United Nations Development Programme

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•	ect Title: Study on Housing for the B50% Income Group and the Challenges on sysia	of Urbanization i
UND	AF Outcome(s):	
Not .	Applicable	
Ехрє	ected CP Outcome(s):	
a.	A new national policy framework developed to promote inclusive growth and s development policies and strategies; and	sustainable huma
b.	The bottom 50% of income group receive better access to education, health an programmes and benefit disproportionately from new inclusive growth policies ar	•
Ехрє	ected Output(s):	
	effectiveness of poverty reduction strategies and programs enhanced through best relating to urbanization and environmental sustainability	oetter linkage wit
Impl	ementing Partner: Economic Planning Unit (Social Services Section)	
-	oonsible Parties: Economic Planning Unit (Social Services and International Coo P Malaysia	peration Sections
UND	P Malaysia	

Brief Description

This is estimated to be a 21-month project (January 2014 – September 2015) focusing on housing for the bottom 50% of income group in major urban centres of Malaysia, with clear linkages to relevant initiatives and projects in the 10th Malaysia Plan (10MP) and the National Housing Policy (NHP) with the aim of providing inputs to the 11th Malaysia Plan (11MP) and a larger study on the Urban Vulnerable Group (UVG) by the Economic Planning Unit (EPU). It emphasizes on multidimensionality and linkage to wider issues of urbanization in its analysis. Through a combination of primary research, socio-spatial mapping, international best practices, literature review, desk research and stakeholder consultation, a full report capturing key findings and implementable policy recommendations will be put forward in a clear manner to stakeholders. A series of more technical inputs will be commissioned to supplement the main report. The EPU Social Services Section is the Implementing Partner guided by a National Steering Committee (NSC) and a Technical Working Committee (TWC).

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Agreed by (Economic Planning Unit):

Date/Month/Year

DATUK DR RAHAMAT BIVI BT. YUSOFF Director General

Economic Planning Unit Prime Minister's Department

Agreed by Resident Representative:

Michelle Gyles-McDonnough Resident Representative

Date/Month/Year

▲ 1 JAN 2014

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ABBREVIATIONS

9MP	9 th Malaysia Plan
10MP	10 th Malaysia Plan
11 MP	11 th Malaysia Plan
APR	Annual Progress Report
ARR	Assistant Resident Representative
AWP	Annual Work Plan
B50	Bottom 50% of income group
BNM	Central Bank of Malaysia
CBD	Central Business District
CDR	Combined Delivery Report
CP	Country Programme
CPAP	Country Programme Action Plan
CPD	Country Project Document
CRPD	Convention on the Rights of Persons with Disabilities
CS	Cost Sharing
CSR	Corporate Social Responsibility
DBKL	Kuala Lumpur City Hall
DOS	Department of Statistics
DSA	Daily Subsistence Allowance
EPP	Entry Point Project
EPU	Economic Planning Unit, Prime Minister's Department
ETP	Economic Transformation Programme
GoM	Government of Malaysia
GMS	General Management Support
GNI	Gross National Income
HACT	Harmonized Approach to Cash Transfer
HBA	National House Buyers Association
HDR	Human Development Report
ICU	Implementation Coordination Unit
ISS	Implementation Support Service
JPBD	Department of Town and Country Planning
JPN	National Housing Department
KL	Kuala Lumpur
KPKT	Ministry of Urban Well-Being, Housing and Local Government
KPWKM	Ministry of Women, Family and Community Development
KWP	Ministry of Federal Territories
MDG	Millennium Development Goals
MOF	Ministry of Finance
NAPIC	National Property Information Centre
NIM	National Implementation Modality
NEM	New Economic Model

J	NHP	National Housing Policy
Π	NKEA	New Key Economic Area
	NPD	National Project Director
	NSC	National Steering Committee
	PJ	Petaling Jaya
	PPR	Low-Cost Housing Project
\cap	PWD	Person With Disability
	RA	Research Assistant
_	REHDA	Real Estate and Housing Developers' Association of Malaysia
П	RR	Resident Representative
U	SPAD	Land Public Transport Commission
\Box	TRAC	Target for Resource Assignment from the Core
	TOR	Terms of Reference
	TWC	Technical Working Committee
	TWG	Technical Working Group
	UN	United Nations
	UNDP	United Nations Development Programme
	UVG	Urban Vulnerable Group

I. SITUATION ANALYSIS

Introduction - Urbanization and the Housing Challenge

According to World Urbanization Prospects¹, Malaysia has 72.8% of its population living in urban areas in 2011. This is expected to increase to 77.9% (higher than the official target of 73.5%) by 2020 with an average urban growth rate of 2.08% between 2015 and 2020. National statistics² show that Peninsular Malaysia is estimated to have an average of 63.1% urban population in 2005, Sabah 53.2% and Sarawak 54.6% with an average rate of growth of 4.93% for the whole of Malaysia between 1991 and 2000.

Urban concentration and increasing density present both opportunities and challenges for human development in the country. On the one hand, urban agglomerations create the synergies of a dynamic innovative ecosystem for economic progress attracting skilled human capital and talent to move to creative, liveable cities. On the other hand, unmanaged urbanization puts an increasing strain on natural resources, threatens quality of life through the emergence of urban blight and widens geographical inequalities between urban and rural areas.

One of the key challenges caused by rapid urbanization to improving the well-being of Malaysians, in particular the bottom 50% of income group (B50), living in urban and periurban areas across the country is housing. Urban land markets, housing construction and the provision of urban services have been swamped by the speed of urban growth. With the rapid expansion of cities and increases in the value of land, the lower income groups are often compelled to live in inner-city slums or pushed to the peri-urban areas on the fringes of the cities where residents are more isolated. The central role played by land rights and the provision of secure tenure, particularly in increasing access to improved housing, is increasingly recognized. As a result, the conventional and static emphasis on ownership and individual titling has given way to an understanding of land rights as a continuum with varying degrees of land and housing security.

The lack of an efficient and integrated approach to housing renders many people into a state of homelessness or dilapidated housing conditions. It has a disproportionately huge impact on equity particularly for women, the disabled and the urban poor. Therefore, it is important to recognize housing not only as a social good but as a universal human right. The State should guarantee access to adequate, affordable and quality housing for all its citizens.

Institutional and Policy Context – Housing under 10th Malaysia Plan (2011 – 2015)

A study by Idrus, Noraliah and Ho, Chin Siong (2008) "Affordable and quality housing through the low-cost housing provision in Malaysia" provides a good overview of housing policy in Malaysia from the 1st Malaysia Plan (1MP, 1966-1970) to the 9th Malaysia Plan (9MP, 2000-2010), detailing changes in national approaches to housing from pre-independence right up to 2010 in the various aspects of focus, policy attention, strategies and key documents underpinning them. In the 9MP period, housing for the hardcore poor received 100% public funding, low-cost housing 44%, low-medium cost 28%, and medium

¹ http://esa.un.org/unup/

² Department of Statistics (various years)

cost 23%. This shows that other than housing for the hardcore poor, private sector has evolved to become an important provider of housing for the low income groups.

In the beginning of the 10th Malaysia Plan (10MP) period (2011-2015), there was an acceleration in residential house prices which recorded a quarterly price increase of above 10% since 4Q 2011, a marked increase from the historical average of 3.2% from 2001 to 2009³. This is primarily driven by rapid urbanization and demographic change causing a surge in housing demand. The growth in house prices has attracted new property development mainly in the higher price segments, with units above RM1 million topping the range. The increasing demand for affordable housing of the low-to-middle income groups is not met and therefore, many turned to the secondary market (about 80% of property transactions to meet demand by the general population has been taking place in the secondary market⁴), further driving up existing house prices in the lower-to-middle price segments.

The National Housing Policy (NHP) was launched in 2011, in line with the 10MP focus on the provision of adequate housing, as well as ensuring a safe, healthy and harmonious living environment equipped with complete public amenities and quality recreational facilities. The NHP has the 3 objectives of (i) Providing adequate and quality housing with comprehensive facilities and a conducive environment; (ii) Enhancing the capability and accessibility of the people to own or rent houses; and (iii) Setting future direction to ensure the sustainability of the housing sector. The NHP objectives are further articulated through 6 broad thrusts and 20 policy statements⁵.

On top of that, the government has introduced a raft of housing programmes to ensure an adequate supply of affordable housing to the lower and middle income groups in its various budget announcements under 10MP. In the 2013 budget, the government has initiated and expanded on various affordable housing schemes, fiscal measure to deter property speculation, incentives to increase access to finance and credit, and also budget allocation to revive abandoned housing projects.

10MP also marks a decisive shift in Malaysia's development planning approach, moving from a sectoral to a spatial focus, mooting the idea of Greater Kuala Lumpur which was operationalized as a National Key Economic Area (NKEA) under the Economic Transformation Programme (ETP). Various Entry Point Projects (EPPs) such as Talent Attraction, High Speed Rail, My Rapid Transit, River of Life, Pedestrian, Solid Waste Management, Sewerage – Non River, Iconic Places, Greener KL have been initiated to create a city that will attract talents to live, work and play in Malaysia's capital city and its wider agglomeration. Cities are seen as the engine of growth to drive five regional economic development corridors i.e. Iskandar Malaysia in South Johor, Northern Corridor Economic Region, East Coast Economic Region, Sabah Development Corridor and Sarawak Corridor of Renewable Energy.

³ Bank Negara Annual Report 2012

⁴ lbid

⁵ Refer to Annex I for details

Low-Cost Housing (PPR) and Housing for the B50

In general, federal government policy on low-cost housing (PPR) can be summarized as follows: (i) 30% low cost component for private sector (ii) imposing price ceiling (iii) targeting household income below a certain income threshold (iv) quota for certain groups e.g. disabled and public sector employees and (v) minimum design standards. There are also similar policies at the state and local levels. PPR is divided into PPRS (for rental) and PPRM (for ownership) and its coverage has been expanded under 10MP. The provision of low-cost housing is considered to be sufficient with the units built surpassing the targets, contributed in large part by the private sector.

However, the supply of low-cost housing has continuously exceeded official targets but there is only a small reduction in the number of squatter families. There is a problem of mismatch where locations of PPR are either not suitable or do not have access to transportation network resulting in high number of unsold and unfilled units. There could also be a problem of mis-targeting due to weakness in the registration and distribution system and lack of regulation in sub-sale transactions. Furthermore, low income groups find difficulties in obtaining loans and accessing finance to purchase low-cost houses. The quality of life of PPR residents is threatened by poor maintenance of PPR, vandalism, high occurrence of crime and unsafe neighbourhood leading to public stigma and further isolation of the low income group living in PPR.⁶

Moreover, on the 30% low cost component for low-cost housing, private developers have the option of paying compensation/penalty instead of building low-cost houses which could be more profitable. There are also enforcement issues and bottlenecks, both legal as well as capacity, at the local authority levels which have resulted in this policy not well implemented and thus, requires revisiting.

Due to recent acceleration in house prices in the lower-to-middle price segments coupled with a continuous drop in national poverty rates, there is now an increasing need to look at the housing needs of the B50 besides those officially classified as poor. There must be a holistic approach to expand the policy coverage to low-medium cost and medium cost houses which are predominantly determined by market forces.

Objective of the Study

The study is commissioned to achieve the following objectives:

- To take stock of housing conditions using a multidimensional framework and generate content that can serve as inputs to the 11th Malaysia Plan (11MP) and a larger study on the Urban Vulnerable Group (UVG) by the Economic Planning Unit (EPU).
- 2. To undertake analysis of the key findings and provide implementable policy recommendations to stakeholders looking major urban agglomerations in Malaysia.

⁶ By REHDA Malaysia in the Housing Workshop for Lower Income Group in Malaysia; http://www.epu.gov.my/c/document_library/get_file?uuid=8c3ff18f-58ca-4b80-9daed435fa39f201&groupId=283545

Scope of the Study

The study will focus on housing for the B50 in the Klang Valley in the central region, Penang in the northern region, Kuantan in the Eastern region, Johor Bahru in the southern region and Kota Kinabalu, Sabah and Kuching, Sarawak using a combination of processes including reviews of relevant policy documents and housing statistics, undertaking surveys and mapping exercise, as well as discussions with key government ministries/agencies/departments and other principal actors identified in the course of the research. The study will cover the following activities:

1. Establishing a multidimensional framework for liveability

The first activity establishes a multidimensional framework to look at the impact of housing on the residential structure and development outcomes of the residents. Among the key questions to be answered are "Whether or not a targeted household i.e. the urban poor is offered accommodation in PPR", "Who are excluded from the PPR process and why?", "What kind of accommodation is offered i.e. the quality of housing?", and "What type of neighborhood are PPR located in and whether wider services are available in those neighborhoods?"

Beyond providing physical shelter to the poor, the design of a housing project can also be leveraged to achieve outcomes such as residents' social network, economic opportunities and health access. If not designed and implemented properly, neighborhoods can deteriorate to become a place for socio-spatial differentiation, perpetuating further social isolation of the urban poor from the wider community. Similarly, lack of access to dispute resolution systems and inability to participate in the political life can also lead to violence and instability. By considering the effects of different housing types and neighborhoods such as income-mixing initiatives, housing projects can be engineered to achieve social mobility and intended socio-economic effects.

Gender and housing is another important aspect to look into in the study and the right to adequate housing is an integral part of women's human rights. Housing issues and barriers are experienced differently by men and women, especially affordability and access, location, quality and design, homelessness, emergency housing and eviction. A lack of adequate housing and security of tenure has been shown to make women more vulnerable to violence. Secure tenure and equal property rights are critical issues for women and these depend in large part on women's ability to own land and housing.

As indicated by the 2010 MDG report produced by EPU and UNDP, urban female-headed households in 2009 had a higher probability of being poor than urban male-headed households and rural female-headed households. This represents a change from 1989 when rural, but not urban, female-headed households had a higher probability of being poor than male-headed households. Among the poor, female-headed households are at the very bottom of the income distribution.

Gender disaggregated data and figures for female-headed households should be used in the analysis as much as possible. Patriarchal qualities are often infused into the built environment creating gendered domestic spaces in homes that often reproduce certain social relations that are gender biased. Besides meeting minimum design standards for PPR, design elements should also be more gender sensitive. This is because strong gender coding built into domestic architecture legitimizes a particular form of gender differentiation and domestic division of labor.

Similarly, rights to housing have crucial impacts on persons with disabilities. Poor urban living conditions, including inadequate housing and overcrowding, all compromise the health of its dwellers. Women and disabled people as well as children and the elderly are all particularly vulnerable to these factors. For example, persons with disabilities are often poorest of the poor and among the most marginalized and excluded. Thus, a pronounced focus on persons with disabilities in the analysis, in addition to other vulnerable groups including women, would significantly strengthen the equity-/inclusiveness-based approach of the study and therefore enhance its added value.

