

**STANDARD LETTER OF AGREEMENT BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) AND
- CENTRE OF EXCELLENCE IN SYSTEMS ENERGY AND ENVIRONMENT
(CESEE) FOR EFFECTIVE IMPLEMENTATION OF INDIA HIGH RANGE
MOUNTAIN LANDSCAPE PROJECT (87493)
WHERE UNDP IS THE IMPLEMENTING PARTNER**

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as “UNDP”) in India and Centre of Excellence in Systems Energy and Environment (hereinafter referred to as “CESEE”) with respect to the realization of the study to be conducted by CESEE for effective implementation of “India High Range Mountain Landscape Project: Developing an effective multiple use management framework for conserving biodiversity in the mountain landscape of the high ranges, the Western Ghats”, as specified in Attachment 1: Project Document, to which UNDP has been selected as implementing partner.

2. In accordance with the following terms and conditions, we confirm our acceptance of the activities to be conducted by CESEE specified in Attachment 2: Description of Activities (hereinafter referred to as “Activities”). Close consultations will be held between CESEE and UNDP on all aspects of the Activities.

3. CESEE shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its financial regulations, rules and other directives, only to the extent they are consistent with UNDP’s Financial Regulations and Rules. In all other cases, UNDP’s Financial Regulations and Rules must be followed.

4. In carrying out the activities under this Letter, the personnel and sub-contractors of CESEE shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of or its personnel, or of its contractors or their personnel, in performing the activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by CESEE, and its personnel as a result of their work pertaining to the Activities.

5. Any subcontractors, including NGOs under contract with CESEE, shall work under the supervision of the designated official of CESEE. These subcontractors shall remain accountable to CESEE for the manner in which assigned functions are discharged.

6. Upon signature of this Letter, UNDP will make payments to CESEE in the bank account mentioned below, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.

Account Name: CESEE - GCEK
Address: Canara Bank (Formerly Syndicate Bank) Veliyambra Shopping Complex, I Floor Ap 705N, Kannur University Campus PO, Mangatparamba, Kannur 670567
Account Number: 42342010002400
Branch: Mangatparamba
IFS Code: SYNB0004234
MICR Code: 670025053

7. CESEE shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. CESEE shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when CESEE is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide CESEE with any funds or to make any reimbursement for expenses incurred by CESEE in excess of the total budget as set forth in Attachment 3.

8. CESEE shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by CESEE in the financial report of India High Range Mountain Landscape project

9. CESEE shall submit such progress reports relating to the Activities as may reasonably be required by the UNDP focal point in the exercise of his or her duties.

10. CESEE shall furnish a final report within 1 month after the completion or termination of the Activities, including a list of non-expendable equipment purchased by CESEE and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.

11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and CESEE.

12. Any changes to the Project Document which would affect the work being performed by CESEE in accordance with Attachment 2 shall be recommended only after consultation between the parties.

13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the CESEE and UNDP.

14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities by CESEE according to Attachment 2, or until terminated in writing (with 30 days' notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by CESEE unless it receives written indication to the contrary from UNDP.

15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 1 Month to UNDP.

16. Any amendment to this Letter shall be effected by mutual agreement, in writing,

17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Resident Representative, UNDP.

18. CESEE shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.

19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.

20. Any dispute between the UNDP and CESEE arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for CESEE participation in the implementation of the project.

22. The Letter of Agreement is valid for a period of 11 months from the date of signing the contract.

Yours sincerely,



Authorized signatory

UNDP
Nadia Rasheed
Deputy Resident Representative

Authorized signatory

Coordinator
Centre of Excellence in Systems
Energy and Environment (CESEE)

Project Document Copy attached

India High Range Mountain Landscape Project

Project Information

Area: Energy and Environment

Budget: US \$ 6.275 million (GEF)

Co-financing (in-kind):

US \$ 28 million (Government)

US \$ 1 million (UNDP)

US \$ 1 million (Private sector)

Project Duration: 2014 - 2019

Implementing Partner:

Ministry of Environment, Forests and Climate Change (MoEFCC), Government of India

Other Partner(s):

