



United Nations Development Programme
Country: MALAYSIA

PROJECT DOCUMENT

Project Title: Third National Communications (TNC) to the UNFCCC and Biennial Update Reporting (BUR) for Malaysia

UNDAF Outcome(s):

As Malaysia does not have a United Nations Development Assistance Framework, UNDP's framework is based on activities that directly supports the achievement of national priorities as laid out in the 10th Malaysia Plan and in line with the *national transformation policy, government transformation programme, economic transformation programme, rural transformation programme, and political transformation programme*.

Expected CP Outcome(s):

Strengthened institutional capacity in managing climate change, including achieving both the 2015 renewable energy target of 5.5% of total electricity generation mix and an enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo.

Expected Output(s):

Submission of the Third National Communication (TNC) and the updating of the GHG Inventory by the submission of the Biennial Update Reporting (BUR) as part of the obligations under the United Nations Framework Convention for Climate Change (UNFCCC) in line with Malaysia's commitment and capacity in achieving the sustainable development path and to strengthen its national policy on climate change.

Implementing Partner: Ministry of Natural Resources and Environment (MNRE)

Executing Entity: Ministry of Natural Resources and Environment (MNRE)

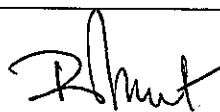
Brief Description

Malaysia ratified the UN Framework Convention on Climate Change (UNFCCC) on July 13, 1994 and the Kyoto Protocol on 4 September 2002. As part of the obligations assumed as a party of the UNFCCC, the Government of Malaysia submitted its First National Communication in 2000 and the Second National Communication (NC2) was submitted in January of 2011. As an immediate background, the NC2 has produced several results of significant importance for the development of this project, the Third National Communication (TNC) and the first Biennial Update Report (BUR). The goals and objectives of this enabling project are the following:

1. Assist Malaysia in meeting reporting requirements under Article 12 of the Convention
2. Strengthen the technical and institutional capacities of Malaysian institutions to implement the Convention and
3. Submission of the first Biennial Update Report (BUR)

The TNC/BUR project would take this process a step further and would represent a strategic tool to integrate climate change considerations into sector policies and programs, as well as building on and linking to the already ongoing initiatives. It is also a tool for decision makers at all levels by providing them with an in depth mitigation and adaptation assessments which will ensure a more accurate and robust policy planning process.

Programme Period:	2013-2015	2014 AWP budget:	USD 426,055
Key Result Area: (UNDP Strategic Plan 2014 – 2017) Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.		2015 AWP budget:	USD 390,200
		2016 AWP budget:	USD 187,000
		2017 AWP budget:	USD 148,745
		Total Resources required (GEF and CS):	USD 1,152,000
		<u>UNDP Managed fund:</u>	
Atlas Award ID:	00077556	GEF (cash) TNC+BUR <EA>	USD 852,000
Project ID:	00088260	Regular (TRAC)	0
PIMS ID:	5130	Cost Sharing (cash)	USD 300,000
		GMS 6% of Government CS	USD 18,000
		Total Resources Allocated	USD 1,170,000
Start date:	Jan 2014	<u>Others (in-kind)</u>	
End Date:	Dec 2017	Government in kind	USD 404,450
		UNDP In-kind	USD 100,000
Management arrangements	NIM	Note:	
PAC Meeting Date: 25 Oct 2013		• GEF GMS is at 9.5 % = USD 80,940 and excluded from the Project Budget	



Agreed by Datuk Dr. Rahmat Bivi Yusoff, Director General, Economic Planning Unit of the Prime Minister's Department

22 APR 2014

Michelle Gyles-McDonough, Resident Representative
United Nations Development Programme

Table of Contents

I.	SITUATION ANALYSIS	7
II.	STRATEGY	16
III.	PROJECT RESULTS FRAMEWORK	31
IV.	TOTAL BUDGET AND WORKPLAN (TBWP)	36
V.	MANAGEMENT ARRANGEMENTS	43
VI.	MONITORING AND EVALUATION FRAMEWORK	48
VII.	LEGAL CONTEXT	52
VIII.	ANNEX A: ANNUAL WORK PLAN	53
IX.	ANNEX B: RISKS AND MITIGATION	88
X.	ANNEX C: UNDP ANNUAL WORK PLAN MONITORING TOOL	89
XI.	ANNEX D: MID-YEAR PROGRESS REPORT (MYPR)	91
XII.	ANNEX E: PROJECT ANNUAL PROGRESS REPORT	92
XIII.	ANNEX F: FACE FORM	93
XIV.	ANNEX G: UNDP UNIVERSAL PRICE LIST	94
XV.	ANNEX H: GEF-APPROVED PROJECT INITIAL FORM (PIF)	98
XVI.	ANNEX I: LETTER OF ENDORSEMENT FROM GEF CEO	99
XVII.	ANNEX J: TERMS OF REFERENCES	101
XVIII.	ANNEX K: LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF MALAYSIA FOR PROVISION OF SUPPORT SERVICES UNDER NATIONAL EXECUTION	108
XIX.	ANNEX L: COUNTRY PROGRAMME ACTION PLAN BETWEEN THE GOVERNMENT OF MALAYSIA AND THE UNDP 2013-2015: NATIONAL IMPLEMENTATION MODALITY: ROLES AND RESPONSIBILITIES	11211
XX.	ANNEX M – MOSS	1298

Acronyms

AFOLU	Agriculture, Forestry, and other Land Uses
BSEEP	Building Sector Energy Efficiency Project
BUR	Biennial Update Reporting
CIDB	Construction Industry Development Board
DID	Department of Irrigation and Drainage
DOE	Department of Environment
EC	Energy Commission (English for ST)
ECC	Economics of Climate Change study
EE	Energy Efficiency
EV	Electric Vehicle
EPP	Entry Point Projects
EPU	Economic Planning Unit
FiT	Feed-in-Tariff
FRIM	Forest Research Institute of Malaysia
GBI	Green Building Index
GDP	Gross Domestic Product
GHG	Green House Gases
GTCCC	Green Technology and Climate Change Council
GTP	Government Transformation Programme
INC	Initial National Communication (or First National Communication)
ktoe	Kilo tons of oil equivalent
LCCF	Low Carbon City Framework
LCS	Low Carbon Society
LECB	Low Emission Capacity Building project
LEDS	Low Emission Development Strategy
MARDI	Malaysia Agriculture Research and Development Institute
MMD	Malaysia Metrology Department
MDG	Millennium Development Goals
MEGTW	Ministry of Energy, Green Technology and Water

MGTC	Malaysia Green Technology Corporation
MITI	Ministry of International Trade and Industry
MNRE	Ministry of Natural Resources and Environment (or NRE)
MOA	Ministry of Agriculture
MOSTI	Ministry of Science, Technology and Innovation
MP	Malaysia Plan
MRV	Measuring, Reporting and Verification
MHLG	Ministry of Housing and Local Government (same with MUWHLG)
MUWHLG	Ministry of Urban Wellbeing, Housing and Local Government
NAHRIM	National Hydraulic Research Institute of Malaysia
NAMA	Nationally Appropriate Mitigation Actions
NC2	National Communication 2 (or Second National Communication (SNC))
NEB	National Energy Balance
NPD	National Project Director
NPM	National Project Manager
NSC	National Steering Committee
PEMANDU	Performance Management and Delivery Unit
PIF	Project Initial Form
RE	Renewable Energy
REPPA	Renewable Energy Power Purchase Agreement
SE4ALL	Sustainable Energy for All
SEDA	Sustainable Energy Development Authority
SME	Small and Medium Industries
SPAN	Suruhanjaya Perkhidmatan Air Negara (National Water Services Commission)
SREP	Small Renewable Energy Projects
ST	Suruhanjaya Tenaga (Energy Commission)
SWMD	Solid Waste Management Department
TNB	Tenaga Nasional Berhad
TNC	Third National Communication
TWG	Technical Working Group

UNDP

United Nations Development Programme

UNIDO

United Nations Industrial Development Organization

I. SITUATION ANALYSIS

Introduction

Malaysia has been an active player in the international climate change agenda. Malaysia ratified the UN Framework Convention on Climate Change (UNFCCC) on July 13, 1994 and the Kyoto Protocol on 4 September 2002. As part of the obligations assumed as a party of the UNFCCC, the Government of Malaysia submitted its First National Communication in 2000 and the NC2 was submitted in January of 2011 with the assistance of the UNDP/GEF. At COP 15 in Copenhagen, our Prime Minister announced that Malaysia would voluntarily reduce its emissions intensity of GDP by up to 40% based on 2005 levels by 2020. This initiative demonstrates Malaysia's willingness to address GHG emissions in the context of sustainable development; however, it is conditional on technology transfer and financial support from developed countries. The NC2 identifies timely access to appropriate technology and finances are necessary to ensure the overall achievement of the lower emissions per unit GDP scenario, especially holding truth in the energy and waste sectors. NC2 leads to the detailed development of the Third National Communication (TNC) project.

Emissions inventory for the year 2000, and estimates, are showing that GHG emissions are continuously increasing. These inventories establish a solid baseline that facilitates the updating of GHG emissions and the analysis of future trends. Increases in emissions in the Energy, Industrial Processes and Waste sectors ranged between 50-184 % between the years 1994 and 2000 resulting in a significant increase in emissions of each GHG considered. At the same time, there was a 260 %increase in net removal in the LULUCF sector largely due to the increase in categories considered and better accuracy in calculations. The Agriculture sector showed a reduction in emissions due to the changes in assumptions and guidelines. In NC2, the Energy sector contributed 66%, LULUCF sector 13%, and Waste sector 12%. The NC2 also resulted in guidelines for adaptation and mitigation which are a first step towards a concrete strategy.

Relevant policies as stated in the Tenth Malaysia Plan (RMK-10) 2010-2014, are the National Policy on Climate Change and the National Green Technology Policy. The National Green Technology and Climate Change Council, chaired by the Prime Minister, was established in early 2010 to foster greater ties and coordination between these two complementary areas. The 10Malaysia Plan further strengthens efforts on achieving a climate resilient growth by adopting a dual strategy in addressing climate change impacts: firstly, adaptation strategies to protect economic growth and development factors from the impact of climate change; and secondly, mitigation strategies to reduce emission of GHGs.

The 10 Malaysia Plan recognises that climate change is a global issue with significant implications for Malaysia despite the country's contribution of only 0.7% to global CO₂ emissions based on the UNDP Human Development Report 2007/2008. Major efforts will be introduced to reduce emissions intensity through several programmes aimed at reducing emission of GHGs. These initiatives include creating stronger incentives for investments in renewable energy (RE); promoting energy efficiency to encourage productive use of energy; improving solid waste management; conserving forests; and reducing emissions to improve air quality.

The National Policy on Climate Change was approved by the Cabinet in 2009 with the aim to provide the framework to mobilise and guide all key stakeholders in addressing the challenges of climate change in an effective and holistic manner. The objectives of the policy include mainstreaming climate change response through wise resource use and enhanced environmental conservation, integration of these responses into new and existing national plans and programmes, and strengthening institutional capacity, with the collective goals of strengthening economic competitiveness, improving quality of life, strengthening development resilience in the face of the potential impacts of climate change, and reducing its negative impacts. The Policy identifies 43 key actions under 10 strategic thrust areas to facilitate the integration of

climate change considerations into planning and implementation of development programmes and decision making processes. The Ministry of Natural Resources and Environment is presently implementing the Policy.

The National Green Technology Policy, launched in 2009, seeks to promote low carbon technology and ensure sustainable development while conserving the natural environment and resources. The Policy focuses on four broad sectors (building, energy, waste and transportation) with five strategic thrusts, i.e. to establish a green technology council for high-level coordination amongst key stakeholders; to provide a conducive environment for green technology development; to intensify human capital development by providing training and education programmes, and by introducing financial packages and incentives to students embarking on green technology related subjects; to intensify green technology research and innovation towards commercialisation; and to promote for public awareness on green technology. The Ministry of Energy, Green Technology and Water (MEGTW) implements the Policy.

UNFCCC Guidelines for preparation of national communications from non-Annex I Parties¹

In accordance with Article 4, paragraph 1 and Article 12, paragraph 1, each Party shall communicate to the Conference of the Parties, through the secretariat, the following elements of information:

- a) A national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol, to the extent its capacities permit, using comparable methodologies to be promoted and agreed upon by the Conference of the Parties.
- b) A general description of steps taken or envisaged by the Party to implement the Convention.
- c) Any other information the Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its communication, including, if feasible, material relevant for calculations of global emission trends.

Guidelines for the preparation of initial national communications from non-Annex I Parties were adopted at COP 2 in Geneva in 1996. COP 5 (Bonn, 1999) initiated a process of reviewing the guidelines, with the aim of improving them and established a Consultative Group of Experts on National Communications from non-Annex I Parties ([CGE](#)) in order to improve the process of preparation of national communications by non-Annex I Parties. The COP, at its eleventh session, took decisions on submission of second, and where appropriate, third national communications (TNC) from NAI Parties (Decision 8/CP.11). The thirtieth session of the SBI also agreed on conclusions which could influence the way national communications are planned and implemented (see paragraph 7 of FCCC/SBI/2009/L.12).