The explicit focus on persons with disabilities would demonstrate Malaysia's continuous leadership and commitment to promoting and protecting the rights of persons with disabilities, particularly in the context of equitable and inclusive urban development, building upon UNDP Malaysia's 2008 project "Transport for the Disabled: Support of the Development of Accessible Transport in Penang." Disability-sensitive transportation and housing enable social participation and community integration of persons with disabilities, critical elements for realizing their basic human rights. Disability-sensitive evidence and analyses generated would support the government's effort to fulfill various obligations contained in the UN Convention on the Rights of Persons with Disabilities (CRPD), which the Government of Malaysia ratified in July 2010 and is mandated to report the progress periodically. Housing is specifically mentioned under Articles 9 (Accessibility) and 28 (Adequate standard of living and social protection) of the CRPD.

Persons with disabilities (PWDs) constitute one of the focus vulnerable populations in 10MP under the subheading "Integrating Persons with Disabilities into Society" (p 186): "... The Plan will focus on integrating PWDs into society to enable them to be independent, productive and valued contributors. Greater efforts will be made to provide easy physical access to transportation and buildings for a more disabled-friendly environment. This will be done through the adoption of universal design standards in buildings, public spaces and parks..."⁸

2. Profiling the socio-spatial characteristics of the B50 in major urban centres in Malaysia
This activity undertakes a profiling and mapping exercise of existing housing for the B50
using available national statistics. This can be in terms of housing stock (type of dwelling, type of tenancy and price), household type (family demographics, economic status and

⁷ Important issues include accessibility for vulnerable groups such as the disabled and the elderly (under the approach of independent living), safety and security and creating urban programmes/spaces which support community living i.e. the equal importance of creating space for community activities for children (especially affordable/state sponsored childcare and parks, and playgrounds) and for the elderly i.e. strengthening the implementation for the Housing Policy, particularly under Thrust 6.

⁸ One of the issues in the 10MP which can be discussed under Thrust 5 in the National Housing Policy, is the concept of universal design which is meant to create innovative designs to allow for universally accessible infrastructures.

ethnicity) and location/neighborhoods (CBD, inner city, inner suburban, outer suburban, status, public amenities). The socio-spatial profile provides the macro-framework for subsequent analytical purposes.

3. Assessing liveability of existing housing of the B50

This activity provides an assessment of selected B50 housing in major urban centres in Malaysia. It will also map out gender specific concerns and certain socio-spatial behavioral traits of the residents that are important to assess the institutional context and development outcomes of these housing projects. The study will also examine how these citizens are able to exercise their civil and political rights such as being included in the electoral registers, exercise of the right to vote, ability to access the justice system and protection issues. The micro study together with the macro-framework in Activity 2 provides a multidimensional baseline scenario of the liveability and housing conditions of the B50.

At present, there are very few case studies on PPR in Malaysia, much less a mapping exercise focusing on housing for the B50 in a specific urban context. A paper by Goh, Ai Tee and Yahaya Ahmad (2011) "Public Low-Cost Housing in Malaysia: Case Studies on PPR Low-Cost Flats in Kuala Lumpur" does provide case studies on PPR in Kuala Lumpur examining the quality of housing from user perspective covering issues such as house safety, provision of public amenities, unit internal environment, maintenance and surrounding environment, location, sanitary fittings, unit size, type of house, material used, unit internal layout, quality of workmanship, structure of the house and appearance.

However, the sample size is too small to be representative of the major urban centre studied i.e. Klang Valley where there are only 50 respondents from three PPR in Kuala Lumpur. While the emphasis on quality of housing from user perspective is lauded, its focus is limited to architecture and the built environment. Moreover, relying mainly on user perspective has the danger of the study being exposed to adaptive preferences. The study also does not factor in institutional issues, socio-spatial mapping, and development outcomes.

4. Analyzing principal actors, systems and the institutional context of B50 housing production and allocation in Malaysia

The key questions to be answered in this section are "Who are the principal actors involved in the provision of B50 housing in Malaysia?" "What are the key institutional processes affecting the production and allocation of such housing?"

The key to understanding the constraints and opportunities in housing is, to a significant extent, found in the activities, policies, ideologies and decisions of the principal actors involved. In Malaysia for example, a case could be made to strengthen the third actor of housing i.e. voluntary sector or housing cooperatives and to create a more structured platform to include civil society and PPR recipients in the housing discourse.

As the activities and decisions of principal actors are subject to wider economic, political and ideological structure of society, it is therefore important to also analyze housing's institutional context. Locating housing within its larger institutional context is consistent with UN Habitat's Enabling Approach to Shelter where "governments have a paramount role to play in creating an appropriate legal, institutional and regulatory environment, and ensuring availability of housing finance for all sectors of society." Perhaps one policy area which can be given more emphasis in Malaysia, in terms of understanding its institutional processes, is rental housing. The slew of measures introduced under Budget 2013 has a strong emphasis on housing ownership but there is currently no policy guideline on housing rental although the NHP Thrust 4 is about "improving the ability of the people to own and rent houses".

5. Reviewing and strengthening linkages to other urban sectors

Finally, the last activity reviews the linkages between the entire housing production and allocation system with its related urban services and delivery system and other relevant urban sectors such as transportation, environment, job opportunities, social network, education, healthcare, and so on with emphasis on how associations of the B50 can be brought into the formal institutional context more systematically. Focusing specifically on the urban agglomerations has the advantage of including public authorities from different levels i.e. federal, regional, state and local levels. The entire ecosystem on housing as it relates to urban development can be improved simultaneously as one coherent approach.

For example, one aspect seldom considered is the location of housing and distance from work place, economic opportunities, health and educational facilities as well as public amenities. Transportation behaviour of the B50 is often not taken into consideration and not integrated with urban planning documents and low-cost housing programmes. In Malaysia, the Greater Kuala Lumpur/Klang Valley Public Transport Master Plan has introduced Transit-Oriented Development around major transit routes in Greater Kuala Lumpur but it is not clear how this will impact existing B50 housing and whether their transportation behaviour is taken into consideration in designing Transit-Oriented Development in the region.

⁹ Innovative policy on land tenure may be useful here, for example community mortgage groups/systems and more recently, usufruct arrangements have been adopted as an alternative form of tenure for the purpose of making legal housing more affordable for the urban poor. While usufruct was, in the past, primarily and customarily applied in agricultural and industrial settings, it is now being appropriated for use in the residential context.

II. STRATEGY

This project is in line with the Country Programme Action Plan (CPAP) 2013-2015 outcome of "developing a new national policy framework to promote inclusive growth and sustainable human development policies and strategies" and for "the bottom 40% of households to receive enhanced access to education, health and social protection programmes and benefit disproportionately from new inclusive growth policies and strategies." More specifically, it supports CPAP Output 1.6 "The effectiveness of poverty reduction strategies and programs enhanced through better linkage with issues relating to urbanization and environmental sustainability", where housing is a key component.

Housing is a complex package of goods and services with many socio-economic implications. As such, it is insufficient to assess housing for the B50 (low income and lower middle income groups) based on "adequacy of supply" alone but to also take stock of the performance of housing using a multidimensional framework taking into consideration socio-economic factors and some of the issues raised above. Given the size of the urban poor population, a major challenge confronting development agencies, policymakers and social actors concerned with addressing poverty is how to provide better access to secure tenure and housing. Tools and strategies to increase the poor's access to secure land and housing tenure need to be devised.

There is a need to review the institutional processes underpinning the provision of the entire range of housing with a focus on low-, low-medium and medium-cost housing given the new and changing urban and demographic landscape in Malaysia that has resulted in the surge in housing demand causing an unprecedented rise in house prices in the 10MP period as well as to reduce mismatch and improve targeting. While 10MP has an explicit spatial strategy, very little is said about how housing for the B50 fit into the development of the major urban centres and how to integrate social development analysis into spatial plans. For example, the NKEA has a target of moving Greater Kuala Lumpur from 81% of upper middle-cost housing in 2009 to 85% in 2020. A study on housing for the B50 can provide inputs on how housing provision for the B50 can be integrated into spatial plans and regional development plans as well as the larger 10MP spatial agenda instead of causing unwanted gentrification.

A study focusing on B50 housing provide a timely assessment of our national housing approach to further inform the 2-year old NHP's broad thrusts and policy statements to identify gaps and strengthen linkage of the NHP to broader issues of urban and human development.

The project will be implemented under a joint programming platform between UNDP and EPU under National Implementation Modality (NIM), where the Government will take ownership of the research process and key findings of the report, thus ensuring sustainability of the project and its relevance to the 11MP. Partnerships with key government ministries, departments and agencies will be developed from the start and throughout the entire research process to establish cross-linkages of programs and initiatives as well as to obtain support in terms of data and information needed for the development of the study.

A series of inputs will be commissioned based on discussion with the core research team to provide more in-depth analytical and technical work related to the topic and also to learn from international best practices on various public housing models. UNDP will leverage on its local and international network of experts in getting the most appropriate researchers and experts for the study.

Stakeholder consultations will be carried out through planned workshops, peer reviews and other closed-door discussions as and when necessary. To complement the usage of quantitative data, focus group discussions and surveys can be done to obtained qualitative data where needed. The key stakeholders are those already identified in the National Steering Committee (NSC) and Technical Working Committee (TWC) as well as others to be identified during the course of project implementation such as Ministry of Health, Ministry of Education, Land Public Transport Commission (SPAD), National House Buyers Association (HBA) and Real Estate and Housing Developers' Association of Malaysia (REHDA).

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	RESULTS AND RESOURCES FRAMEWORK	nded Outcome as stated in the Country Programme Results and Resource Framework: (CPAP Outcome 1: (a) A new national policy framework developed to promote inclusive growth and sustainable human development policies and strategies; (b) The moseholds receive better access to education, health and social protection programmes and benefit disproportionately from new inclusive growth ies and strategies	come indicators as stated in the Country Programme Results ators. Relevant MDG targets and Tenth Malaysia Plan targets	iline: Tenth Malaysia Plan ets: Inclusive Policies/Plans developed, Contributions to Eleventh Malay	licable Key Result Area (from Strategic Plan 2014-2017): Result Area: Outcome 3: Countries have strengthened institutions to progressively deliver universal access to basic services	nership Strategy: The researchers/experts will work closely with EPU Social Services Section and UNDP under the guidance of the NSC and TWC to execute ctivities identified and approved for funding under the Project Document	ect title: Study on Housing for the Bottom 50% Income Group (B50) and the Challenges of Urbanization in Malaysia	
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INPUTS		Consultants (USD153,000)	•	Training Markahana	Conference - Stakeholder	Workshops, Consultation	Seminars (USD22,000)		Facilities and	Administration	(USD10,500)																
RESPONSIBLE	PARTIES	Researchers		Droised Coordinator	י יטלפר פססו מייומיטו	EDII Cocine Convises	Er U Sucial Services		donn									-									
INDICATIVE ACTIVITIES		1. First National Steering Committee	Meeting and formation of the	Technical Working Committee	Recruitment of consultants		consultants on timeline, research	methodology, data, work assignment,	4. Literature review and preliminary	research	Submission of Inception Report	6. Lead and Supporting Researchers to	brief consultants in Outputs 2, 3 and 4	and coordinate with them in terms of	work plan and inputs into the main	report	7. Obtain and incorporate inputs from	Outputs 2, 3 and 4 and undertake	further analysis and research	8. Submission of Interim Report	9. Feedbacks and inputs from relevant	stakeholders	10. Submission of Final Report\	11. Technical Working Committee and	National Steering Committee	meetings	
OUTPUT TARGETS FOR	(YEARS)	Targets (2014)	-Recruitment and Preliminary	Preparations	-Inception Report	incorporating detailed	research methodology and	establishing multidimensional	framework	-Interim Report incorporating	Inputs I, II and III		Targets (2015)	-Final Report incorporating	feedbacks, inputs and	=	stakeholders	•									
INTENDED OUTPUTS	7.7.7.000.000.000	Output 1	Main Report on Housing for	the B50 incorporating Inputs I		Baseline:	1 EPI l'e renort on the IMG		Z. National Housing Policy	3. Housing programmes under	LIMIO	4. PR1MA Study	5. Action Plan Report by Jabatan	Perumahan Negara	Indicators:	1. Multidimensional framework	established	2. B50 housing system and		recommendations provided	3. Linkages to other urban sectors	established and	recommendations provided	4. Submission to 11MP			

out 2	Targets (2014)		Recruitment of consultants	Researchers	Consultant(s) (USD30,000)
t I: Socio-Spatial Mapping cise	-Preliminary Report on the results of socio-spatial mapping exercise and	72	Work assignment and briefing by Lead Researcher and Supporting Researcher	Local Experts	Misc (Sundry) – Data/Base Maps/GIS Software/Etc
lultidimensional Framework stablished in Output 1	analysis	က်		Project Coordinator	(USD40,000)
rban Poverty Mapping Report KL and PJ in 2006	largets (2015) -Final Report incorporating feedbacks inputs and	4	and agreed upon Submission of preliminary report	EPU Social Services	Facilities and Administration (USD2,400)
ators: elevant socio-spatial data	from rele rs	5	Feedbacks and inputs from relevant stakeholders.	UNDP	
btained atabase(s) established in EPU		ဖ်	Submission of final report.		
atabase integration completed lapping and Analysis delivered					
out 3	Targets (2014)	۲.	Recruitment of consultants	Researchers	Consultant(s) (USD30,000)
t II: Primary Research	-Preliminary Report on Detailed Methodology	7	Work assignment and briefing by Lead and Supporting Researchers	Local Experts	Travel & DSA (USD15,000)
Multidimensional Framework established in	-Draft Report incorporating results from primary survey and focus group discussions	સ. 4 .	Submission of preliminary report Conduct primary survey and focus	Project Coordinator	Misc (Sundry) – Fieldwork -
stors: Primary survey report		တ် လ	ft report	EPU Social Services	respondents, enumerators, focus groups, data entry (parallel funding)
ed group discu I results repor	-Final Report incorporating feedbacks, inputs, and comments from relevant	7.	stakeholders Submission of final report	UNDP	Facilities and Administration (USD2,700)
	okandi diddi o			DOS	