Departments of Forests and Wildlife, State Biodiversity Board, Revenue, Tourism, Local Self- Government, Fisheries, Tribal Affairs Animal Husbandry and others, Govt. of Kerala; Private sector, Research and Training Institutions and Civil Society Organisations

Location(s): Munnar Region, Kerala, India

Project Background

Munnar landscape in the Western Ghats of peninsular India is globally significant biodiversity region. Its key attributes are: a) high levels of endemism and biological diversity; b) Important Bird Area; c) presence of globally threatened species of fauna and flora; d) part of one of the five viable breeding center of tiger in India; e) harbour the largest global population of Nilgiri thar and a significant population of Grizzled Giant Squirrel (both threatened species); f) catchment of three major river systems of peninsular India; g) strong eco-cultural affinities; and h) support important economic sectors like cardamom, tea and tourism. At present, Munnar Landscape is a complex mosaic of land uses where conservation, economic production and livelihood requirements assume equal primacy and profoundly influence each other. These contribute to competitive use of natural resources affecting vital ecological processes. The rapidly altering developmental context, demographic contours, resource use configurations place a challenge for Munnar Landscape's long-term ecological sustainability and livelihood security. The existing planning and policy framework, as well as the institutional arrangements in Munnar Landscape are inadequate to address biodiversity conservation from a landscape perspective. The project aims to put in place a collaborative governance framework and know-how for multiple-use management of Munnar Landscape. The project will attempt to develop an integrated approach for multiple-use management of mountain landscapes to deliver global environmental benefits. The project aims to achieve this through the following Outcomes: The project covers 2198sq.km spread across three districts of Kerala viz. Idukki, Ernakulam and Thrissur in Kerala.

Attachment 2**Description of Activities****Project Number: 87493**

Project Title: India High Range Mountain Landscape Project: Sustainable Livelihood and Biodiversity Conservation through Multiuse Management of Anchunad and Adjoining Landscape in the Mountain Landscape of the High Ranges, the Western Ghats, India.

The Anchunad and adjoining landscape of Southern Western Ghats is highly significant in terms of its ecological and culturally diversity, socio economic profile and development trajectory. The escalating development pressures on the ecosystems primarily resulted in the formation of isolated habitats in a mosaic of land uses, degradation of the natural resources and high vulnerability to climate change. In this context of people's dependence on natural resources for their life sustenance and confrontation in resource management and economic production, the mainstreaming of biodiversity conservation by identifying the gaps in existing policy frame work and institutional arrangements are important. The Ministry of Environment, Forests and Climate Change (MoEFCC) and United Nations Development Programme (UNDP) through funding from Global Environment Facility (GEF) supports the implementation of the project "*Sustainable Livelihood and Biodiversity Conservation Through Multiuse Management of Anchunad and Adjoining Landscape*" with the objective to protect biodiversity of the High Range Mountain Landscape of the southern Western Ghats in peninsular India from existing and emergent threats through building an effective collaborative governance framework for multiple use management and also building adequate capacity with the people, and functionaries working in the landscape for observations, appreciation planning for resilience towards climatic change, and disaster risk reduction and management. At the landscape level, Haritha Keralam Mission is the special purpose vehicle for implementation of the project. The Kerala State Forests and Wildlife Department has been entrusted the responsibility for carrying out activities in the forested areas. The project area consists of 11 Grama Panchayats, covering an area of 2198.78 sq. km, spread across 4 Block Panchayaths of 3 districts – Idukki, Ernakulam and Thrissur. The Grama Panchayaths have been segregated into 4 clusters: Munnar Cluster (Chinnakanal, Munnar and Devikulam), Anchunad Cluster (Vattavada, Kanthalloor and Marayoor), Edamalakudy Cluster (Edamalakudy), Kuttampuzha Cluster (Mankulam, Adimali, Kuttampuzha and Athirappilly). The project brings in a landscape and cross sectoral approach to sustainable development and biodiversity conservation in planning, capacity building, piloting models and conducting one-time activities.

