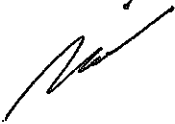
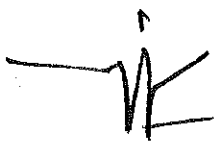
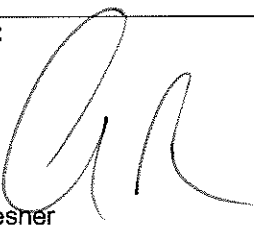


## United Nations Development Programme

<b>Project title:</b> Second Biennial Update Report on Climate Change		
<b>Country:</b> Malaysia	<b>Implementing Partner:</b> Ministry of Natural Resources and Environment (MNRE)	<b>Management Arrangements:</b> National Implementation Modality (NIM)
<b>UNDAF/Country Programme Outcome:</b>  As Malaysia does not have a United Nations Development Assistance Framework, UNDP's framework is based on activities that directly supports the achievement of national priorities as laid out in the 11 <sup>th</sup> Malaysia Plan and in line with the <i>national transformation policy, government transformation programme, economic transformation programme, rural transformation programme, and political transformation programme.</i>  Expected Country Programme outcome- Priority 2 on Sustainable and Resilient Development: Implementation of a national development agenda that enables green growth through climate-resilient measures, sustainable management of energy and natural resources, and improved risk governance.		
<b>UNDP Strategic Plan Output:</b> <i>insert either 1.3, 1.4, 1.5 or 2.5 see item 5 under further information in the opening section of the annotated template</i>  <b>Output 1.4</b> Scaled up action on climate change adaptation and mitigation across sectors which is funded and implemented		
<b>UNDP Social and Environmental Screening Category:</b>  Low	<b>UNDP Gender Marker:</b>  1	
<b>Atlas Project ID/Award ID number:</b>  00100159	<b>Atlas Output ID/Project ID number:</b>  00103239	

<b>UNDP-GEF PIMS ID number: 5925</b>	<b>GEF ID number: 9620</b>
<b>Planned start date:</b> 1 <sup>st</sup> July 2017	<b>Planned end date:</b> 30 June 2019
<b>LPAC date:</b> 10th February 2017	
<b>Brief project description:</b>	
<p>The goal of this project is to assist Malaysia in the mainstreaming and integrating of climate change considerations into national and sectorial development process, giving continuity to the institutional and technical capacity strengthening process for climate change. The specific objective of the project is to assist Malaysia in the preparation of its Second Biennial Update Report (BUR2) for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC). The project will be carried out by the Ministry of Natural Resources and the Environment (MNRE) and will build upon previous reporting commitments to the UNFCCC, namely the National Communications and the Biennial Update Report. The Second Biennial Update Report will focus on five components, (a) Institutional arrangements and national circumstances, (b) Greenhouse gas inventory report, (c) Mitigation action and their effects, (d) Constraints and gaps, and related financial, technical and capacity needs and support, and (e) Preparation and submission of the BUR2 including the project's monitoring and reporting.</p> <p>The expected outcomes of the project are:</p> <ul style="list-style-type: none"> <li>• Institutional arrangements strengthened, information on national circumstances updated;</li> <li>• National GHG inventory strengthened and described and inventory data updated;</li> <li>• Increased capacity in identifying and quantifying mitigation actions and their effects, and in MRV;</li> <li>• Constraints and gaps, and related financial, technical and capacity needs and support identified; and solutions for addressing the needs proposed; and</li> <li>• Development, publication and dissemination of the BUR2 report.</li> </ul> <p>The BUR2 is envisioned to act as a key tool to assist the national decision making process, as the continuous and solid climate data obtained through the process of biennial update reporting plays a role in informing the policy design process.</p>	
<b>FINANCING PLAN</b>	
GEF Trust Fund	352,000 USD
Cost-Sharing (Cash)	204,000 USD
GMS- 6% of Cost-Sharing	12,240 USD
<b>(1) Total Budget administered by UNDP</b>	<b>568,240 USD</b>
<b>PARALLEL CO-FINANCING (all other co-financing that is not cash co-financing administered by UNDP)</b>	
Government (in-kind)	122,400 USD
<b>(2) Total co-financing</b>	<b>122,400 USD</b>
<b>(3) Grand-Total Project Financing (1)+(2)</b>	<b>690,640 USD</b>

SIGNATURES		
<p><b>Signature:</b></p>  <p><b>YBhg. Dato' Nik Azman Nik Abdul Majid Director General, Economic Planning Unit</b></p>	<p><b>Agreed by Government</b></p>	<p><b>Date/Month/Year:</b> 13/6/2017</p>
<p><b>Signature:</b></p>  <p><b>YBhg. Dato' Sri Azizan bin Ahmad Secretary General, Ministry of Natural Resources and Environment</b></p>	<p><b>Agreed by Implementing Partner</b></p>	<p><b>Date/Month/Year:</b> 5/7/17</p>
<p><b>Signature:</b></p>  <p><b>Stefan Priesner Resident Representative, UNDP Malaysia</b></p>	<p><b>Agreed by UNDP</b></p>	<p><b>Date/Month/Year:</b> 14 June 2018</p>

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## LIST OF ACRONYMS

AFOLU	Agriculture, Forestry and Other Land Use
AWP	Annual Work Plan
BAU	Business-as-Usual
BUR	Biennial Update Report
CDR	Combined Delivery Report
CPAP	Country Programme Action Plan
FACE	Funding Authorisation and Certification of Expenditures
FSV	Facilitative Sharing of Views
GDP	Gross Domestic Product
GEF	Global Environmental Facility
GHG	Greenhouse Gas
HACT	Harmonized Approach to Cash Transfer
ICA	International Consultation and Analysis
INDC	Intended Nationally Determined Contribution
LULUCF	Land Use, Land Use Change and Forestry
M&E	Monitoring and Evaluation
MNRE	Ministry of Natural Resources and Environment
MRV	Monitoring, Reporting and Verification
NAMA	Nationally Appropriate Mitigation Actions
NC	National Communications
NPD	National Project Director
NPM	National Project Manager
NSC	National Steering Committee
NSCCC	National Steering Committee on Climate change
RE	Renewable Energy
SBAA	Standard Basic Assistance Agreement
SDGs	Sustainable Development Goals
TNC	Third National Communications
TRAC	Target for Resource Assignment from the Core
TWG	Technical Working Group
UNDP	United Nations Development Programme
UNDP-RCU	UNDP Regional Coordination Unit
UNFCCC	United Nations Framework Convention on Climate Change

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## 1. SITUATION ANALYSIS

### Introduction

Malaysia is an upper-middle income country with a population of approximately 31.7 million people (2016) and an area of approximately 330,803 km<sup>2</sup>.

As a country that is subjected to monsoon seasons, it is vulnerable to the changes in rainfall variability and intensity and in weather patterns. In recent years, Malaysia has been especially prone to increased climate hazards such as urban flooding and droughts. Malaysia has also been experiencing the adverse effects of climate change which includes impacts on water resources, agriculture, forest resources, coastal and marine areas, energy and public health.

Malaysia has been an active player in the international climate change agenda since its ratification of the United Nations Framework Convention on Climate Change (UNFCCC) on July 13, 1994 and the Kyoto Protocol on September 4, 2002. In 2015, Malaysia has committed to an ambitious Intended Nationally Determined Contribution (INDC) of 45% reduction of greenhouse gas (GHG) emissions intensity of GDP by 2030 relative to the emissions intensity of GDP in 2005.

In line with the UNFCCC climate change commitments, Malaysia has submitted the following documents:

- Initial National Communication on Climate Change (2000)
- Second National Communication on Climate Change (2011)
- Intended Nationally Determined Contributions (2015)
- First Biennial Update Report on Climate Change (2016)

In terms of institutional arrangements, the National Green Technology and Climate Change Council chaired by the Prime Minister of Malaysia was established in early 2010 to act as a platform for high-level decision making on climate change. The council comprises of several Working Committees. Operational matters on climate change are guided and endorsed by a National Steering Committee on Climate Change (NSCCC).

Since Malaysia's ratification of the UNFCCC, Malaysia has strengthened its policy frameworks to deal with climate change mitigation and adaptation. Malaysia's National Policy on Climate Change (approved by the Cabinet in 2009) provides the overarching framework to mobilize and guide government agencies, industry, and other stakeholders in addressing the challenges of climate change in an effective and holistic manner. The objective of the National Policy on Climate Change is to mainstream climate change response through wise resource use and enhanced environmental conservation, integrating these responses into new and existing national plans and programmes, and strengthening institutional capacity in climate change.

In the current 11<sup>th</sup> Malaysia plan (2016-2020), climate change considerations are emphasized by focusing on "Pursuing Green Growth for Sustainability and Resilience" as a strategic thrust. The strategies to embark on green growth were highlighted in three accompanying strategy papers, namely Strategy Paper 11: 'Climate Resilient Development'; Strategy Paper 12: 'Growth through Sustainable Use of Natural Resources'; and Strategy Paper 17: 'Sustainable Usage of

Energy to Support Growth'. The 11<sup>th</sup> Malaysia Plan details a fundamental shift towards a development model that views resilient, low-carbon, resource-efficient and socially-inclusive development as an investment that will yield future gains. Under the strategic thrust of "Pursuing Green Growth for Sustainability and Resilience", four key areas are identified as key focus areas: (I) strengthening the enabling environment for green growth, (II) adopting the sustainable consumption and production concept, (III) conserving natural resources for present and future generations, and (IV) strengthening resilience against climate change and natural disasters.

The Country Programme Action Plan (CPAP, 2016-2020) between the Government of Malaysia and the United Nations Development Programme (UNDP) Malaysia emphasizes on sustainable development under Priority 2: Sustainable and resilient development. It states that in line with the national green growth agenda, UNDP will support the Government in addressing issues of climate variability and change, and the degradation of biodiversity and land in a holistic manner through the sustainable use of resources, in close collaboration with non-state development actors.

Both the 11<sup>th</sup> Malaysia Plan and the Country Programme Action Plan are consistent with the country's commitments to the Sustainable Development Goals (SDGs), notably on green growth strategies that are resource-efficient, clean and resilient; and on the conservation and management of natural resources.

Other sector-specific regulations, policies and programmes related to climate change that have been implemented and are currently ongoing in Malaysia include:

### **Energy**

- National Green Technology Policy, 2009
- Entry Point Project- Improving Energy Efficiency
- Efficient Management of Electrical Energy Regulations, 2008
- Minimum Energy Performance Standards (MEPS) for domestic appliances, 2013
- Sustainability Achieved via Energy Efficiency (SAVE) Programme, 2011-2013
- Pilot projects for energy audits and retrofitting of selected Government buildings
- National Energy Efficiency Action Plan (NEEAP)
- Entry Point Project- Developing Biogas Facilities at Palm Oil Mills
- Entry Point Project- Commercializing Second Generation Biofuels
- Renewable Energy Policy and Action Plan, 2010
- Renewable Energy Act, 2011
- Feed-in-Tariff, 2011
- National Biofuel Policy, 2006
- National Biofuel Industry Act, 2007
- Entry Point Project- Tapping Malaysia's Hydroelectricity Potential

### **Transport**

- Entry Point Project- Building an Integrated Urban Mass Rapid Transit System
- National Land Transport Master Plan, 2012-2030
- National Automotive Policy (NAP), 2014

### **Waste Management**

- Entry Point Project- Developing an Efficient Solid Waste Management Programme
- 3R Programme

- Solid Waste and Public Cleansing Management Act, 2007

### LULUCF

- Entry Point Project- Establishing Malaysia as a Mega Biodiversity Hub
- Natural Resources Conservation Trust Fund, 2013
- Central Forest Spine (CFS) and Heart of Borneo (HoB) projects
- Entry Point Project- Establishing Malaysia Mega Biodiversity Hub

### Agriculture

- National Agro-food policy, 2011-2020
- National Commodity Policy, 2011-2020
- Malaysia Organic Scheme Certification Programme
- Malaysian Good Agricultural Practices (MyGAP), 2013

The project will build upon these policies and programs, and current baseline projects relevant to climate change mitigation, including the Building Sector Energy Efficiency project (2011-2017), the Green Technology Application for the Development of Low Carbon Cities project (2016-2020) and the Intended Nationally Determined Contributions (INDC) Roadmap Project (2016-2017).

As an immediate background, the First Biennial Update Report (BUR1) submitted to the UNFCCC in early 2016 has produced several results of significant importance towards the development of the Second Biennial Update Report (BUR2). The BUR1 has shown increasing trends in greenhouse gas emissions between years 2000 and 2011, with emissions in the energy sector increasing by 48%, industrial processes sector by 46%, agriculture sector by 35% and waste sector by 45%. Nevertheless, Land Use, Land-Use Change and Forestry (LULUCF) net removals have also increased by 14% between the years 2000 and 2011. For 2011, the energy sector was the highest contributor to GHG emissions at 76%, followed by the waste sector at 12%, industrial processes sector at 6%, agriculture sector at 5% and LULUCF emissions at 1%. From 2000 to 2011, CO<sub>2</sub> emissions (including LULUCF emissions), increased by 31%, CH<sub>4</sub> emissions by 37% and N<sub>2</sub>O emissions by 44%.

Besides providing information on the national greenhouse gas inventory for 2011 and time series information from 1990, the BUR1 also provided an overview of mitigation programmes that Malaysia is implementing. Quantification and description of their effects are also reported for mitigation programmes where applicable.

The BUR1 also identified some of the constraints, gaps and recommendations and related needs for GHG inventory, mitigation and research and systematic observation. They are summarized below:

Thematic Area	Constraints/ Gaps	Recommendations
GHG Inventory	Limited technical capacity in applying national activity data and proxy data to generate the required data for GHG inventory	Accelerate capacity building to increase the pool and capability of GHG inventory compilers and data providers
	Lack of historical data, particularly for the waste and industrial processes sectors	Enhance collection of identified missing historical activity data from key sectors to meet IPCC requirements

Thematic Area	Constraints/ Gaps	Recommendations
	Difficulties in understanding different data sets reported in national and international publications	A centralized data collection and compilation mechanism to ensure the quality, consistency and reliability of inventories is being developed
	Not all sectors were covered to satisfaction due to technical and data gaps	Subsectors identified in the GHG Inventory Improvement plan as "not yet reported" will be explored for further inclusion.  Increase cooperation with data providers especially those from the private sector to collate data for additional subsectors.
	Difficulties in moving to higher tiers due to lack of detailed local data and emission factors	Increase collaboration and cooperation with data providers to improve data disaggregation  Enhance research and development of local emission factors
	Limited technical capacity in carrying out uncertainty assessments	Continuous capacity building through participation in national and regional workshops
Mitigation	Limited funding constrains wider deployment of RE through the FIT mechanism	Enhance access to international financial assistance, capacity development and technology transfer to accelerate RE deployment
	Lack of effective coordination has affected the implementation of the 3R (reuse, reduce and recycle) programme	Enhance awareness/ education programmes to inculcate better consumption, waste disposal behavior and coordination  Promote waste recycling and recovery to reduce dependency on natural resources or, as appropriate, as a viable energy resource
	Lack of proper assessment tools and skills to enable accurate quantification of GHG emissions	Develop tools and capacity to use them
	Competing socio-economic development puts strain on land use patterns while economic valuation of ecosystem services provided by forests remain largely invisible and undervalued	Strengthen sustainable forest management and sustainable forest certification systems

Thematic Area	Constraints/ Gaps	Recommendations
	The promotion of an efficient public transportation system has thus far largely focused on mass rail connection	Develop concurrently the bus rapid transit network as identified in the Greater Kuala Lumpur/ Klang Valley Public Transport Master Plan
Research & Systematic Observation	Systematic monitoring of climate change and its impacts is insufficient due to limited funding for data collection and basic climate change research, with consequent lack of capacity	<p>Improve climate modelling including through regional downscaling</p> <p>Develop and enhance local expertise and transfer skills and knowledge from international institutions</p>
	Lack of a multidisciplinary approach to understand impacts and identify priority research areas for key sectors	<p>To develop multidisciplinary research and networks of long-term ecological research sites to study interactions of biodiversity, hydrology, carbon fluxes and sequestration with climate change</p> <p>Study linkages and synergies of efforts in mitigation, adaptation, disaster risk reduction, and analyse and quantify loss and damage</p>

The lessons learnt and recommendations from the process of BUR1 preparation include the following:

Thematic Area	Lessons Learnt	Recommendations
Institutional Arrangements	Mixture of technical working groups and consultants a good way forward	Further systemize current institutional arrangement structure for NC/ BUR reporting
	Within the Environmental Management & Climate Change Division, MNRE, there is insufficient capacity to anchor climate change implementation coordination and UNFCCC reporting/ communication	National Climate Change Center (NCCC) for long term sustainability of coordination of implementation and reporting
	Lack of coordination body for identification of financial, technical, technology and capacity building needs	Identification of a coordinating body
	Weak public awareness interface	Enhance public awareness through better CEPA programmes and updated

Thematic Area	Lessons Learnt	Recommendations
GHG Inventory		National Climate Change portal
	Energy and Industrial Processes and Product Use sectors need anchor agencies as current contracts not sustainable in long term	For long term, the Energy and Industrial Processes and Product Use sectors need to be anchored at either the Environmental Management & Climate Change Division, MNRE/ NCCC/ anchor agencies
	More detailed sub-sector activity data for all sectors is required to enable completeness of GHG inventory	Consultations with data providers for more detailed activity data
	Need to develop country specific emission factors for all sectors	Develop country specific emission factors with assistance from developed countries
	Develop countries are willing to offer training on 2007 IPCC Guidelines and to GHG Inventory reviewers	Build national team of reviewers for GHG Inventory
	Mitigation actions quantification are mostly done through consultants.	Capacity building on GHG emission projection and mitigation action quantification from international programmes
	MRV system for mitigation actions need to be further strengthened	Strengthen MRV system for mitigation actions
Methodology for mitigation actions quantification need to be further developed	Further development of mitigation actions list and quantification	

The recommendations and lessons learnt through the process of preparing the BUR1 forms the basis of design for the BUR2 project. It takes into account the need for further capacity development as recommended above. Taken together, these will contribute towards achieving the CPAP outcome of enhancing national resilience to climate variability and change (Priority 2a) and valuing natural capital, reducing environmental impacts and improving access to quality ecosystem services for low-income households (Priority 2b).

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## **2. STRATEGY**

### **Project Rationale**

The results from the BUR2 will be mainstreamed into national sustainable development planning processes, in a similar manner as the previous enabling activities. In this regard, the BUR2 represents a strategic tool to integrate climate change considerations into sector policies and programs, while building on ongoing initiatives. For decisions makers, the BUR2 will act as a key tool to provide continuous evidence-based climate data which can inform the policy design process. Moreover, the BUR2 process will also contribute towards deepening the understanding of the needs for and consequences of implementing climate change measures.

This project also strengthens the capacity of the Malaysian government in designing sectoral policies and measures in the mitigation agenda based on an updated GHG emissions inventory. The identified mitigation actions would also include meeting the sustainable development agenda and will advance progress towards achieving Malaysia's INDC targets. Additionally, the project will enable the identification of financial, technical and capacity constraints and recommend measures to overcome them. In immediate terms, this project will enable the country to act proactively in the domestic climate change agenda and to guide development in different sectors.

### **Country Ownership**

The project is in line with Chapter 6 of the 11<sup>th</sup> Malaysia Plan on Pursuing Green Growth. The 11<sup>th</sup> Malaysia Plan specifies green growth as one of the six strategic thrusts and one of the six game changers. Data in the BUR2 Report on GHG Inventories, mitigation actions and needs can act as an evidence base for the formulation and strengthening of Malaysia's green growth strategy.

The BUR2 project supports the Government of Malaysia via the Ministry of Natural Resources and Environment in implementing the National Policy on Climate Change, specifically on strengthening and reporting of mitigation actions and adaptation measures. The outcomes and outputs generated are inputs to respective ministries and agencies for designing future climate change programmes, and can act a baseline for formulating the 12<sup>th</sup> Malaysia Plan for years 2021 – 2025.

### **Project Objectives, Outcomes and Outputs/ Activities**

The goal of the project is to assist Malaysia in the mainstreaming and integration of climate change considerations into national and sectoral development processes, giving continuity to the institutional and technical capacity strengthening process for climate change.

The specific objective of the project is to assist Malaysia in the preparation of its Second Biennial Update Report (BUR2) for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC), consistent with the reporting requirements contained in decision 2/CP.17, annex III.

The project is prepared in line with GEF-6 strategic focal area on climate change mitigation, objective CCM3: fostering enabling conditions to mainstream mitigation concerns into



sustainable development strategies; Program 5 to mainstream the integration of climate considerations into the national planning process.

### **Outcome 1: Institutional arrangements strengthened, information on national circumstances updated**

Output 1.1: Institutional arrangements strengthened and the process of transitioning to a permanent national entity initiated

Output 1.2: Coordination among stakeholders at all levels strengthened

Output 1.3: Information on features of Malaysia's geography, climate, governance, demography, natural resources and land use, economy, infrastructure and relevant policies to climate change mitigation updated

#### **Activities:**

- Review the current existing institutional arrangements for BURs and NCs
- Organise consultations with stakeholders to identify and resolve coordination challenges, and to get buy-in for the biennial update reporting process
- Organise consultations with stakeholders on the transition to a permanent national entity
- Conduct training workshops to improve institutional and individual capacity
- Review and update data used in the Third National Communications (TNC) using updated data from institutions like the Department of Statistics Malaysia, the Malaysian Meteorological Department, the Ministry of Natural Resources and Environment
- Draft the institutional arrangements and national circumstances chapter of the BUR2

### **Outcome 2: National GHG inventory strengthened and described and inventory data updated**

Output 2.1: GHG data for five sectors collected: energy; industrial processes and product use; AFOLU agriculture; AFOLU forestry and other land use; and waste

Output 2.2: GHG inventory for Year 2014 developed according to 2006 IPCC guidelines and time series for 1990-2014 developed

Output 2.3: Team of national reviewers for GHG inventory established

Output 2.4: Capacity of national experts strengthened

Output 2.5: Capacity on determining emission factors for key economic activities strengthened

Output 2.6: Collection of missing historical activity data from key sectors and inclusion of subsectors that are not yet reported in GHG Inventory Improvement Plan

Output 2.7: Centralised data collection and compilation mechanism strengthened to allow the continued collection of GHG information

Output 2.8: GHG inventory report developed for the BUR2

#### **Activities:**

- Stakeholder consultations and meetings to collect GHG data from all sectors
- Organise workshops to build capacity of national reviewers for GHG inventory
- Training sessions on technical skills and tools to improve capacity in GHG subsectors and to collect missing historical activity data from key sectors
- Increase collaboration and cooperation with data providers to improve on data disaggregation and reduce uncertainty of activity data and emission factors
- Develop a centralised data collection and compilation platform
- Review and validate the national GHG inventory and draft the national GHG inventory chapter

### **Outcome 3: Increased capacity in identifying and quantifying mitigation actions and their effects, and in MRV**

Output 3.1: Information on mitigation actions or group of actions being developed updated, encompassing objectives, progress of implementation, progress indicators, methodologies and assumptions and results achieved

Output 3.2: Mitigation actions listed in the BUR2 linked to the INDC

Output 3.3: Data on mitigation actions analyzed according to effects

Output 3.4: National registry to record mitigation actions/ NAMAs developed

Output 3.5: Domestic MRV system enhanced for mitigation actions/ NAMAs listed in the BUR2

Output 3.6: Chapter on mitigation action and their effects in BUR2 completed

#### **Activities:**

- Stakeholder consultations to identify mitigation actions/ NAMAs or group of actions
- Collect data on mitigation actions or group of actions and linkages to the INDC
- Identify and analyse the effects of mitigation actions
- Review and strengthen the domestic MRV system
- Draft the chapter on mitigation action and their effects in BUR2

### **Outcome 4: Constraints and gaps, and related financial, technical and capacity needs and support identified; and solutions for addressing the needs proposed**

Output 4.1: Establishment of a coordinating body for the identification of needs and support received

Output 4.2: Constraints and gaps, and related financial, technical and capacity needs and are identified and assessed

Output 4.3: Recommendations to needs proposed

Output 4.4: Establishment of a mechanism to account for support received

Output 4.5: Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors for activities related to climate change updated

#### **Activities:**

- Conduct stakeholder meetings for the establishment of a coordinating body for needs and support received
- Conduct stakeholder consultations to assess and review constraints and gaps, and related financial, technical and capacity needs
- Conduct stakeholder meetings to discuss recommendations to needs identified
- Conduct stakeholder meetings for the establishment of a mechanism to account for support received
- Conduct stakeholder consultations to update information on financial resources, technology transfer, capacity building and technical support received

### **Outcome 5: Development, publication and dissemination of the BUR2 report**

Output 5.1: Monitoring and evaluation conducted in accordance with GEF requirements

Output 5.2: End of project report developed including compilation of lessons learned and recommendations for future projects

Output 5.3: BUR prepared and submitted according to the guidelines contained in Annex III of Decision 2/ CP.17

Output 5.4: Public awareness activities conducted

#### Activities:

- Conduct regular monitoring and evaluation of project
- Prepare end of project report
- Compile results of all studies into draft BUR2
- Launching of BUR2 document in national events, seminars, workshops and roadshows to disseminate information on BUR2 report
- Enhance the national climate change portal to promote knowledge sharing on climate change

#### **Component 1: Institutional Arrangements and National Circumstances for BUR2**

This component will strengthen institutional arrangements and update the national circumstances in the BUR2.