Report(s) on 2. Work assignment and briefing by Lead Researcher and Supporting International Experts Researcher and Supporting Conduct research based on methodology established and agreed upon 3. Conduct research based on methodology established and agreed upon 5. Feedbacks and inputs from relevant stakeholders 6. Submission of final report(s) 6. Submission of final report(s) 7. Submission of final report(s) 8. Section V: Section V: Section V: Section V: Section V: Section V: Regional Centres and EPU Social Services in a timely manner; 7. Supporting the activities outlined in Section V: Regional Centres and Headquarters are provided in a timely manner; 8. Section V: Provision of UNDP related technical and policy advisory services by UNDP CO, Regional Centres and Headquarters are provided in a timely manner; 9. Provision of Project Support Services Services and Headquarters are provided in a timely manner; 9. Provision of Project Support Services Servic	Output 4	Targets (2014)	1. Recruitment of consultants	-	Researchers	International Consultant(s)
Targets (2015) Final Report(s) incorporating feed and agreed on methodology established and agreed upon probaboks, inputs, and stakeholders Project Management and Monitoring and Evaluation wonitoring and Evaluation Arrangement Arrangement Section VI: Monitoring and Evaluation Williams are fully compiled and completed by Monitoring and Implementation and policy advisory services by UNDP Fooject roles as outlined in Modelity - Responsibilities are fully 4. Provision of Project Support Services in a timely Modelity - Roles and Provision of Project Support Services and Provision of Project Support Services and Modelity - Roles and Project Support Services and Modelity - Roles and Fervices and Modelity - Roles and Fervices and Modelity - Roles and Fervices an	III: Report lational Best Practices	Report(s) best practi nark countries	2. Work assignment and the Lead Researcher and Researcher		International Experts	(USD160,000)
Final Report(s) incorporating the fluid stakeholders stakeholders from relevant stakeholders 6. Submission of final report(s) Project Management and Monitoring and Evaluation Monitoring and Evaluation Monitoring and Evaluation Monitoring and Evaluation Project roles as outlined in CAPP 2013-2015. Project roles as outlined in Responsibilities are fully complemented. Project roles as outlined in Monitoring and Evaluation and policy advisory services by UNDP Modality — Responsibilities are fully Provision of Project Support Services in a timely manner. Project roles as outlined in Headquarters are provided in a timely manner. Project roles as outlined in Headquarters are provided in a timely manner. Responsibilities are fully 4. Provision of Project Support Services and implemented.	Aultidimensional ramework established	Targets (2015)	က်	ed on d agreed	Project Coordinator	
stakeholders 6. Submission of final report(s) Project Management and Monitoring and Evaluation • Reference: Section V: Supporting the financial management Arrangements • Reference Section V: Supporting the activities outlined in Section V: Supporting the activities outlined in Arrangements Project roles as outlined in Arrangement and Project Coordinator (Annagement) Project roles as outlined in Arrangement and policy advisory services by UNDP (CO, Regional Centres and Modality – Roles and Modality – Roles and Modality – Roles and Modality – Roles and Implemented. Project roles as outlined in Arrangement and policy advisory Services in a timely manner; Arrangement and policy advisory services by UNDP (CO, Regional Centres and Modality – Roles and Modality – Roles and Implemented.) Project Responsibilities are fully 4. Provision of Project Support Services	Output 1	-Final Report(s) incorporating feedbacks, inputs, and	4.		EPU Social Services	
Project Management and 1. Supporting the financial management Monitoring and Evaluation Haragement Arrangements • Reference: Section V: Management Arrangements • Reference Section VI: Supporting the activities outlined in CPAP 2013-2015: Project roles as outlined in the CPAP 2013-2016: National Implementation Modality - Roles and Implementation Modality - Roles and Responsibilities are fully 4. Provision of Project Support Services 1. Supporting the financial management by EPU Social Services to ensure they are in line with UNDP and Government of Malaysia's rules and Reference Section VI: Supporting the activities or a timely manner; Supporting the activities and remained completed by EPU Social Services in a timely manner; Supporting the activities and remained completed by EPU Social Services in a timely manner; Supporting the activities and the activities are provided in a timely manner.	1. Best practices and relevant	comments from relevant stakeholders	က်	relevant	UNDP	
Project Management and 1. Supporting the financial management by EPU Social Services to ensure they are in line with UNDP and Government of Malaysia's rules and regulations (where applicable); Arrangements Reference Section VI: Supporting the activities outlined in Section VI: Bection VI: Supporting the activities outlined in Section VI: Brovision of UNDP related technical and policy advisory services by UNDP CO, Regional Centres and Modality — Roles and Modality — Roles and Responsibilities are fully 4. Provision of Project Coordinator Broyect Coordinator Broyect Coordinator Broyect Malaysia's rules and Froject Coordinator Broyect	benchmark countries reported and contextualized for Malaysia					
Project Management and 1. Supporting the financial management by EPU Social Services to ensure they are in line with UNDP and Government of Malaysia's rules	Other relevant a identified by the researcher in Output 1					
Project Management and 1. Supporting the financial management Project Coordinator Monitoring and Evaluation Reference: Section V: Management Arrangement Arrangement Arrangement Arrangement Arrangement Arrangement Arrangement Arrangement Project Coordinator Government of Malaysia's rules and regulations (where applicable); Supporting the activities outlined in Section VI: Monitoring and Evaluation Monitoring and Evaluation Anonitoring and Evaluation Broject Coordinator Government of Malaysia's rules and regulations (where applicable); Section VI: Monitoring and Evaluation Monitoring and Evaluation Broject Coordinator Government of Malaysia's rules and regulations (where applicable); Section VI: Monitoring and Evaluation Monitoring and Evaluation Broject roles as outlined in an finely manner; Broject Foordinator Government of Malaysia's rules and regulations (where applicable); Section VI: Monitoring and Evaluation are fully complied and completed by EPU Social Service s Broject Coordinator Government of Malaysia's rules and regulations (where applicable); Section VI: Monitoring and Evaluation are fully complied and completed by EPU Social Service s Section VI: Monitoring and Evaluation are fully complied and completed by EPU Social Service s Section VI: Monitoring and Evaluation are fully complied and completed by EPU Social Service s Section VI: Monitoring and Evaluation are fully complied and completed by EPU Social Service s Section VI: Monitoring and Evaluation are fully complied and completed by EPU Social Service s Section VI: Monitoring and Evaluation are fully complication of UNDP related technical and policy advisory services by UNDP Monitoring and Evaluation are fully are fully are fully full applicable).				-	1 2 2	
Reference: Section V: Management Arrangements Reference Section VI: Reference Section VI: Monitoring and Evaluation are fully complied and completed by Evaluation Project roles as outlined in National Implementation Modality — Roles and Responsibilities are fully Reference: Section VI: Supporting the activities outlined in a fimely manner; Supporting the activities outlined in a fimely manner; Responsibilities are fully Responsibilities are fully Responsibilities are fully Reference: Section VI: Supporting the activities outlined in a fimely manner; Responsibilities are fully Responsibilit	Output 5 Project Management including	Project Management and Monitoring and Evaluation	-		Project Coordinator	Project Coordinator (USD25,000)
Reference: Section V: regulations (where applicable); Arrangement Arrangement Supporting the activities outlined in Section VI: Section VI: Monitoring and Evaluation and onlitoring and Evaluation Section VI: Section VI: Monitoring and Evaluation are fully complied and completed by EPU Social Services in a timely manner; Provision of UNDP related technical and policy advisory services by UNDP CO, Regional Centres and Headquarters are provided in a timely manner; Provision of Project Support Services and manner; Provision of Project Support Services and from UNDP (if applicable).	Monitoring & Evaluation		they are in line with UN	and	EPU Social Service s	
Section VI: Section VI: Monitoring and Evaluation are fully complied and completed by EPU Social Services in a timely manner; 3. Provision of UNDP related technical and policy advisory services by UNDP CO, Regional Centres and Headquarters are provided in a timely manner; amented. 2. Supporting the activities outlined in Section VI: Monitoring and Evaluation are fully complied and completed by EPU Social Services in a timely manner; and policy advisory services by UNDP CO, Regional Centres and Headquarters are provided in a timely manner; from UNDP (if applicable).		Section				Travel & DSA (USD4,000)
Monitoring and EPU Social Services in a timely manner; Standard and completed by EPU Social Services in a timely manner; CPAP 2013-2015: CO, Regional Centres and Headquarters are provided in a timely manner; Manner and Manner; Provision of Project Support Services from UNDP (if applicable).		1	2		UNDP	Recruitment (USD3,000)
sct roles as outlined in CPAP 2013-2015: CO, Regional Centres and Implementation Headquarters are provided in a timely manner, from UNDP (if applicable).		Section		oleted by		Misc (USD3,000)
Roles and manner; are provided in a timely manner; are fully 4. Provision of Project Support Services from UNDP (if applicable).		ect roles CPAF	က်	technical by UNDP		Reimbursement to UNDP for Support Services - ISS
from UNDP (if applicable).		National Implementation Modality - Roles and Responsibilities and		a timely		and other related transaction costs (USD15,000)
		implemented.	4.	Services		(222/2122)
the feet that it						Facilities and Administration (USD2,400)

IV. PROJECT BUDGET

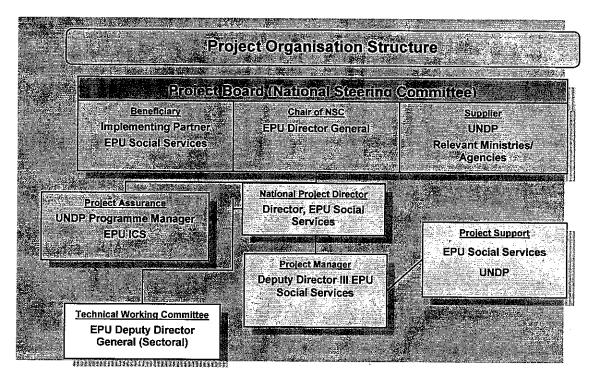
The UNDP Resident Representative ensures that the project has an internal control system that allows it to monitor effectively the financial activity of the project and to support and monitor the progress towards achieving results.

UNDP may assist with direct payments to other parties for goods and services provided to the project. In this connection, the government implementing agency will forward to the UNDP a standard form.

	ATLAS	Total				
Budget Items	COAs	(USD)	2014	2015	Funding	GMS
Output 1						
Consultants (Local)	71300	153000	91800	61200	CS	
Trainings, Workshops, Conference	75700	22000	29000	0	cs	
Subtotal		175000	120800	61200		10500
Output 2						
Consultants (Local)	71300	30000	15000	15000	TRAC	
Misc (Sundry) - Software, Maps, etc	74500	40000	40000	0	CS	
Subtotal		70000	55000	15000		2400
Output 3						
Consultants (Local)	71300	30000	18000	12000	CS	
Travel & DSA	71600	15000	15000	0	CS	
Subtotal		45000	33000	12000		2700
Output 4						
Consultants (International)	71200	160000	80000	80000	TRAC	
Subtotal		160000	80000	80000		·
Output 5						. 15-718
Project Management						
Project Coordinator	71400	25000	15000	10000	CS	
Travel & DSA	71600	4000	3000	1000	TRAC	
Misc Sundry - Recruitment Costs	74500	3000	3000	0	TRAC	
Misc Sundry	74500	3000	2500	500	TRAC	
ISS/DPC - Reimbursement Costs for UNDP Support Services	73500	15000	6400	1600	CS	
Subtotal		50000	29900	13100		2400
Total		E00000	210700	101200		
Total		500000	318700	181300		
Cost Sharing		300000	213800	86200		
GMS 6%		18000	12828	5172		18000
Grand Total		E10000	220120	197973		

V. MANAGEMENT ARRANGEMENTS

The project will be governed by the National Steering Committee (NSC) and the Technical Working Committee (TWC).



National Steering Committee (NSC)

A National Steering Committee will provide guidance and direction to the project implementation process according to the established detailed work plan monitoring tool. The Committee will be composed of representatives from UNDP, MOF, BNM, KPKT (JPBD, JPN), DOS, KWP, KPWKM and other relevant stakeholders to be identified. The Chair of the NSC will be the Director General of EPU. Please refer to Annex C for the TOR.

Technical Working Committee (TWC)

A technical working committee will be established to handle all technical matters relating to the project and will be chaired by the Deputy Director General (Sectoral) of EPU. The members of the TWC will consist of MOF, BNM, KPKT (JPBD, JPN), DOS, KWP, Perbadanan Putrajaya, DBKL, NAPIC, selected local councils and other relevant stakeholders to be determined by the National Steering Committee. Please refer to Annex D for the TOR.

National Project Director (NPD)

The National Project Director will be responsible for the overall oversight for project implementation. Among these responsibilities are ensuring that the project document and project revisions requiring Government's approval are verified and processed through the Government co- coordinating authority in accordance with established procedures and providing direction and guidance on project-related issues. The NPD also has the authority to disburse funds upon the advice from the National Steering Committee or the Project Manager based on the required project milestones. The NPD will be the Director of EPU Social Services. Please refer to Annex E for the TOR.

Consultants and Technical Support Technical support will be provided by local and international professionals with extensive experience working in relevant areas as required by the project. The UNDP global knowledge network will provide valuable inputs through best practices and lessons learned from similar experiences in other countries.
Project Assurance The Project Assurance role supports the NSC by carrying out objective and independent project oversight and monitoring functions. This role ensures that appropriate project management milestones are managed and completed. A UNDP Programme Officer will hold the Project Assurance role for the UNDP together with a representative from the International Cooperation Section, EPU, representing the Malaysian Government.
Project Manager The Project Manager will manage the project on behalf of the NSC and the TWC in close coordination within the Term of Reference agreed to by the NSC. The Project Manager is responsible for day-to-day management and decision-making for the project together with a desk officer of the Responsible Party. The Project Manager ensures that the project produces the results specified in the project document to the required standard of quality and within the specified budget allocations and timeline.
The Project Manager will report administratively and programmatically to the NPD and reports on project progress during NSC meetings. He or she will prepare progress reports in timely and required manner, and provide the information needed to agree disbursement of funds. Please refer to Annex F for the TOR.
Support Staff Support staff for Project Manager will be provided by EPU Social Services on a need basis. This will include short-term secretariat services, photocopying, and finalization of minutes for TWG and NSC and other administrative support where necessary.
Financial Management The UNDP Resident Representative ensures that the project has an internal control system that allows it to monitor effectively the financial activity of the project and to support and monitor the progress towards achieving results. UNDP may assist with direct payments to other parties for goods and services provided to the project. In this connection, the government implementing agency will forward to the UNDP a standard form and keep all the original record of the transaction such as purchases orders, invoices, receipts, delivery orders etc.
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 as per Annex 5 should 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. On an annual basis, 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** In addition, UNDP may/ shall provide the following services: identification and recruitment of project personnel/ consultants: procurement of goods and services; and identification of training activities and assistance in carrying them out 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 (see Annex 11). UNDP shall charge to the project as per the Universal Price List where required (see Annex 6). UNDP will also charge for the support services provided as follows: 6% cost recovery for the provision of general management support (GMS) for activities funded under Government Cost sharing, if any Direct cost for implementation support services (ISS) for activities under TRAC and CS funding, if any Any other direct and indirect project costs that are incurred by UNDP, which will be communicated and approved by the NSC beforehand. 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;
- Use of office support facilities by the Project Manager, consultants and experts (e.g. fax machine, stationary, Xerox machine, telephone), and secretarial support where applicable; and
- 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).

