

UNITED NATIONS DEVELOPMENT PROGRAMME



*Empowered lives.
Resilient nations.*

Country/Region/Global: UNDP Malaysia Project Concept

Project Title: Engagement Facility – Rapid and flexible technical assistance to support the implementation of Malaysia’s Country Programme Action Plan (CPAP) 2016-2020 (EF-CPAP)

Expected UNDAF/CP Outcome(s):

Outcome #1: (a) A new national policy framework developed to promote inclusive growth and sustainable human development policies and strategies; (b) The bottom 40% of households receive better access to education, health and social protection programmes and secure greater benefits through better targeting from new inclusive growth policies and strategies.

Outcome #2: Strengthened institutional capacity in managing climate change, and enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo

Expected CPD Output(s):

Priority 1a: Enhancing, prioritizing and mainstreaming inclusion for pockets of the poor, bottom 40 percent of income households and vulnerable communities

Priority 1b: Reducing spatial inequalities and promote inclusive and sustainable urbanization and rural development

Priority 2a: Enhancing national resiliency to climate variability and change

Priority 2b: Value natural capital, reduce environmental impacts and improve access to quality ecosystem services for low income households

Initiation Plan Start/End Dates: 2020 - 2021
(October 2019 to March 2021 – 18 months)

Implementing Partner: UNDP Malaysia

Associate Partner: Ministry of Economic Affairs (MEA)

Brief Description

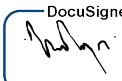
The EF-CPAP is established as a rapid and flexible response mechanism to support the Government of Malaysia on upstream policy results, evaluation and assessments, crisis responses (& recovery), testing of innovations with scale-up potential, piloting policy transformation, demonstrating stakeholders' engagement/platforms and including documenting evidence. Specifically, EF-CPAP will be used to support the adoption and implementation of the 11 Malaysia Plan's activities, consultation process, training (and capacity building) and communication and SDGs focusing on strategic and well-defined policy upstream, including sectoral interventions with high catalytic impact to respond rapidly to changing political, social and economic conditions and with clear linkages to the priorities outlined by the 11th Malaysia Plan 2016-2020, UNDP's Country Programme 2016-2020 and Strategic Priorities 2018-2021.

Activities proposed under this projet will assist UNDP in supporting EPU/MEA in meeting the 11MP with its Six Strategic Thrusts: Inclusivity; Wellbeing of the Rakyat; Human Capital, Green Growth, Infrastructure; and Innovation and Productivity and 6 game changers:Unlocking the potential of productivity; Translating innovation into wealth; Increasing the percentage of middle-class society; Mainstreaming technical and vocational education and training (TVET); Embarking on green growth; and Investing in competitive cities)

Programme Period:	01 October 2019- 31 Mar 2021 (18 months)
Atlas Project Number:	00118153
Atlas Output ID:	00115106
Gender Marker:	GEN2

Total resources required	USD 1,081,550
Total allocated resources:	
• Regular	
• Other:	
Government Cost-Sharing	USD 1,081,550
Unfunded budget:	Not Applicable
In-kind Contributions	Not Applicable

Agreed by UNDP:

DocuSigned by:

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Niloy Banerjee
 Resident Representative
 UNDP Malaysia, Singapore and Brunei Darussalam
 Date: 01 October 2019

I. PURPOSE AND EXPECTED OUTPUT

Introduction

The EF-CPAP is established as a rapid and flexible response mechanism to support the Government of Malaysia on upstream policy results, evaluation and assessments, crisis responses (& recovery), testing of innovations with scale-up potential, piloting policy transformation, demonstrating stakeholders' engagement/platforms and including documenting evidence. Specifically, EF-CPAP will be used to support the adoption and implementation of the 11 Malaysia Plan's activities, consultation process, training (and capacity building) and communication and SDGs focusing on strategic and well-defined policy upstream, including sectoral interventions with high catalytic impact to respond rapidly to changing political, social and economic conditions and with clear linkages to the priorities outlined by the 11th Malaysia Plan 2016-2020, UNDP's Country Programme 2016-2020 and Strategic Priorities 2018-2021.

