



PROJECT DOCUMENT
MALAYSIA

Project Title: Orang Asli/Asal Micro-Grant Facility for Conservation and Livelihood (OA MGF)

Project Number: 00115571

Implementing Partner: UNDP (DIM)

Start Date: 1 Sep 2019 **End Date:** 31 December 2020 **PAC Meeting date:** 26 Aug 2019

Brief Description

Briefly describe the overall development challenge and the expected results of the project.

On 2 November 2018, Ministry of Finance has agreed to allocate RM5 million for micro-grant to implement programs with the cooperation from United Nations Development Program (UNDP), to manage and protect the environment in Orang Asli/Orang Asal communities. Forests and natural resources remain as the key source of livelihood for Orang Asli/Asal. About half of the income from forests is non-cash and includes food, water, fuel, fodder, construction materials, and medicine which is important for the extreme poor and women-led households. Forests also provide a crucial safety net for orang Asli/Asal in times of economic distress, helping them to offset agricultural income lost due to weather shocks, crop failure, or changes in commodity prices. Due to rapid development, the forests and its environment are under threat from deforestation including clear-cutting for agriculture, ranching and development, unsustainable logging for timber, jeopardizing these benefits. It is therefore timely under Budget 2019 to pilot, implement and scale up community-based initiatives or projects to manage, conserve and protect its environment for sustainable livelihood. Results and lesson learns of such projects will assist Government is shaping up future policies related to OA communities.

Contributing Outcome (UNDAF/CPD, RPD or GPD): Indicative Output(s) with gender marker ² : GEN2	Total resources required:	USD1,011,990
	Government: (inclusive of GMS)	USD1,011,990
	GMS	USD57,282

Agreed by (signatures):

UNDP
Niloy Banerjee UNDP Resident Representative for Malaysia, Singapore and Brunei Darussalam
Date:

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ABBREVIATIONS

11MP	11 th Malaysia Plan (2016 – 2020)
APR	Annual Progress Report
AWP	Annual Work Plan
CPAP	Country Programme Action Plan
EPU	Economic Planning Unit
MOF	Ministry of Finance
MYPR	Mid-Year Progress Report
NSC	National Steering Committee
RP	Responsible Parties
SBAA	Standard Basic Assistance Agreement
TRAC	Target for Resource Assignment from the Core
TWC	Technical Working Committee
UNDP	United Nations Development Programme

I. DEVELOPMENT CHALLENGE

It is estimated there are about 180,000 Orang Asli in Malaysia. In 2014, while the national poverty rate was at 0.6%, the incidence of poverty among Orang Asli at the time was 34%. This is compared to the poverty rates among Bumiputera (0.8%), Chinese (0.1%) and Indians (0.6%). Not only is the poverty rate much higher among Orang Asli, their income is also relatively lower than other groups - one in three Orang Asli earn less than RM1,000 per month compared to about one in ten of average Malaysians. The Orang Asli community's participation in low-value added occupations in the agriculture, forestry and fishing industry have been associated with their lack of income. One of four Orang Asli head of households are employed in small scale agriculture and farming activities.

Demographics in Sabah and Sarawak is different from Peninsular Malaysia but it is largely dominated by its own indigenous group (Orang Asal) where in Malaysian statistics is recognized Bumiputera Sabah (largely dominated by Kadazan/Dusun (17.8%), Bajau (14%), Murut (3%) and other Bumiputera (20%) and Sarawak (largely dominated by Iban (30.3%), Malay(24.4%), Bidayuh (8.4%), Orang Ulu (6.7%), Melanau (5.4%)). Poverty reduction programme in Sabah and Sarawak have met with success, having been a significant recipient of investments in infrastructure and social interventions over the years. The incidence of poverty in Sabah reduced from 23.4% in 1999 to 4% in 2014, and 2.9% in 2016 while in Sarawak poverty rate remains below 1%.

In both cases, environment plays an important role in enduring the livelihood. Orang Asli / Asal would be the first to suffer due to environmental degradation because of their cultural and economic dependence on environmental resources, derived for example from their foraging areas including catchment areas and rivers for hunting, agricultural practices, fishing and source of clean water. This recognition was explained by the Special Rapporteur on the situation of human rights and fundamental freedoms of indigenous people in his report A/HRC/15/37, para 71, when he mentioned "in recognition of the special ties that indigenous peoples maintain with the natural habitats of the territories in which they live, international standards widely acknowledge indigenous peoples' 'right to the conservation and protection of the environment' and of the 'productive capacity of their lands or territories and resources' (United Nations Declaration on the Rights of Indigenous Peoples, (UNDRIP) article 29.1) and at the same time called for the adoption of 'special measures...for safeguarding' their environment (ILO Convention No 169, article 4.1)."

Climate change undeniably affecting both communities. Extreme weather conditions can pose direct and indirect threats to many rights and in underlining this concern States should extend climate change related protection to indigenous peoples. Towards this end due regard and respect must be accorded to large tracts of Orang Asli foraging territories so as to create a natural 'carbon-sink' to counter the effect of climate change. In this connection measures to counter corruption among forestry officers and timber concessionaires must go in tandem.

Key development challenges which have been identified in 11th Malaysia plan (including other development literature) includes the inability of Orang Asli / Asal Communities to react and participate in market-based industries (for instance its ability to promote its cottage and agriculture products timely and effectively). Developing community- and social-based enterprises is seen as one of the efforts in resolving this issue. Therefore, a systematic approach will be introduced to develop community- and social-based enterprises on the cooperative

model to carry out activities such as childcare services or crèches, tuition centres, and orphanages for B40 households in urban areas.

It is also noted that in selected areas and due to geographical remoteness, OA communities still face acute shortage of basic infrastructure especially for poor households Orang Asli in Peninsular Malaysia and those living in Sabah and Sarawak. The government has been providing increasing provision of road, water and electricity supply nonetheless addressing the last mile development is the most difficult and challenging ones.

Inline with the Sustainable Development Goals and the 11th Malaysia Plan, UNDP and the Government of Malaysia (via Ministry of Economic Affairs and Ministry of Finance) are currently implementing OA MGF to pilot key initiatives that are relevant to the national context which will act as an example for possible replication in designing and running selected development projects for OA communities. OA MGF will also assist in validating the risks concerning desirability, viability, and feasibility including its lesson learns and prior success stories. This process will ensure the best chance of success as they develop, launch, and scale up, and accelerates speed to replicate the success projects in future Malaysia plan.

II. STRATEGY

A modified framework of the UNDP Small Grant Programme (SGP) will be adopted and in line with UNDP's Direct Implementation Modality (DIM) framework. UNDP SGP is a programme funded by the Global Environment Facility (GEF), implemented by United Nations Development Programme (UNDP) and executed by the United Nations Office for Project Services (UNOPS). Their areas of work cover biodiversity, climate change (which includes climate change adaptations and community-based mitigation), land degradation, international waters, sustainable forest management and chemicals. <http://www.sgpmalaysia.org/> Their grant amounts begin at USD2,000 for planning grants, USD50,000 for regular full grants and USD150,000 for strategic grants. In view of its effective operational excellence, UNDP will adopt key principles of SGP and enhance them where unique approaches included capacity development, community empowerment and participation, gender mainstreaming, poverty reduction, youth participation, knowledge management, possible replication and upscaling and policy impact (and linkage with upcoming 12 Malaysia Plan). This project is designed to help Orang Asli/Asal communities where the implementation will be executed by NGOs/CSOs to undertake small scale projects at community and local levels.

Projects that can protect the environment for the benefits of the Orang Asli/Asal communities with high impacts on SDG achievement and community livelihood projects will be proposed. One of the focus areas will be on building social enterprise among the OA communities where appropriate framework, infrastructure and facilities will be provided, as well as on leadership and management training to build the capacity and capability of these enterprises. In rural areas, the Orang Asli in Peninsular Malaysia and those living in the rural and remote areas in Sabah and Sarawak (as part of the B40 households), will be encouraged to establish cooperative-based community enterprises including through provision of initial funding by Suruhanjaya Koperasi Malaysia (SKM) and other players. These enterprises will focus on activities that leverage their strengths and distinct culture such as handicraft, forest-based products, ecotourism, and homestay. Youth in the rural area will be encouraged to participate in enterprises and dedicated programmes designed to induce the involvement of local community. Synergies with UNDP's current programme such youth co-lab and Accelerator's Lab will be organized. The project will also encourage Government-linked companies (GLCs) and GLICs to collaborate with the pilot project and with the relevant local, regional, and corridor authorities to develop capabilities over a period of time.