UNFCCC Guidelines for preparation of Biennial Update Report²

COP 17 adopted the guidelines for the preparation of biennial update reports from non-Annex I Parties contained in annex III of decision 2/CP.17, and also decided the following:

- a) That non-Annex I Parties, consistent with their capabilities and the level of support provided for reporting, should submit their first biennial update report by December 2014; the least developed country Parties and small island developing States may submit biennial update reports at their discretion;
- b) That in using the Guidelines, non-Annex I Parties should take into account their development priorities, objectives, capacities and national circumstances;
- c) That the Guidelines should be used as a basis to provide guidance to an operating entity of the financial mechanism for funding the preparation of biennial update reports from non-Annex I Parties and, in the case of the first biennial update report, to the Global Environment Facility;

¹ http://unfccc.int/national_reports/non-annex_i_natcom/guidelines_and_user_manual/items/2607.php

² http://unfccc.int/national_reports/non-annex_i_natcom/guidelines_and_user_manual/items/2607.php

- d) To urge non-Annex I Parties to submit their requests to the Global Environment Facility (GEF) for support, in a timely manner;
- e) That enhanced support for the preparation of biennial update reports should be ensured by developed country Parties and other developed Parties included in Annex II to the Convention by means of resources, in accordance with Article 4, paragraph 3, of the Convention, on the basis of agreed full-cost funding;
- f) That non-Annex I Parties shall submit a biennial update report every two years, either as a summary of parts of their national communication in the year in which the national communication is submitted or as a stand-alone update report; the least developed country Parties and small island developing States may submit biennial update reports at their discretion;
- g) That the first biennial update report submitted by non-Annex I Parties shall cover, at a minimum, the inventory for the calendar year no more than four years prior to the date of the submission, or more recent years if information is available, and that subsequent biennial update reports shall cover a calendar year that does not precede the submission date by more than four years;
- h) That these guidelines should be reviewed and revised as appropriate, in accordance with decisions of the Conference of the Parties.

Baseline Initiatives with respect to GHG Inventory, Mitigation and Adaptation process

NC2 project highlighted challenges faced in terms of the agencies' coordination and quality of the data collected. Due to limited resources provided and with various competing priorities within the government agencies, getting a coordinated approach to a more streamlined inventory process was not an easy task and requires group leaders (of the TWGs) to spend additional efforts in convincing partners in working together. Learning curve was steep and awareness on the activities required (and where they will be leading to) was not that clear cut. As time progresses, especially near the end of the first draft of the GHG Inventory, it became clearer to participating agencies on the needs of the activities, effects of their coordinated effort and its objectives. Sources for data, especially on the timeline series was also not robustly identified in the initial stage. However, it was finally validated and led to the successful finalization of the NC2 report.

The government has not been successful in addressing the finalized figures for the local emission factors due to the lack of understanding of acceptable methodologies and also due to lack of extensive primary research which is still needed in a certain sectors. Nevertheless since 2011, MNRE has initiated a national drive to encourage industry players and researchers to provide inputs and it is expected that a tentative figure will be made available in the TNC project. The IPCC 2006 Best Practice Guidelines was discussed in the national workshops and has been demonstrated in selected sub-sectors. The government is in the process of appointing the guardian of the national GHG database Center (NGD). Both the Department of Environment (DOE) and the Department of Statistics (DOS) have expressed interest in taking this task further. As part of the NGD Center's tasks, data related to GHG emissions will be segregated according to IPCC Guidelines categories and further relations between processes (such as industrial processes and emissions released) will be further analyzed. The NGD Center will address the lack of centralized activity data collection and compilation in all key sectors including historical data for relevant sectors such as forestry, agriculture and waste. From time to time, capacity building workshops and training on uncertainty analyses, scenario planning and quality assurance/quality control procedures were organized especially under the Economics of Climate Change and the Green Growth workshops by UNESCAP. Starting 10th Malaysia plan, the government through MNRE has successfully allocated sufficient funding for inventory preparation (under the GEF5 preparation project).

Since the completion of the NC2 project, Malaysia’s understanding on adaptation has strengthened and adaptation policy has been incorporated in the bigger national development planning such as in the 10th Malaysia plan. Effects of climate change especially on water resource management, food security and health sectors have been discussed and necessary allocations have been provided (for example on flood mitigation measures in the state of Johor and Kedah). ECC project has further exposed policy makers on suitable down-scale model using models to be used in the policy planning. The process of providing inputs and analyzing the data requires inter-sectoral participation including the local universities and research institutions.

Mitigation efforts have made tremendous progress since the NC2. The Renewable Energy Act was gazetted in 2011 and the Sustainable Energy Development Authority (SEDA), an agency responsible in administering the FiT scheme, was also established. Under the RE Act, the Feed-in-Tariff (FiT) mechanism had started where it has created successfully a jump-start for the energy sector from less than 50MW generation mix from RE in 2008 to nearly 200MW in 2012. Based on the 10th Malaysia plan, it is expected that RE sources will generate up to 985MW or 5.5% of electricity generation connected to the grid by end of 2015. The government has started energy efficiency (EE) programme to target 120 government buildings while the UNDP/GEF Building Sector EE project (BSEEP), started in 2010, targets more than 400 buildings to be energy efficient by the year 2016. Lack of human capital still remains one of the biggest challenges however it is now noted that all local universities have initiated climate change mitigation programmes including introduction on EE/RE subsumed in their courses. Mitigation actions are currently guided by the national development plans with two key national policies (National Policy on Climate Change and National Green Technology Policy) as stated above. The National REDD+ readiness project is currently on-going which will address reference level, institutional federal-state coordination, MRV in the forestry sector and data accuracy.

Stock Taking and Other Relevant Initiatives

There are other relevant projects and programmes that are currently and will be implemented. This project will collaborate with other initiatives such as UNDP/GEF Green Technology Application for the development of the Low Carbon Cities (GTALCC), UNDP/EU/Australia/Germany Low Emission Capacity Building Project (LECB), UNIDO/GEF Solar Thermal for Industrial and Heating application, Reducing Emission from Deforestation and Land Degradation plus (REDD+), Economics of Climate Change Study, Roadmap on Reduction of Carbon Intensity in Malaysia, Development of National Carbon Disclosure Programme (NCDP) Framework Study, UNDP/GEF Building Sector Energy Efficiency Project (BSEEP), EU Sustainable Consumption and Production (SCP), UNIDO/GEF Industrial Energy Efficiency for Malaysian Manufacturing Sector (IEEMS), Green Township (and Low Carbon Cities Framework (LCCF)), Green Building Index (GBI), Green PASS for buildings and the JICA Low Carbon Society (LCS) project. A general overview of the initiatives is summarised as below:

No	Initiatives	Description	Period	Implemented by	TNC/BUR possible interventions
1	Low Emission Capacity Building Project (LECB)	The project is to support Malaysia’s mitigation actions in line with the UNFCCC outcome	2013-2015	UNDP and MNRE	<ul style="list-style-type: none"> • GHG Inventory component related to industry mitigation actions • Potential NAMAs which will have sufficient scientific information in updating of GHG Inventory • Produce potential mitigation actions from various sectors as proposed during consultations
2	Green Technology Application for	It is a GEF-supported project to promote widespread use of green t	2014-2019	UNDP, GEF and	<ul style="list-style-type: none"> • Assist in the development of Low Emission Development Strategies

No	Initiatives	Description	Period	Implemented by	TNC/BUR possible interventions
	development of the Low Carbon Cities (GTALCC)	technology applications, EE and RE in the cities. It plans to build capacities of town/city planners in adopting green technologies to mitigate GHG (technical, financing and awareness). It will also focus on transport sector such as the Bus Rapid Transit and Electric-vehicle (EV).		MEGTW	<p>(LEDS) for cities / township</p> <ul style="list-style-type: none"> Recommend possible city-level supported NAMAs (and its associated MRV) such as waste-to-energy, electric-vehicle and building energy efficiency. Policy inputs related to city level initiatives as part of the national mitigation actions Scientific and analytical inputs to GHG inventory and its reduction potential
4	Solar Thermal for Industrial and Heating application	The project is supported by GEF with UNIDO to promote the use of solar thermal for industrial use. It will develop standard and guidelines and build stakeholder's capacities in understanding solar thermal technology	2015-2018	UNIDO and MIGHT	<ul style="list-style-type: none"> Assist in the development of Low Emission Development Strategies (LEDS) for industrial heating sectors Recommend NAMAs (and its associated MRVs) such as solar drying technology for industrial processes. Scientific and analytical inputs to GHG inventory and its reduction potential
6	Economics of Climate Change Study	An initiative to build national capacity in developing necessary costing for CC mitigation and adaptation measures. It will harmonize necessary modelling tools for policy makers to be used in the national planning exercise.	2011-2013	UNDP and EPU	<ul style="list-style-type: none"> Assist in the development of Low Emission Development Strategies (LEDS) for energy, agriculture and water sectors. Recommend possible domestic or supported NAMAs from mitigation recommendation list. Utilize expertise on using energy modelling tools such as LEAP and macro-economic modelling such as AIM and GCE. Policy inputs related to various economic sectors sector as part of the national mitigation and adaptation actions Scientific and analytical inputs to GHG inventory and its reduction potential
7	Roadmap on Reduction of Carbon Intensity in Malaysia	Finalize and streamline national mitigation actions in relation to PM's pledge in Copenhagen of 40% carbon intensity reduction conditional upon transfer of technology and financing from the developed countries	2012-2013	MNRE and UNITEN	<ul style="list-style-type: none"> Assist in the development of Low Emission Development Strategies (LEDS) for energy, industrial, building and other GHG emitting sectors. Recommend possible domestic or supported NAMAs from mitigation recommendation list. Utilize expertise on using energy modelling tools such as LEAP and MARKAL . Policy inputs related to key mitigation sectors sector as part of the national mitigation actions Scientific and analytical inputs to GHG inventory and its reduction potential
8	National Corporate GHG Reporting Programme (NCGRP) Project	The project is formulating the necessary building blocks for voluntary emission reduction programme in Malaysia. Malaysia's NCGRP invite private sectors to support national CC initiatives by disclosing their CC mitigation actions.	2013-2015	UNDP and MNRE	<ul style="list-style-type: none"> Assist government in providing potential domestic supported NAMAs from private sectors. Policy inputs related to corporate sector as part of the voluntary national mitigation actions Scientific and analytical inputs to GHG inventory and its reduction potential
9	Building Sector	It is a GEF-supported project and	2010 –	UNDP, GEF	<ul style="list-style-type: none"> Recommend possible domestic or

No	Initiatives	Description	Period	Implemented by	TNC/BUR possible interventions
	Energy Efficiency Project (BSEEP)	focuses on EE for new and existing buildings. It is also a capacity building project for the government and the private sectors. The project shall develop/support necessary rating tools and standards and build capacity of public and private developers on building EE design and retrofitting.	2015	and PWD	<p>supported NAMAs from the building sector</p> <ul style="list-style-type: none"> • Work hand-in-hand using building design simulation model such as IES. • Policy inputs related to building sectors as part of the national mitigation actions • Scientific and analytical inputs to GHG inventory and its reduction potential
11	Sustainable Consumption and Production (SCP)	Provide inputs for the formulation of the next Malaysia Plan towards achieving an inclusive, sustainable and high-income developed nation by 2020. Focus on areas of resource efficiency and green growth and climate change.	2012 - 2015	EU and EPU	<ul style="list-style-type: none"> • Assist in the development of Low Emission Development Strategies (LEDS) for energy sectors • Policy inputs related to consumption and production sectors as part of the national mitigation actions • Scientific and analytical inputs to GHG inventory and its reduction potential
12	Industrial Energy Efficiency for Malaysian Manufacturing Sector (IEEMS)	A GEF-supported projects to promote the use of ISO50000 Energy Management System, to build capacity of SME in managing energy usage and develop guidelines and standards for industrial equipment.	2012 - 2017	UNIDO, GEF and SMIDEC	<ul style="list-style-type: none"> • Recommend possible domestic or supported NAMAs from the industrial (SME) sector • Policy inputs related to industrial EE and ISO 50000 as part of the national mitigation actions • Scientific and analytical inputs to GHG inventory and its reduction potential
13	Green Township (and Low Carbon Cities Framework (LCCF))	It is an ongoing initiatives undertaken in supporting the national green technology policy. It focuses on a 10% saving in energy usage, development of the Green Township Guideline and Green Rating System . The Low Carbon Cities Framework (LCCF) has been currently established as voluntary guidelines for cities in reducing GHG emission. LCCF consists of passive and active measures including green initiatives such as 3R and composting.	2010 – 2015	MEGTW	<ul style="list-style-type: none"> • Assist in the development of Low Emission Development Strategies (LEDS) for cities / township • Recommend possible city-level supported NAMAs (and its associated MRV) such as waste-to-energy, electric-vehicle and building energy efficiency. • Scientific and analytical inputs to GHG inventory and its reduction potential
14	Green Building Index (GBI)	A green building certification programme led by professionals to encourage building owners and developers to utilize resources (energy, water and materials) efficiently. For buildings and township.	Since 2007	Professionals	<ul style="list-style-type: none"> • Recommend possible domestic or supported NAMAs from the building and township sector • Scientific and analytical inputs to GHG inventory and its reduction potential
15	Green PASS for buildings	A government-led mandatory rating that measures the actual impact of the quantity of greenhouse gas (GHG) by released by building during construction phase and operational phase of the building.	2012 onwards	CIDB and JKR	<ul style="list-style-type: none"> • Recommend possible domestic or supported NAMAs from the building sector • Scientific and analytical inputs to GHG inventory and its reduction potential
16	Low Carbon Society (LCS)	The project is supported by the Japanese government to develop pilot research studies on low carbon society for Iskandar Malaysia. It utilizes scenario planning and modelling approach to low carbon cities and build capacity of policy makers in prioritizing EE and RE measures.	2010 -2013	JICA, EPU and Iskandar Malaysia	<ul style="list-style-type: none"> • Recommend possible domestic or supported NAMAs from the township (Iskandar Malaysia), building sector, transport and WTE plants. • Policy inputs related to city sector as part of the national mitigation actions • Scientific and analytical inputs to GHG inventory and its reduction potential

