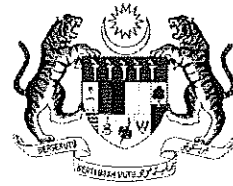




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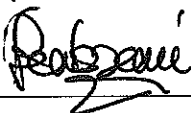
**UNITED NATIONS DEVELOPMENT PROGRAMME
COUNTRY: MALAYSIA
PROJECT DOCUMENT**

Project Title	Strengthening and Enhancing the Inclusiveness of Women Towards an Equitable Society in the 11 th Malaysia Plan (2016 – 2020)
UNDAF Outcome(s):	Not Applicable – Malaysia does not have UNDAF
Expected CP Outcome(s):	Outcome 1.1: Effective policies and initiatives that promote socioeconomic inclusion, equity and resilience, especially for the bottom 40 per cent, are in place and implementation monitored
Expected CP Output(s):	<p>Priority 1a: Enhancing, prioritizing and mainstreaming inclusion for pockets of the poor, bottom 40 percent of income households and vulnerable communities:</p> <ol style="list-style-type: none"> 1. Federal and state institutions responsible for socioeconomic development strengthen targeting of programme beneficiaries in the design, implementation and monitoring of programmes 2. Ministries involved in socioeconomic development programmes incorporate gender analysis into programme design and budgeting and strengthen/prioritize targeting of women from low-income households to benefit from government programmes.
11th Malaysia Plan Linkage	<p><u>Strategic Thrust 1: Enhancing inclusiveness towards an equitable society</u></p> <p>Focus Area B: Empowering communities for a productive and prosperous society</p> <p>Strategy B3: Enhancing the role of women in development</p> <ul style="list-style-type: none"> • Creating a more conducive working environment • Increasing the number of women in decision-making positions <p><u>Strategic Thrust 1: Enhancing inclusiveness towards an equitable society</u></p> <p>Focus Area A: Uplifting B40 households towards a middle class society</p> <p>Strategy A3: Enhancing the delivery system of B40 households programmes</p> <ul style="list-style-type: none"> • Streamlining support to B40 households <p>GC2: Uplifting B40 households towards a middle-class society</p>

Implementing Partner:	Policy Division, Ministry of Women, Family and Community Development (MWFCD)
Brief Description <i>In this box, briefly describe the overall development challenge and expected results of the project.</i>	
<p>As Malaysia enters into the implementation stage of the 11th Malaysia Plan (2016-2020), there is an urgent need to review the results of strategies aimed at mainstreaming gender over the period of the 10th Malaysia Plan (2011-2015) and ensure issues of gender equality and women's empowerment continues to be substantively included in national development policymaking and is both implemented and monitored resulting in stronger outcomes across all socio-economic dimensions.</p> <p>The project will review the various initiatives across Ministries and agencies to mainstream gender and based on the lessons drawn from the review, develop a framework that will enhance the implementation of gender mainstreaming in the planning, implementation, monitoring and evaluation during the course of the implementation of the 11th Malaysia Plan. A multi-dimensional report on the status of attainment of all relevant indicators relating to gender equality over the period of the 10th Malaysia Plan will also be developed. To ensure sustained technical capacities to advocate, analyse, plan, implement and monitor gender equality and women's empowerment issues, institutional capacity building programmes aimed at increasing the awareness, knowledge, and technical capacity of professional staff in the public sector (including Gender Focal Points) will be undertaken.</p>	
UNDP Strategic Plan Output: Outcome 4 – Faster progress is achieved in reducing gender inequality and promoting women's empowerment Atlas Project ID: Start Date: September 2016 End Date: December 2020 PAC Meeting Date: 17 June 2016	Total resources required: USD 673,153 Total allocated resources: <ul style="list-style-type: none"> • Regular (TRAC): USD 43,000 • Government Cost Sharing (inclusive GMS): USD521,653 • Others (inclusive GMS): n/a <p style="text-align: center;">GMS at 6% is USD29,528</p> In-Kind Contributions (Implementing Partner): USD108,500

Agreed by Economic Planning Unit:  **DATUK SERI DR. RAHAMAT BIVI YUSOFF**
Director General
Economic Planning Unit
Prime Minister's Department 20/9/2016

Agreed by UNDP:  **Michelle Gyles-McDonnough**
Resident Representative 23/9/2016

Agreed by Implementing Partner:  13/12/2016

DR. ROSE LENA BINTI LAZEMI
Ketua Setiausaha
Kementerian Pembangunan Wanita,
Keluarga dan Masyarakat

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ABBREVIATIONS

APR	Annual Progress Report
AWP	Annual Work Plan
CDR	Combined Delivery Report
CP	Country Programme
CPAP	Country Programme Action Plan
EPU	Economic Planning Unit, Prime Minister's Department
GCS	Government Cost sharing
IC	Individual contract
LPAC	Local Project Appraisal Committee
NIM	National Implementation Modality
NPD	National Project Director
NSC	National Steering Committee
MWFCD	Ministry of Women, Family and Community Development
SBAA	Standard Basic Assistance Agreement
TWC	Technical Working Committee
UN	United Nations
UNDP	United Nations Development Programme

I. DEVELOPMENT CHALLENGE

Over the years, Malaysia has consistently shown its commitment to achieving gender equality and promoting women's rights in the country. It is a signatory to several international agreements such as the Cairo Programme of Action 1994 and the Beijing Platform for Action 1995 and has ratified two very important human rights documents, specifically, the *Convention on the Rights of the Child (CRC)* and the *Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)*, albeit with a few reservations.

Malaysia developed the *National Policy on Women (1989)* and upon acceding to CEDAW in 1997, the Government developed the *National Plan of Action for the Advancement of Women (PoA)*. Both the 1989 Policy and 1997 PoA were reviewed in 2009 with the aim of keeping abreast with contemporary challenges and changes as the nation's development progressed.

At the national level of policy making, gender equality has been explicitly part of the development agenda since the Sixth Malaysia Plan (1991–1995). It was then noted that *in view of the various problems constraining women in development, the major thrusts of the Government's efforts will be towards ensuring that future development policies are designed to facilitate more effective participation of women as partners in social and economic development*. The Government has then henceforth outlined numerous strategies and actions to be undertaken by various government agencies, private sector and non-governmental organisations in enhancing the status of women.

In the 11th Malaysia Plan (2011–2015), emphasis was placed on enhancing inclusion by ensuring women's needs are addressed at the private and public domain. Notably, it focused on (a) strengthening the family institution; and (b) enhancing the role of women in development by creating a more conducive working environment and increasing the number of women in decision-making positions.

Across the last two decades, several institutional approaches have been taken to ensure that gender is mainstreamed across all national development plans, policies and programmes and these include the following:

- Under the National Policy on Women, a dedicated section outlines the actions to be taken by the Government to mainstream gender, as well the responsible parties and target dates.
- Gender Responsive Budgeting (GRB) including through the development of a manual and toolkit, training programme at the National Institute for Public Administration (INTAN) and ensuring it is included as a requirement under Treasury Circulars for annual budgets.
- Gender Focal Points in all Ministries, to ensure that gender is integrated into the programmes of line Ministries.

The national agenda towards further empowering women was also integrated into the National Key Results Areas (NKRA) announced in 2009 whereby women's development and social welfare was prioritized. A key strategy for empowering women under the NKRA involves the training and development of entrepreneurial skills women across the nation. Noting that a significant number of women reside in rural areas, the Government has also introduced income-generating programmes namely agropolitan projects and other commercial agricultural activities for the advancement of rural and indigenous women. Women in remote areas were provided training on agricultural farming and best practices to enhance agricultural skills and knowledge with the aim that over the long run, crop yields from such small scale plantations would help to positively contribute towards food sustainability and raising family income.

An assessment of women's empowerment and gender equality however notes that from an economic perspective, in 2014, the labour force participation rate for women remains significantly below that for men (53.6% compared to 80.4%). Of the 46.4% of working age women (15–64 years)¹ outside the labour force, 40% were women with tertiary education. In terms of average monthly basic wage, women tend to obtain wages

¹ It should further be noted that in 2014, 60.5% of women outside of the labour force cited housework as a reason for not seeking employment, in contrast to 2.6% of men (MWFCD, Statistics of Women, Family and Community, 2014)

that are comparable to their male counterparts. However, when decomposed by occupations, women lag behind their male counterparts in all occupations with the exception of Technical and Associate Professionals.

The number of women in decision making positions remains low, with 37.1% women in the public sector. Notably, women are missing completely from the upper echelons² of decision making in the civil and syariah judiciary. Women also comprise only 14.1% at the local authority level. In the private sector, 29.4% women are on the Board of Directors of companies. A 2015 survey of 130 public listed companies by TalentCorp shows that there are only about 27% women in top management. In certain industries, such as financial services and fast moving consumer goods, women hold 30% of top management positions. Over a 10-year period from 2001 – 2010, women's share within the "senior officers and managers" bracket grew by a mere 3%.

In the 2014 UNDP Human Development Report, the Gender Development Index (GDI) based on the sex-disaggregated Human Development Index, defined as a ratio of the female to the male HDI was released. The GDI measures gender inequalities in achievement in three basic dimensions of human development—health (measured by female and male life expectancy at birth), education (measured by female and male expected years of schooling for children and mean years for adults aged 25 years and older); and command over economic resources (measured by female and male estimated GNI per capita). The 2013 female HDI value for Malaysia is 0.743 in contrast with 0.795 for males, resulting in a GDI value of 0.935 and ranking Malaysia at 91 out of 146 countries that were assessed.