The key outcomes expected out of the project are:

1. Strengthened capacities for community based sustainable use and management of natural resources
2. Multiple use management is applied to secure the ecological integrity of the high range landscape
3. Appropriate and effective governance framework for multiple-use high range landscape management evolved

Title of assignment:

“Carbon Neutral Action Plan – Baseline assessment and demonstration for Carbon Neutral Mankulam”

Location: Mankulam Gramapanchayath, Devikulam Block, Idukki District

Duration of the assignment: 11 months from the date of award of contract

1. Background

The Anchunad and adjoining landscape of Southern Western Ghats is highly significant in terms of its ecological and culturally diversity, socio economic profile and development trajectory. The escalating development pressures on the ecosystems primarily resulted in the formation of isolated habitats in a mosaic of land uses, degradation of the natural resources and high vulnerability to climate change. In this context of people’s dependence on natural resources for their life sustenance and confrontation in resource management and economic production, the mainstreaming of biodiversity conservation by identifying the gaps in existing policy framework and institutional arrangements are important.

The United Nations Development Programme (UNDP) and Ministry of Environment Forest and Climate Change (MoEF&CC) through funding from Global Environment Facility (GEF) supports the implementation of the India High Range Mountain Landscape project “sustainable livelihood and biodiversity conservation through multiuse management of Anchunad and adjoining landscape” with the objective to protect biodiversity of the High Range Mountain Landscape of the southern Western Ghats in peninsular India from existing and emergent threats through building an effective collaborative governance framework for multiple use management and also building adequate capacity with the people, and functionaries working in the landscape for observations, appreciation planning for resilience towards climatic change, and disaster risk reduction and management.

Haritha Keralam Mission is the Special Purpose Vehicle (SPV) for implementation of the project in the state. The forest related activities are carried out under the Kerala Forests & Wildlife department. The project area consists of 11 Grama Panchayats, covering an area of

2198.78 sq. km, spread across 4 Block Panchayaths of 3 districts – Idukki, Ernakulam and Thrissur. The Grama Panchayaths have been segregated into 4 clusters:

The project brings in a landscape and cross sectoral approach to sustainable development and biodiversity conservation in planning, capacity building, piloting models and conducting one-time activities.

The key outcomes expected out of the GoI-GEF-UNDP IHRML project are:

1. Strengthened capacities for community based sustainable use and management of natural resources
2. Multiple use management is applied to secure the ecological integrity of the high range landscape
3. Appropriate and effective governance framework for multiple-use high range landscape management evolved

2. Rationale of the assignment:

Climate change is an ever-increasing presence in our daily lives, with human-induced global warming already having caused ‘multiple observed changes in the climate system’ since the relative benchmark of the pre-industrial period, according to the Intergovernmental Panel on Climate Change (IPCC)¹. Experts warn that these events are not only going to become more intense but they are also going to occur more often, regardless of strong action on reducing greenhouse gas emissions. India, according to GermanWatch², is the 5th most vulnerable to climate change globally. According to its index assessment, it lost nearly 37 billion dollars due to climate change in 2018 alone, which was nearly twice than what it lost between 1998-2017. The impact of climate change is visible in mountain high range landscape. Rainfall is found to be decreasing over most of the landscape with notable reduction in south west monsoon. Rampant landslides are a common during monsoon period. Total number of rainy days is found varying. The available temperature data shows that the maximum temperature is increasing and

¹ IPCC homepage: <http://ipcc.ch>

² 2020 Global Climate Risk Index: https://germanwatch.org/sites/germanwatch.org/files/20-2-01e%20Global%20Climate%20Risk%20Index%202020_14.pdf

minimum temperature decreasing. Frequency of isolated rainfall are increasing resulting in catastrophic events. Such changes affect ecosystem of land, water, trees, agriculture, man, animals and forests. With the alarming change of climate, it is important to develop adaptation and mitigation measures in life, life-support systems and livelihoods of mountain landscape. Much of the interventions related to climate change contributes to adaptation however measures to mitigate the emission of GHGs are still on a low scale. In this context, the GoI-GEF-UNDP IHRML project envisage to develop one of the pristine Grama Panchayat (GP), Mankulam, as a Carbon Neutral (CN) panchayat there by devising means and measures to reduce emissions and increase carbon sinks. Mankulam GP, covering an area of approximately 123 sq Km is known for its pristine nature as forest covers approximately 23% of the land area. Emission reduction ambitions will aid in the run for the Paris Agreement target of keeping a global temperature rise this century below 2 degrees Celsius. The activity will envisage to reduce emissions at the same time enhancing economic growth.