No	Initiatives	Description	Period	Implemented by	TNC/BUR possible interventions
17	Entry Point Projects (Energy, O&G) EPP 9 (Energy Efficiency) and EPP 10 (Renewable Energy and Solar PV)	<p>EPP 9 focuses on five relevant levers to improve EE :</p> <ul style="list-style-type: none"> to lead by example on energy-efficiency practices and philosophy, to stimulate sales of energy-efficient appliances, the Government will work with TNB to make co-generation economically viable, to regulate better insulated buildings and to stimulate the sale of energy-efficient vehicles. <p>EPP10 promotes the wide-spread use of grid-connected solar PV. The Feed-in-Tariff (Fit) as the driver to achieve 65MW grid-connected solar PV capacity by 2015</p>	2011-2015	PEMANDU and MEGTW	<ul style="list-style-type: none"> Recommend possible domestic NAMAs from the energy efficiency and Solar PV grid-connected projects Policy inputs related to city sector as part of the national mitigation actions Scientific and analytical inputs to GHG inventory and its reduction potential
18	Entry Point Projects on Palm Oil Industries: EPP5 (RE and biogas) and EPP 7 (RE and 2nd gen biofuels)	<p>EPP5 Focus on the utilization of biogas resources in the palm oil sector. Target to gradually build biogas facilities across 400 mills by 2020</p> <p>EPP7 Fast-track the commercialization of 2nd generation biofuels to leverage the biomass generated in the industry. As the technology becomes available in the next few years, Bio Oil can be converted into transportation fuels like diesel</p>	2011-2015	PEMANDU, MPIC and MPOB	Recommend possible domestic and supported NAMAs from the biogas plants and the use of 2nd generation bio-fuel
19	Entry Point Projects on Electrical & Electronic: EPP6 (solar manufacturing)	To increase production capacity of solar wafers and cells by 10 fold from 2.4GW to 23.3GW in 2020	2011-2015	PEMANDU and MITI	Recommend possible domestic and supported NAMAs from the manufacturing solar PV and cells for domestic use.

Institutional and Policy framework

Both the National Policy on Climate Change and National Green Technology Policy are important in achieving Malaysia's broader development goals of achieving a high income nation status in a sustainable manner. Strategic implementation of these policies is therefore necessary. Recognising this, a National Green Technology and Climate Change Council, chaired by the Prime Minister, was established in early 2010 to foster greater ties and coordination between these two complementary areas.

The Council comprises of several Working Committees that can play key roles on mitigation actions in the country. These Committees include Working Committee on Industry led by the Ministry of International Trade and Industry; Working Committee on Transport led by the Ministry of Transport; Working Committee on Human Capital led by Ministry of Human Resources; Working Committee on Research and Innovation led by Ministry of Science, Technology and Innovation; Working Committee on Promotion and Public Awareness led by Ministry of Information, Communication and Culture; and Working Committee on Green Neighbourhood led by Ministry of Housing and Local Government (MUWHLG).

Specifically on energy, energy policy in Malaysia is set and overseen by the Economic Planning Unit (EPU), with close coordination with the line ministry (MEGTW, on electricity matters) and other agencies (i.e. Energy Commission and SEDA). MEGTW regulates the non-oil and electricity sector (and gas energy and security sectors) while EC regulates the energy supply activities and enforces energy supply laws. SEDA, is a newly set up statutory body formed under the Sustainable Energy Development Authority Act 2011 whose role is to administer and manage the implementation of the feed-in tariff (FiT) mechanism mandated under the Renewable Energy Act 2011. Malaysia Green Technology Corporation (MGTC) from time to time provides promotion, policy research and awareness support to MEGTW related to green technology programme including in promoting the wide spread use of RE and EE.

Energy efficiency (EE) measures (including demand side management) have been mainstreamed since the 7th Malaysia Plan period (1996-2000) and in 10th Malaysia Plan, it has been further intensified to harness energy savings potential and reduce Malaysia's carbon emissions and dependence on fossil fuels. Intrinsic barriers to energy efficiency that pose challenges in capturing this opportunity are being addressed. EE covers the efficiency of power generation, transmission and distribution of electricity as well as various end uses of energy such as in the industrial, commercial and residential. Policy on renewable energy (RE) too has been recognised as early in the year 2000. The advent of the Fifth fuel policy has further reinforced Malaysia's position in developing the RE industries. It was initially targeted to contribute 5% of the country's electricity demand by year 2005 and the Small Renewable Energy Program (SREP) was launched in May 2001 under the initiative of the Special Committee on Renewable Energy (SCORE) aimed to support the government's strategy in intensifying the development utilization of RE, where by 2005, equal to between 500 and 600 megawatt (MW) of installed capacity to be made available. 10th Malaysia plan targets for 5.5% of RE generation which is about 985MW in capacity.

Solid waste management has traditionally been under the jurisdiction of local authorities in Malaysia. However, the Solid Waste and Public Cleansing Management Act 2007 centralise management of solid waste by the Federal Government. The National Solid Waste Management Department was established under the Ministry of Housing and Local Government in 2007. The Solid Waste and Public Cleansing Management Corporation was established to handle the day-to-day operation of solid waste and public cleansing. The waste sector is one of the key sources of emissions after the energy sector. Among others, landfills contributed to nearly half of the total methane emission in the country in 2000. Mitigation strategies for reduction of GHGs from solid wastes therefore focus only on the organic portions of solid wastes, which can be achieved in three stages of solid waste management. From waste generation stage, the potential include reduction of organic waste generation so that the organic wastes that need to be treated or disposed are minimised. During waste treatment stage, emissions reduction can be achieved through proper treatment/recycling of organic waste to minimise the amount disposed. In the waste disposal stage, proper landfill management can ensure that GHG emissions from the site are properly captured for flaring or methane recovery.

In spite of the rapid rate of development, Malaysia continues to retain a highland of natural forests. The national forest policy and National Forestry Act has set aside 14.19 million out of the 33 million hectares of the country as permanent forest reserves, serving as the core forested areas of the country. Of this forested area, 10.53 million and 3.66 million hectares serve as production and protection forest respectively. There are approximately a quarter of a million hectares that have been dedicated to forest plantations and all remaining forests are designated as state land forest. A significant amount of carbon has been sequestered by existing forested areas and managed land use areas as well as through reforestation and replanting programmes, and suburban and urban tree planting. CO₂ removal occurred in the LULUCF sector. The net removal from the LULUCF sector amounted to 220.19 Mt CO₂. Climate change mitigation in the forestry

sector may be accomplished by reducing the rate of forestry-related GHG emissions to the environment and taking advantage of the unique ability of living green plants to remove carbon dioxide from the atmosphere. Emissions reductions in the forestry sector can be accomplished either through harvesting fewer trees and converting less forested land to other land uses, or, alternatively, by harvesting timber or converting land in ways that result in fewer emissions of GHG to the atmosphere.

The Third National Agricultural Policy outlines the strategic directions for agricultural development from 1998 to 2010. The policy noted an expected decline in contributions from rubber, cocoa and sawn logs while the contribution from oil palm and food commodities were expected to increase. The main thrust of the policy was to focus on new approaches to increase productivity as well as conserve and utilize natural resources in a sustainable manner. Methane from rice production is the main source of emissions of the agriculture sector. Fertiliser usage and livestock management also contribute significant and growing emissions. The future emissions from rice cultivation will probably increase slightly due to production intensity and the small increase in new areas of rice cultivation. Additionally, future emissions from the livestock sector will potentially increase parallel with the government's plan to increase cattle livestock production from the present 15 to 40 percent self-sufficiency or an increase of about 1.5 million cattle.

TNC/BUR Preparation and Stakeholders' Consultation Process

Preparation for TNC/BUR project started since 2011. Under the guidance of MNRE, various meetings direct/indirectly related to various initiatives related to TNC were conducted. Stakeholders such as MEGTW, MOA, Department of Irrigation, Economic Planning Unit, Sustainable Energy Development Authority (SEDA), Energy Commission, Malaysian Green Technology Corporation (MGTC) and Tenaga Nasional Berhad (national electricity utility company) were consulted in case by case basis, either in formal or informal meetings during events held by UNDP and/or MNRE workshops. Since 2012, discussion with UNDP BDP New York has been organized on the formulation of the TNC/BUR Project Initial Form (PIF) as in [ANNEX H](#), where finally it was technically cleared by GEF on 9 May 2013 and endorsed by GEF council on 9 October 2013, as in [ANNEX I](#). From July to August 2013, discussions with respect to the project timeline of the BUR and TNC report submission were discussed to ensure Malaysia submits a robust and high quality report within the agreed timeline. Final meeting with the latest draft project document was organized on 23 September 2013.

The preparation stage allowed UNDP and MNRE to develop an overview of a context assessment that looked into the systematic analysis of relevant work on-going and previously carried out; identify results, lessons learned, areas of capacity that can be built on, as well as gaps, further research and capacity needs and identify and validate priority areas, strategies and institutional arrangements for the project. Discussion however is still on-going on the detail involvement of the stakeholders mentioned above and will be finalized during the inception report.

II. STRATEGY

Project rationale

The TNC and BUR fall under objective 6 'To support enabling activities and capacity building', outcome 'Completed CC EAs'. Most climate change policies and measures are still pending to be integrated into sectoral development strategies and to be assessed in terms of their economic, environmental and social impacts.

The proposed Third National Communication (TNC) would take this process a step further and would represent a strategic tool to integrate climate change considerations into sector policies and programs, as well as building on and linking to the already on-going initiatives. The proposed project would look at the integration of climate change policies and measures with policies, strategies and programs of actions currently underway. As a result the TNC would create a key tool for decision makers at all levels by providing them with in depth mitigation and adaptation assessments and with continuous and solid climate data that would inform the policy design process. This new stage requires the update of information, the use of new scientific tools and the inclusion of new spatial scales, covering new topics as climate change in eco-regional planning, which a critical piece for land-use planning. The results of these updates and assessments as well as the active involvement of various institutions (public, scientific, educational and civil society) right from the beginning are expected to contribute to deepen the understanding of the needs and consequences of the implementation of mitigation and adaptation policies and measures as well as of their potential contribution to the sustainable development of the different economic sectors in Malaysia.

Project scope

The TNC scope will include the latest GHG Inventory, mitigations activities and adaptation measures planned and adopted from the last year of NC submission (year 2005) to present. It will generally cover the key GHG emitting sectors in the national communication framework as per the latest UNFCCC national communication guidelines.

Project objectives, outcomes and outputs/activities

The goals and objectives of this enabling project are the following:

1. Assist Malaysia in meeting reporting requirements under Article 12 of the Convention and at the same time strengthen the country capacities for the implementation of climate change reporting activities in a continuous manner
2. Strengthen the technical and institutional capacities of Malaysian institutions to implement the Convention, as well as to assist the government to integrating climate change issues into sectoral and national development priorities in a more efficient way and
3. Support Malaysia's Biennial Update Reporting (BUR)

It is also to strengthen the capacity of the Malaysian government in designing sectoral policies and measures in the mitigation and adaptation agenda based on an updated GHG emissions inventory while fulfilling its obligations to the UNFCCC. The identified mitigation and adaptation actions would also include meeting the sustainable development agenda which will look into environmental, social, economic impacts of the implementation of the identified measures, as well as of possible synergies that would take into consideration the outcomes of international climate negotiations. The implementation of project outcomes by the country is expected to generate global environmental benefits through the reduction of GHG as a

consequence of designing appropriate mitigation policies and measures as proposed under this project. It would also benefit biodiversity and land conservation by reducing the vulnerability of critical ecosystems through identified adaptation measures, and by addressing land degradation issues based on detailed vulnerability assessments. In immediate terms, this project will enable the country to act proactively in the domestic climate change agenda based on a tool to guide development in different sectors.

The following 7 outcomes are as below:

Component 1: Technical and institutional framework for TNC

Component 2: Inventory of GHG and the development of tools

Component 3: Biennial Update Reporting (BUR)

Component 4: Adaptation impacts and actions

Component 5: Mitigation impacts and actions

Component 6: Publication and dissemination of the TNC and the BUR reports

Component 7: Project Management and Monitoring & Evaluation (M&E)

A more detailed list of activities will be finalized during the Inception phase but general elaboration of each component is as below:

Component 1: Institutional Framework for TNC and BUR

Outcome: Efficient and operational institutional framework (which includes technical and policy aspect) for the effective governance of CC in Malaysia

- This component shall update and strengthen institutional arrangement for a permanent national communications arrangement building upon the previous institutional project framework in NC2.
- It will focus on activities on institutional strengthening, capacity building and information management. The institutional capacity with regard to integrating climate data and information into sectoral programs and strategies based on the results of the supported studies will be strengthened.
- As CC involves multidisciplinary subject matter, stakeholders' participation shall be fully explored and cross inter-ministries / agencies engagement shall be fully encouraged.
- Latest and updated National Communication reports from other Countries will be assessed and shared to learn from other countries' experience in preparing their national communications and to develop Malaysia's final workplan..
- Workshops involving the participation of governmental, scientific and technological institutions, and civil society will be held, material for dissemination will be developed, and communication systems for assisting regional, state and municipal governments in integrating climate change issues into their development planning and programming will be designed.
- By the end of the project, it is expected that the relevant agencies shall have already the necessary capacities in providing sufficient technical, economic and policy advice on climate change parameters for integration to main policy planning process. NRE PASPI will have capacity in planning and coordination for review of the national climate change policy and including data updates for climate negotiation. Other direct stakeholders will understand the baselines clearer including sources of emission and their mitigation plans. Quality of information and data submitted will be expected to improve.
- It is expected that the component will finalize a feasibility study on establishing a dedicated agency or a national center related to the development of CC in line with the national priority.