The activities in this component will firstly focus on reviewing the current existing institutional arrangements for the BUR/ NC processes. The current BUR process is subjected to coordination challenges and insufficient buy-in for the overall reporting process. Therefore, consultations will be held with stakeholders to identify and resolve existing coordination challenges, while enhancing buy-in for the biennial update reporting process.

Due to the increased frequency of reporting demanded by the NCs and the BURs (once every four years for NCs and once every two years for BURs), there is a greater need to transition from the current temporary institutional arrangements for the preparation of BURs and NCs towards a more continuous, sustained process involving a permanent national entity. A single, stable coordinating team will not only increase institutional memory, but will also serve to strengthen internal capacity-building. In this regard, the BUR2 project will initiate the transition to a new National Climate Change Centre by organizing consultations with stakeholders.

Malaysia's First Biennial Update Report (BUR1) identified a need to improve institutional and individual capacity, hence this component will organize training workshops to improve capacity of institutions and individuals in both technical and financial areas.

The information on the national circumstances provided in the BUR1 will be updated with new data from institutions such as the Department of Statistics Malaysia, the Malaysian Meteorological Department, and the Ministry of Natural Resources and Environment. There will be updated information on geography, governance, climate, forests and land use, biodiversity, water resources, demographics, economy and key sectors. Special attention will be paid to sectors which have significant contribution towards annual GHG emissions.

Wherever possible, gender disaggregated data will be collected across all stocktaking areas. Research done to date on gender issues in relation to resource use, natural resource management and women's and men's role in each area of the economy will also be highlighted.

#### **Component 2: Greenhouse Gas Inventory Report**

The previous and ongoing National Communications and Biennial Update Reports cover the following years and sectors:

NC/ BUR	Years Covered	Methodology	Sectors
First National Communication	1994	1995 IPCC Guidelines	Energy; industrial processes; agriculture; land use, land use change and forestry (LULUCF); and waste
Second National Communication	2000	1996 IPCC Guidelines	Energy; industrial processes; agriculture; land use, land use change and forestry (LULUCF); and waste
First Biennial Update Report	2011	1996 IPCC Guidelines	Energy; industrial processes; agriculture; land use, land use change and forestry (LULUCF); and waste
Third National Communication	2013	2006 IPCC Guidelines 2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands	Energy; Industrial processes and product use; Agriculture, forestry and other land use (AFOLU); and waste

As a background, the GHG inventory in the First Biennial Update Report has a time series from 1990-2011 for the Energy, Agriculture and LULUCF Sectors; from 1991-2011 for the Waste Sector and from 2000-2011 for the Industrial Processes Sector. The Third National Communication which is currently under preparation will have a time series from 1990-2013 for the Energy, Agriculture, Forestry and other Land Use (AFOLU) and Waste Sectors; and a time series from 2000-2013 for Industrial Processes and Product Use Sector.

This component will strengthen and describe the national GHG inventory based on the latest available data and guidelines, and will strengthen technical capacities for modeling, analyzing and projecting and reviewing GHG emissions.

This component will focus on collecting GHG data for five sectors: energy; industrial processes and product use; AFOLU agriculture; AFOLU Forestry & Other Land Use; and waste. The GHG inventory for Year 2014 will be developed according to the 2006 IPCC guidelines, whereas the time series for 1990-2014 will also be established. The GHG Inventory will also use the 2013 Supplement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories: Wetlands. Workshops and training sessions on technical skills and tools will be organized to increase the pool and capability of GHG inventory compilers, data providers and reviewers.

The quality of the GHG Inventory shall be improved by employing the usage of a higher tier method where applicable. In this regard, the BUR2 project will aim to build capacity in determining emission factors for key economic activities to enable the usage of the Tier 2 method. In BUR1, gaps in activity data were identified and there were subsectors that were not yet reported. Therefore, this component will also focus on strengthening these technical capacities.

Data disaggregation issues shall be resolved by increasing collaboration and cooperation efforts with data providers, especially those from the private sector to collate data for additional subsectors. Strategies will also be developed to mainstream GHG data collection and analysis across all sectors.

Building on the GHG inventory gaps identified in the BUR1, the project will work on activities to strengthen the centralized data collection and compilation mechanism to ensure the quality, completeness, consistency, comparability and reliability of inventories.

### **Component 3: Mitigation Action and their Effects and MRV**

In the Second National Communications, mitigation assessments were prepared with reference to business-as-usual (BAU) baseline projections from 2000 until 2020, taking into account national economic and social policies, development trends and projections. Continuing from the work done in the Second National Communications, the BUR1 linked Malaysia's policies and programmes with specific mitigation actions and their effects. A subset of the measures was absolutely quantified in terms of GHG emissions reductions, and projected values were estimated for the potential emission reduction in 2020. Measures that could not be quantified were qualitatively described. The BUR1 showed that in 2013, a total of 18.57 million tCO<sub>2</sub> eq emissions were reduced.

In terms of MRV, BUR1 identified the Ministry of Natural Resources and Environment (MNRE) as the main coordinator for MRV of mitigation actions. The BUR 1 also established a process for the MRV of mitigation actions encompassing of 4 stages: (1) Mitigation Actions Data Monitoring by Implementing Agency, (2) Mitigation Actions Data Measurement by MNRE, (3) QC by TWG Mitigation, and (4) Verification by the Technical Working Group (TWG) for MRV.

Under the BUR2, this component will focus on increasing the capacity for identifying and reporting of mitigation actions and their effects, and on further developing and strengthening current MRV systems.

Component 3 will focus on updating information on mitigation actions/ NAMAs or group of actions being developed, encompassing objectives, progress of implementation, progress indicators, methodologies and assumptions, and results achieved. Studies will be conducted to analyze the effects of mitigation actions in Malaysia wherever possible. Continuing from BUR1 outcomes, mitigation potential studies will be carried out with updated data, and will focus on the sectors with the highest carbon footprint, and sectors that show rapid or gradual increment in carbon footprint. These sectors include: (i) Energy, transportation and fugitive emissions from the oil and gas sectors; (ii) Agriculture; (iii) Forestry (including afforestation, reforestation, deforestation and forest degradation); (iv) Industry; and (v) Waste management.

The activities under Component 3 of the BUR2 project are designed to be aligned with the Intended Nationally Determined Contributions (INDC). Building onto the INDC process, this component will identify and strengthen the linkages between mitigation actions and the INDC.

Component 3 will also establish a national registry to record mitigation actions or NAMAs. On MRV, discussions and workshops will be held to review and further strengthen the current domestic MRV arrangements for increased transparency and accuracy.

### **Outcome 4: Constraints and gaps, and related financial, technical and capacity needs and support identified; and solutions for addressing the needs proposed**

This component will identify constraints, gaps and related needs and support through stakeholder meetings and consultations. Targeted interventions will be proposed to address the identified needs, and will be done in tandem with an analysis of existing information.

A coordinating body to identify needs and support received will be established. Capacity building trainings will also be organized to strengthen capacity in identifying and addressing constraints, gaps and needs relating to climate change mitigation with closer scrutiny.

Component 4 will establish a mechanism to account for support received. Information on support received and support needed in terms of finance, technical, technology and technology transfer will also be updated.

Additionally, as suggested by the Team of Technical Experts (TTE) during the International Consultation and Analysis (ICA) of the BUR1 and with regards Paragraph 16 of Decision2/CP.17, Annex III, Section V, Malaysia will provide information on technology needs, which will be nationally determined, and on technology support received.

Needs on education, training, public awareness, and public access to information will be identified for the implementation of Article 6 of the Convention. Assessment of needs will be specific to national circumstances and will the use of social research methods and other relevant instruments to determine target audiences and potential partnerships. Special attention will be given to the needs of vulnerable communities, women and children.

#### **Component 5: Preparation and submission of the BUR2 including the project's monitoring and reporting**

This component supports the development of the BUR2 according to the guidelines contained in Annex III of Decision 2/ CP.17.

Studies conducted under the Second Biennial Updated report will be integrated into a draft document, and internal and external technical reviews will be conducted thereafter. Specific reports for each activity carried out under the project which is of relevance for policy makers will be developed. This component also supports the monitoring and evaluation of the project, including the preparation of an end of project report.

To disseminate the generated data and the preliminary and final results of the BUR2, the BUR2 report will be launched in national events, seminars, workshops and roadshows. Additionally, the national climate change portal will be further enhanced to promote knowledge sharing on climate change, including the results of the BUR2 report.

#### **Sustainability and Replicability**

The outcomes of the BUR2 project integrate specific activities that guarantee their replicability and sustainability. The first outcome (Institutional Arrangements and National Circumstances) supports the development of a sustainable national system and framework for continuous preparation of the national communication including the GHG inventory, and looks at the establishment of a permanent national team for continuity. The second outcome (GHG Inventory) supports the technical capacity building of a network of national experts to conduct GHG inventory data collection and analysis, while establishing a centralized data collection and compilation mechanism. Additionally, through the BUR reporting process, various components

of the BUR like the GHG inventory are institutionalized in the respective sectors, which ensures long term sustainability.

### Stakeholder Engagement

Key stakeholders will be engaged through the institutional structure and plan detailed in Section 4: Management Arrangements.

Key stakeholders that is identified to play an enabling role in the project are as below:

Stakeholder	Mandates	Role in Project
Ministry of Natural Resources and Environment (MNRE)	<ul style="list-style-type: none"> <li>National Focal Point to the UNFCCC and GEF, leading the country's delegation to international negotiation and coordinating national initiatives on climate change;</li> <li>The Designated National authority for CDM projects</li> <li>Lead partner, coordinator and facilitator for UNDP Low Emissions Capacity Building projects in preparation for NAMAs</li> <li>Recommends proposed NAMAs (and its associated MRVs) for endorsement by the Government</li> <li>Review and strengthen NAMAs / MRV framework and processes</li> <li>Key policy implementation &amp; baseline data provider with respect to the national GHG inventory</li> <li>Coordinator for various climate change and environment initiatives including CDM</li> </ul>	<ul style="list-style-type: none"> <li>Implementing Agency of the BUR2 project on behalf of the Government of Malaysia</li> </ul>
Economic Planning Unit, Prime Minister's Department	<ul style="list-style-type: none"> <li>Overall policy direction on the implementation of the national 5-year plan</li> <li>Recommends 5-year development budget to Ministry of Finance in consultation with the relevant agencies</li> <li>Facilitates adoption of national policies related to sustainable development, use of natural resources, climate change, socio-economic benefits and including national environmental planning</li> <li>Cross-sectors policy convener</li> <li>Member of the UNFCCC national delegation team</li> </ul>	<ul style="list-style-type: none"> <li>Overall monitoring and guidance on the implementation of project outputs and strategic linkage</li> <li>Members of NSC and TWGs</li> </ul>
Ministry of Energy, Green Technology and Water (MEGTW)	<ul style="list-style-type: none"> <li>Formulates policies and establish the legal framework and effective regulation in the energy industry, green technologies and the water industry in line with national development goals</li> <li>Executer and guardian of the renewable energy, energy efficiency and green technology policies</li> <li>Guardian of the RE Act</li> <li>Responsible in promoting efficient use and ensures reliable supply of the electricity supply</li> <li>Key partner in the development of NAMA and MRV in the energy sector</li> </ul>	<ul style="list-style-type: none"> <li>Baseline data provider for energy sector</li> <li>Source for aggregated energy data (National Energy Balance, national electricity supply and demand)</li> </ul>

Stakeholder	Mandates	Role in Project
Energy Commission (EC)	<ul style="list-style-type: none"> <li>Economic Regulation - to promote efficiency and economy in the generation, transmission, distribution, supply and use of electricity and in the reticulation and use of gas; promoting and safeguarding competition; enabling fair and efficient market conduct or, in the absence of a competitive market, to prevent the misuse of monopoly or market power in the electricity and piped gas industries.</li> <li>Technical Regulation - to ensure security, reliability and quality in electricity and piped gas supplies</li> <li>Technical input to assessment of NAMA and LEDS in the energy sector, particularly on the energy efficiency aspect.</li> <li>Regulator of the electricity industry including IPPs</li> </ul>	<ul style="list-style-type: none"> <li>Baseline data provider for electricity and safety of gas reticulation</li> <li>Source for primary electricity data (electricity supply and demand)</li> </ul>
Ministry of Urban Well-being, Housing and Local Government (MUWHLG)	<ul style="list-style-type: none"> <li>Advises the federal government and state governments on matters related to planning, management, development and soil conservation in line with the national physical planning</li> <li>Provide policy, regulatory systems and the management of solid waste and public cleansing of an integrated, efficient, reliable and cost effective</li> <li>Executer and guardian on policies and acts related to city planning, local authorities and local development planning</li> </ul>	<ul style="list-style-type: none"> <li>Source for national housing, cities and waste data related to GHG emission</li> </ul>
Malaysian Metrological Department (MMD)	<ul style="list-style-type: none"> <li>Maintain a technically-advanced observation station network to support monitoring of weather conditions and seismic activities in the country</li> <li>Issue timely meteorological information and forecasts for civil and military aviation, marine activities and general public</li> <li>Provide early warnings on the occurrences of adverse weather phenomena and dangerous sea conditions in the Malaysian region to the public and relevant agencies involved in disaster mitigation.</li> <li>Provide climatological services to users in all sectors of the economy upon request.</li> <li>Participation in international programmes on research, data collection and exchange, and other related activities in meteorology.</li> <li>Promote advancement of meteorological and seismological sciences through research</li> </ul>	<ul style="list-style-type: none"> <li>Compile quality climatological, atmospheric composition and seismological data and prepare climatological statistics.</li> </ul>
Ministry of International Trade and Industry (MITI)	<ul style="list-style-type: none"> <li>Advise and formulate policies and planning related to industrial sector and international trade.</li> <li>Advise and formulate policies related to the import and use of green technology equipment including the use electric and hybrid vehicles.</li> <li>Guardian of the National Automotive policy</li> </ul>	<ul style="list-style-type: none"> <li>Source for AP and import/export of green technology equipment/devices including on electric vehicle data</li> </ul>
Ministry of	<ul style="list-style-type: none"> <li>Plan, formulate and implement policies with</li> </ul>	<ul style="list-style-type: none"> <li>Data provider and</li> </ul>



Stakeholder	Mandates	Role in Project
Transport	<p>regards to rail, maritime, aviation transportation and ports.</p> <ul style="list-style-type: none"> <li>• Implement physical development projects which involve rail, maritime, port and civil aviation infrastructure.</li> <li>• Manage the integration of intermodal transportation to achieve seamless travel.</li> <li>• Conduct regional and international cooperation programmes in the transport sector</li> <li>• Advice and formulate policies and planning related to transportation sector</li> <li>• Advice and assist in the development of policy guidance on mitigation in the transportation sector.</li> </ul>	<p>source for vehicle licensing</p>
Ministry of Agriculture and Agro-based Industry	<ul style="list-style-type: none"> <li>• Legislate, plan and implement agriculture, development program's policies and strategies</li> <li>• Evaluate, coordinate and ensure the implementation of agro-food agriculture development projects/programs</li> <li>• Conduct R&amp;D and innovation that enhance productivity and competitiveness in the agro-food sector</li> <li>• Promote foreign and local investment in the agro-food sector</li> <li>• Structure and implement an effective and efficient agro-food market chain</li> <li>• Policy guidance on NAMA and LEDS in the agriculture sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Source for national biomass (rice) and agriculture data</li> </ul>
Ministry of Plantation and Industry Commodity (MPIC)	<ul style="list-style-type: none"> <li>• Formulate policies and strategies for the overall development of the plantation and the commodity sectors</li> <li>• Supervise departments and agencies under the Ministry on financial management and implementation of plantation and commodities development programs</li> <li>• Policy guidance on mitigation actions in the commodity sector (i.e. palm oil industry)</li> </ul>	<ul style="list-style-type: none"> <li>• Source for national biomass and biogas (palm oil) for energy and other competitive users</li> </ul>
Department of Environment (DOE)	<ul style="list-style-type: none"> <li>• Coordinates the prevention of the environmental degradation, control pollution and improve the environment, consistent with the purposes of the Environmental Quality Act 1974</li> <li>• Responsible for the implementation of the resolutions decided by the conventions of the international environment such as Vienna Convention for the protection of the Ozone Layer 1985, Montreal Protocol on Substances That Deplete the Ozone Layer, 1987, the Basel Convention on the Trans-boundary Movement of Hazardous Waste and Their Disposal Act 1989.</li> <li>• Technical input on air quality and industrial effluent sector for the GHG inventory.</li> <li>• Plans to establish the National GHG Clearing house</li> </ul>	<ul style="list-style-type: none"> <li>• Data provider for waste</li> <li>• TWG for MRV</li> </ul>
Department of Solid Waste	<ul style="list-style-type: none"> <li>• Propose policies, plans and strategies in respect of solid waste and public cleansing management</li> </ul>	<ul style="list-style-type: none"> <li>• Source for national waste (domestic and</li> </ul>

Stakeholder	Mandates	Role in Project
Management	<ul style="list-style-type: none"> <li>Formulate plans for solid waste management including location, type and size of new treatment facilities, coverage areas of solid waste management facilities, the solid waste management schemes to supply controlled solid waste to the solid waste management facilities and the time-scale for the implementation of the plans</li> <li>Set standards, specifications and codes of practice relating to any aspect of solid waste management services and public cleansing management services</li> <li>Exercise regulatory function (including licensing) specified in Act 672 and any regulation made under the Act</li> <li>To carry out such other activities for the purpose of carrying the implementation of the Act Executer of Solid Waste and Public Cleansing Management Act 2007</li> <li>Technical input on waste sector for the GHG inventory and assessment of mitigation actions in the waste sector</li> </ul>	industrial) data
Malaysian Green Technology Corporation	<ul style="list-style-type: none"> <li>Focal point for green technology development in Malaysia, for consultancy services, research and training to spearhead the realisation of the national green technology agenda through the creation of promotion, coordination and collaboration programme</li> <li>Coordination support, capacity development training and policy studies on green technology</li> </ul>	<ul style="list-style-type: none"> <li>Source for GHG data on energy, industry, buildings and CDM</li> </ul>
Sustainable Energy Development Authority (SEDA)	<ul style="list-style-type: none"> <li>Promotes and implements the national policy objectives for renewable energy;</li> <li>Implement, manages, monitor and reviews the feed-in tariff system including to carry out investigations, collect, record and maintain data, information and statistics concerning the feed-in tariff system, and to provide such data information and statistics as required</li> <li>Carry out/ arrange for the conduct of researches, assessments, studies and advisory services, collate, analyse and publish information, statistics and factors influencing or relevant to the development of sustainable energy and to disseminate such relevant information, statistics and factors to Government Entities, the public and investors or potential investors investing in sustainable energy;</li> <li>To act as a focal point to assist the Minister on matters relating to sustainable energy; and climate change</li> </ul>	<ul style="list-style-type: none"> <li>Data provider for RE data on biomass, biogas, PV and mini-hydro resources and its status</li> </ul>
Suruhanjaya Pengangkutan Awam Darat (SPAD)	<ul style="list-style-type: none"> <li>Draw up policies, planning and regulating all aspects of train, bus and taxi services as well as road- and rail-based freight transport</li> <li>Implementer of the Land Public Transport Act 2010</li> </ul>	<ul style="list-style-type: none"> <li>Data provider for Transport</li> </ul>

Stakeholder	Mandates	Role in Project
(Land Public Transport Commission)	<ul style="list-style-type: none"> <li>Propose policies and plans in relation to or affecting land public transport, and develop strategies in line with the approved policies and plans with a view to achieving a safe, reliable, efficient, responsive, accessible, planned, integrated and sustainable land public transport, while ensuring the provision of affordable services for the carriage of passengers and competitive services for the carriage of goods</li> </ul>	
PETRONAS	<ul style="list-style-type: none"> <li>Entrusted with the entire oil and gas resources in Malaysia and is responsibility of developing and adding value to these resources</li> <li>Engaged in a wide spectrum of petroleum activities, including upstream exploration and production of oil and gas to downstream oil refining; marketing and distribution of petroleum products; trading; gas processing and liquefaction; gas transmission pipeline network operations; marketing of liquefied natural gas; petrochemical manufacturing</li> </ul>	<ul style="list-style-type: none"> <li>Potential source for O&amp;G national data</li> <li>Potential hosts of mitigation actions in the O&amp;G sector in the downstream industry</li> </ul>
Non-governmental organization (NGOs)	<ul style="list-style-type: none"> <li>Engaged as input providers in policy recommendations including monitoring and control</li> </ul>	<ul style="list-style-type: none"> <li>Quality checking of information and data submission</li> <li>Highlights applicability of policy intervention where required</li> </ul>
Private Sector	<ul style="list-style-type: none"> <li>Engaged as inputs providers on policy recommendations</li> <li>Work hand-in-hand with government in promoting awareness on climate change and global warming</li> </ul>	<ul style="list-style-type: none"> <li>Data providers in the GHG inventory process</li> </ul>
Academic institutions	<ul style="list-style-type: none"> <li>Policy research and studies to strengthen baseline data, impact analysis, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Source for primary and secondary data on GHG, energy and waste</li> </ul>

## **Mainstreaming Gender and Vulnerable Communities Issues**

The guidance on gender integration through the NCs and BURs developed by the Global Support Programme through UNDP and in collaboration with UNEP and GEF will be applied.

Gender and community issues will be considered throughout the project planning and implementation stages. Firstly, the project will aim to collect and report on gender disaggregated data and any relevant gender research for the National Circumstances chapter, as a baseline to advance understanding of how national considerations fare according to gender. Any data gaps on gender will be highlighted in the National Circumstances chapter and recommendations to bridge these gaps will be proposed. Secondly, understanding that women and vulnerable communities can exhibit distinct differences in their perspectives and priorities concerning environmental quality and impact as well as access to energy services and climate change mitigation, the project will include a strategy to ensure their adequate participation.

The project will also, where possible, ensure the representation of women and vulnerable communities during workshops, trainings and public awareness programmes. This is due to the fact that supporting their role in educational activities will help these groups access the knowledge and skills they require to be active participants in other initiatives which address climate change. Where possible, their engagement throughout the project should be reported to monitor that their perspectives have been included to achieve the outcomes of the project.

## **South-South and Triangular Cooperation**

The successful implementation of the project will lead to a process of exchanges of knowledge, skills, resources and technical know-how among countries in the South. Partnerships will be facilitated which would involve governments, regional organizations, civil society, academia and the private sector. The partnerships will continue the processes of mutual accountability and transparency.

The Facilitative Sharing of Views under BUR's International Consultation and Analysis (ICA) process will act as a platform for sharing of experiences relating to the BUR reporting among developing countries. It offers a significant resource channel for Malaysia and for other countries that are still at the initial stages BUR reporting. Through the facilitative sharing of views, other developing countries can reflect on gaps and improve their BUR preparation processes and report in the next cycle with fewer challenges.

Furthermore, as part of Malaysia's commitment to South-South and Triangular Cooperation, Malaysia is planning to organize a workshop on GHG Projections for ASEAN countries to increase the capacity of GHG experts cross the region.

### 3. PROJECT RESULTS FRAMEWORK

This project will contribute to the following Sustainable Development Goal (s):

Goal 13. Take Urgent Action to Combat Climate Change and its Impacts

This project will contribute to the following country outcome included in the UNDAF/Country Programme Document:

Priority 2. Sustainable and Resilient Development. Priority 2a. Enhancing National Resilience to Climate Variability and Change and Priority 2b. Valuing Natural Capital, Reducing Environmental Impacts and Improving Access to Quality Ecosystem Services for Low-income Households.

This project will be linked to the following output of the UNDP Strategic Plan:

Output 1.4. Scaled up action on climate change adaptation and mitigation cross sectors which is funded and implemented.