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Project Scope

1. Support to the follow up and adoption of 11 Malaysia Plan policies and projects which includes organizing the Technical work Groups (TWG), Focus Group Discussion (FGD) and committee meetings including bringing key experts to share best practices and lesson learns and workshops
2. Provide inputs to new development areas identified especially related to democratic governance, sub-national support and stateless/undocumented issues.
3. Provide inputs/ideas/consultancies that lead to strategic intervention on last-mile connectivity among others key sectors related to 11 Malaysia Plan thrusts Inclusivity; Wellbeing of the Rakyat; Human Capital, Green Growth, Infrastructure; and Innovation and Productivity
4. Prepare and project formulation exercises for potential project idea note into a full project to be implemented during 11MP period (& beyond including 12MP preparation), including possibility of leveraging regional/global financial resources (i.e GEF, GCF, bi-lateral funding).
5. Organize study, evaluation and assessments with an objective to provide an independent review or an integrated approach related to SDG gaps for possible adoption in the 11Mid-term review.
6. Support crisis responses (& recovery), disaster resilient and response/management in the 11MP
7. Promote testing of innovations with scale-up potential, concept-proofing, piloting policy transformation, demonstrating stakeholders' engagement/platforms and including documenting evidence in areas of interest, including partnership with private sectors, private sector associations, NGOs and academias.

8. Support to training and building capacities for civil servants on understanding new innovative development tools which includes learning /strengthening new economic modelling, projection calculation, building up database, behavioral insights, crowd sourcing, foresighting exercise, design thinking, big data and others.

Activities under the above project scope will include consultancies, workshops/conferences, experts (local and international) mobilization, procurement of IT equipments and leveraging of funds.

The proposed expected outputs for the project are:

Output 1: Advisory Services: Targeted & Technical

Provide Advisory & Technical Services to counterparts; namely to EPU/MEA government ministries and agencies, especially for contributing inputs towards the preparation of the 12MP. This component will cover the drafting of strategy papers, targeted research or conducting stakeholder consultations to brainstorm on possible project ideas and initiatives.

Output 2: Programme Design: Project Development Support

Consultation on 11MP projects and including mid-term review. This component will provide support to the programme design stages and also the project development stages of potential projects. It will cover the recruitment of international and national expertise, the convening of stakeholder consultations and miscellaneous expenses inclusive of travels and purchase of workshop materials like stationeries/IT and internet acces. Promote testing of innovations with scale-up potential, concept-proofing, piloting policy transformation, demonstrating stakeholders' engagement/platforms and including documenting evidence in areas of interest, including partnership with private sectors, private sector associations, NGOs and academias will be explored.

Output 3: Capacity Building

This component will provide building capacities of counterparts on current and emerging issues; Training; write shops to draft policy documents, stakeholders' consultations, brainstorming sessions, etc. The project will provide capacity building initiatives that will strengthen the Malaysian public and private sectors and NGOs on key development trends and agenda. It will assist in facilitating partnerships to support the development of national capacity building and development strategies based on assessments.

Output 4: Communications and Advocacy, Impact Reporting

Promote awareness of matters related to development planning; M&E and impact reporting. Communications and advocacy will be strengthen to show more visibility to the projects and initiatives that UNDP is supporting and collaborating with the Malaysian government. This can constitute knowledge sharing with our stakeholders as well, be it internally in Malaysia or abroad including South-south exchanges.

Project Management & M&E

Management and implementation of the project including the Monitoring and Evaluation component. This component will make allowance for personnel to go for field visits and conduct M&E related assessments. This will also enable national clients to track progress in capacity development through monitoring and evaluation systems. This component will enable the development of tools and mechanisms for monitoring and evaluation to help Malaysia pursue development that is sustainable, resilient and inclusive in the true spirit of the SDGs.

Gender

This project will introduce, promote and support and gender, as the cross cutting initiative across all sectors during implementation of the activities. Initiatives that promote the greater empowerment of women, women in politics and decision-making roles, support for the unpaid care work, will be encouraged, just to name a few. The project will consider gender elements throughout the entire implementation. If and when required, a gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project's context, and to identify appropriate measures to address these and promote gender equality and women's empowerment.