Component 2: GHG Inventory

Outcome: Updated inventory of GHG emissions and the effective use of the necessary tools to manage GHG emissions database which lead to the strengthening of the formulation of the national climate policy

- This component is to update the emission inventory as per the Article 4, paragraph 1 and Article 12, paragraph 1 of the UNFCCC based on the latest available data and guidelines and to strengthen the required technical capacities for modelling, analysing and projecting GHG emissions continuing from NC2 and the BUR (refer Component 3 below).
- The GHG Inventory is expected to include GHG Inventory from the year 2007 (as in the latest BUR report) to be updated up to the year 2013.
- The updated GHG inventory will lead to effective determination of policy making and review of the National Climate change policy especially for inputs for the 11th Malaysia Plan. The GHG inventory shall take into account many new possible sources of emissions and removals than NC2 exercise. Building on the NC2 and the latest BUR, the energy, waste and agriculture, forestry, and other land uses (AFOLU) sector will be emphasized. The emission inventory will be updated to include the most recent data from the different GHG-emitting sectors.
- The procedures and arrangements established for preparing the national GHG inventory will follow latest UNFCCC guidelines where applicable. In addition, a Malaysia National Communication procedures and standard will be developed for national use and also for the purpose of updating the database continuously and for integration of new features and improvements in the future.
- The following activities will be emphasized in order to improve data collection and processing as well as public access to information;
 - i. Compile, standardize and archive sectoral GHG emission data and other relevant information;
 - ii. Determine local emission factors for key economic activities;
 - iii. Develop carbon foot-print calculator;
 - iv. Develop indicators to facilitate the update of GHG inventories;
 - v. Set up database with informatics tools for data updating and data retrieving;
 - vi. Establish mechanisms for public access to information;
 - vii. Establish quality control and quality assurance procedures for the information and data used;
 - viii. Strengthen capacity for developing emission inventories and for analyzing generated data.
- The project will ensure transparency, compatibility, reliability and greatest to-date accuracy of the national GHG data where Tier 2 method will be proposed. The level and trend of the sources will be identified and country-specific actions based on data availability and its importance will be recommended.
- By the end of the project, it is expected that an updated emission inventory will be made available, providing on a continuous basis GHG emission data by sectors from there on, as well as trends and scenario projection. Inventory managing tools will be in place such as trained staff to develop and manage databases.
- In line with the BUR cycle, the updated inventory will be part of the NC report two years after the first BUR submission.
- Possible key sources of GHG emissions/removals and activities with respect to the specific sectors are outlined as below:
 - Energy & Transport: The GHG inventory in this sector shall the latest energy mix including in the development of the renewable energy sector undertaken by MEGTW and SEDA. Continuing from the NC2 report, updates on energy efficiency practices including building and industrial energy efficiency programme will be investigated. The inventory for energy

sector in will cover all fossil fuel for combustion in energy industries, manufacturing industries, transportation, residential and commercial, and agriculture, as well as fugitive emissions from coal mining and handling, and from oil and gas operations (including offshore sources). CH₄ and N₂O generated from the burning of biomass fuels will be included, with reference be made to the use of methane gases for in-house consumption in the palm oil mills and in the sewerage treatment plan.

- Industrial Processes: The GHG inventory in this sector will involve the collection of activity data for more industrial processes (as compared during the NC2) such as the lime production (mineral products), ammonia/fertiliser and petrochemicals (chemical industries) as well as iron and steel, and aluminium (metal productions). Emission factors provided by the industries will be used, or failing that, default factors set by the IPCC.
- Agriculture: The inventory for agriculture sector shall cover the similar source categories as done in the NC2 with updates on new sectors where applicable. Emissions of CH₄ and N₂O will be estimated for activities on enteric fermentation in domestic livestock, manure management, flooded rice cultivation, and field burning of agriculture.
- LULUCF: While challenges exist, NC2 report has collected substantial data from the forestry and land-use change sector where Malaysia's GHG sink has been successfully reported. In TNC, more rigorous data collection will be made where the inventory shall account for CO₂ emissions and sinks from several categories, including changes in forest and other woody biomass stock, forest and grassland conversion, abandonment of managed lands, CO₂ emissions and removals from soil, and on-site burning of forest. CH₄ and N₂O emissions from forest conversion may be considered.
- Waste: CH₄ emission from landfills shall be updated as more data on this sector has been collected. Over the last few years, several proposed sanitary landfills and other solid waste management (including incineration plants) have been in the pipeline and some have been fully constructed. Sources of emission from wastewater handling will be revisited including domestic, commercial and industrial wastewater treatment plants.
- The TNC/BUR project will ensure synergy in GHG Inventory process with the other ongoing projects. In principle, the BUR GHG Inventory process will aim for submission of the updated GHG Inventory as per the UNFCCC NC2 report and the TNC GHG Inventory process will continue the activities and update the BUR, with a more robust and accurate data collection exercise. The GHG Inventory component in LECB project focuses on training and GHG data collection and its validation process especially related to the submission of NAMAs.

Component 3: Biennial Update reporting (BUR)

Outcome: Updated inventory of GHG emissions and the effective use of the necessary tools to manage GHG emissions database which lead to the strengthening of the formulation of climate policy

- This component is to update 2010 GHG Inventory as per latest NC report and the revised 1996 Guidelines on GHG emission will be used. The BUR is expected to include GHG Inventory from the year 2005 (as in NC2 report) to be updated up to the year 2011.
- Information on national circumstances and institutional arrangements for national communications will be made available and updated and including review of mitigation actions and their effects as well as options including associated methodologies and assumptions.
- In finalizing the BUR, information on development of Nationally Appropriate Mitigation Actions (NAMA) and its Measurement, Reporting and Verification (MRV), for energy, industrial and waste sectors and national registry system will be made available.
- BUR activities will allow identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received.

- BUR being an integral component of the TNC project, all arrangements, i.e. technical setting for data collection, processing and archiving, management structure, M&E system, stakeholder involvement, importance of gender equality mainstreamed in the component's activities, will remain intact and will be used for the execution of this component.

Component 4: Adaptation impacts and actions

Outcome: Effective and well informed policy development, implementation and review on adaptation measures as part of the national development priorities in line with the sustainable development principles

- The objective of this component is to further develop priority adaptation actions (or part of the national action plan on adaptation) necessary to strengthen the preparedness to climate change impacts and its actions in areas identified as most vulnerable under component 2 and continuing from the NC2 report.
- The activities supported under this component are expected to result in the identification of priority adaptation actions including their expected impacts, and their costs and benefits.
- The supported studies will include the technical, environmental, social, financial and economic analysis of the proposed adaptation actions, thus enabling their prompt implementation. In addition, this component will include specific studies on the following:
 - i. Early warning systems
 - ii. Technologies for adaptation in the agricultural sector;
 - iii. Urban infrastructure for flood prevention;
 - iv. Land use planning;
 - v. Health prevention systems;
 - vi. Tourism.
 - vii. Social impacts Assessment which can led to greater poverty-reduction initiatives and promotes gender equality
- Outputs from this components will include: to ensemble and downscale climate models for various economic sectors; Technical reports with socio-economic baseline and updated scenarios; Specific studies on climate change vulnerability and impact scenarios developed for key critical sectors; Availability of technical report including proposals of potential adaptation actions in the sector mentioned; Availability of policy options (including possible regulatory measures) and Identification of the necessary adaptation technologies to be adopted;
- TNC will start by evaluating the latest development of the few GCMs adopted in NC2 and further strengthen them. The outputs of NAHRIM's Regional Hydroclimate Model for Peninsular Malaysia (RegHCM-PM) will be continued to be analysed, including continuing from the UNDP EPU Economics of Climate Change study. The results obtained will then be assessed in deriving the possible future approaches on climate scenario projections with reducing uncertainties.
- The procedures and arrangements established for performing a vulnerability and adaptation assessment will be formulated and embedded in the proposed Malaysia National Communication procedures and standard. Gaps and constraints encountered, along with appropriate recommendations, will be made in the document, taking into consideration the establishment of viable institutional relationships and procedures for Malaysia to ensure continuous communication with the UNFCCC.
- Key plan activities in TNC can be described as below:
 - Agriculture: During the TNC, the measures proposed in NC2 and in the latest National Agriculture policy will be studied on their relevance to climate change concern and where possible, the flexibility to integrate greater considerations for adaptation (such as in food production, livestock productivity, effects on crops etc..) to possible future climate scenario

especially with regards to the national food security and its impact. Information gathering on the range of potentially effective technical adjustments at the farm and village level, e.g. pesticide use, irrigation crop selection and fertiliser use, and on the economic and political constraints on such adjustments will be reviewed. New research programmes aimed at identifying or developing cultivars and management practices which are suitable for altered climatic regimes will be explored with the local research institutions.

- Forestry: Despite many uncertainties surrounding the potential impacts on the forestry sector, it remains important in the context of national development and socio-economic and environmental function. Emphasis to improve the local capacity and understanding of climate variations and their effects on the forestry will be the major issues to be considered during the TNC. Subjects of analysis include identifying and examining relevant models on the possibilities for application in modelling of climatic behaviour and effects of climate change, establishment of climate-related databases, improvement of climate and environmental monitoring and observation systems. An integrated framework for planning, implementing and monitoring of scientific research on the impacts of climate change on the forestry sector especially linking to the latest outcomes from UNFCCC negotiations will be explored.
- Biodiversity: Malaysia, under the Convention on Biological Diversity (CBD), is currently conducting the National Biodiversity Strategic Action Plan (NBSAP), will assess current situation of biodiversity accounting including the management in the biodiversity conservation in the states. TNC further will review on ongoing and completed initiatives on addressing possible threats arising from the CC and the needs for adaptation measures. Further to stocktaking and stakeholder consultation, the study on the impacts of climate change shall be expanded, apart from terrestrial biodiversity, to cover marine biodiversity. Reference will be made to the above and other relevant strategic documents and studies to assess the climate change impacts to the biodiversity. Recommendations on the adaptation measures for biodiversity protection in the context of climate change, as stipulated in those documents, will be taken into consideration.
- Water resources: Further new initiatives undertaken by NAHRIM will be explored to determine the potential long-term climate and hydrologic impacts of global warming on the hydrologic regime and water resources of Peninsular Malaysia. Reports in NC2 will be reviewed including selected demonstration sites in Kedah and Johor. With the results obtained from simulation using a model developed, a more robust analysis will be provided with the scientific basis for any policy or adaptive measures related to climate change. Upon the validation of the model, analysis will be performed on the existing and future water resources systems to the impact of the climate change on a basin-by-basin basis. As the model is developed specifically for the Peninsular Malaysia, strategy to expand the study to other part of Malaysia will be proposed.
- Coastal resources: TNC will review the effectiveness of the completed, on-going and pipeline initiatives on coastal strengthening including any physical mitigation projects constructed since the NC2 report. Findings from the study will identify highly vulnerable areas where development should be avoided and serve as a basis for recommending proactive adaptive measures to mitigate the impacts of sea level rise. Within the TNC project, relevant information on climate change induced impacts will be drawn from the above studies. Measures as outlined in the studies will be analysed on the adaptability to climate change impacts. Uncertainties and gaps within the studies will be identified with respect to climate change, and recommendations to address these issues will be made to the greatest extent possible.

- Public Health: Mathematical modeling and statistical analysis shall continue to be applied to interpret the data to establish the link between diseases and climate, taking into a variety of potential compounding factors such as development, age distribution, land use change, water resources and air pollution. In addition, the need for future research will be deliberated to include other complex factors in disease patterns including political, social and economic factors. High quality, long term data is vital for refining models relating climate to infectious disease. For each of the potential impacts of climate change, the respective group of populations, which will be particularly vulnerable to the diseases, will be identified and discussed.
- Energy: Continuing from the NC2 report, factors affecting the reliability and security of supply will be reviewed. Research and studies done with respect to the effects of CC since NC2 will be updated, including those done by PETRONAS and TNB on the vulnerability of climate change to offshore installations and effects of warmer sea level on the gas turbine. In addition, the TNC will assess areas not considered in the NC2, including the potential implications of climate change on the lifespan of power plant and transmission where possible, and the planning in locating future new plants.