The project also intends to pilot innovative approaches to supply clean and treated water. As interim measures, alternative systems such as gravity feed, tube wells and rain water harvesting will be continue to be used in remote and isolated areas. Supporting the Government's rural electricity supply programme, the project shall focus on off-grid generation for remote and isolated areas and technology such as solar hybrid and micro hydro will be encouraged. The local community will be trained on the maintenance aspect of these facilities as per the adat or own's communities accepted framework.

The below is the list of suggested themes based on initial discussion with MEA & MoF.

1. **Food Security:** conservation of and/or promotion of sustainable community-based collective responsibilities and management of important resources such as land, river, forest, water catchment and wildlife based on alternate and rotational harvesting (or Tagal, Tagang)
2. **Rural Electrification:** use of micro hydro, hybrid solar for rural electrification utilizing renewable energy and decentralized energy system, including battery powered technologies for lighting and basic communication.
3. **Access to Clean Water:** promote the use of sustainable non-polluted water daily for household use and farming activities
4. **Community-based enterprise and fair market:** piloting an enabling environment, through organizing partnerships with private sector and SMEs to promote agricultural products, organic farming, eco-tourism and promote cottage industries including partnership with private sectors.
5. **Promotes traditional knowledge:** initiatives that will encourage/ promote/preserve the traditional knowledge in line with ABS act.

(note: additional themes shall be expanded upon consultation with MEA and MoF and will be finalized in the NSC meeting)

To achieve this, components below are proposed:

Component 1 – Building the Necessary Framework and Capacity Assessments of NGOs/CSOs

Under this component, key steps in determining successful factors will be first established. Lessons learned from SGP/GEF and other similar programme (especially under the 11MP development projects) will be analysed. To ensure necessary guidelines are met, Capacity Assessments of NGOs/CSOs will be conducted. A local consultant will be recruited to undertake the assignment which will cover the areas of NGO/CSO work, their risk ratings, capacities, etc. Only NGOs/CSOs with low risk ratings and good track records will be selected. Approximately 4-5 NGOs/CSOs which already completed and passed the capacity assessment exercise will be selected as Responsible Parties (RP) to implement components of the project. These NGOs/CSOs will be providing goods and/or services to the project and carry out project activities and/or produce outputs using the project budget.

Component 2 – Implementation of the Sustainable Development for Conservation and Community Livelihood Programme

Under Component 2, calls for proposals will be conducted in two rounds. Public Service Announcements, Social Media, Websites and print media will assist to disseminate information on the calls for proposals. Relevant materials like application forms and brochures for the initiative will be developed and printed. Prior to the calls for proposals, capacity building exercises for Orang Asli/Asal focal points will be carried out to develop their skills in proposal writing and submission. Local consultants will be recruited for this type of training. Initial screening will be done by the Technical Working Committee. Shortlisted proposals will be forwarded to the National Steering Committee for endorsement and approval. Upon awarding successful proposals to implement, further capacity building workshops will be conducted to

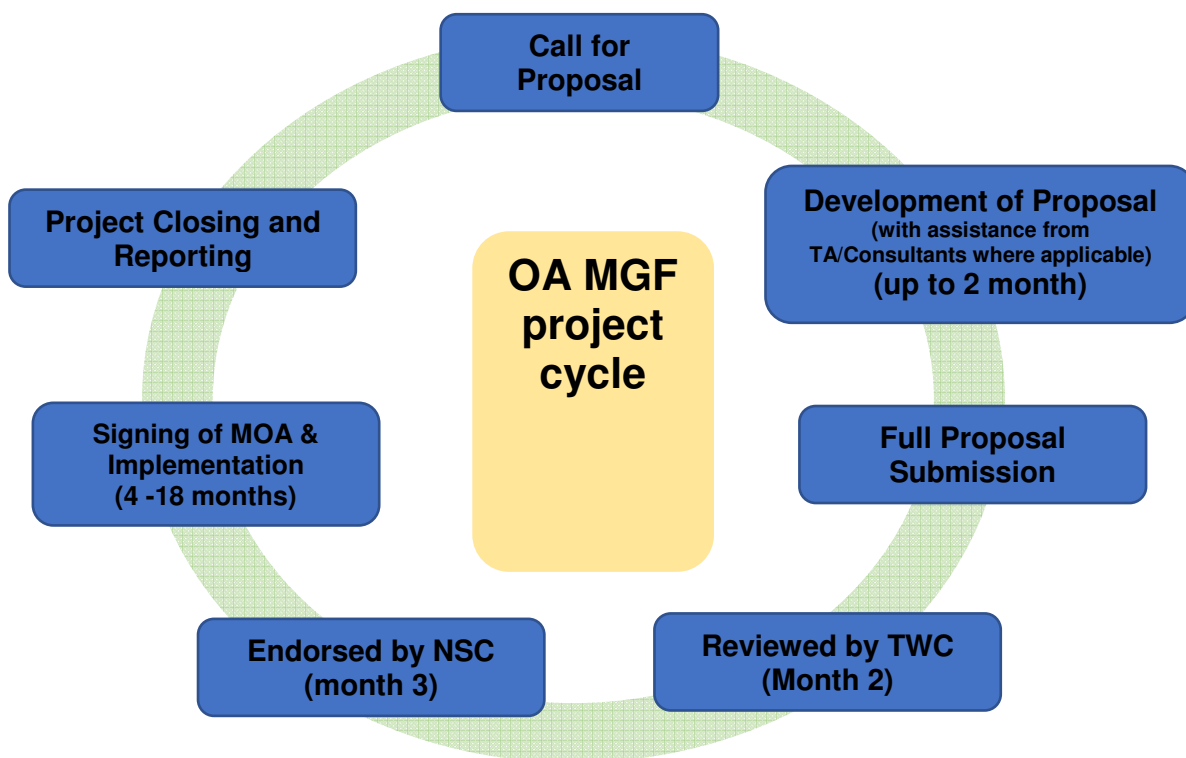
enhance the skills of the Orang Asli/Asal. Successful NGOs/CSOs will be selected as Responsible Parties (RP) to implement various components of the project.

Component 3: Project Management (inclusive of Administrative and Personnel Costs)

This component will include any administrative and secretariat work (including monitoring and evaluation costs and personnel costs for the project). A Project Manager/Coordinator and a Project Assistant will be recruited for this project. The team together with the UNDP Programme Manager will see to the day to day operations and running of the project. They will coordinate TWC and NSC meetings as well as organize workshops/capacity building activities in consultation with UNDP, MOF, MEA, MRRD, State Governments and other relevant stakeholders.

Proposal Cycle

It is expected the below cycle will be followed.



Gender

Gender perspectives and gender dimensions will be considered throughout the project, ensuring that both men and women will participate in the project, especially in relation to capacity building activities for the local communities, project implementation activities and decision-making processes that involves the local communities. This project will benefit men, women, boys and girls.

III. RESULTS AND PARTNERSHIPS

Expected Results

It is expected that the previous strategy will lead to the overall objective to demonstrate effective and high impact initiatives to support Orang Asli/Asal communities related to conservation and community livelihood. Upon successful implementation of the project, best practice and lesson learns will be able to be shared for transformative policy changes. Related stakeholders i.e. MEA and MRRD will be able to identify key success factors in addressing OA last mile challenges and able to be reflected in the next Malaysia plan for possible replication. The Government will be then able to learn and operationalize bottom-up demand-based projects implemented by NGO/ civil society organization where needed.

It is also hoped that the selected projects will eventually help build capacities of the Orang Asli/Asal communities and improve their livelihood. Although the funding is considered modest and as a one-off intervention, it enables OA communities to take measured and calculated risks with structured guidance from the NGO/CSO and UNDP. A poor and vulnerable OA community in Perak, for example, can use a this facility, to experiment in managing solar hybrid system for production of 24-hour electricity which in turn will assist its household to improve its education level or increase their productivity of the cottage industries. Once the project has successfully completed, with assistance from the respective agencies, it can often scale up impact through networking with other communities and partner organizations. These results, in turn, usually will attract additional donors and government support for wider application. It is hoped that the project will assist and continue to seek synergies, implement multi-sectoral approaches by involving communities and facilitating communities' innovative actions to effectively manage the environment.