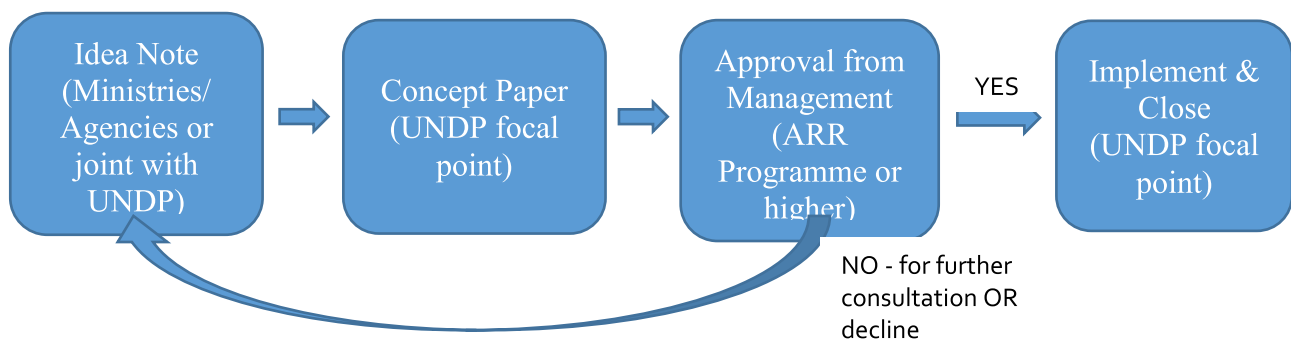
II. MANAGEMENT ARRANGEMENTS

The project will be implemented by UNDP where it will be involved in providing supervision on project implementation, technical & policy advisory and financial management. A Programme Manager will be assigned to perform project assurance and guidance to keep the project progressing on the right track. UNDP Malaysia will also provide in-house expertise on technical and policy advisory needed, communication and advocacy, support knowledge management and will also draw on necessary expertise from UNDP HQ, regional and country office network or UN agencies, where applicable.

Request for support may come from MEA/EPU or Ministries/agencies and UNDP will make the assistance available after further consultation and approval from the management. Proposed concept note shall be inline with the EF-CPAP project scope as stated above. A dedicated UNDP personnel (Programme Managers, Environment Analysts among others) will be assigned as focal point(s) to coordinate the Requester UNDP or support in consultation with the Head of Programme. The focal point(s) will be responsible and accountable to the delivery of the activities and the needed resources. For each request of support, a project team (or even project board) may be required if necessary.

UNDP enterprise resource planning (ERP) system (ATLAS) will provide the management information system to ensure accuracy and transparency of project progress and financial information. The Country Office will use ATLAS to keep track of the financial status of the project at all times, to control expenses, handle outstanding commitments, make payments and monitor the performance of each request. This will enable the production of reports that are part of UNDP Country Office central oversight and monitoring while serving as the building blocks for periodic reviews and communications with stakeholders.

Flow Chart on Request for Support



III. MONITORING

The project activities will be monitored by UNDP where the following will be conducted:

Project Monitoring and Review Meetings

Within UNDP, activities implemented in the EF-CPAP will be discussed and monitored during the bi-lateral consultation with ARR/Head of Programme (as representative from the Management team) and PSUs. EF-CPAP project will be also discussed in the Programme Team (headed by Deputy Resident Representative) and Management Team (headed by Resident Representative) as and when required.

With MEA/EPU (as the donor of the resources), UNDP will hold regular project monitoring and review meetings with MEA/EPU to track the progress of the project, at the working level as well with the senior management level including in the Annual Year Review as needed. Its purpose is to assess the performance and success of the EF-CPAP project including sustainability of the results, contribution to related outcomes (and the status) and the capacity development status. It will also review lessons learned and recommendations that might improve design and implementation of other UNDP-funded projects. Where necessary and depending on complexities, each request of support will be complemented by its own project monitoring and review meetings (i.e. TWC/PRC and NSC meetings) where MEA/EPU will also participate.

Progress Reporting Documents

The below project reports will be prepared

1. Mid-year Progress Report
A mid-year progress report will be prepared by UNDP which will highlight the progress of the project, its achievement and lesson learns. Issues, risks or challenges will be highlighted together with project achievements.
2. Annual Progress Report
Annual Progress Report will be prepared by UNDP which will highlight the progress of the project, its achievement and lesson learns. Issues, risks or challenges will be highlighted together with project achievements. The results from APR will be also discussed with MEA/EPU as needed.
3. Final Project Review Report
A final assessment of progress based on the chain of results initially defined in the Project Document and Annual Work plans will be prepared and will include information on financial allocations of expenditure. It may be supplemented by additional narrative to meet specific reporting needs of stakeholders; especially bilateral donor(s) within the annex, the following should be submitted together with the report:
 - Lessons learnt log - summarizing the information captured throughout the implementation of the project
 - Annual signed CDRs
 - Statements of cash position (if applicable)