Assessment of Carbon Footprint (CF) is a method used to quantify the amount of greenhouse gas emissions associated with a place or with the life cycle of an activity or a product/service in order to determine its contribution to climate change. With focus on sustainable resource use practices the project will support developing a carbon neutral Panchayat. With the tourism carrying capacity increasing and saturating in and around Munnar, Mankulam GP is considered to be a new destination for flourishing tourism. As the number of tourists and infrastructures increasing year by year, the proportion of waste generation is also towering. In order to ensure not much damage is made; to the environment and climate at the cost of economic growth; many interventions are initiated both by government and by the project. Considering various interventions that can directly or indirectly contribute to reduction of carbon emissions, the project proposes Mankulam as pilot carbon neutral destination in the project landscape. Since, there are more than 1000 certified organic farmers, mini hydro power generation, sustainable tourism models already in place, Mankulam is considered as the right destination for action. Its goal is to be as close to carbon neutral as possible, with vehicles that produce no/less carbon or particulate emissions and highly efficient water and energy systems.

3. Objective:

The overall objective of the Assignment is to develop a tool (user friendly) for the Mankulam GP to calculate its carbon footprint based on a robust methodology and to demonstrate an activity as part of branding Carbon Neutral Mankulam. The method used should be credible

and complies with any relevant established GHG accounting and reporting principles (GHG protocol standards/UNFCCC). This will act as the baseline to assess the carbon neutrality of the Panchayat. The baseline is required for setting a science-based targets on the carbon emissions and to chart greenhouse gas emission reduction target in line with latest climate science to limit global warming to 2°C. The entity will apply the tool to the calculation for 2020 for confirming the status of its carbon neutrality upon its conclusion. A secondary, yet equally important, objective is to help the Panchayat communicate its carbon neutral initiative once consensus is reached on opportunities to reduce emissions. Quantifying the GHG emission sources will help to understand what impact the local community is having on climate change. This will help to identify and priorities areas for reducing emissions, which will often result in cost savings as well. Based on the status of the carbon neutrality (if positive) necessary strategy for a Carbon Neutral Action Plan (CNAP) will be developed to achieve carbon neutral status for Mankulam GP in future including suggestions for certifications. A demonstration of carbon neutral activity will also be conducted as part of branding carbon neutral Mankulam in any of the following domains (but not limited to) such as Adopting to green technologies in all walks of life – natural resource use, food and nutrition, healthcare, animal husbandry, socio economic domain and civic amenities; Sustainable energy consumption – improved chulas, switching to renewable source of energy to reduce fossil fuel consumption at local level, sustainable resource use and waste management – solid waste management and resource recovery; Better management of forests - improving tree cover with indigenous species and augmenting green cover; Sustainable management of natural resources – water bodies, paddy fields, wetlands; Better management of soil and productivity enhancement by adopting agro-ecological practices; Augmenting community level preparedness, trainings and informed capacity building among farmers, community and all stakeholders.

4. Scope

Tasks to be carried out are as follows:

- Selection of suitable validated methodology in developing a tool for baseline assessment of carbon footprint at Panchayat through literature review, community participation, focus group discussions and surveys
- Identification and selection of a potential activity, preferably an income generating one, for demonstrating carbon neutrality and branding CN Mankulam
- Defining the operational boundaries for GHG assessment and collate data necessary for calculating GHG emissions and sequestrations.

- Validation of the derived emissions (equivalent to CO₂) for confirming the status of Mankulam GPs carbon neutrality.
- Development of a strategy for achieving carbon neutral status, specific for the Panchayath, considering its peculiarities and agriculture practices as a Carbon Neutral Action Plan, if the Panchayat is Carbon positive during baseline assessment. Special focus can be given for biodiversity conservation efforts and biological interventions
- Execution of the demonstration activity as part of branding carbon neutral Mankulam, based on the action plan.
- Preparation of a communications strategy along with training modules (for using the tool)

5. Proposed list of activities to be carried out:

The entire activity will be carried out in a scientific manner by research and baseline assessment; planning and action development; strategy for implementation, piloting and monitoring