Although the focus will be on environment-related challenges affecting OA communities, results from the project will assist the Government in meeting most SDGs. By having a reliable and affordable sources of energy (SDG7), it helps strengthen economic growth, increased public information and alleviate poverty. By ensuring biodiversity is well protected and water catchment are intact (SDG15), it helps OA community in accessing clean water for drinking/cooking which in turn reduce health-related cases. The results will then be linked back to the Government's effort in the 11MP and the upcoming 12MP. Results from the project will be linked with the Outcome 1 Inclusive Development and Growth and Outcome 2 Sustainable Resilient Development of the CPAP 2016-2020.

Resources Required to Achieve the Expected Results

Resources from Government of Malaysia will be used to fully fund this project. It will be used to fund capital expenditure of proposed pilots projects, limited maintenance support costs, technical and managerial support needed from NGOs/CSOs, stakeholder holder's consultation, monitoring and evaluation and including cost for UNDP to operationalize this project. As this will be under Direct Implementation Modality (DIM), staff from UNDP Malaysia will be involved in providing supervision, technical, policy advisory, communication and monitoring and evaluation support on project implementation and financial management. A programme

specialist/ programme manager will be assigned to perform project assurance, to keep the project progressing on the right track.

International and national experts will be recruited or deployed and contractual service companies will be retained to provide relevant expertise for delivering on the planned the outputs and activities. Further elaboration on UNDP's role and responsibility is described in the Governance and Management Arrangement Section.

Partnerships

UNDP will build on its partnerships at the regional and local levels to deliver the Project. Responsible parties have been identified to deliver selected outputs of the project. UNDP will maximise the reach and impact of the Project by leveraging the capacity and networks of NGOs/CSOs to act as Responsible Parties, in line with UNDP's policy on engagement with NGOs/CSOs. A due diligence / assessment process will be carried out to ensure that they can be Responsible Parties for the project as per the UNDP guidelines. UNDP shall transfer funds to the selected NGO/CSOs, based on the budget of the activities under their respective responsibility, which will be indicated in the Responsible Party Agreement which will regulate the partnership.

In addition, this project will also involve other relevant local partners in the delivery of activities at country level. The Project will work specifically with Ministry of Economic Affairs, Ministry of Finance, Ministry of Rural and Regional Development, Orang Asli Development Agency, State governments. Particular attention will be given to build on and further strengthen existing partnerships in the context of the UNDP CPAP 2016-2020.

Risks and Assumptions

One possible operational-level risk for the Project is the implementation of activities shall be executed by multiple NGOs/CSOs which adds management complexities that might hinder progress when compared to single-execution project by a responsible party. To address this risk, the project will rely on a strong project management team in UNDP CO and will work closely with key stakeholders especially from MEA & MOF. The project also relies on commitments from the relevant government stakeholders, and possible delays may incur due to competing national priorities. This risk will be minimized with close cooperation between UNDP and stakeholders, government and NGOs/CSOs. In fact, the vast majority of the key initiatives foreseen in the work plan (i.e. the themes & proposed contracts) have already been discussed with government counterparts to ensure their support & buy-in. Delays may occur also in the implementation by the partners (NGOs/CSOs) of the project, which will be minimized through the inclusive review of periodic coordinated workplans and conducting regular monitoring and evaluation. There is also a risk of low ownership by the GLC/GLIC on the take up rate of the projects' outputs which will be minimized by ensuring inclusion, consultations and regular communication around the project in close cooperation with the MEA & MoF.

There is also a risk of overlapping and competing initiatives at CO and national levels. The project will benefit from the long-term established partnerships of UNDP and the Government in promoting project's accountability, integrity, compliance and strict assurance to the project guidelines.

Summary of the risk is stated as below.

Description	Type	Impact & Probability	Mitigation Measures
<p>Risk 1 Complexity in coordinating various NGOs work processes into a single acceptable and consistent framework due to differences in financial processes and understanding and also due to various level of capacities (i.e. management cost of the NGOs/CSOs, equipment cost)</p>	Management Risk	Probability: Low Impact: High	Capacity Assessment of the NGOs/CSOs will reduce expectation Training on UNDP's financial procedures as per the RPs agreement
<p>Risk 2 Commitments from Government agencies due to differences in priority (i.e. preparation of the 12MP)</p>	Operational Risk	Probability: Low Impact: High	Quarterly and frequent bi-lateral meetings with key agencies i.e. MEA & MoF. (A quarterly update as required by MoF is in practice)
<p>Risk 3 Insufficient information to guide NGOs/CSOs to submit proposals which leads to weak number of submissions/ poor quality of submission</p>	Operational Risk	Probability: Low Impact: Medium	<ul style="list-style-type: none"> • Online application to be established as per agreed critireas • Training for potential NGOs/CSOs

Stakeholder Engagement

One of the key deliverables of this project will be to ensure systematic and timely stakeholder engagement as it pertains to implementing the activities for the project. This will contribute to ensuring broad support for the proposed reports and facilitate their implementation. The project aims to support Orang Asli/Asal initiatives which encompasses conservation and/or community livelihood. National and sub national consultations on key issues will be undertaken. The process will also ensure engagement with all underrepresented groups such as women, youth, people living with disabilities, indigenous population and relevant stakeholders from across the socio-political spectrum. Summary of the stake holders, target and potential target groups as below:

Stakeholders, Target and Other Potentially Affected Groups

Stakeholder	Mandates, Functions and Relevant Roles
Ministry of Economic Affairs	<ul style="list-style-type: none"> • Overall policy direction on the implementation of the national 5-year plan • Recommends 5-year development budget to Ministry of Finance in consultation with the relevant agencies • Facilitates adoption of national policies related to sustainable development, use of natural resources, climate change, socio-economic benefits and including national environmental planning • Cross-sectors policy convener • Co-chair of NSC OA MoF 2019 project
MESTECC (Ministry of Energy, Science and Technology, Environment and Climate Change)	<ul style="list-style-type: none"> • National Focal Points to the UNFCCC and GEF, leading the country's delegation to international negotiation and coordinating national initiatives on climate change; • Key policy implementation & baseline data provider with respect to the national GHG inventory. • Coordinator for various climate change and environment initiatives. Chair of the SGP GEF project • Formulates policies and establish the legal framework and effective regulation in the energy industry, green technologies and the water industry in line with national development goals and • Executer and guardian of the renewable energy, energy efficiency and green technology policies. • Source for aggregated energy data (National Energy Balance, national electricity supply and demand) • Member of the NSC meeting
Ministry of Rural and Regional Development (MRRD)	<ul style="list-style-type: none"> • Responsible in policy development and implementations of rural projects • Support the development of the rural Community Involved In Entrepreneurship • Accelerate the Implementation of integrated Development Program. • Attain 100% Coverage of Basic Amenities, Utility and Infrastructure By 2020. • Ensure Rural Community Attain 100% Information Technology and Communication Benefits By 2020. • Increase road development in rural areas and other less-developed areas. • Increase coverage of electricity supply for rural areas in Sabah and Sarawak to 95% and for Peninsula Malaysia to 99.9% by year 2020. • Increase coverage of water supply for rural areas in Sabah and Sarawak to 90% and for Peninsular Malaysia to 98% by year 2020. • Continue work on decreasing the digital gap and increasing Internet broadband service penetration through the National Broadband Plan.

Stakeholder	Mandates, Functions and Relevant Roles
	<ul style="list-style-type: none"> • Ensure balanced distribution of high quality opportunities that could generate income, job opportunities, business and education throughout the nation.
Ministry of Entrepreneurs Development	<ul style="list-style-type: none"> • To formulate an SME and entrepreneurship development policy that are inclusive and competitive, including driving the development of the B40s, M40s and social entrepreneurs. • To coordinate the Bumiputera equity ownership policy. • To assume the role as facilitator to assist entrepreneurs and SMEs to set up their own business, including coordination of available funds for entrepreneurs and SMEs. • To establish strategic partnership and cooperation with the private sector at Federal, State and international level. • To plan and implement promotional and culturalisation activities on entrepreneurship and SMEs. • To coordinate the development of SMEs and Bumiputera in strategic industries such as automotive, aerospace, renewable energy, digital economy and Halal
JAKOA (Department of Orang Asli Development)	<ul style="list-style-type: none"> • Eradicate poverty among the Orang Asli, improving their health, promoting education, and improving their general livelihood • Propose strategic policy direction in ensuring OA are integrated and benefitted from national development progress inline with 11Malaysia Plan • Identify key gaps and bottle neck in implementing effective OA projects
Non-governmental organization (NGOs)	<ul style="list-style-type: none"> • Project executers • Engaged as input providers in policy recommendations including monitoring and control • Quality checking of information and data submission • Highlights applicability of policy intervention where required
Private Sectors	<ul style="list-style-type: none"> • Engaged as inputs providers on policy recommendations • Data providers in the GHG inventory process <p>Work hand-in-hand with government in promoting awareness on climate change and global warming</p>
Academic institutions	<ul style="list-style-type: none"> • Policy research and studies to strengthen baseline data , impact analysis, etc. • Source for primary and secondary data on GHG, energy and waste

South-South and Triangular Cooperation (SSC/TrC)

The project will draw on regional and global experiences and make available expert advisory support, comparative analysis, best practices and lessons learned. South-south cooperation will play a significant role including through the connection of Malaysian institutions to other regional and international organisation for regional and global knowledge-sharing, expert support and learning.

