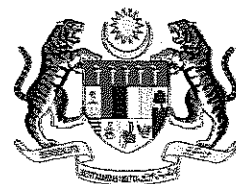




Empowered lives.
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UNITED NATIONS DEVELOPMENT PROGRAMME
COUNTRY: MALAYSIA
PROJECT DOCUMENT

Project Title	Preparations Towards An Aged Nation by 2030
UNDAF Outcome(s):	N/A
Expected Output(s):	Output 1: A Study in assessing the age friendliness of the city, and the identification baseline and indicators for progress monitoring Output 2: A framework in transforming cities into age friendly cities with the focus on older persons, children, persons with disabilities and women
Implementing Partner:	1.Ministry of Women, Family and Community Development
Responsible Partner for Pilot Study	Majlis Perbandaran Taiping

Brief Description

In this box, briefly describe the overall development challenge and expected results of the project.

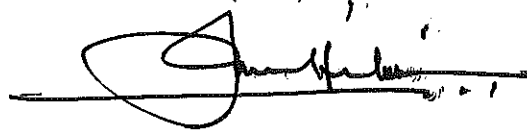
This project aims to strategically contribute in creating an age friendly framework for one of the ageing cities in Malaysia, which is in Taiping, Perak. This is in line with the World Health Organisation Guidelines on Age Friendly Cities, as well as ensuring that Malaysia is prepared in moving towards an aged nation by 2030. This is to be done through:

1. Identifying what makes a city inclusive, safe, and accessible for all, especially to the needs of those in vulnerable situations, women, children, persons with disabilities and older persons to achieve an equal participation in society.
2. Assess the age-friendliness of the city, the city of Taiping in its current state and determine its strengths and gaps, with consideration of existing local development plans, and future demographic trends.
3. Stimulate and guide local action to make urban settings and services more age-friendly through establishing a network of stakeholders in this focus area, sharing knowledge, and building capacity of government to practice participatory city planning involving wider stakeholder groups.

4. Institutionalise age-friendly features in city planning through recommendations of the assessment and integrating action plans into local development plans.

UNDP Strategic Plan Output:	Resource Allocation:
Atlas Project ID:	<ul style="list-style-type: none">• Regular (TRAC): USD5,000• Government Cost Sharing USD250,000• CIF: USD 50,000• GMS @ 6% USD15,000
Start Date: Apr 2019	Total resources required: USD 320,000
End Date: December 2020	In-Kind Contributions (Implementing Partner): USD36,500
PAC Meeting Date: 12 Feb 2019	
Gen Marker: Gen 2	

Agreed by Ministry of Economic Affairs (MEA):



DATO' SAIFUL ANUAR LEBAI HUSEN
Secretary General
Ministry of Economic Affairs

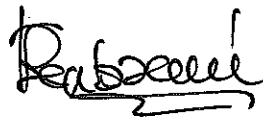
10.5.2019

Agreed by UNDP:



Wiloy Banerjee
Resident Representative

Agreed by Ministry of Women, Family and Community Development (MWFCD):



21/5/19

DATUK DR. ROSE LENA LAZETI
Ketua Setiausaha
Kementerian Pembangunan Wanita,
Keluarga dan Masyarakat

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ABBREVIATIONS

11MP	11 th Malaysia Plan (2016-2020)
12MP	12 th Malaysian Plan (2021-2025)
APR	Annual Progress Report
AWP	Annual Work Plan
CPAP	Country Programme Action Plan
DOSM	Department of Statistics Malaysia
FACE	Funding Authorisation and Certificate of Expenditures
GCS	Government Cost sharing
HACT	Harmonized Approach to Cash Transfer
HADR	Humanitarian Assistance Disaster Relief
KPKT	Ministry of Housing and Local Government
MEA	Ministry of Economic Affairs
MPT	Majlis Perbandaran Taiping/Taiping Municipal Council
MWFCD	Ministry of Women Family and Community Development
NPD	National Project Director
NPM	National Project Manager
NSC	National Steering Committee
PWDs	Persons with Disabilities
RRF	Results and Resources Framework
SBAA	Standard Basic Assistance Agreement
TRAC	Target for Resource Assignment from the Core
TWC	Technical Working Committee
UNDP	United Nations Development Programme
UNFPA	United Nations Population Fund
UNICEF	United Nations Children's Fund
WHO	World Health Organisation

I. DEVELOPMENT CHALLENGE

Malaysia is an upper-middle income country in South East Asia with an increasing population from 30.7 million in 2014 to 32.1 million in 2017, with an average real GDP growth rate of 5% for the past 4 years from 2014 to 2017, and a rising GNI per capita from RM34, 838 in 2014 to RM39, 656 in 2017¹. In Malaysia, the urban population grew from 62.0% in 2000 to 75.5% in 2017 and is estimated to reach 77.6% by 2030². This movement of urbanisation increases the multidimensional challenges faced by the urban poor, for example having limited access to basic services, lack of access to employment opportunities, public transport and other infrastructure, escalating medical and other costs of livings, and affordable quality housing.

The population projections have shown that Malaysia is moving towards an ageing society by 2030, as the population projection shows decreasing proportion of younger age groups, while population aged 60 and above will be increasing in proportion due to declines in mortality and fertility. These demographic changes in turn presents the pressure on educational facilities, housing, social and health services, dependency ratio, urban areas, labour shortage and environmental impact. By 2040, Malaysia is projected to have more older people (age 60 and above) living in cities (greater than 15% of the population³). An ageing population not only puts a strain on a country's social security system and health care, but also concerns on access of older person to social participation, entertainment or employment, which has direct and indirect implication to health, welfare, care and living arrangements.

By 2020, the older person dependency ratio is projected to increase to 10% from about 8% in 2015, as the productive population is projected to shrink. By 2040, the older person dependency ratio is projected to double to almost 20%. The United Nations Economic and Social Commission for Asia and the Pacific's 2016 population data sheet also noted that as of 2017, Malaysians aged 60 and above comprise 9.6 per cent of the population. This is projected to increase to 15.3 per cent by 2030 and 19.8 per cent by 2040.

The increasing proportion of older persons means the productive population faces increasing pressure to support the needs of the older person, which is reflected as a higher older person dependency ratio. While in general, men outnumbered women with the sex ratio of 106 to 100, female makes up the majority of older person in the country. The growing ageing population and decreasing support ratio poses a greater challenge to older women, given their higher average life expectancy in Malaysia – 77.2 years compared with 72.6 years (male).⁴ Older women

¹ The Malaysian Economy in Figures 2017, Economic Planning Unit, Prime Minister's Department. The GNI per capita for year 2017 is an estimated figure.