The above shows that while much of the national policies have been implemented, gender mainstreaming efforts across all sectors have been at best intermittent and less than optimum. Despite commendable efforts by the Government to initiate programmes to build the capacity of government institutions in different areas of gender mainstreaming, a number of persistent constraints remains to be addressed. This includes:

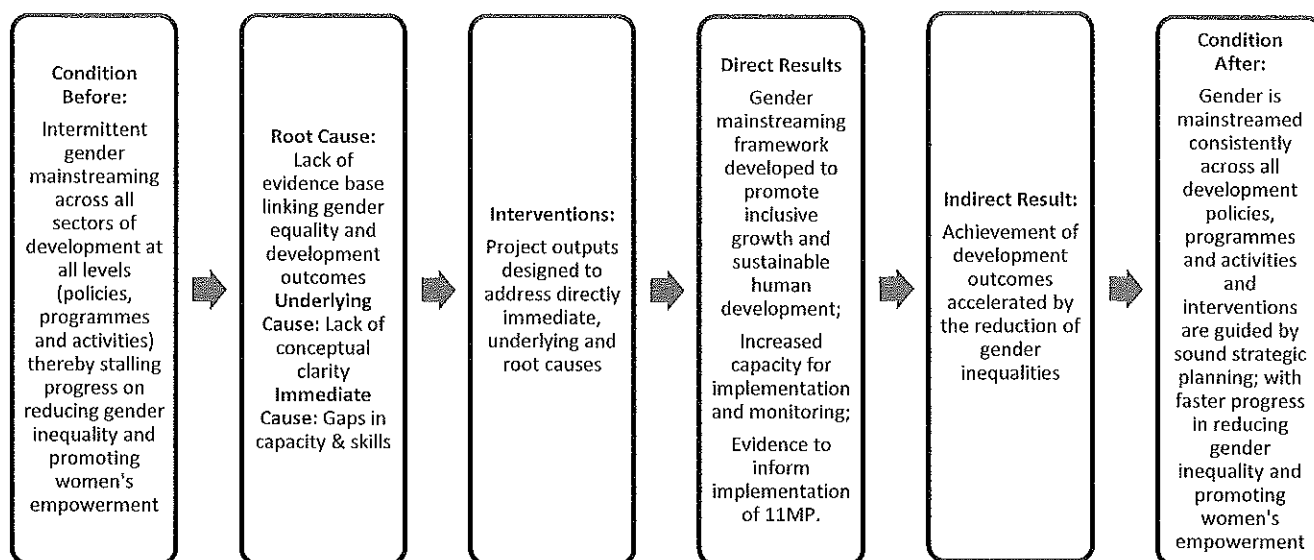
- Lack of conceptual clarity on the notion of gender neutrality, which is prevalent among government agencies resulting in the lack of attention to gender equality considerations;
- Inadequate understanding of the intersectionality between gender and different areas of the work by different Ministries and the MWFCD;
- Gaps in capacity to incorporate gender perspectives in policy and programme development, implementation and monitoring;
- There also continues to be a lack of skills in applying gender analysis, a lack of a comprehensive sex disaggregated database at the sectoral levels as well as monitoring and evaluation mechanisms for measuring gender mainstreaming outcomes and impacts.
- Lack of systematic, regularly updated and comparable information to measure progress in closing the gender gap.

It is well recognized that gender equality and women's empowerment are central to the achievement of all development outcomes. In line with the above noted context and the 11th Malaysia Plan, which is the last five-year plan towards achieving the aspirations outlined in Vision 2020, MWFCD and UNDP aim to undertake a joint project to strengthen the implementation and monitoring of gender mainstreaming in the 11th Malaysia Plan (2016-2020).

II. STRATEGY

Based on the situation analysis of the development challenge above, this project aims to change the current scenario i.e. intermittent gender mainstreaming across all sectors of development at all levels, to an outcome where gender perspectives are systematically and adequately integrated across all development policies, programmes and activities. This will be done by designing project outputs that address directly the immediate, underlying and root causes. The theory of change (TOC) is represented in the diagram below:

² As at June 2015, no woman has ever been appointed to the position of Chief Justice of the Federal Court, President of the Court of Appeal, Chief Judge of Malaya, Sabah and Sarawak.



Incorporating gender perspectives in different areas of development ensures the effective achievement of other social and economic goals. Mainstreaming can reveal a need for changes in goals, strategies and actions to ensure that both women and men can influence, participate in and benefit from development processes. This may lead to changes in organisations – structures, procedures and cultures – to create organisational environments which are conducive to the promotion of gender equality.

As Malaysia enters into the implementation stage of the 11th Malaysia Plan, there is a critical need to take stock of the results of strategies aimed at mainstreaming gender into national development. This project aims to ensure that investments in and measures for the implementation of gender mainstreaming add up in a coherent and synergistic manner. The project uses a programme approach so as to reduce proliferation of pilot, piecemeal and stand-alone projects and duplication of inputs in the same sectors, create synergy from programme stakeholders' comparative advantages and scale-up all gender-related interventions at the country level. This will ensure that gender equality and the effective empowerment of women are advanced, which in turn will drive Malaysia's sustainable human development agenda.

This stocktaking will take into account and leverage on past initiatives carried out by the Government with a view of developing a gender mainstreaming framework as well as tools to influence policy reforms that recognize the barriers, often invisible and undifferentiated, to gender equality. This work will include supporting the development and implementation of gender-responsive economic reforms, policies and budgets.

The project will begin by broadly reviewing the various initiatives to mainstream gender and based on the lessons drawn from the review, develop a framework that will enhance the implementation of gender mainstreaming in the planning, implementation, monitoring evaluation process of government initiatives. This will include promoting the adoption of institutional measures that increase the awareness, knowledge, and capacity of professional staff for implementing gender mainstreaming, including strengthening training programmes and the Gender Focal Point (GFP) system.

This strategy will seek to develop measures that will ensure where relevant, across the entire policy and issue spectrum, that the analysis of issues and the formulation of policy options are better informed by a consideration of gender differences and inequalities; and opportunities are sought to narrow gender gaps and support greater equality between women and men.

An important point to note, which is usually raised in all discussions of gender mainstreaming, is that the framework of gender mainstreaming will not preclude the need for specific targeted interventions to address women's empowerment and gender equality. The Beijing Platform for Action calls for a dual strategy – gender mainstreaming complemented with inputs designed to address specific gaps or problems faced in the promotion of gender equality.

This project contributes to the following priorities in the 11MP and UNDP's Country Programme Action Plan (CPAP) 2016-2020:

11 th Malaysia Plan		
Strategic Thrusts	Focus Areas	Strategies
ST1: Enhancing inclusiveness towards an equitable society	B: Empowering communities for a productive and prosperous society	B3: Enhancing the role of women in development
	A: Uplifting B40 households towards a middle class society	A3: Enhancing the delivery system of B40 households programmes
CH9: Transforming public service for productivity	B: Rationalising public sector institutions for greater productivity and performance	B2: Rightsizing the public service for better productivity and capabilities
	D: Enhancing project management for better and faster outcomes	D1: Strengthening project planning D2: Enhancing implementation efficiency D3: Improving monitoring and evaluation focused on outcomes
CPAP 2016-2020		
Outcomes	Priorities	Outputs
Effective policies and initiatives that promote socioeconomic inclusion, equity and resilience, especially for the bottom 40 per cent, are in place and implementation monitored.	1a: Enhancing, prioritizing and mainstreaming inclusion for pockets of the poor, bottom 40 percent of income households and vulnerable communities	Federal and state institutions responsible for socioeconomic programming strengthen targeting of women and vulnerable groups in the design, implementation and monitoring of programmes through gender mainstreaming

III. RESULTS AND PARTNERSHIPS

Expected Results

The project will have four primary outputs as follows:

Output 1: Review of the effectiveness of the *National Policy on Women and National Action Plan for the Advancement of Women (10th Malaysia Plan: 2011-2015)*

A review will be undertaken on the effectiveness of gender mainstreaming as framed by the *National Policy on Women and National Action Plan for the Advancement of Women* and other related gender mainstreaming policies, strategies and action plans. The review will seek to identify the strengths and gaps in the implementation of gender mainstreaming across the public service within the 10th Malaysia Plan (2011-2015) period. Focus will also be placed on reviewing the effectiveness of the gender based budgeting (GRB) and

targeting approaches that have been undertaken in programmes, with emphasis placed on social related sectors.

The review will also seek to identify gender-disaggregated data that have been collected at Ministerial/ agency levels and areas for new opportunities for sex disaggregated data at the input and impact level to be introduced in the 11th Malaysia Plan. The implementation of the output will include collaborations with Department of Statistics (DOS) and Gender Focal Points in all Ministries/ Agencies (GFP).

Output 2: Gender Mainstreaming Framework and Policy Recommendations for the Implementation of the 11th Malaysia Plan (2016-2020)

Based on the results of Output 1 noted above, a *Gender Mainstreaming Framework and Policy Recommendations for the Implementation of the 11th Malaysia Plan* will be developed for the Malaysian public sector. Policy recommendations will encompass improvements on the approach towards GRB implementation and merging it with the Government's current commitments towards Outcome Based Budgeting (OBB), a review of the current functioning of GFPs to enable the strengthening of the system. It will also propose sex disaggregated data at the input and impact level to be sourced, codified and analysed during the 11th Malaysia Plan period to strengthen monitoring and evaluation of the 11th Malaysia Plan's implementation. This will be developed in line with the Sustainable Development Goals' indicators that were agreed upon by member states at the United Nations in September 2015.

Additionally, focus will also be placed on identifying approaches to collaborate with non-state development actors (civil society organisations and academia). The implementation of the output will include collaborations with DOS, Public Service Department (PSD), Economic Planning Unit (EPU), Ministry of Finance and Gender Focal Points in all Ministries/ Agencies (GFP).

Output 3: Gender Gap Index Report (2010-2015)

MWFCDC publishes the *Statistics on Women, Family and Community* annually. As the publication does not include any analysis of the results, for the MWFCDC's 2017 edition, a Bumper Issue will be developed that will seek to analyse the achievements and challenges faced by women across selected thematic sectors. It will also feature gender related global indexes (*UNDP's Gender Inequality Index, WEF's Global Gender Gap Index, and OECD's Social Institutions and Gender Index*), to further highlight achievements and gaps faced across sectors and global benchmarking. It will incorporate key findings from Output 2 noted above. Where and when possible, this output will include citizen-generated data to reflect community voice and participation. The implementation of the output will include collaborations with DOS.