Knowledge

The knowledge and lessons learned during the project implementation process can be shared with other developing countries UNDP network of country offices. Malaysia is also able to draw experience, success factors and lessons learned from countries implementing Indigenous

People's programmes/projects. Lesson learns from the pilots projects will be used as inputs for policy formulation in 11 Malaysia Plan an the upcoming 12 Malaysia Plan.

Sustainability and Scaling Up

This project aims to support the Malaysian Orang Asli/Asal communities, through technical and strategic advice, in respond to and to take forward their initiatives/project processes. The timeline for this is two years, until the end of 2020. As such, given the requirement and the timeline, a case for further scale-up of the project, will likely be considered in the following year, provided there are visible results and that there will be a continued interest from the national authorities involved. National commitment and ownership will continue to be strong and UNDP will work with the Government of Malaysia to ensure appropriate measures are taken to safeguard the capacities enhanced and the full ownership of the outputs and outcomes of the project.

IV. PROJECT MANAGEMENT

The project will be implemented by UNDP using Direct Implementation Modality (DIM). As this will be under Direct Implementation Modality (DIM), staff from UNDP Malaysia will be involved in providing supervision on project implementation and financial management. A programme specialist will be assigned to perform project assurance, to keep the project progressing on the right track. UNDP Malaysia will also provide in-house expertise on communication and advocacy, support knowledge management and draw on necessary expertise from UNDP HQ, regional and country office network or UN agencies, where applicable. A Project Manager/Coordinator and Project Assistant will be recruited specifically for the project to ensure such managerial and secretariat support is organized where needed as cost efficient as possible. The Project Secretariat will consist of the Programme Manager (UNDP), The Project Management Unit (PMU) of UNDP, Project Manager, supported by Assistant Project Manager will be in charge of the day-to-day operational activities of the project.

In the context of direct implementation, the UNDP enterprise resource planning (ERP) system ATLAS will provide the management information system to ensure accuracy and transparency of 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 contractors. Atlas will be used for both financial management and substantive monitoring. 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.

The project will be guided by decision from the National Steering Committee (NSC) meeting where members consist of government representatives (MEA, MoF, MRRD, MESTECC and CSO/non-governmental organization among others) to reflect the programme's focus while Technical Working Committee will assist the Secretariat in screening, identifying and recommending projects to be selected and to be endorsed at NSC. Where applicable, UNDP may recruit technical advisors/consultants to assist in developing quality proposals, screening and reviewing of the submissions.

The project funding will be used for paying project personnel costs, M&E costs, local consultants, professional/contractual service companies, equipment, infrastructure, travels, workshops, audio visual and print production items and other related procurement items as identified. As per UNDP guidelines, the project is expected to deliver maximum impact with efficient and effective use of available resources and based on value-for-money principle. The project is to catalyse partnerships and leverage shared resources where multiple stakeholders can collectively implement common SDGs priorities at the local levels related to Orang Asli/Asal communities.

UNDP has been supporting the national and state governments in building and strengthening systemic and institutional capacities in climate resilience and natural resource efficiency, leveraging on its comparative advantage in the global network for policy and technical know-how and strategic cooperation with the Government of Malaysia.

Project Management

UNDP will be the implementing partner of the project under DIM and will be responsible for the project management activities and the office will be based at UNDP's office Putrajaya. The Secretariat will consist of the Programme Manager, the Project Management Unit (PMU) within a team comprised of Project Manager/Coordinator, Project Assistant (both to be recruited for the project) and additional support staff assigned by UNDP Malaysia. UNDP Malaysia will also be responsible for

1. Providing project assurance, policy, technical advisory and communication services to successful delivery of project outputs;
2. Providing human resource, procurement, financial, audit services and monitoring and evaluation to the project;
3. Overseeing the financial expenditures against approved project budgets;
4. Appointing independent financial auditors and evaluators where applicable; and
5. Ensure that all activities including procurement and financial services are carried out in strict compliance with UNDP procedures.

Capacity assessment for NGOs/CSOs or CBOs will be conducted and those with low risk ratings and have passed the capacity assessment will be selected as Responsible Parties. For Responsible Parties, a HACT micro assessment will be required for any funds disbursed over USD 300,000 in one country programme cycle. UNDP will support in overseeing and managing project evaluation as well as provide quality assurance and other project management support as and when needed.

The project is also closely linked with the UNDP's objective to promote inclusive, sustainable and resilient development strategies that supports economic growth, employment and social inclusion. UNDP Malaysia is implementing and supporting a range of projects in biodiversity, climate change and green technology. Periodic information sharing platform/meetings can be held for experience and lessons-learned sharing. It is expected cross-linkages with various SDGs will be organized during project implementation.

V. RESULTS FRAMEWORK

Intended Outcome as stated in the UNDAF/Country [or Global/Regional] Programme Results and Resource Framework:

Thrust #2 – Pursuing Green Growth for Sustainability and Resilience (Mid-Term Review of the 11th Malaysia Plan)

Outcome indicators as stated in the Country Programme [or Global/Regional] Results and Resources Framework, including baseline and targets:

Country Programme Document for UNDP Malaysia

Priority 2a. Enhancing national resilience to climate variability and change

Number of inclusive and sustainable solutions adopted to achieve universal modern energy access for the underserved populations attributable to the upscaling of renewable energy projects

Baseline: 0 supported by UNDP (2008-2014)

Target: 5

Priority 2b. Valuing natural capital, reducing environmental impacts and improving access to quality ecosystem services for low-income households

Natural resources management enhanced with institutional capacity strengthened and benefit communities and low-income households

Indicator: Number of policies / frameworks for biodiversity management adopted by 2020

Baseline: 0 supported by UNDP (2008-2014)

Target: 10

Applicable Output(s) from the UNDP Strategic Plan:

The objectives of the project will meet UNDP's Six Signature Solutions, in the following areas:

1. Keep people out of poverty
2. Strengthen effective, inclusive and accountable governance
3. Enhance national prevention and recovery capacities for resilient societies
4. Promote nature-based solutions for a sustainable planet
5. Close the energy gap
6. Strengthen gender equality and the empowerment of women and girls

Project title and Atlas Project Number: Orang Asli/Asal Micro-Grant Facility for Conservation and Livelihood (OA MGF)

ATLAS Project Number: 00115571 ATLAS Award ID: 00118999

EXPECTED OUTPUTS	OUTPUT INDICATORS ¹	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)			DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	FINAL (Acc)	
Component 1 – Building the Necessary Framework and Capacity Assessments of NGOs/CSOs <i>Baseline: No framework and assessments done</i> <i>Target: by end of 2019 at least 1 assessment done</i> <i>Indicator: 1 report completed</i>	1.1 Review of best practice in disbursing micro-grants to NGOs/CSOs i.e. SGP/GEF	<i>Report</i>	0	2019	1	0	1	<i>Completion of report</i>
	1.2 Capacity Assessment of NGOs/CSOs conducted	<i>Report</i>	0	2019	1	0	1	<i>Completion of assessment and report</i>
	1.3 Training and building capacities for stakeholders, NGOs/CSOs organized	<i>Report</i>	0	2019	1	1	2	<i>Number of reports done</i>