VI.	MONITORING FRAMEWORK AND EVALUATION
	roject activities will be closely monitored by UNDP. In compliance with UNDP regulations, llowing will be conducted:
a) Pro	oject Monitoring and Review Meetings
•	National Steering Committee Meetings
	The National Steering Committee (NSC) will meet after the receipt of each project report or at least twice a year, whichever is greater, and address project issues raised by the Project Manager, review project progress reports and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to the project document. A final NSC meeting should also be held at the end of project completion to agree to and endorse the final findings and outcomes of the project and to make recommendations towards project closure.
	Project budget revision and project extension approved by the NSC will have to be formally discussed and submitted to the Economic Planning Unit – International Cooperation Section.
•	Technical Working Committee Meetings
	The Technical Working Committee (TWC) will meet as regularly as required to assist the NSC in monitoring and advising the technical implementation of the project and its activities. The TWC acts as the technical advisors to the NSC, and regularly reviews the progress of all project components.
•	Annual Project Review Meeting
	This internal review meeting will be chaired by EPU during the fourth quarter of the year
	to assess the performance of the project based on the Annual Work Plan (AWP) submitted at the beginning of the calendar year as well as the Annual Progress Report submitted during the fourth quarter of each calendar year. The review will involve all key
	project stakeholders and the Implementing Partner, and will focus on the extent to which progress have been made towards achievement of the outputs and that they remain aligned to appropriate outcomes as outlined in the project document. This review should
	update output targets and results achieved. In the last year of the project, the review will be a final assessment.
•	Final Project Review Meeting
	A Final Project Review meeting will be conducted towards the end of the project completion. Its purpose is to assess the performance and success of the project. It should look at sustainability of the results including the contribution to related automass.
	should look at sustainability of the results, including the contribution to related outcomes (and the status of these outcomes) and capacity development. It will also review lessons learned and recommendations that might improve design and implementation of other UNDP-funded projects. The meeting will discuss the Final Project Review Report that should be submitted two weeks prior to the Final Project Review Meeting.

b) Progress Reporting Documents

Mid Year Progress Report

A Mid Year Progress Report shall be prepared by the Project Manager/ Implementing Partner and shared with UNDP and Economic Planning Unit – International Cooperation

Section by 30 June of each project year. As a minimum requirement, the Mid Year Progress Report shall utilize the standard template for the Annual Project Report (APR) covering a six month period.

Annual Progress Report (APR)

An Annual Progress Report shall also be prepared by the Project Manager/ Implementing Partner and shared with UNDP and the Economic Planning Unit – International Cooperation Section by the end of the last quarter of each year. The Annual Progress Report shall highlight risks and challenges, the summary of results achieved, and lessons learnt of the project for that reporting year.

Final Project Closure Report

This document which is prepared by the implementing partner is a structured assessment of progress based on the chain of results initially defined in the Project Document and Annual Workplans and will include information on financial allocations of expenditure. It may be supplemented by additional narrative to meet specific reporting needs of stakeholders, especially the donor(s). The following should be submitted together with the report:

- Lessons learnt log summarizing the information captured throughout the implementation of the project
- Minutes of NSC meetings
- Minutes of TWC meetings
- Annual signed CDRs
- MYPR
- APR
- Statements of cash position
- Statements of assets and equipment

This report will be discussed at the Final Project Closure meeting.

Final Project Evaluation (if applicable)

Project evaluation assesses the performance of a project in achieving its intended results. It yields useful information on project implementation arrangements and the achievement of outputs. It is at this level that direct cause and attribution can be addressed given the close causal linkage between the intervention and its effect or output. Project evaluation provides valuable information to support informed decision-making and serves to reinforce the accountability of project managers. Depending on the purpose, project evaluations can be commissioned by the management at any time during the project cycle: at mid point, just before or after completion. They should ideally take place around the time of completing a project to determine the future of the project (e.g. continuation or termination of the project), to decide whether the concept should be scaled up or replicated elsewhere, and/or to generate lessons that are of strategic significance for the organization. The evaluation should be conducted by an independent consultant.

c) Financial Monitoring and Quality Assurance

Combined Delivery Reports

The Combined Delivery Report (CDR) is the report that reflects the total expenditures and actual obligations (recorded in Atlas) of a Project during a period. This report is prepared by UNDP using Atlas and shared with the implementing partner on a bi-annual basis. The Implementing Partner is required to verify each transaction made and sign the bi-annual issued CDR report. Statements of cash position as well as assets and equipments should also be submitted together with the CDR on a yearly basis.

Audit

Audit is an integral part of sound financial and administrative management, and of the UNDP accountability framework. The project will be audited at least once in its lifetime and in accordance with the threshold established for the annual expenditures by the Office of Audit and Investigations (OAI). The audit provides assurance that resources are used to achieve the results described and that resources are adequately safeguarded

The selection of an Audit Firm shall be through a competitive Request for Proposals, in consultation with the Implementing Partner and EPU or if possible shall be performed by the National Audit Authority. UNDP procedures must be followed as per the specific Terms of Reference for Audits of NEX/NIM Projects.

The audit is expected to provide assurance related to the following broad areas ::

- Project progress and rate of delivery (PP)
- Financial management (FM)
- Procurement of goods and /or services (PR)
- Human resource selection and administration (HR)
- Management and use of equipment and inventory (EQ)
- Record-keeping systems and controls (R)
- Management structure (MS)
- Auditors' comments on the implementation status of prior year audit

VII. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated herein by reference, constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA); as such all provisions of the CPAP apply to this document. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner", as such term is defined and used in the CPAP and this document.

Consistent with the Article III of the Standard Basic Assistance Agreement (SBAA), 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. To this end, 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 the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner].

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/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document".

VIII. ANNEXES

ANNEX 1: ANNUAL WORK PLAN (2013 - 2015)

Year: 2014

EXPECTED OUTPUTS	PLANNED ACTIVITIES		TIMEF	TIMEFRAME		RESPONSIBLE	Ы	PLANNED BUDGET	,
		۵	075	8	9	PARTY	Funding Source	Budget Description	Amount
Output 1	1. Recruitment	×				Researchers	SO	Consultants	USD91,800
Main Report on Housing for	Noc allu I wo Preliminary	×							
incorporating Inputs I, II, III	discussion with the	×				EPU Social		Trainings,	
Baseline:	consultants on							Conference -	
EPU's report on the UVG	umeline, research methodology data					UNDP	SS	Stakeholder	USD22,000
National Housing Policy,	work assignment							Workshops,	
	4. Literature review	×						Consultation	
10MP, PR1MA Study, Action	and preliminary							Seminars	
ikepolit Jahan Negara	Fesearch Suhmission of								
			×						
Indicators:	6. Lead and								
Multidimensional framework	Supporting								
250	Researchers to brief								
Institutions r	Consultants in Outputs 2-3 and 4		×						
and recommendations provided,	and coordinate with		•						
other urban sec	them in terms of								
	work plan and inputs				•				
recommendations provided,									
Simple of Trivial	7. Obtain and								
:	from Outputs 2-3								
largets: Inception Report, Interim Report	and 4 and undertake		×	×	×				
	further analysis and								
	research								
	8. Submission of				×				
	menn Kepor								
					_				

EXPECTED OUTPUTS	PLA	PLANNED ACTIVITIES		TIMEFRAME	ME		RESPONSIBLE	a	PLANNED BUDGET	
			õ	02	03	Q	PARTY	Funding Source	Budget Description	Amount
Output 2 Input I: Socio-Spatial Manning	1. ८;	Recruitment Work assignment	×	· · ·			Researchers	TRAC	Consultant(s)	USD15,000
Exercise		and briefing by Lead Researcher and		×			EPU Social		Misc (Sundry)	
daseline:		Supporting Researcher				•	duni	SS	Data/Base Maps/GIS	USD40,000
Framework established in Output 1	က်	Data collection, obtain relevant							Software/Etc	
2. Urban Poverty		resources and								
in 2006		conduct research based on		×	×	×				
Indicators:		methodology								
3. Relevant socio-spatial	•	agreed upon								
4. Database(s)	i	preliminary report				×				
estabilsned in EPU 5 Datahasa integration										
_										
6. Mapping and Analysis delivered										_
Target: Preliminary Report										
					_					

	unt	000		000												
	Amount	USD18,000		USD15,000				finding	2							
PLANNED BUDGET	Budget Description	Consultant(s)	,	Travel & DSA		Misc (Sundry)	Fieldwork -	respondents,	enumerators,	focus groups,	data entry					
<u>.</u>	Funding Source	SO		cs		-	Derellel funding	רמומווכו ומוומוווא								
BESDONSIBIE	PARTY	Researchers		EPU Social		UNDP			. 800							
	Q							>	<	:	×					
RAME	03							>	<							
TIMEFRAME	05			×		×		>	<							
	٩	×														
PLANNED ACTIVITIES		. Recruitment	. Work assignment	and briefing by Lead and Supporting	Researchers	. Submission of	preliminary report	 Conduct primary 	survey and focus	group discussions		, , , ,				
굽		_	7			<u>ო</u>		4		ų	•					
EXPECTED OUTPUTS		Output 3	Input II: Primary Research	Baseline:	1. Multidimensional	Framework established	in Output 1	Indicators:	2. Primary survey report	completed	3. Focus group	discussions held and	results reported	Targets: Preliminary Report,	Draft Report	

	EXPECTED OUTPUTS	PLANNED ACTIVITIES		TIME	TIMEFRAME		RESPONSIBLE	d	PLANNED BUDGET		
			2	02	03	Ş.	PARTY	Funding Source	Budget Description	Amount	
Ō	Output 4	1. Recruitment	×				Researchers	TRAC	International	USD80.000	
므	Input III: Report on	2. Work assignment							Consultant(s)		
으	International Best Practices	and briefing by Lead	-	×			FPII Social	-			
ä	Baseline:	Kesearcher and		(
	1. Multidimensional	Researcher					QUNIT				
	Framework established	Conduct research		×	×	×	5				
		based on		:	:	(
<u>=</u>	Indicators:	methodology									
	1. Best practices and	established and								٠	
	relevant public housing	agreed upon									
	models from	4. Sublifission of				×					
	benchmark countries	premimary report(s)									
	reported and										
	contextualized for										
	Malaysia										
	2. Other relevant areas										
	identified by the lead										
	researcher in Output 1										
<u></u>	Targets: Preliminary Report(s)										
											-

EXPECTEL	EXPECTED OUTPUTS	PLANNED ACTIVITIES		TIMEFRAME	RAME		RESPONSIBLE	Ы	PLANNED BUDGET	
			۵1	70	03	Q4	PARTY	Funding Source	Budget Description	Amount
Output 5		1. Supporting the financial	×	×	×	×	EPU Social	SO	Project	USD15,000
Project	Management								Coordinator	
<u></u>	Monitoring &	Services to ensure they are					UNDP			
Evaluation		Government of Malaysia's						TRAC	Travel & DSA	USD3,000
		rules and regulations (where								
		applicable);						TRAC	Recruitment	000 8051
		2. Supporting the activities						2		000,000
		outlined in Section VI:							(1)	
		Monitoring and Evaluation	×	×	×	×		TRAC	WIISC	USD2,500
		are fully complied and								
		completed by EPU Social							Reimbursement	
		Services in a timely manner;							to UNDP for	
		3. Provision of UNDP							Support	
		related technical and policy						×3	Services - ISS	USD12,000
		advisory services by UNDP	×	×	×	×			and other	
		CO, Regional Centres and							related	
		Headquarters are provided in							transaction	
		a timely manner;							costs	
		4. Provision of Project								
		Support Services from UNDP	×	×	×	×				
		(if applicable).								
TOTAL (USD)	(0									317,300

Year: 2015

EXPECTED OUTPUTS	PLANNED ACTIVITIES		TIMEFRAME	RAME		RESPONSIBLE	<u>a</u>	PLANNED BUDGET		
		27	07	63	Q 4	PARTY	Funding Source	Budget Description	Amount	
Output 1 Main Report on Housing for	1. Review inputs from Outputs 2, 3 and 4	× .				Researchers	SO	Consultants	USD61,200	
the Urban Vulnerable Group incorporating Inputs I, II, III	and undertake further analysis and					EPU Social				
Baseline:	research if needed 2. Feedbacks and		×			UNDP				
Housing			>							
10MP, PR1MA Study, Action	Submission of Final Report		<							
Plan Report by Jabatan Perumahan Negara	Technical Working									
Indicators	National Steering Committee meetings		×	×						
nal fra										
established, B50 housing system and institutions reviewed			•							
and recommendations provided,			-							
Linkages to other urban sectors established and		_								
recommendations provided,										
Targets:										
Inception Report										
Interim Report				<u></u>						
Final Report										

EXPECTED OUTPUTS	PLANNED ACTIVITIES		TIMEF	TIMEFRAME		RESPONSIBLE	d	PLANNED BUDGET		
		ğ	Q2	ေ	Q4	PARTY	Funding Source	Budget Description	Amount	<u> </u>
Output 2 Input I: Socio-Spatial Mapping	Feedbacks and inputs from relevant	×				Researchers	TRAC	Consultant(s)	USD15,000	1
Exercise Baseline:	stakeholders 2. Submission of final	×				EPU Social				
7. Multidimensional Framework established in Output 1	inde					UNDP				
8. Urban Poverty Mapping Report in KL and PJ in 2006										
Indicators:										
 Relevant socio-spatial data obtained 										
 Database(s) established in EPU 										
11. Database integration completed										·
12. Mapping and Analysis delivered										
Targets: Preliminary Report, Final Report										
									;	

EXPECTED OUTPUTS	PLANNED ACTIVITIES		TIMEFRAME	RAME		RESPONSIBLE	Ы	PLANNED BUDGET	
:		٩	02	Q3	Q 4	PARTY	Funding Source	Budget Description	Amount
Output 3	1. Feedbacks and	×				Researchers	SS	Consultant(s)	USD12,000
Input II: Primary Research	inputs from relevant							,	
Baseline:	Stakeholders 2 Suhmission of final	,				EPU Social			
4. Multidimensional	i	×							
Framework established	•					UNDP			
In Output 1									
Indicators:			•			800			
5. Primary survey report						200			
completed									
6. Focus group									
discussions held and				•					
results reported									
Targets: Preliminary Report,									
Draft Report, Final Report									

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(7)	