Component 5: Mitigation impacts and actions

Outcome: Effective and well informed policy development, implementation and review on mitigation actions as part of the national development priorities in line with the sustainable development principles

- The objective of this component is to support mitigation potential studies in the main economic and GHG-emitting sectors in Malaysia in order to identify priority mitigation measures including NAMA preparations.
- The updated GHG inventory and the BUR, will help identify detailed emission patterns per emitting sector as well as the absolute emissions, emission intensity and emissions trends. The studies will analyse the technical, economic, social, environmental, financial and institutional (stakeholders) aspects required for the implementation of mitigation actions in Malaysia.
- Mitigation potential studies will focus on the sectors with the highest carbon footprint and expanding sectors including the following:
 - i. Energy (including both supply and demand sides), transportation and fugitive emissions from the oil and gas sectors;
 - ii. Agriculture;
 - iii. Forestry (including afforestation, reforestation, deforestation and forest degradation);
 - iv. Industry;
 - v. Waste management.
 - vi. Social impacts Assessment which can led to greater poverty-reduction initiatives and promotes gender equality (i.e. impacts of low carbon footprint to people at-large)
- As a result, the development of mitigation measures with the highest or most feasible reduction potential is expected, including the identification of the costs and benefits per measure.
- To support the enabling framework for the implementation of mitigation measures, NAMA and MRV framework, and to mainstream climate change into development strategies and sector programs especially in influencing the preparation of the 11 Malaysia Plan and beyond.
- It will deliver a set of policies and measures to address mitigation actions in different economic sectors and helps in establishing the national NAMA registry.

- As a result of this component and continuing from NC2 outcomes, the design of an agreement on, supporting and integrated policies is expected that would facilitate the implementation of priority mitigation measures and strengthen their sustainability.
- Outputs from this component will include: availability of technical report including proposals of potential mitigation actions and NAMA in the key sectors and its associated MRV; Availability of policy options (including regulatory protocols) and other necessary measures; identification of the necessary technology to be adopted and finally development of national NAMA registry.
- This component will work closely with the UNDP/NRE Low Emission Capacity Building project (LECB) in identifying potential mitigation actions for NAMA in the energy (building and commercial) and industrial sectors
- Information on implemented and/or adopted GHG reduction policies and measures will be gathered and presented, with the view to identify, formulate and prioritise other potential mitigation policies and measures. Mitigation options considered under the TNC will reflect realistically the national conditions and circumstances, and will contribute to the GHG reduction at national level, thus promoting the principles of sustainable development.
- GHG reduction in the energy sector will continue to be targeting on energy supply and demand especially on new development (such as on the new operational power plants and effects of the Feed-in-Tariff mechanism), and updates on transportation including mitigation measures by electric vehicle (EV) cars. On energy supply, latest RE and EE activities will be gathered whereas the energy demand will look into the promotion of EE and improvement of EE measures in industries and buildings. Furthermore, the policies and measures to promote and/or improve the use of cleaner fuel and efficient management of national transportation system and traffic demand will be further elaborated including the effects on increase of fuel price and GHG emission. In the LULUCF sector, several measures to be included are reduction in rate of deforestation, increase in afforestation, increase in stocks of carbon within existing forests, and an increase in the efficient use of wood and implementation of reduced impact logging. In addition, data on CDM projects will be included as part of mitigation efforts.
- The estimated GHG inventory will be used in establishing business-as-usual baseline projections until 2025, taking into account national economic and social development trends and projections, and currently implemented or adopted policies and measures.
- Possible actions as stated in NAMA, including limitations, gaps and uncertainties encountered in the analysis and recommendations for improvement will be discussed. Key critical requirements for NAMA process and finalization will be identified, including cost analysis, barriers for implementation, assessment of technology options for the different mitigation options in various sectors, institutional capacity-building needs to sustain mitigation work, and the related legal and institutional frameworks.
- Like in GHG Inventory and the Adaptation, steps, procedures and arrangements established for performing mitigation assessment will be then embedded in the Malaysia National Communication Procedure and Guidelines.

Component 6: TNC and BUR Reports

Outcome: Development, publication and dissemination of the TNC and the BUR reports, to include other relevant information to the convention.

- The objective of this component is to integrate all the results of the studies supported and to publish and disseminate the BUR report and findings in 2014 and the TNC report and findings in 2016.

- Other relevant information to the convention will be identified and presented including National Circumstances.
- A process of identifying gaps and constrains will be carried out, the results to be disseminated along with the report.
- Specific reports for each activity carried out under the project, of relevance for policy makers, will be developed.
- This component also includes a public awareness rising campaign through efforts that seek to disseminate the generated data and the preliminary and final results throughout the project duration to all relevant stakeholders.
- Partial results will be discussed during the development of the project through different mechanisms such as workshops and the like.
- Formats of both reports will comply with the latest UNFCCC guidelines including the best practice available among the member countries.
- The TNC and BUR document, it is expected to be launched in a national events and disseminated in seminars and workshops.

Component 7: Project Management and Monitoring and Evaluation

Outcome: Efficient project implementation in line with the agreed monitoring and evaluation principles.

- Recruitment of the National Project Manager
- Organize National Steering Committee and the Technical Working Groups meetings
- Project Audits
- Inception Workshop and review of activities

Country ownership

The TNC project supports the Government of Malaysia via the Ministry of Natural Resources and Environment in implementing the National Policy on Climate Change, specifically on strengthening and reporting of mitigation actions and adoption of adaptation measures. The outcomes and outputs generated are input to respective ministries and agencies for designing the Eleventh Malaysia Plan (2016-2020) and beyond.

Project Institutional Arrangement

On behalf of the Government of Malaysia, the Ministry of Natural Resources and Environment, in its capacity of a UNFCCC National Focal Point will act as the Executing Agency to coordinate and implement project activities as per the National Implementation Modality (NIM) guidelines. A Project Implementation Unit will consist of a Project Manager (PM), and a Project Associate, along with the technical team responsible for the deliverables as specified in the project proposal will be established. The UNDP Country Office with assistance from the National Communication Support Group shall assist in monitoring as well as in providing implementation support in line with NIM guidelines.

Each and every Task Force consists of multi-stakeholders committee and will be led by a dedicated team leader to be appointed by the NSC. To date, the GHG Task Force committee meets twice a year, mainly to strengthen LULUCF data (under a separate UNDP REDD+ Readiness project) while the others (Mitigation and V&A Task Force committees) meet as and when required in preparation for the national NAMAs which will be prepared under each respective agency (i.e. MEGTW for the renewable energy initiatives for CC mitigation). A concrete operational framework for mitigation has yet to be fully established.

The project will feed information on GHG inventory, mitigation and adaptation actions to the TNC National Steering Committee meeting and finally to the Green Technology and Climate Change Council (GTCCC) chaired by the Prime Minister where relevant. MNRE is co-secretariat of the GTCCC and will continue utilizing a multi-stakeholders task force committees established under the SNC project (GHG Inventory, Mitigation and V&A) as below. The roles and responsibility of each committee is deliberated in details in Section V: Management Arrangement.

Roles of Key Stakeholders

Stakeholder	Mandates and Relevant Roles in the TNC and BUR project
Ministry of Natural Resources and Environment (MNRE)	<ul style="list-style-type: none"> • Implementing Agency of the TNC and BUR project on-behalf of the Government of Malaysia • National Focal Points to the UNFCCC and GEF, leading the country's delegation to international negotiation and coordinating national initiatives on climate change; • The Designated National authority for CDM projects • Was the Implementing Agency for Initial National Communication and the NC2 projects. • Lead partner, coordinator and facilitator for UNDP LECB projects in preparation for NAMAs • Recommends proposed NAMAs (and its associated MRVs) for endorsement by the Government • Review and strengthen NAMAs / MRV framework and processes • Key policy implementation & baseline data provider with respect to the national GHG inventory. • Coordinator for various climate change and environment initiatives including CDM
Economic Planning Unit, Prime Minister's Department	<ul style="list-style-type: none"> • Overall policy direction on the implementation of the national 5-year plan • Recommends 5-year development budget to Ministry of Finance in consultation with the relevant agencies • Facilitates adoption of national policies related to sustainable development, use of natural resources, climate change, socio-economic benefits and including national environmental planning • Cross-sectors policy convenor • Member of the UNFCCC national delegation team
Ministry of Energy, Green Technology and Water (MEGTW)	<ul style="list-style-type: none"> • Formulates policies and establish the legal framework and effective regulation in the energy industry, green technologies and the water industry in line with national development goals and • Executer and guardian of the renewable energy, energy efficiency and green technology policies. • Guardian of the RE Act • Responsible in promoting efficient use and ensure reliable supply of the electricity supply • Key partner in the development of NAMA and MRV in the energy sector • Baseline data provider for energy sector. • Source for aggregated energy data (National Energy Balance, national

Stakeholder	Mandates and Relevant Roles in the TNC and BUR project
	electricity supply and demand)
Energy Commission (EC)	<ul style="list-style-type: none"> • Economic Regulation - to promote efficiency and economy in the generation, transmission, distribution, supply and use of electricity and in the reticulation and use of gas; promoting and safeguarding competition; enabling fair and efficient market conduct or, in the absence of a competitive market, to prevent the misuse of monopoly or market power in the electricity and piped gas industries. • Technical Regulation - to ensure security, reliability and quality in electricity and piped gas supplies. • Technical input to assessment of NAMA and LEDS in the energy sector, particularly on the energy efficiency aspect. • Regulator of the electricity industry including IPPs • Baseline data provider for electricity and safety of gas reticulation • Source for primary electricity data (electricity supply and demand)
Ministry of Urban Well-being, Housing and Local Government (MUWHLG)	<ul style="list-style-type: none"> • Assist and guide the Local Authority (LA) in providing quality municipal services, social and recreational facilities to meet the needs of the population and improve your well-balanced economic opportunities. • Advising the federal government and state governments on matters related to planning, management, development and soil conservation in line with the national physical planning. • Provide policy, regulatory systems and the management of solid waste and public cleansing of an integrated, efficient, reliable and cost effective. • Executer and guardian on policies and acts related to city planning, local authorities and local development planning • Source for national housing, cities and waste data related to GHG emission
Department of Town and Country Planning	<ul style="list-style-type: none"> • Advise planning matters related to the use and development of land • Guardian of the National Physical Plan (NPP), Murni-net and Green Neighbourhood Guidelines
Malaysian Metrological Department (MMD)	<ul style="list-style-type: none"> • Maintain a technically-advanced observation station network to support monitoring of weather conditions and seismic activities in the country. • Issue timely meteorological information and forecasts for civil and military aviation, marine activities and general public. • Provide early warnings on the occurrences of adverse weather phenomena and dangerous sea conditions in the Malaysian region to the public and relevant agencies involved in disaster mitigation. • Compile quality climatological, atmospheric composition and seismological data and prepare climatological statistics. • Provide climatological services to users in all sectors of the economy upon request. • Participation in international programmes on research, data collection and exchange, and other related activities in meteorology. • Promote advancement of meteorological and seismological sciences through research
Ministry of International Trade and	<ul style="list-style-type: none"> • Advice and formulate policies and planning related to industrial sector and international trade. • Advise and formulate policies related to the import and use of green

Stakeholder	Mandates and Relevant Roles in the TNC and BUR project
Industry (MITI)	<p>technology equipment including the use electric and hybrid vehicles.</p> <ul style="list-style-type: none"> • Guardian of the National Automotive policy • Source for AP and import/export of green technology equipment/devices including on electric vehicle data
Ministry of Transport	<ul style="list-style-type: none"> • Plan, formulate and implement policies with regards to rail, maritime, aviation transportation and ports. • Implement physical development projects which involve rail, maritime, port and civil aviation infrastructure. • Manage the integration of intermodal transportation to achieve seamless travel. • Providing Licensing Services and registration of all modes of vehicle. • Determining the pricing policy (except for land commercial vehicles). • Conduct regional and international cooperation programmes in the transport sector • Advice and formulate policies and planning related to transportation sector • Advice and assist in the development of policy guidance on mitigation in the transportation sector. • Data provider and source for vehicle licensing
Ministry of Agriculture	<ul style="list-style-type: none"> • Legislate, plan and implement agriculture, development program's policies and strategies. • Evaluate, coordinate and ensure the implementation of agro-food agriculture development projects/programs. • Conduct R&D and innovation that enhance productivity and competitiveness in the agro-food sector. • Promote foreign and local investment in the agro-food sector. • Structure and implement an effective and efficient agro-food market chain • Policy guidance on NAMA and LEDS in the agriculture sector. • Source for national biomass (rice) and agriculture data
Ministry of Plantation and Industry Commodity (MPIC)	<ul style="list-style-type: none"> • Formulate policies and strategies for the overall development of the plantation and the commodity sectors. • Supervise departments and agencies under the Ministry on financial management and implementation of plantation and commodities development programs • Policy guidance on mitigation actions in the commodity sector (i.e. palm oil industry) • Source for national biomass and biogas (palm oil) for energy and other competitive users
Department of Environment (DOE)	<ul style="list-style-type: none"> • Coordinates the prevention of the environmental degradation, control pollution and improve the environment, consistent with the purposes of the Environmental Quality Act 1974 • Responsible for the implementation of the resolutions decided by the conventions of the international environment such as Vienna Convention for the protection of the Ozone Layer 1985, Montreal Protocol on Substances That Deplete the Ozone Layer, 1987, the Basel Convention on the Trans-boundary Movement of Hazardous Waste and Their Disposal Act 1989 .