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline <sup>1</sup>	End of Project Target	Source of Verification	Assumptions <sup>2</sup>
<p><b>Project Objective:</b></p> <p>To assist Malaysia in the preparation of its Second Biennial Update Report (BUR2) for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)</p>	<p><u>Mandatory</u> Indicator 1 and 2: copy one or both of the standard IRRF indicators linked to the output selected above.</p> <ul style="list-style-type: none"> <li>• Number of countries with systems in place to access, deliver, monitor, report on and verify use of climate finance</li> <li>• Number of countries with comprehensive measures-plans, strategies, policies, programmes and budgets-implemented to achieve low-emission and climate-resilient development objectives</li> </ul> <p><u>Mandatory indicator 3</u></p> <ul style="list-style-type: none"> <li>• Preparation and Submission of Biennial Update Report 2</li> </ul>	<ul style="list-style-type: none"> <li>• Malaysia does not have systems in place to monitor and report on climate finance</li> <li>• Malaysia has measures, strategies, policies, programmes and budgets but they are not comprehensive</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring of climate finance will be enhanced through the BUR2</li> <li>• Completion of the BUR2 to inform the development of comprehensive measures, strategies, policies and programmes for low carbon development</li> </ul>	<ul style="list-style-type: none"> <li>• Climate finance information in the BUR2 report</li> <li>• BUR2 report</li> </ul>	<ul style="list-style-type: none"> <li>• BUR2 will be used as the evidence-base for development of measures, strategies, programmes and budgets</li> </ul>
		<ul style="list-style-type: none"> <li>• Malaysia's First National Communications was submitted in</li> </ul>	<ul style="list-style-type: none"> <li>• BUR2 produced and submitted to the UNFCCC by</li> </ul>	<ul style="list-style-type: none"> <li>• BUR2 documents uploaded on the UNFCCC website</li> </ul>	<ul style="list-style-type: none"> <li>• GoM is supportive and discussions</li> </ul>

<sup>1</sup> Baseline, mid-term and end of project target levels must be expressed in the same neutral unit of analysis as the corresponding indicator. Baseline is the current/original status or condition and need to be quantified. The baseline must be established before the project document is submitted to the GEF for final approval. The baseline values will be used to measure the success of the project through implementation monitoring and evaluation.

<sup>2</sup> Risks must be outlined in the Feasibility section of this project document.

	Objective and Outcome Indicators (no more than a total of 15 - 16 indicators)	Baseline <sup>1</sup>	End of Project Target	Source of Verification	Assumptions <sup>2</sup>
<p><b>Outcome<sup>3</sup> 1</b> Institutional arrangements strengthened, information on national circumstances updated</p>	<ul style="list-style-type: none"> <li>• Process of transitioning to a permanent national entity</li> <li>• Number of meetings to resolve coordination challenges and to develop full functional capabilities among working groups</li> <li>• Availability of updated information on national circumstances</li> </ul>	<p>2000, its Second National Communications in 2011, and its Biennial Update Report in 2016. Malaysia's Third National Communications is currently under implementation.</p> <ul style="list-style-type: none"> <li>• Process of transitioning to a permanent national entity has not been initiated</li> <li>• Working groups as per TNC and BUR 1 subjected to coordination challenges</li> <li>• National circumstances as per TNC and BUR 1</li> </ul>	<p>2018.</p> <ul style="list-style-type: none"> <li>• Institutional arrangements strengthened and a process of transitioning to a permanent national entity initiated</li> <li>• Coordination challenges among stakeholders at all levels resolved</li> <li>• Information on features of Malaysia's geography, climate, governance, demography, natural resources and land use, economy, infrastructure and relevant policies to climate change mitigation and adaptation updated</li> </ul>	<ul style="list-style-type: none"> <li>• Functional working groups</li> <li>• National circumstances chapter in place</li> <li>• Institutional arrangements and national circumstances chapter</li> </ul>	<p>have been ongoing to finalise timeline</p> <ul style="list-style-type: none"> <li>• Stakeholders are willing to provide accurate information on national circumstances in a timely manner</li> </ul>
<p><b>Outcome 2</b> National GHG inventory strengthened and described and inventory</p>	<ul style="list-style-type: none"> <li>• Status of GHG inventory</li> <li>• National reviewers for GHG inventory</li> </ul>	<ul style="list-style-type: none"> <li>• GHG emission inventories as per BUR1</li> </ul>	<ul style="list-style-type: none"> <li>• GHG data for five sectors collected: energy, industrial processes and</li> </ul>	<ul style="list-style-type: none"> <li>• GHG Inventory</li> <li>• Workshop reports</li> <li>• Documentation</li> </ul>	<ul style="list-style-type: none"> <li>• There is sufficient capacity of national</li> </ul>

<sup>3</sup>Outcomes are short to medium term results that the project makes a contribution towards, and that are designed to help achieve the longer term objective. Achievement of outcomes will be influenced both by project outputs and additional factors that may be outside the direct control of the project.

Objective and Outcome Indicators (no more than a total of 15-16 indicators)	Baseline <sup>1</sup>	End of Project Target	Source of Verification	Assumptions <sup>2</sup>
<p>data updated for year 2014</p> <ul style="list-style-type: none"> <li>• Training sessions to increase capacity of national experts</li> <li>• Documentation of emission factors for key economic activities</li> <li>• Capacity building workshops on emission factors</li> <li>• Inclusion of missing activity data from key sectors</li> <li>• Centralised data collection and compilation mechanism to allow the continued collection of GHG information</li> <li>• Availability of GHG inventory report for the BUR2</li> </ul>	<p>(2012)</p> <ul style="list-style-type: none"> <li>• Insufficient national reviewers</li> <li>• Insufficient capacity of national experts</li> <li>• Insufficient documentation for emission factors for key economic activities</li> <li>• Insufficient number of capacity building workshops on emission factors</li> <li>• Missing historical activity data from key sectors and inclusion of subsectors not yet reported in GHG Inventory Improvement Plan</li> <li>• Centralized data collection and compilation mechanism not available</li> <li>• GHG inventory report for</li> </ul>	<p>product use; AFOLU agriculture; AFOLU forestry and other land use; and waste</p> <ul style="list-style-type: none"> <li>• GHG inventory for year 2014 developed according to 2006 IPCC guidelines and time series for 1990-2014 developed</li> <li>• Team of national reviewers for GHG Inventory established</li> <li>• Capacity of national experts strengthened</li> <li>• Capacity on determining emission factors for key economic activities strengthened</li> <li>• Collection of missing historical activity data from key sectors and inclusion of subsectors that are not yet reported in GHG Inventory Improvement Plan</li> <li>• Centralized data collection and compilation mechanism strengthened to allow the continued collection of GHG information</li> <li>• GHG inventory report for the</li> </ul>	<p>emission factors for key economic activities</p> <ul style="list-style-type: none"> <li>• GHG Inventory Report and GHG inventory chapter</li> </ul>	<p>experts to develop, compile and review GHG inventory</p>



	Objective and Outcome Indicators (no more than a total of 15-16 indicators)	Baseline <sup>1</sup>	End of Project Target	Source of Verification	Assumptions <sup>2</sup>
<p><b>Outcome 3</b> Increased capacity in identifying and quantifying mitigation actions and their effects integration of mitigation policies into national development planning and implementation</p>	<ul style="list-style-type: none"> <li>Information on mitigation actions or group of actions being developed</li> <li>Linkages of BUR to the INDC</li> <li>Analysis of data on mitigation actions according to effects</li> <li>Presence of National registry to record mitigation actions/ NAMAs</li> <li>Enhanced MRV system for mitigation actions/ NAMAs listed in the BUR1</li> <li>Availability of chapter on mitigation action and their effects in the BUR2</li> </ul>	<p>BUR2 not available</p> <ul style="list-style-type: none"> <li>Information on mitigation actions as per BUR1</li> <li>No linkages of mitigation actions in the BUR to the INDC</li> <li>Incomplete analysis of data on mitigation actions according to effects</li> <li>No national registry to record mitigation actions/ NAMAs</li> <li>Limited MRV system for mitigation actions/ NAMAs</li> <li>Mitigation action and their effects as per BUR1</li> </ul>	<p>developed BUR2</p> <ul style="list-style-type: none"> <li>Information on mitigation actions or group of actions being developed updated, encompassing objectives, progress of implementation, progress indicators, methodologies and assumptions and results achieved</li> <li>Mitigation actions listed in the BUR2 linked to the INDC</li> <li>Data on mitigation actions analyzed according to effects</li> <li>National registry to record mitigation actions/ NAMAs</li> <li>Domestic MRV system enhanced for mitigation actions/ NAMAs listed in the BUR2</li> <li>Chapter on mitigation action and their effects in BUR2 completed</li> </ul>	<ul style="list-style-type: none"> <li>National Registry for mitigation actions/ NAMAs</li> <li>Mitigation actions chapter of BUR2</li> </ul>	<p>Stakeholders are willing to provide accurate information on mitigation actions in a timely manner</p>
<p><b>Outcome 4</b> Constraints and gaps, and related financial, technical and capacity needs identified, solutions for addressing the needs proposed</p>	<ul style="list-style-type: none"> <li>Coordinating body for finance and needs</li> <li>Workshops to identify constraints and gaps, needs and solutions</li> <li>Mechanism to track support received</li> <li>Information on financial resources, technology transfer, capacity building and technical support</li> </ul>	<ul style="list-style-type: none"> <li>No coordinating body for finance and needs</li> <li>Limited workshops to identify constraints and gaps, needs and solutions</li> <li>No mechanism to track support</li> </ul>	<ul style="list-style-type: none"> <li>Establishment of a coordinating body for the identification of needs and support received</li> <li>Constraints and related financial, technical (including technology transfer) and capacity needs are identified and</li> </ul>	<ul style="list-style-type: none"> <li>Coordinating body on needs and support</li> <li>Report on recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Identification of needs and solutions will depend on the cooperation of the stakeholders</li> </ul>



	Objective and Outcome Indicators (no. more than a total of 15-16 indicators)	Baseline <sup>1</sup>	End of Project Target	Source of Verification	Assumptions <sup>2</sup>
	<ul style="list-style-type: none"> <li>received from bilateral and multilateral donors for activities related to climate change</li> </ul>	<ul style="list-style-type: none"> <li>received information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors for activities related to climate change as per BUR1</li> </ul>	<ul style="list-style-type: none"> <li>assessed</li> <li>Recommendation to needs proposed</li> <li>Establishment of a mechanism to account for support received</li> <li>Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors for activities related to climate change updated</li> <li>Education, training public awareness, and public access to information needs identified as specified in the Doha Work Programme on Article 6 of the Convention, paying special attention to the needs of children, youth, women, persons with disabilities and grass-root communities</li> </ul>		
<b>Outcome 5</b> Development, publication and dissemination of the BUR2 Report	<ul style="list-style-type: none"> <li>Availability of M&amp;E Reports and End of Project Report</li> <li>Submission of Malaysia's BUR2 Report to the UNFCCC</li> <li>Public awareness activities</li> </ul>	<ul style="list-style-type: none"> <li>Absence of M&amp;E Reports and End of Project Report</li> <li>Submission of BUR1 Report to the UNFCCC</li> <li>Limited public awareness activities conducted for</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring and evaluation conducted in accordance with GEF requirements</li> <li>End of project report developed including lessons learned and recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Inception report</li> <li>Quarterly reports</li> <li>End of project reports</li> <li>BUR2 document uploaded on UNFCCC's website</li> </ul>	<ul style="list-style-type: none"> <li>All stakeholders are willing to participate</li> </ul>

	Objective and Outcome Indicators (no more than a total of 15 -16 indicators)	Baseline <sup>1</sup>	End of Project Target	Source of Verification	Assumptions <sup>2</sup>
		disseminating results of biennial update reports	<ul style="list-style-type: none"> <li>• for future projects BUR prepared and submitted according to the guidelines contained in Annex III of Decision 2/CP.17</li> <li>• Public awareness activities conducted</li> </ul>		

## TOTAL BUDGET AND WORKPLAN

Total Budget and Work Plan	
Atlas <sup>4</sup> Proposal or Award ID:	00100159
Atlas Proposal or Award Title:	Second Biennial Update Report
Atlas Business Unit	MYS10
Atlas Primary Output Project Title	00103239
UNDP-GEF PIMS No.	5925
Implementing Partner	Ministry of Natural Resources and Environment
Atlas Primary Output Project ID:	00103239

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total (USD)	See Budget Note:
<b>OUTCOME 1:</b> Institutional arrangements strengthened, information on national circumstances updated	MNRE	62000	GEF	71300	Local Consultants	18,000	12,000	30,000	a
				75700	Training, Workshops and Conferences	5,000	5,000	10,000	b
<b>OUTCOME 2:</b> National GHG Inventory strengthened and inventory data updated for year 2014	MNRE	62000	GEF	71200	International Consultants	0	12,000	12,000	c
				71300	Local Consultants	36,000	36,000	72,000	d
				75700	Training, Workshops and Conferences	10,000	10,000	20,000	e
				71600	Travel	5,000	9,000	14,000	f
				74500	Miscellaneous	1,000	1,000	2,000	
					<b>sub-total GEF</b>	<b>52,000</b>	<b>68,000</b>	<b>120,000</b>	
<b>OUTCOME 3:</b> Increased capacity in identifying and quantifying mitigation action and their effects, and in MRV	MNRE	62000	GEF	71300	Local Consultants	36,000	36,000	72,000	g
				75700	Training, Workshops and Conferences	7,500	7,500	15,000	h
				71600	Travel	0	3,000	3,000	i
	<b>sub-total GEF</b>	<b>43,500</b>	<b>46,500</b>	<b>90,000</b>					

<sup>4</sup> See separate guidance on how to enter the TBWP into Atlas

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	Total (USD)	See Budget Note:
<b>OUTCOME 4:</b> Constraints and related gaps, and technical financial, technical and capacity needs identified; solutions for addressing the needs proposed	MNRE	62000	GEF	71300	Local Consultants	6,000	12,000	18,000	j
				75700	Training, Workshops and Conferences	5,000	5,000	10,000	k
				71600	Travel	1,000	1,000	2,000	l
					<b>sub-total GEF</b>	<b>12,000</b>	<b>18,000</b>	<b>30,000</b>	
<b>OUTCOME 5:</b> Development, and publication and dissemination of the BUR2 report	MNRE	62000	GEF	71300	Local Consultants	0	18,000	18,000	m
				75700	Training, Workshops and Conferences	0	5,000	5,000	n
				71600	Travel	0	3,000	3,000	o
				74100	Professional Services	3,000	3,000	6,000	p
				74200	Publication	1,000	7,000	8,000	q
					<b>sub-total GEF</b>	<b>4,000</b>	<b>36,000</b>	<b>40,000</b>	
<b>PROJECT MANAGEMENT UNIT</b>  (This is not to appear as an Outcome in the Results Framework and should not exceed 10% of GEF project budget)	MNRE/ UNDP	62000	GEF	71300	Local Consultants	7,000	7,000	14,000	r
				75700	Training, Workshops and Conferences	5,000	0	5,000	s
				71600	Travel	1,000	1,000	2,000	t
				72800	IT Equipment	3,000	0	3,000	u
				74596	Direct Project Cost - GoE	4,000	4,000	8,000	v
					<b>sub-total GEF</b>	<b>20,000</b>	<b>12,000</b>	<b>32,000</b>	
				71400	Contractual Services- Individual	72,000	72,000	144,000	w
				74596	UNDP Cost Recovery Charges	30,000	30,000	60,000	x
				75100	F&A (Cost-sharing fee)	6,120	6,120	12,240	
					<b>sub-total CS</b>	<b>108,120</b>	<b>108,120</b>	<b>216,240</b>	
					<b>Total Management</b>	<b>128,120</b>	<b>120,120</b>	<b>248,240</b>	
	<b>GEF Total</b>	<b>154,500</b>	<b>197,500</b>	<b>352,000</b>					
	<b>CS Total</b>	<b>108,120</b>	<b>108,120</b>	<b>216,240</b>					
	<b>PROJECT TOTAL</b>	<b>262,620</b>	<b>305,620</b>	<b>568,240</b>					

Summary of Funds:<sup>5</sup>

<sup>5</sup> Summary table should include all financing of all kinds: GEF financing, cofinancing, cash, in-kind, etc...

	Amount Year 1	Amount Year 2	Total
GEF	154,500	197,500	352,000
Cost Sharing (Cash)	108,120	108,120	216,240
Government (In-kind)	61,200	61,200	122,400
<b>TOTAL</b>	<b>323,820</b>	<b>366,820</b>	<b>690,640</b>

**Budget notes:**

- a. Total 5 man-months for local consultant to update national circumstances
- b. Consultation workshops and meetings for stakeholders to strengthen institutional arrangements  
CEPA activities
- c. Short mission of 1 months to provide technical guidance on GHG Inventory process
- d. Total 12 man-months for researching, compiling, analysing and summarizing GHG inventory from various sectors
- e. Consultation meetings and workshops for stakeholders, CEPA activities
- f. Data collection/ field visits, Travel for ICA &FSV
- g. Total 12 man-months for preparation of chapter on mitigation action and their effects (including 1 man-month gender analysis study)
- h. Consultation meetings and workshops for stakeholders, CEPA activities
- i. Data collection/ field visits
- j. Total 2 man-months for collecting data on constraints, gaps and related needs
- k. Consultation meetings and workshops for stakeholders, CEPA activities
- l. Data collection/ field visits
- m. Total 3 man-months to compile and prepare final publication of BUR2
- n. Meetings and workshops including final workshop
- o. Data collection/ field visits
- p. HACT assurance (spot-check) and HACT audit activities
- q. Printing and Distribution of BUR2
- r. Total of 11 man-months for project assistant
- s. Inception Workshop & meetings
- t. Field visits for M&E
- u. IT equipment (computers) for the project team
- v. GEF DPC-Direct project costs will be charged according to GEF rules on DPCs. Please see Annex H. Direct project cost – GOE, Direct project cost – staff: Direct Project Costs (DPC) are the costs of administrative services (such as those related to human resources, procurement,

finance, and other functions) provided by UNDP in relation to the project. Direct project costs will be charged based on the UNDP Universal Pricelist (UPL) or the actual corresponding service cost, in line with GEF rules on DPCs. The amounts indicated here are estimations, however as part of annual project operational planning the Direct Project Costs would be defined and the amount included in the yearly budgets. The DPC accounts can only be used for operational cost per transaction; it is not a flat fee.

- w. Total 18 man-months for National Project Manager and Component Managers (Inventory and/or Mitigation) funded by cost-sharing
- x. UNDP CO technical assistance

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Project Manager and UNDP Country Office will seek the approval of the UNDP-GEF team as these are considered major amendments by the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

Any over expenditure incurred beyond the available GEF grant amount will be absorbed by non-GEF resources (e.g. UNDP TRAC or cash co-financing).

Refund to Donor: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the UNDP-GEF Unit in New York.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP.<sup>6</sup> On an exceptional basis only, a no-cost extension beyond the initial duration of the project will be sought from in-country UNDP colleagues and then the UNDP-GEF Executive Coordinator.

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Financial completion: The project will be financially closed when the following conditions have been met: a) The project is operationally completed or has been cancelled; b) The Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).

The project will be financially completed within 12 months of operational closure or after the date of cancellation. Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office

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<sup>6</sup> see <https://info.undp.org/global/popp/ppm/Pages/Closing-a-Project.aspx>

will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

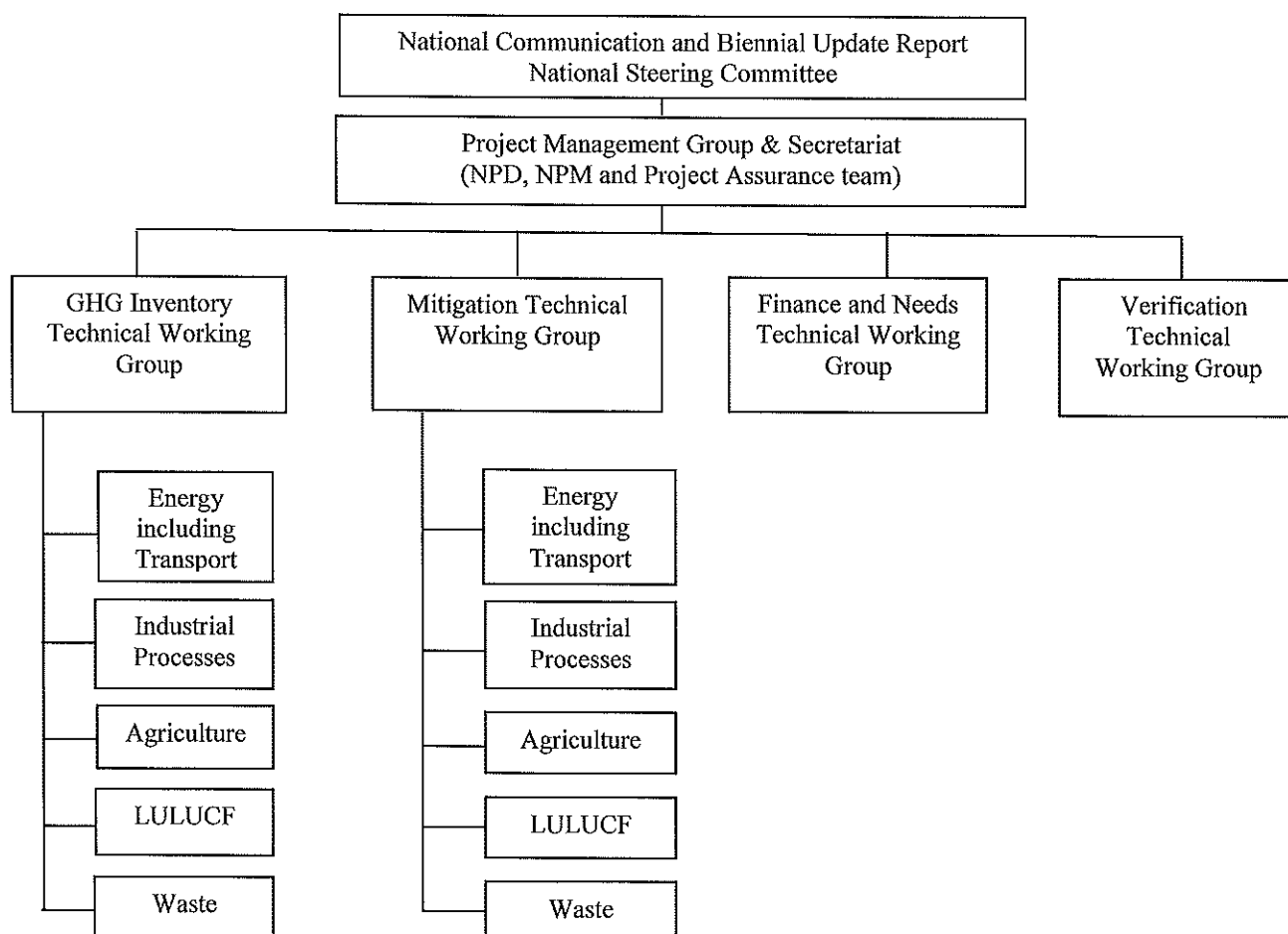
#### 4. MANAGEMENT ARRANGEMENTS

The project will be implemented following UNDP's national implementation modality, according to the Standard Basic Assistance Agreement between UNDP and the Government of Malaysia and the Country Programme.

The Implementing Partner for this project is the Ministry of Natural Resources and Environment Malaysia. The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources.

Management arrangements will largely be based on the previous institutional structure developed through the NC2 and BUR1 reports, with the replacement of the V&A technical working group with the Finance and Needs technical working group, and the replacement of the MRV technical working group with the verification technical working group.

The project organisation structure is as follows:





## **National Steering Committee (NSC) for National Communications and Biennial Update Reports**

The National Steering Committee (NSC) is responsible for making by consensus, management decisions when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, NSC decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager. The National Steering Committee will comprise of representatives from EPU, MNRE, UNDP Malaysia, and other relevant stakeholders as detailed in the TOR. The Chairperson of the NSC is the Secretary General of MNRE or his representative the Deputy Secretary General of NRE, while the secretariat to the NSC is Environmental Management and Climate Change Division (EMCCD) of MNRE, which is also the national focal point for climate change to the UNFCCC. The NSC will review its membership from time to time.

## **National Project Director (NPD)**

The National Project Director is a government appointee with sufficient hierarchy to guide the whole project structure, approve activities as laid out in the project document and approve payments as per the Annual Work plan. The person is also responsible for coordinating project activities among various parties for the project. Among these responsibilities are ensuring that the project document and project revisions requiring Government's approval are verified and processed through the Government coordinating authority in accordance with established procedures and providing direction and guidance on project related issues. The NPD is the Undersecretary of the Environmental Management and Climate Change Division in the Ministry of Natural Resources and Environment Malaysia.

## **National Project Manager (NPM)**

The NPM is responsible in running the day-to-day coordination of the project together with guidance from an authorized officer of the implementing agency. The person ensures that the project produces the results specified in the project document to the required standard of quality and within the specified constraints of time and cost. The NPM will be recruited and will report administratively and programmatically to both the NPD and UNDP. The person will assist in preparing progress reports in timely and required manner, and provide the information needed for disbursement of funds.

## **Project Assurance**

The Project Assurance role supports the Project Board (the National Steering Committee) by carrying out objective and independent project oversight and monitoring functions. This role ensures that appropriate project management milestones are managed and completed. Risk factors will be periodically reviewed to ensure the risks are mitigated and manageable. Necessary actions to overcome any project challenges will be discussed as well. The UNDP Programme Officer will hold the Project Assurance together with a representative from the MNRE.

## **Technical Working Groups (TWG)**

Four (4) technical working groups will be established to look into various technical matters relating to the project output and will be chaired by the respective agencies head. Each technical working group will consist of a multi-stakeholder committee led by a chairperson. The technical working groups shall meet at least 3 times a year to review the progress of work and

to address challenges and gaps.