Output 4: Institutional Capacity Building: Gender Mainstreaming and Monitoring

A sustained capacity building initiative will be organized for senior level management of MWFCDC and related partners noted above, GFPs, and academic institutions with the aim of developing competencies of government agencies for mainstreaming gender equality in the context of the Eleventh Malaysia Plan, the upcoming National Policy on Women, CEDAW and the Beijing Platform for action (BPFA) and to develop a process for institutionalizing and sustaining such competencies. This will include, but is not limited to gender analysis, gender based budgeting, sex disaggregated data, and collaborations with non-state development actors

Part of this output will include efforts to strengthen government infrastructure and processes for the institutionalising of competencies for mainstreaming gender equality within the Government of Malaysia. The implementation of the output will include collaborations with the Public Service Department.

Partnerships and Stakeholder Engagement

The Ministry of Women, Family and Community Development (MWFCDC) is the main coordinating and implementing machinery of the government on the advancement of women is responsible for the implementation of the National Policy on Women, the Plan of Action on the Advancement of Women and commitments made by the Malaysian government at the international level, specifically the Convention on the

Elimination of All Forms of Discrimination against Women (CEDAW) and the Beijing Platform for Action. It also oversees and coordinates the Gender Focal Points (GFP) institution, which consists of officers from each ministry and relevant government agency. Stakeholder engagements are important to reduce overlaps, create synergies, find complementarities and develop value-add. The main partners, stakeholders and direct beneficiaries include, but are not limited to, the following:

1. Economic Planning Unit (EPU), Social Section
2. Department of Statistics (DOS): Main national statistical body under the Prime Minister's Department
3. Gender Focal Points from all ministries and relevant government agencies
4. The office of the Chief Secretary to the Government of Malaysia: the primary office which oversees the effective implementation of policies, programmes and activities by government ministries / agencies.
5. Public Service Department (PSD)
6. Ministry of Finance (MOF)
7. The National Institute of Public Administration (INTAN), the training arm of the Public Service Department, Malaysia
8. Other relevant ministries and agencies
9. Academic institutions and civil society organisations and women's groups.

Three partnerships and stakeholder engagement strategies that will be undertaken are: (i) all project outputs have stakeholder engagement activities to ensure that a sufficient and robust process of consultation is carried out in delivering the project results; (ii) Main stakeholders will be invited to be part of the National Steering Committee and Technical Steering Committee to ensure collective decision making on the overall project direction, both in governance and technical aspects; (iii) Policy dialogues will be held to create collective ownership to ensure that gender equality interventions penetrate all priority sectors, guided by strategic planning through the gender mainstreaming framework.

South-South and Triangular Cooperation (SSC/TrC)

The Gender Mainstreaming Framework along with the Final Report of the Capacity Building will report the experiences, successes, challenges and lessons learnt and conditions necessary for mainstreaming gender equality in the Public Sector. Moreover, the capacity building should ideally be linked to government agencies' relevant Key Performance Indicators (KPIs) and NKRA's so that it is applied to actual, tangible institutional processes.

Lessons learned from the final report can be shared at the UNDP's regional dialogues and workshops (Asia Pacific), relevant ASEAN platforms (Southeast Asia) and academic forums and conferences. National progress in gender mainstreaming also fulfil commitments made by the Malaysian government at the international level, specifically the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and progress will be reported in the next State CEDAW Report. The final report can also serve as inputs to the 11MP's Mid-Term Review and eventually support the framing of gender equality strategies and programmes for the 12th Malaysia Plan.

Sustainability and Scaling Up

The project is designed and focused on developing a detailed framework and implementation mechanism to support gender mainstreaming 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 Economic Planning Unit and the Implementation Coordination Unit in the Prime Minister's Department, Ministry of Finance, Department of Statistics and the Gender Focal Points 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.

IV. PROJECT AND RISK MANAGEMENT

Project Management

The main project office/secretariat will be at MWFCDD, Putrajaya. The National Project Director (Undersecretary, Policy Division, MWFCDD) 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 Manager 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.

Cost Efficiency and Effectiveness

The project is expected to deliver maximum impact with efficient and effective use of available resources by leveraging on the sequencing, sharing and supplementing approaches between the four project outputs. By sequencing, project activities are targeted at priority areas first, where lessons are derived in the process, before scaling-up. Coupled with a robust process of consultation (sharing), this ensures that sufficient inputs are obtained and ownership built, which would otherwise be costlier if stakeholders reject project outputs later on. The project is also designed around supplementing institutional processes instead of duplicating them, hence, enabling project outputs to be incorporated into national systems and processes and sustained for the longer-term.

Risk Management

Refer to Annex 2

V. RESULTS AND RESOURCES FRAMEWORK

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

1.1. 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

- 2. Ministries involved in socioeconomic development programmes incorporate gender analysis into programme design and budgeting and strengthen/prioritize targeting of women from low-income households to benefit from government programmes.

Indicator 2.1: Number of ministries that undertake gender analysis, develop dedicated strategies/measures and gender budgeting in collaboration with non-state development actors to enhance gender equality and women's empowerment.

Baseline: 1 ministry

Target: 4 ministries

Indicator 2.2: Number of regional South-South policy dialogue exchanges undertaken on gender mainstreaming and policy reforms.

Baseline: 0

Target: 3

<p>Level of inequality as measured by Gini coefficient Baseline: 0.401 (2014) Target: 0.385 (2020)</p> <p>Value of median income Baseline: Malaysian Ringgit (MYR) 4,585 (2014) Target: MYR 5,701 (2020)</p>	<p>Malaysia gender gap index Baseline: 0.203 (2013) Target: Demonstrating positive improvement in all dimensions (2020)</p> <p>Incidence of poverty reduced among female-headed households Baseline: 4.1% (2010) Target: 0.5% (2020)</p>	<p>Women's labour force participation rate Baseline: 53.6% (2014) Target: 59% (2020)</p>		
<p>Applicable Output(s) from UNDP Strategic Plan:</p> <p>Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.</p>				
<p>Project title and ID:</p>				
<p>OUTPUTS AND TOC</p>	<p>OUTPUT INDICATORS</p>	<p>ACTIVITIES, RISKS AND ASSUMPTIONS</p>	<p>ROLE OF PARTNERS</p>	<p>INPUTS</p>
<p>Output 1 Review of the effectiveness of the National Policy on Women and National Action Plan for the Advancement of Women (10th Malaysia Plan: 2011 – 2015). A comprehensive review of the various gender mainstreaming policies undertaken since 2009 will provide a baseline for future policies, programmes, and activities. It will also provide a gap analysis of the gender-disaggregated data required for Malaysia's reporting of the SDGs.</p>	<p>Results Indicator 1.1: Report of the effectiveness of various gender mainstreaming policies in Malaysia, including lessons learned from Malaysia's approach to gender implementation. The report will conclude with specific recommendations for future action, and inform the development of a new National Policy on Women and its corresponding action plan. Data Source: Report</p>	<p>Year 2016 - 2017 1.1 At least 3 Thematic Policy Dialogues (TPD) organized: <ul style="list-style-type: none"> Identify and invite stakeholders and resource persons Engagement with respective resource persons to develop content of TPD Organise 3 TPDs Rapporteur of TPDs and respective reports Project Technical Review and acceptance of the 3 TPD reports. </p>	<p>MWFC: Partner UNDP: Technical partner to provide policy and technical advisory services, and quality assurance. DOS and EPU: stakeholders and beneficiaries. Other key stakeholders include women's organisations, CSOs</p>	<p>Local consultant(s) US\$79,600 Stakeholder consultations US\$30,000 Miscellaneous Expenses US\$3,000 In-kind contribution from MWFC staff time, provision of office facilities, etc.</p>

	<p>Frequency: 1</p> <p>Baseline (2016): A comprehensive review does not exist.</p> <p>Target:</p> <p>2016: Preliminary draft report completed.</p> <p>2017: Final draft of report completed and adopted.</p> <p>Results Indicator 1.2:</p> <p>Report “Recommendations on Sex-Disaggregated Data for the Implementation of the 11th Malaysia Plan”</p> <p>Data Source: Report</p> <p>Frequency: 1</p> <p>Baseline (2016): A gap analysis and review of gender-disaggregated data does not exist.</p> <p>Target:</p> <p>2016: Preliminary draft report completed.</p> <p>2017: Final draft of report completed and submitted for dialogue with EPU and DOS.</p>	<p>1.2 Report: Effectiveness of the National Policy on Women and the National Action Plan for the Advancement of Women (10th MP: 2011 – 2015)</p> <ul style="list-style-type: none"> • Preparation of TOR and appointment of consultant(s) • Literature review of relevant policy and programme documents; as well as any other relevant data available on gender mainstreaming • Capture lessons learnt from international good practices on mainstreaming ender in government policies and programmes • Develop the Effectiveness of the National Policy on Women and National Action Plan for the Advancement of Women (10th MP: 2011-2015) report; • Stakeholder Review Meeting for feedback on the report; • Project Technical Review and finalisation of the report; 		<p>Monitoring Costs:</p>
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		<ul style="list-style-type: none"> • Submission for dialogue with the Chief Secretary to the GOM and EPU on key findings and recommendations. 	
		<p>1.3 Report: Recommendations on Sex disaggregated Data for the Implementation of the 11th Malaysia Plan</p> <ul style="list-style-type: none"> • Preparation of TOR and appointment of consultants • Identification, sourcing, codification and consolidation of sex disaggregated data cross Ministries and relevant agencies • Capture lessons learn from international good practices on sex disaggregated data and also related data requirements; • Develop the Recommendations of Sex - Disaggregated Data for the Implementation of the 11th Malaysia Plan report • Stakeholder Review Meeting for feedback on the report • Project Technical Review and finalisation of the report 	