¹ It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

<p>Component 2 – Implementation of the Sustainable Development for Conservation and Community Livelihood Programme</p> <p><i>Baseline: No projects awarded</i> <i>Target: by end of 2019, 3 projects awarded; by end of 2020, 7 projects awarded</i> <i>Indicator: Number of projects awarded</i></p>	2.1 Projects awarded to NGOs/CSOs	Report	0	2019	3 (fast track)	7	10	Number of projects done FT 3 X USD150,000 (up to) Normal 7 X USD 80,000 (up to) (or any possible combination)
	2.2 Training/ Workshops organized	Report	0	2019	2	3	5	Number of workshops organized
	2.3 Quality proposals prepared due to recruitment of technical advisors/consultants	Report	0	2019	3	12	15	Number of man-months
	2.4 Publication of best practice and lesson learns / knowledge products	Report	0	2019	0	2	2	Number of publications done
<p>Component 3: Project Management (inclusive of Administrative and Personnel Costs)</p> <p><i>Baseline: No meetings held</i> <i>Target: 1 NSC and 1 TWC held in 2019; 2 NSCs and 2 TWCs held in 2020</i> <i>Indicator: Number of meetings held</i></p>	3.1 Efficient coordination of project team via appointment of Project Manager & Assistant Project Managers	Report	0	2019	2	0	2	Project Manager & Asst Project Manager
	3.2 Timely completion of NSC/TWC/technical meetings	Report	0	2019	2	4	6	Number of meetings organized
	3.3 Timely completion of M&E and field mission	Report	0	2019	3	7	10	Number of missions done

VI. MONITORING AND EVALUATION

Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.		
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		

Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.		
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.		
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.		
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.	Annually, and at the end of the project (final report)			

Project Review (Project Board)	<p>The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.</p>	<p>Specify frequency (i.e., at least annually)</p>	<p>Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.</p>		
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Evaluation Plan²

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNDAF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
e.g., Mid-Term Evaluation						

² Optional, if needed

VII. MULTI-YEAR WORK PLAN

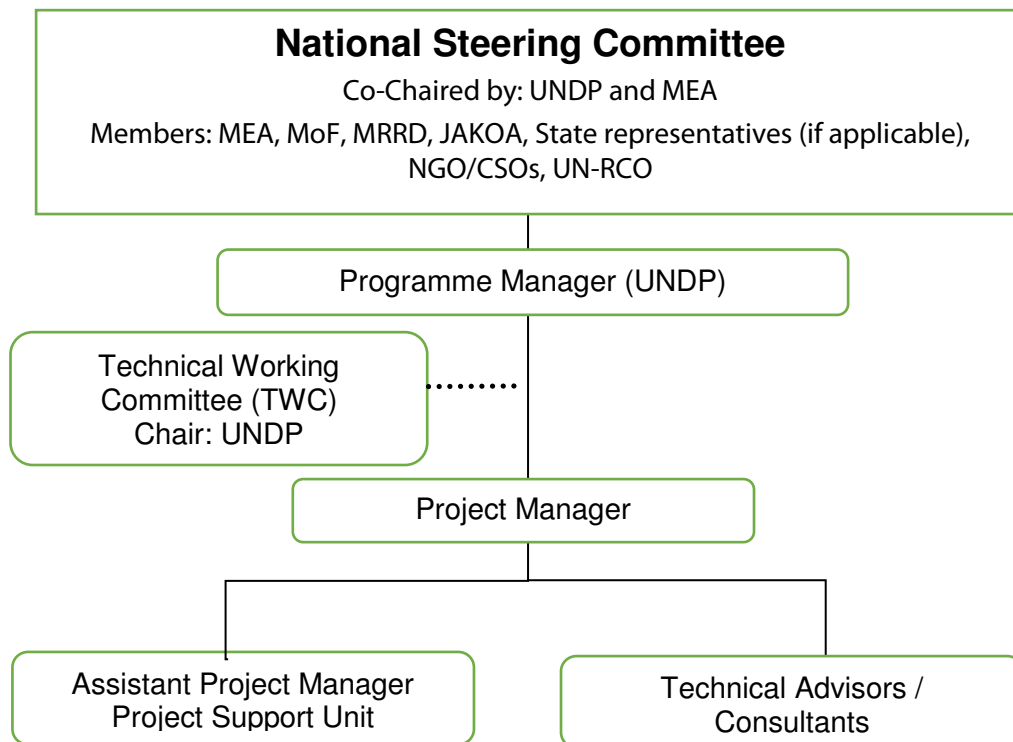
Year: 2019 & 2020

EXPECTED OUTPUTS	OUTPUT INDICATORS[1]	TIMEFRAME (2019)				TIMEFRAME (2020)				RESPONSIBLE PARTY	PLANNED BUDGET				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		Funding Source	Budget Description	2019	2020	Amount
		Component 1 – Building the Necessary Framework and Capacity Assessments of NGOs/CSOs	1.1 Review of best practice in disbursing micro-grants to NGOs/CSOs i.e. SGP/GEF			X	X						UNDP	Govt-MOF	71300- local consultant
	1.2 Capacity Assessment of NGOs/CSOs conducted			X	X	X	X			UNDP	Govt-MOF	71300- local consultant	20,000	0	20,000
	1.3 Training and building capacities for stakeholders, NGOs/CSOs organized				X	X	X	X	X	UNDP	Govt-MOF	75700 – Workshop/Conference Meetings, etc	2,500	0	2,500
	GMS									UNDP	Govt-MOF	75100 - GMS	1,530	0	1,530
	Component TOTAL												27,030	0	27,030

Component 2 – Implementation of the Sustainable Development for Conservation and Community Livelihood Programme	2.1 Projects awarded to NGOs/CSOs			X	X	X	X	X	X	UNDP	Govt- MOF	72600- Grants to Institutions and Other beneficiaries	300,000	420,000	720,000
	2.2 Training/ Workshops organized					X	X	X	X	UNDP	Govt- MOF	75700 – Workshop/C onference Meetings, etc	0	5,000	5,000
	2.3 Quality proposals prepared due to recruitment of technical advisors/consultants				X	X	X	X	X	UNDP	Govt- MOF	71300- local consultant	5,000	20,000	25,000
	2.4 Publication of best practice and lesson learns / knowledge products, campaign							X	X	UNDP	Govt- MOF	74200- Audio, Visual & Print Production	0	20,000	20,000
	GMS									UNDP	Govt- MOF	75100 - GMS	18,300	27,900	46,200
	Component TOTAL													323,300	492,900

Component 3: Project Management (inclusive of Administrative and Personnel Costs)	3.1 Efficient coordination of project team via appointment of Project Manager & Project Assistant			X	X	X	X	X	X	UNDP	Govt-MOF	71400-Service Contracts	20,000	70,000	90,000
	3.2 Timely completion of NSC/TWC/technical meetings			X	X	X	X	X	X	UNDP	Govt-MOF	75700 – Workshop/Conference Meetings, etc	1,500	3,500	5,000
	3.3 Timely completion of M&E and field mission			X	X	X	X	X	X	UNDP	Govt-MOF	74500-Miscellaneous	1,000	3,208	4,208
	DPC									UNDP	Govt-MOF	64300-Staff Cost	25,000	35,000	60,000
	GMS									UNDP	Govt-MOF	75100 - GMS	2,850	6,702	9,552
	Component TOTAL												50,350	118,410	168,760
	TOTAL														

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS



The key activities of project management include: project planning, project management and implementation, final project evaluation, stakeholder consultations, training and workshops, as well as project assurance and information exchanging & sharing.

The NSC will provide overall strategic guidance and provide direct linkages of the programme results to national policymaking, development planning and knowledge dissemination. The NSC, under the recommendation of the its Technical Working Committee, is responsible for selecting and approving projects. UNDP shall set up a secretariat team to source, identify, review, and screen qualified proposals in line with the above proposed themes. In accelerating the process, UNDP will partner with key NGO/CSO (i.e. COAC, JOAS, PACOS, SDG Alliance among other) in identifying potential projects.

National Steering Committee (NSC)

The National Steering Committee (NSC) will provide policy guidance, direction to the project implementation process, sustainability of project results beyond project cycle according to the established detailed work plan, monitoring tool and most important is the endorsement of the proposed projects. The NSC will be co-chaired by **Director, BEASSA** or his/her alternate, and **Deputy Resident Representative** or his/her alternate. NSC will be composed of representatives from MOF, MEA, UNDP Malaysia, NGOs/CSOs, UN agencies and other relevant stakeholders to be identified. The TOR of the NSC (as in the Annex) shall be agreed among the stakeholders within the first three months of the project.

Technical Working Committee (TWC)

A technical working committee will be established by the National Steering Committee to provide technical advice and guidance to the project. It is expected that it will be chaired by the **Assistant Resident Representative (Programme) UNDP Malaysia or his/her representative**, whom is also the Programme Manager of this project. The members of the TWC will consist of representatives from MOF, MEA sections, UNDP Malaysia, NGOs/CSOs, the private sector (by invitation), selected technical advisors and as well as other relevant technical stakeholders to be determined by the National Steering Committee. As and when needed, the TWC may set up core smaller teams to work on various technical aspects of the project. The TWC will review all the submitted proposals and shortlist them for NSC endorsement and approval.