Stakeholder	Mandates and Relevant Roles in the TNC and BUR project
	<ul style="list-style-type: none"> • Technical input on air quality and industrial effluent sector for the GHG inventory. • Plans to establish the National GHG Clearing house • Source for national industrial waste information
Department of Solid Waste Management	<ul style="list-style-type: none"> • Proposes policies, plans and strategies in respect of solid waste and public cleansing management; • Formulate plans for solid waste management including location, type and size of new treatment facilities, coverage areas of solid waste management facilities, the solid waste management schemes to supply controlled solid waste to the solid waste management facilities and the time-scale for the implementation of the plans; • Set standards, specifications and codes of practice relating to any aspect of solid waste management services and public cleansing management services; • Exercise regulatory function (including licensing) specified in Act 672 and any regulation made under the Act; • To carry out such other activities for the purpose of carrying the implementation of the Act Executer of Solid Waste and Public Cleansing Management Act 2007 • Technical input on waste sector for the GHG inventory and assessment of mitigation actions in the waste sector • Source for national waste (domestic and industrial) data
Malaysian Green Technology Corporation	<ul style="list-style-type: none"> • Focal point for green technology development in Malaysia, for consultancy services, research and training to spearhead the realisation of the national green technology agenda through the creation of promotion, coordination and collaboration programme • Coordination support, capacity development training and policy studies on green technology • Source for GHG data on energy, industry, buildings and CDM
Sustainable Energy Development Authority (SEDA)	<ul style="list-style-type: none"> • Promotes and implements the national policy objectives for renewable energy; • Implement, manages, monitor and reviews the feed-in tariff system including to carry out investigations, collect, record and maintain data, information and statistics concerning the feed-in tariff system, and to provide such data information and statistics as required • Carry out/ arrange for the conduct of researches, assessments, studies and advisory services, collate, analyse and publish information, statistics and factors influencing or relevant to the development of sustainable energy and to disseminate such relevant information, statistics and factors to Government Entities, the public and investors or potential investors investing in sustainable energy; • To act as a focal point to assist the Minister on matters relating to sustainable energy; and climate change • Data provider for RE data on biomass, biogas, PV and mini-hydro resources and its status

Stakeholder	Mandates and Relevant Roles in the TNC and BUR project
Suruhanjaya Pengangkutan Awam Darat (SPAD) (Land Public Transport Commission)	<ul style="list-style-type: none"> • Draw up policies, planning and regulating all aspects of train, bus and taxi services as well as road- and rail-based freight transport • Implementer of the Land Public Transport Act 2010 • Propose policies and plans in relation to or affecting land public transport, and develop strategies in line with the approved policies and plans with a view to achieving a safe, reliable, efficient, responsive, accessible, planned, integrated and sustainable land public transport, while ensuring the provision of affordable services for the carriage of passengers and competitive services for the carriage of goods.
PETRONAS	<ul style="list-style-type: none"> • Entrusted with the entire oil and gas resources in Malaysia and is responsibility of developing and adding value to these resources • Engaged in a wide spectrum of petroleum activities, including upstream exploration and production of oil and gas to downstream oil refining; marketing and distribution of petroleum products; trading; gas processing and liquefaction; gas transmission pipeline network operations; marketing of liquefied natural gas; petrochemical manufacturing • Potential source for O&G national data • Potential hosts of mitigation actions in the O&G sector in the downstream industry
Non-governmental organization (NGOs)	<ul style="list-style-type: none"> • Engaged as input providers in policy recommendations including monitoring and control • Quality checking of information and data submission • Highlights applicability of policy intervention where required
Private Sectors	<ul style="list-style-type: none"> • Engaged as inputs providers on policy recommendations • Data providers in the GHG inventory process • Work hand-in-hand with government in promoting awareness on climate change and global warming
Academic institutions	<ul style="list-style-type: none"> • Policy research and studies to strengthen baseline data , impact analysis, etc. • Source for primary and secondary data on GHG, energy and waste

Mainstreaming Gender and Vulnerable Communities Issues

TNC/BUR project shall endeavour to ensure women, children, indigenous and the under privileged communities will be consulted and participating actively in project activities, where relevant. MNRE may seek advice from UNDP, EPU and other interest groups to ensure issues related to gender and vulnerable communities are included during formulation and implementation stage of the project.

Gender and community issues will be considered throughout the project implementation, including at the Inception Phase as women and men, as well as vulnerable communities can exhibit distinct differences in their perspectives and priorities concerning environmental quality and impact as well as access to energy services and climate change adaptation. Literature and studies have shown that failure to understand gender and vulnerable community dimensions within environmental projects can potentially waste development resources and negatively affect environmental sustainability. In this regard, gender and vulnerable community perspectives, will, when possible, be incorporated during policy formulation (in CC mitigation and adaptation) by ensuring consultative processes include women, children, indigenous (Orang

Asli and Orang Asal) and community organizations as well as gender and specific community subject matter experts.

The project will also, where possible, ensure the representation of women and vulnerable communities during workshops and trainings as well as public awareness programmes, as supporting their role in educational activities will help these groups access the knowledge and skills they require to be active participants in other initiatives which address climate change. Where possible, their engagement throughout the project should be reported to monitor that their perspectives have been included to achieve the outcome of the project.

Sustainability and Replicability

The outcomes of the TNC/BUR project integrate specific activities that guarantee their replicability and sustainability. The first outcome (Institutional Strengthening) supports the development of a sustainable national system and framework for continuous preparation of the national communication including the GHG inventory. The second and third outcome (GHG Inventory and Biennial Update Reporting) supports the establishment of a continuous updating process which will ensure accuracy and timely data reporting especially for national climate change policy formulation. Outcome four (Adaptation) will investigate and develop necessary actions on adaptation measures while outcome five (Mitigation), will finalize and coordinate mitigation actions (including NAMA and its associated MRVs) in collaboration with the LECB project that is conformance to both national's strategy and international guidelines.

III. PROJECT RESULTS FRAMEWORK

UNDP Guidance: This logical framework is intended to be simple and succinct. Although it is optional, we believe it to be a valuable exercise for Project Management Unit to complete. The log frame should not exceed two pages. Please limit the information provided to a few bullet points.

<p>This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD: Strengthened institutional capacity in managing climate change, including achieving both the 2015 renewable energy target of 5.5% of total electricity generation mix and an enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo.</p>
<p>Country Programme Outcome Indicators: Relevant targets related to climate change initiatives as stated in the 10 Malaysia Plan. (i.e. Level of GHG emission, number of policy related to mitigation and adaptation initiatives, number of mitigations actions, number of adaptation measures, % use of renewable energy, level of climate financing)</p>
<p>Primary applicable Key Environment and Sustainable Development Key Result Area: Strengthening climate resiliency and sustainable development</p>

	Indicator	Baseline	Target End of Project	Source of verification
<p>Project Objective³ (note: this is UNFCCC Enabling Project) To assist Malaysia in the preparation of its Third National Communication (TNC) for the implementation of the obligations under the United Nations Framework Convention for Climate Change.</p>	<ul style="list-style-type: none"> Third National Communication Report (TNC) Biennial Update Reporting (BUR) report 	<ul style="list-style-type: none"> INC and NC2 reports 0 	<ul style="list-style-type: none"> Third National Communication Report (TNC) ready for submission to UNFCCC Biennial Update Reporting (BUR) report ready for submission to UNFCCC 	Reports
<p>Component 1 Strengthening the institutional framework for TNC including information</p>	<ul style="list-style-type: none"> Availability of work plan of roles of key stakeholders Number of capacity building workshops and training sessions 	<ul style="list-style-type: none"> 0 number of work plan or only informal set up in existence 0 number of capacity building workshops and 	<ul style="list-style-type: none"> Work plan of roles of key stakeholders and their inter-linkages established 12 capacity building workshops and training 	Report Quarterly report Annual Project

³ Objective (Atlas output) monitored quarterly ERBM. Component 7 on Project Management and M&E is not included in the Results Framework table

	Indicator	Baseline	Target End of Project	Source of verification
collection and processing	<p>for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors)</p> <ul style="list-style-type: none"> • Existence of interactive web portal on climate change information and communication system • Number of training conducted on application of different climate models for the integration planning into the national development 	<p>training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors)</p> <ul style="list-style-type: none"> • Absence of interactive web portal on climate change information and communication system • 0 number of training conducted on application of different climate models for the integration planning into the national development 	<p>sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors)</p> <ul style="list-style-type: none"> • Existence of interactive web portal on climate change information and communication system • 12 trainings conducted on application of different climate models for the integration planning into the national development 	Report
Component 2 Inventory of GHG and the development of tools	<ul style="list-style-type: none"> • Status of National GHG emissions inventory ; • Technical report on local emission factors for key economic activities • Database with IT tools for data updating and retrieving, as the basis for GHG inventory system; • Datasheet with sets of indicators for GHG emitting sectors; • GHG conversion factors 	<ul style="list-style-type: none"> • GHG emission inventories as per NC2 (2010) • 0 technical report on local emission factors for key economic activities • 0 database with IT tools for data updating and retrieving, as the basis for GHG inventory system; • 0 Datasheet with sets of indicators for GHG emitting sectors; • Inexistence of final GHG conversion factors 	<ul style="list-style-type: none"> • Updated and new GHG emissions inventories as per the latest UNFCCC guidelines; • Technical report on local emission factors for key economic activities established; • Availability of sufficient database with IT tools for data updating and retrieving, as the basis for GHG inventory system; • Datasheet with sets of indicators for GHG emitting sectors made available; • Final GHG conversion factors established. 	<p>Report</p> <p>Quarterly report</p> <p>Annual Project Report</p>
Component 3 Component 3: Biennial	<ul style="list-style-type: none"> • Information on national 	<ul style="list-style-type: none"> • Weak information on national circumstances and 	<ul style="list-style-type: none"> • Available information on national circumstances and 	Report

	Indicator	Baseline	Target End of Project	Source of verification
Update Reporting (BUR)	<p>circumstances and institutional arrangements for national communications;</p> <ul style="list-style-type: none"> • Status of GHG 2010 inventory ; • Conduct of Review of mitigation actions and their effects as well as options including their associated methodologies and assumptions; • Availability of information on the development of NAMA, domestic MRV and national registry system; • Availability of information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; • Availability of Information related to support received in preparation of BUR and TNC 	<p>institutional arrangements for national communications;</p> <ul style="list-style-type: none"> • GHG inventory (2010) ; • 0 review of mitigation actions and their effects as well as options including associated methodologies and assumptions; • 0 information on development of NAMA, domestic MRV and national registry system; • 0 information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; • 0 Information related to support received in preparation of BUR and TNC 	<p>institutional arrangements for national communications;</p> <ul style="list-style-type: none"> • GHG 2010 inventory update • Review conducted on mitigation actions and their effects as well as options including associated methodologies and assumptions; • Available information on development of NAMA, domestic MRV and national registry system where possible; • Available information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; • Available information related to support received in preparation of BUR and TNC 	<p>Quarterly report</p> <p>Annual Project Report</p>
Component 4 Adaptation impacts and actions	<ul style="list-style-type: none"> • Use of climate models for various economic sectors; • Availability of technical reports with socio-economic baseline and updated scenarios; • Availability of specific studies on climate change vulnerability and impact scenarios developed for key 	<ul style="list-style-type: none"> • 0 climate models for various economic sectors; • Inavailability of technical reports with socio-economic baseline and updated scenarios; • Inavailability of specific studies on climate change vulnerability and 	<ul style="list-style-type: none"> • Assembled and downscaled climate models for various economic sectors; • Technical reports with socio-economic baseline and updated scenarios completed; • Specific studies on climate change vulnerability and impact scenarios developed 	<p>Report</p> <p>Quarterly report</p> <p>Annual Project Report</p>

	Indicator	Baseline	Target End of Project	Source of verification
	<p>critical sectors;</p> <ul style="list-style-type: none"> • Availability of technical reports including proposals of potential adaptation actions in the sectors mentioned; • Availability of policy options (including possible regulatory measures); • Identification of the necessary adaptation technologies to be adopted 	<p>impact scenarios developed for key critical sectors;</p> <ul style="list-style-type: none"> • Inavailability of technical reports including proposals of potential adaptation actions in the sectors mentioned; • Inavailability of policy options (including possible regulatory measures); • Necessary adaptation technologies to be adopted has not been identified 	<p>for key critical sectors completed;</p> <ul style="list-style-type: none"> • Available technical reports including proposals of potential adaptation actions in the sectors mentioned; • Available policy options (including possible regulatory measures) on adaptation measures; • Necessary adaptation technologies to be adopted identified 	
<p>Component 5 Mitigation impacts and actions</p>	<ul style="list-style-type: none"> • Availability of technical reports including proposals of potential mitigation actions and NAMA in the key sectors; • Availability of policy options (including regulatory protocols) and other necessary measures on mitigation actions; • Identification of the necessary technology to be adopted; • Development of national NAMA registry in the context of supporting national mitigation actions 	<ul style="list-style-type: none"> • Inavailability of technical reports including proposals of potential mitigation actions and NAMA in the key sectors; • Inavailability of policy options (including regulatory protocols) and other necessary measures on mitigation actions; • Necessary technology to be adopted yet to be identified; • Inexistence of national NAMA registry in the context of supporting national mitigation actions 	<ul style="list-style-type: none"> • Available technical reports including proposals of potential mitigation actions and NAMA in the key sectors; • Available policy options (including regulatory protocols) and other necessary measures on mitigation actions; • Necessary mitigation technology to be adopted identified; • National NAMA registry in the context of supporting national mitigation actions established 	<p>Report</p> <p>Quarterly report</p> <p>Annual Project Report</p>
<p>Component 6 Publication and dissemination of the TNC and the BUR</p>	<ul style="list-style-type: none"> • Final report of the TNC submitted; • Final report of the BUR submitted; 	<ul style="list-style-type: none"> • TNC report has yet to prepared • BUR Final report has yet to be prepared 	<ul style="list-style-type: none"> • Final report of the TNC submitted; • Final report of the BUR submitted; 	<p>Report</p> <p>Quarterly report</p>