	Amount	
PLANNED BUDGET	Budget Description	Consultant(s)
<u>d</u>	Funding Source	
RESPONSIBLE	PARTY	EPU Social
	A	
AME	ဗ	
TIMEFRAME	62	
	۶	< ×
PLANNED ACTIVITIES		inputs from relevant stakeholders 2. Submission of final report(s)
EXPECTED OUTPUTS		Input III: Report on International Best Practices Baseline: 2. Multidimensional Framework established in Output 1 Indicators: 3. Best practices and relevant public housing models from benchmark countries reported and contextualized for Malaysia 4. Other relevant areas identified by the lead researcher in Output 1 Targets: Preliminary Report(s), Final Report(s)

EXPECTED OUTPUTS	PLANNED ACTIVITIES		TIMEF	TIMEFRAME		RESPONSIBLE	14	PLANNED BUDGET	
		Ď.	07	വദ	40	PARTY	Funding Source	Budget Description	Amount
Output 5 Project Management		×	×	×	×	EPU Social	SO	Project Coordinator	USD10,000
including Monitoring Evaluation	Services to ensure they are in line with UNDP and Government of Malaysia's					UNDP	TRAC	Travel & DSA	USD1000
	rules and regulations (where applicable);		1				TRAC	Misc	ופחלוסו
	2. Supporting the activities outlined in Section VI: Monitoring and Evaluation	×	×	×	×			Reimbursement	=
	are fully complied and completed by EPU Social Services in a timely manner;						SS	Support Services - ISS	USD3,000
	3. Provision of UNDP related technical and policy advisory services by UNDP CO, Regional Centres and Headquarters are provided in	×	×	×	×			related transaction costs	
	a timely manner; 4. Provision of Project Support Services from UNDP (if applicable).	×	×	×	×				
TOTAL (USD)									182,700

	Jan 14	Feb 14	Mar 14	Apr 14	May 14	ut 4	Jul 41	Aug 14	Sep 14	0 4 7	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	15 €	Aug 15	Sep 15	15 Oct	Nov 15	Dec 15
OUTPUT														ž.										
Approval of Project Document		OF A													Ŀ							<u> </u>		P. S. Daglowy
National Steering Committee		H					•																	
Technical Working Committee Meeting (if necessary)																								
Recruitment of Core Team (Lead Researcher, Supporting Researcher, Research Assistant, Project Coordinator)																ĺ								<u> </u>
Preliminary briefing and discussion with Core Team																								
Submission of Inception Report																								
Conduct Research																								
Briefing for experts/researchers in Outputs 2,3 and 4							,,,,																	
Submission of Interim Report																						_		
Submission of Final Report																								
OUTPUT 2									36.00															
Jointly develop TORs																								L
Recruitment of Experts/Researchers																								
Work assignment and briefing																								
Data collection and research																		F						
Submission of Preliminary Report																								<u> </u>
Submission of Final Report																								
OUTPUT 3 1 2 1 2 1 2 1											1 19							Tan-						
Jointly develop TORs																								
Recruitment of Experts/Researchers																								
Work assignment and briefing																								
Submission of Preliminary Report																						L		
Conduct primary research and FGDs																								
Submission of draft report																								
Submission of final report																								
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Wor	k assignment a	Submission of preliminary report	Submission of final report
	Vork	Subn	ugne

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ANNEX 2: MONITORING - RISKS AND MITIGATION

ANNEX 2. MONITORING –			
Description	Type	Impact & & Probability	Mitigation Measures
The value of US Dollars foreign exchange against the ringgit may reduce during the project cycle	Financial	Probability: Medium Impact: Medium	There will be a need to regularly monitor the exchange rate to ensure that it does not affect the budget of the project. If there are major changes, the budget will be adjusted accordingly and approved by the NSC.
There may be resistance from stakeholders whose interests might be affected in the short run due to proposed policy recommendations	Others	Probability: Low-Medium Impact: High	There will be a need to ensure stakeholder buy-in through constant consultation and inclusive discussions, clear communication to clarify issues and misunderstandings as well as measures to minimize negative impacts on those necessarily affected.
There may be challenges in accessing recent or updated data and statistics on relevant indicators especially at the state, local and firm levels	Others	Probability: Medium Impact: High	There will be a need to engage with different institutions such as government agencies particularly the Department of Statistics, state and local governments, businesses, civil society, and the academia to source the needed and most current data available, and complement with statistically rigorous primary data, if necessary.
The timely implementation of the project could be affected if there is a pandemic/epidemic outbreak in Malaysia.	Others	Probability: Medium Impact: Medium-High	There will be a need to monitor the patterns of any outbreak of influenza as and when it happens. The schedule of activities and output targets will be amended accordingly depending on the gravity of the outbreak.

DATE: Award II Descript Impleme Period C	ion: nting Parti	ner: .lanuary -	- 1 December	· (Vear)		
	ct Issues:	,	. = 000	(1041)		
Status of	Project Ris	ks:	<u>-</u>	Open Project	ssues:	
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ANNEX 5: FACE FORM

Funding Authorization and Certificate of Expenditures

Date: DD/MM/YYYY

UN Agency: XXXXXXXXXXX

Country: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX XXXXXXX XXXXXXX XXXXXXX						<u>Type of Request:</u> ☐ Direct Cash Transfer (DCT) ☐ Reimbursement ☐ Direct Payment	fer (DCT)
Currency:			REPORTING	RTING		REQUEST	REQUESTS / AUTHORIZATIONS	ATIONS
Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	Authorised Amount	Actual Project Expenditure	Expenditures Balance accepted by Agency	.#1 .# 12 .	st Period unt	Authorised Amount	Outstanding Authorised Amount
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		,	0	2.4		24	L	G≈D+F
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX								
Total		0	0			0	0	0
CERTIFICATION The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that: The funding request shown above represents estimated expenditures as per AWP and 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.	ng Institution hereby certifies that: iditures as per AWP and itemized cost e disbursed in accordance with the AWP	estimates attached. and request with femized co	st estimates. The det	lalled accounting documents for thes	e expenditure	s can be made availal	ble for examination, w	hen required, for the
Date Submitted: NOTES: Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.	areas to be completed by the counterpart.	Name:			Title:			
FOR AGENCY USE ONLY: FOR ALL AGENCIES			FOR UNICEF USE ONLY	ISE ONLY	╏╏	FOR UNFPA USE ONLY	JSE ONLY	
Approved by:		Account Charges Cash Transfer Reference; CRQ.ref. no. Voucher ref. no.		Liquidation Information DCT Reference: CRQ ref. no., Llouidation ref. no.	<u> </u>	New Funding Release Activity 1	o	
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Country Office Cost Bands

Country Office	Cost Band	Country Office	Cost Band	Country Office	Cost Ban
Albania	Mid-Low	Ghana	Low	Nigeria	High
geria	Low	Guatemala	High	Panama	Mid-Low
Angola	High	Guinea	Low	Papua New Guinea	Mid-Low
gentina	Mid-High	Guinea-Bissau	Mid-Low	Paraguay	Mid-High
menia	Mid-Low	Guyana	Low	Peru	High
\zerbaijan _	Mid-High	Honduras	Mid-High	Philippines	Mid-Low
ahrain	High	India	Mid-High	Poland	High
angladesh	Mid-Low	Indonesia	High	Republic of Montenegro	Mid-High
<u>B</u> arbados	High	Iran (Islamic Rep)	Mid-Low	Romania	Mid-High
elarus	Mid-Low	Iraq	Mid-Low	Rwanda	Mid-Low
selize	Mid-Low	Israel/PAPP	High	Samoa	Low
enin e	Mid-Low	Jamaica	Mid-High	Sao Tome and Principe	Low
nutan	Low	Jordan	Mid-Low	Saudi Arabia	High
Solivia	High	Kazakstan	High	Senegal	Mid-High
psnia and Herzegovina	Mid-Low	Kenya	Mid-High	Serbia	Mid-High
ُtswana	Mid-High	Kosovo	Mid-Low	Slovakia	High
- Brazil	High	Kuwait	High	South Africa	High
ulgaria	Mid-High	Kyrgyzstan	Low	Sri Lanka	Low
urkina Faso	Mid-Low	Lao PD R	Low	Swaziland	Mid-High
urundi	Low	Latvia	Low	Syrian Arab Republic	Low
ambodia	Low	Lebanon	High	Sudan	Mid-High
ameroon	Mid-High	Lesotho	Mid-Low	Tajikistan	Low
ape Verde	Mid-High	Libyan Arab Jamahiriya	Mid-Low	Tanzania - U Rep of	Mid-Low
entral African Republic	Mid-High	Lithuania	Mid-Low	Thailand	High
hile	High	Macedonia	Mid-High	Togo	Mid-Low
nina	Mid-High	Madagascar	Low	Trinidad and Tobago	Mid-High
 olombia	High	Malawi	Mid-High	Tunisia	Low
comoros	Mid-Low	Malaysia	Mid-Low	Turkey	High
ongo	High	Maldives	Low	Turkmenistan	Low
osta Rica	High	Mali	Low	Uganda	Mid-Low
roatia	Mid-High	Mauritania	Mid-Low	Ukraine	Mid-Low
uba	Low	Mauritius	Mid-High	United Arab Emirates	High
Jibouti	Mid-Low	Mexico	High	Uruguay	High
ominican Republic	High	Moldova - Rep of	Low	Uzbekistan	Low
cuador -	High	Mongolia	Low	Venezuela	High
gypt	Mid-High	Morocco	High	Viet Nam	· -
gypt ĵ Salvador	Mid-High	Mozambique	Mid-Low	Yemen	Low Mid High
guatorial Guinea	Mid-Low	Myanmar	Low	Zambia	Mid-High ⊔igh
ritrea	Low	Namibia	Mid-High	Zimbabwe	High
Ihiopia	Low	Nepal	Low	Zimbabwe	Mid-High
abon	Mid-High	Nicaragua	Mid-Low		
Sambia	Low	Niger	Low		

	 9. Staff Payroll and Banking Administration & Management are distinct from Global Payroll Services (provided by UNDP Copenhagen) and include services such as: Setting up transactions that impact payroll such as one-time or recurring earnings and deductions, 	
	garnishments, positive inputs for overtime payments and transportation allowance. • Administration of retroactivity, recoveries and adjustments • Maintenance of the absence calendars for that location • Management of absence data	
	 Validation of trial payroll results prior to the final pay run. Maintenance of employee banking instructions Tracking and adjusting of leave balances that affect pay 	
	 Reporting of payroll activity to Managers Production of payroll reports and queries Production of pay slips for employees 	
	 Manage receivables and payables that have an impact in Payroll including benefits billing for retirees and SLWOP. The Administrator GP will be granted access to the Finance Module to process these transactions. Production, follow up and clean up of the PVR reports 	
10.	As stated above, the UPL is only intended to price services to Implementing Partners — not inputs to UNDP	
	projects and programmes. The pricing of inputs to UNDP projects and programmes should be based on <u>actual costs</u> for clearly identifiable transactions. When this is not possible, country offices may use the UPL. Where the portion of the procurement process that takes place outside Atlas is of a clearly complex (ad-hoc) nature involving specialized supply-chain management processes, dedicated procurement staff, etc., offices are	
	encouraged to determine the <u>actual cost</u> of the exercise and explore with donors/partners the possibility of charging the cost of some of its specific components (e.g. dedicated staff) — in full or in part — to the project budget as a direct input to project delivery (i.e., negotiated transparent, prevailing rates using the UPL as a baseline).	
	If, due to its size and/or complexity, a procurement process must be submitted to a Regional ACP (or regular ACP), it should be treated like ad-hoc service subject to full cost recovery at transparent, prevailing market rates.	

Principles of the Universal Price List
The UPL consists of a set of standard services, with reasonable cost estimates, that can be provided by UNDP country offices. Note, the UPL is only intended to price specified standard services — not inputs to UNDP projects and programmes. The pricing of inputs to UNDP projects and programmes should be based on actual costs for clearly identifiable transactions. When this is not possible, country offices may use the UPL.
The UPL does not cover specialized or locally provided <i>ad-hoc</i> services. The UPL also does not cover local security-related services that might be necessary in certain countries without banking facilities. Both <i>ad-hoc</i> and local security services, and their estimated costs, should be covered through locally negotiated agreements between UNDP country offices and concerned Implementing Partner.
 Not all Implementing Partner require all services. In particular, they may carry out several UPL sub- transactions, thus reducing the overall cost of the service. Each standard service in the UPL takes this into consideration.
2. A certain number of services which were previously categorized as standard administrative services (local driver's licenses, visa requests, customs clearance, etc.) have now been eliminated from the UPL. Any standard service not listed on the UPL is to be considered ad-hoc/non-standard service subject to full cost recovery per locally negotiated prices using transparent prevailing market rates.
 3. The request for services under the following exceptional circumstances are subject to a 25% surcharge on top of the regularly accepted cost/price: Urgent requests requiring a turnaround of less than 3 business days. Requests for services before/after normal working hours.
 Requests for prior year UPL services should always use the latest applicable published rates (not UPLs from prior years) without exception.
5. Payment Process: the process includes <u>disbursement only</u> , and requires a written instruction by the budget owner agency. UNDP does not review procurement process supporting documentation other than vendor banking information, unless otherwise stipulated locally. Note that UNDP does not charge Implementing Partner for running a fully automated pay cycle.
6. Staff selection and recruitment process for resident agencies only.
In cases where a reciprocity agreement does not exist between UNDP and Implementing Partner, the time spent on joint boards (recruitment, procurement, etc.) will be charged as an ad-hoc service.
 8. Staff HR and Benefits Administration & Management typically include services such as: Position Data and Budget management Issuance of contract HR and dependent/beneficiary data entry and maintenance Benefits data entry and maintenance (PF/Medical/Life Insurance) Interface with GMC Henner on MIP reimbursements Organization events (within grade increments, secondments, transfers etc) Life events (changes to marital status and dependents)
 HR data management for ASHI retirees Production of key HR reports such as staffing table & personnel action forms (PAFs) Guidance to staff and managers on HR rules and regulations