Technical Advisors / Consultants

Where expertise is not available in-house, UNDP will recruit additional experts with extensive experience as required by the project to review and assist the project developers (NGOs/ CSOs) and the Secretariat. In reviewing the proposed projects, fire-wall principle will be adopted as per the Procurement guidelines of UNDP.

Project Manager

The person shall provide the overall management, day-to-day operation and technical guidance in the project implementation as stated in the project document, under the guidance and directive of the Assistant Resident Representative/Programme Manager of UNDP. He/she will be assisted by the Assistant Project Manager where both will work in close collaboration with UNDP Project Support Unit (PSU) on administrative, human resources, funding policies and financial reporting and disbursement matters. The person is also expected to coordinate the various inputs from the Technical Working Committee (TWC) and the technical advisors/consultants in finalizing and achieving the project's outcomes and outputs for approval by ARR/Programme Manager and finally endorsed by the NSC (where applicable).

Responsible Parties

Selected NGOs/CSOs which already been assessed and passed the capacity assessment exercise will be appointed as responsible parties to implement the project. It is expected that these NGOs/CSOS will be providing goods and/or services to the project to carry out project activities and/or produce outputs as spelt out in the TOR. UNDP, as implementing partner, will use responsible parties to take advance of their specialised skills, to mitigate risk and to relieve administrative burdens. Responsible parties are directly accountable to UNDP in accordance with the terms of agreement or contract which will be signed together.

IX. LEGAL CONTEXT

Option a. Where the country has signed the [Standard Basic Assistance Agreement \(SBAA\)](#)

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of (country) and UNDP, signed on (date). All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by UNDP (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

X. RISK MANAGEMENT

UNDP (DIM)

1. UNDP as the Implementing Partner will comply with the policies, procedures and practices of the United Nations Security Management System (UNSMS.)
2. UNDP as the Implementing Partner will undertake all reasonable efforts to ensure that none of the [project funds]³ [UNDP funds received pursuant to the Project Document]⁴ 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 this Project Document.
3. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
4. UNDP as the Implementing Partner will: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
5. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social

³ To be used where UNDP is the Implementing Partner

⁴ To be used where the UN, a UN fund/programme or a specialized agency is the Implementing Partner

and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

6. UNDP as the Implementing Partner will ensure that the following obligations are binding on each responsible party, subcontractor and sub-recipient:
 - a. Consistent with the Article III of the SBAA [*or the Supplemental Provisions to the Project Document*], the responsibility for the safety and security of each responsible party, subcontractor and sub-recipient and its personnel and property, and of UNDP's property in such responsible party's, subcontractor's and sub-recipient's custody, rests with such responsible party, subcontractor and sub-recipient. To this end, each responsible party, subcontractor and sub-recipient shall:
 - i. 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;
 - ii. assume all risks and liabilities related to such responsible party's, subcontractor's and sub-recipient's security, and the full implementation of the security plan.
 - b. 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 responsible party's, subcontractor's and sub-recipient's obligations under this Project Document.
 - c. Each responsible party, subcontractor and sub-recipient will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, subcontractors and sub-recipients in implementing the project or programme or using the UNDP funds. It will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
 - d. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to each responsible party, subcontractor and sub-recipient: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. Each responsible party, subcontractor and sub-recipient agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
 - e. In the event that an investigation is required, UNDP will conduct investigations relating to any aspect of UNDP programmes and projects. Each responsible party, subcontractor and sub-recipient will provide its full cooperation, including making available personnel, relevant documentation, and granting access to its (and its consultants', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with it to find a solution.

- f. Each responsible party, subcontractor and sub-recipient will promptly inform UNDP as the Implementing Partner in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where it becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, each responsible party, subcontractor and sub-recipient will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). It will provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

- g. UNDP will be entitled to a refund from the responsible party, subcontractor or sub-recipient of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the responsible party, subcontractor or sub-recipient under this or any other agreement.

Where such funds have not been refunded to UNDP, the responsible party, subcontractor or sub-recipient agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to such responsible party, subcontractor or sub-recipient for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

- h. Each contract issued by the responsible party, subcontractor or sub-recipient in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from it shall cooperate with any and all investigations and post-payment audits.
- i. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project or programme, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

- j. Each responsible party, subcontractor and sub-recipient shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to its subcontractors and sub-recipients and that all the clauses under this section entitled "Risk Management Standard Clauses" are adequately reflected, *mutatis mutandis*, in all its sub-contracts or sub-agreements entered into further to this Project Document.

XI. ANNEXES

1. Terms of Reference – National Steering Committee

The National Steering Committee (NSC) will provide strategic and policy guidance and direction to the project implementation. The meeting will be co-chaired **by Director, BEASSA or his/her alternate, and Deputy Resident Representative or his/her alternate**. NSC will be composed of representatives from MOF, MEA, UNDP Malaysia, NGOs/CSOs, UN agencies and other relevant stakeholders to be identified to ensure inclusive and balanced representation among state and non-state stakeholders. *UNDP Malaysia will act as the Secretariat to the NSC.*

The NSC will meet at least twice a year, whichever greater. Meeting quorum is achieved when 50% of NSC membership is in attendance via physical presence or telephone conference. In any case of quick decision is needed due to exigencies, decision by email circulation shall be allowed.

The NSC will have the following duties and responsibilities:

- Provide policy guidance on matters pertaining to the project implementation;
- Monitor and evaluate the implementation of the project towards fulfilment of the objectives and/or outcomes stated in the project document;
- Review, approve and endorse Annual Work Plan and budget, and changes to a project budget affecting the scope (outputs) or completion date, budget re-allocation between project components/outputs, or total estimated project costs require a formal budget revision;
- Review and approve relevant changes to the project result framework;
- Review, endorse and approve project proposals recommended by TWC;
- Coordinate the roles of the various organizations/entities involved in the project execution and ensure coherence among the relevant outputs and activities;
- Review and approve all related reports or deliverables produced by the project;
- Advice and provide direction on the long-term sustainability strategy of the project; and
- Initiate remedial actions to overcome constraints in the project implementation.

2. Terms of Reference – Technical Working Committee

The Technical Working Committee (TWC) will act as the technical advisor to the NSC to provide technically sound inputs and information to the development and implementation of project activities, in order to successfully deliver the project outputs.

The TWC will be led by UNDP Malaysia which also acts as Secretariat to the TWC. The members of the TWC will consist of representatives from MOF, MEA sections, UNDP Malaysia, NGOs/CSOs, the private sector (by invitation) and as well as other relevant technical stakeholders to be determined by the National Steering Committee.

The TWC will be specifically responsible for:

- Provide technical guidance and decisions on matters pertaining to the technical aspects of the project to ensure that they meet with the objectives set in the project document and with international best practices and standards;
- Monitor and evaluate the technical implementation of the project towards fulfilment of the objective/ outcomes stated in the project document;
- Review and comment on the proposed technical work plan and budget;
- Review and technically endorse the project deliverables; submitted proposals and recommend shortlisted proposals for NSC's endorsement and approval
- Regular monitoring of the progress of the project and recommend approved technical reports to the NSC.

3. Terms of Reference – Responsible Parties

A few NGOs/CSOs which already completed and passed the capacity assessment exercise will be selected as responsible parties to implement components of the project. These NGOs/CSOS will be providing goods and/or services to the project carry out project activities and/or produce outputs using the project budget. UNDP, as implementing partner, will use responsible parties to take advantage of their specialised skills, to mitigate risk and to relieve administrative burdens. Responsible parties are directly accountable to UNDP in accordance with the terms of agreement or contract which will be signed together.

Any organization that is legally constituted and duly registered may become a responsible party for a UNDP project where UNDP is the implementing partner. This includes government agencies, intergovernmental organizations, private firms, other UN agencies, or civil society organizations, including non-governmental organizations, advocacy groups, state-owned enterprises and academia.

Non-legally constituted or non-registered civil society/non-governmental organizations may not be engaged as a responsible party. Such non-legal entities may only receive funding through low-value grants.

The financial rules and regulations of the responsible party will apply only to the extent that they do not contravene the principles of UNDP's Financial Regulations and Rules. The partner capacity assessment tool with HACT micro-assessment is mandatory for all responsible parties, except for UNDP and other UN agencies, if the amount to be transferred exceeds \$300,000 per programme cycle (not per project) at the Business Unit level.