		<ul style="list-style-type: none"> • Submission for dialogue with EPU and DOS on key findings and recommendations. <p>Assumption: The Government of Malaysia will make the necessary investments (financial and human) in addressing gender inequalities and empowering women.</p> <p>Risk: Government agencies are not willing to accept or act on key findings and recommendations, leading to the continuation of a lack of systematic, regularly updated and comparable information to measure progress in closing the gender gap.</p>		
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<p>Output 2 Gender Mainstreaming Framework and Policy Recommendations for the Implementation of the 11th Malaysia Plan (2016-2020)</p> <p>A new national policy framework developed to promote inclusive growth and sustainable human development policies and strategies will complement the outcomes of the 11th MP and support the Government's ability to implement and achieve KPIs and NKRA in a gender responsive way.</p>	<p>Results Indicator 2.1: Report: Gender Mainstreaming Framework and Policy Recommendations for the Implementation of the 11th Malaysia Plan (2016 – 2020)</p> <p>Data Source: Report</p> <p>Frequency: 1</p> <p>Baseline (2017): Gender Mainstreaming Framework does not exist.</p> <p>Target (2017): Framework and policy recommendations completed and adopted.</p>	<p>Year 2017</p> <p>2.1 Based on the 2 reports finalised under Output 1 and presentation to the Chief Secretary to the Government at the NDPC and EPU, develop the Gender Mainstreaming Framework and Policy Recommendations for the Implementation of the 11th MP (2016-2020)</p> <p>2.2 Stakeholder Review Meeting for feedback on the report</p> <p>2.3 Project Technical Review and finalisation of the report</p> <p>2.4 Submission for dialogue with the Chief Secretary to the Government of Malaysia and EPU on key findings and recommendations.</p>	<p>MWFC: Partner</p> <p>UNDP: Technical partner to provide policy and technical advisory services, and quality assurance.</p> <p>DOS, EPU and GPPs from all ministries: stakeholders and beneficiaries.</p> <p>Other key stakeholders include women's organisations, CSOs</p>	<p>Local Consultant</p> <p>USD49,400</p> <p>Workshop/ Conference/ Training</p> <p>USD\$20,000</p> <p>Miscellaneous Expenses</p> <p>USD\$3000</p>
<p>Monitoring Costs:</p>				
<p>Results Indicator 2.2: At least one stakeholder review meeting held to review the report.</p> <p>Data source: Rapporteur Report</p> <p>Frequency: 1</p> <p>Baseline (2017): Stakeholder Review meeting not conducted</p> <p>Target (2017): At least one Stakeholder Review Meeting conducted.</p>				
<p>Assumption: Underlying the Gender Mainstreaming Framework is the assumption that beneficiaries and stakeholders understand that holistic and multi-sectorial approaches are more likely to have an impact: coordinated interventions operating at multiple levels, across sectors and over multiple timeframes are more likely to address the various aspects of a development challenge and therefore have greater impact on</p>				

<p>Output 3: Gender Gap Index Report (2010-2015) The Gender Gap Index Report (2010 – 2015) will be the first long term trend analysis providing a holistic overview and further highlight achievements and gaps faced across sectors and global benchmarking, thereby supporting evidence-based policy making.</p>	<p>Results Indicator 3.1: Report: Gender Gap Index Report (2010 – 2015) Data Source: Report Frequency: 1 Baseline (2016): Long term trend analysis unavailable. Target (2017): • Report: Gender Gap Index Report (2010 – 2015) developed and printed.</p> <p>Results Indicator 3.2: Stakeholder Review Meeting held to review the report Data Source: Rapporteur Report Frequency: Minimum 1</p>	<p>achieving gender equality as well as other national development outcomes.</p> <p>Risk: Government agencies do not understand how gender equality becomes a driver of progress for national development goals, and therefore do not place any priority or importance in adopting the Framework and policy recommendations.</p> <p>Year 2016: 3.1 Develop an internal editorial team building upon the existing annual Statistics on Women, Family and Community Development publication 3.2 Preparation of TOR and appointment of consultants. 3.3 Develop the Draft Gender Gap Index Report (2010 – 2015) 3.4 Conduct meetings with the relevant agencies to gather input for the Draft Report</p> <p>Year 2017: 3.5 Stakeholder Review Meeting for feedback on the Draft Report 3.6 Project Technical Review and finalisation of the Draft Report</p>	<p>MWFCD: Implementing Partner</p> <p>UNDP: Technical partner to provide policy and technical advisory services, and quality assurance.</p> <p>DOS: collaborating partner necessary for implementation of output.</p> <p>EPU and GFPs from all ministries: stakeholders and beneficiaries.</p> <p>Other key stakeholders include women's organisations, CSOs</p>	<p>Local consultants USD\$44,600</p> <p>Stakeholder consultation workshops USD\$45,000</p> <p>Miscellaneous Expenses USD\$4,000</p>
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<p>Output 4: Institutional Capacity Building: Gender Mainstreaming and Monitoring</p> <p>The competencies of government leadership and the institution of GFPs are critical factors in ensuring that gender equality is mainstreamed, thereby driving the progress of national development goals. The processes for sustaining the efficiency of this institution</p>	<p>Baseline (2016): No Stakeholder Review Meetings held</p> <p>Target (2017): At least 1 Stakeholder Review Meeting held.</p> <p>Target (2018): Number of times Report cited by third parties in advocacy for gender equality and women's empowerment</p>	<p>3.7 Finalise and develop advocacy strategy for MWFCF to launch Draft Report</p> <p>Year 2018:</p> <p>3.8 Track number of times report cited for gender equality advocacy purposes.</p> <p>Assumption:</p> <p>Existing data will be sufficient to elicit long term trend analysis.</p> <p>Risk:</p> <p>Difficulty in obtaining data expediently from DOS to enable analysis within the output timeframe.</p> <p>Necessary data is unavailable.</p> <p>DOS may charge for data requests.</p>		
	<p>Results Indicator 4.1:</p> <p>Increased level of understanding of gender mainstreaming, including increased capacity to conduct gender analysis, gender based budgeting, collect and analyse sex disaggregated data.</p>	<p>Year 2016:</p> <p>4.1 Preparation of TOR and appointment of consultants</p> <p>4.2 Identification of areas for thematic capacity building workshop</p> <p>4.3 Identification of relevant participants for the capacity building programme</p> <p>4.4 Develop training curriculum</p>	<p>MWFCF: Implementing Partner</p> <p>UNDP: Technical partner to provide policy and technical advisory services, and quality assurance.</p>	<p>Local Consultant</p> <p>USD\$64,400</p> <p>Training, workshop & conference</p> <p>USD\$50,000</p> <p>Travel (domestic/international)</p>

<p>must be institutionalised within the government infrastructure.</p>	<p>Data source: Rapporteur reports, proceeding documents</p> <p>Frequency: Minimum 3</p> <p>Baseline (2016): Disproportionate levels of knowledge and capacities among policy makers and civil servants across the public sector.</p> <p>Target (2018):</p> <ul style="list-style-type: none"> • At least 4 thematic capacity building workshops organised • Competence within public sector for mainstreaming gender equality and relevant KPIs as well NKRA established • To institutionalise the requirement of all senior government officers to have undergone the gender training <p>Results Indicator 4.2: Curriculum for training for mainstreaming gender equality institutionalised within government</p> <p>Data source: Training curriculum</p>	<p>4.5 Organise minimum 2 workshops</p> <p>Year 2017:</p> <p>4.6 Organise remaining workshops</p> <p>4.7 Discussions with relevant government agencies, including but not limited to INTAN and ISM, to institutionalise training for gender mainstreaming within government.</p> <p>4.8 Policy dialogue(s) between MWCFD and government agencies, including NDPC, to establish mandate for mainstreaming gender equality and to create policy and other conditions necessary for this</p> <p>Year 2018:</p> <p>4.9 Identify pool of experts and trainers for mainstreaming gender equality</p> <p>4.10 Training to develop pool of trainers for mainstreaming gender equality and institutionalised with relevant government agency</p> <p>4.11 Handbook on mainstreaming gender equality and budgeting within the public sector, curriculum for training, training</p>	<p>DOS: collaborating partner necessary for implementation of output.</p> <p>EPU and GFPs from all ministries: stakeholders and beneficiaries.</p> <p>Other key stakeholders include women's organisations, CSOs</p>	<p>USD\$45,000</p> <p>Miscellaneous Expenses USD\$6,000</p>
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	<p>Baseline (2017): Curriculum does not exist</p> <p>Target (2019)</p> <ul style="list-style-type: none"> Pool of experts and trainers for mainstreaming gender equality comprising government and NGO personnel established. Curriculum for training for mainstreaming gender equality institutionalised within government bodies. To explore the possibility of a permanent partnership between INTAN (or the identified training institute) and the Gender Studies Department of a local academic institution. 	<p>for mainstreaming gender equality</p> <p>Assumption: National development goals will be better achieved through the creation of synergies between Malaysia's national and international commitments to equality between women and men and its national development goals and that a useful mechanism to bring this about is the institution of the GFPs.</p> <p>Risk: Qualified and experienced trainer not available.</p>		
<p>Project Management and Monitoring and Evaluation</p>	<p>Results Indicator: Data source: Project progress report Frequency: Annually Baseline (2016): - Target (2016 – 2019):</p> <ul style="list-style-type: none"> Annual project budget is delivered at least 95% by every 31 December. Project is rated Satisfactory for outcome and output 	<p>Year 2016 – 2018:</p> <p>5.1 Conduct project board/ national steering committee meeting at least twice a year.</p> <p>5.2 Prepare and submit mid-year progress report and annual project report.</p> <p>Year 2019:</p> <p>5.3 Conduct project terminal evaluation.</p>	<p>MWFCD: organisation of project board/ national steering committee meeting and preparation of project progress reports.</p> <p>UNDP: provision of project management support services including financial management, procurement, monitoring, evaluation and reporting, etc.</p>	<p>Monitoring Cost US\$ 8,000</p> <p>Miscellaneous expenses US\$3,000</p> <p>Service Contract (Project Manager) US\$68,125</p> <p>Direct Project Costs US\$ 12,000</p>

	<p>progress under the Project Terminal Evaluation in 2019.</p>			<p>General Management Support (6% of Government Cost-Sharing) US\$ 27,540</p>
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VI. MONITORING AND EVALUATION

The project activities will be closely monitored by UNDP and the Economic Planning Unit in the Prime Minister's Department (EPU) as outlined in the Country Programme Action Plan 2016-2020 Part VII: Monitoring and Evaluation.