The GHG Inventory Technical working group will look into the process of data collection and analysis of the GHG data inventory, at aggregate and disaggregate level, to be mainstreamed and utilized in the national planning process. Members of the GHG technical working group will include relevant ministries and agencies which are directly related to the production and submission of GHG data at the national and sub-national levels such as the Ministry of Natural Resources and Environment (MNRE), Ministry of Energy, Green Technology and Water (MEGTW), Ministry of Urban Wellbeing, Housing and Local Government (MUWHLG), Ministry of Agriculture and Agro-based Industry (MOA), Ministry of Plantation Industries and Commodities (MPIC), Energy Commission (EC), Department of Environment (DOE), Forest Research Institute Malaysia (FRIM), Malaysian Agriculture Research and Development Institute (MARDI), Department of Statistics Malaysia (DOSM), Malaysian Green Technology Corporation (MGTC), National Solid Waste Management Department (NSWMD), Universiti Tenaga Nasional (UNITEN) and other experts.

The Mitigation Technical working group will propose new mitigation measures and report ongoing actions for the purpose of data centralization. Members of the Technical working group will include relevant ministries and agencies which are directly related to sectors in GHG emissions (and sinks) such as the Economic Planning Unit (EPU), Ministry of Natural Resources and Environment (MNRE), Ministry of Energy, Green Technology and Water (MEGTW), Ministry of Urban Wellbeing, Housing and Local Government (MUWHLG), Ministry of Agriculture and Agro-based Industry (MOA), Department of Statistics Malaysia (DOSM), Ministry of Transport (MOT), Ministry of Plantation Industries and Commodities (MPIC), Ministry of International Trade and Industries (MITI), Ministry of Science, Technology and Innovation (MOSTI), Ministry of Domestic Trade, Co-operatives and Consumerism (MODTCC), Sustainable Energy Development Authority (SEDA), Malaysian Green Technology Corporation (MGTC), Malaysian Agriculture Research and Development Institute (MARDI), Forest Research Institute Malaysia (FRIM), Malaysian Palm Oil Board (MPOB), National Solid Waste Department (NSWD), Land Public Transport Commission (SPAD), Energy Commission (EC), Tenaga Nasional Berhad (TNB), Petronas and universities.

The MRV Technical working group will enhance reporting in national communications and biennial update reports through verification of GHG Inventories, mitigation actions and their effects and support received. The Technical working group will ensure that the UNFCCC decisions and guidelines for domestic MRV Frameworks are followed in the preparation of national communications and biennial update reports. Members of the Technical working group will include Ministries and Agencies such as the Economic Planning Unit (EPU), Ministry of Natural Resources and Environment (MNRE), Ministry of Energy, Green Technology and Water (MEGTW), Ministry of Transport (MOT), Ministry of Plantation Industries and Commodities (MPIC), Ministry of International Trade and Industries (MITI), SIRIM Berhad, Department of Standards Malaysia, TNB Research Sdn Bhd (TNBR), Malaysian Timber Certification Council (MTCC), Forest Research Institute Malaysia (FRIM), Energy Development Authority (SEDA), Malaysian Agriculture Research and Development Institute (MARDI), Malaysian Palm Oil Board (MPOB), National Solid Waste Department (NSWD), Department of Environment (DOE), Land Public Transport Commission (SPAD) and experts.

The Finance and Needs Technical working group will identify the financial, technical, technology and capacity building needs. The Technical working group will also track and compile all bilateral and multi-lateral support received for climate change activities. The Technical working group will comprise of representatives from Ministries such as the Economic Planning Unit

(EPU), Ministry of Finance (MOF), Ministry of Natural Resources and Environment (MNRE), Ministry of Energy, Green Technology and Water (MEGTW), Ministry of Urban Wellbeing, Housing and Local Government (MUWHLG), Ministry of Transport (MOT), Ministry of Plantation Industries and Commodities (MPIC), Ministry of International Trade and Industries (MITI) and United Nations Development Programme (UNDP) Malaysia.

### **Support Staff**

Support staff for project will be provided by MNRE on as need basis. This will include secretariat services, copying, writing and finalizing (for approval by the NPD or higher authority) of minutes for TWG and NSC and other administrative support needed in the government machineries.

### **Financial Management**

Financial Management Based on the approved AWP, UNDP will provide required financial resources to the Implementing Partner to carry out project activities during the annual cycle. Under the Harmonized Approach to Cash Transfer (HACT), the following modalities may be used:

- Direct cash transfers to the Implementing Partner, for obligations and expenditures to be made by them in support of activities;
- Direct payments to vendors and other third parties, for obligations incurred by the Implementing Partner;
- Reimbursement to the Implementing Partner for obligations made and expenditure incurred by them in support of activities

The FACE form (ANNEX F) shall be used for all of the above cash disbursements as well as for expenditure reporting. The Implementing partner and Project Manager will work closely with UNDP to monitor the use of the financial resources and are accountable for:

- Managing UNDP's/ CS resources to achieve the expected results
- Maintaining an up to date accounting system that contains records and controls to ensure the accuracy and reliability of financial information and reporting. Expenditures made should be in accordance with the, Annual Work Plans and budgets.

At the end of a quarter/year UNDP prepares a Combined Delivery Report (CDR) which records all disbursements made under the project for verification. The Implementing Partner and UNDP should sign this CDR.

A project revision shall be made when appropriate; to respond to changes in the development context or to adjust the design and resources allocation to ensure the effectiveness of the project provided that the project remains relevant to the Country Programme. A project revision shall be supported by the record of an approval decision made by the project NSC and an updated and signed AWP.

### **UNDP Support Services**

UNDP Direct Project Services as requested by Government: Ministry of Natural Resources and Environment (MNRE) will enter into an agreement with UNDP for support services in the form of procurement of goods and services during the project implementation process. In such a case, appropriate cost recovery will be charged as per UNDP-GEF rules and regulations. The support services will be outlined in the form of Letter of Agreement signed between MNRE and UNDP

(See Annex H). In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened.

The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the project:

- a) Identification and/or recruitment of project personnel;
- b) Identification and facilitation of training activities;
- c) Procurement of goods and services;
- d) Policy/ technical advisory services (to be recovered from non-GEF financing).

The above will be carried out based on UNDP policies and procedures following the principles of best value for money, fairness, integrity, transparency, and effective competition. UNDP shall charge to the project as per the Universal Price List where required.

UNDP will also charge for the support services provided as follows:

- b) 6% cost recovery for the provision of general management support (GMS) for activities funded under Government Cost sharing, if any
- c) Direct cost for implementation support services (ISS) for activities under TRAC funding, if any

### **In-Kind Contribution**

In addition to the financial resources through UNDP, the implementing partner will provide the following in-kind contribution:

- Assist in gaining access to all relevant data and information required to for the project that is accessible for public viewing;
- Assist in coordinating with other agencies and ministries
- Office space (i.e. room/workspace) for the Project Manager, consultants and experts at MNRE
- Use of office support facilities by the Project Manager, consultants and experts (e.g. fax machine, stationary, photocopying machine, telephone), and secretarial support where applicable;
- Facilities for convening meetings, workshops and seminars.

Any reimbursable expenses can be borne by the project fund as agreed in the Annual Work Plan (AWP).

### **Intellectual Property Rights**

In order to accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy<sup>7</sup> and the GEF policy on public involvement<sup>8</sup>.

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<sup>7</sup> See [http://www.undp.org/content/undp/en/home/operations/transparency/information\\_disclosurepolicy/](http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/)

<sup>8</sup> See [https://www.thegef.org/gef/policies\\_guidelines](https://www.thegef.org/gef/policies_guidelines)

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## 5. MONITORING FRAMEWORK AND EVALUATION

The project results as outlined in the project results framework will be monitored annually and evaluated periodically during project implementation to ensure the project effectively achieves these results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the UNDP POPP and UNDP Evaluation Policy. While these UNDP requirements are not outlined in this project document, the UNDP Country Office will work with the relevant project stakeholders to ensure UNDP M&E requirements are met in a timely fashion and to high quality standards. Additional mandatory GEF-specific M&E requirements (as outlined below) will be undertaken in accordance with the GEF M&E policy and other relevant GEF policies<sup>9</sup>.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Report. This will include the exact role of project target groups and other stakeholders in project M&E activities including the GEF Operational Focal Point and national/regional institutes assigned to undertake project monitoring. The GEF Operational Focal Point will strive to ensure consistency in the approach taken to the GEF-specific M&E requirements across all GEF-financed projects in the country.

### **M&E Oversight and monitoring responsibilities:**

Project Manager: The Project Manager is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks. The Project Manager will ensure that all project staff maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results. The Project Manager will inform the Project Board, the UNDP Country Office and the UNDP-GEF RTA of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

The Project Manager will develop annual work plans based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. The Project Manager will ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually in time for evidence-based reporting in the GEF PIR, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g. gender strategy, KM strategy etc..) occur on a regular basis.

Project Board: The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the project terminal report. The project board is the National Steering Committee.

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<sup>9</sup> See [https://www.thegef.org/gef/policies\\_guidelines](https://www.thegef.org/gef/policies_guidelines)

**Project Implementing Partner:** The Implementing Partner is responsible for providing any and all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes, and is aligned with national systems so that the data used by and generated by the project supports national systems.

**UNDP Country Office:** The UNDP Country Office will support and provide technical advisory to the Project Manager as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key GEF M&E activities. The UNDP Country Office will also ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality.

The UNDP Country Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the UNDP POPP. This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed, and monitored and reported using UNDP corporate systems; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the UNDP ROAR. Any quality concerns flagged during these M&E activities must be addressed by the UNDP Country Office and the Project Manager.

The UNDP Country Office will retain all M&E records for this project for up to seven years after project financial closure in order to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GEF Independent Evaluation Office (IEO).

**UNDP-GEF Unit:** Additional M&E and implementation quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

**Audit:** The project will be audited according to UNDP Financial Regulations and Rules and applicable audit policies on NIM implemented projects.<sup>10</sup>

**Additional GEF monitoring and reporting requirements:**

**Inception Workshop and Report:** A project inception workshop will be held within two months after the project document has been signed by all relevant parties to, amongst others:

- a) Re-orient project stakeholders to the project strategy and discuss any changes in the overall context that influence project strategy and implementation;
- b) Discuss the roles and responsibilities of the project team, including reporting and communication lines and conflict resolution mechanisms;
- c) Review the results framework and finalize the indicators, means of verification and monitoring plan;

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<sup>10</sup> See guidance here: <https://info.undp.org/global/popp/frm/pages/financial-management-and-execution-modalities.aspx>

- d) Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP in M&E;
- e) Update and review responsibilities for monitoring the various project plans and strategies, including the risk log; Environmental and Social Management Plan and other safeguard requirements; the gender strategy; the knowledge management strategy, and other relevant strategies;
- f) Review financial reporting procedures and mandatory requirements, and agree on the arrangements for the project audit; and
- g) Plan and schedule Project Board meetings and finalize the first year annual work plan.

The Project Manager will prepare the inception report no later than one month after the inception workshop. The inception report will be cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board.

Annual progress: Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out twice a year, in line with GEF and UNFCCC reporting requirements for NCs and BURs.

Lessons learned and knowledge generation: Results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyse and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

End of Project: During the last three months, the project team will prepare the Project Terminal Report (Annex I). This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results.

### M& E workplan and budget

Type of M&E activity	Responsible Parties	Budget US\$ <i>(excluding project team salaries)</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> <li>▪ Project Manager</li> <li>▪ UNDP CO, UNDP GEF</li> </ul>	Indicative cost: 10,000	Within first two months of project start up
Measurement of Means of Verification of project results.	<ul style="list-style-type: none"> <li>▪ UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members.</li> </ul>	To be finalized in Inception Phase and Workshop.	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	<ul style="list-style-type: none"> <li>▪ Oversight by Project Manager</li> <li>▪ Project team</li> </ul>	To be determined as part of the Annual Work Plan's preparation.	Annually prior to ARR/PIR and to the definition of annual work plans

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
ARR/PIR	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RTA</li> <li>▪ UNDP EEG</li> </ul>	None	Not applicable
Periodic status/ progress reports	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> </ul>	None	Quarterly
Mid-term Review	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Terminal Evaluation	<ul style="list-style-type: none"> <li>▪ Project manager and team,</li> <li>▪ UNDP CO</li> <li>▪ UNDP RCU</li> <li>▪ External Consultants (i.e. evaluation team)</li> </ul>	None	Not applicable for EA projects
Project Terminal Report	<ul style="list-style-type: none"> <li>▪ Project manager and team</li> <li>▪ UNDP CO</li> <li>▪ local consultant</li> </ul>	0	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ Project manager and team</li> </ul>	Indicative cost 3,000	As per UNDP rules for NIM audit
Visits to field sites	<ul style="list-style-type: none"> <li>▪ UNDP CO</li> <li>▪ UNDP RCU (as appropriate)</li> <li>▪ Government representatives</li> </ul>	For GEF supported projects, paid from IA fees and operational budget	Yearly
<b>TOTAL indicative COST</b> Excluding project team staff time and UNDP staff and travel expenses		US\$ 13,000 (+/- 5% of total budget)	



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## 6. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

7. ANNEXES

ANNEX A. MULTI YEAR WORK PLAN

Activities	Responsible Party	Year 1				Year 2				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
<b>Component 1: Institutional Arrangements and National Circumstances for BUR2</b>										
Review the current existing institutional arrangements for BURs and NCs	MNRE									
Organise consultations with stakeholders to identify and resolve coordination challenges, and to get buy-in for the biennial update reporting process										
Organise consultations with stakeholders on the transition to a permanent national entity										
Conduct training workshops to improve institutional and individual capacity										
Review and update data used in the Third National Communications (TNC) using updated data from institutions like the Department of Statistics Malaysia, the Malaysian Meteorological Department, the Ministry of Natural Resources and Environment										
Draft the national circumstances chapter of the BUR2										

**Component 2: Greenhouse Gas Inventory Report**

<p>Organise stakeholder consultations and meetings to collect GHG data from all sectors</p> <p>Organise workshops to build capacity of national reviewers for GHG inventory</p> <p>Organise training sessions on technical skills and tools to improve capacity in GHG subsectors and to collect missing historical activity data from key sectors</p> <p>Increase collaboration and cooperation with data providers to improve on data disaggregation</p> <p>Develop a centralised data collection and compilation platform</p> <p>Review and validate the national GHG inventory and draft the national GHG inventory chapter</p>	MNRE						

**Component 3: Mitigation actions and their effects and MRV**

<p>Workshops to identify mitigation actions/NAMAs or group of actions</p> <p>Collect data on mitigation actions or group of actions and linkages to the INDC</p> <p>Identify and analyse the effects of mitigation actions</p> <p>Discussions and workshops to review and strengthen the domestic MRV system</p> <p>Draft the chapter on mitigation action and their effects in BUR2</p>	MNRE						

**Component 4: Constraints and gaps, and related financial, technical and capacity needs**

	MNRE								
Conduct stakeholder meetings for the establishment of a coordinating body for needs and support received									
Conduct stakeholder consultations to assess and review constraints and gaps, and related financial, technical and capacity needs									
Conduct stakeholder meetings to discuss recommendations to needs identified									
Conduct stakeholder meetings for the establishment of a mechanism to account for support received									
Conduct stakeholder consultations to update information on financial resources, technology transfer, capacity building and technical support received									

**Component 5: Preparation and submission of the BUR2 including the project's monitoring and reporting**

	MNRE/ UNDP								
Conduct regular monitoring and evaluation of project									
Prepare end of project report									
Compile results of all studies into draft BUR2									
Launching of BUR2 document in national events and disseminated in seminars, workshops and on media channels									
Enhance the national climate change portal to promote knowledge sharing on climate change									

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EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME					RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4	Budget Source s		Budget Description	Amount (USD)
<p><b>Outcome 1 Institutional arrangements strengthened, information on national circumstances updated</b></p> <p><i>Indicator:</i></p> <ul style="list-style-type: none"> <li>• Process of transitioning to a permanent national entity</li> <li>• Number of meetings to resolve coordination challenges and to develop full functional capabilities among working groups</li> <li>• Availability of updated information on national circumstances</li> </ul> <p><i>Baseline:</i></p> <ul style="list-style-type: none"> <li>• Process of transitioning to a permanent national entity has not been initiated</li> <li>• Working groups as per TNC and BUR 1 subjected to coordination challenges</li> </ul> <p>National circumstances as per TNC and BUR 1</p> <p><i>Targets:</i></p> <p><i>Related CP outcome:</i> Sustainable and resilient development: Implementation of a national development agenda that enables green growth through climate-resilient measures, sustainable measurement of energy and natural resources, and improved risk governance.</p>	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> <li>• Institutional arrangements strengthened and the process of transitioning to a permanent national entity initiated</li> <li>• Coordination challenges among stakeholders at all levels resolved</li> <li>• Information on features of Malaysia's geography, climate, governance, demography, natural resources and land use, economy, infrastructure and relevant policies to climate change mitigation updated</li> </ul> <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> <li>• Review the current existing institutional arrangements for BURs and NCs</li> <li>• Organise consultations with stakeholders to identify and resolve coordination challenges, and to get buy-in for the biennial update reporting process</li> <li>• Organise consultations with stakeholders on the transition to a permanent national entity</li> <li>• Conduct training workshops to improve institutional and individual capacity</li> <li>• Review and update data used in</li> </ul>						Local consultant	18,000	
								Travel	0
								Training, Workshops	5,000
								Miscellaneous	0
				X	X	X	X		
								GEF	

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EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Source	Budget Description	Amount (USD)
	<ul style="list-style-type: none"> <li>the Third National Communications (TNC) using updated data from institutions like the Department of Statistics Malaysia, the Malaysian Meteorological Department, the Ministry of Natural Resources and Environment</li> <li>Draft the institutional arrangements and national circumstances chapter of the BUR2</li> </ul>								
<b>Subtotal</b>							<b>23,000</b>		
<b>Outcome 2 National GHG inventory strengthened and described and inventory data updated for year 2014</b>									
<p><i>Indicator:</i></p> <ul style="list-style-type: none"> <li>Status of GHG inventory</li> <li>National reviewers for GHG inventory</li> <li>Workshops to increase capacity of national experts</li> <li>Documentation of emission factors for key economic activities</li> <li>Capacity building workshops on emission factors</li> <li>Inclusion of missing activity data from key sectors</li> <li>Centralised data collection and compilation mechanism to allow the continued collection of GHG information</li> <li>Availability of GHG inventory report for the BUR2</li> </ul> <p><i>Baseline:</i></p> <ul style="list-style-type: none"> <li>GHG emission inventories as per BUR1 (2012)</li> </ul>	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> <li>GHG data for five sectors collected: energy, industrial processes and product use; AFOLU agriculture; AFOLU forestry and other land use; and waste</li> <li>GHG inventory for Year 2014 developed according to 2006 IPCC guidelines and time series for 1990-2014 developed</li> <li>Team of national reviewers for GHG inventory established</li> <li>Capacity of national experts strengthened</li> <li>Capacity on determining emission factors for key economic activities strengthened</li> <li>Collection of missing historical activity data from key sectors and inclusion of subsectors that are not</li> </ul>						Local consultant	36,000	
								Travel	4,000
								Training, Workshops	10,000
								Miscellaneous	1,000
								GEF	
								MNRE	

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EXPECTED OUTPUTS  And baseline, associated indicators and annual targets	PLANNED ACTIVITIES  List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Source	Budget Description	Amount (USD)
<ul style="list-style-type: none"> <li>national reviewers</li> <li>Insufficient capacity of national experts</li> <li>Insufficient documentation for emission factors for key economic activities</li> <li>Insufficient number of capacity building workshops on emission factors</li> <li>Missing historical activity data from key sectors and inclusion of subsectors not yet reported in GHG Inventory Improvement Plan</li> <li>Centralized data collection and compilation mechanism not available</li> <li>GHG inventory report for BUR2 not available</li> </ul> <p><i>Targets:</i></p> <p><i>Related CP outcome:</i> Same with Outcome 1</p>	<ul style="list-style-type: none"> <li>yet reported in GHG Inventory Improvement Plan</li> <li>Centralised data collection and compilation mechanism strengthened to allow the continued collection of GHG information</li> <li>GHG inventory report developed for the BUR2</li> </ul> <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> <li>Organise workshops and meetings to collect GHG data from all sectors</li> <li>Organise workshops to build capacity of national reviewers for GHG inventory</li> <li>Organise workshops and training sessions on technical skills and tools to improve capacity in GHG subsectors and to collect missing historical activity data from key sectors</li> <li>Increase collaboration and cooperation with data providers to improve on data disaggregation</li> <li>Develop a centralised data collection and compilation platform</li> <li>Review and validate the national GHG inventory and draft the national GHG inventory chapter</li> </ul>								
<b>Subtotal</b>									<b>51,000</b>
<b>Outcome 3 Increased capacity in identifying and quantifying mitigation actions and their effects, and</b>									

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EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Budget Source	Budget Description
<p><b>in MRV</b></p> <p><i>Indicator:</i></p> <ul style="list-style-type: none"> <li>Information on mitigation actions or group of actions being developed</li> <li>Linkages of BUR to the INDC</li> <li>Analysis of data on mitigation actions according to effects</li> <li>Presence of National registry to record mitigation actions/ NAMAs</li> <li>Enhanced MRV system for mitigation actions/ NAMAs listed in the BUR1</li> </ul> <p>Availability of chapter on mitigation action and their effects in the BUR2</p> <p><i>Baseline:</i></p> <ul style="list-style-type: none"> <li>Information on mitigation actions as per BUR1</li> <li>No linkages of mitigation actions in the BUR to the INDC</li> <li>Incomplete analysis of data on mitigation actions according to effects</li> <li>No national registry to record mitigation actions/ NAMAs</li> <li>Limited MRV system for mitigation actions/ NAMAs</li> </ul> <p>Mitigation action and their effects as per BUR1</p> <p><i>Targets:</i></p> <p><i>Related CP outcome:</i> Same with Outcome 1</p>	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> <li>Information on mitigation actions or group of actions being developed updated, encompassing objectives, progress of implementation, methodologies and indicators, assumptions and results achieved</li> <li>Mitigation actions listed in the BUR2 linked to the INDC</li> <li>Data on mitigation actions analyzed according to effects</li> <li>National registry to record mitigation actions/ NAMAs developed</li> <li>Domestic MRV system enhanced for mitigation actions/ NAMAs listed in the BUR2</li> <li>Chapter on mitigation action and their effects in BUR2 completed</li> </ul> <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> <li>Workshops to identify mitigation actions/ NAMAs or group of actions</li> <li>Collect data on mitigation actions or group of actions and linkages to</li> </ul>						Local consultant	36,000
							Travel	0
							Training, Workshops	7,500
							Miscellaneous	0
			X	X	X	MNRE	GEF	





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EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME					RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4	Budget Source		Budget Description	Amount (USD)
<p><b>Targets:</b></p> <p><i>Related CP outcome:</i> Same with Outcome 1</p>	<ul style="list-style-type: none"> <li>the establishment of a coordinating body for needs and support received</li> <li>Conduct stakeholder consultations to assess and review constraints and gaps, and related financial, technical and capacity needs</li> <li>Conduct stakeholder meetings to discuss recommendations to needs identified</li> <li>Conduct stakeholder meetings for the establishment of a mechanism to account for support received</li> <li>Conduct stakeholder consultations to update information on financial resources, technology transfer, capacity building and technical support received</li> </ul>								
<b>Subtotal</b>									<b>12,000</b>
<p><b>Outcome 5</b> Development, publication and dissemination of the BUR2 report</p> <p><b>Results Framework and Activities for Full Study</b></p> <p><i>Indicator:</i></p> <ul style="list-style-type: none"> <li>Availability of M&amp;E Reports and End of Project Report</li> <li>Submission of Malaysia's BUR2 Report to the UNFCCC</li> <li>Public awareness activities</li> </ul> <p><i>Baseline:</i></p>	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> <li>Monitoring and evaluation conducted in accordance with GEF requirements</li> <li>End of project report developed including compilation of Lessons learned and recommendations for future projects</li> <li>BUR prepared and submitted according to the guidelines contained in Annex III of Decision 2/ CP.17</li> </ul>								
				X	X	X		Local consultant	0
								Travel	0
				X	X	X	GEF	Training, Workshops	0
								Professional Services	3,000

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EXPECTED OUTPUTS  And baseline, associated indicators and annual targets	PLANNED ACTIVITIES  List activity results and associated actions	TIMEFRAME					RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4	Budget Source		Budget Description	Amount (USD)
<ul style="list-style-type: none"> <li>Absence of M&amp;E Reports and End of Project Report</li> <li>Submission of BUR1 Report to the UNFCCC</li> <li>Limited public awareness activities conducted for disseminating results of biennial update reports</li> </ul> <p><i>Targets:</i></p> <p><i>Related CP outcome:</i> Same with Outcome 1</p>	<ul style="list-style-type: none"> <li>Public awareness activities conducted</li> </ul> <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> <li>Conduct regular monitoring and evaluation of project</li> <li>Prepare end of project report</li> <li>Compile results of all studies into draft BUR2</li> <li>Launching of BUR2 document in national events, seminars, workshops and roadshows to disseminate information on BUR2 report</li> <li>Enhance the national climate change portal to promote knowledge sharing on climate change</li> </ul>						Publication	1,000	
							<b>Subtotal</b>		<b>4,000</b>
<b>Project Management and M&amp;E</b>	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> <li>TWG meetings</li> <li>NSC meetings</li> <li>Audit</li> <li>Launching of reports</li> </ul> <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> <li>Organize meetings</li> <li>Preparation of work planning</li> <li>Recruitment of the National Project Manager/ project teams</li> <li>Local/International consultants</li> </ul>						Local consultant	7,000	
							Travel	2,000	
							Training, Workshops	5,000	
							IT Equipment	3,000	
							GEF		
							MNRE		