² Ho, C.S. (2008), 'Urban Governance and rapid urbanisation issues in Malaysia', Jurnal Alam Bina, Jilid 13, : No.4, 2008. Referenced from https://www.academia.edu/21278033/Urban_governance_and_rapid_urbanization_issues_in_Malaysia

³ Jhansi, S.C. & Mishra, S.K. (September 2014). Ageing Population and Gender Issues in Asia-Pacific Region. *Caribbean Educational Research Journal*, Vol. 2, No. 2, 61-73. Referenced from: [https://www.cavehill.uwi.edu/fhe/education/cerj/volume-2,-number-2-\(september-2014\)/article-5-s-c-jhansi,-s-mishra.aspx](https://www.cavehill.uwi.edu/fhe/education/cerj/volume-2,-number-2-(september-2014)/article-5-s-c-jhansi,-s-mishra.aspx)

⁴ Jhansi, S.C. & Mishra, S.K. (September 2014). Ageing Population and Gender Issues in Asia-Pacific Region. *Caribbean Educational Research Journal*, Vol. 2, No. 2, 61-73. Referenced from: [https://www.cavehill.uwi.edu/fhe/education/cerj/volume-2,-number-2-\(september-2014\)/article-5-s-c-jhansi,-s-mishra.aspx](https://www.cavehill.uwi.edu/fhe/education/cerj/volume-2,-number-2-(september-2014)/article-5-s-c-jhansi,-s-mishra.aspx)

are more likely to lack financial support, and more likely to be living with family members without their spouses. An ageing person faced with increasing disabilities faced challenges in terms of attitudinal, environmental (infrastructural) and institutional barriers preventing their full and equal participation in society.

Malaysia is fast approaching ageing nation status. Among the states in Malaysia, Perak recorded the highest number of older persons in Malaysia, with 14.9% of its population aged 60 and above. This means that local planning for older persons must take into consideration of the size, relative percentage and density of the elderly population in a given area to identify suitable solutions. Further, local governments have a greater role here to be ready with infrastructure and facilities that cater for the aged population in the locality and to promote well-being of their older population who are also rate tax payers.

Having recognised that Malaysia is an ageing population, it is even more vital to realise that in transforming cities into a city safe for older persons, it must be done holistically to address the safety and well-being for other age groups as well. The concept of age friendly cities was developed by the World Health Organisation (WHO). This was part a policy that was developed to support urban environments as a way of encouraging active ageing by optimizing opportunities for health, participation and security to enhance the quality of life as people age⁵. Cities are viewed as the drivers of a nation's economic and cultural success. An age-friendly city will enable people of all ages to actively participate in community activities and treats everyone with respect, regardless of their age. Cities will need to ensure that the full rights of older persons, women, children and people with disabilities as 'urban citizens' includes:

- The right to appropriate urban space
- The right to participate in decision-making surrounding the production of urban space
- The right to shape strategies for urban planning and regeneration.

In essence, an age friendly city is a city made up of communities that makes it easy for older people to stay connected to people that are important to them. Recognising the importance of cities in a nations' development, UN Habitat defines cities as "Cities are...vehicles for social change: places where new values, beliefs and ideas can forge a new type of growth that promotes rights and opportunities for all member of society...the concept of an inclusive city, or a city for all encompasses the social and economic benefits of greater equality, promoting positive outcomes for each and every individual in society'.

There is much overlap in how liveability issues impact children, and elders, particularly those with low incomes and limited support systems. All age groups will benefit from neighbourhoods that are safe and walkable and housing that is affordable and near shops, neighbours, and services, with easy access to public spaces for social interactions. Likewise, all benefit from the availability of healthy foods at local markets, mercados, and community gardens within neighbourhoods. Schools that serve as community centers and senior centers that offer child care and after-school programs can simultaneously provide for the physical and social needs of both elders and children.. Similarly, both populations also need reliable, safe and affordable public transportation to support independent mobility and access to the resources of the city. The long term-outcomes contributing to a livable city for children.are the same long-

⁵ UN-Habitat State of the World's Cities 2010/2011,2010.

term outcomes that will create a livable city for elders. A livable city for all ages requires a supportive:

- physical environment, including land use mix, transportation network, housing, and community facilities;
- social and economic environment, including the local network of individuals, institutions and community organizations, and opportunities for employment;
- services system, including retail and commercial services, homecare providers, community and public agencies, and medical service providers; and
- a system of governance and civic engagement, incl. participation in political processes, empowerment, and opportunities for community involvement.

This relates to the Sustainable Development Goals 11- Sustainable Cities and Communities, that also highlights the importance of having inclusive, safe, accessible and adequate services for all levels of society. The present circumstances of having the older persons, children and people with disabilities helps to position cities uniquely to become national models for intergenerational approaches in building strong supportive networks in communities with high populations of children, women, and older persons in greatest need. Urban policy makers across many countries are facing similar challenges related to perceptions that ageing populations inevitably set up resource competition across age groups in relation to the city's fiscal and resource constraints. This highlights the need for cost-effective solutions, which are often magnified by concerns about anticipated cuts or capped growth in health and social service programs and benefits.

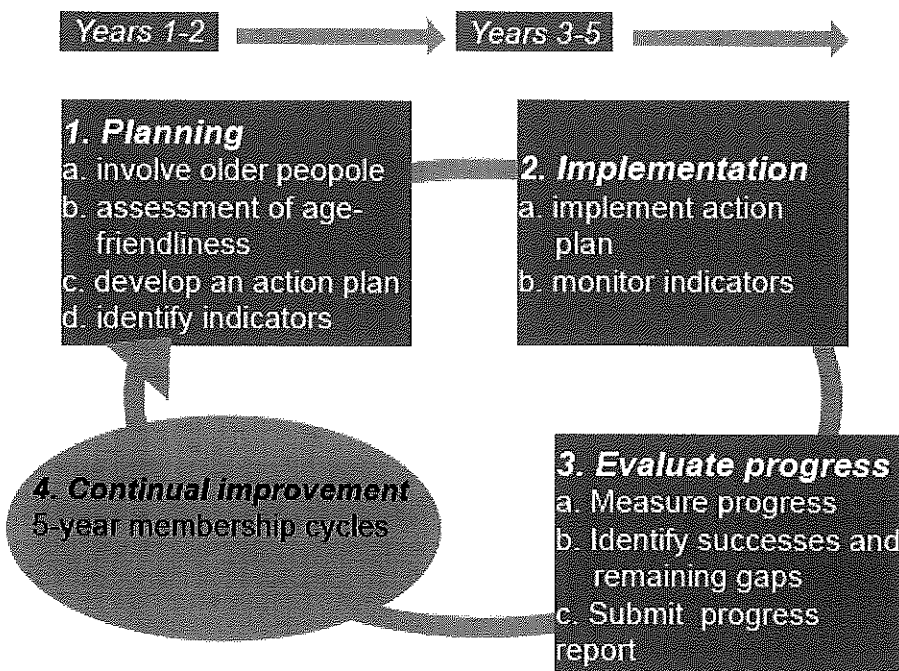
II. STRATEGY

Having recognised that cities play a vital role in becoming national models for intergenerational approaches in building strong supportive networks in communities with high populations of children, women, and older persons, UNDP Malaysia with the Ministry of Women, Family and Community Development have identified WHO's Guidelines on Global Age Friendly Cities as the most suitable ones in designing a guideline for the cities identified in Malaysia. The Age-friendly Cities Programme by WHO is an international effort to help cities prepare for two global demographic trends: the rapid ageing of populations and increasing urbanisation. The programme targets the environmental, social and economic factors that influence the health and well-being of older adults.