Research and Baseline assessment

Necessary literature reviews should be carried out along with a robust methodology for stakeholder engagement as part of carrying out the baseline assessment

i) Development of suitable tool (user friendly) using a robust methodology for baseline assessment and identification of a potential activity for branding CN Mankulam – This involves selection of methodology with nationally/internationally accepted guidelines for conducting baseline assessment. The activity can be completed in a comprehensive manner in consultation with the stakeholders and carrying out necessary literature reviews. Identification of a potential activity can be based on the ongoing initiatives at Mankulam GP as part of organic Mankulam, Malinya Muktha Mankulam, Sustainable Tourism Model initiatives at Mankulam and so on. It may also consider actions like (but not limited to) Adopting to green technologies in all walks of life – natural resource use, food and nutrition, healthcare, animal husbandry, socio economic domain and civic amenities; Sustainable energy consumption – improved chulas, switching to renewable source of energy to reduce fossil fuel consumption at local level, sustainable resource use and waste management – solid waste management and resource recovery; Better management of forests - improving tree cover with indigenous species and augmenting green cover; Sustainable management of natural resources – water bodies, paddy fields, wetlands; Better management of soil and productivity enhancement by adopting agro-ecological practices; Augmenting community level preparedness, trainings and informed capacity building among farmers, community and all stakeholders

ii) Data collection – This involves collection of necessary data from the Panchayat and stakeholders through consultations, field visits, focus group discussions, offline/online surveys including utilising any instruments as part of baseline assessment.

The entity will visit the Mankulam GP to become acquainted with the different stakeholders required in the data gathering, reporting and output delivery. This is required to identify various sources of carbon emitted and carbon sequestered from various activities. Key stakeholders will be the Grama Panchayat, Haritha Kerala Mission district office, Kerala Forest and Wildlife Department (Mankulam and Malayatoor Division), community (EDC, VSS), various government departments (tourism, health, minor irrigation, KSEB Ltd, KSRTC, agriculture etc.), Directorate of Environment and Climate Change, Institute of Climate Change Studies, Kerala State Biodiversity Board, Energy Efficiency nodal agencies, and so on. The entity will have to inform the SPV and the Forest Department of its data requirements to develop the calculation methodology and user-friendly tool to complete the carbon footprint assessment. It is preferred to station a team/person at Mankulam as part of the activity by the entity for building better rapport with the stakeholders. If required, the SPV/Forest Department/Mankulam GP will appoint a contact person who can help in coordination. It is also required to collate information on the current carbon reduction initiatives under the GoI-GEF-UNDP project (organic mankulam, responsible tourism) and assess the contribution these will make to the target.

iii) Operational boundaries – Define operational boundaries for assessing carbon foot print. Set the study boundaries widely to include those elements over which the Mankulam GP/Forest Department have control or influence. Establish a structured and consistent method for deciding what is in, and out, of scope of the assignment. As far as possible, allocate the emissions into three categories: ‘owned’, ‘shared’ or ‘associated’ based on who is responsible for generating them. The limitations in collating data as well as excluding boundaries should be proposed for approval.

iv) Data analysis - The collected and analysed data and subsequent inferences will be documented for validation. The emissions produced during the day to day activities of GP may derive primarily from local travel, energy (heating/cooling and electricity) consumed and goods and services required, tourism related and any other natural contribution. On the basis of estimated data provided by the GP/ any validated source the entity will prepare a preliminary tool and calculation of the carbon footprint, including Scope 3 emissions. In case no data is available, or data is insufficient for the entity to complete its calculation, the entity will make a reasonable conservative estimate for the expected GHG emissions related to the concerned

activity. The calculation will be rounded upwards to the closest 1,000 tCO₂ and will be verified/validated. The preliminary tool will then be validated for approval.

Planning and Action development

Based on best peer practices and the GPs operational requirements, the entity will provide ideas for the reduction of potential emissions and enhancement of carbon sinks, in the form of a simple strategy, Carbon Neutral Action Plan (CNAP), for the next five years. The identified potential activity for as part of demonstrating carbon neutrality should also be included in CNAP. Necessary action for implementing the activity should also be taken up during this phase. The basic strategy will also include targets to reduce Mankulam GP GHG emissions, highlighting trends and proposing technological cost-efficient solutions for the overall reduction of GPs and Kerala Forest and Wildlife department carbon footprint. It is expected that the CNAP will be substantiating the Local Action Plan on Climate Change and Disaster Management Plan being developed by the GP through KILA. Ideas and solutions will be assessed based on their environmental benefits as well as on their implementation and maintenance costs. An evaluation matrix will be developed to help prioritise initiatives.