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EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Budget Sources	Amount (USD)
	for the said activities					DPC	4,000	
	<b>Subtotal</b>					Miscellaneous	0	<b>21,000</b>
	Associated Actions: <ul style="list-style-type: none"> <li>National Project Manager and other component managers</li> <li>UNDP Cost Recovery-DPC</li> </ul>					CS	72,000 30,000	Service Contract UNDP Cost Recovery- CO Technical Assistance
	<b>Subtotal</b>							<b>102,000</b>
	<b>TOTAL (GEF and CS FUND)</b>							<b>256,500</b>
						GMS Cost-Sharing <sup>11</sup>	<b>6,120</b>	
	<b>GRAND TOTAL <sup>12</sup></b>							<b>262,620</b>

<sup>11</sup> GMS fee for Cost Sharing Fund (6%)

<sup>12</sup> GRAND TOTAL is inclusive of GEF, CS fund and CS GMS

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EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME					RESP ONS B P A R T	PLANNED BUDGET	
		Q1	Q2	Q3	Q4	Budget Sources		Budget Description	Amount (USD)
<p><b>Outcome 1</b> Institutional arrangements strengthened, information on national circumstances updated</p> <p><b>Indicator:</b></p> <ul style="list-style-type: none"> <li>Establishment of a permanent national team and entity</li> <li>Number of meetings to resolve coordination challenges and to develop full functional capabilities among working groups</li> <li>Availability of updated information on national circumstances</li> </ul> <p><b>Baseline:</b></p> <ul style="list-style-type: none"> <li>No permanent national entity</li> <li>Working groups as per TNC and BUR 1 without fully functional capabilities</li> <li>National circumstances as per TNC and BUR 1</li> </ul> <p><b>Targets:</b></p> <p><i>Related CP outcome:</i> Sustainable and resilient development: Implementation of a national development agenda that enables green growth through climate-resilient measures, sustainable measurement of energy and natural resources, and improved risk governance.</p>	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> <li>Strengthened institutional arrangements including a permanent national team and entity to ensure corporate memory retention and sustainability;</li> <li>Resolution of coordination challenges among stakeholders at all levels;</li> <li>Updated information on features of Malaysia's geography, climate, governance, demography, natural resources and land use, economy, infrastructure and relevant policies to climate change mitigation</li> </ul> <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> <li>Review the current existing institutional arrangements for the BUR/ NC</li> <li>Organize consultations with stakeholders to solve coordination challenges and to get buy-in for the biennial update reporting process</li> <li>Organize consultations with stakeholders on the transition to and the selection of a permanent national team</li> <li>Conduct capacity building workshops to improve stakeholder involvement</li> <li>Review and update data used in the Third National Circumstances</li> </ul>						Local consultant	12,000	
								Travel	0
								Training, Workshops	5,000
								Miscellaneous	0
						X	X	X	GEF

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EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME					ORGANISATION	Budget Sources	Budget Description	Amount (USD)
		Q1	Q2	Q3	Q4	YTD				
	<ul style="list-style-type: none"> <li>(TNC) using updated data from institutions like the Department of Statistics Malaysia, the Malaysian Meteorological Department, the Ministry of Natural Resources and Environment</li> <li>Draft the national circumstances chapter of BUR2</li> </ul>									
<b>Subtotal</b>										
<b>17,000</b>										
<b>Outcome 2 National GHG inventory strengthened and described and inventory data updated for year 2014</b>										
<i>Indicator:</i>	<ul style="list-style-type: none"> <li>Status of GHG inventory</li> <li>Number workshops to increase capacity of national experts</li> <li>Technical report on local emission factors for key economic activities</li> <li>Missing historical activity data from key sectors and inclusion of subsectors not yet reported in GHG Inventory Improvement Plan</li> <li>Centralised data collection and compilation mechanism to allow the continued collection of GHG information</li> <li>Availability of GHG inventory report for the BUR2</li> </ul>	<ul style="list-style-type: none"> <li>Collection of GHG data for five sectors: energy; industrial processes and product use; AFOLU agriculture; AFOLU forestry and other land use; and waste. GHG inventory for Year 2014 developed according to 2006 IPCC guidelines;</li> <li>Increased technical capacity of a more extensive network of national experts;</li> <li>Technical report on local emission factors for key economic activities produced;</li> <li>Collection of missing historical activity data from key sectors and inclusion of subsectors that are not yet reported in GHG Inventory Improvement Plan;</li> <li>Strengthened Centralized data collection and compilation mechanism to allow the continued</li> </ul>						International Consultant	12,000	
<i>Baseline:</i>	<ul style="list-style-type: none"> <li>GHG emission inventories as per BUR1 (2012)</li> <li>No technical report on local emission factors for key economic activities</li> <li>No collection of missing historical activity</li> </ul>								Local consultant	36,000
									Travel	8,000
									Training, Workshops	10,000
									Miscellaneous	1,000

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EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RFS ONS B P A R T	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<p>data from key sectors and inclusion of subsectors not yet reported in GHG Inventory Improvement Plan</p> <ul style="list-style-type: none"> <li>Centralized data collection and compilation mechanism not available</li> <li>GHG inventory report for BUR2 not available</li> </ul> <p><i>Targets:</i></p> <p><i>Related CP outcome:</i> Same with Outcome 1</p>	<ul style="list-style-type: none"> <li>collection of GHG information; Development of a GHG inventory report for the BUR2</li> </ul> <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> <li>Train national team on latest IPCC guidelines, methodologies, IPCC Good Practice Guidelines (GPG)</li> <li>Organize workshops on technical skills and tools to improve capacity in GHG subsectors</li> <li>Enhance research and development of Local Emission Factors</li> <li>Increase collaboration and cooperation with data providers to improve data disaggregation</li> <li>Enhance technical capacity to collect missing historical activity data from key sectors</li> <li>Develop a centralized data collection and compilation platform</li> <li>Draft, review, validate and finalize the national GHG inventory</li> </ul>								
		<b>Subtotal</b>							<b>67,000</b>
<p><b>Outcome 3</b> Increased capacity in identifying and quantifying mitigation actions and their effects, and in MRV</p> <p><i>Indicator:</i></p> <ul style="list-style-type: none"> <li>update and review INDC targets</li> <li>Activities that strengthen the capacity of the national mitigation team</li> </ul>	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> <li>Further elaboration of mitigation actions proposed in the Intended Nationally Determined Contributions (INDCs)</li> <li>Strengthened capacity of the</li> </ul>								
			X	X	X	X		Local consultant	36,000
							GEF	Travel	3000
								Training,	

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EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				ONSIP PART	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description
<p><i>And baseline, associated indicators and annual targets</i></p> <ul style="list-style-type: none"> <li>Information on mitigation actions or group of actions being developed, encompassing objectives, progress of implementation, progress indicators, methodologies and assumptions and results achieved updated</li> <li>Analysis of data on mitigation actions according to impacts (environmental, socio-economic, emissions reductions)</li> <li>Presence of National registry to record NAMAs and International Mechanisms</li> <li>MRV system for energy; industrial processes and product use; AFOLU; and waste sectors</li> <li>Availability of chapter on mitigation action and their effects in the BUR2</li> </ul> <p><i>Baseline:</i></p> <ul style="list-style-type: none"> <li>No activities that strengthen the capacity of the national mitigation team</li> <li>Information on mitigation actions as per BUR1</li> <li>No analysis of data on mitigation actions according to impacts (environmental, socio-economic, emissions reductions)</li> <li>No national registry to record NAMAs and International Mechanisms</li> <li>No proper MRV system for energy; industrial processes and product use; AFOLU; and waste sectors</li> <li>Mitigation action and their effects as per BUR1</li> </ul> <p><i>Targets:</i></p> <p><i>Related CP outcome:</i></p>	<p><b>PLANNED ACTIVITIES</b></p> <p><i>List activity results and associated actions</i></p> <ul style="list-style-type: none"> <li>National Mitigation Team; Updated information on mitigation actions or group of actions being developed, encompassing objectives, progress of implementation, progress indicators, methodologies and assumptions and results achieved; Data on mitigation actions analyzed according to impacts (environmental, socio-economic, emissions reductions); Development of a national registry to record NAMAs and International Mechanisms; MRV system fully developed for energy; industrial processes and product use; AFOLU; and waste sectors</li> <li>Completion of chapter on mitigation action and their effects in BUR2</li> </ul> <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> <li>Review institutional arrangements of the existing mitigation team for the TNC</li> <li>Identify mitigation actions or group of actions</li> <li>Collect data on mitigation actions or group of mitigation actions</li> <li>Identify and analyze the impacts of mitigation actions</li> <li>Provide detailed description of mitigation actions or group of actions being developed, including objectives, progress of</li> </ul>						Workshops	7500
							Miscellaneous	0



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EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				Risks	Budget Sources	PLANNED BUDGET	
		Q1	Q2	Q3	Q4			Budget Description	Amount (USD)
And baseline, associated indicators and annual targets	List activity results and associated actions								
Same with Outcome 1	<ul style="list-style-type: none"> <li>implementation, progress indicators, methodologies and assumptions and results achieved</li> <li>Conduct workshops on NAMA registry system</li> <li>Conduct workshops and organise stakeholder meetings on improving MRV systems</li> <li>Draft, review, validate and finalise the chapter on mitigation action and their effects for the BUR2</li> </ul>								
<b>Subtotal</b>									<b>46,500</b>
<b>Outcome 4: Constraints and gaps, and related financial, technical and capacity needs identified; solutions for addressing the needs proposed</b>									
<p><i>Indicator:</i></p> <ul style="list-style-type: none"> <li>Number of workshops to identify constraints and gaps, needs and solutions</li> </ul> <p><i>Baseline:</i></p> <ul style="list-style-type: none"> <li>No workshops to identify constraints and gaps, needs and solutions</li> </ul> <p><i>Targets:</i></p> <ul style="list-style-type: none"> <li>Proposed DSM master plan study and its framework available and a complete set of tender documents ready</li> </ul> <p><i>Related CP outcome:</i></p> <ul style="list-style-type: none"> <li>Same with Outcome 1</li> </ul>	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> <li>Constraints and gaps, and related financial, technical and capacity needs are identified and assessed;</li> <li>Solutions or recommendations to technical and capacity needs proposed;</li> <li>Information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors for activities related to climate change updated</li> <li>Education, training public awareness, and public access to information needs identified as</li> </ul>								
								Local consultant	6,000
								Travel	1,000
								Training, Workshops	5,000
								Miscellaneous	0

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EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				FISCAL YEAR	Budget Sources	Budget Description	Amount (USD)
		Q1	Q2	Q3	Q4				
	specified in the Doha Work Programme on Article 6 of the Convention, paying special attention to the needs of children, youth, women, persons with disabilities and grass-root communities								
	<p>Associated Actions:</p> <ul style="list-style-type: none"> <li>Conduct stakeholder consultations to assess and review constraints and gaps, and related financial, technical and capacity needs</li> <li>Update information on support received</li> </ul>								
<b>Outcome 5 Development, publication and dissemination of the BUR2 report</b>							<b>Subtotal</b>		<b>12,000</b>
<i>Indicator:</i>		<i>Activity Results:</i>							
• Submission of Malaysia's BUR2 Report to the UNFCCC		• Monitoring and evaluation in accordance with GEF requirements					Local consultant	18,000	
• Availability of M&E Reports and End of Project Report		• End of project report including compilation of Lessons learned and recommendations for future projects					Travel	3,000	
<i>Baseline:</i>		• BUR prepared and submitted according to the guidelines contained in Annex III of Decision 2/ CP.17	X	X	X		Training, Workshops	5,000	
• Submission of BUR1 Report to the UNFCCC		<i>Associated Actions:</i>					Professional Services	3,000	
• Absence of M&E Reports and End of Project Report		• Integration of all the results of					Publication	13,000	

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EXPECTED OUTPUTS And baseline, associated indicators and annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME					RESP ONSIB LE PART	PLANNED BUDGET			
		Q1	Q2	Q3	Q4	Budget Sources		Budget Description	Amount (USD)		
<p><b>Targets:</b></p> <p>Related CP outcome: Same with Outcome 1</p>	<ul style="list-style-type: none"> <li>studies supported into a draft BUR2</li> <li>Internal and external technical reviews on draft BUR2</li> <li>Submission of report to the UNFCCC</li> <li>Public awareness campaign to disseminate the generated data and the preliminary and final results throughout the project duration to all relevant stakeholders</li> <li>Launching of BUR2 document in national events and disseminated in seminars and workshops</li> </ul>										
								<b>Subtotal</b>		<b>42,000</b>	
<b>Project Management and M&amp;E</b>	<p><b>Activity Results:</b></p> <ul style="list-style-type: none"> <li>TWG meetings</li> <li>NSC meetings</li> <li>Audit</li> <li>Launching of reports</li> </ul> <p><b>Associated Actions:</b></p> <ul style="list-style-type: none"> <li>Organize meetings</li> <li>Preparation of work planning</li> <li>Recruitment of the National Project Manager/ project teams</li> <li>Local/international consultants for the said activities</li> </ul>										
									Local consultant	7,000	
										Travel	2,000
						X	X			Training, Workshops	0
						X	X	MNRE	GEF	IT Equipment	0
										DPC	4,000
								Miscellaneous	0		

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EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				PART OF ONSET	Budget Sources	Budget Description	Amount (USD)
		Q1	Q2	Q3	Q4				
<b>Subtotal</b>								<b>13,000</b>	
	<b>Associated Actions:</b> <ul style="list-style-type: none"> <li>National Project Manager and other component managers</li> <li>UNDP Cost Recovery-DPC</li> </ul>				MNRE / UNDP	CS	Service Contract UNDP Cost Recovery- CO Technical Assistance	72,000 30,000	
<b>Subtotal</b>								<b>102,000</b>	
<b>TOTAL (GEF and CS FUND)</b>								<b>299,500</b>	
							GMS Cost-Sharing <sup>13</sup>	6,120	
<b>GRAND TOTAL</b> <sup>14</sup>								<b>305,620</b>	

<sup>13</sup> GMS fee for Cost Sharing Fund (6%)

<sup>14</sup> GRAND TOTAL is inclusive of GEF, CS fund and CS GMS

## **ANNEX B. TERMS OF REFERENCE**

Terms of References for:

- National Steering Committee
- National Project Director
- National Project Manager
- TWG GHG Inventory
- TWG Mitigation
- TWG Verification
- TWG Finance and Needs

### **Terms of Reference: National Steering Committee (NSC)**

General:

The National Steering Committee (NSC) will monitor the conduct of the project and provide strategic guidance to the project team on the implementation of the project. The NSC will be chaired by the Secretary General of MNRE. Members of the NSC may include EPU, MNRE, MoA, MEGTW, MOF, DOS, NAHRIM, MMD, MOH, MUWHLG, DOE and other related agencies. The NSC will from time to time review its membership. The NSC will meet at least once or twice a year or when necessary.

Duties and responsibilities:

- Provide policy guidance on matters pertaining to the implementation of the project;
- Provide oversight on the implementation of the project towards fulfilment of the objectives stated in the project document;
- Review and endorse proposed work plan and budget or any change of activities and budget revision including project extension if any;
- Initiate remedial actions to overcome all constraints in progress of the project especially related to interagency conflict;
- Review and endorse relevant changes (including aborting or adding activities) on the project;
- Endorse analysis of GHG inventory for recommendation to a higher level government's committee before submission to UNFCCC;
- Endorse the updated GHG inventory (under BUR), and on any suitable adaptation and mitigation actions;
- Endorse any project outputs as stipulated in the project document and all related reports to the projects;
- Coordinate the roles of the various organizations involved in the execution of the project and ensure harmony with related activities;
- Advice on the long term sustainability strategy of the project including replication and up scaling of the capacity building programme;
- Endorse new NSC members, if any, which found to be useful during the implementation of the project.

### **Terms of Reference: National Project Director (NPD)**

General: The National Project Director is a staff member of the Government of Malaysia's implementing agency of a UNDP-supported project. His/her main

responsibility is to coordinate project activities among the main parties to the project: the Government co-coordinating authority, the consultant, and UNDP. The NPD is the Undersecretary of the Environmental Management and Climate Change Division of MNRE. He/she works in close collaboration with the Project Manager as well as UNDP.

Duties and responsibilities:

- Recommend the updated GHG inventory, including any suitable adaptation measures, mitigation actions project outputs as stipulated in the project documents for approval by the NSC;
- Ensure that the project document and project revisions requiring Government's approval are processed through the Government co- coordinating authority, in accordance with established procedures;
- Approve work plans and execution of activities in discussion with the Project Manager and UNDP;
- Mobilize national institutional mechanisms for smooth progress of project;
- Review and approve project outputs and reports;
- Provide direction and guidance to the project team for the successful implementation of the project;
- Recommend any new foreseeable activities, for approval;
- Approve financial transactions where appropriate, in line with the established government or UNDP procedures;
- Report project progress and financial status for endorsement by NSC;
- Lead the Project Management Group (PMG) for the purpose of coordinating their progress and activities.

### **Terms of Reference: National Project Manager (NPM)**

General: The Project Manager will focus on the administrative, operational and technical aspects of the project. The NPM's role is to provide managerial support and coordinate the implementation of various activities in ensuring quality and timeliness of activities and delivery of outputs.

Duties and responsibilities:

- Liaise and work closely with the project partners and beneficiaries;
- Prepare and submit reports regularly to NPD, the NSC and TWG on the project's progress;
- Maintain close contact with designated focal points from UNDP and other stakeholders, indicating any estimated changes to the work plan, and proposing a budget revision when appropriate;
- Ensure that the requisite allocations are available in accordance with the agreed budget and established schedules of payment, if any, in consultation with EPU and UNDP;
- Analyze and review the reports of consultants and/or propose possible intervention for recommendation to NPD for approval;
- Coordinate and facilitate the work of multiple component teams engaged in the implementation of project activities;
- Work closely with UNDP in drafting and preparation of relevant Terms of Reference (TOR) for consultants / project advisors;
- Monitor the project funds and resources. Prepare progress and financial reports of the project when required;

- Maintain an up-to-date accounting system and information system to ensure accuracy and reliability of country reporting;
- Be actively involved in the preparation of relevant knowledge products (including publications and reports);
- Where necessary and upon advice by UNDP, perform the function of ATLAS External User, creating requisitions and vouchers, and other relevant ATLAS processes.

Duration: 2 years

**Qualification and skills:**

- Master's degree or equivalent in Environmental Science, Engineering, Business or a related discipline. Bachelor's degree with sufficient project experience will be considered;
- At least 10 years of experience (including project management) in scientific and analytical reporting/review/policy development related to climate change in the national context;
- Has deep understanding in a multi-disciplinary and multi-agencies approach in implementing climate change programme;
- Knowledgeable and well versed in the UNFCCC COP outcomes, GHG Inventory and the components of the biennial update reports and national communications;
- Able to multitask and work independently;
- Be proactive, energetic, committed and innovative;
- Have good interpersonal skills, diligent, open-minded and dedicated. Flexible and mature person;
- Excellent writing and organization skills. Strong command of English and Bahasa Malaysia.

**Terms of Reference: GHG Inventory Technical Working Group**

General: The GHG Inventory Technical Working Group will be responsible for preparing GHG Inventory of the National Communication and the Biennial Update Report. It will be led by MNRE. It will perform specific activities outlined below, and coordinate with the outputs of other consultants engaged outside the institution. Under the supervision and coordination of the NPM, activities undertaken by the Technical Working Group will contribute to strengthening institutional arrangements for compiling, archiving, updating and managing GHG inventories.

**Duties and Responsibilities:**

- Develop the mechanism for data collection and management including archiving relevant data for the project duration;
- Collect, collate and integrate, in compatible format, available data from national sources to fill inventory data gaps. Identify and develop methods for overcoming inventory data gaps;
- Recommend the best feasible methodology for GHG Inventory processes
- Undertake national GHG inventories according to the guidelines for the preparation of National Communications (Decision 17/CP.8);
- Identify and propose solutions barriers to obtaining activity data and emission factors, and assess uncertainties in the activity data and emission factors;
- Describe the procedures and arrangements established for preparing the national GHG inventory in National Communication Procedural Manual;
- Develop a National Action Plan for Improvement of the GHG Inventory;
- Present and discuss on the results obtained from the GHG Inventory in national workshop;

- Prepare final report on the national GHG inventory and national action plan, including comments from the stakeholders;
- The TWG shall form part of the sub-committees under the NSC Meeting;
- TWG will review its membership from time to time.

### **Terms of Reference: Mitigation Technical Working Group**

General: The Mitigation Technical Working Group will be responsible for preparing GHG mitigation assessment. It will be led by MNRE. It will ensure performing specific activities outlined below, as well as coordination with the outputs of other consultants engaged outside the institution.

#### **Duties and Responsibilities:**

- Gather and present information on implemented and/or adopted GHG reduction policies/measures in the energy and transportation, industrial processes, agriculture, LULUCF and waste sectors;
- Identify, formulate and prioritise other potential mitigation policies and measures for all sectors of concerned;
- Establish business-as-usual baseline projections considering national economic and social development trends and projections, and implemented or adopted policies and measures;
- Project mitigation scenarios based on the identified policies/measures and future development plan, and assess the costs and benefits using selected economic tools/models. Discuss the limitations and uncertainties encountered in the analysis and propose recommendations for improvement;
- Review proposed mitigations actions, NAMAs and its associated MRV mechanisms;
- Formulate a national action plan for the implementation of identified prioritised GHG mitigation policies/measures which will include information on cost analysis, barriers to implementation, assessment of technology options for the different mitigation options in various sectors, institutional capacity-building needs to sustain mitigation work, and the related legal and institutional frameworks;
- Describe the procedures and arrangements established for performing GHG mitigation assessment in Biennial Update Report Procedural Manual;
- Present and discuss on the results obtained in national workshops;
- Prepare final report on GHG mitigation and national action plan, integrating comments from the stakeholders;
- The TWG shall form part of the sub-committees under the NSC Meeting;
- The TWG will review its membership from time to time.



### **Terms of Reference: Verification Technical Working Group**

General: The Verification Technical Working Group will enhance reporting in national communications and biennial update reports through the verification of GHG Inventories, mitigation actions and their effects and support received. The Technical working group will ensure that the UNFCCC decisions and guidelines for domestic MRV Frameworks are followed in the preparation of national communications and biennial update reports.

#### **Duties and Responsibilities:**

- Work closely with other TWGs to develop the institutional arrangements, process, procedures and guidelines for mitigation actions and their MRV;
- Prepare a procedural manual documenting the institutional arrangements, process and procedures for verification;
- Facilitate the verification of mitigation actions and domestically-supported NAMAs;
- Identify, organize and provide training to improve skills of the national experts on verification.

### **Terms of Reference: Finance and Needs Technical Working Group**

General: The Finance and Needs Technical Working Group will identify the financial, technical, technology and capacity building needs. The Technical Working Group will also track and compile all bilateral and multi-lateral support received for climate change activities.

#### **Duties and Responsibilities:**

- Validate for UNFCCC reporting, the level of support received from developed countries for climate change through bilateral, regional and international sources;
- Identify priority needs areas for mainstreaming climate change into development;
- Determine the time frame and assess the level of financial, technical, technology and capacity-building needs for climate change for the time frame;
- Partition the needs identified between those to be funded domestically and those seeking bilateral/international funding;
- Develop strategies to access bilateral/international finance and technologies for climate change and advise MNRE on the application for bilateral/international funding for climate change based on the needs identified and prioritized;
- Coordinate with MNRE on the receipt of bilateral/international finance;
- Develop innovative financing mechanisms towards green growth.

**ANNEX C. UNDP SOCIAL AND ENVIRONMENTAL AND SOCIAL SCREENING TEMPLATE (SESP)**

The completed template, which constitutes the Social and Environmental Screening Report, must be included as an annex to the Project Document. Please refer to the Social and Environmental Screening Procedure for guidance on how to answer the 6 questions.]

Project Information

<b>Project Information</b>	
1. Project Title	Second Biennial Update Report on Climate Change
2. Project Number	PIMS# 5925
3. Location (Global/Region/Country)	Malaysia

Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability

**QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?**

**Briefly describe in the space below how the Project mainstreams the human-rights based approach**

The project supports the meaningful participation and inclusion of all stakeholders, during the design, implementation and monitoring of the project. It is anticipated that they will participate to activities supported by the project and the project will support the development of an enabling environment conducive to the participation of stakeholders in the management of natural resources. This approach is consistent with the participation and inclusion of human rights principle.