In 2006, WHO brought together 33 cities in 22 countries for a project to help determine the key elements of the urban environment that support active and healthy ageing. The result was The Global Age-friendly Cities Guide, which outlines a framework for assessing the "age-friendliness" of a city. A core aspect of this approach was to include older people as active participants in the process. This guideline follows a five-year phase process, whereby for this project it has been decided that we will concentrate on the Planning Phase of the project. This stage includes four steps:

- The Establishment of mechanisms to involve older persons throughout the Age-Friendly City Cycle
- A Baseline assessment of the age-friendliness of the city
- Development of 3-year city wide plan of action based on assessment findings
- Identification of indicators to monitor progress

The diagram below illustrates the Cycle of WHO Global Network of Age-Friendly Cities



As one of the cities in Perak, which has been recognised as the state in Malaysia with the highest number of older persons, Taiping or Majlis Perbandaran Taiping (MPT) has started being proactive in transforming Taiping into an age friendly city. A townhall consultation was carried out in 2017 with the older persons, and some representatives from the local council to see how they can move forward in addressing the needs of older persons living there. Given this, the Ministry of Women, Family and Community Development is keen on working with MPT in piloting a project in Taiping to assess the viability of creating an age friendly city. The findings from the pilot will go into developing a rollout involving a few states in Malaysia. In line with the CPAP 2016-2020 Priority 1 (Inclusive Development & Growth) and the 11th Malaysia Plan Midterm Review's Pillar 2 (enhancing inclusive development & wellbeing), the project aims to generate a Malaysia-specific framework for identifying the appropriate mechanisms towards transforming cities into age-friendly cities based on the WHO guidelines of Global Age-Friendly Cities. Through this outcome, together with similar engagements that emphasise inclusive development, more Malaysian cities can be persuasively advocated to transform themselves into age-friendly cities.

Component 1: Study to assess the age friendliness of the pilot city

The pilot project will begin with a study in assessing the needs of the older persons in Taiping, Perak as mentioned above. The process will be based on the WHO Global Age-Friendly City Guide, the Age-Friendly approach and looks into the following features:

- Outdoor spaces and buildings
- Access to transportation
- Affordable housing
- Social participation
- Respect and social inclusion
- Communication and information
- Community support and health services
- Employment and participation

The project seeks to contextualise WHO 'aged-friendly' criteria into a Malaysian one, that fits the needs and challenges of Malaysian senior citizens. As identified earlier in this document, women make up the majority of this age demographic due to the difference in the average life expectancy between Malaysian men & women. As a Southeast Asian society, it is generally assumed that the gender roles that informs how aged men and women access public facilities and their level of expectations may only be reflected at varying levels in the international WHO guidelines. For example, while it is often expected that women carry out the bulk of caretaking roles, the way that it is practiced in Malaysia and for older women and how to factor those in in drafting the appropriate urban planning mechanisms to fully include them in public life may not be sufficiently captured in the guidelines. This assumption is further complicated by the lack of robust data and analysis in the specific local context, leaving only anecdotal and observational knowledge. Therefore the project intends to generate the relevant data that may be able to answer such questions.

As well as gender, the perspective of persons with disabilities shall be considered in this project as well. In 2010, WHO launched a global network of age-friendly cities, where currently they have 258 cities and communities involved in the network. Through this project, MPT hopes to be able to join this growing global network, and at the same time roll out the framework based from the findings of this project to other similar cities in Malaysia.

Component 2: A framework in transforming cities into age friendly cities with the focus on older persons, PWDs, children, and women

Following the findings of the study under Component 1, a set of localized recommendations and action plans will be proposed for Taiping to operationalize the goal of transforming itself into an age-friendly city. During this process and subsequent implementation in the short term, preliminary lessons learned can be applied in the larger effort to develop a comprehensive framework that can be executed nationally. This comprehensive framework, built on the foundations of the WHO guidelines and tailored for the national context, will identify and outline the elements needed to transform a city into an inclusive & age-friendly city, meeting the objectives of SDG 11. This framework is envisioned to be immediately useful for local governments across the country, as part of the shared effort in Malaysia to implement and mainstream the SDGs.

Component 3: Baseline Study in drafting the bill for Elderly persons in Malaysia

Currently, the planning and implementation of the bill for Elderly persons in Malaysia is based on the Dasar dan Pelan Tindakan Warga Emas Negara (2012-2020). However, Malaysia does not have a specific bill that addresses the needs for elderly persons in Malaysia in comparison to other countries like Japan, Vietnam, Singapore, Sri Lanka, and Thailand. A study done by University Malaysia titled Prevent Elderly Abuse and Neglect Initiative (PEACE) has shown that there is a vital need to have a specific Bill that addresses the needs of the elderly in Malaysia. The PEACE study is proposed to be used as the baseline for the drafting of the Elderly Bill. This study's focus is also to ensure the approach, the content, and the scope of the Elderly Bill will be suitable for the context of Malaysia and based on the changes in the country's demographic.

OBJECTIVES OF THIS PROJECT

- i. Identify what makes a city inclusive, safe, and accessible for all, especially to the needs of those in vulnerable situations, older persons, women, children, and persons with disabilities to achieve an equal participation in society.
- ii. Assess the age-friendliness of the city, the city of Taiping in its current state and determine its strengths and gaps, with consideration of existing local development plans, and future demographic trends.
- iii. Stimulate and guide local action to make urban settings and services more age-friendly through establishing a network of stakeholders in this focus area, sharing knowledge, and building capacity of government to practice participatory city planning involving wider stakeholder groups.
- iv. Institutionalise age-friendly features in city planning through recommendations of the assessment and integrating action plans into local development plans.
- v. To formulating a framework to ministries and other states to replicate

III. RESULTS AND PARTNERSHIPS

Expected Results

This project will contribute to the UNDP Country Programme Action Plan 2016-2020 under Priority 1: Inclusive Development and growth; and Priority 1a: Enhancing, prioritising and mainstreaming inclusion for pockets of the poor, bottom 40 percent of income households and vulnerable communities. This project will also contribute to the inputs needed for the development of the 12th Malaysia Plan (12MP), particularly in regard to the needs of the target groups of MWFCD including children, older persons, women and persons with disabilities.. UNDP's technical assistance and policy development support will seek to provide support in sustaining and scaling up national achievements in mainstreaming the human rights-based approach to development and ensuring that the needs of all age groups (particularly older persons) in the 12MP are met. The findings of this project are anticipated to assist the MWFCD in drafting an Older Persons Bill which are still in discussions, as well as the second phase of the SDG Roadmap.