IV. WORK PLAN

Project Title : ENGAGEMENT FACILITY - CPAP IMPLEMENTATION

Award ID: 00118153 Engagement Facility CPAP

Project ID: 00115106

Outcome/ Atlas Activity	Fund ID	Donor	Atlas Budgetary Acct Code	Atlas Budget Description				Total (USD)
					2019	2020	2021	
O1 ADVISORY SVC (Targeted & Technical Advisory)	30071	GCS	64300	Staff Cost	0	5,000	5,000	10,000
			71200	International Consultant	75,000	10,000	0	85,000
			71300	Local Consultants	20,000	50,000	3,000	73,000
			71400	Svc Contract	20,000	35,000	50,000	105,000
			71600	Travel	10,000	5,000	0	15,000
			72100	Contractual Services- Companies	0	25,000	25,000	50,000
			72400	Acquisition of Communic Equip	0	5,000	0	5,000
			72500	Stationery & other Office Supp	500	1,000	600	2,100

			72800	Inform Technology Supplies	0	2,500	2,500	5,000
			74500	Miscellaneous	0	500	500	1,000
			75100	Facilities & Admin - Implement	7,000	7,000	10,000	24,000
			77630	Dep Exp Owned - ITC	250	0	0	250
			76100	Foreign Exchange Currency Loss	100	500	500	1,100
Sub Total Total Activity1					132,850	146,500	97,100	376,450
Activity : O2 PROGR DESIGN (Project Dev Support)	30071	GCS	64397	Staff Cost	0	5,000	5,000	10,000
			71200	International Consultant	0	25,000	25,000	50,000
			71300	Local Consultants	0	25,000	25,000	50,000
			71400	Svc Contract	40,000	15,000	0	55,000
			71600	Travel	5,000	5,000	3,000	13,000
			72100	Contractual Services-Companies	0	15,000	15,000	30,000
			75700	Training & conf	6,000	5,000	10,000	21,000
			75100	Facilities & Admin - Implement	3,000	2,000	6,000	11,000

			76100	Foreign Exchange Currency Loss	0	500	500	1,000
Sub Total Activity 2					54,000	97,500	89,500	241,000
Activity : O3 CAPACITY BLD (Capacity Building & Learning)	30071	GCS	64397	Staff Cost	0	5,000	5,000	10,000
			71200	International Consultant	0	15,000	15,000	30,000
			71300	Local Consultants	0	25,000	25,000	50,000
			71600	Travel	12,000	4,000	0	16,000
			72400	Acquisition of Communic Equip	0	5,000	5,000	10,000
			75700	Training & conf	18,000	22,000	12,000	52,000
			75100	Facilities & Admin - Implement	2,000	1,000	6,000	9,000
			76100	Foreign Exchange Currency Loss	100	100	100	300
Sub Total Activity 3					32,100	77,100	68,100	177,300
Activity : O4 COM&ADVISORY (Communications & Advocacy)			64397	Staff Cost	0	5,000	5,000	10,000
			71200	International Consultant	0	20,000	10,000	30,000
			71300	Local Consultants	0	15,000	15,000	30,000
			71400	Svc Contract	0	15,000	15,000	30,000
			71600	Travel	0	5,000	5,000	10,000

		72100	Contractual Services-Companies	0	15,000	15,000	30,000
		74200	Promotional Materials and Dist	2,500	3,500	4,500	10,500
		74500	Miscellaneous	0	1,000	1,000	2,000
		75700	Training & conf	0	3,000	27,000	30,000
		75100	Facilities & Admin - Implement	0	4,500	4,000	8,500
		76100	Foreign Exchange Currency Loss	400	100	300	800
Sub Total Activity O4 COM&ADVISORY				2,900	87,100	101,800	191,800
Activity : O5 PROG MGT (Project Management)		64340 -	Staff related Cost-Others	5,000	7,000	8,000	20,000
		71600	Travel Tickets	2,000	4,000	5,000	11,000
		72805	Acquis of Computer Hardware	500	5,000	0	5,500
		74525	Sundry	3,500	2,000	0	5,500
		74596	Services to projects -GOE	5,000	1,000	0	6,000
			UNDP Technical & Advisory Services	10,000	20,000	2,000	32,000

		75100	Facilities & Admin - Implement	12,000	1,000	1,000	14,000
		76100	Foreign Exchange Currency Loss	200	300	500	1,000
Sub Total Activity O5 PROG MGT (Project Management)				38,200	40,300	16,500	95,000
GRND TOTAL				260,050	448,500	373,000	1,081,550