The stakeholder engagement process will accommodate a wide range of stakeholders and institutions both at the national and community-based levels. The issue of mainstreaming climate change considerations into policy formulation and national development strategies is becoming more prominent. Therefore, an inter-agency coordination to meet strategic objective of sustainable development and its goals is critical. Since the process of BUR preparation supports this coordination, its role can be enhanced up to a regular exchange platform for mainstreaming, policy formulation, capacity building, awareness raising and knowledge exchange. The BUR process will expand its network of stakeholders and include women associations.

**Briefly describe in the space below how the Project is likely to improve gender equality and women's empowerment**

Gender and community issues will be considered throughout the project implementation. Firstly, the project will aim to collect gender

disaggregated data for the National Circumstances chapter, as a baseline to advance understanding of how national considerations fare according to gender. Secondly, understanding that women and vulnerable communities can exhibit distinct differences in their perspectives and priorities concerning environmental quality and impact as well as access to energy services and climate change mitigation, the project will include a strategy to ensure the adequate participation of women and vulnerable communities during the inception stage. There will be a consultative processes with women, children, indigenous communities (Orang Asli and Orang Asal) and community organizations. This will be done in consultation with gender and specific community subject matter experts.

The project will also, where possible, ensure the representation of women and vulnerable communities during workshops and trainings as well as public awareness programmes, as supporting their role in educational activities will help these groups access the knowledge and skills they require to be active participants in other initiatives which address climate change. Where possible, their engagement throughout the project should be reported to monitor that their perspectives have been included to achieve the outcome of the project.

The guidance on gender integration through the NCs and BURs developed by the Global Support Programme through UNDP and in collaboration with UNEP and GEF will be applied.

***Briefly describe in the space below how the Project mainstreams environmental sustainability***

The objective of the project is to assist the Government of Malaysia in preparation of its Second Biennial Update Report (2BUR) under the UNFCCC Convention in accordance with its commitments as a non-Annex 1 Party and COP 16 and 17 decisions- Annex III of decision 2/CP.17.

Project is prepared in line with GEF-6 strategic focal area on climate change mitigation, objective CCM3 on fostering enabling conditions to mainstream mitigation concerns into sustainable development strategies; Program 5: Mainstream the integration of climate considerations into the national planning process.

The project is designed to support the Government of Malaysia in deepening the mainstreaming and integration of climate change into national and sectorial development goals by giving continuity to the institutional and technical capacity strengthening process, partly initiated and sustained by the National Communications and the first BUR.

**Part B. Identifying and Managing Social and Environmental Risks**

<p><b>QUESTION 2: What are the Potential Social and Environmental Risks?</b>  <i>Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any “Yes” responses).</i></p>	<p><b>QUESTION 3: What is the level of significance of the potential social and environmental risks?</b>  <i>Note: Respond to Questions 4 and 5 below before proceeding to Question 6</i></p>	<p><b>QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?</b></p>	
<p><b>Risk Description</b></p>	<p><b>Impact and Probability (1-5)</b></p>	<p><b>Significance (Low, Moderate, High)</b></p>	<p><b>Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider all potential impacts and risks.</b></p>
<p>Risk 1: None</p>	<p>I = P =</p>	<p>N/A</p>	<p>N/A</p>
<p>[add additional rows as needed]</p>			
<p><b>QUESTION 4: What is the overall Project risk categorization?</b></p>			
<p>Select one (see <u>SESP</u> for guidance)</p>		<p><b>Comments</b></p>	
<p>Low Risk <input checked="" type="checkbox"/></p>		<p>There are no environmental or social risks related to this project.</p>	
<p>Moderate Risk <input type="checkbox"/></p>			
<p>High Risk <input type="checkbox"/></p>			
<p><b>QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are relevant?</b></p>			
<p>Check all that apply</p>			<p><b>Comments</b></p>

	<b>Principle 1: Human Rights</b>	<input type="checkbox"/>	None required
	<b>Principle 2: Gender Equality and Women's Empowerment</b>	<input type="checkbox"/>	None required
	<b>1. Biodiversity Conservation and Natural Resource Management</b>	<input type="checkbox"/>	None required
	<b>2. Climate Change Mitigation and Adaptation</b>	<input type="checkbox"/>	None required
	<b>3. Community Health, Safety and Working Conditions</b>	<input type="checkbox"/>	None required
	<b>4. Cultural Heritage</b>	<input type="checkbox"/>	None required
	<b>5. Displacement and Resettlement</b>	<input type="checkbox"/>	None required
	<b>6. Indigenous Peoples</b>	<input type="checkbox"/>	None required
	<b>7. Pollution Prevention and Resource Efficiency</b>	<input type="checkbox"/>	None required

**Final Sign Off**

Signature	Date	Description
QA Assessor	15/2/2017	UNDP staff member responsible for the Project, typically a UNDP Programme Officer. Final signature confirms they have "checked" to ensure that the SESP is adequately conducted.
QA Approver	15/2/2017	UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD), Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have "cleared" the SESP prior to submittal to the PAC.
PAC Chair	15/2/2017	UNDP chair of the PAC. In some cases, the PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC.

Programme Manager, Energy & Environment  
UNDP Malaysia  
Chan-Pek Chuan

SESP Attachment 1. Social and Environmental Risk Screening Checklist

<b>Checklist Potential Social and Environmental Risks</b>	
<b>Principles 1: Human Rights</b>	<b>Answer (Yes/No)</b>
1. Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups?	No
2. Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? <sup>15</sup>	No
3. Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups?	No
4. Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them?	No
5. Are there measures or mechanisms in place to respond to local community grievances?	No
6. Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project?	No
7. Is there a risk that rights-holders do not have the capacity to claim their rights?	No
8. Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process?	No
9. Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals?	No
<b>Principle 2: Gender Equality and Women's Empowerment</b>	
1. Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls?	No
2. Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits?	No
3. Have women's groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been	No

<sup>15</sup> Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to "women and men" or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals.

	included in the overall Project proposal and in the risk assessment?	
3.	<p>Would the Project potentially limit women's ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services?</p> <p><i>For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being</i></p>	No
<b>Principle 3: Environmental Sustainability:</b> Screening questions regarding environmental risks are encompassed by the specific Standard-related questions below		
<b>Standard 1: Biodiversity Conservation and Sustainable Natural Resource Management</b>		
1.1	<p>Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?</p> <p><i>For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes</i></p>	No
1.2	<p>Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities?</p>	No
1.3	<p>Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5)</p>	No
1.4	<p>Would Project activities pose risks to endangered species?</p>	No
1.5	<p>Would the Project pose a risk of introducing invasive alien species?</p>	No
1.6	<p>Does the Project involve harvesting of natural forests, plantation development, or reforestation?</p>	No
1.7	<p>Does the Project involve the production and/or harvesting of fish populations or other aquatic species?</p>	No
1.8	<p>Does the Project involve significant extraction, diversion or containment of surface or ground water?</p> <p><i>For example, construction of dams, reservoirs, river basin developments, groundwater extraction</i></p>	No
1.9	<p>Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development)</p>	No
1.10	<p>Would the Project generate potential adverse transboundary or global environmental concerns?</p>	No

1.11	<p>Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area?</p> <p><i>For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.</i></p>	No
<b>Standard 2: Climate Change Mitigation and Adaptation</b>		
2.1	Will the proposed Project result in significant <sup>16</sup> greenhouse gas emissions or may exacerbate climate change?	No
2.2	Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change?	No
2.3	<p>Is the proposed Project likely to directly or indirectly increase social and environmental vulnerability to climate change now or in the future (also known as maladaptive practices)?</p> <p><i>For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population's vulnerability to climate change, specifically flooding</i></p>	No
<b>Standard 3: Community Health, Safety and Working Conditions</b>		
3.1	Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities?	No
3.2	Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)?	No
3.3	Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)?	No
3.4	Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure)	No
3.5	Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions?	No
3.6	Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as	No

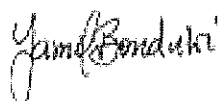
<sup>16</sup> In regards to CO<sub>2</sub>, 'significant emissions' corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.]



HIV/AIDS)?		
3.7	Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning?	No
3.8	Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)?	No
3.9	Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)?	No
<b>Standard 4: Cultural Heritage</b>		
4.1	Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts)	No
4.2	Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?	No
<b>Standard 5: Displacement and Resettlement</b>		
5.1	Would the Project potentially involve temporary or permanent and full or partial physical displacement?	No
5.2	Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)?	No
5.3	Is there a risk that the Project would lead to forced evictions? <sup>17</sup>	No
5.4	Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources?	No
<b>Standard 6: Indigenous Peoples</b>		
6.1	Are indigenous peoples present in the Project area (including Project area of influence)?	No
6.2	Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples?	No
6.3	Would the proposed Project potentially affect the rights, lands and territories of indigenous peoples (regardless of whether Indigenous Peoples possess	No

<sup>17</sup> Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections.

	the legal titles to such areas)?	
6.4	Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned?	No
6.4	Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples?	No
6.5	Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources?	No
6.6	Would the Project adversely affect the development priorities of indigenous peoples as defined by them?	No
6.7	Would the Project potentially affect the traditional livelihoods, physical and cultural survival of indigenous peoples?	No
6.8	Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices?	No
<b>Standard 7: Pollution Prevention and Resource Efficiency</b>		
7.1	Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or transboundary impacts?	No
7.2	Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)?	No
7.3	Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs?  <i>For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol</i>	No
7.4	Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health?	No
7.5	Does the Project include activities that require significant consumption of raw materials, energy, and/or water?	No



Mr. Yamil Bonduki, Programme Manager, UNDP Green-LECRDs,  
3-Aug-2016

## ANNEX D. UNDP PROJECT QUALITY ASSURANCE REPORT

### Quality Assurance (QA) Report: Design and Appraisal

Proposal Award No: 00100159

Proposal Output/Project No: 00103239

Proposal Project Title: Second Biennial Update Report on Climate Change

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### STRATEGIC

1. Does the project's Theory of Change specify how it will contribute to higher level change?  
(Select the option from 1-3 that best reflects the project)

*3: The project has a theory of change with explicit assumptions and clear change pathway describing how the project will contribute to outcome level change as specified in the programme/CPD, backed by credible evidence of what works effectively in this context. The project document clearly describes why the project's strategy is the best approach at this point in time.*

*2: The project has a theory of change. It has an explicit change pathway that explains how the project intends to contribute to outcome-level change and why the project strategy is the best approach at this point in time, but is backed by limited evidence.*

*1: The project does not have a theory of change, but the project document may describe in generic terms how the project will contribute to development results, without specifying the key assumptions. It does not make an explicit link to the programme/CPD's theory of change.*

EVIDENCE: Part 2 (Strategy) of the Prodoc

2. Is the project aligned with the thematic focus of the UNDP Strategic Plan? (select the option from 1-3 that best reflects the project)

*3: The project responds to one of the three areas of development work as specified in the Strategic Plan; it addresses at least one of the proposed new and emerging areas; an issues-based analysis has been incorporated into the project design; and the project's RRF includes all the relevant SP output indicators. (all must be true to select this option)*

*2: The project responds to one of the three areas of development work as specified in the Strategic Plan. The project's RRF includes at least one SP output indicator, if relevant. (both must be true to select this option)*

*1: While the project may respond to one of the three areas of development work as specified in the Strategic Plan, it is based on a sectoral approach without addressing the complexity of the development issue. None of the relevant SP indicators are included in the RRF. This answer is also selected if the project does not respond to any of the three areas of development work in the Strategic Plan.*

EVIDENCE: Part 2 (Strategy)

## RELEVANT

3. Does the project have strategies to effectively identify, engage and ensure the meaningful participation of targeted groups/geographic areas with a priority focus on the excluded and marginalized? (select the option from 1-3 that best reflects this project)

*3: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. Beneficiaries will be identified through a rigorous process based on evidence (if applicable.)The project has an explicit strategy to identify, engage and ensure the meaningful participation of specified target groups/geographic areas throughout the project, including through monitoring and decision-making (such as representation on the project board) (all must be true to select this option)*

*2: The target groups/geographic areas are appropriately specified, prioritising the excluded and/or marginalised. The project document states how beneficiaries will be identified, engaged and how meaningful participation will be ensured throughout the project. (both must be true to select this option)*

*1: The target groups/geographic areas are not specified, or do not prioritize excluded and/or marginalised populations. The project does not have a written strategy to identify or engage or ensure the meaningful participation of the target groups/geographic areas throughout the project.*

*Not Applicable*

EVIDENCE: Part 1 (Situation Analysis) and 2 (Strategy). The project is to assist Malaysia in the mainstreaming and integrating of climate change considerations into national and sectorial development processes within an updated development model that views resilient, low-carbon, resource-efficient and socially-inclusive development as an investment that will yield future gains

4. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design? (select the option from 1-3 that best reflects this project)

*3: Knowledge and lessons learned (gained e.g. through peer assist sessions) backed by credible evidence from evaluation, corporate policies/strategies, and monitoring have been explicitly used, with appropriate referencing, to develop the project's theory of change and justify the approach used by the project over alternatives.*

*2: The project design mentions knowledge and lessons learned backed by evidence/sources, which inform the project's theory of change but have not been used/are not sufficient to justify the approach selected over alternatives.*

*1: There is only scant or no mention of knowledge and lessons learned informing the project design. Any references that are made are not backed by evidence.*

EVIDENCE: Part 1 (Situation Analysis) and 2 (Strategy).

5. Does the project use gender analysis in the project design and does the project respond to this gender analysis with concrete measures to address gender inequities and empower women? (select the option from 1-3 that best reflects this project)

*3: A participatory gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men, and it is fully integrated into the project document. The project establishes concrete priorities to address gender inequalities in its strategy. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. (all must be true to select this option)*

*2: A gender analysis on the project has been conducted. This analysis reflects on the different needs, roles and access to/control over resources of women and men. Gender concerns are integrated in the development challenge and strategy sections of the project document. The results framework includes outputs and activities that specifically respond to this gender analysis, with indicators that measure and monitor results contributing to gender equality. (all must be true to select this option)*

*1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the constraints have not been clearly identified and interventions have not been considered.*

EVIDENCE: This project is to assist Malaysia in preparing its Second Biennial Update Report (BUR2) for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC), and is a technical assistance project. The gender dimension is recognized and integrated in the project strategy under the objective of inclusive growth, and gender disaggregated data will be collected to establish the national baseline in this thematic area.

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national partners, other development partners, and other actors? (select the option from 1-3 that best reflects this project)

*3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project. It is clear how results achieved by relevant partners will contribute to outcome level change complementing the project's intended results. If relevant, options for south-south and triangular cooperation have been considered, as appropriate. (all must be true to select this option)*

*2: Some analysis has been conducted on the role of other partners where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project. Options for south-south and triangular cooperation may not have not been fully developed during project design, even if relevant opportunities have been identified.*

*1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work, and relatively limited evidence supports the proposed engagement of UNDP and partners through the project. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.*

EVIDENCE: Part 1 (Situation Analysis) and 2 (Strategy)

## **SOCIAL & ENVIRONMENT STANDARDS**

7. Does the project seek to further the realization of human rights using a human rights based approach? (select from options 1-3 that best reflects this project)

*3: Credible evidence that the project aims to further the realization of human rights, upholding the relevant international and national laws and standards in the area of the project. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true to select this option)*

*2: Some evidence that the project aims to further the realization of human rights. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant,*

and appropriate mitigation and management measures incorporated into the project design and budget.

1: No evidence that the project aims to further the realization of human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.

EVIDENCE: Part 2 (Strategy)

8. Did the project consider potential environmental opportunities and adverse impacts, applying a precautionary approach? (select from options 1-3 that best reflects this project)

3: Credible evidence that opportunities to enhance environmental sustainability and integrate poverty-environment linkages were fully considered as relevant, and integrated in project strategy and design. Credible evidence that potential adverse environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true to select this option).

2: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Credible evidence that potential adverse environmental impacts have been identified and assessed, if relevant, and appropriate management and mitigation measures incorporated into project design and budget.

1: No evidence that opportunities to strengthen environmental sustainability and poverty-environment linkages were considered. Limited or no evidence that potential adverse environmental impacts were adequately considered.

EVIDENCE: Part 2 (Strategy) and Annex E (Risk Log)

9. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? [If yes, upload the completed checklist as evidence. If SESP is not required, provide the reason(s) for the exemption in the evidence section. Exemptions include the following:

- Preparation and dissemination of reports, documents and communication materials
- Organization of an event, workshop, training
- Strengthening capacities of partners to participate in international negotiations and conferences
- Partnership coordination (including UN coordination) and management of networks
- Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- UNDP acting as Administrative Agent

Yes

No

SESP not required

EVIDENCE: The project is to assist Malaysia in preparing the its Second Biennial Update Report (BUR2) for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)

## MANAGEMENT & MONITORING

10. Does the project have a strong results framework? (select from options 1-3 that best reflects this project)

*3: The project's selection of outputs and activities are at an appropriate level and relate in a clear way to the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators that measure all of the key expected changes identified in the theory of change, each with credible data sources, and populated baselines and targets, including gender sensitive, sex-disaggregated indicators where appropriate. (all must be true to select this option)*

*2: The project's selection of outputs and activities are at an appropriate level, but may not cover all aspects of the project's theory of change. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of gender sensitive, sex-disaggregated indicators, as appropriate. (all must be true to select this option)*

*1: The results framework does not meet all of the conditions specified in selection "2" above. This includes: the project's selection of outputs and activities are not at an appropriate level and do not relate in a clear way to the project's theory of change; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change, and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators.*

EVIDENCE: Part 3 (Results Framework)

11. Is there a comprehensive and costed M&E plan with specified data collection sources and methods to support evidence-based management, monitoring and evaluation of the project?

Yes

No

EVIDENCE: Part 5 (Monitoring Framework and Evaluation)

12. Is the project's governance mechanism clearly defined in the project document, including planned composition of the project board? (select from options 1-3 that best reflects this project)

*3: The project's governance mechanism is fully defined in the project document. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true to select this option).*

*2: The project's governance mechanism is defined in the project document; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The prodoc lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true to select this option)*

*1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.*

EVIDENCE: Part 4 (Management Arrangements)

13. Have the project risks been identified with clear plans stated to manage and mitigate each risks? (select from options 1-3 that best reflects this project)

*3: Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis. Clear and complete plan in place to manage and mitigate each risk. (both must be true to select this option)*

*2: Project risks related to the achievement of results identified in the initial project risk log with mitigation measures identified for each risk.*

*1: Some risks may be identified in the initial project risk log, but no evidence of analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified and no initial risk log is included with the project document.*

EVIDENCE: Annex E (Risk Log)

## **EFFICIENT**

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include: i) using the theory of change analysis to explore different options of achieving the maximum results with the resources available; ii) using a portfolio management approach to improve cost effectiveness through synergies with other interventions; iii) through joint operations (e.g., monitoring or procurement) with other partners.

Yes

No

EVIDENCE: Part 1 (Situation Analysis) and 2 (Strategy) and 3 (Results Framework)

15. Are explicit plans in place to ensure the project links up with other relevant on-going projects and initiatives, whether led by UNDP, national or other partners, to achieve more efficient results (including, for example, through sharing resources or coordinating delivery?)

Yes

No

EVIDENCE: Part 2 (Strategy)

16. Is the budget justified and supported with valid estimates?

*3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget.*

*2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget. Costs are supported with valid estimates based on prevailing rates.*



*1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.*

EVIDENCE: Total budget and workplan under Part 3 (Results Framework)

17. Is the Country Office fully recovering the costs involved with project implementation?

*3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)*

*2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.*

*1: The budget does not reimburse UNDP for direct project costs. UNDP is cross-subsidizing the project and the office should advocate for the inclusion of DPC in any project budget revisions.*

EVIDENCE: Total budget and workplan under Part 3 (Results Framework)

## **EFFECTIVE**

18. Is the chosen implementation modality most appropriate? (select from options 1-3 that best reflects this project)

*3: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted, and there is evidence that options for implementation modalities have been thoroughly considered. There is a strong justification for choosing the selected modality, based on the development context. (both must be true to select this option)*

*2: The required implementing partner assessments (capacity assessment, HACT micro assessment) have been conducted and the implementation modality chosen is consistent with the results of the assessments.*

*1: The required assessments have not been conducted, but there may be evidence that options for implementation modalities have been considered.*

EVIDENCE: Capacity assessments, previous projects and Part 2 (Strategy). This is also a continuation of the previous support to the preparation of previous reporting commitments.

19. Have targeted groups, prioritizing marginalized and excluded populations that will be affected by the project, been engaged in the design of the project in a way that addresses any underlying causes of exclusion and discrimination?

*3: Credible evidence that all targeted groups, prioritising marginalized and excluded populations that will be involved in or affected by the project, have been actively engaged in the design of the project. Their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change which seeks to address*

*any underlying causes of exclusion and discrimination and the selection of project interventions.*

*2: Some evidence that key targeted groups, prioritising marginalized and excluded populations that will be involved in the project, have been engaged in the design of the project. Some evidence that their views, rights and any constraints have been analysed and incorporated into the root cause analysis of the theory of change and the selection of project interventions.*

*1: No evidence of engagement with marginalized and excluded populations that will be involved in the project during project design. No evidence that the views, rights and constraints of populations have been incorporated into the project.*

*Not Applicable*

EVIDENCE: Part 1 (Situation Analysis) and 2 (Strategy)

20. Does the project conduct regular monitoring activities, have explicit plans for evaluation, and include other lesson learning (e.g. through After Action Reviews or Lessons Learned Workshops), timed to inform course corrections if needed during project implementation?

Yes

No

EVIDENCE: Part 5 (Monitoring Framework and Evaluation)

21. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

Yes

No

EVIDENCE: Prodoc cover page: GEN1

MANAGEMENT RESPONSE: This project is to assist Malaysia in preparing the its Second Biennial Update Report (BUR2) for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC), and is a technical assistance project. The gender dimension is recognized and integrated in the project strategy under the objective of inclusive growth, and gender disaggregated data will be collected to establish the national baseline in this thematic area.

22. Is there a realistic multi-year work plan and budget to ensure outputs are delivered on time and within allotted resources? (select from options 1-3 that best reflects this project)

*3: The project has a realistic work plan & budget covering the duration of the project at the activity level to ensure outputs are delivered on time and within the allotted resources.*

*2: The project has a work plan & budget covering the duration of the project at the output level.*

*1: The project does not yet have a work plan & budget covering the duration of the project.*

EVIDENCE: Total budget and workplan under Part 3 (Results Framework)

## SUSTAINABILITY & NATIONAL OWNERSHIP

23. Have national partners led, or proactively engaged in, the design of the project?

*3: National partners have full ownership of the project and led the process of the development of the project jointly with UNDP.*

*2: The project has been developed by UNDP in close consultation with national partners.*

*1: The project has been developed by UNDP with limited or no engagement with national partners.*

*Not Applicable*

EVIDENCE: Part 2 (Strategy) and 4 (Management Arrangements)

24. Are key institutions and systems identified, and is there a strategy for strengthening specific/comprehensive capacities based on capacity assessments conducted? (select from options 0-4 that best reflects this project):

*3: The project has a comprehensive strategy for strengthening specific capacities of national institutions based on a systematic and detailed capacity assessment that has been completed. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.*

*2.5: A capacity assessment has been completed. The project document has identified activities that will be undertaken to strengthen capacity of national institutions, but these activities are not part of a comprehensive strategy to monitor and strengthen national capacities.*

*2: A capacity assessment is planned after the start of the project. There are plans to develop a strategy to strengthen specific capacities of national institutions based on the results of the capacity assessment.*

*1.5: There is mention in the project document of capacities of national institutions to be strengthened through the project, but no capacity assessments or specific strategy development are planned.*

*1: Capacity assessments have not been carried out and are not foreseen. There is no strategy for strengthening specific capacities of national institutions.*

*Not Applicable*

EVIDENCE: Part 2 (Strategy), 3 (Results Framework) and 4 (Management Arrangements)

25. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.,) to the extent possible?

*Yes*

*No*

*Not Applicable*

EVIDENCE: Part 4 (Management Arrangements)

26. Is there a clear transition arrangement/ phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation strategy)?

*Yes*

No

EVIDENCE: Sustainability and Replicability under Part 2 (Strategy) and Part 3 (Results Framework)

Initial Assessment Results Rating: *(please refer to project page on Corporate Planning System for full results)*

1. Strategic	1. Exemplary
2. Relevant	2. Highly Satisfactory
3. Social & Environmental Standards	3. Exemplary
4. Management & Monitoring	4. Highly Satisfactory
5. Efficient	5. Exemplary
6. Effective	6. Satisfactory
7. Sustainability & National Ownership	7. Exemplary
<b>Overall Rating</b>	<b>Highly Satisfactory</b>

QA Decision:

**Approve (The project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner.)**

Prepared by: Nurshafenath Shaharuddin, M&E Analyst  
30 December 2016

## ANNEX E. UNDP RISK LOG

**Risk Analysis.** Use the standard UNDP Atlas *Risk Log template*. For UNDP GEF projects in particular, please outline the risk management measures including improving resilience to climate change that the project proposes to undertake.