Resources Required to Achieve the Expected Results

Staff from UNDP Malaysia and Ministry of Women Family and Community Development (MWFCD) will be involved in the project implementation providing supervision on project implementation and financial management. Two local consultants will be contracted to carry out the activities to achieve the objective of this project. The consultants will be assigned as a member of the national/project steering committee and participate in the project's consultation meetings and technical workshops to provide technical advisory inputs and support. UNDP Malaysia will also provide in-house expertise on communication and advocacy, international/regional exchange of SDG localisation best practices; and draw on expertise from UNDP regional and country office network or other UN agencies such as WHO, UNICEF, UNEP, UNFPA where applicable.

Partnerships

MWFCD will be the implementing partner of the project and will be responsible for the project management activities. MPT will be the responsible party in the implementation of project activities. The Project Management Unit (PMU) within a team comprised of Program Manager and additional support staff assigned by UNDP Malaysia. UNDP Malaysia will also be responsible for 1. Providing project assurance, policy and technical advisory services to successful delivery of project outputs; 2. Providing human resource, procurement, financial and audit services to the project; 3. Overseeing the financial expenditures against approved project budgets; 4. Appointing independent financial auditors and evaluators; and 5. Ensure that all activities including procurement and financial services are carried out in strict compliance with UNDP procedures.

Partners: Federal, MPT and Perak State Government, NGOs and CSOs, local communities and UN Agencies.

Stakeholder Engagement

Target Group: The intended beneficiaries of this project are the public (the older person, children, women, and people with disabilities) and the stakeholders involved in providing the required needs and services to transform existing cities into age friendly cities. Engagement such as with NGOs / CSOs, local communities and the likes will be initiated in the planning and development stages, so that the services and capacities can be designed to address market demand and development needs.

Other Potentially Affected Groups: The project does not expect any negative effect on other groups.

South-South and Triangular Cooperation (SSC/TrC)

This initiative will be supported by exchanges, sharing of best practices and knowledge transfer from other countries. The Malaysian experience and best practices which will be documented can be used as reference material and shared with other neighbouring Asian countries.

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 in SDG localisation.

Sustainability and Scaling Up

The project is designed and focused on developing a detailed framework and implementation mechanism to support older persons across the policy and programme development spectrum. Given this, substantive engagement will be carried out with government agencies responsible for national development planning, budgeting, monitoring and data collection, namely the Ministry of Economic Affairs, Department of Statistics, Ministry of Health, Ministry of Housing and Local Government and other government representatives across the various Ministries to develop and build the necessary capacities of public sector policymakers to continue to utilise these tools in the medium to long term. Engagements will be carried out with relevant stakeholders including public and private companies, associations, ministries, and NGO/CSO to build trust and confidence towards the programmatic delivery of the project.

IV. PROJECT AND RISK MANAGEMENT

Cost Efficiency and Effectiveness

The project is expected to deliver maximum impact with efficient and effective use of available resources by linking to the National SDG Roadmap and the guidelines from WHO. The project is to catalyse partnerships and leverage shared resources where multiple stakeholders can collectively implement common SDGs priorities at the local levels.

Project Management

The main project office/secretariat will be at MWFC, Putrajaya. The National Project Director [NPD] (Undersecretary, Policy and Strategic Planning Division, MWFC) will be responsible in overseeing and managing the day-to-day operations of the project and coordinating project activities among the main parties involved. A Project Assistant will be hired to support the NPD in overseeing and managing the day-to-day operations of the project. UNDP will oversee and manage project evaluation as well as provide quality assurance and other project management support as and when needed.

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 project is also closely linked with the UNDP 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.

Risks and Assumptions

Annex II provides the list of risks and mitigation strategy in terms of political, strategic, organisational and operational perspectives.

V. RESULTS AND RESOURCES FRAMEWORK⁶

Intended Outcome as stated in the CPAP Results and Resource Framework:

Effective policies and initiatives that promote socioeconomic inclusion, equity and resilience, especially for the bottom 40 per cent, are in place and implementation monitored.

Outcome indicators as stated in the CPAP Results and Resources Framework, including baseline and targets:

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

- 1. Federal and state and state institutions responsible for socioeconomic development strengthen targeting of programme beneficiaries in the design, implementation and monitoring of programmes

Indicator 1.1: Number of national and state level inclusive socioeconomic growth policies or strategies focused on reducing socioeconomic and gender inequalities.

Baseline: 3

Target: 5

Applicable Output(s) from the UNDP Strategic Plan:

Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.

⁶ UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

Project title and Atlas Project Number: Preparations Towards An Aged Nation by 2030

EXPECTED OUTPUTS	OUTPUT INDICATORS ⁷	DATA SOURCE	BASELINE		TARGETS (outputs)								DATA COLLECTION METHODS & RISKS			
			Value	Year	2019		2020		2020		2020			TOTAL		
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
Component 1 Study in assessing the age friendliness of the city, and the identification baseline and indicators for progress monitoring	1.1 Open Space Technology (OST) consultations with the stakeholders and the target beneficiaries (older person, women, PWDs and children) in identifying the needs in developing an aged friendly city, including design thinking workshops, for the eligibility of joining the WHO Global Network of Age-Friendly Cities	Ministry of Women, Family, and Community Development, DOSM, KPKT, State and Local Authorities	0	2019	0	1	0	0	0	0	0	0	0	0	2	Mapping of existing services and infrastructure for the older person in Malaysia, WHO Guidelines Focus group discussions with MWFC, state Govt and local authorities

⁷ 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.

EXPECTED OUTPUTS	OUTPUT INDICATORS ⁸	DATA SOURCE	BASELINE		TARGETS (outputs)								DATA COLLECTION METHODS & RISKS	
			Value	Year	2019		2020		2020		TOTAL			
					Q1	Q2	Q3	Q4	Q1	Q2		Q3		Q4
	<i>1.2 A study of baseline assessment of the age friendliness of the city, and the identification of indicators based on WHO guidelines for progress monitoring (desk review, findings from OST consultations, quantitative research methods)</i>	Ministry of Women, Family, and Community Development, DOSM, KPKT, State and Local Authorities	0	2019	0	0	1	0	0	0	0	0	1	Desk review through government official websites Government publications UNDP Global Network
Component 2 <i>A framework in transforming cities into age friendly cities with the focus on older persons, PWDs, children, and women</i>	<i>2.1 Developing a set of localised recommendations and action plans based on the findings of Outputs 1.1 and 1.2 for the implementation stage of transforming Taiping into an age-friendly city</i>	Ministry of Women, Family, and Community Development, DOSM, KPKT, State and Local Authorities	0	2019	0	0	0	1	0	0	0	0	1	Baseline study the needs of the older person in Malaysia and from Component 1
	<i>2.2 A comprehensive framework on outlining the elements needed in transforming cities into an inclusive and age friendly cities under SDGs 11 and WHO guidelines for replication in other cities</i>	Ministry of Women, Family, and Community Development, DOSM, KPKT, State and Local Authorities	0	2019	0	0	0	1	0	0	0	0	1	Baseline study the needs of the older person in Malaysia and from Component 1

⁸ 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.