Within the annual cycle

- **Track Progress.** Following the frequency cited in the monitoring plan, progress data against the results indicators will be collected and analysed to assess the progress of the project in achieving the agreed outputs. National data sources should be used whenever possible. Slower than expected progress will be addressed by the project management.
- **Monitor and Manage Risk.** Based on the initial risk analysis identified, a risk log shall be actively maintained, including by reviewing the external environment that may affect the project implementation. Risk management actions will be identified and monitored using a risk log. This includes monitoring social and environmental management 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.
- **Evaluate and Learn.** Evaluations shall be conducted in accordance with the evaluation plan. Knowledge, good practices and lessons should be captured and shared, as well as actively sourced from other projects and partners, and integrated back into the project. If a project evaluation is required (e.g., when mandated by partnership principles, or due to the complexity or innovative aspects of the project), it should be conducted in accordance with the project's evaluation plan.
- **Review and Make Course Corrections.** The project management will review the data and evidence collected (through all of the above) on a regular basis within the annual cycle, and make course corrections as needed. The frequency of review depends on the needs of the project, but an internal review of the available progress data against the results indicators is recommended to be undertaken at least quarterly. Any significant course corrections that require a decision by the Project Board should be raised at the next Project Board meeting.

Annually

- **Annual Project Quality Rating.** On an annual basis and at the end of the project, the quality of the project will be rated by the UNDP Quality Assurance Assessor against the quality criteria identified in UNDP's Project Quality Assurance System. Any quality concerns flagged by the process must be addressed by project management.
- **Annual Project Review and Report.** The Project Board shall hold a project review at least once per year to assess the performance of the project and appraise the Annual Work Plan for the following year. An Annual Progress Report will be presented to the Project Board for the review, 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 log with mitigation measures, and any evaluation or review reports prepared over the period. Any quality concerns or slower than expected progress should be discussed by the project and management actions agreed to address the issues identified. This review is driven by the Project Board and may involve other stakeholders as required.

Closure

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, if applicable.

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following approaches:

The specific project monitoring and review meetings are as follows:

- **National Steering Committee Meetings**
The National Steering Committee (NSC) will meet after the receipt of each project report or at least once a year, whichever is greater and address project issues raised by the National Project Director, review project progress reports and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plan. A final NSC meeting should also be held at the end of project completion to agree to and endorse the final findings and outcomes of the project and to make recommendations towards project closure.
- **Technical Working Committee Meetings**
The Technical Working Committee (TWC) will meet as regularly as required to assist the NSC in monitoring and advising the technical implementation of the project and its activities. The TWC acts as the technical advisors to the NSC, and regularly reviews the progress of all project components.
- **Annual Project Review Meeting**
If required, an internal review meeting will be chaired by EPU during the fourth quarter of the year to assess the performance of the project based on the Annual Work Plan (AWP) submitted at the beginning of the calendar year as well as the Annual Progress Report submitted during the fourth quarter of each calendar year. The review will involve all key project stakeholders and the Implementing Partner, and will focus on the extent to which progress have been made towards achievement of the outputs and that they remain aligned to appropriate outcomes as outlined in the project document. This review should update output targets and results achieved.
- **Final Project Review Meeting**
A Final Project Review meeting will be chaired by EPU 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 EPU 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 EPU 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.

The specific financial monitoring and quality assurance are as follows:

- **Combined Delivery Reports**

The Combined Delivery Report (CDR) is the report that reflects the total expenditures and actual obligations (recorded in Atlas) of a Project during a period. This report is prepared by UNDP using Atlas and shared with the implementing partner on a bi-annual basis 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 EPU, 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 EPU.

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

VII. MULTI-YEAR WORK PLAN

EXPECTED OUTPUTS and RESULT INDICATORS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		2016	2017	2018	2019		Funding Source	Budget Description	Amount (US\$)
Output 1 Review of the effectiveness of the National Policy on Women and National Action Plan for the Advancement of Women (10 th Malaysia Plan: 2011 – 2015). Result indicator 1.1 Report of the effectiveness of various gender mainstreaming policies in Malaysia, including lessons learned from Malaysia's approach to gender implementation. The report will conclude with specific recommendations for future action, and inform the development of a new National Policy on Women and its corresponding action plan. Baseline (2016): A comprehensive review does not exist.	1.1 Identify and invite stakeholders and resource persons for engagement for the Thematic Policy Dialogues.	X				MWFCFCD	71300: Local consultants (2 pax)	79,600	
	1.2 Engage with respective resource persons for the content of the Thematic Policy Dialogues.	X				MWFCFCD	CS – 00157		
	1.3 Organise 3 Thematic Policy Dialogues.	X				MWFCFCD	75700: Workshop/Conference/Training	30,000	
	1.4 Rapporteur of Thematic Policy Dialogues and develop respective reports.	X				MWFCFCD	CS – 00157		
	1.5 Project Technical Review and acceptance of the 3 Thematic Policy Dialogues.	X				MWFCFCD	74500: Miscellaneous Expenses	3,000	
	1.6 Preparation of TOR and appointment of consultants for <i>Effectiveness of the National Policy on Women and National Action Plan for the Advancement of Women (10th Malaysia Plan: 2010 – 2015) Report</i> .	X				MWFCFCD			

<p>Target: 2016: Preliminary draft report completed. 2017: Final draft of report completed and adopted.</p> <p>Results Indicator 1.2: Report "Recommendations on Gender-Disaggregated Data for the 11th Malaysia Plan"</p> <p>Baseline (2016): A gap analysis and review of gender-disaggregated data does not exist.</p> <p>Target: 2016: Preliminary draft report completed. 2017: Final draft of report completed and submitted for dialogue with EPU and DOS.</p>	1.7 Literature review of relevant policy and programme documents, as well as other relevant data available on gender mainstreaming.	X				MWFCF	
	1.8 Capture lessons learnt from international good practices on mainstreaming gender in government policies and programmes.	X				MWFCF	
	1.9 Develop the <i>Effectiveness of the National Policy on Women and National Action Plan for the Advancement of Women (10th Malaysia Plan: 2010 – 2015) Report</i>		X			MWFCF	
	1.10 Stakeholder Review Meeting for feedback on the report.		X			MWFCF	
	1.11 Preparation of TOR and appointment of consultants for <i>Recommendations on Sex Disaggregated Data for the 11MP Report</i>	X				MWFCF	
	1.12 Identification, sourcing, codification and consolidation of gender-disaggregated data across Ministries and relevant agencies.	X				MWFCF	
	1.13 Capture lessons learnt from international good practices on gender-disaggregated data and also related data requirements.	X				MWFCF	
	1.14 Develop the Recommendations on Gender-Disaggregated Data for the 11th Malaysia Plan report.		X			MWFCF	

1.15 Stakeholder Review Meeting for feedback on the report.		X			MWFCF					
1.16 Project Technical Review and finalisation of the report.		X			MWFCF					
1.17 Submission for dialogue with EPU and DOS on key findings and recommendations.		X			MWFCF, UNDP, EPU, DOS					
SUBTOTAL								1:12,600		
Output 2										
Gender Mainstreaming Framework and Policy Recommendations for the Implementation of the 11 th Malaysia Plan (2016-2020)								CS – 00157	71300: Local Consultant	49,400
Results Indicator 2.1: Report: Gender Mainstreaming Framework and Policy Recommendations for the Implementation of the 11 th Malaysia Plan (2016 – 2020)		X			MWFCF			CS – 00157	75700: Workshop/ Conference/ Training	20,000
2.1 Based on the 2 reports finalised under Output 1 and presentation to the Chief Secretary to the Government and EPU, develop the Gender Mainstreaming Framework and Policy Recommendations for the Implementation of the 11 th Malaysia Plan (2016-2020)										
2.2 Stakeholder Review Meeting for feedback on the Framework and Report		X			MWFCF					
2.3 Project Technical Review and finalisation of the Report		X			MWFCF					

<p>Baseline (2017): Gender Mainstreaming Framework does not exist.</p> <p>Target (2017): Framework and policy recommendations completed.</p> <p>Results Indicator 2.2: At least one stakeholder review meeting held to review the report.</p> <p>Baseline (2017): Stakeholder Review meeting not conducted</p> <p>Target 2017: At least one Stakeholder Review Meeting</p>	<p>2.4 Submission for dialogue with the Chief Secretary to the Government of Malaysia and EPU on key findings and recommendations.</p>	<p>X</p>	<p>MWFCD</p>	<p>CS – 00157</p>	<p>74500: Miscellaneous Expenses</p>	<p>3,000</p>
SUBTOTAL						
<p>Output 3 Gender Gap Index Report (2010 – 2015)</p> <p>Result Indicator 3.1 Report: Gender Gap Index Report (2010 – 2015)</p>	<p>3.1 Develop an internal editorial team building upon the existing annual <i>Statistics on Women, Family and Community</i> publication</p> <p>3.2 Preparation of TOR and appointment of consultants.</p> <p>3.3 Develop draft Gender Gap Index Report (2010 – 2015) report.</p>	<p>X</p> <p>X</p> <p>X</p>	<p>MWFCD</p> <p>MWFCD</p> <p>MWFCD</p>	<p>TRAC-00012</p> <p>CS-00157</p>	<p>71300: Local consultants</p> <p>71300 Local consultants</p>	<p>35,000</p> <p>9600</p>