<b>Project Title:</b> Second Biennial Update Report	<b>Award ID:</b> 00100159	<b>Date:</b> 8/12/2016
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#	Description	Date Identified	Type	Probability & Impact	Countermeasures / Management response
1	Change in political commitment towards the implementation of the climate change agenda	8/12/2016	Organizational	Probability: Low Impact: High	<ul style="list-style-type: none"> <li>Involve stakeholders early on during inception phase to create ownership and buy-in</li> </ul>
2	Coordination challenges and lack of interest to participate among various stakeholders	8/12/2016	Operational Organizational	Probability: Medium Impact: Medium	<ul style="list-style-type: none"> <li>Project Manager ensures the commitment of participating members in the project. Constant dialogue and communication between stakeholders</li> <li>Involve stakeholders early on during inception phase to create ownership and buy-in</li> </ul>
3	Lack of capacity of the executing agency due to limited staff and competing priorities	8/12/2016	Operational	Probability: Low Impact: Medium	<ul style="list-style-type: none"> <li>Periodical meetings, follow up and support by UNDP as laid out in M&amp;E plan, assist MNRE to increase communications and oversight of the project</li> </ul>
4	Change of key management positions within the implementing partner and responsible parties	8/12/2016	Operational	Probability: Medium Impact: Medium	<ul style="list-style-type: none"> <li>Ensure engagement and competency of working-level and mid-management staff</li> <li>Constant communications between stakeholders involved and regular briefings for new members</li> <li>Establish a competent project management unit with proper handover procedures to enable smooth transition and continuity of project</li> </ul>
5	Lack of data	8/12/2016	Operational	Probability: Medium	<ul style="list-style-type: none"> <li>Trainings on using software</li> </ul>

	collection and reporting capacity within institutions			Impact: Medium	according to established guidelines conducted regularly to strengthen technical capacity of staff within national institutions
6	The value of US Dollars foreign exchange against the Ringgit may fluctuate during the project cycle	8/12/2016	Financial	Probability: Low Impact: Medium	<ul style="list-style-type: none"> <li>Continually monitor exchange rate to ensure that budget of project is not affected. If there are any major changes, the budget will be adjusted accordingly and approved by the NSC</li> </ul>

**ANNEX F. FACE FORM**

**Funding Authorization and Certificate of Expenditures**

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

UN Agency: XXXXXXXXXXXX

Date: DD/MM/YYYY

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

Activity Description from AWP with Duration (MM/YYYY - MM/YYYY)	Coding for UNDP, UNFPA and WFP	REPORTING				REQUESTS / AUTHORIZATIONS	
		Authorized Amount MM/YY	Actual Project Expenditure B	Expenditures accepted by Agency C	Balance D = A - C	New Request Period & Amount MM/YY	Outstanding Authorized Amount G = D + F
XXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)							
XXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)							
XXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)							
<b>Total</b>		0	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 and itemized cost estimates attached.   
 The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with 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: \_\_\_\_\_

\* Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

**FOR AGENCY USE ONLY:**  
 Approved by: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

FOR UNICEF USE ONLY		FOR UNFPA USE ONLY	
Account Charges		New Funding Release	
Cash Transfer Reference: CEC ref. no., Voucher ref. no.		Activity 1	0
GL codes:		Activity 2	0
Training	0		
Travel	0	<b>Total</b>	<b>0</b>
Meetings & Conferences	0		
Other Cash Transfers	0		
<b>Total</b>	<b>0</b>		

**ANNEX G. RESULTS OF THE CAPACITY ASSESSMENT OF THE PROJECT  
IMPLEMENTING PARTNER AND HACT MICRO ASSESSMENT**



**MOORE STEPHENS**

**UNDP Micro Assessment**

**Ministry of Natural Resources and  
Environment (MNRE)**

**Moore Stephens LLP Chartered Accountants**

**London**

**5 July 2016**

**Moore Stephens LLP  
150 Aldersgate Street  
London  
EC1A 4AB**

**Partner: Mark Henderson  
[mark.henderson@moorestephens.com](mailto:mark.henderson@moorestephens.com)**

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## 1. MICRO-ASSESSMENT FINDINGS

### 1.1. RISK ASSESSMENT RESULTS

Tested subject area	Risk assessment*	Comments
1. Implementing Partner	Low	The organisation is a government agency which was established in 2004 by the Malaysian Government.
2. Programme Management	Low	The organisation uses sufficiently detailed written policies, procedures and tools to monitor project activities. Monitoring activities are carried out and documented on a regular basis.
3. Organizational Structure and Staffing	Low	The organisation has worked with the UN since 2007 and no significant issues have been noted. It was identified that finance staff have not received any training on UN reporting requirements.
4. Accounting Policies and Procedures	Low	The organisation follows the Malaysian Government policies and procedures for programme management. These policies and procedures include planning, monitoring and evaluation of project objectives and outcomes.
5. Fixed Assets and Inventory	Moderate	The organisation uses an asset management system to monitor the movement of assets. However, no reconciliations are performed between the assets on the system and the fixed asset register. Moreover, the organisation has no insurance policy for any fixed asset categories. The organisation does not have any inventory.
6. Financial Reporting and Monitoring	Low	The organisation uses a computerised accounting system that facilitates the processing and recording of transactions. The organisation has policies and procedures in place to ensure that timely reports are submitted to aid decision making process. In addition, financial and program audits are conducted on a regular basis to ensure that reports are accurate and properly supported.
7. Information Systems	Low	The organisation has an asset management system and a computerised accounting system, ESPKB, which is used for processing transactions and issuing reports.
8. Procurement	Low	The organisation has adequate procurement policies and procedures. There are appropriate authorization levels in place and a detailed suppliers' database is maintained.

Micro Assessment – Ministry of Natural Resources and Environment

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<b>Overall risk assessment</b>	<b>Low</b>	
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*\* High, Significant, Moderate, Low*

## 1.2. SUMMARY OF MANAGEMENT CONTROL FINDINGS

1	Lack of staff training on UN requirements
2	No insurance policy for fixed assets
3	Lack of fixed asset reconciliations

Details of the findings and recommendations are set out in Annex 2.



**Mark Henderson**  
Partner  
Moore Stephens LLP

5 July 2016

# ANNEXES

## ANNEX 1: THE ORGANISATION

### Mission

Ministry of Natural Resources and Environment (MNRE) is a government agency which is responsible for:

- Natural resources management;
- Conservation and management of environment and shelters; and
- Management of land survey and mapping administration.

### Key financial information

The most recent financial information for the organisation shows the following:

	2015 (USD)
Incoming Resources	603,888
Resources Expended	398,026
<b>Net Resources Balance</b>	<b>205,862</b>

Excess funds were rolled-forward into 2016.

Sources: UNDP managed funds

**ANNEX 2: MANAGEMENT CONTROL FINDINGS**

No.	Description	Recommendation
<p><b>1. Lack of staff training on UN requirements</b></p> <p>We noted that staff in the finance department of the organisation have not received any training on UN financial management and reporting requirements. As a result, the finance department is not familiar with standard UN financial management rules and financial reporting procedures. This leads to a risk that the organisation will:</p> <ul style="list-style-type: none"> <li>• not have the necessary financial management procedures and controls in place to meet UN standards, and / or</li> <li>• not comply with the UN financial reporting requirements.</li> </ul>	<p>We recommend that the organisation takes actions to ensure it is aware of, and can comply with, the standard UN financial management rules and financial reporting procedures. Such actions may include:</p> <ul style="list-style-type: none"> <li>• Obtaining the relevant documents, guidance or explanations from the UN Country Office;</li> <li>• Introducing new financial management procedures and controls to meet the UN's requirements;</li> <li>• Documenting new procedures and controls in procedures manual;</li> <li>• Conducting internal training of the organisation's management and staff to ensure they are aware of any new procedures.</li> </ul>	
<p><b>2. No insurance policy for fixed assets</b></p> <p>We understand that the organisation has no insurance policy for any of its fixed assets. This increases the risk that items cannot be adequately replaced in case of damage / loss / theft.</p>	<p>We recommend that the organisation obtains an insurance policy for its fixed assets in order to minimise the loss in the event of damage or loss of an asset.</p>	
<p><b>3. Lack of fixed assets reconciliations</b></p> <p>We noted that the organisation does not perform reconciliations between the fixed asset register and the asset management system. This increases the risk of errors in its financial records.</p>	<p>We recommend that the totals of the fixed asset register are reconciled to the asset management system and any discrepancies identified are followed up and resolved on a timely basis. The reconciliation should be independently reviewed to ensure its accuracy and that appropriate action is taken.</p>	



### ANNEX 3: MICRO ASSESSMENT QUESTIONNAIRE

**Instructions:** This questionnaire contains various questions related to nine subject areas, summarized further below. Please answer each question by indicating your response as 'Yes', 'No' or 'N/A' (for 'not applicable'). Also, use the 'Comments' section next to each question to provide details of your assessment or to highlight any important matters. This document will be referenced subsequently by the agency when performing additional assurance activities related to the IP. Sufficient details should be provided in this document for the agency to understand the details of each response.

Assign a risk rating (high, significant, moderate or low) for each question based on the response obtained. (For example, if the question addresses an item that should ideally be marked 'Yes' but was marked 'No', it should be assessed for the level of risk it presents to the IP's financial management system). Assigning risk ratings to each question requires judgment by the assessor as to how the response will affect the IP's financial management system. The risk ratings to be used are:

- **High** – Response to question/subject matter provides a risk to the overall financial management system that has both a high likelihood of occurring and a potentially negative impact on the IP's ability to execute the programme in accordance with the work plan and stated objectives. Additionally, this risk has not been mitigated by any other controls/process that have been implemented by the IP;
- **Significant** – Response to question/subject matter provides a risk to the overall financial management system that has either a significant likelihood of occurring or a potentially negative impact on the IP's ability to execute the programme in accordance with the work plan and stated objectives;
- **Moderate** – Response to question/subject matter provides a risk to the overall financial management system that has a moderate likelihood of occurring and a potentially negative impact on the IP's ability to execute the programme in accordance with the work plan and stated objectives; or
- **Low** – Response to question/subject matter provides a risk to the overall financial management system that has a low likelihood of occurring and a potentially negative impact on the IP's ability to execute the programme in accordance with the work plan and stated objectives.

To determine the overall risk assessment for a subject matter section (e.g., Section 1. Implementing Partner), points are assigned that correlate with the level of risk. The points assigned to each question should be totaled and averaged based on the number of questions in the subject matter section. Questions that are not applicable to the IP (marked as 'N/A') should not be assigned a risk rating and should be removed from the total number of questions for the calculation. Points should be assigned as follows:

- H – High risk: 4 points
- S – Significant risk: 3 points
- M – Moderate risk: 2 points
- L – Low risk: 1 point

The average number of points calculated should then be compared to the points rating above and assigned a corresponding risk (i.e., an average of 2.0 would indicate a moderate risk rating for the subject matter section). Numbers should be rounded as follows:

- 0.1 to 0.49: Round down to the closest whole number (i.e., an average of 3.3 would be rounded down to 3.0, indicating a 'significant' risk rating);
- 0.5 to 0.99: Round up to the closest whole number (i.e., an average of 1.99 would be rounded up to a 2.0, indicating a 'moderate' risk rating).

The same process should be followed for determining the overall risk assessment for the IP once the checklist has been completed

<b>Summary of Risks Related to the Financial Management Capacity of the Implementing Partner</b>				
Tested subject area (see subsequent pages for details of each subject area summarized below)				
	Total number of risk points	Total number of applicable questions	Overall risk assessment	Comments
1. Implementing Partner	7	7	1	The organisation is a government agency which was established in 2004 by the Malaysian Government.
2. Programme Management	8	8	1	The organisation uses sufficiently detailed written policies, procedures and tools to monitor project activities. Monitoring activities are carried out and documented on a regular basis.
3. Organizational Structure and Staffing	8	6	1	The organisation has worked with the UN since 2007 and no significant issues have been noted. It was identified that finance staff have not received any training on UN reporting requirements.
4. Accounting Policies and Procedures	27	27	1	The organisation follows the Malaysian Government policies and procedures for programme management. These policies and procedures include planning, monitoring and evaluation of project objectives and outcomes.
5. Fixed Assets and Inventory	8	4	2	The organisation uses an asset management system to monitor the movement of assets. However, no reconciliations are performed between the assets on the system and the fixed asset register. Moreover, the organisation has no insurance policy for any fixed asset categories. The organisation does not have any inventory.

Micro Assessment -- Ministry of Natural Resources and Environment

6. Financial Reporting and Monitoring	5	5	1	<p>The organisation uses a computerised accounting system that facilitates the processing and recording of transactions.</p> <p>The organisation has policies and procedures in place to ensure that timely reports are submitted to aid decision making process. In addition, financial and program audits are conducted on a regular basis to ensure that reports are accurate and properly supported.</p>
7. Information Systems	3	3	1	<p>The organisation has an asset management system and a computerised accounting system, ESPKB, which is used for processing transactions and issuing reports.</p>
8. Procurement	10	10	1	<p>The organisation has adequate procurement policies and procedures. There are appropriate authorization levels in place and a detailed suppliers database is maintained.</p>
<b>Total:</b>	<b>76</b>	<b>70</b>	<b>1</b>	

**Micro Assessment Questionnaire**

Subject area	Yes	No	N/A	Risk points	Remarks/comments
<b>1. Implementing Partner</b>					
1.1 Is the IP legally registered? If so, is it in compliance with registration requirements? Please note the legal status and date of registration of the entity.	✓			1	The IP is a government agency established in 27 March 2004. The Ministry of NRE reports directly to the Prime Ministry. The missions are: (1) Natural resource management, (2) Conservation and environment management and protection area; (3) management of land administration, survey and mapping.
1.2 If the IP received United Nations resources in the past, were significant issues reported in managing the resources, including from previous assurance activities?		✓		1	The IP has received UNDP funds since 2007. No significant issues reported in managing the resources and assurance activities.
1.3 Does the IP have statutory reporting requirements? If so, are they in compliance with such requirements?	✓			1	The IP, as a government agency, is required to follow reporting requirements promulgated by the Ministry of Finance.
1.4 Does the governing body meet on a regular basis and perform oversight functions?	✓			1	The governing body is Government of Malaysia Cabinet, they meet on a monthly basis.
1.5 Does the IP show basic financial stability in-country (core resources; funding trend) Provide the amount of total assets, total liabilities, income and expenditure for the current and prior fiscal year.			✓	-	The IP is a government agency and as such, the operations are supported by the national government.
1.6 Can the IP easily receive funds? Have there been any major problems in the past in the receipt of funds, particularly where the funds flow from government ministries?	✓			1	The IP is a government agency, they can easily receive funds and never had problem in the past in the receipt of funds.
1.7 Does the IP have any pending legal actions against it? If so, provide details and actions taken by the IP to resolve the legal action.	✓			1	The IP has no pending legal actions.
1.8 Does the IP have any key financial or operational risks that are not covered by this questionnaire? If so, please describe. Examples: foreign exchange risk; cash receipts.		✓		1	No key financial or operational risk that are not covered by this questionnaire.
<b>Total number of questions in subject area:</b>	<b>8</b>				
<b>Number of questions marked 'N/A' in subject area:</b>	<b>1</b>				
<b>Total number of applicable questions in subject area:</b>	<b>7</b>				
<b>Total number of risk points:</b>				<b>7</b>	

<b>Implementing partner overall risk assessment:</b>			
Subject area	Yes	No	N/A
			1
Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.			
<b>2. Programme Management</b>			
Subject area	Yes	No	Risk points
2.1. Does the IP have and use sufficiently detailed written policies, procedures and other tools (e.g. project development checklist, work planning templates, work planning schedule) to develop programmes and plans?	✓		1
2.2. Do work plans specify expected results and the activities to be carried out to achieve results, with a time frame and budget for the activities?	✓		1
2.3. Does the IP identify the potential risks for programme delivery and mechanisms to mitigate them?	✓		1
2.4. Does the IP have and use sufficiently detailed policies, procedures, guidelines and other tools (checklists, templates) for monitoring and evaluation?	✓		1
2.5. Does the IP have M&E frameworks for its programmes, with indicators, baselines, and targets to monitor achievement of programme results? □	✓		1
2.6. Does the IP carry out and document regular monitoring activities such as review meetings, on-site project visits, etc.	✓		1
2.7. Does the IP systematically collect, monitor and evaluate data on the achievement of project results?	✓		1
2.8. Is it evident that the IP followed up on independent evaluation recommendations? □	✓		1
<b>Total number of questions in subject area:</b>	<b>8</b>		

Number of questions marked 'N/A' in subject area:	0
Total number of applicable questions in subject area:	8
Total number of risk points:	8
Funds flow overall risk assessment:	1

Divide total number of risk points by total number of applicable questions in subject matter section.  
This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.

Subject area	Yes	No	N/A	Risk points	Remarks/Comments
<b>3. Organizational Structure and Staffing</b>					
3.1 Are the IP's recruitment, employment and personnel practices clearly defined and followed, and do they embrace transparency and competition?	✓			1	Recruitment of government employees is done by the Public Service Department of Government of Malaysia. In addition, the IP follows the government policies and procedures for employees including leaves, tardiness and appraisal.  Recruitment of UNDP project employees is done by UNDP.
3.2 Does the IP have clearly defined job descriptions?	✓			1	Job descriptions for each position are clearly defined.
3.3 Is the organisational structure of the finance and programme management departments, and competency of staff, appropriate for the complexity of the IP and the scale of activities? Identify the key staff, including job titles, responsibilities, educational backgrounds and professional experience.	✓			1	The organisational structure of the finance department is appropriate for the current volume and complexity of its structure. - Key staff in Accounting Department is Mrs. Ng Choon Lan, Accountant degree, 10 year experience in Accounting field, works for MNRE since 2014; - Key staff in Procurement and Finance Department is Mr. Amir Rashidi, Engineering degree, works for MNRE since 2014; - Key staff in Programme Management is Dato' Dr. Yap Kok Seng, Physics & Meteorology degrees, 35 year work experience in water forecast and meteorology, works for MNRE since 2014 to handle UNDP project.
3.4 Is the IP's accounting/finance function staffed adequately to ensure sufficient controls are in place to manage agency funds?	✓			1	The IP accounting/finance function staff is adequate to ensure that sufficient controls are in place to manage agency funds. Total employees in Accounting Department = 20, Procurement and Finance Department = 29, and Project Management = 19.
3.5 Does the IP have training policies for accounting/financial programme management staff? Are necessary training activities undertaken?	✓			3	All employees are required to accumulate at least 7 days training in a year and is part of the key performance indicator of its employees.  However, the finance officers and employees of the IP have not received any training on UN requirements for financial management and reporting due to the current set-up with the UN agency. Lack of training increases risk of non-compliance with the UN financial reporting requirements.



3.6 Does the IP perform background verification checks on all new accounting/finance and management positions?	✓			1	Refer to Annex 2, Management Control Finding 1 Done by Public Service Department of Government of Malaysia
Total number of questions in subject area:	6				
Number of questions marked 'N/A' in subject area:	0				
Total number of applicable questions in subject area:	6				
Total number of risk points:				8	
Organizational structure and staffing overall risk assessment:				1	Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.

Subject area	Yes	No	N/A	Risk points	Remarks/Comments
<b>4. Accounting Policies and Procedures</b>					
<b>4a. General</b>					
4.1 Does the IP have an accounting system that allows for proper recording of financial transactions from United Nations agencies, including allocation of expenditures in accordance with the respective components, disbursement categories and sources of funds?	✓			1	Yes. The IP utilizes computerized accounting systems such as: - Disbursement of funds captured by Electronic Finance and Budget Controlling System (ESPKB) for payment and recording. - Receipts captured by Electronic Receipting System.  Both transactions are consolidated in the Government Financial and Management Accounting System (GFMAS) for payment of expenses which is centralised by the Ministry of Finance. The GFMAS is the computerised accounting system used by the accounts division to review and monitor the organisation's transactions.  The IP can create a fund account specific for to one UN project after approval of the Accounting General.
4.2 Are controls in place for accurate cost allocations to the various funding sources in accordance with established agreements?	✓			1	The computerised accounting system uses codes to ensure transactions are recorded in correct funds using the fund account number established by the Accounting General department.
4.3 Are all accounting and supporting documents retained in an organised system that allows authorized users easy access?	✓			1	The files are organised based on the voucher ref. number. The finance department is responsible for documents' archiving. These files are kept for 4 to 7 years depending on the type of documents.
<b>4b. Segregation of duties</b>					

4.4 Are the following functional responsibilities performed by different units or individuals: (a) authorization to execute a transaction; (b) recording of the transaction; and (c) custody of assets involved in the transaction?	✓		1	The IP follows the circular from MOF for the transaction approval process. Approval of the execution of the transaction is granted by the head of the responsible department. The finance department reviews the transaction and supporting documentation, records the activities in the computerised accounting system and forwards the supporting documents to the Accounting General for payment. The procurement department handles the receipt of the assets which is then forwarded to the responsible department for custody.
4.5 Are the functions of ordering, receiving, accounting for and paying for goods and services appropriately segregated?	✓		1	The IP's finance department has different divisions that handle different functions. Processing, ordering and receiving of goods are handled by the procurement department, accounting is handled by the finance department and payment is processed by the Accounting general office, a separate department where all payments are centralised.
4.6 Are bank reconciliations prepared by individuals other than those who make or approve payments?		✓	-	The IP's bank accounts are maintained at the Accounting General Office. As such this is not applicable to the IP.
<b>4c. Budgeting system</b>				
4.7 Are budgets prepared for all activities in sufficient detail to provide a meaningful tool for monitoring subsequent performance?	✓		1	For institution, operating and development expenditure budgets are prepared annually with physical and financial targets based on outcome based budgeting system (OBB). Yes, budgets are prepared according to project documentation and annual work plan at project level. Each department is required to prepare budget and activities to be done on annual basis. The IP follows the chart of accounts sent by the MOF as pro-forma in the preparation of budget. This budget will be used by the Finance department in the monitoring of the transaction. This will then be compiled by the finance division and for discussion with the treasury department before the budget will be sent to the Parliament for approval. Detailed budget is prepared and is used to monitor the expenditure and activity of the IP.
4.8 Are actual expenditures compared to the budget with reasonable frequency? Are explanations required for significant variations from the budget?	✓		1	The finance division monitors the budget and compares it with actual expenditure on a quarterly basis. Significant variations are required to be reasonably explained. In addition, a quarterly meeting is carried-out to review the performance of the IP.

4.9 Is prior approval sought for budget amendments in a timely way?	✓			1	Amendments in the budget are required to obtain approval from: - Treasury for operating budget - Economic Planning Unit (EPU) for development budget. The IP follows the circular from the Ministry of Finance for deviation of budget. At project level, approval from the National Steering Committee is required.
4.10 Are IP budgets approved formally at an appropriate level?	✓			1	Budgets are approved by the Parliament before they are distributed to the Ministries and departments. At project level, budgets are prepared by project manager, endorsed by project director and approved by National Steering Committee and EPU thereafter.
<b>4d. Payments</b>					
4.11 Do invoice processing procedures provide for: - Copies of purchase orders and receiving reports to be obtained directly from issuing departments? - Comparison of invoice quantities, prices and terms with those indicated on the purchase order and with records of goods/services actually received? - Checking the accuracy of calculations?	✓			1	The IP uses the computerised system for invoice processing. The procurement division checks whether the Purchase Order matches the Invoice and Delivery Order. Then, the system prompts the finance department to check the mathematical accuracy of the invoice. Before the transaction can be processed.
4.12 Are payments authorised at an appropriate level? Does the IP have a table of payment approval thresholds?	✓			1	All payment transactions are processed in the system, where authorised personnel programmed. The table of payment is provided by the accounting general since it is the department that maintains the system. Below is the general table of payment approval threshold. Junior executive - up to MYR 20k Senior executive/officer - more than MYR 20k
4.13 Are all invoices stamped 'PAID', approved, and marked with the project code and account code?	✓			1	All supporting documents and invoices are stamped "PAID" after the payment has been made by the treasury department.
4.14 Do controls exist for preparation and approval of payroll expenditures? Are payroll changes properly authorized?	✓			1	The finance department processes payroll using the computerised accounting system. The IP uses a punch card for the payroll monitoring. The administration department monitors the payroll and reports to finance department for approval. The processing of changes is done and approved by the finance department and sent to the accounts department to be encoded in the system.
4.15 Do controls exist to ensure that allocation of staff salary costs reflects the actual amount of staff time spent on a project?		✓		-	There are no allocations being used as all staff work full time on projects.