	Indicator	Baseline	Target End of Project	Source of verification
reports	<ul style="list-style-type: none"> National Launching Event, Workshops and seminars to disseminate preliminary and final results of the TNC. 	<ul style="list-style-type: none"> 0 event organized 	<ul style="list-style-type: none"> National Launching Event, Workshops and seminars to disseminate preliminary and final results of the TNC organized. 	Annual Project Report

IV. TOTAL BUDGET AND WORKPLAN (TBWP)

Award ID:	00077556	Project ID:	00088260
Award Title:	Third National Communications (TNC) to the UNFCCC and Biennial Update Reporting (BUR) project		
Business Unit:	MYS10		
Project Title:	Third National Communications (TNC) to the UNFCCC and Biennial Update Reporting (BUR) project		
PIMS no.	5130		
Implementing Partner (Executing Agency)	Ministry of Natural Resources and Environment (MNRE)		

	Responsible Party	Fund ID	Don or Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (2014)	Amount Year 2 (2015)	Amount Year 3(2016)	Amount Year 4 (2017)	Sub total	See Budget Note
Component 1: Technical and institutional framework for TNC	MNRE	62000	GEF	71200	International Consultant	0	0	0	0	0	
				71300	Local Consultant	14,000	14,000	0	0	28,000	Total 4 man-month of local consultants for investigative, streamlining communications among federal, state and local authorities policies and follow-up
				75700	Training, Workshop and Conference	9,000	10,000	0	0	19,000	Relevant stakeholders' consultation meetings and workshops
				71600	Travel	4,000	3,000	0	0	7,000	Traveling required to states
				74500	Miscellaneous	500	500	0	0	1,000	Miscellaneous
					Subtotal	27,500	27,500	0	0	55,000	
Component 2: Inventory of GHG	MNRE	62000	GEF	71200	International Consultant	0	7,000	0	0	7,000	½ month mission for technical guidance on GHG inventory process
				71300	Local Consultant	14,000	35,000	21,000	14,000	84,000	12 man-month total for researching, compiling, analyzing and concluding GHG inventory from various sectors
				75700	Training, Workshop and Conference	0	15,000	10,000	7,000	32,000	Relevant stakeholders' consultation meetings and workshops
				71600	Travel	5,000	5,000	2,500	2,500	15,000	Meeting / data collection/field visits

	Responsible Party	Fund ID	Don or Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (2014)	Amount Year 2 (2015)	Amount Year 3(2016)	Amount Year 4 (2017)	Sub total	See Budget Note
				72800	IT Equipment	30,000	0	2,000	1,000	33,000	Upgrading: IT equipment for national database center
				74500	Miscellaneous	500	1,000	1,000	500	3,000	
					Subtotal	49,500	63,000	36,500	25,000	174,000	
Training, Workshop and Conference	MNRE	62000	GEF	71200	International Consultant	21,000	0	0	0	21,000	1.5 month of technical guidance on BUR
				71300	Local Consultant	126,000	77,000	14,000	0	217,000	Total of 31 man-month for local consultant for BUR process
				75700	Training, Workshop and Conference	15,000	15,000	0	0	30,000	Relevant stakeholders' consultation meetings and workshops
				71600	Travel	4,000	5,000	1,000	0	10,000	Meeting / data collection/field visits
				74500	Miscellaneous	500	1,000	500	0	2,000	Miscellaneous
					Subtotal	166,500	98,000	15,500	0	280,000	
Component 4: Adaptation impacts and actions	MNRE	62000	GEF	71200	International Consultant	0	14,000	0	0	14,000	1 man-month for adaptation international expert
				71300	Local Consultant	28,000	28,000	14,000	0	70,000	10 man-month for local expert on adaptation activities
				75700	Training, Workshop and Conference	15,000	12,000	2,000	0	29,000	Relevant stakeholders' consultation meetings and workshops
				71600	Travel	1,500	3,000	1,000	0	5,500	Meeting / data collection/field visits
				74500	Miscellaneous	500	1,000	0	0	1,500	Miscellaneous
					Subtotal	45,000	58,000	17,000	0	120,000	
Component 5: Mitigation impacts and actions	MNRE	62000	GEF	71200	International Consultant	7,000	0	0	0	7,000	1/2 man-month for mitigation international expert
				71300	Local Consultant	21,000	21,000	14,000	7,000	63,000	9 man-month for local experts for mitigation activities
				75700	Training, Workshop and Conference	5,000	5,000	0	2,000	12,000	Relevant stakeholders' consultation meetings and workshops

	Responsible Party	Fund ID	Don or Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (2014)	Amount Year 2 (2015)	Amount Year 3(2016)	Amount Year 4 (2017)	Sub total	See Budget Note
				71600	Travel	2,000	2,000	1,000	1,000	6,000	Meeting / data collection/field visits
				74500	Miscellaneous	500	500	500	500	2,000	Miscellaneous
					Subtotal	35,500	28,500	15,500	10,500	90,000	
Component 6: Publication and dissemination of the TNC and the BUR reports	MNRE	62000	GEF	71200	International Consultant	0	0	0	0	0	
				71300	Local Consultant	0	14,000	0	17,500	31,500	Consultant to prepare final publications for TNC and BUR
				75700	Training, Workshop and Conference	0	3,000	0	6,545	9,545	Relevant stakeholders' consultation meetings and workshops
				71600	Travel	0	0	0	0	0	
				74500	Miscellaneous	0	5,000	0	9,500	14,500	Miscellaneous and Publication cost
					Subtotal	0	22,000	0	33,545	55,545	
7. Project Management and Monitoring and Evaluation	MNRE / UNDP	62000	GEF	71200	International Consultant	0	0	0	0	0	
				71300	Local Consultant	10,000	10,000	20,000	0	40,000	Assistant National Project Manager, short-term basis
				75700	Training, Workshop and Conference	5,000	0	0	0	5,000	Inception Workshop (M&E)
				71600	Travel	2,000	1,000	500	500	4,000	Field Visit (M&E)
				72800	IT Equipment	2,500	0	0	0	2,500	For computers for the project team
				74500	Miscellaneous	400	200	0	200	800	Miscellaneous
				74599	UNDP cost recovery charges-Bills	7,155	7,000	7,000	4,000	25,155	UNDP Cost recovery, refer to LOA for UNDP Support Services
					Subtotal	27,055	18,200	27,500	4,700	77,455	
				GRAND TOTAL (GEF ONLY)	351,055	315,200	112,000	73,745	852,000		

	Responsible Party	Fund ID	Don or Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (2014)	Amount Year 2 (2015)	Amount Year 3(2016)	Amount Year 4 (2017)	Sub total	See Budget Note
7. Project Management (for the National Project Manager)	MNRE / UNDP	11800	CS	71400	Contractual Services - individual	65,000	65,000	65,000	65,000	260,000	This is the cost for recruiting National Project Manager. Funded by cost-sharing fund (not GEF)
				74599	UNDP cost recovery charges-DPC	10,000	10,000	10,000	10,000	40,000	CO technical assistance
					GRAND TOTAL (CS ONLY)	75,000	75,000	75,000	75,000	300,000	

	Amount Year 1 (USD)	Amount Year 2 (USD)	Amount Year 3 (USD)	Amount Year 4 (USD)	Total (USD)
GEF (cash)	351,055	315,200	112,000	73,745	852,000
Cost Sharing (cash)	75,000	75,000	75,000	75,000	300,000
In-kind Government	101,113	101,113	101,113	101,111	404,450
In-kind UNDP	25,000	25,000	25,000	25,000	100,000
TOTAL	552,168	516,313	313,113	274,856	1,656,450

PROPOSED WORKPLAN

Year	2014				2015				2016				2017			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Component 1: Strengthening the institutional framework for TNC including information collection and processing																
Strengthening of project teams, availability of work plan of roles of key stakeholders																
Organize workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors)																
Interactive web portal on climate change information and communication system ready																
Trainings conducted on application of different climate models for the integration planning into the national development																
Component 2: Inventory of GHG and the development of tools																
National GHG emissions inventory updated and completed as per the latest UNFCCC guidelines;																
Technical report on local emission factors for key economic activities ready																
Database and data sheet with IT tools/web portal for data updating and retrieving, for GHG inventory system ready;																
Local GHG conversion factors ready																
Component 3: Biennial Update Reporting (BUR)																
Information on national circumstances and institutional arrangements for national communications update;																
Status of GHG 2010 inventory updated and ready for submission;																
Conduct of Review of mitigation actions and their effects as well as options including their associated methodologies and assumptions completed																
Information on the development of NAMA, domestic MRV and national registry system made available																
Information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received available																
Availability of Information related to support received in preparation of BUR and TNC																
Component 4: Adaptation impacts and actions																
Use of climate models for various economic sectors started;																
Technical reports with socio-economic baseline and updated scenarios available																
Specific studies on climate change vulnerability and impact scenarios developed for key critical sectors produced;																
Technical reports including proposals of potential adaptation actions (or																

Year	2014				2015				2016				2017			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
national action plan on adaptation) in the sectors mentioned available;																
Policy options (including possible regulatory measures) report ready;																
Necessary adaptation technologies to be adopted identified																
Component 5: Mitigation impacts and actions																
Technical reports including proposals of potential mitigation actions and NAMA in the key sectors ready;																
Policy options (including regulatory protocols) and other necessary measures on mitigation actions ready;																
Necessary technology options to be adopted identified;																
National NAMA registry in the context of supporting national mitigation actions ready																
Component 6: Submission, Publication and dissemination of the TNC Report and the BUR reports																
Final report of the TNC submitted																
Final report of the BUR submitted																
National Launching Event for TNC & reports.																
Component 7: Project Management and M&E																
Project team recruitment																
Inception Workshop																
NSC meetings																
Project reporting as per UNDP/GEF guidelines																
Audit																
Wrapping up / Final Report / Lesson Learnt Report																

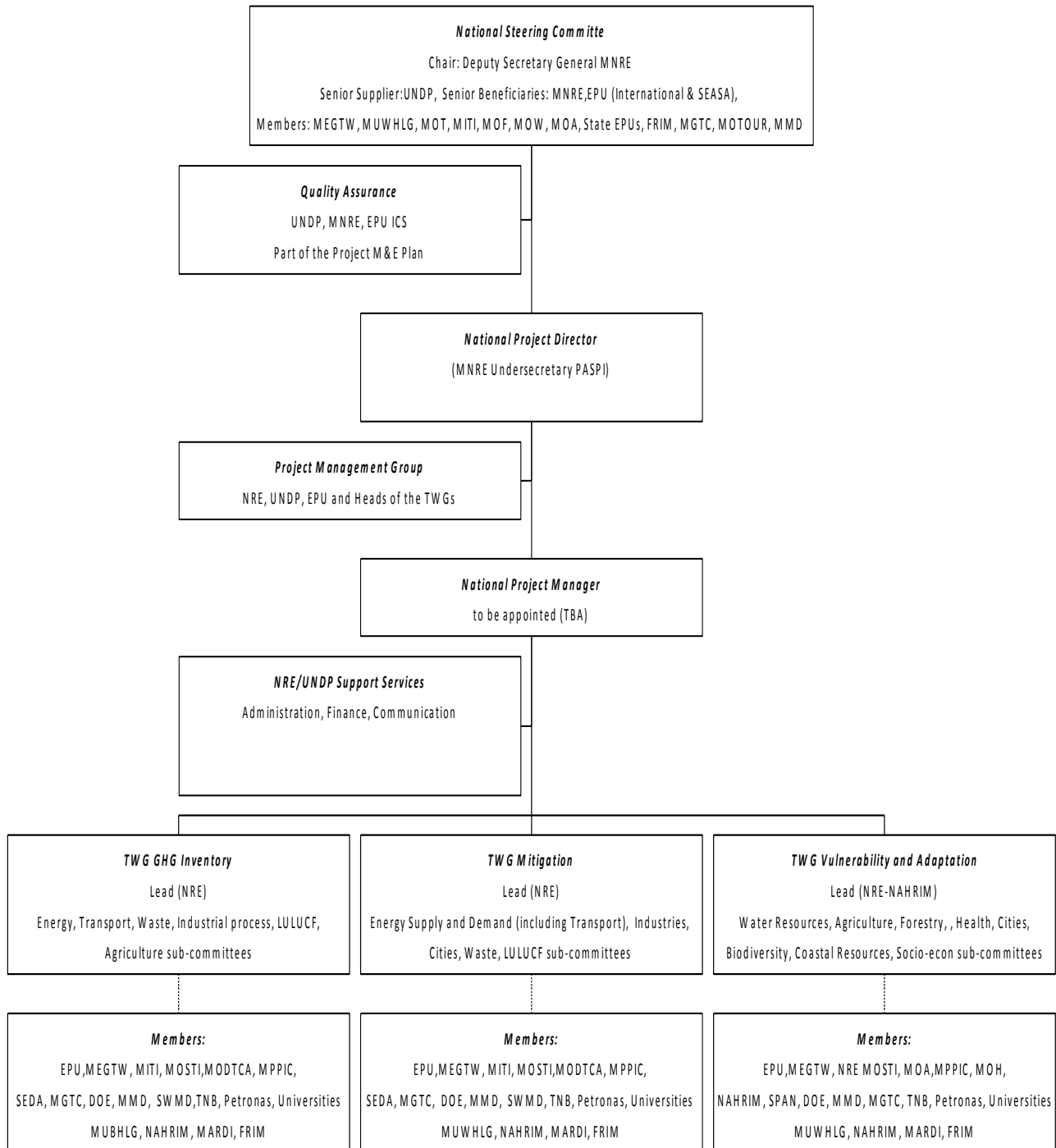
Note: Workplan will be reviewed during the Inception Phase

Annual Work Plan (AWP)

Refer [ANNEX A](#)

V. MANAGEMENT ARRANGEMENTS

UNDP will act as the GEF Implementing Agency for the development of the Third National Communication project and Ministry of Natural Resources and Environment (MNRE), Malaysia is the national executing agency. The project will be governed by the National Steering Committee (NSC) and supported by three (3) Technical Working Groups (TWG). A broad structure of the management arrangement is represented as below. A detail Terms of References (TOR) is listed in [ANNEX J](#).