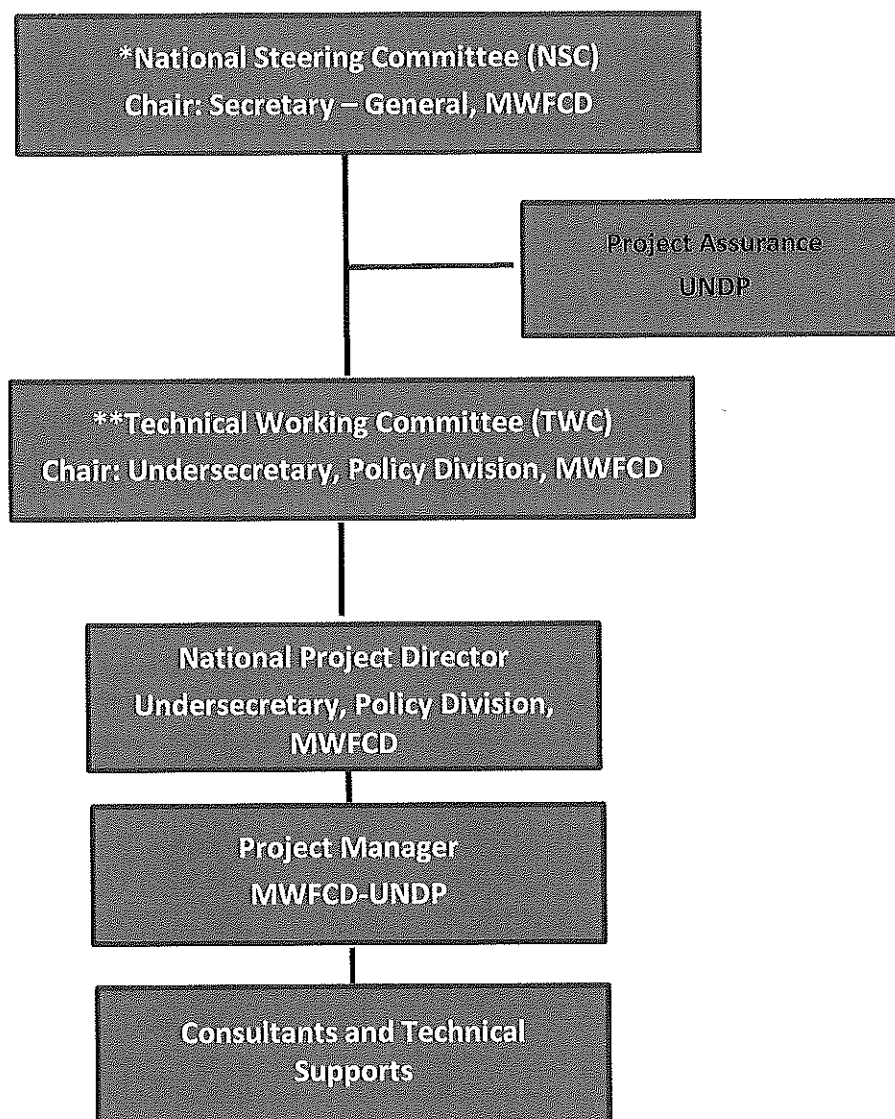
<p>Baseline (2016): Long term trend analysis unavailable. Target: 2017: Report: Gender Gap Index Report (2010 – 2015) developed and printed.</p> <p>Results Indicator 3.2: Stakeholder Review Meeting held to review the report</p> <p>Baseline (2016): No Stakeholder Review Meetings held Target: 2017: At least 1 Stakeholder Review Meeting held. 2018: Number of times Report cited by third parties in advocacy for gender equality and women's empowerment</p>	3.4 Conduct meetings with the relevant agencies to gather input for the draft report.	X				MWFCFCD	CS-00157	(UNDP Policy Advisory Services)	45,000				
	3.5 Stakeholder Review Meeting for feedback on the Draft Report		X			MWFCFCD							
	3.6 Project Technical Review and finalisation of the draft report.		X			MWFCFCD							
	3.7 Finalise and develop advocacy strategy for MWFCFCD to launch report in 2017		X			MWFCFCD							
	3.8 Track number of times report cited for gender equality advocacy purposes.			X		MWFCFCD							
	SUBTOTAL									93,600			
	<p>Results Indicator 4.1: Increased level of understanding of gender mainstreaming, including increased capacity to conduct gender analysis, gender based budgeting, collect and analyze sex disaggregated data. Baseline (2016): Disproportionate levels of knowledge and capacities</p>	4.1 Preparation of TOR and appointment of consultants								MWFCFCD	CS – 00157	71300: Local Consultants	64,400
		4.2 Identification of areas for thematic capacity building workshop	X							MWFCFCD	CS 00157	75700: Workshop/Conference/Training 71600:	50,000

<p>among policy makers and civil servants across the public sector.</p> <p>Target: 2018:</p> <ul style="list-style-type: none"> • At least 4 thematic capacity building workshops organised • Competence within public sector for mainstreaming gender equality and relevant KPIs as well NKRA established • To institutionalise the requirement of all senior government officers to have undergone the gender training <p>Results Indicator 4.2: Curriculum for training for mainstreaming gender equality</p>	4.3 Identification of relevant participants for the capacity building programme	X				MWFCD	<p>CS 00157</p> <p>CS 00157</p>	<p>Travel</p> <p>74500: Miscellaneous Expenses</p>	<p>45,000</p> <p>6,000</p>
	4.4 Develop training curriculum	X				MWFCD			
	4.5 Organise workshops		X	X		MWFCD			
	4.6 Discussions with relevant government agencies to institutionalise training for gender mainstreaming within government.			X		MWFCD			
	4.7 Policy dialogue(s) between MWFCD and government agencies to establish mandate for mainstreaming gender equality and to create policy and other conditions necessary for this.			X		MWFCD			
	4.8 Identify pool of experts and trainers for mainstreaming gender equality.				X	MWFCD			
	4.9 Training to develop pool of trainers for mainstreaming gender equality				X	MWFCD			

<p>institutionalised within government</p> <p>Baseline (2017): Curriculum does not exist</p> <p>Target: 2019:</p> <ul style="list-style-type: none"> Pool of experts and trainers for mainstreaming gender equality comprising government and NGO personnel established. Curriculum for training for mainstreaming gender equality institutionalised within government bodies. To explore the possibility of a permanent partnership between INTAN (or the identified training institute) and the Gender Studies Department of a local academic institution. 	<p>4.10 Develop handbook on mainstreaming gender equality and budgeting within the public sector, curriculum for training, training for mainstreaming gender equality</p>		X	MWFCF			
	<p>4.11 Materials for training for mainstreaming gender equality institutionalised within government bodies.</p>		X	MWFCF			
SUBTOTAL							
<p>Project Management and Evaluation (as relevant)</p>	<p>5.1 Conduct project board/national steering committee meeting at least twice a year.</p> <p>5.2 Prepare and submit mid-year progress report and annual project report</p>	X	X	X	X	X	X
					TRAC 0400	71300: Travel 74500: Miscellaneous Expenses	8,000 3,000
							165,400

5.3 Conduct project terminal evaluation.						CS 00157	74598: Direct project costs	12,000
			X			CS 00157	71400: Service Contract (PM)	68,125
						CS00157		
SUBTOTAL								91,125
TOTAL								535,125

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENT



***National Steering Committee (NSC) Members: -**

- Director, Social Section, Economic Planning Unit (EPU)
- Director, International Cooperation Section, Economic Planning Unit (EPU)
- Representatives, Other Ministries
- Department of Statistics (DOS): Main national statistical body under the Prime Minister's Department
- LPPKN
- Gender Focal Points from all ministries and relevant government agencies
- Other relevant ministries and agencies
- United Nations Development Programme (UNDP)

****Technical Working Committee Members: -**

- Policy Division, MWFCD
- Department of Women's Development (JPW), MWFCD
- LPPKN
- Representatives, Other Ministries
- Project Manager, United Nations Development Programme (UNDP)

Programme Management Arrangements

National Steering Committee (NSC)

A National Steering Committee will provide overall guidance and direction to the project implementation process according to the established detailed work plan and monitoring tool. The Committee will be composed of representatives from MWFC, EPU, UNDP Malaysia and relevant stakeholders to be identified. The TOR of the NSC shall be agreed among the stakeholders within the first two months of the project. Refer Annex 7 for the TOR. The NSC will be chaired by the Secretary-General of MWFC or his/her designated representative. If required, the relevant reports will be presented to the MWFC Minister for final endorsement based on the NSC's recommendations.

Technical Working Committee (TWC)

A technical working committee will be established to handle all technical matters relating to the project and will be chaired by the National Project Director. The members of the TWC will consist of representative from MWFC and respective sections, ministries and UNDP Malaysia as well as other relevant stakeholders to be determined by the National Steering Committee. Refer Annex 8 for the TOR. The TWC will be chaired by the Undersecretary of the Policy Division of MWFC or his/her designated representative.

National Project Director (NPD)

The National Project Director will be responsible for coordinating project activities among the main parties to the project. Among these responsibilities are ensuring that the project document and project revisions requiring Government's approval are verified by EPU and processed through the Government co-coordinating authority in accordance with established procedures and providing direction and guidance on project-related issues. The NPD also has the authority to disburse funds upon the advice from the National Steering Committee or the Project Manager based on the required project milestones. Refer Annex 9 for the TOR. The NPD of the project will be the Undersecretary of the Policy Division of MWFC.

Project Secretariat

Under the leadership of the National Project Director, the Project Secretariat is responsible for day-to-day management and decision-making for the project. The Project Secretariat ensures that the project produces the results specified in the project document to the required standard of quality and within the specified budget allocations and timeline. The Project Secretariat will report administratively and programmatically to the NPD and reports on project progress during NSC meetings. The Project Secretariat will prepare progress reports in timely and required manner, and provide the information needed to agree disbursement of funds. Refer Annex 10 for the TOR.

Support Staff

Support staff for Project Manager will be provided by MWFC on a need basis. This will include short-term administrative support, photocopying, and finalisation of minutes for NSC and TWC, and other logistical support where necessary.

Consultants and Technical Support

Technical support will be provided by local and international professionals with extensive experience working in relevant areas as required by the project. The UNDP global knowledge network will provide valuable inputs through best practices and lessons learned from similar experiences in other countries.

Project Assurance

The Project Assurance role supports the NSC by carrying out objective and independent project oversight and monitoring functions. This role ensures that appropriate project management milestones are managed and completed. A UNDP Programme Officer will hold the Project Assurance role for the UNDP together with a representative from the International Cooperation Section, EPU, representing the Malaysian Government. Risk

factors as in Annex 2 will be periodically reviewed to ensure the risks are mitigated and manageable. Necessary actions to overcome any project challenges will be discussed as well.

Financial Management Arrangements

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

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

The FACE form as per Annex 5 should be used for all of the above cash disbursements as well as for expenditure reporting.

The Implementing partner and Project Manager will work closely with UNDP to monitor the use of the financial resources and are accountable for:

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

On an annual basis, UNDP prepares a Combined Delivery Report (CDR) which records all disbursements made under the project for verification. The Implementing Partner and UNDP should sign this CDR.

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

UNDP Support Services

In addition 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/consultants;
- procurement of goods and services; and
- identification of training activities and assistance in carrying them out

The above will be carried out based on UNDP policies and procedures following the principles of best value for money, fairness, integrity, transparency, and effective competition. UNDP shall charge to the project as per the Universal Price List where required (see Annex 6).