<p>4.16 Do controls exist for expense categories that do not originate from invoice payments, such as DSAs, travel, and internal cost allocations?</p>	<p>✓</p>	<p>1</p>	<p>The IP follows the circular from the MCF for the processing of expenses not originating from invoice like DSA and travel allowance. For officers working on an out-of-town assignments or for seminar and training outside their duty station, the officer is required to have an approval from his immediate supervisor before he can proceed with the assignment or training.</p> <p>Moreover, the IP has a checklist with all the required documents and a certification from the officer to be filled in before they can reimburse. Below are the required supporting documents:</p> <ul style="list-style-type: none"> <li>- Travel allowance application</li> <li>- Bank account of the officer</li> <li>- Letter from the supervisor</li> <li>- Invitation for the officer</li> </ul>
<p><b>4e. Policies and procedures:</b></p>			
<p>4.17 Does the IP have a stated basis of accounting (i.e. cash or accrual) and does it allow for compliance with the agency's requirement?</p>	<p>✓</p>	<p>1</p>	<p>Cash basis of accounting as per IPSAS. However, in 2017, the IP will be adopting accrual basis of accounting.</p>
<p>4.18 Does the IP have an adequate policies and procedures manual and is it distributed to relevant staff?</p>	<p>✓</p>	<p>1</p>	<p>The policies and procedures are available on MCF and AG's websites.</p>
<p><b>4f. Cash and bank</b></p>			
<p>4.19 Does the IP require dual signatories for bank transactions? How many signatories are on the bank account and how many are required to execute transactions? How are names added/ removed. Provide names.</p>	<p>✓</p>	<p>-</p>	<p>The IP does not maintain and bank records and all payments are centralised in the Accounting general office.</p>
<p>4.20 Does the IP maintain an adequate, up-to-date cashbook, recording receipts and payments?</p>	<p>✓</p>	<p>-</p>	<p>The IP does not maintain and bank records and all payments are centralised in the Accounting general office.</p>
<p>4.21 Are bank balances and cash ledger reconciled monthly and properly approved? Are explanations provided for significant and unusual reconciling items?</p>	<p>✓</p>	<p>-</p>	<p>The IP does not maintain and bank records and all payments are centralised in the Accounting general office.</p>
<p>4.22 Is substantial expenditure paid in cash? If so, does the IP have adequate controls over cash payments?</p>	<p>✓</p>	<p>- 1</p>	<p>All payments are made either through electronic fund transfer (EFT) or check.</p>
<p>4.23 Does the IP carry out a regular petty cash reconciliation?</p>	<p>✓</p>	<p>1</p>	<p>The IP maintains petty cash for each responsibility centre (usually between MYR 1,000 to MYR 5,000). The IP performs regular petty cash fund reconciliations. In addition, the IP also has policies and procedures to perform spot checks on a regular basis. Spot checks and cash count are done at least once every six months by the head of the department.</p>

4.24 Are cash and cheques maintained in a secure location with restricted access? Are bank accounts protected with appropriate remote access controls?	✓			1	The IP requires that all petty cash funds are kept in a cash box and safe depending on the amount. The petty cash fund is handled by the chief clerk.
<b>4g. Other Offices or entities</b>					
4.25 If any other offices/ external entities participate in implementation, does the IP have policies and process to ensure appropriate oversight and monitoring of implementation?	✓			1	The IP has branches in different states of Malaysia and policies and procedures are in place for the monitoring and oversight of each branch based on the MoF circular.
4.26 Does the IP have a process to ensure expenditures of subsidiary offices/ external entities are in compliance with the work plan and/or contractual agreement?	✓			1	Each branch office is required to submit monthly reports to the finance department which are consolidated in the quarterly reports and reviewed by the finance and accounting committee on a quarterly basis.
<b>4h. Internal audit</b>					
4.27 Is the internal auditor sufficiently independent to make critical assessments? To whom does the internal auditor report?	✓			1	All reports prepared by the internal audit department are submitted to the Secretary general. The deputy internal audit confirms their independence in order to be able to produce a critical assessment. The report is also copied to the General Auditor of Malaysia. The annual audit report includes financial reports by the IP, programme achievement and programme audit.
4.28 Does the IP have stated qualifications and experience requirements for internal audit department staff?	✓			1	As per discussion with the deputy of the internal audit department, internal audit staff are required to have a bachelor degree in accounting and at least 3 year work experience in auditing. In addition, all internal audit staff are from general audit background and are assigned to the IP. Each of the internal auditor is assigned to the IP for at least five years.
4.29 Are the activities financed by the agencies included in the internal audit department's work programme?	✓			1	The activities financed by the agencies are included in the internal audit scope.
4.30 Does the IP act on the internal auditor's recommendations?	✓			1	The IP acts on internal audit reports' recommendations and the internal audit department monitors and follows up their implementation.
<b>4i. Anti-fraud and corruption</b>					
4.31 Does the IP have an anti-fraud and corruption policy?	✓			1	The IP, as a government agency, follows the government's anti-fraud and corruption policy. In addition, the IP has an integrity unit where all suspected fraud and corruption are being reported.

4.32 Has the IP advised employees, beneficiaries and other recipients to whom they should report if they suspect fraud, waste or misuse of agency resources or property? If so, does the IP have a policy against retaliation relating to such reporting?	✓			1	The IP informs officers and staff to report to the Integrity Unit any suspected report. The investigation is conducted by the internal audit unit and reports to the integrity unit and to the Secretary General. The Secretary General decides on the punishment or penalty along with the formed committee for this specific purpose.
Total number of questions in subject area:	32				
Number of questions marked 'N/A' in subject area:	5				
Total number of applicable questions in subject area:	27			27	
Total number of risk points:				1	Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.
Accounting policies and procedures overall risk assessment:					

Subject area	Yes	No	N/A	Risk points	Remarks/comments
<b>5. Fixed Assets and Inventory</b>					
<b>5a. Safeguards over assets</b>					
5.1 Is there a system of adequate safeguards to protect assets from fraud, waste and abuse?	✓			1	The IP uses a computerised asset management system that is monitored by the IP's asset management division. The Asset Management Division monitors the movement of assets.
5.2 Are subsidiary records of fixed assets and inventory kept up to date and reconciled with control accounts?		✓	-	3	The IP does not have records of assets in the accounting system due to cash basis being used. The IP's computerised system maintains the records of all fixed assets but no subsidiary ledger is maintained and no reconciliation is performed. Refer to Annex 2, Management Control Finding 3
5.3 Are there periodic physical counts of fixed assets?	✓			1	The IP performs a physical verification of assets which is done on semi-annual basis. The asset management division selects personnel from other divisions to perform the physical verification of assets along with its personnel.
5.4 Are fixed assets and inventory adequately covered by insurance policies?		✓		3	The IP's assets are not covered by an insurance policy. Refer to Annex 2, Management Control Finding 2
<b>5b. Warehousing and inventory management</b>					
5.5 Do warehouse facilities have adequate physical security?			✓	-	The IP does not maintain any inventory and such, no warehouse is used.
5.6 Is inventory stored so that it is identifiable, protected from damage, and countable?			✓	-	The IP does not maintain any inventory and such, no warehouse is used.

5.7 Does the IP have an inventory management system that enables monitoring of supply distribution?									The IP does not maintain any inventory and such, no system for inventory are being maintained.
5.8 Is responsibility for receiving and issuing inventory segregated from that for updating the inventory records?									The IP does not maintain any inventory and such, no warehouse is used.
5.9 Are regular physical counts of inventory carried out?									The IP does not maintain any inventory and such, no physical counts are carried out.
<b>Total number of questions in subject area:</b>							9		
<b>Number of questions marked 'N/A' in subject area:</b>							5		
<b>Total number of applicable questions in subject area:</b>							4		
<b>Total number of risk points:</b>								8	
<b>Accounting policies and procedures overall risk assessment:</b>								2	Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.

Subject area	Yes			No			N/A			Risk points	Remarks/comments	
<b>6. Financial Reporting and Monitoring</b>												
6.1 Does the IP have established financial reporting procedures that specify what reports are to be prepared, the frequency of preparation, what they are to contain and how they are to be used?											1	The IP follows the circular and manuals promulgated by the IMOF in the preparation of reports including the timing and the use of such reports.  The IP is required to prepare monthly budget performance reports which are consolidated on a quarterly basis and used for quarterly meetings between heads of departments for decision making and monitoring of the progress of the agency.
6.2 Does the IP prepare overall financial statements?											1	The IP prepares annual financial report for the Ministry. The report is required to be audited by the General auditor before submission to the Parliament for review.
6.3 Are the IP's overall financial statements audited regularly by an independent auditor in accordance with appropriate national or international auditing standards? If so, please describe the auditor.											1	The IP's annual financial statement is being audited by the General auditor before the report is submitted to the parliament. The General Auditor is the supreme audit institution of Malaysia.
6.4 Were there any major issues related to ineligible expenditure involving donor funds reported in the audit reports of the IP over the past three years?											1	There were no major issues noted relating to donor-funded transactions.

6.5 Have any significant recommendations made by auditors in the prior three audit reports and/or management letters not yet been implemented?	✓	1	There were no significant recommendations from the general auditor. Most of the recommendations are improvements on the payment process cycle.
<b>Total number of questions in subject area:</b>	5		
<b>Number of questions marked 'N/A' in subject area:</b>	0		
<b>Total number of applicable questions in subject area:</b>	5		
<b>Total number of risk points:</b>		5	
<b>Reporting and monitoring overall risk assessment:</b>		1	Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.

Subject area	Yes	No	N/A	Risk points	Remarks/comments
<b>7. Information Systems</b>					
7.1 Is the financial management system computerized?	✓			1	The IP uses computerised accounting system known as ESPKB.
7.2 Can the computerized financial management system produce the necessary financial reports?	✓			1	The ESPKB can generate financial reports from the system. Monthly and quarterly reports are generated from the system.
7.3 Does the IP have appropriate safeguards to ensure the confidentiality, integrity and availability of the financial data? E.g. password access controls; regular data back-up.	✓			1	The IP computerised system are password protected to ensure integrity and confidentiality of financial information. In addition, passwords are used to ensure that only authorised persons can approve transactions before payments can be processed. In addition, backup of ESPKB and GFMAS are done in the MCF. Internal reports are backup on a daily and weekly basis.
<b>Total number of questions in subject area:</b>	3				
<b>Number of questions marked 'N/A' in subject area:</b>	0				
<b>Total number of applicable questions in subject area:</b>	3				
<b>Total number of risk points:</b>				3	
<b>Information systems overall risk assessment:</b>				1	Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.

Subject area	Yes	No	N/A	Risk points	Remarks/comments
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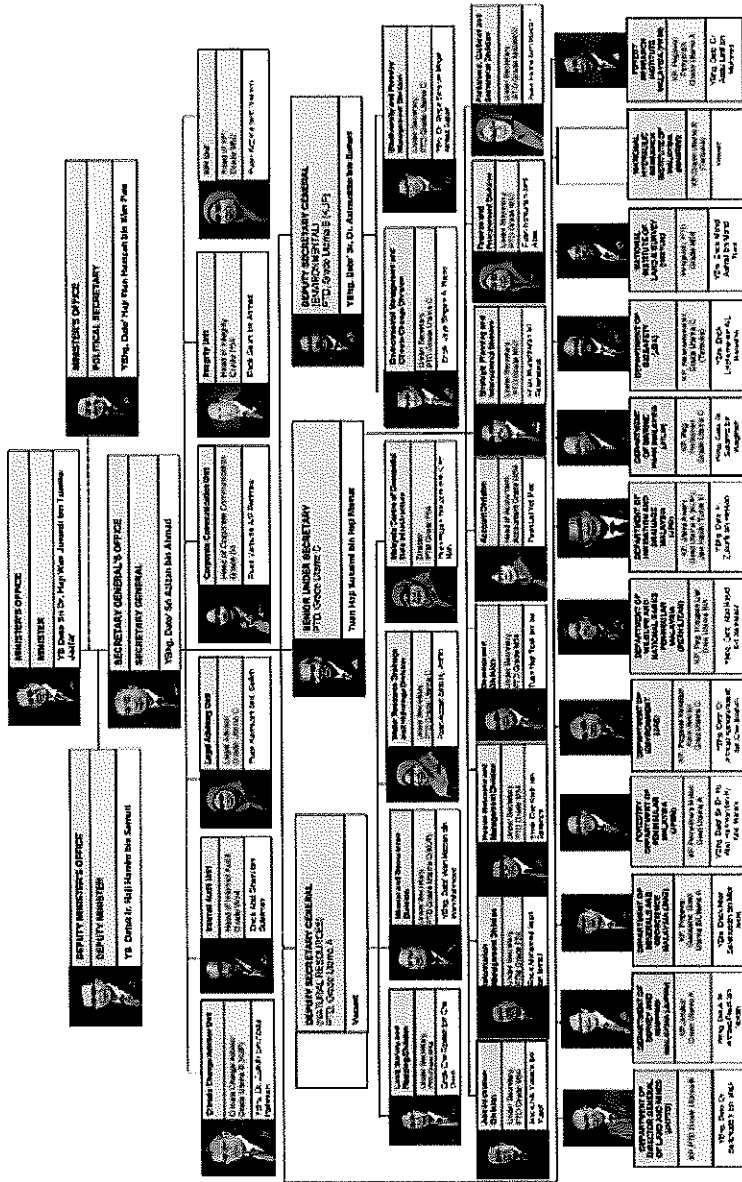


8. Procurement				
8.1 Does the IP have written procurement policies and procedures?	✓		1	The IP has written procurement policies and procedures that are compliant with the promulgation of the Ministry of Finance.
8.2 Are exceptions to procedures approved by management and documented?	✓		1	Exceptions to procedures are approved by Minister of MNRE and documented.
8.3 Does the IP identify and apply the requested authorizations for each value level of purchases? At what value does the IP require written authorization of senior management for a purchase (value in US dollars)?	✓		1	Approved by Vice Minister: project value up to MYR 50 million, service value up to RM 500 thousand and goods up to MYR 500 thousand. Approved by Secretary General: project value up to MYR 100 million, service value up to MYR 2 million, and goods more than MYR 500 thousand. Approved by Minister of MNRE: Project cost more than MYR 100 million, service costs more than MYR 2 million.
8.4 Do the procurement procedures and templates of contracts integrate references to ethical procurement principles and exclusion and ineligibility criteria?	✓		1	Procurement procedures and contract templates integrate references to ethical procurement principles.
8.5 Does the IP obtain sufficient approvals before signing a contract?	✓		1	Suppliers' Evaluation Form approved by Head of Evaluation Team and 3 team members before contract is signed.
8.6 Does the IP have and apply formal guidelines and procedures to assist in identifying, monitoring and dealing with potential conflicts of interest with potential suppliers/procurement agents? If so, how does the IP proceed in cases of conflict of interest?	✓		1	Officers who are part in suppliers evaluation and bidding process are required to sign the conflict of interest declaration letter. Any officer who is deemed to have potential conflict of interest is required to not take part in the process or the supplier will be disqualified.
8.7 Does the IP follow a well-defined process for sourcing suppliers? Do formal procurement methods include wide broadcasting of procurement opportunities?	✓		1	The vendors are required to be registered in the eProcurement. Opportunities will be advertised through websites, newspapers and notice boards and if it is a tender they advertise it in a bulletin board.
8.8 Does the IP keep track of past performance of suppliers? E.g. database of trusted suppliers.	✓		1	The suppliers' database is stored in Ministry of Finance system. The suppliers database includes the suppliers profile, list of expertise with background education and work experiences, and work performed for the government project in the past (type of work, project name, project value, period, project status).

<p>8.9 Does the IP follow a well-defined process to ensure a secure and transparent bid and evaluation process? If so, describe the process.</p>	<p>✓</p>	<p>The IP has 3 type of procurement systems based on contract values: direct appointment (construction works up to USD 12 million, non construction works up to USD 12,000), limited tender (construction work up to USD 25 million, non construction works up to USD 50,000), and open tender (construction works more than USD 25 million, non construction work more than USD 50,000). Direct appointment = 3 suppliers invited, limited tender = 5 suppliers invited, open tender published in the government procurement website and national newspapers for 21 days. Supplier evaluation done by 7 experts in the specific field.</p> <p>The procurement committee is divided into three committees (technical, financial and endorsement) to ensure secure and transparent process.</p> <p>Technical committee examines bids in relation to the best specifications.</p> <p>Financial committee examines bids in relation to the best price.</p> <p>Endorsement committee finalises and authorises the procurement decision.</p> <p>Prior to the procurement process, the personnel involved must sign a declaration of independence.</p>	<p>1</p>
<p>8.10 When a formal invitation to bid has been issued, does the IP award the contract on a pre-defined basis set out in the solicitation documentation taking into account technical responsiveness and price?</p>	<p>✓</p>	<p>The contract award based on the highest total score, 80% of technical evaluation result and 20% of cost evaluation result.</p>	<p>1</p>
<p><b>Total number of questions in subject area:</b></p>		<p>10</p>	
<p><b>Number of questions marked 'N/A' in subject area:</b></p>		<p>0</p>	
<p><b>Total number of applicable questions in subject area:</b></p>		<p>10</p>	
<p><b>Total number of risk points:</b></p>			<p>10</p>
<p><b>Procurement overall risk assessment:</b></p>			<p>1</p>
<p>Divide total number of risk points by total number of applicable questions in subject matter section. This amount should be rounded as detailed on page 1 of this checklist and assigned an overall risk rating.</p>			

# ANNEX 4: ORGANIGRAMME

## MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT ORGANISATION CHART



Source: Author Report prepared January 11 and February 17, 2002

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## ANNEX H. STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICE

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### STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

Dear Mr. Jaya Singam Rajoo,

1. Reference is made to consultations between officials of the Government of Malaysia (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution 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 may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
  - a) Identification and/or recruitment of project and programme personnel;
  - b) Identification and facilitation of training activities;
  - c) Procurement of goods and services.
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 shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the Standard Basic Assistance Agreement, 12 September 2012 ("the SBAA"), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. 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 to the programme support document or project document.
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 shall be specified in the annex to the programme support document or project document.
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 your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



Signed on behalf of UNDP  
Jakob Simonsen  
Resident Representative Ad Interim



For the Government  
Mr. Jaya Singam Rajoo  
Under Secretary, Environmental Management & Climate Change Division,  
Ministry of Natural Resources and Environment  
Date: 19 / 01 / 2017

## Attachment

### DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Natural Resources and Environment, the institution designated by the Government of Malaysia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project Second Biennial Update Report on Climate Change (Project ID: 00103239)

2. In accordance with the provisions of the letter of agreement signed on 19/01/2017 and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

<b>Support services</b>	<b>Schedule for the provision of the support services</b>	<b>Cost to UNDP of providing such support services (where appropriate)</b>	<b>Amount and method of reimbursement of UNDP (where appropriate)</b>
1. Recruitment of project staff	Will be determined during the inception phase	Use of UNDP's Universal Price List (Current)	To be deducted from project budget
2. Hiring of Consultants	Will be determined during the inception phase	Use of UNDP's Universal Price List (Current)	To be deducted from project budget
3. Procurement of Goods and Services	Will be determined during the inception phase	Use of UNDP's Universal Price List (Current)	To be deducted from project budget
4. Direct payment to vendors	As and when payment instruction is received from MNRE	Use of UNDP's Universal Price List (Current)	To be deducted from project budget
5. UNDP Advisory and Technical Services	As and when payment instruction is received from MNRE	Use of UNDP's Universal Price List (Current)	Government cost-sharing
			Total: (up to USD 8,000 from GEF grant)

4. Assistance may consist of any other form which may be agreed by the Government and UNDP.

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

- a) MNRE to determine the type of services to be provided by UNDP, in line with the AWP's;
- b) MNRE will be consulted by UNDP in the process of providing the support services;
- c) UNDP will conduct all provisions of the services using UNDP's procurement/ recruitment/ financial rules;
- d) UNDP will update MNRE quarterly, on the cost of the provision of the services.

All decisions related to the support services provided by UNDP shall be made upon agreement/ approval of the government.

## ANNEX I. FINAL REPORT OF MALAYSIA'S NATIONAL COMMUNICATION / BIENNIAL UPDATE REPORT PROJECT

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Monitoring and Evaluation plans of climate change enabling activities for the preparation of National Communications on Climate Change and/or Biennial Update Reports do not require the production and publication of Terminal Evaluation Reports. Therefore, a number of intended purposes of such terminal exercises are not captured in full, including:

- The promotion of accountability and transparency, and the assessment and disclosure of the extent of the project accomplishments;
- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities;
- The provision of feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues; and
- The contribution to the GEF Evaluation Office databases for aggregation, analysis and reporting on effectiveness of GEF operations in achieving global environmental benefits and on the quality of monitoring and evaluation across the GEF system.

The intent of this Final Report is not to propose an abridged alternative to the Terminal Evaluation Report. Instead, its purpose is to gather some insightful details about the process of preparing the mandatory report under the UNFCCC that can be of use to both the UNDP support teams, and the current and future national project teams. Its focus is therefore on providing:

- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities; and
- Feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues.

National project teams in charge of the future enabling activity for the preparation of the National Communication or Biennial Update Report can therefore rely on a valuable source of information from inception to closure of the project, and UNDP support teams can further disseminate lessons across borders, fully up-taking its guiding role as implementing agency and partner within the Global Support Programme (GSP, previously known as National Communications Support Programme).

The template has been designed with the purpose of collecting relevant information, without representing a time-intensive and human resource-intensive burden to the current national project team. It is therefore divided into three core sections – project identification phase, project implementation phase and project follow-up –with for each section a limited number of open questions.

The intention is to have the team leader, project manager or equivalent figure completing the template, in close collaboration with other team members within the last two months of project implementation. It is furthermore the intention of the completion of this Final Report to trigger the discussions of the upcoming National Communication and/or Biennial Update Report, taking advantage of the momentum created by the ongoing project, the presence of the core of the current national project team, and the renewed interest of national counterparts with the perspectives of an eminent or recent submission to the UNFCCC.

The completion of this template has been made mandatory and has been budgeted for in all projects that received approval post 2013 (3 working days equivalent of project manager's time). You are kindly invited to send the completed template to Damiano Borgogno, [damiano.borgogno@undp.org](mailto:damiano.borgogno@undp.org) and to Eva Huttova, [eva.huttova@undp.org](mailto:eva.huttova@undp.org).



Details of the project

Project's title	
PIMS number	
Overall budget including GEF grant including co-financing	
Duration of implementation	
Planned duration of project	
Implementing partner	
Team Leader's name and contact details	
Link to final report	

Project identification phase

Duration of preparatory phase (expressed in months) \_\_\_\_\_

Was the project document developed by a national/international consultant? (Please, provide name if yes and expand on the satisfaction of this collaboration.)

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Please, shortly describe the milestones of this initial preparatory phase (e.g. consultation workshops held, telephone interviews with key stakeholders, among others)

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Where consultations made with one or more of the following stakeholder groups?

Ministry of Finance (or equivalent)	Women's associations
Other Ministries (not being the Ministry in charge of climate change)	Youth movements
Local Governments	Indigenous peoples' representatives
National universities	Environment or climate related NGOs
Domestic Research Centers	Other NGOs/CSOs
Media	Others (specify)

What were the main objectives for the project identified as a result of this preparatory phase?

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What were the major challenges faced during this phase?

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Looking back, what issues that were identified and/or overlooked during this preparatory phase had an impact on the successive implementation phase?

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Project implementation phase

*Technical components*

**1. GHG inventory**

**Base year of the GHG inventory:**

**Base years used in previous GHG inventories:**

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	

Final outcome	
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Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the GHG inventory component, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?

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## 2. Mitigation actions

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?

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### 3. Vulnerability & Adaptation for NC or MRV for BUR

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?

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### 4. Constraints and Gaps/Support needed

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the Constraints and gaps, and related financial, technical and capacity needs component, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g. lack of data, risk of duplication of work done in the context of parallel projects, among others).

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Can you describe the process(es) implemented to generate and validate outcomes and outputs?

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What pieces of advice do you have for future project teams?

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*Capacities and use of capacities*

Do you believe the project has built - in a durable and cost-effective way - human and institutional capacities? Please, elaborate.

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Please, estimate the amount of work done by national consultants versus international consultants:

\_\_\_\_\_ % national consultants. \_\_\_\_\_ % international consultants and \_\_\_\_\_ % national staff.

What work was entrusted to international consultants and for what reasons?

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What would you have done differently, or do you advise the next project team to consider in this context?

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Additional remarks

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*Institutional arrangements*

Please, summarize an overview of the institutional arrangements for the project implementation.

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Please, describe the composition of the project team.

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Will the team remain in place, even after the project has fully closed?

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Were gender considerations taken into account during the project design and implementation? If so, how?

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Which were the strengths and weaknesses of the institutional arrangements used?

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What suggestions have you to make regarding the institutional arrangements for future NC/BUR work?

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Additional remarks

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*Technical support from GSP, CGE, or other bodies*

Has the project team, or members of the project team, participated in national, regional or global training events organized by a center of excellence or above mentioned body during the course of the project? If yes, please, specify the training event(s).

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What has been the contribution of this participation to the project results?

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What identified knowledge gaps holding back the proper implementation of the NC project could not be addressed by any of the above mentioned bodies?

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In addition to capacity building support, what other assistance did the project team receive during project implementation? (E.g. review of draft report, technical backstopping of international expert)

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Has UNDP provided timely and valuable support during project design and implementation? Please explain.

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Next steps

How will findings of the project be further disseminated, if at all?

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Are balance funds available under the NC/BUR project going to be used to identify the strategy of the next report?

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At full project closure, is there a person or institute to whom one can turn in case there are follow-up questions to the NC/BUR?

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Has the Government expressed interest to further work with UNDP on the next coming report? If no, please explain.

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Additional information

Date	
Name and e-mail address of person who completed this template	
Others involved in completion of this template (names of individuals and their institutions)	
In case a terminal evaluation report has been produced, please link it here.	
Other attachments	