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans: [Note: *monitoring and evaluation plans should be adapted to project context, as needed*]

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.	MWFCD, State/ Local Governments UNDP	Please refer to Project Budget
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.	MWFCD, State/ Local Governments UNDP	Please refer to Project Budget
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.	MWFCD, State/ Local Governments UNDP	Please refer to Project Budget
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.	MWFCD, State/ Local Governments UNDP	Please refer to Project Budget

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.	MWFC, State/ Local Governments UNDP	Please refer to Project Budget
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)		MWFC, State/ Local Governments UNDP	Please refer to Project Budget
Project Review (Project Board)	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.	Specify frequency (i.e., at least annually)	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	MWFC, State/ Local Governments UNDP	Please refer to Project Budget

VII. MULTI-YEAR WORK PLAN⁹

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Quarterly								RESPONSIBLE PARTY	PLANNED BUDGET		
		2019		2019		2020		2020			Funding Source	Budget Description	Amount
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
<p>Component 1: Study in assessing the age friendliness of the city, and the identification baseline and indicators for progress monitoring of Taiping city.</p> <p>Gender marker: GENz</p>	<p>1.1 Open Space Technology (OST) consultations with the stakeholders and the target beneficiaries (older person, women and children) in identifying the needs in developing an aged friendly city, including design thinking workshops for the eligibility of joining the WHO Global Network of Age-Friendly Cities</p>		X							GCS	71600 – Travel	USD 10,000	
	<p>1.2 A study of baseline assessment of the age friendliness of the city, and the indicators based on WHO guidelines for progress monitoring (desk review, findings from OST consultations, quantitative research methods)</p>		X	X	X						GCS CIF GCS GCS	71300 - Local Consultant 71400 -Svc contract (SC/IC) 64300 – Direct Cost 75100 - GMS	USD50,000 USD50,000 USD20,000 USD9,000
Sub-Total Component 1 - GCS (inclusive of GMS)											USD159,000		
Sub-Total Component 1 - CIF											USD50,000		

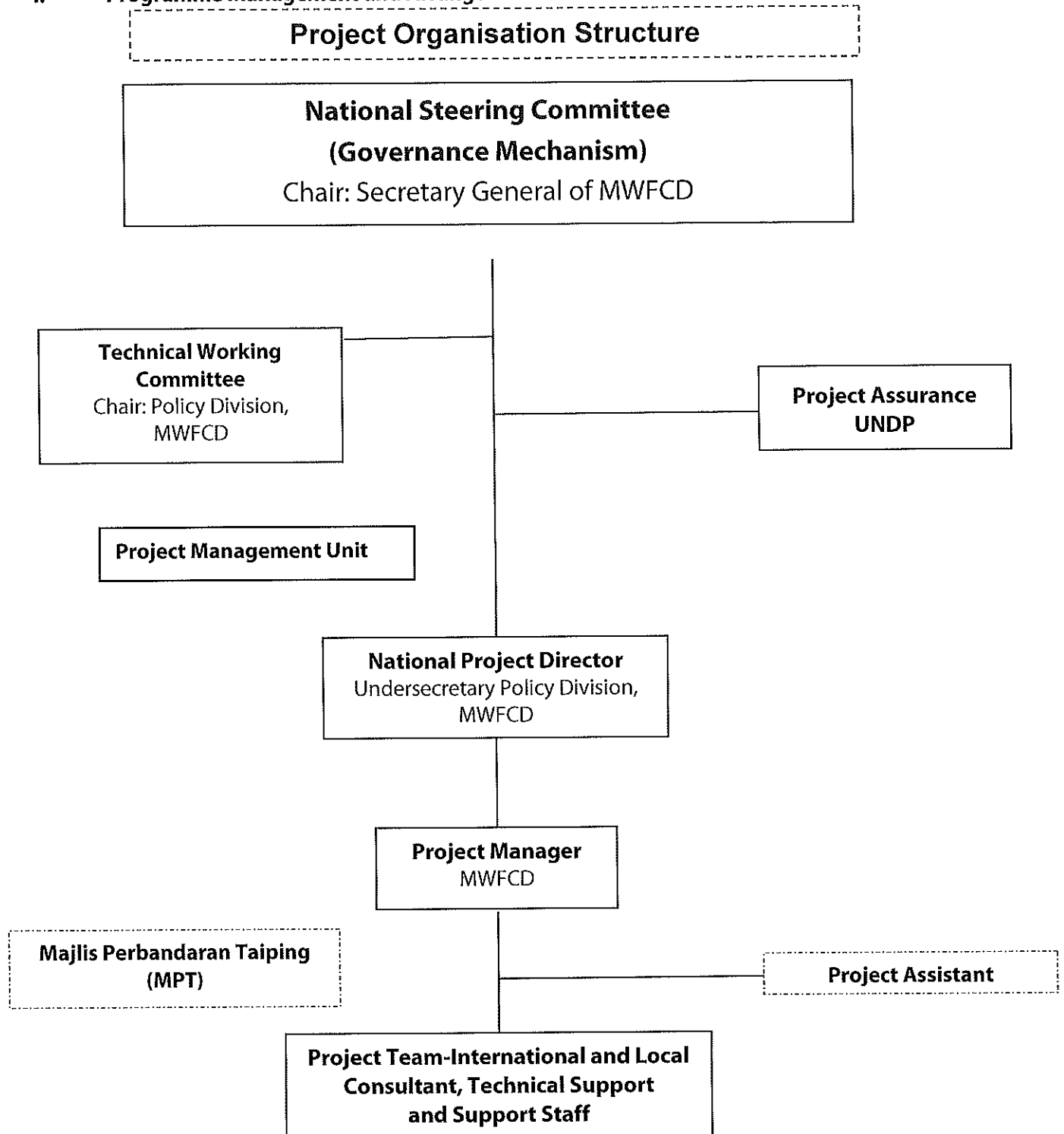
⁹ Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Quarterly												PLANNED BUDGET			
		2019				2020				2020				Funding Source	Budget Description	Amount	
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4				RESPONSIBLE PARTY
Component 2 <i>A framework in transforming cities into age friendly cities with the focus on older persons, children, and women</i> Need to include an activity where the findings/guideline will input into the MWFCDC's policies <i>Gender marker: GEN2</i>	2.1 Developing a set of localised recommendations and action plans based on the findings of Outputs 1.1 and 1.2 for the implementation stage of transforming Taiping into an age-friendly city									X	X	X	X	GCS	71300 - Local Consultant	USD27,000	
	2.2 A comprehensive framework on outlining the elements needed in transforming cities into an inclusive and age friendly cities under SDGs 11 and WHO guidelines for replication in other cities												X	X	GCS	71200 - International Consultant 75100 - GMS	USD23,000 USD3,000
Sub-Total Component 2 – GCS (inclusive of GMS)																	USD53,000