4. Terms of Reference – Project Manager

The Project Manager will be recruited and will work together with UNDP Programme Manager. The Project Manager is responsible for the support of the day-to-day implementation, management and coordination of project activities and to ensure effective planning and monitoring of the project to achieve stated outcomes and outputs in accordance with project document and Country Programme Action Plan 2016 – 2020 between MEA and UNDP.

The Project Manager will be based in Putrajaya.

Summary of key functions:

1. Project Management (40%): Day-to-day management and implementation to ensure achievement of project objectives and outputs & activities.

- Supervision of the overall day-to-day management and implementation of project outputs and activities as outlined in the project's inception plan and National Steering Committee decisions where applicable;
- Strategic guidance and management oversight to ensure project implementation is on track;
- Management of project finances achievement of annual delivery target (at least 95%), with accountability to National Steering Committee, UNDP, MOF and other relevant stakeholders;
- Ensure that UNDP-specific policies, rules and processes (annual work plan, budgeting, finance, procurement, audit, monitoring and evaluation, reporting etc.) are fully complied according to deadlines. These include:
 - i. Preparation and submission of annual work plan with annual outputs and activities, result-based indicators and targets with budget breakdown to UNDP, MOF, MEA and Responsible Parties.
 - ii. Preparation of overall and annual project procurement plan;
 - iii. Development of terms of reference for technical services, consultants/experts and specification of equipment/materials as required by the project, in consultation with UNDP Programme Manager;
 - iv. Preparation and submission of Quarterly Progress Report, Mid-year Progress Report, Annual Project Report, Project and Final Project Report to UNDP and MEA;
 - v. Supervision to all project documentation and records keeping for procurement, Midterm Review, Terminal Evaluation, audit, project assurance activities and knowledge management.
- Ensure management and administrative requirements (technical, financial, communications, audits, evaluations, etc.) of the different partners/donors (where applicable) are met;
- Management of risks and issues, and execution of adaptive management in consultation with and upon decision from UNDP Programme Manager, if required;
- Management of project team to ensure the team operates in a productive manner, through a clear division of labour, setting of specific annual goals and targets for all team members including annual performance planning at the start of each year and performance evaluation at mid-year and at the end of each calendar year;

- Identification and sourcing of necessary technical expertise and support from UNDP Country Office, local and international, and oversee the recruitment of experts and service providers;
- Management of experts and service providers through planning, implementing, managing and monitoring the delivery of outputs, reports and knowledge products;
- Supervision of the planning and organisation of events and capacity building activities such as conference, workshop, training, consultations, meetings of the National Steering Committee, Technical Working Committee and Core Groups, and technical missions;
- Ensure that the project draw from other UNDP-supported projects, avoiding duplication and maximizing synergy.
- Completion of other relevant duties and tasks assigned by UNDP Programme Manager

2. Technical Support (30%): Provision of technical support services in the development of outputs/knowledge products, design of project activities including monitoring and evaluation.

- Review and contribution to all outputs and deliverables produced under the project, including submitted project proposals;
- Analysis and aggregation of project results/outputs, and reporting of project progress at the objective and outcome level;
- Review and ensure technical soundness and cost effectiveness of project activities;
- Development and implementation of capacity building activities aimed at government counterparts, civil society groups, media and relevant stakeholders to implement this project, where appropriate;
- Preparation and design of management solutions at the national, sub-national and/or local level in full-fledged proposals/roadmaps for initiation by responsible parties and relevant stakeholders;
- Contribution of written inputs to UNDP flagship products/newsletter/policy brief (e.g. Human Development Report), knowledge networks and communities of thematic practice based on results, data and information, lessons learned and best practices.

3. Knowledge Management (20%): Supervision and guidance to knowledge building, sharing and documentation of project results, best practices, case studies, lessons learned, etc.

- Preparation and update of project information page, project stories for UNDP websites, government and relevant websites, media, etc. on a quarterly basis;
- Development of knowledge products with UNDP, MOF, MEA, Responsible Parties and consultants/experts;
- Supervision and contribution to the design and publication of communication materials and knowledge products and knowledge-sharing platforms; tools and mechanisms;
- Supervision to the synthesis and documentation of project results, lessons learned, best practices and case studies draw from project;
- Sharing of knowledge and information between UNDP, project management and government counterparts in the process of project implementation;
- Ensure that no statements are made or announced, and no data or information released regarding the projects without prior consent from UNDP, MOF, MEA and Responsible Parties

4. Partnership and Stakeholder Management (10%): Management of stakeholders and partners, development of new partnerships.

- Identification of stakeholders and implementation partners for the undertaking of various outputs and activities;
- Preparation and implementation of a stakeholder mapping and stakeholder engagement/partnership strategy including civil society/non-government organisations and indigenous & local communities with activities, targets and expected results;
- Supervision to the preparation and update of a list of project stakeholders, partners and beneficiaries in a half yearly basis;
- Development of new partnership with civil society and/or non-governmental based organizations; local communities and private sector to deliver the project outputs and activities;
- Liaison with other relevant UNDP Country Office, UNDP-supported project colleagues, government and relevant partners/stakeholders regarding project, including to share information about trends, issues and results in the thematic area, to coordinate and utilize resources effectively and efficiently.

5. Terms of Reference – Project Assistant

The Project Assistant will be recruited by the project to provide administrative support throughout the project duration.

The main duties and responsibilities include the following:

1. Assist in the administration of the project's committees, consultants and activities;
2. Assist in maintaining project documentation and filing system;
3. Assist in secretarial matters including preparations of letters, memo, invitations, meeting minutes, background papers for approval or decisions, circulation and distributions of letters, reports and documents, among others;
4. Assist in logistical matters i.e. booking of venue, accommodation, travel, etc. to organize project meetings, dialogues, workshops and related events;
5. In consultation with the Project Support Unit, provide support in financial and
6. Administration matters in compliance with both Government and UNDP practices;
7. Provide overall coordination support for project related activities.

6. Progress Report Templates

MID-YEAR PROGRESS REPORT 2019

PROJECT PROFILE

PROJECT TITLE:

AWARD ID:

PROJECT ID:

PROJECT PERIOD:

REVISED PERIOD (if any):

PROJECT BUDGET:

REVISED BUDGET (if any):

-

2019 BUDGET (AWP):

IMPLEMENTING PARTNER:

NATIONAL PROJECT DIRECTOR:

NATIONAL STEERING COMMITTEE
CHAIR:

NSC MEETING(S) HELD:

[please complete]

minutes attached

UNDP MALAYSIA CPAP
OUTCOME:

Inclusive Growth & Development

Sustainable & Resilient
Development

11TH MALAYSIA PLAN STRATEGIC
THRUSTS:

Enhancing inclusiveness towards an
equitable society

Improving wellbeing for all

Accelerating human capital
development for an advanced nation

Pursuing green growth for
sustainability and resilience

Strengthening infrastructure to
support economic expansion

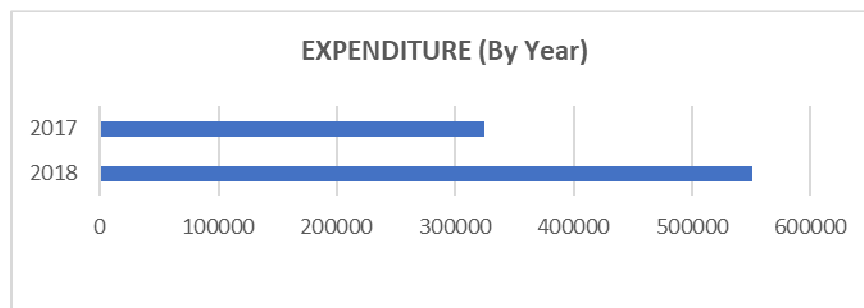
Re-engineering economic growth for
greater prosperity

PROJECT DESCRIPTION (500 words max):

PROJECT IMPLEMENTATION OVERVIEW

EXPENDITURE:

YEAR	BUDGET	UTILIZATION	RATIO (%)
2019			
2020			
CUMULATIVE			



Project Outcome Snapshot

Component/Outcome & Total Outputs	Achieved (Output #)	On Track (Output #)	Off Track (Output #)	Not Achieved (Output #)
Outcome 1: Total outputs: 4				
Outcome: Project management				

List the outputs under outcomes in page 2.