Demonstration and monitoring

Based on the CNAP, the demonstration of carbon neutral activity (the identified potential carbon reducing and income generating activity) will be conducted as part of branding carbon neutral Mankulam. Necessary strategy for demonstrating the activity will be devised in this phase.

A communication strategy will be developed for the GP to effectively communicate its carbon neutral initiative in the form of an internal and external communications strategy, which will include all the combined efforts to reduce its carbon footprint and abate emissions. Also, a monitoring and evaluation framework will be developed. Guidance in getting certification from international agencies like British Standards, ISO will be given for getting a carbon neutral tag for Mankulam.

Reporting

The deliverables by way of action plan and reports shall be submitted for the effective implementation of carbon neutrality for Mankulam GP.

Review

As when required necessary reviews will be held by the SPV, HKM and the State Nodal Office for progress and adherence of work as per the ToR

6. Organisation:All the activities will be undertaken with close coordination with the Landscape Level Project Management Unit, State Level Project Management Unit; the SPV, Haritha Kerala Mission and State Nodal Office, Kerala Forest and wildlife Department. The agency will report on all aspects of the assignment to the SPV, Haritha Kerala Mission, State Nodal Office, Kerala Forest & Wildlife Department and UNDP. The agency shall submit the following deliverables to the SPV, Haritha Kerala Mission and State Nodal Office, Kerala Forest & Wildlife Department in accordance with the table below for subsequent approval and release of payments from UNDP Country Office:

7. Expected Outputs:

- i) A detailed report on the developed tool and methodology for Mankulam Grama Panchayat on carbon -foot print as well as identification of a potential activity for branding CN Mankulam
- ii) Detailed data analysis for GHG emissions and absorptions
- iii) Strategy action plan on measures for achieving carbon neutrality – Carbon Neutral Action Plan, demonstration of activity for branding CN Mankulam and communication strategy
- iv) A knowledge dissemination and validation workshop on the baseline assessment and assistance for certification and sustainability

9. Deliverables and payment schedule

1. Signing of LoA

2. First Progress Report based on the methodology for assessing baseline carbon footprint and identified potential activity for demonstration - within 1 ½ months from commissioning of the contract. An inception report also will be submitted along with this detailing the plan, framework of activities, methodology and work schedule.

3. Second Progress Report with baseline assessment for carbon footprint using the user-friendly tool developed and activity demonstration along with carbon footprint reduction strategies identified. (One workshop at LSG Level to familiarize the developed tool and procedures for the data collection)- within 8 month of the contract.

4. Draft Final Report & Final Report with Carbon Neutral Action Plan, certification process procedures, progress of identified activity towards Carbon Neutrality, communication strategy and findings from workshop (one workshop at a State/LSG level) to share the experience and key learning of the project implementation. This report will be prepared after incorporating comments/suggestions from MoEFCC, UNDP and State government - within 11 months.

Budget Estimate:

Annexure I- Budget Estimate Sl No	HR/Activities/Particulars	No.s	Months	Rs/month/ unit	Amount (Rs)
1	Salaries and Wages	1	11	31000+8% HRA	368280
	1. Project station officer	3	6	20000+8% HRA	388800
	2. Field Investigator				200000
	3. Faculty time and consultancy fees				
2	Field work & Survey				250000
3	Travel & Accommodation for visits by advisors & consultants				250000
4	Procurement Instruments and other equipment)				200000
5	Demonstration of Activity				200000
6	Workshops & Seminar	2			150000
7	Printing & stationery				80000
8	Contingencies				50000
9	Overhead expenses for the CESEE (10 %)				213708
	Total Project Cost				2350788
	GST			(18%)	
	Total Cost (including GST)				2773930

Attachment 3**SCHEDULE OF ACTIVITIES, FACILITIES AND PAYMENTS****Total Outlay: 27,73,930**

Sl. No.	Deliverables	Timeline	% of payment	Amount (INR)
1	Signing of LoA	4-5 days	20%	₹ 4,70,157.60
2	First Progress Report	45 days	60%	₹ 14,10,473.00
3	Second Progress Report	8 months	20%	₹ 4,70,157.60
4	Final Report	11 Months	Nil	Nil

Note:

Payment milestones

The first installment of INR 4,70,157.60 will be released as an advance to the agency on signing of LoA.