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Quarterly								RESPONSIBLE PARTY	PLANNED BUDGET			
		2019		2020		2020		2020			Funding Source	Budget Description	Amount	
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4					
Component 3: Baseline Study in drafting the Bill for Elderly Persons in Malaysia	3.1 Identifying the needs and challenges faced by the elderly in formulating an Act to protect the rights of older persons in Malaysia.			X							MWFCDC, State/ Local Governments UNDP	GCS	71300 - Local Consultant	USD27,000
	3.2 The development of the Draft Bill for Elderly Persons in Malaysia					X					MWFCDC, State/ Local Governments UNDP	GCS	71200 - International Consultant 75100 - GMS	USD23,000 USD3,000
Sub – Total Component 3 – GCS (inclusive of GMS)														
Project Management, including Monitoring and evaluation Gender marker: GEN2	Monitoring & Evaluation	X					X	X	X	X	UNDP	TRAC	71600 – Travel	USD5,000
	Sub-Total Project Management												USD5,000	
												TOTAL GCS	USD250,000	
												TOTAL TRAC	USD5,000	
												TOTAL CIF	USD50,000	
												TOTAL GMS	USD15,000	
GRAND TOTAL													USD320,000	

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

i. Programme Management and Arrangement



The main project office/secretariat will be at MWFCD, Putrajaya. The National Project Director (Undersecretary, Policy and Strategic Planning Division, MWFCD) will be responsible in overseeing and managing the day-to-day operations of the project and coordinating project activities among the main parties involved. The responsible partner where the pilot will take place will be MPT. A Project Assistant will be hired to support the NPD in overseeing and managing the day-to-day operations of the project. UNDP will oversee and manage project evaluation as well as provide quality assurance and other project management support as and when needed.

National/Project Steering Committee (NSC)

A National Steering Committee (NSC) will provide policy guidance and direction to the project implementation process and sustainability of project results beyond project cycle according to the established detailed work plan, monitoring tool and will be chaired by Secretary General (or Deputy Secretary General as appointed). The Committee will be composed of representatives from MWFC, MEA UNDP Malaysia, MPT and other relevant stakeholders to be identified. The TOR of the NSC in Annex III shall be agreed among the stakeholders within the first two 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 will be led by the representative from the Ministry of Women, Family and

Community Development. The members of the TWC will consist of representatives from MEA sections, MPT, 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 terms of reference can be referred to Annex IV. As and when needed, the TWC may set up core teams to work on various technical aspects of the project.

Consultants and Technical Support

If applicable, technical support will be provided by local and international professionals with extensive experience working in SDG localisation as required by the project.

Financial Management Arrangement

Based on the approved Annual Work Plan, UNDP will provide required financial resources to carry out project activities during the annual cycle. The following modality will be used, where applicable and relevant:

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

UNDP to monitor the use of the financial resources and are accountable for:

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

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

The specific financial monitoring and quality assurance are as follows:

- **Combined Delivery Reports**

At the end of a quarter/year, UNDP prepares a Combined Delivery Report (CDR) which records all disbursements made under the project for verification.

The Combined Delivery Report (CDR) is the report that reflects the total expenditures and actual obligations (recorded in Atlas) of a Project during a period. This report is prepared by UNDP using Atlas and shared with the implementing partner on a bi-annual basis and at the end of each year. The Implementing Partner is required to verify each transaction made and sign the quarterly issued CDR report.

- **Audit**

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

The Auditor-General's Office may undertake the audits of Government Implementing Partners. If the Auditor-General's Office chooses not to undertake the audits of specific Implementing Partners with the frequency and scope required by UNDP and MEA, such audits will be commissioned by UNDP to be undertaken by private sector audit services.

Assessments and audits of non-Government Implementing Partners will be conducted in accordance with the policies and procedures of UNDP. The selection of an Audit Firm shall be through a competitive Request for Proposals, in consultation with the Implementing Partner and MEA.

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

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

UNDP Support Services

In addition to the roles and responsibilities assigned to UNDP and the Implementing Partner in the Project Document, UNDP may/ shall provide the following services, at the request of the Implementing Partner:

- identification and recruitment of project personnel;
- procurement of goods and services including project vehicle
- Identification of training activities and assistance in carrying them out

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

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

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

In-Kind Contribution

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

- Access to all relevant data and information required to for the project that is accessible for public viewing;
- Office space (i.e. room/workspace) for the project team, consultants and experts;
- Use of office support facilities by the project team, consultants and experts (e.g. fax machine, stationary, photocopy machine, telephone), and secretarial support where applicable;
- Facilities for convening meetings, workshops and seminars; and
- Staff time for leadership, coordination and guidance to the project implementation and inter-agency coordination.

- **Annual Project Review Meeting**

If required, an internal review meeting will be chaired by MEA during the fourth quarter of the year to assess the performance of the project based on the Annual Work Plan (AWP) submitted at the beginning of the calendar year as well as the Annual Progress Report submitted during the fourth quarter of each calendar year. The review will involve all key project stakeholders and the Implementing Partner, and will focus on the extent to which progress have been made towards achievement of the outputs and that they remain aligned to appropriate outcomes as outlined in the project document. This review should update output targets and results achieved.

- **Final Project Review Meeting**

A Final Project Review meeting will be chaired by MEA within six months after the operational closure of the projects. Its purpose is to assess the performance and success of the project. It should look at sustainability of the results, including the contribution to related outcomes (and the status of these outcomes) and capacity development. It will also review lessons learned and recommendations that might improve design and

implementation of other UNDP-funded projects. The meeting will discuss the Final Project Review Report that should be submitted two weeks prior to the Final Project Review Meeting.

The specific project progress reporting documents are as follows:

- **Mid-Year Progress Report (MYPR)**

A Mid-Year Progress Report shall be prepared by the Project Manager and shared with the NSC by 30 June of each project year. As a minimum requirement, the Mid-Year Progress Report shall utilize the standard template for the Annual Project Report (APR) covering a six-month period. The completed and signed MYPR will be submitted by the Implementing Partner to MEA by the first week of July, annually.