ANNEX 6: FINANCE: UNDP UNIVERSAL PRICE LIST

Service 1234 (see service notes overteat)	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
Payment Process s	36.39	27.39	23.59	19.20
Issue check only (Atlas Agencies)	13.69	11.08	10.02	8.78
Vendor profile only (Atlas Agencies only)	20.32	14.65	12.17	9.40
Staff selection and recruitment process for resident agencies 6,7	674.64	463.21	371.37	268.14
Advertising (20%)	134.93	92.64	74.27	53.63
Short-listing (40%)	269.85	185.28	148.55	107.26
Interviewing (40%)	269.85	185.28	148.55	107.26
Staff HR & Benefits Administration & Management ⁸ (one time fee, per staff at:	215.73	154.73	128.77	99.01
- the issuance of a contract. and - again at separation)			,20,,,	55.01
Recurrent personnel management services: Staff Payroll & Banking				
Administration & Management (annual fee per staff, per calendar year)	478 4R	344 49	28R 75	996 17
Payroll validation, disbursement (35%)	167.47	120.55	101.06	79.16
Performance evaluation (30%)	143.55	103.33	86.63	67.85
Extension, promotion, entitlements (30%)	143.55	103.33	86.63	67.85
Leave monitoring (5%)	23.92	17.22	14.44	11.31
Consultant recruitment	260.53	180.07	145.21	105.89
Advertising (20%)	52.11	36.01	29.04	21.18
Short-listing & selection (40%)	104.21	72.03	58.08	42.36
Contract issuance (40%)	104.21	72.03	58.08	42.36
Interns management	78.87	54.28	43.38	30.89
Issue/Renew IDs (UN LP, UN ID, etc.)	3 9.32	28.47	23.86	18.53
Travel authorization	35.74	25. 90	21.75	16, 98
F10 settlement	32.45	23.64	19.94	15.69
Procurement process involving local CAP (and/or ITB, RFP requirements) 7./0.//	599.94	414.42	333.79	242.67
Identification & selection (50%)	299.97	207.21	166.90	121.34
Contracting/issue purchase order (25%)	149.98	103.61	83.45	60.67
Follow-up (25%)	149.98	103.61	83.45	60.67
Procurement not involving local CAP 7,0,# (low value procurement)	232.74	163.31	133.07	98.41
Identification & selection (50%)	116.37	81.65	66.54	49.21
Issue purchase order (25%)	58.18	40.83	33.27	24.60
Follow-up (25%)	58.18	40.83	33.27	24.60
Disposal of equipment	305, 94	211.12	169, 90	123.37
AR Management Process (create/apply receivable pending item- Atlas	37.64	26.31	21.35	15.80
Agencies Only)	31.04	20.31	21.33	10.00
Issue/Apply Deposit only	22.79	15.99	13.01	9.68

ANNEX 7: TERMS OF REFERENCE: National Steering Committee
(NSC)
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 Director General of the Economic Planning Unit.
EPU Social Services will act as Secretariat to the NSC. Members of the NSC will consist of representatives from UNDP, Ministry of Finance (MOF), Bank Negara Malaysia (BNM), Ministry of Urban Well-Being, Housing and Local Government (KPKT), Department of Town and Country Planning (JPBD), National Housing Department (JPN), Department of Statistics (DOS), Ministry of Federal Territories (KWP), Ministry of Women, Family and Community Development (KPWKM) and other relevant stakeholders to be determined by the Committee.
The NSC will meet after the receipt of each project report or at least twice a year, whichever greater. The NSC will have the following duties and responsibilities:
 - Provide policy guidance on matters pertaining to the implementation of the project;
 Monitor and evaluate the implementation of the project towards fulfilment of the objectives stated in the project document;
- Review, approve and endorse proposed work plan and budget;
- Initiate remedial actions to overcome all constraints in progress of the project;
 - Review and approve relevant changes to the project design;
 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;
- Review and approve all related reports to the projects.

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ANNEX 8: TERMS OF REFERENCE: <u>Technical Working Committee</u> (TWC)

The Technical Working Committee (TWC) will assist the NSC in monitoring the conduct of the project and providing technical guidance on the implementation of the project. The TWC will act as technical advisors to the NSC. The TWC will be chaired by Deputy Director General (Sectoral) of EPU and EPU Social Services Section will act as Secretariat to the TWC. The members of the TWC will consist of representatives from Ministry of Finance (MOF), Central Bank of Malaysia (BNM), Ministry of Urban Well-Being, Housing and Local Government (KPKT), Department of Town and Country Planning (JPBD), National Housing Department (JPN), Department of Statistics (DOS), Ministry of Federal Territories (KWP), Perbadanan Putrajaya, Kuala Lumpur City Hall (DBKL), National Property Information Centre (NAPIC), selected local councils and other relevant stakeholders to be determined by the NSC.

The TWC will be specifically responsible for:

- Provide guidance and decisions on matters pertaining to the technical aspects of the project such as the training needs assessment, the training implementation strategy and the development of the training modules to ensure that they meet with the objectives set in the project document and with international good practices and standards;
- Monitor and evaluate the technical implementation of the project towards fulfillment of the objectives stated in the project document;
- Review and comment on the proposed technical work plan and budget; and
- Regular monitoring of the progress of the project and recommend approved technical reports to the NSC

AN	NEX 9: TERMS OF REFERENCE: National Project Director
age: Sec	onal Project Director is a staff member of the Government of Malaysia's implementing ncy of a UNDP-supported project and in this case will be the Director of Social Services tion of EPU. His/her main responsibility is to coordinate project activities among the main ies to the project: the Government co-coordinating authority, the consultant, and UNDP.
III O	cifically, he/she works in close collaboration with the project manager, the Deputy Director f Social Services Section of EPU as well as the Programme Manager of UNDP and his/hereonsibilities include:
•	Ensuring that the project document and project revisions requiring Government's approval are processed through the Government co- coordinating authority, in accordance with established procedures;
•	Preparing work plans in discussion with the project manager
•	Mobilizing national institutional mechanisms for smooth progress of project;
•	Providing formal project/deliverable sign-off and acceptance upon verification;
•	Reviewing project status reports;
•	Providing direction and guidance on project-related issues; and
•	Providing advice and guidance to the project team.

ANNEX 10: TERMS OF REFERENCE: Project Manager

The Project Manager will be primarily focused on the administrative, financial and operational aspects of the project. The project manager's role is to manage and coordinate the implementation of various project activities in ensuring quality and timeliness of activities and delivery of outputs. He/She will be based at EPU.

The specific tasks of the Project Manager are:

- Provide direction for the project based on the project document and decisions made by the TWC and NSC
- Manage and coordinate the implementation of project activities to ensure the maintenance of quality and timeliness, and delivery of outputs
- Liaise and work closely with the project partners and beneficiaries
- Report regularly to the NSC and TWC 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 the NPD and UNDP
- Coordinate and facilitate the work of multiple component teams engaged in the implementation of project activities
- Work closely with key stakeholders in the drafting and preparation of relevant Terms of Reference for local consultants.
- Monitor the project funds and resources. Prepare progress and financial reports of the project when required.
- Maintain an up-to-date accounting system to ensure accuracy and reliability of financial reporting
- Be responsible for the delivery of the project results and final outputs
- Establish a monitoring plan for activities implemented by project consultants
- Be actively involved in the preparation of relevant knowledge products (including publications and reports)
- Perform the function of ATLAS External User, creating requisitions and vouchers, and other relevant ATLAS processes

Duration: 1 year

Reports to: National Project Director, under the guidance of UNDP and EPU

ANNEX 11: MANAGEMENT: LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF MALAYSIA FOR PROVISION OF SUPPORT SERVICES UNDER NATIONAL EXECUTION



UNIT PERANCANG EKONOMI

Economic Planning Unit

JABATAN PERDANA MENTERI

Prime Minister's Department

BLOK B5 & B6,

PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN
62502 PUTRAJAYA,

MALAYSIA

Telefon: 88883333

Fax:

Your Ref:			
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Tarikh: Date:	1	ember 2001	
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PROG. 1

PROG. 2
PROG. 3
PROSCO (GEN /NEW)

Rui Tuen

BY FAX: (03)2552870 /BY HAND

Resident Representative
United Nations Development Programme
Wisma UN
Blok C Komplek Pejabat Damansara
Jalan Dungun
Damansara Heights
50490 KUALA LUMPUR

Dear Madam,

Letter of Agreement Between UNDP and the Government For the Provision of Support Services under National Execution

Reference is made to your letter dated 26 October 2001 on the above subject.

2. We are pleased to attach herewith two (2) copies of the duly signed letter of agreement for your further action.

Thank you.

Yours sincerely,

(Patricia Chia Yoon Moi) for Director General Economic Planning Unit

ANNEX 12; MANAGEMENT: COUNTRY PROGRAMME ACTION PLAN BETWEEN THE GOVERNMENT OF MALAYSIA AN THE UNDP 2013-2015: NATIONAL IMPLEMENTATION MODALITY: ROLES AND RESPONSIBILITIES





COUNTRY PROGRAMME ACTION PLAN

BETWEEN

THE GOVERNMENT OF MALAYSIA

AND

THE UNITED NATIONS DEVELOPMENT PROGRAMME

2013 TO 2015

NATIONAL IMPLEMENTATION MODALITY: ROLES AND RESPONSIBILITIES

VER: 1.0

(Note: EPU and Implementing Agencies are encouraged to populate the respective columns with internal processes that might be relevant prior to finalisation.)

ROLES AND RESPONSIBILITIES - NATIONAL IMPLEMENTATION MODALITY (2013-2015)

	1. EPU ICS and relevant section to provide preliminary feedback on proposed collaboration and also on <i>Cabinet</i> Memo (if required and prepared).	1. Relevant EPU Sections to attend the workshop and provide feedback on proposed strategies and outputs.
IMRLEMBNITING PARTITIER	1. Engage in substantive dialogue with UNDP on proposed collaboration; 2. Coordinate briefing by UNDP to relevant IP officers on processes required for collaboration under the Country Programme Action Plan (2013-2015); 3. Develop EoI with UNDP; 4. Develop presentations to IP Senior Management for clearance with UNDP; 5. Develop Cabinet Memo for official clearance (if required) and obtain feedback from EPU ICS; 6. Provide a copy of Cabinet Memo (if prepared) to EPU ICS for record purposes.	Develop and finalize workshop concept note, agenda and budget with UNDP; Identify international and local experts and national stakeholders with UNDP; Review presentation materials
AMME PROGRAVIME ASSISTANT		1. E- Filing of all relevant documentation and materials from stakeholder dialogue workshop. (Note: E-Filing is an internal UNDP process. IP's are still
DINITIED NATIONS DEVELOPMENT PROGRESSOGIATIE PROJECT DESIGN AND DEVELOPMENT PROJECTINITIATION		RKSHOP (IF REQUIRED) 1. Assist in the development of budget; 2. Coordinate invitation and participation of international experts.
UNITIED NATION 1. PROJECT DESIGN AND DEVELOPMENT A) PROJECTINITIATION	 Engage in substantive dialogue with Implementing Partner (IP) on proposed collaboration; Provide briefing to IP on processes required for collaboration under the Country Programme Action Plan (2013-2015); Develop Expression of Interest (EoI) jointly with IP; Assist IP to develop presentations to IP Senior Management for clearance; Inform EPU International Cooperation Section (ICS) and relevant section on proposed collaboration. 	 B) STAKEHOLDER DIALOGUE WORKSHOP (IF REQUIRED) 1. Develop workshop concept note, agenda and budget with IP; 2. Identify international and local experts and national stakeholders with IP; 3. Review presentation materials

4. V Q or	- reports and data analysis with IP; Develop and finalize workshop report with IP.		required to keep a systematic filing of all project related documentation for M&E purposes – Refer to Section 5).	 reports and data analysis with IP; Develop and finalize workshop report with UNDP. Administrative tasks include: a) Identify suitable workshop venue b) Coordinate invitation and participation of local experts and national stakeholders c) Coordinate and verify documentation for payment 	
(a) Pr Pr Sur (b) (b) (c) (d) (d) (d) (d) (d) (d) (d) (d) (d) (d	1. Assist IP in the formulation of Draft Project Document (Draft Prodoc) and ensure substantive rigour in the design and provide the energing issues and trends and global bench marking based on human development and rights based approaches, cross disciplinary and multidimensional columniational conventions and treaties which Malaysia is a party or interested party of Documentation of Strategies for substantive in the formulation of Documentation on interested party of Documentation of Strategies for substantive in the formulation of Strategies for substantive in the formulation of Documentation of Strategies for substantive in the formulation of the f	1. Develop Costed Procurement Plan with IP; 2. Develop budget costings and projections for the inkind contribution and/ or parallel funding with IP; 3. Develop budget costings and projections for the UNDP project management and operational costs (UNDP Support Services).		1. Formulate <i>Draft Prodoc</i> with UNDP and ensure substantive rigour in the design and provide the following: a) Relevant studies, analysis, assessments, reports and data; b) Substantive linkage to 10 MP - National Initiatives / Sectoral Plan 2. Identify sources and strategies for external funding (if required) with UNDP; 3. Develop sustainability plans and exit strategy (if required) with UNDP; 4. Identify project implementation risks and corresponding mitigation actions / quality assurance plan with UNDP; 5. Develop project management and governance structure with UNDP;	1. EPU Sections to review Draft Prodoc and provic feedback on proposed outputs and linkage to national sectoral priorities, strategies any policies especially 10MI – National Initiatives and coordination of strategifor cross-Ministerial perspectives.

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	budget with UNDP based on: a) Costed Procurement Plan b) IP's in-kind contribution and or parallel funding c) UNDP's project management and operational costs (UNDP Support Services).
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sections to attend LPAC meeting and provide feedback on <i>Draft Prodoc</i> .	1. EPU ICS and relevant sections to provide feedback to LPAC Secretary on Draft LPAC Meeting Minutes; 2. EPU ICS to submit signed Final LPAC Meeting Minutes and Final Prodoc to EPU DG for signature.
and discuss proposed strategies and outputs.	1. Provide feedback to LPAC Secretary on Draft LPAC Meeting Minutes; 2. Collaborate with UNDP to incorporate changes requested by LPAC meeting and develop Final Prodoc.
	1. Dissemination of Draft LPAC Meeting Minutes and Final Prodoc to meeting participants; 2. Share signed Final Prodoc to IP and EPU ICS; 3. E- Filing of all relevant documentation - signed Final Prodoc and Final LPAC Meeting Minutes.
Secretary.	1. Develop Draft LPAC Meeting Minutes for circulation to LPAC meeting participants; 2. Develop Final LPAC Meeting Minutes based on feedback from LPAC meeting participants; 3. Ensure signing of Final LPAC Chair and UNDP Resident Representative (UNDP RR); 4. Coordinate with EPU ICS for signing of Final Prodoc by EPU DIS and UNDP Resident Representative (UNDP RR);
(if required) during the official LPAC meeting presentation.	C) POST PROJECTAPPRAISAL COMMITTEE MEETING 1. Provide feedback to LPAC Secretary on Draft LPAC Meeting Minutes; 2. Collaborate with IP to incorporate changes requested by LPAC meeting and develop Final Prodoc. Physical Prodoc. Resident Represional Committee Meeting Minutes incorporate changes requested by LPAC meeting and develop Final Prodoc. Resident Represionate with for signing of Fin by EPU Director (EPU DG) and U

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		PROJECTIMANAGEMENTE GOVE Participate and decision making at National Steering Committee (NSC), Technical Working Committee (TWC) and related meetings and provide the following: a) Technical: Substantive input and advisory on project outputs and development of relevant documentation for the NSC, TWC and related meetings b) Management: Identify any project related implementation issues and identify mitigation solutions with IP	1. Attend NSC, TWC & related meetings (upon request) and provide feedback on financial and operational implementation of Project Outputs; 2. Follow up with IP on all relevant documentation including official minutes and documentation of NSC, TWC and related meetings.	1. E- Filing of all relevant documentation including official minutes and documentation of NSC, TWC and related meetings.		1. NSC: EPU ICS and relevant sections to attend NSC meeting and provide feedback on implementation of the project outputs; 2. TWC: EPU relevant sections to attend TWC meetings (where relevant) and provide technical feedback on the project outputs.