The second installment of INR 14,10,473.00 will be released upon receipt of the First Progress report along with the FACE Form, with a minimum utilization of 80% of the first instalment.

The third instalment of INR 4,70,157.60 will be released on receipt of Second Progress report, along with the FACE Form, with a minimum utilization of 80% of the second instalment and 100% utilization of all other instalments.

The final report with utilization certificate should be sent to UNDP by 3 Jan 2022. Any unspent balance to be returned to UNDP within 1 month.

Note:

Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the project, duty travel within the programme country or region and repatriation costs.

Adjustments within each of the sections may be made in consultation between UNDP and the CESEE. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the project.

UNDP will undertake assurance activities as per the regulations stated in HACT assurance framework.

Bank Details:

Account Name: CESEE - GCEK
Address: Canara Bank (Formerly Syndicate Bank) Veliyambra Shopping
Complex, I Floor Ap 705N, Kannur University Campus PO,
Mangatparamba, Kannur 670567
Account Number: 42342010002400
Branch: Mangatparamba
IFS Code: SYNB0004234
MICR Code: 670025053

FACE FORM FORMAT

Attachment 4 - Face form

Funding Authorization and Certificate of Expenditures

UN Agency: UNDP

Date: _____

Country: India
 Project Code & Title: _____
 Project Code & Title: _____
 Responsible Officer(s): _____
 Implementing Partner: _____

Type of Request
 Direct Cash Transfer (DCT)
 Reimbursement
 Direct Payment

Currency: US \$

Activity and duration	UNDP coding		REPORTING				REQUESTS / AUTHORIZATIONS		
	Account	Fund	Authorised Amount	Actual Project Expenditure	Expenditures accepted by Agency	Balance	New Request Period & Amount	Authorised Amount for advance	Outstanding Authorised Amount
			A	B	C	D = A - C	E	F	G = D + F
PERSONNEL									
Personnel Subtotal				0	0	0	0	0	
SUB-CONTRACT									
Sub-contract Subtotal				0	0	0	0	0	
TRAINING									
Training Subtotal				0	0	0	0	0	
Subtotal				0	0	0	0	0	
Total				0	0	0	0	0	

CERTIFICATION

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that

- The funding request shown above represents estimated expenditures as per AWP/CPAP and itemized cost estimates attached
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP/CPAP and previously approved itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: _____ Name: _____ Title: _____

NOTES: Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart

FOR UNDP USE ONLY
Approved by

FOR UNDP USE ONLY	
New Funding Release	
Personnel	0



AMENDMENT TO THE LETTER OF AGREEMENT

1. PARTNER: CENTRE OF EXCELLENCE IN SYSTEMS ENERGY AND ENVIRONMENT (CESEE)**AMENDMENT NUMBER: One**

2. With reference to LoA signed between UNDP and Centre of Excellence In Systems Energy And Environment (CESEE) for effective implementation of high range mountain landscape to this amendment is issued to effect the following change:

- i) No cost extension of the project period till 31.03.2022 to support implementation of project on “Carbon Neutral Action Plan – Baseline assessment and demonstration for Carbon Neutral Mankulam”
- ii) The schedule of deliverables, activities and payments for 2022 is changed as below:

No	Activities/Deliverables	Completion month	Status	Amount (₹) all inclusive (INR)
1	Signing of LoA	April 2021	LoA Signed	₹ 4,70,157.60 Released
2	First Progress Report	December 2021	First Progress Report Received	₹ 14,10,473.00 Released
3	Second Progress Report	February 2022	Pending	₹ 4,70,157.60 Pending
4	Final Report	March 2022	Pending	NIL

- iii) All other terms of the original Agreement remain unchanged.

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Nadia Rasheed
Deputy Resident Representative,
UNDP, India

**CENTRE OF EXCELLENCE
IN SYSTEMS
ENERGY AND ENVIRONMENT (CESEE)**