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

- 6% cost recovery for the provision of general management support (GMS) for activities funded under Government Cost sharing, if any
- Direct cost for implementation support services (ISS) for activities under TRAC and CS funding, if any
- Any other direct and indirect project costs that are incurred by UNDP, which will be communicated and approved by the NSC beforehand.

In-Kind Contribution

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

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

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:

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

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

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 & IN-KIND CONTRIBUTION BREAKDOWN

Project Budget

Output/Atlas Activity	Responsible Party	Fund Code	Donor	Atlas Budget Account Code	ATLAS Budget Description	Amount 2016 (US\$)	Amount 2017 (US\$)	Amount 2018 (US\$)	Total (US\$)
Output 1: Review of the effectiveness of the National Policy on Women and National Action Plan for the Advancement of Women (10th Malaysia Plan: 2011-2015)	MWFCD - 002405	GCS 30083	GOM 00157	71300	Local consultants (2pax) – Gender and Data experts/ UNDP Gender Policy Advisory & International Best Practices Services	34,800	44,800		79,600
		GCS 30083	GOM 00157	75700	Workshop/Conference/Training	10,000	20,000		30,000
		GCS 30083	GOM 00157	74500	Miscellaneous Expenses	1,500	1,500		3,000
		GCS 30083	GOM 00157	75100	6% GMS (facilities and administration)	2,778	3,978		6,756
							49,078	70,278	
					Subtotal TRAC				
					Subtotal for Output 1	49,078	70,278		119,356

Output 2: Gender Mainstreaming Framework and Policy Recommendations for the Implementation of the 11th Malaysia Plan (2016-2020)	MW/FCDD-002405	GCS 30083	GOM 00157	71300	Local consultants (1pax) – Gender Mainstreaming Expert / UNDP Gender Policy Advisory Services	4,800	29,800	14,800	49,400		
		GCS 30083	GOM 00157	75700	Workshop/Conference/Training	-	20,000	-	20,000		
		GCS 30083	GOM 00157	74500	Miscellaneous Expenses	-	1,500	1,500	3,000		
		GCS 30083	GOM 00157	75100	6% GMS (facilities and administration)	288	3,078	978	4,344		
		Subtotal GCS (inclusive 6% GMS)					5,088	54,378	17,278	76,744	
		Subtotal TRAC					-	-	-	-	
		Subtotal for Output 2					5,088	54,378	17,278	76,744	
		Output 3: Gender Gap Index Report (2010-2015)	MW/FCDD-002405	TRAC 04000	UNDP 00012	71300	Local Consultants - Gender and Data expert / UNDP Gender Policy Advisory Services	15,000	20,000	-	35,000
				GCS 30083	GOM 00157	71300	UNDP Gender Policy Advisory Services	4,800	4,800	-	9,600
				GCS 30083	GOM 00157	75700	Workshop/Conference/Training/ Learning costs	15,000	30,000	-	45,000
GCS 30083	GOM 00157			74500	Miscellaneous Expenses	2,000	2,000	-	4,000		
GCS 30083	GOM 00157			75100	6% GMS (facilities and administration)	1,308	2,208	-	3,516		
Subtotal GCS (inclusive 6% GMS)					23,108	39,008	-	62,116			
Subtotal TRAC					15,000	20,000	-	35,000			
Subtotal for Output 3					38,108	59,008	-	97,116			

Output 4: Institutional Capacity Building: Gender Mainstreaming and Monitoring	MWFCD - 002405	GCS 30083	GOM 00157	71300	Local Consultants - Gender Mainstreaming (trainer) / UNDP Gender Policy Advisory Services	19,800	24,800	19,800	64,400	
		GCS 30083	GOM 00157	75700	Workshop/Conference/Training/ Learning costs	15,000	25,000	10,000	50,000	
		GCS 30083	GOM 00157	71600	Travel	5,000	20,000	20,000	45,000	
		GCS 30083	GOM 00157	74500	Miscellaneous Expenses	2,000	2,000	2,000	6,000	
		GCS 30083	GOM 00157	75100	6% GMS (facilities and administration)	2,508	4,308	3,108	9,924	
					Subtotal GCS (inclusive 6% GMS)	44,308	76,108	54,908	175,324	
				Subtotal TRAC	-	-	-	-		
				Subtotal for Output 3	44,308	76,108	54,908	175,324		
	Project Management and Evaluation	UNDP - 001981	TRAC 04000	UNDP 00012	71600	Travel – monitoring	2,000	3,000	3,000	8,000
			GCS 30083	GOM 00157	74500	Miscellaneous Expenses	1,000	1,000	1,000	3,000
GCS 30083			GOM 00157	74598	Project Management Advisory Services - GOE	4,000	4,000	4,000	12,000	
GCS 30083			GOM 00157	71400	Service Contract (Project Manager)	13,625	27,250	27,250	68,125	
GCS 30083			GOM 00157	75100	6% GMS (facilities and administration)	1,118	1,935	1,935	4,988	
					Subtotal (GCS) (inclusive 6% GMS)	19,743	34,185	34,185	88,113	
					Subtotal TRAC	2,000	3,000	3,000	8,000	
			Subtotal for Project Management and Evaluation	21,743	37,185	37,185	96,113			

PROJECT SUBTOTAL (GCS) (inclusive of 6% GMS)	141,325	273,957	106,371	521,653
PROJECT SUBTOTAL (TRAC)	17,000	23,000	3,000	43,000
PROJECT TOTAL BUDGET (Project Subtotal + 6% GMS)	158,325	296,957	109,371	564,653
IN-KIND CONTRIBUTION				108,500
GRAND TOTAL (PROJECT TOTAL BUDGET + IN-KIND CONTRIBUTION)				673,153

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 11 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: FINANCIAL ARRANGEMENTS

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

UNDP may assist with direct payments to other parties for goods and services provided to the project. In this connection, the government implementing agency will forward to the UNDP a standard form and keep all the original record of the transaction such as purchase orders, invoices, receipts, delivery orders etc.

ANNEX IV: TERMS OF REFERENCE: NATIONAL STEERING COMMITTEE (NSC)

The National Steering Committee (NSC) will monitor the conduct of the project and provide strategic guidance to the project team on the implementation of the project. The NSC will be chaired by the Secretary General of the Ministry of Women, Family and Community Development (MWFC) or someone assigned by the Secretary General.

The Policy Division, MWFC will act as Secretariat to the NSC. Members of the NSC will consist of representatives from MWFC, EPU (Social and International Cooperation Sections), UNDP and other relevant stakeholders to be determined by the Committee.

The NSC will meet after the receipt of each project report at least twice a year. The NSC will have the following duties and responsibilities:

- Provide policy guidance on matters pertaining to the implementation of the project;
- Monitor and evaluate the implementation of the project towards fulfilment of the objectives stated in the project document;
- Review, approve and endorse proposed work plans and budget and any issues raised by the project TWC;
- Initiate remedial actions to overcome all constraints in progress of the project;
- Review and approve relevant changes to the project design;
- Coordinate the roles of the various organizations involved in the execution of the project and ensure harmony with related activities; and
- Advice on the long-term sustainability strategy of the project.
- Review and approve all related reports to the project.

ANNEX V: TERMS OF REFERENCE: TECHNICAL WORKING COMMITTEE (TWC)

The Technical Working Committee (TWC) will assist the NSC in monitoring the conduct of the project and providing technical guidance on the implementation of the project. The TWC will act as technical advisors to the NSC.

The TWC will be chaired by the Undersecretary of the Policy Division, and the Policy Division will act as Secretariat to the TWC. The members of the TWC will consist of representatives from MWFC and UNDP and other relevant stakeholders to be determined by the NSC.

The TWC will be specifically responsible for:

- Provide guidance and decisions on matters pertaining to the technical aspects of the project;
- Monitor and evaluate the technical implementation of the project towards fulfilment of the objectives stated in the project document;
- Review and comment on all proposed technical work plans and budget for each outputs under the project; and
- Regular monitoring of the progress of the project and recommend approved technical reports to the NSC.

ANNEX VI: TERMS OF REFERENCE: NATIONAL PROJECT DIRECTOR

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 of Women, Family and Community 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-ordinating authority, in accordance with established procedures;
- Preparing 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;
- Providing direction and guidance on project-related issues; and
- Providing advice and guidance to the project team.

TERMS OF REFERENCE: PROJECT SECRETARIAT

The main responsibility of the Project Secretariat is to support the National Project Director to coordinate all the outlined project activities and also undertake the operational and management roles which includes the following:

- Lead implementation of project activities to ensure the maintenance of the timeliness in the delivery of outputs;
- Liaise and work closely with the NSC, TWC, project partners, consultants and beneficiaries;
- Maintain close contact with designated focal points from UNDP and other stakeholders, indicating any estimated changes to the work plan timeline, and proposing a budget revision when appropriate;
- Ensure that the requisite allocations are available in accordance with the agreed budget and established schedules of payment, if any, in consultation with UNDP;
- Support and facilitate the work of multiple component teams engaged in the implementation of project activities;
- Monitoring the project funds and resources and prepare progress and financial reports of the project when required;
- Maintain an up-to-date accounting system to ensure accuracy and reliability of financial reporting;
- Develop a monitoring plan for activities implemented by project consultants;
- Be actively involved in the preparation of relevant knowledge products (including publications and reports).



COUNTRY PROGRAMME ACTION PLAN 2016-2020



ANNUAL PROGRESS REPORT 2016
[project title]

Section 1: Overall Implementation of Project Outputs as Per Signed Annual Work Plan 2016

<p>2016 AWP Budget: 2016 AWP Budget (Revised): 2016 Expenditure: 2016 Expenditure (%): 2016 In-Kind Contribution:</p>	<p>Total Project Budget: Total Project Expenditure: Total Project Expenditure (%): Total In-Kind Contribution: Gender Marker Rating (ATLAS):</p>
---	--

OUTPUT 1:
<p>Activity 1: Target 2016: Achievement and Results 2016:</p> <p>Activity 2: Target 2016: Achievement and Results 2016:</p> <p>Remarks if any project activities and targets were not implemented or amended.</p>
OUTPUT 2:
<p>Activity 1: Target 2016: Achievement and Results 2016:</p> <p>Activity 2: Target 2016: Achievement and Results 2016:</p> <p>Remarks if any project activities and targets were not implemented or amended.</p>
OUTPUT 3:
<p>Activity 1: Target 2016: Achievement and Results 2016:</p> <p>Activity 2: Target 2016: Achievement and Results 2016:</p>

Remarks if any project activities and targets were not implemented or amended.