- **Annual Progress Report (APR)**

An Annual Progress Report shall also be prepared by the Project Manager and shared with the NSC by the end of the last quarter of each year. The Annual Progress Report shall highlight risks and challenges, the summary of results achieved, and lessons learnt of the project for that reporting year. The completed and signed APR will be submitted by the Implementing Partner to MEA by the third week of December, annually.

- **Final Project Review Report**

This document which is a structured assessment of progress based on the chain of results initially defined in the Project Document and Annual Work plans 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
- Minutes of NSC meetings
- Minutes of TWC meetings
- Annual signed CDRs
- Statements of cash position (if applicable)

- **Final Project Evaluation**

Project evaluation assesses the performance of a project in achieving its intended results. It yields useful information on project implementation arrangements and the achievement of outputs. It is at this level that direct cause and attribution can be addressed given the close causal linkage between the intervention and its effect or output.

Project evaluation provides valuable information to support informed decision-making and serves to reinforce the accountability of Implementing Partner. Depending on the purpose, project evaluations can be commissioned by the management at any time during the project cycle: at mid-point, just before or after completion. They should ideally take place around the time of completing a project to determine the future of the project (e.g. continuation or termination of the project), to decide whether the concept should be scaled up or replicated elsewhere, and/or to generate lessons that are of strategic significance for the organization.

IX. LEGAL CONTEXT

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

Consistent with the Article III of the Standard Basic Assistance Agreement (SBAA), the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

- 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;
- assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.

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

ANNEX I: PROJECT BUDGET

TOTAL BUDGET AND WORKPLAN

Award ID:	00111450	Project ID:	00110487
Award Title:	Preparation Towards An Aged Nation by 2030		
Business Unit:	MYS10		
Project Title:	Preparation Towards An Aged Nation by 2030		
Implementing Partner	Ministry of Women, Family and Community Development (MWFC D)		

Outcome/ Atlas Activity[1]	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (USD)	Amount Year 2 (USD)	TOTAL
C1: Study in assessing the age friendliness of the city, and the identification baseline and indicators for progress monitoring Taiping Gender Marker: GEN2	MWFC D	30071 & 11968	GCS & CIF	64300	Direct Cost (UNDP Policy Advisory Services)	10,000	10,000	20,000
				71300	Local Consultants	30,000	0	30,000
				71300	Local Consultants (CIF)	25,000	25,000	50,000
				71400	Service Contract	25,000	25,000	50,000
				71600	Travel	5,000	5,000	10,000
				75700	Workshops / Trainings	15,000	25,000	40,000
				75100	GMS	5,100	3,900	9,000
					Subtotal	115,100	93,900	209,000
C2: A framework in transforming cities into age-friendly cities with the focus on older persons, children, women and people with disabilities (PWDs) Gender Marker: GEN2	MWFC D	30071	GCS	71200	International Consultant	0	23,000	23,000
				71300	Local Consultants	0	27,000	27,000
				75100	GMS	0	3,000	3,000
					Subtotal	0	53,000	53,000
C3: Baseline Study in drafting the Bill for Elderly Persons in Malaysia	MWFC D	30071	GCS	71200	International Consultants	23,000	0	23,000
				71300	Local Consultants	27,000	0	27,000
				75100	GMS	3,000	0	3,000
					Subtotal	53,000	0	53,000
C4: Project Management, including Monitoring and evaluation	UNDP	04000	TRAC	71600	Travel	3,000	2,000	5,000
					Subtotal	3,000	2,000	5,000

PROJECT TOTAL	171,100	148,900	320,000
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ANNEX II: RISKS AND MITIGATION

Description	Type	Impact & Probability	Mitigation Measures
The value of US Dollars foreign exchange against the Ringgit may reduce during the project cycle.	Financial	Probability: Low Impact: Medium	There will be a need to regularly monitor the exchange rate to ensure that it does not affect the budget of the project. If there are major changes, the budget will be adjusted accordingly and approved by the NSC.
There may be some delays in the project timeline due to challenges faced in finding the right candidate with the necessary experience for suitable consultants for the project.	Others	Probability: Medium Impact: Medium	The delays will need to be mitigated through (i) advertising the positions within the project in various mediums based on the budget allocated and (ii) the extensive sharing of the TORs with UNDP's network in order to receive a wide pool of applicants to choose from.
There may be some delays in the project timeline due to challenges faced in coordinating and implementing activities with the implementing agencies due to conflicting priorities especially given the upcoming 12 th Malaysia Plan.	Management	Probability: Medium Impact: Medium	The delays will need to be mitigated through (i) consistent periodical meetings to assist MWFCD to increase communication and oversight to the project (ii) the identification of a focal point/project coordinator from MWFCD who will work closely with the project team, NSC and TWC to ensure the activities of the project are completed in a timely manner.

ANNEX III: TERMS OF REFERENCE – NATIONAL STEERING COMMITTEE (NSC)

The National Steering Committee (NSC) will provide strategic guidance and direction to the project implementation. The NSC will be chaired by ***the Secretary General of The Ministry of Women, Family and Community Development (MWFC)*** or his/her alternate.

Policy and Strategic Planning Division, MWFC will act as the Secretariat to the NSC. Members of the NSC will consist of representatives from the relevant MWFC, MEA, UNDP Malaysia, MPT and other relevant stakeholders to be determined by the Committee to ensure inclusive and balanced representation among state and non-state stakeholders.

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. The change of chairperson or project leadership, however, will require full quorum in attendance via physical presence or telephone conference and full consensus amongst the members.

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;
- 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.

ANNEX IV: TERMS OF REFERENCE – TECHNICAL WORKING COMMITTEE (TWC)

The Technical Working Committee (TWC) will act as the technical adviser 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 the Ministry of Women, Family, Community Development (Policy and Strategic Planning Division) with the same division who acts as Secretariat to the TWC. The members of the TWC will consist of representatives from MEA sections, MPT, 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; and
- Regular monitoring of the progress of the project and recommend approved technical reports to the NSC.

ANNEX V : TERMS OF REFERENCE – NATIONAL PROJECT DIRECTOR (NPD)

The National Project Director (NPD) is a staff member of the Government of Malaysia's implementing agency of a UNDP-supported project and in this case will be the Undersecretary, Policy and Strategic Planning Division of the Ministry of Women, Family and Community Development. The main responsibility is to coordinate project activities among the main parties to the project: the Government co-coordinating authority, the consultant, and UNDP.

Specifically, the NPD works in close collaboration with UNDP and responsibilities include:

- Ensuring that the project document and project revisions requiring Government's approval are processed through the Government co- coordinating authority, in accordance with established procedures;
- Endorsing work plans in discussion with UNDP;
- Mobilising national institutional mechanisms for smooth progress of project;
- Providing formal project/deliverable acceptance and sign-off upon verification of the project outputs;
- Reviewing project status reports;(include expected report)
- Providing direction and guidance on project-related issues; and
- Providing advice and guidance to the project manager and the project team.

