aspx?#_Toc316481178)

CHECKLIST FOR REVIEW OF PROJECT DOCUMENTS – includes gender

<https://intranet.undp.org/global/documents/ppm/Checklist%20for%20Review%20of%20Project%20Documents.doc>

ENVIRONMENTAL AND SOCIAL SCREENING PROCEDURE FOR UNDP PROJECTS

[https://intranet.undp.org/global/documents/ppm/ESSP\\_Guidance\\_19Mar12\\_English.docx](https://intranet.undp.org/global/documents/ppm/ESSP_Guidance_19Mar12_English.docx)

PROGRAMME DESIGN QUESTIONS FOR SCALING UP

[http://intra.undp.org.in/PIM1/NEW%20AWP%202013%20and%20PRODOC%20\(CPAP%20-%202013-17\)/Programme%20Design%20Questions%20for%20Scaling-Up.pdf](http://intra.undp.org.in/PIM1/NEW%20AWP%202013%20and%20PRODOC%20(CPAP%20-%202013-17)/Programme%20Design%20Questions%20for%20Scaling-Up.pdf)

PRINCIPLES UNDERLYING THE IDEA OF HUMAN DEVELOPMENT

<http://www.in.undp.org/content/dam/india/docs/principles-underlying-the-idea-of-human-development.pdf>