Risk Management

Date Identified	Type	Management Response
[no new risks identified since 2019]	[no new risks identified since 2019]	[no new risks identified since 2019]

Project Outcome Snapshot (expanded)

Outcome Description	2019	2020
Outcome:		
Output 1:	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved
Output 2:	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved
Output 3:	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved
Output 4:	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved
Output 5: Project Management	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved

RISK MANAGEMENT (EXPANDED)

Date Identified	Type	Management Response
[no new risks identified since 2019]	[no new risks identified since 2019]	[no new risks identified since 2019]

ANNEX

Please list additional documentation included in this report (including NSC meeting minutes; PIR report summary; additional project reporting)

1. _____
2. _____
3. _____

MID-YEAR REPORT NARRATIVE

Describe the project's achievements of outputs in 2018, with brief descriptions of progress of planned activity results for the year. Please highlight any contributions to gender made if any. Describe the issues and challenges faced, and the project management response.

Component/Outcome 1:	Progress Status
<p>Output 1:</p> <p>Issues & Challenges:</p> <p>Action Taken by implementing Partner:</p> <p>Additional Support Requested from UNDP/MEA :</p> <p>UNDP Management Response:</p>	<p><input type="checkbox"/> Achieved <input type="checkbox"/> On track <input type="checkbox"/> Off track</p> <p>Output Target:</p>
<p>Output 2:</p> <p>Issues & Challenges:</p> <p>Action Taken by implementing Partner:</p> <p>Additional Support Requested from UNDP/MEA:</p> <p>UNDP Management Response:</p>	<p><input type="checkbox"/> Achieved <input type="checkbox"/> On track <input type="checkbox"/> Off track</p> <p>Output Target:</p>
<p>Output 3:</p> <p>Issues & Challenges:</p> <p>Action Taken by implementing Partner:</p> <p>Additional Support Requested from UNDP/ MEA:</p>	<p><input type="checkbox"/> Achieved <input type="checkbox"/> On track <input type="checkbox"/> Off track</p> <p>Output Target:</p>

UNDP Management Response:	
<p>Output 4:</p> <p>Issues & Challenges:</p> <p>Action Taken by implementing Partner:</p> <p>Additional Support Requested from UNDP/ MEA:</p> <p>UNDP Management Response:</p>	<input type="checkbox"/> Achieved <input type="checkbox"/> On track <input type="checkbox"/> Off track <p>Output Target:</p>

Mid -Year Progress Report 2019 approved by:

.....

Name:
Designation:
Date:

ANNUAL PROGRESS REPORT 2019

Project Title:

Award ID:

Project ID:

PROJECT PROFILE

PROJECT PERIOD: <i>Start Date:</i> <i>End Date:</i>		<i>REVISED PERIOD (if any):</i>	
PROJECT BUDGET: <i>Cash:</i> <i>In-Kind Contribution:</i>	<i>REVISED BUDGET (if any):</i> - -	2019 BUDGET (AWP):	<i>Revised 2019 budget amount:</i> -

IMPLEMENTING PARTNER:

NATIONAL PROJECT DIRECTOR:

NATIONAL STEERING COMMITTEE CHAIR:

PROJECT IMPLEMENTATION

RATIO OF EXPENDITURE (%):

2019 UTILIZATION (AS OF ___(date)___)	RATIO OF 2019 BUDGET (%):
PROJECT UTILIZATION TO-DATE	RATIO OF TOTAL BUDGET (%):

PROJECT STATUS

	Project scheduled for Year 1 implementation in 2019	National/Project Steering Committee Meetings: 1. (date)
	Project scheduled for Year 2 and above implementation in 2020	
	Project scheduled for completion in 2019, but extended to 2020	
	Project completed in 2019	
	Project completed in 2020	

Project Outcome Snapshot

Outcome Description	2019	2020
Outcome:		
Output 1:	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	<input checked="" type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved
Output 2:	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved
Output 3:	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved
Output 4:	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved
Output 5: Project Management	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved	<input type="checkbox"/> On Track <input type="checkbox"/> Off Track <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved

Scheduled evaluation & assurance activity

Activity	Yes/No	Year	Ratings/Results
HACT Assurance Activity: [spotcheck/audit]			
Evaluation: [MTR/TE/Others:]			
Project Implementation Review			
Others:			

ANNEX

Please list additional documentation included in this report (including NSC meeting minutes; PIR report summary; additional project reporting including list of activities)

1. xxx
2. xxx

SECTION 1: 2019 PROGRESS REPORT NARRATIVE

Describe the project's progress of outcomes and/or outputs in outlined in the Annual Work Plan since the MYPR.

Describe the issues and challenges faced, and the project management response.

Outcome:	Progress Status
Output 1: <i>Indicate output target(s) that was not implemented or amended, and mitigating/adaptive actions taken by project:</i>	<input type="checkbox"/> Achieved <input type="checkbox"/> On track <input type="checkbox"/> Off track <input type="checkbox"/> Not Achieved Output Target: 1 2.
Output 2: <i>Indicate output target(s) that was not implemented or amended, and mitigating/adaptive actions taken by project:</i>	<input type="checkbox"/> Achieved <input type="checkbox"/> On track <input type="checkbox"/> Off track <input type="checkbox"/> Not Achieved Output Target: 1 2.
Output 3: <i>Indicate output target(s) that was not implemented or amended, and mitigating/adaptive actions taken by project:</i>	<input type="checkbox"/> Achieved <input type="checkbox"/> On track <input type="checkbox"/> Off track <input type="checkbox"/> Not Achieved Output Target: 1. 2.
Output 4: <i>Indicate output target(s) that was not implemented or amended, and mitigating/adaptive actions taken by project:</i>	<input type="checkbox"/> Achieved <input type="checkbox"/> On track <input type="checkbox"/> Off track <input type="checkbox"/> Not Achieved Output Target: 1. 2.

<p>Output 5: Project Management</p> <p><i>Indicate output target(s) that was not implemented or amended, and mitigating/adaptive actions taken by project:</i></p>	<p><input type="checkbox"/> Achieved</p> <p><input type="checkbox"/> On track</p> <p><input type="checkbox"/> Off track</p> <p><input type="checkbox"/> Not Achieved</p> <p>Output Target:</p> <p>1.</p> <p>2.</p>
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SECTION 2: 2019 Project Progress/Contribution to National Development Agenda

2.1 Please elaborate project’s contribution to the review/revision/formulation of national or sectoral policies, strategies and action plans, in line with the mid-term review of the 11th Malaysia Plan and relevant sectoral policies.

If there is no such contribution, please indicate Not Applicable (N/A).

2.2 Please indicate activities undertaken by the project to strengthen and enhance capacity and technical knowledge on key development challenges/thematic issues/cross-cutting issues.

(Please attach as annex a full list of consultation/training/workshop events. See attached Capacity Building Activity Template)

If there is no such contribution, please indicate Not Applicable (N/A).

2.3 What has the project done in 2019 to build/strengthen capacity to implement or sustain systemic changes? (Institutional Capacity Development)

If there is no such contribution, please indicate Not Applicable (N/A).

2.4 What has the project done in 2019 to generate/develop or improve/update datasets, statistics and models? Please indicate their utilization by Implementing Partner to strengthen national evidence-based policymaking.

If there is no such contribution, please indicate Not Applicable (N/A).

2.5 Please elaborate on project's efforts to mainstream gender equality through project outputs and activities in 2019. E.g. having equitable participation; generating sex-disaggregated data; planning gender analysis on outputs or gender sensitization to stakeholders.

2.6 What has the project done in 2019 to develop or demonstrate/pilot new and/or innovative approaches and solutions? Please indicate how they have contributed to inform decision- and policymaking, and if it has led to actual/planned upscaling or replication.

If there is no such contribution, please indicate Not Applicable (N/A).

2.7 Has the project Risk Analysis been reviewed and updated? Please indicate status critical risks in 2019. (please consult with UNDP CO support)

2.8 Please indicate any additional comments on areas of improvement that should be taken into consideration by MEA and UNDP Malaysia in the implementation of future projects.

SECTION 3: JUSTIFICATION FOR EXTENSION (for projects scheduled for completion this year)

<i>Please indicate reasons for the project extension:</i>
<i>Proposed duration of extension: [xx] months</i>
<i>Agreement by National Steering Committee:</i> <i>Date of meeting: (minutes attached in Annex)</i>

Annual Progress Report 2019 approved by:

.....

Name:

Designation:

Date:

FOR UNDP USE

UNDP Observations and Assessment

For UNDP Programme Management to comment on the reported contributions and activity progress by IP as Quality Assurance assessment

Section 1: Overall Implementation of Project Outputs as per Signed Annual Work Plan 2019

Outcome 1:

Outcome 2:

Outcome 3:

Section 2: Project Progress/Contribution towards National Development Agenda in 2019

Prepared by:

[Programme Manager]