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	1. EPU relevant sections to provide technical feedback on the project outputs (where relevant); 2. EPU relevant sections to participate in policy dialogues/ workshops (where relevant).
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nposition e of the be outlir	ibmentation and aborate with UNDP in the stantive design, lementation and lagement of project outs and specifically ertake the following; Identify cross-sectoral issues and stakeholders Identify relevant data and research requirements and facilitate data request with Department of Statistics and relevant Ministries and agencies Review and provide input into methodology and frameworks of research, studies and models Review all technical reports and provide substantive inputs on data and policy analysis Document all substantive feedback, input, data and
(Note: The composition, complete role and scope of the NSC, TWC and NPD will be outlined in the Final Prodoc)	de the man and the
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	1. Relevant EPU Sections t attend the workshop an provide feedback on proposed strategies and outputs.
recommendations via policy dialogues/ workshops 2. Develop draft recommendations, policies, strategies, and action plans with UNDP and relevant stakeholders; 3. Present substantive project outputs to Senior Management for feedback, approval and potential implementation/consideration.	1. Develop and finalize workshop concept note, agenda and budget with UNDP; 2. Identify international and local experts and national stakeholders with UNDP; 3. Review presentation materials - reports and data analysis with UNDP; 4. Develop and finalize workshop report with UNDP. 5. Administrative tasks include: a) Identify suitable workshop venue b) Coordinate invitation and participation of local
	1. E- Filing of all relevant documentation and materials from policy dialogue / stakeholder dialogue workshop.
	1. Assist in the development of budget; 2. Coordinate invitation and participation of international experts; 3. Follow up with IP on all relevant documentation and materials from policy dialogue / stakeholder dialogue workshop.
feedback, input, data and recommendations from relevant global and regional UN agencies and development partners Develop draft recommendations, policies, strategies, and action plans with IP and relevant stakeholders; Substantive contributions to UN knowledge networks and UNDP Communities of Practice and share results with IP.	 B) POLICY DIALOGUE / STAKEHOLDER DIALOGUE WORKSHO Develop and finalize workshop concept note, agenda and concept note, agenda and concept note, agenda and local with IP; Identify international experts: and national experts: stakeholders with IP; Review presentation materials stakeholders with IP; Review presentation materials reports and data analysis with IP; Develop and finalize workshop report with IP.
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			1. Relevant EPU Sections to attend the training workshop (if relevant).		Participate in technical field visits and provide technical feedback to IP in assessing progress of project outputs (where relevant).
			1. Relevant EPU Sectiation attend the training workshop (if relevant Public Pub		Participate in technical field visits and provide technical feedback to II assessing progress of project outputs (where relevant).
		experts and national stakeholders c) Coordinate and verify documentation for payment.	Develop training workshop concept note, sessions and budget with UNDP; Identify international and local resource persons and national participants with UNDP; Review training materials with UNDP; Develop and finalize training workshop report with UNDP. a) Administrative tasks include: b) Identify suitable workshop venue c) Coordinate invitation and participation of local resource persons and national participants documentation for payment.		Participate in technical field visits and assess progress of project outputs. Coordinate and manage the field visit related activities and logistics;
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			E- Filing of all relevant documentation and materials from policy dialogue/stakeholder dialogue workshop.		
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			e developn invitation on of al experts; vith IP on a cumentatii als from pc takeholder orkshop.		
			Assist in the development of budget; Coordinate invitation and participation of international experts; Follow up with IP on all relevant documentation and materials from policy dialogue vorkshop.		
			3. 2. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.		
			G / TRAINING e training note, t with IP; al and local nd national '; terials with e training ith IP.	TSITS	cal field schnical IP in of project a technical ndings of
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			C. CAPACITY BUILDING / TRAINING WORKSHOP 1. Develop and finalize training workshop concept note, sessions and budget with IP; 2. Coordinate in participation resource persons and national participants with IP; 3. Review training materials with IP; and material P. 4. Develop and finalize training dialogue workshop report with IP. A Develop and finalize training dialogue workshop report with IP.	D) TECHNICAL FIELD VISITS	Participate in technical field visits and provide technical advisory services to IP in assessing progress of project outputs; Assist IP to prepare a technical mission report on findings of
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1. Approve decisions for payments submitted through FACE Forms by IP by both verifying completeness of activities and signing off on related documentation; 2. UNDP's financial management system (ATLAS): a) Approve budget revisions and other related etransactions; b) Coordinate mandatory and budget re-phasing exercises.	NCIAL MANAGEMENT rove decisions for ments submitted through E Forms by IP by both fying completeness of vities and signing off on ted documentation; PP's financial management em (ATLAS): Approve budget revisions and other related etransactions; Coordinate mandatory and budget re-phasing exercises.	.	Overall financial		が、大きない。			
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a) Approve but and other retransactions b) Coordinate reduces budget re-pleasercises.	dget revisions slated e- s; mandatory and hasing		financial planning and		financial transactions		on financial achievement of	
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budget re-pl exercises.	hasing		Procurement Plan	b)) FACE Form		transactions funded by the	
exercises.		જ	Review project delivery		Management –		project are consistent with	
			and advise IP on financial		maintain copies of		UNDP account codes and	
			achievement of the AWP		FACE form		sources of funding;	
			and Project Procurement		submission; scan	4.	Ensure all relevant	
	-		Plan		amended FACE forms		documentation for financial	
		4;	Ensure all financial		to IP/Project Finance;		transactions submitted for	
			transactions funded by		and submit FACE		payment are complete and	
			the project are consistent		Form for signature of		accurate;	
			with UNDP account codes		Programme Manager	Ŋ.	Cash Advance Request:	
			and sources of funding	೦	Ensure relevant		Prepare all the supporting	
		Ŋ.	Ensure all relevant		supporting		documentation for the	
			documentation for		documentation for		Quarterly Request for Cash	
			financial transactions		payment are complete		Advances and ensure requests	
			submitted by IP for		_		and allocations required are in	
			payment are complete	ਓ	Track and record		line with AWP	
			and accurate		payments sent to	ó.	Cash Advance Reporting:	
		છં	Guidance to IPs to ensure		UNDP Finance		Prepare all the supporting	
			all documentations are in		Department for ease		documentation for the	
			place for the Audit by		of reference of IP		Quarterly Financial Report for	
			Jabatan Audit Negara;	e)			Cash Advances and ensure	
					vendors and share		expenditure was in line with	
		۲.	UNDP's financial		remittance advice to		allocations as per Quarterly	
			management system		vendor (if requested)		Request for Cash Advances.	

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	Budget is for n and Team.
	Develop Programme Delivery Shadow Budget on a Monthly basis for review of UNDP Programme Team and the Management Team.
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	a) Manage operationalization vouchers b) Consult vouchers b) Consult Programme Mana on budget revisi required c) budget check requisitions, POS i vouchers. Ensure all Purchase Orders are managed ar closed in consultations with the Programme Manager; Serve as an Intermedia for the UNDP Finance Department with IP, consultants and vendo) Cash Advance Request. Review the supporting documentation for the Quarterly Request for C Advances by IP and ensure requests and allocations required ari in line with AWP Cash Advance Reportin Review the supporting documentation for the Quarterly Financial Report for Cash Advanc by IP and ensure expenditure was in line with allocations as per Quarterly Request for C Advances and ensure entries on ATILAS for
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	1. Logistical arrangements for travel of IP representatives, consultants contracted directly by Government, project staff contracted by UNDP based at Implementing Partner and Resource persons/ participants from civil society or academia; 2. Complete and share Mission Report of IP representatives and relevant documentation to UNDP.
	1. Complete e-Requisition for flight tickets, DSA and TE for travel arrangements made with UNDP Travel Unit; 2. Coordinate travel advance related payments (80%) utilizing FACE Forms; 3. Coordinate balance for travel related payments (20%) utilizing F10/ Travel Expenses Claim Form (TEC); 4. E- Filing of Mission Report and all relevant documentation; 5. Coordinate Programme Cluster's Quarterly Travel Plans for approval by RR.
reporting; Track UNDP project management and operational costs (UNDP Support Services) and share with IP on a bi- annual basis.	1. Oversight on all travel related costs funded by project; 2. Calculate Daily Subsistence Allowance (DSA) and Terminal Expenses (TE) for all travel related requests funded by project; 3. Assist with IP representative's travel arrangements funded by project (if required).
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Note: Travel Arrangements for various categories of travelers and the applicable rules are outlined below. International travel funded by projects will only be econor class tickets.

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Project Knowledge Products: Technical review of project related publications and full management of publication cycle including identification of editor, copywriter, printer, and dissemination.	
	
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Project Knowledge Products: Develop the mailing list for dissemination of knowledge products with IP (including selected UN/ UNDP offices and development partners) for advocacy efforts and upload to UNDP Malaysia webpage; UNDP Webpage: Coordinate with UNDP Communications Officer on UNDP Malaysia's project page updates.	
Project Knowledge Project Knowledge Products: Develop i mailing list for dissemination of knowledge product IP (including select UNDP offices and development partn advocacy efforts an upload to UNDP Ma webpage: Coordinate with UN Communications Of on UNDP Malaysia's project page update	
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1. Project Knowledge Products: 1. Project Knowledge Products: 2. UNDP Webpage: Provide confirmation on updated UNDP project webpages and relevant documents; 3. Panel Presentations: Identifies and communicates relevant information for a variety of audiences in advocating the development agenda/ work Malaysia with IP. Conmunications (Coordinate with UNDP Malaysia's project page updates.)	
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EPU	1. EPU ICS to submit and obtain approval of EPU DG of AWP	1. Chair Review meeting on MYPR and APR with UNDP (if required) to address any implementing or operational challenges/delays; 2. EPU ICS communicates to Ministry/ Agencies on M&E requirements and related meetings.	1. BPU ICS and relevant sections to provide feedback to address any implementing or operational challenges/delays (if required).
IMPLESMENTING PARTINER.	1. Review implementation of AWP and develop subsequent year's AWP and ABN jointly with UNDP.	1. Submit progress of project through the Mid-Year Progress Report (MYPR) and Annual Progress Report (APR) to UNDP and EPU; 2. Attend Review meeting on MYPR and APR with EPU ICS and UNDP (if required) to address any implementing or operational challenges/delays.	PROJECTS: QUARITERLY REPORT AND ANNUALI PROJECT IMPLEMENTATION REPORT 1. E- Filing of all relevant documentation - GEF through the GEF Quarterly Report and Annual PIR to Annual PIR; 2. Share Annual PIR to EPU 1. Submit progress of project through the GEF Quarterly Report and Annual PIR to EPU 1. Submit progress of project through the GEF Quarterly Report and Annual PIR to EPU 1. Short and Annual PIR to EPU 2. Share Annual PIR to EPU 3. Share Annual PIR to EPU 4. Share Annual PIR to EPU 6. Share Annual PIR to EPU 7. Share Annual PIR to EPU 8. Share Annual PIR to EPU 9. Share Annual PIR to EPU
RAWIME PROGRAMMEASSISTANT	E. Filing of all relevant documentation - AWP and ABN; Share AWP and ABN to EPU ICS.	1. E- Filing of all relevant documentation – MYPR and APR; 2. Share MYPR and APR to EPU ICS.	1. E- Filing of all relevant documentation - GEF Quarterly Report and Annual PIR; 2. Share Annual PIR to EPU ICS and relevant sections.
AMENANAGER SSURANCE AND MONITORING BRIEFING NOTE (AB	Assist IP in the financial management and planning of the AWP and ABN; Coordinate the signing of the AWP among all parties; Develop project budget on ATLAS as per signed AWP; Track AWP targets and milestones.	DOCUMENTS: MID XEAR PROGI 1. Follow up with IP on submission of MYPR and APR; 2. Review accuracy of financial allocation and expenditure figures cited in MYPR and APR.	8223
TREGGRAMME MANAGER PROGRAMME ASSOCIATE 5. PROJECT ASSURANCE AND MONITORING AND EVALUATION A) ANNUAL WORK PLAN (AWP) AND ANNUAL BRIEFING NOTE (A	Assist IP to review implementation of AWP and develop subsequent year's AWP and ABN jointly with UNDP; Financial and substantive monitoring and evaluation of projects outputs as well as identification of operational and financial problems and propose solutions to IP.	 B) PERIODIC PROGRESS REPORT (MYPR) AND ANNUAL PROGRESS REPORT (AYPR) and APR; Co-Chair Review meeting on im MYPR and APR. MYPR and APR with EPU ICS (If required) to address any implementing or operational challenges/ delays. D) PERIOD MYPR and APR. APR; Co-Chair Review meeting on implementing or operational challenges/ delays. Coull (AYPR) AND AND AND AND AND AND AND AND AND AND	1. Quality Assurance: Review progress of project based on reports submitted by IP through GEF Quarterly Report and Annual PIR; and Annual PIR; Submit GEF Quarterly Report and financial allocation a