Section 2: Project Contribution to National Development Agenda in 2016

2.1 Contribution to Analysis/ Development/ Refinement of National or Sectoral Policies, Strategies and Action Plans

(Note: Please indicate and elaborate on how the outputs have been utilized by the Implementing Partner to contribute to analysis/ development/ refinement of any of the 6 Strategic Thrusts and/or 6 Game Changers in the 11th Malaysia Plan.)

<input type="checkbox"/> Yes	<p><i>Strategic Thrusts (mandatory):</i></p> <p><input type="checkbox"/> Enhancing inclusiveness toward an equitable society; <input type="checkbox"/> Improving wellbeing for all; <input type="checkbox"/> Accelerating human capital development for an advanced nation; <input type="checkbox"/> Pursuing green growth for sustainability & resilience; <input type="checkbox"/> Strengthening infrastructure to support economic expansion; <input type="checkbox"/> Re-engineering economic growth for greater prosperity</p> <p><i>Game Changers (optional):</i></p> <p><input type="checkbox"/> Unlocking the potential of productivity; <input type="checkbox"/> Unlocking B40 households towards a middle-class society; <input type="checkbox"/> Enabling industry-led Technical and Vocational Education & Training; <input type="checkbox"/> Embarking on green growth; <input type="checkbox"/> Translating innovation to wealth; <input type="checkbox"/> Investing in competitive cities</p>
<input type="checkbox"/> No	

2.2 Contribution to capacity development and institutional arrangements (Mandatory response)

(Note: Please elaborate specifically how capacities are being built to implement or sustain systemic changes.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.3 Contribution to development of new datasets, statistics or models

(Note: Please indicate if datasets, statistics or models have been generated or improved/ updated. Please also indicate on how these have been utilized by the Implementing Partner to strengthen national evidence based policy making.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.4 Contribution to Gender Equality

(Note: Please specify aspects of project activities and outputs that have contributed to gender equality. E.g: gender disaggregated data have been produced; activities was gender inclusive; gender analysis of outputs have been generated; outputs have been utilized in state/national/agency policies in gender sensitive ways; and/or stakeholder capacity in collecting, retrieving, and analyzing data with a gender perspective have been supported.)

<input type="checkbox"/> Yes	
------------------------------	--

<input type="checkbox"/> No	
-----------------------------	--

2.5 Demonstration or Pilot Initiative

(Note: Please indicate if demonstration or pilot initiatives were undertaken and how outputs have contributed to inform decision-making and/or national policy and also if it has led to actual/ planned upscaling or replication.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.6 Review of Risk Analysis and Action

(Note: Upon reviewing the Risk Analysis stated in the Project Document, please indicate if the risks status were monitored and updated regularly. Please also highlight mitigation steps undertaken, if applicable.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.7 Areas of Improvement for Project Management and Implementation

(Note: Please indicate any additional comments on areas of improvement that should be taken into consideration by EPU and UNDP Malaysia in the implementation of future projects.)

--

Section 3: Project Extension into 2017

(NOTE: APPLICABLE ONLY TO PROJECTS ORIGINALLY SCHEDULED FOR COMPLETION IN 2016)

Please indicate reasons for the project extension
Proposed duration of project extensions XX Months
Agreement by National Steering Committee: Date of Meeting: Minutes Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Annual Progress Report 2016 approved by:

.....
Name
Designation

A. Mid-Year Progress Report (MYPR) Template



COUNTRY PROGRAMME ACTION PLAN 2016-2020



Empowered lives.
Resilient nations.

MID-YEAR PROGRESS REPORT 2016

SECTION 1 TO 5: TO BE COMPLETED BY UNDP MALAYSIA

1. PROJECT DETAILS	
Project Title: Implementing Partner:	Award ID: Project ID: Project Period (Project Document): Revised Project End Date (If Any):

2. FINANCIAL MANAGEMENT	
2016 AWP Budget: USD 2016 Expenditure - As of 15 June: USDxxxxxx 2016 Expenditure - As of 15 June (%): xxxxxx	Total Project Budget: USD Total Cumulative Expenditure: USDxxxxxx Total Cumulative Expenditure (%)xxxxxx

(to be updated by PM)

3. PROJECT OVERSIGHT	
NSC: <input type="checkbox"/> Yes <input type="checkbox"/> No Minutes (Attached): <input type="checkbox"/> Yes <input type="checkbox"/> No	NSC Date: NSC Chair & Designation:

(Updated by M&E Officer; PMs please revise log amendment date if over 6 months since last update)

4. RISK LOG MANAGEMENT AND MONITORING	
Risk Log Reviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No Risk Log Amended: <input type="checkbox"/> Yes <input type="checkbox"/> No	Last Log Update: Last Log Amendment:

5. AUDIT AND EVALUATION	
NIM Audit: <input type="checkbox"/> Yes <input type="checkbox"/> No Report (Attached): <input type="checkbox"/> Yes <input type="checkbox"/> No Rating:	Project Evaluation: <input type="checkbox"/> Yes <input type="checkbox"/> No Report (Attached): <input type="checkbox"/> Yes <input type="checkbox"/> No Rating:

SECTION 6 TO 8: TO BE COMPLETED BY IMPLEMENTING PARTNER

6. 2016 OUTPUT TARGETS AND STATUS – AS PER AWP	
Output 1: Name	
Target:	Status: <input type="checkbox"/> On Track <input type="checkbox"/> Off Track Details:
Output 2: Name	
Target:	Status: <input type="checkbox"/> On Track <input type="checkbox"/> Off Track Details:
Output 3: Name	
Target:	Status: <input type="checkbox"/> On Track <input type="checkbox"/> Off Track Details:
Output 4: Name	
Target:	Status: <input type="checkbox"/> On Track <input type="checkbox"/> Off Track Details:

7. ISSUES AND CHALLENGES
Description:
Action Taken by implementing Partner:
Additional Support Requested from UNDP/ EPU:

8. LINKAGE TO THE 11 TH MALAYSIA PLAN: 2016								
a. The project outputs will contribute to the following 11 th Malaysia Plan <u>Strategic Thrusts</u> .								
<table border="1"> <thead> <tr> <th colspan="2">STRATEGIC THRUSTS (Mandatory)</th> </tr> </thead> <tbody> <tr><td>Enhancing inclusiveness towards an equitable society</td></tr> <tr><td>Improving wellbeing for all</td></tr> <tr><td>Accelerating human capital development for an advanced nation</td></tr> <tr><td>Pursuing green growth for sustainability and resilience</td></tr> <tr><td>Strengthening infrastructure to support economic expansion</td></tr> <tr><td>Re-engineering economic growth for greater prosperity</td></tr> </tbody> </table>	STRATEGIC THRUSTS (Mandatory)		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
STRATEGIC THRUSTS (Mandatory)								
Enhancing inclusiveness towards an equitable society								
Improving wellbeing for all								
Accelerating human capital development for an advanced nation								
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Re-engineering economic growth for greater prosperity								
<table border="1"> <thead> <tr> <th colspan="2">GAME CHANGERS (If Applicable)</th> </tr> </thead> <tbody> <tr><td>Unlocking the potential of productivity</td></tr> <tr><td>Uplifting B40 households towards a middle-class society</td></tr> <tr><td>Enabling industry-led Technical and Vocational Education and Training (TVET)</td></tr> <tr><td>Embarking on green growth</td></tr> <tr><td>Translating innovation to wealth</td></tr> <tr><td>Investing in competitive cities</td></tr> </tbody> </table>	GAME CHANGERS (If Applicable)		Unlocking the potential of productivity	Uplifting B40 households towards a middle-class society	Enabling industry-led Technical and Vocational Education and Training (TVET)	Embarking on green growth	Translating innovation to wealth	Investing in competitive cities
GAME CHANGERS (If Applicable)								
Unlocking the potential of productivity								
Uplifting B40 households towards a middle-class society								
Enabling industry-led Technical and Vocational Education and Training (TVET)								
Embarking on green growth								
Translating innovation to wealth								
Investing in competitive cities								
b. The project outputs will contribute to the following 11 th Malaysia Plan Key Focus Area (Bidang Fokus Utama)? <i>(please state the specific focus area)</i>								

Mid Year Progress Report 2016 approved by:

.....
 Name:
 Designation:
 Date:

ANNEX VIII: Funding Authorization and Certificate of Expenditures (FACE) Form Template

Funding Authorization and Certificate of Expenditures

UN Agency: XXXXXXXXXXXXX

Date: DD/MM/YYYY

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

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

REPORTING		REQUESTS / AUTHORIZATIONS				
Activity Description from AWP with Duration	Actual Project Expenditure	Expenditures accepted by Agency	Balance	New Request Period & Amount	Authorised Amount	Outstanding Authorised Amount
	B	C	D = A - C	MM-MM-YYYY	F	G = D + F
XX (MM/YYYY - MM/YYYY)						
XX (MM/YYYY - MM/YYYY)						
XX (MM/YYYY - MM/YYYY)						
Total	0	0	0	0	0	0

CERTIFICATION

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

- The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: _____ Name: _____ Title: _____

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

FOR AGENCY USE ONLY:

Approved by: _____
Name: _____
Title: _____
Date: _____

FOR UNICEF USE ONLY

Account Charges

Cash Transfer Reference: PROJ ref. no., YourRefNo.

GL codes:	
Training	0
Travel	0
Meetings & Conferences	0
Other Cash Transfers	0
Total	0

Liquidation Information

DCT Reference: DCT ref. no., Liquidation ref. no.

DCT Amount	0
Less:	
Liquidation Amount	0
Balance	0

FOR UNFPA USE ONLY

New Funding Release

Activity 1	0
Activity 2	0
Total	0