ANNEX VI: TERMS OF REFERENCE – NATIONAL PROJECT MANAGER (NPM)

The Project Manager from MWFCDD will work together with UNDP Programme Manager in close consultation with the National Project Director. 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 document, inception report 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 and Implementing Partners;
- 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, MEA and Implementing Partners.
 - 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 and Implementing Partners.
 - 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 and National Project Director 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 and/or National Project Director.

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;
- 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;
- Preparation and design of management solutions at the national, sub-national and/or local level in full-fledged proposals/roadmaps for initiation by implementing partners 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, MWFC, implementing partners 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, MWFC and implementing partners.

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.

ANNEX VII: 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 organise project meetings, dialogues, workshops and related events;
5. Provide support in financial and administration matters in compliance with both MWFC and UNDP practices;
6. Provide overall coordination support for project related activities.

ANNEX VIII: TERMS OF REFERENCE – MAJLIS PERBANDARAN TAIPING (MPT)

The city of Taiping in Perak is recognised as a city with the highest number of older persons. Majlis Perbandaran Taiping (MPT) started being proactive in transforming Taiping into an age-friendly city. Besides, it was reported in the news that Taiping recently was recognised as among the top three sustainable cities in the world, behind Ljubljana, the capital of Slovenia and Vancouver, Canada in the "Best of Cities" category, which awards cities that show leadership in urban sustainability and in avoiding disruptive over-tourism.

Apparently, a townhall consultation was carried out in 2017 with older persons, and some representatives from the local council to see how they can move forward in addressing the needs of older persons living there. Given this, the MWFCDD is keen on working with MPT in piloting a project in Taiping to assess the viability of creating an age friendly city, with the vision of being able to roll it across a few states as well, based on the findings of the pilot project.

MPT will be the Responsible Partner for the Pilot Study. MPT roles and responsibilities will include the following:

1. Since Taiping is the pilot project site, MPT's role will be to carry out project implementation activities of the project in collaboration with MWFCDD and UNDP.
2. MPT will also assist with stakeholder engagements with other government agencies, NGOs/CSOs and local communities during project implementation.
3. MPT will be members of the NSC and TWC, especially in contributing inputs/technical assistance, where appropriate, especially from the ground level.
4. As part of their in-kind contribution, MPT will:
 - ❖ provide access to all relevant data and information required for the project that is accessible for public viewing.
 - ❖ provide office space (i.e. room/workspace) for the project team, consultants and experts as and when required
 - ❖ provide use of office support facilities to the project team, consultants and experts (e.g. office related equipment and machine like fax machine, telephone, photo copying machine, stationeries, etc)
 - ❖ provide secretarial support where applicable; especially for co-ordinating meetings with various stakeholders and for convening meetings, workshops and seminars
 - ❖ provide facilities for convening meetings, workshops and seminars locally where appropriate; and
 - ❖ provide staff time for leadership, coordination and guidance to the project implementation and inter-agency coordination

ANNEX IX: PROGRESS REPORTING TEMPLATES

MID-YEAR PROGRESS REPORT 2019

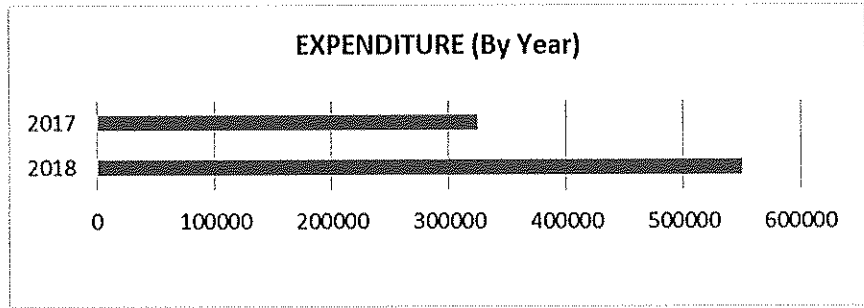
PROJECT PROFILE
 PROJECT TITLE:
 AWARD ID:
 PROJECT ID:
 PROJECT PERIOD:
 REVISED PERIOD (if any):
 PROJECT BUDGET:
 REVISED BUDGET (if any):
 2019 BUDGET (AWP):
 IMPLEMENTING PARTNER:
 NATIONAL PROJECT DIRECTOR:
 NATIONAL STEERING COMMITTEE CHAIR:
 NSG MEETINGS HELD:
 [please complete]
 [please attach]
 UNDP MALAYSIA GPAP OUTCOME:
 [Inclusive Growth & Development]
 [Sustainable Resilient Development]
 [THE MALAYSIA PLAN STRATEGIC THRUSTS:
 [Enhancing inclusiveness towards an equitable society
 [Improving well-being for all
 [Accelerating human capital development for an advanced nation
 [Ensuring green growth for sustainability and resilience
 [Strengthening innovation and digital capabilities to support economic expansion
 [Resilient and growing economy 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><input type="checkbox"/> Achieved <input type="checkbox"/> On track <input type="checkbox"/> Off track</p> <p>Output Target:</p>

<p>Additional Support Requested from UNDP/ MEA:</p> <p>UNDP Management Response:</p>	
<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>	<p><input type="checkbox"/> Achieved <input type="checkbox"/> On track <input type="checkbox"/> Off track</p> <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 DESCRIPTION (500 characters max):

UNDP MALAYSIA CPAP OUTCOME: <input type="checkbox"/> Inclusive Growth & Development <input type="checkbox"/> Sustainable & Resilient Development	11 th MALAYSIA PLAN STRATEGIC THRUST:	GENDER MARKER RATING:
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PROJECT PROFILE

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

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
<p>Output 1:</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 <input type="checkbox"/> On track <input type="checkbox"/> Off track <input type="checkbox"/> Not Achieved</p> <p>Output Target: 1 2.</p>
<p>Output 2:</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 <input type="checkbox"/> On track <input type="checkbox"/> Off track <input type="checkbox"/> Not Achieved</p> <p>Output Target: 1 2.</p>
<p>Output 3:</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 <input type="checkbox"/> On track <input type="checkbox"/> Off track <input type="checkbox"/> Not Achieved</p> <p>Output Target: 1. 2.</p>
<p>Output 4:</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 <input type="checkbox"/> On track <input type="checkbox"/> Off track <input type="checkbox"/> Not Achieved</p> <p>Output Target: 1. 2.</p>

<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>	<input type="checkbox"/> Achieved <input type="checkbox"/> On track <input type="checkbox"/> Off track <input type="checkbox"/> Not Achieved Output Target: 1. 2.
--	---

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)

Please indicate reasons for the project extension:

Proposed duration of extension: [xx] months

Agreement by National Steering Committee:

Date of meeting: (minutes attached in Annex)

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]