		1. EPU ICS and relevant sections to provide feedback to address an implementing or operational challenges, delays (if required).
ENDITIURE DETAIL REPORTS	Verify and sign CDRs and Expenditure Detail Report within 14 days and send to UNDP.	1. Coordinate preparation for the Audit with UNDP; 2. Review implementation status of previous Audits recommendations (if any) with UNDP: 3. Review Audit Terms of Reference and Audit Documentation Checklist with UNDP: 4. Ensure and provide complete and compliant set of documentation based on Audit
VERY REPORT (GDR) AND EXP	 B- Filing of all relevant documentation – signed CDRs and Expenditure Detail Report; 	1. Liaise with UNDP Finance Department to obtain original and relevant documentation requested by JAN - FACE Forms, vouchers, etc; 2. Share final Audit Report to EPU ICS.
expenditure figures cited in GEF Quarterly Report and Annual PIR.	1. Generate Annual CDRs and Expenditure Detail Report; 2. Review and ensure completeness and accuracy of Annual CDRs and Expenditure Detail Report; 3. Follow up with IP on signed Annual CDRs and Expenditure Detail Report; 4. Determine project management and operational costs (UNDP Support Services) for Audit by Jabatan Audit Negara.	1. UNDP Focal Point for Project documentation and ensure IP has complete and compliant set of documentation based on Audit Documentation Checklist encompassing the following a) Human resources b) Financial management c) Procurement d) Asset Management
and Annual PIR to GEF Focal expenditure figures cited Point in UNDP APRC Bangkok in GEF Quarterly Report for feedback and approval. In EINANCIAL REPORTING DOCUMENT: ANNUAL COMBINED DELIVERY REPORTING DOCUMENTS ANNUAL COMBINED DELIVERY REPORTING DOCUMENTS ANNUAL COMBINED.	Verify, approve and sign Annual CDRs and Expenditure Detail Report.	E) AUDITEBYJABATANAUDITINEGARA (JAN) 1. Assist IP with the coordination for the audit; 2. Review implementation status of previous Audits recommendations (if any) 3. Review Audit Terms of with IP: 3. Review Audit Terms of Audit Documentation based with IP: 4. Develop Management Browner and Audit Response and Follow Up Action Plans requested by Audit with Absert Management Plans requested by Audit with Absert Management Absilance and Pollow Up Action Absert Management Absilance Absert Management Absert Ma
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	1. EPU Sections Chair review meetings on project extensions and budget variations as recommendation to NSC. 1. EPU relevant sections to participate as a stakeholder in project evaluation and provide feedback on relevance and impact of project to national development.
Documentation Checklist to JAN; 5. Develop Management Response and Follow Up Action Plans requested by Audit with UNDP; 6. Participate in the Audit of the project; 7. Review with UNDP on implementation of Audit recommendations and Follow Up Action Plans).	1. Submit a written request to EPU and UNDP if there are project extensions and/ or budget variations prior to submission to NSC. 1. Undertake the following tasks with UNDP: a) Develop TOR and scope of evaluation; b) Identify stakeholders for project evaluation; c) Prepare documentation for evaluation; d) Participate in discussions for project evaluation; e) Review evaluation;
	1. E-Filing of all relevant documentation – TOR, final evaluation report; 2. Share final Evaluation Report to EPU ICS.
e) Project progress f) Record keeping systems g) Management Structure 2. Note taker during project Audit of the project and draft meeting minutes (if required); 3. Upload Audit reports and relevant supporting documents on CARDS; 4. Follow up with IP on implementation of Audit recommendations and Follow Up Action Plans post completion of Audit.	1. Assist IP to prepare documentation; for project evaluation; 2. Follow up with IP on implementation of evaluation recommendations and Follow Up Action Plans post completion of evaluation;
 IP; 5. Participate in the Audit of the project; 6. Support IP in implementation and review of Audit recommendations and Follow Up Action Plans; 7. Report all exceptions for the Follow Up Action Plans on UNDP Audit Webpage (CARDS); 	1. Provide feedback to EPU ICS and relevant sections if there is any request by IP for project extensions and/ or budget variations. 2. PROJECT EVALUATION a) Develop TOR and scope of evaluation; evaluation; evaluation; c) Review documentation for evaluation; d) Participate in discussions for project evaluation; e) Review evaluation report the indicator of the indicator of the indicator of evaluation; e) Review evaluation report the indicator of the indicator of the indicator of evaluation; e) Review evaluation report

feedback f) Develop Management Response and Follow Up Action Plans g) Support IP in implementation of evaluation recommendations commendations reports on UNDP Evaluation Office website.			consultants and provide feedback	·
H)PROJECT CLOSURE 1. Assist IP in presentation for froject Closure Meeting on the following: a) Contribution of project to project outcome, 10th project outcome, 10th project outcome, 10th project outcome inpact on national linitiatives and Sectoral Plans and impact on national development agenda b) Implementation of project outputs Financial statement	t IP to prepare mentation for <i>Projec</i> re <i>Meeting;</i> t IP in preparation of	1. Assist IP to prepare a complete set of documentation of the project management, finance, meeting minutes and project outputs in CD form.	. Prepare a complete set of documentation of the project management, finance, meeting minutes and project outputs in CD form; Present to the <i>Project Closure Meeting</i> on the following: a) Contribution of project to project to utcome, 10th Malaysia Plan and National Initiatives and Sectoral Plans and impacon national development	1. Chair Project Closure Meeting within 6 month after the operational closure of the project to assess the performance and success of the proje and review: a) Impact of the project in national development agend development agend b) Sustainability of the results, including the contribution to

related outcomes c) Review lessons learned and recommendations to improve design and implementation of future UNDP- Government of Malaysia funded projects.	
agenda b) Implementation of project outputs Financial statement c) Institutional capacity building activities d) Lessons learned	IMPLEMENTINGIPARTINER 1. Review Costed Procurement Plan with IP on a quarterly basis. 2. Develop TOR for procurement of assets, equipment, resource materials, and workshop venue with UNDP; 3. Responsible for all procurement of assets, equipment, resource materials and workshop venue as indicated within the Final Prodoc, Costed Procurement Plan and AWP unless agreed with UNDP beforehand; 4. All procurement activities will be in accordance to the Government of Malaysia's procurement guidelines; 5. If UNDP is to assist in procurement roles and equipment, roles and equipment, roles and
	INIMIE IRROGRAMMEASSISTIANITE IND WORKSHOP VENUE 1. Consolidate Costed Procurement Plan of all projects on a quarterly basis and UNDP cost recovery of services (if applicable).
	BROCKAMMEASSOCIAME C. PROCUREMENT: ASSETS, EQUIPMENT, RESOURCE MATERIALS A 1. Oversight on implementation of Costed Procurement Plan. of Costed Procurement Plan. procurement of assets, equipment, resource materials, and workshop venue (if required); 2. Review Costed Procurement Plan plan with IP on a quarterly basis.
building activities d) Lessons learned	PROGRAMMENT: ASSETS, EQUIP Oversight on implementation of Costed Procurement Plan.

,		indicated within the Final Prodoc; 6. All documentation pertaining to decision for procurement and actual procurement process to be retained for Audit purposes by JAN; 7. Submit all supporting documents for payment via FACE Forms.	
PROGRAMME MANAGER TENOGRAMME ASSOCIATIONS DEVELOPEMENT PROGRAMME ASSOCIATIONS DEVELOPEMENT PROGRAMME ASSOCIATION PROGRESSES AND AGREEMENT A) PLANNING 1. Brief IP on UNDP guidelines for engagement via UNDP processes and jointly determine the most appropriate contractual modality and approach. 3. Provide IP the estimated contractual guidelines a samples (if required); and approach. 3. Provide IP the estimated contractual guidelines a samples (if required); and approach. 3. Provide IP the estimated contractual guidelines and samples (if required); and approach. 3. Provide IP the estimated contractual guidelines and samples (if required); and approach. 3. Provide IP the estimated contractual guidelines and samples (if required); and approach. 3. Provide IP the estimated contractual guidelines and samples (if required); and approach. 3. Provide IP the consultancy contractual guidelines and samples (if required); and approach. 3. Provide IP the contractual guidelines and samples (if required); and approach. 4. Provide IP with projected provide IP with pro	GUIDELINES FOR INDIVIDUAL OR P GUIDELINES FOR INDIVIDUAL OR P rent 1. Consolidate Costed rly Procurement Plan for all projects on a quarterly basis and UNDP cost recovery of services (if applicable); 2. Maintain master list of active Project consultants with contact numbers, emails & contract expiry dates; 3. Throughout consultancy: manage version control of contracts, Purchase Orders, Certificate of Payment and Contract Renewals and Obligations.	GUIDELINES FOR INDIVIDUAL OR PROFESSIONAL SHRVICES CONTRACT OR REIMBURSABLE LO GUIDELINES FOR INDIVIDUAL OR PROFESSIONAL SHRVICES CONTRACT OR REIMBURSABLE LO GUIDELINES FOR INDIVIDUAL OR PROFESSIONAL SHRVICES CONTRACT OR REIMBURSABLE LO GUIDELINES FOR INDIVIDUAL OR PROFESSIONAL SHRVICES CONTRACT OR REIMBURSABLE LO 1. Consolidate Costed projects on a quarterly projects on a quarterly projects on a quarterly projects on a quarterly project contractual modality and applicable); active Project consultants with contact numbers, emails & contract expiry dates; 3. Throughout consultancy: manage version control of contracts, Purchase Orders, Certificate of Payment and Contract Renewals and Obligations.	OR REIMBURSABLE LO
B) TERMS OF REFERENCE			

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Develop Terms of Reference (TOR) or Request For Proposal with UNDP.	Review and clear the text for the Advertisement in consultation with UNDP; Assist to share link of Advertisement (TOR and RFP) to relevant networks, consultants in the IP's database or potential consultants.	1. Provide feedback to UNDP on shortlisted candidates / RFP; 2. Provide feedback to UNDP on Evaluation Form of CV / RFP. Output Description for the feetback to UNDP on the	
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			Follow up with UNDP Operations Department to liaise with selected
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	Liaise with UNDP Operations Department on need to advertise consultancy and provide relevant documentation; Draft Advertisement based on (TOR/ RFP) to be cleared by Programme Manager; Ensure Advertisement and TOR/ RFP are available on UNDP Jobs website and newspaper.	Assist to complete UNDP Request for Contract for submission to UNDP Operations Department. Ensure submission of all required and completed documentation to CAP (if required).	Coordinate preparation of documentation for issuing of contract by UNDP
	Liaise with UNDP Operations Departm need to advertise consultancy and pro- relevant documentat Draft Advertisement on (TOR/ RFP) to be cleared by Programn Manager; Ensure Advertiseme TOR/ RFP are availal UNDP Jobs website a newspaper.	Assist to complete UI Request for Contract Submission to UNDP Operations Departme Ensure submission or required and comple documentation to CA required).	Coordinate preparat documentation for is of contract by UNDP
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erence P.	1. Review and clear the text for the Advertisement in consultation with IP. Consultation with IP. Consultation with IP. Consultation of Con	1. Evaluation of CVs/ RFP and shortlist candidates/ Request for Contract CV/ RFP with input from IP; Sign of on completed UNDP Request for Contract for submission to UNDP Operations Department; Provide any justification or waiver for UNDP Contracts Appraisal Committee (CAP) submission (if required)	or)
Develop Terms of Reference (TOR) or Request For Proposal (RFP) with IP.	Review and clear the text for the Advertisement in consultation with IP.	EVALEW AND SECULOR OF Evaluation of CVs/ RFP and shortlist candidates/ RFP and share with IP for feedback; Complete Evaluation Form of CV/ RFP with input from IP; Sign of on completed UNDP Request for Contract for submission to UNDP Operations Department; Provide any justification or waiver for UNDP Contracts Appraisal Committee (CAP) submission (if required)	Approve requisition for selected consultants; Senior Management to
Develop Terms of Ref (TOR) or Request For Proposal (RFP) with I	Review and clear the the Advertisement in consultation with IP.	EVILEW AND SETECTORY Braluation of CVs/R shortlist candidates/share with IP for feed Complete Evaluation CV/RFP with input f Sign of on completed Request for Contract submission to UNDP Operations Departmo Provide any justifical waiver for UNDP Con Appraisal Committee submission (if requirements)	Approve requisition I selected consultants; Senior Management i
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(unless indicated otherwise); 2. Jointly monitor performance of project staff together with UNDP.	1. Provide input for performance assessment of project staff to UNDP and also determine percentage of bonus to be provided.	1. NPD to provide input to UNDP on renewal and duration of contract based on performance evaluation.
governing procedures.	1. Liaise with UNDP Operations Unit to file Performance Evaluation.	
within the first week of work.		1. Coordinate preparation of documentation for renewal of contract by Human Resources; 2. Provide IP the cost for the renewal of the contract.
(NPD);	1. Complete performance assessment of project staff with input from National Project Director and relevant IP staff and also determine percentage of bonus to be provided.	1. In consultation with NPD and based on performance evaluation, make decision on renewal and duration of contract; 2. Sign off on documentation for renewal of contract.

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ANNEX 13: NATIONAL HOUSING POLICY

Thrust 1:

Provision of Adequate Housing Based on the Specific Needs of Target Groups

- NHP 1.1: Enhancing the role of the State Government agencies, besides the Federal Government agencies and the private sector in continuing the efforts of providing affordable houses for rent or for sale.
- NHP 1.2: Providing housing for all especially low-cost houses for the low-income group and encouraging the provision of medium-cost houses for the middle-income group; and
- NHP 1.3: State Governments are given flexibility in determining the quota of low-cost houses to be built in mixed-development areas based on the suitability of the location and local demand.

Thrust 2:

Improving the Quality and Productivity of Housing Development

- NHP 2.1: The use of skilled, trained and accredited workers for construction works to raise the quality of construction through approved and accredited systems;
- NHP 2.2: Setting the quality standards and minimum housing specifications; and
- NHP 2.3: Increasing the use of local building materials.

Thrust 3:

Increasing the Effectiveness of Implementation and Ensuring Compliance of the Housing Service Delivery System

- NHP 3.1: Formulating, improving and enforcing laws, regulations and guidelines pertaining to the housing sector;
- NHP 3.2: Enhancing the Government's service delivery system related to housing through policy coordination and implementation involving various agencies;
- NHP 3.3: Encouraging the BTS concept in the housing provision system;
- NHP 3.4: Improving relations and collaboration among the public and private sector as well as professional bodies in the housing sector; and
- NHP 3.5: Public housing programmes at the federal level are placed under the responsibility of a single federal agency which plans, implements, sells/rents and maintains them. State Governments are still responsible for public housing programmes at the state level through their subsidiary agencies.

Thrust 4:

Improving the Capability of the People to Own and Rent Houses

	NUD 4.1: Cotting prices for law east because as well as controlling suggestion and calculate a wild
	NHP 4.1: Setting prices for low-cost houses as well as controlling ownership and sales to avoid speculation;
	NHP 4.2: Setting a realistic rental rate for low-cost houses; and
	NHP 4.3: Providing financial support for the low income group in order to own houses.
	Thrust 5:
	Sustainability of the Housing Sector
	NHP 5.1: Increasing the use of new technologies, innovation and provision of environmental-friendly housing;
.	NHP 5.2: Improving research and development (R&D) efforts in the housing sector; and
	NHP 5.3: Encouraging urban renewal and redevelopment of old buildings in line with the
	Government's objective for conservation and preservation purposes.
	Thrust 6:
	Enhancing the Level of Social Amenities, Basic Services and Liveable Environment NHP 6.1: Providing housing and sustainable development complete with basic amenities and
	facilities based on standards and current needs as well as other social needs to create a conducive and liveable environment;
	NHP 6.2: Strengthening the management mechanism and maintenance of stratified buildings
	and common properties; and
	NHP 6.3: Implementing the concept of Safe City in housing areas.