National Steering Committee (NSC)⁴

A National Steering Committee will provide guidance and direction to the project implementation process according to the established detailed work plan monitoring tool. The Committee will be composed of representatives from EPU, MNRE, UNDP Malaysia, and other relevant stakeholders as identified in the TOR. The Chairperson of the NSC is the Deputy Secretary General of MNRE. NSC will review its membership from time to time.

Technical Working Committee (TWG)

Three (3) technical working groups will be established to look into various technical matters relating to the project output and will be chaired by the respective agencies head.

GHG TWG will look into the process of data collection and analysis of the GHG data inventory, at aggregate and disaggregate level, to be mainstreamed and utilized in the national planning process. It is naturally strategic to include Biennial Update Reporting (BUR) activities in the TNC to ensure GHG inventory is in line with the UNFCCC processes while meeting the UNFCCC deadline as recommended. Members of the GHG task force will include relevant ministries and agencies which are directly related to the production and submission of GHG data at the national and sub-national levels such as Economic Planning Unit (EPU), Ministry of Energy, Green Technology and Water (MEGTW), Ministry of Housing and Local Government (MUWHLG), Ministry of Plantation and Commodity Industry (MPPCI), Ministry of International Trade and Industries (MITI), Ministry of Science, Technology and Innovation (MOSTI), Ministry of Domestic Trade and Consumer Affairs (MODTCA), Solid Waste Management Department (SWMD), Department of Environment (DOE), Sustainable Energy Development Authority (SEDA), Malaysian Green Technology Corporation (MGTC), utilities (Tenaga Nasional Berhad (TNB), Sabah Electricity SB (SESB), Sarawak Electricity Supply Corporation (SESCO)), Petronas and the universities. The GHG TWG will be led by MNRE.

Mitigation TWG will also assume the role of the Nationally Appropriate Mitigation Actions (NAMA) national Task Force where it will propose new mitigation measures or report on-going actions for the purpose of data centralization and also for the national registry. Members of the Task Force will include relevant ministries and agencies which are directly related to sectors in GHG emission (and sink) such as Economic Planning Unit (EPU), Ministry of Energy, Green Technology and Water (MEGTW), Ministry of Housing and local Government (MUWHLG), Ministry of Natural Resources and Environment (MNRE), Ministry of Plantation and Commodity Industry (MPPCI), Ministry of International Trade and Industries (MITI), Ministry of Science, Technology and Innovation (MOSTI), Ministry of Domestic Trade and Consumer Affairs (MODTCA), Sustainable Energy Development Authority (SEDA), Malaysian Metrological Department (MMD), Malaysian Green Technology Corporation (MGTC), Solid Waste Management Department (SWMD), Department of Environment (DOE), utilities (Tenaga Nasional Berhad (TNB), Sabah Electricity SB (SESB), Sarawak Electricity Supply Corporation (SESCO), Petronas and the universities. The Mitigation TWG will be led by NRE

The Vulnerability and Adaptation (V&A) TWG will ensure that measures undertaken by respective agency at the national and sub-national levels are centrally reported. The V&A Task Force will also propose studies/research needed related to the sector involved including its socio-economic impacts. Members of

⁴ Note: National Steering Committee here refers to the “project-level” steering committee which then reports to the ministry-level National Steering Committee on Climate Change (NSCCC)

the V&A task force will include relevant ministries and agencies which are directly related to the adaptation sectors for example water, health, city planning and agriculture and will include members such as Economic Planning Unit (EPU), Ministry of Energy, Green Technology and Water (MEGTW), Natural Resources and environment (MNRE), Ministry of Health (MoH), Malaysian Metrological Department (MMD), Ministry of Agriculture (MOA, Ministry of Plantation and Commodity Industry (MPPCI), Ministry of Housing and Local Government (MUWHLG), National Hydraulic Research Institute of Malaysia (NAHRIM), Water Services Commission of Malaysia (SPAN), Ministry of Science, Technology and Innovation (MOSTI), Ministry of Domestic Trade and Consumer Affairs (MODTCA), Sustainable Energy Development Authority (SEDA), Malaysian Green Technology Corporation (MGTC), Tenaga Nasional Berhad (TNB), Petronas and the universities. The V&A TWG will be led by NAHRIM.

National Project Director (NPD)

The National Project Director is a government appointee with sufficient hierarchy to guide the whole project structure, approve activities as laid out in the project document and approve payments as per the Annual Work plan. The person is also responsible for coordinating project activities among various parties for the project. Among these responsibilities are ensuring that the project document and project revisions requiring Government's approval are verified and processed through the Government co-ordinating authority in accordance with established procedures and providing direction and guidance on project-related issues.

Project Assurance

The Project Assurance role supports the Project Board (the National Steering Committee) by carrying out objective and independent project oversight and monitoring functions. This role ensures that appropriate project management milestones are managed and completed. Risk factors will be periodically reviewed to ensure the risks are mitigated and manageable. Necessary actions to overcome any project challenges will be discussed as well. The UNDP Programme Officer will hold the Project Assurance together with a representative from the MNRE.

National Project Manager (NPM)

The NPM is responsible in running the day-to-day coordination of the project together with guidance from an authorized officer of the implementing agency. The person ensures that the project produces the results specified in the project document to the required standard of quality and within the specified constraints of time and cost.

The NPM will be recruited and will report administratively and programmatically to both the NPD and UNDP. The person will assist in preparing progress reports in timely and required manner, and provide the information needed for disbursement of funds.

Support Staff

Support staff for project will be provided by MNRE on as need basis. This will include secretariat services, copying, writing and finalizing (for approval by the NPD or higher authority) of minutes for TWG and NSC and other administrative support needed in the government machineries.

Financial Management

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 ([ANNEX F](#)) shall 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.

At the end of a quarter/year UNDP prepares a Combined Delivery Report (CDR) which records all disbursements made under the project for verification. The Implementing Partner and UNDP should sign this CDR.

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

UNDP Support Services

In addition, UNDP may/ shall provide the following services:

- a) identification and recruitment of project personnel;
- b) procurement of goods and services including project vehicle
- c) 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 ([ANNEX G](#)) where required.

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

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

In-Kind Contribution

In addition to the financial resources through UNDP, the 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 MNRE
- Use of office support facilities by the Project Manager, consultants and experts (e.g. fax machine, stationary, photocopying machine, telephone), and secretarial support where applicable;
- Facilities for convening meetings, workshops and seminars.

Any reimbursable expenses can be borne by the project fund as agreed in the Annual Work Plan (AWP).

VI. MONITORING AND EVALUATION FRAMEWORK

M& E workplan and budget

Type of M&E activity	Responsible Parties	Budget US\$ <i>Excluding project team staff time</i>	Time frame
Inception Workshop and Report	<ul style="list-style-type: none"> ▪ Project Manager ▪ UNDP CO, UNDP GEF 	Indicative cost: 10,000	Within first two months of project start up
Measurement of Means of Verification of project results.	<ul style="list-style-type: none"> ▪ UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members. 	To be finalized in Inception Phase and Workshop.	Start, mid and end of project (during evaluation cycle) and annually when required.
Measurement of Means of Verification for Project Progress on <i>output and implementation</i>	<ul style="list-style-type: none"> ▪ Oversight by Project Manager ▪ Project team 	To be determined as part of the Annual Work Plan's preparation.	Annually prior to ARR/PIR and to the definition of annual work plans
ARR/PIR	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO ▪ UNDP RTA ▪ UNDP EEG 	None	Not applicable
Periodic status/ progress reports	<ul style="list-style-type: none"> ▪ Project manager and team 	None	Quarterly
Mid-term Evaluation	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO ▪ UNDP RCU ▪ External Consultants (i.e. evaluation team) 	None	Not applicable for EA projects
Final Evaluation	<ul style="list-style-type: none"> ▪ Project manager and team, ▪ UNDP CO ▪ UNDP RCU ▪ External Consultants (i.e. evaluation team) 	None	Not applicable for EA projects
Project Terminal Report	<ul style="list-style-type: none"> ▪ Project manager and team ▪ UNDP CO ▪ local consultant 	0	At least three months before the end of the project
Audit	<ul style="list-style-type: none"> ▪ UNDP CO ▪ Project manager and team 	Indicative cost per year: 3,000	Yearly (total sum is \$12,000)
Visits to field sites	<ul style="list-style-type: none"> ▪ UNDP CO ▪ UNDP RCU (as appropriate) ▪ Government representatives 	For GEF supported projects, paid from IA fees and operational budget	Yearly
TOTAL indicative COST Excluding project team staff time and UNDP staff and travel expenses		US\$ 22,000 (+/- 5% of total budget)	

The project activities will be closely monitored by UNDP according to the NIM CPAP guidelines as in [ANNEX L](#). In compliance with UNDP regulations, the following will be conducted:

a) Project Monitoring and Review Meetings

- **National Steering Committee Meetings**

The National Steering Committee (NSC) will meet after the receipt of each project report or at least twice a year, whichever is greater and address project issues raised by the Project Manager, review project progress reports and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to the project document. A final NSC meeting should also be held at the end of project completion to agree to and endorse the final findings and outcomes of the project and to make recommendations towards project closure.

- **Technical Working Group (TWG) Meetings**

The Technical Working Group Committee (TWG) will meet as regularly as required to assist the NSC in monitoring and advising the technical implementation of the project and its activities. The TWG acts as the technical advisors to the NSC, and regularly reviews the progress of all project components. TWG will recommend projects to be endorsed by NSC.

- **Annual Project Review Meeting**

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

- **Final Project Review Meeting**

A Final Project Review meeting will be conducted towards the end of the project completion. Its purpose is to assess the performance and success of the project. It should look at sustainability of the results, including the contribution to related outcomes (and the status of these outcomes) and capacity development. It will also review lessons learned and recommendations that might improve design and implementation of other UNDP-funded projects. The meeting will discuss the Final Project Review Report that should be submitted two weeks prior to the Final Project Review Meeting.

b) Progress Reporting Documents

- **Quarterly progress**

- Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform.
- Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high.
- Other ATLAS logs can be used to monitor issues, and lessons learned. The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

Bi-annual progress:

Standard Status Survey Questionnaires to indicate implementation progress and identify challenges as well as technical support needs will be carried out twice a year - typically in February/March and August/September time. Status of National Communications and BURs from Parties not included in Annex I to the Convention is compiled by Implementing Agency and submitted to GEF and UNFCCC Secretariats for Council approval and reporting at SBI (Susidiary Body for Implementation) sessions.

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

A Mid-Year Progress Report shall be prepared by the Project Manager, approved by NPD 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. MYPR template is in [ANNEX D.](#)

- **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, as in [ANNEX E.](#)

- **Final Project Review Report**

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

- Lessons learnt log - summarizing the information captured throughout the implementation of the project
- Minutes of NSC meetings
- Minutes of TWG meetings
- Annual signed CDRs
- Statements of cash position (if applicable)
- Statements of assets and equipment

This report will be discussed at the Final Project Review meeting mentioned above.

c) Financial Monitoring and Quality Assurance

Combined Delivery Reports

The Combined Delivery Report (CDR) is the report that reflects the total expenditures and actual obligations (recorded in Atlas) of a Project during a period. This report is prepared by UNDP using Atlas and shared with the implementing partner on a quarterly 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. Statements of cash position as well as assets and equipment should also be submitted together with the CDR on a yearly basis.

Audit

The Government will provide the UNDP Resident Representative with certified periodic financial statements, and with an annual audit of the financial statements relating to the status of UNDP (including GEF) funds according to the established procedures set out in the programming and finance manuals. The project will be conducted according to UNDP financial regulations and rules and applicable audit policies. The audit will be conducted by the legally recognized auditor of the Government, or by a commercial auditor engaged by the Government.

d) Compliance with the Minimum Operating Security Standards

The project will comply with the UNDP MOSS as in [ANNEX M](#)

e) Learning and knowledge sharing:

Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums.

The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation though lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

f) Communications and visibility requirements:

Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The GEF logo can be accessed at: http://www.thegef.org/gef/GEF_logo. The UNDP logo can be accessed at <http://intra.undp.org/coa/branding.shtml>.

Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf. Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items. Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

VII. LEGAL CONTEXT

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

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

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

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

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

VIII. ANNEX A: ANNUAL WORK PLAN

Annual Work Plan 2014

Annual Work Plan (AWP) 2014									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
Outcome 1									
Strengthening the institutional framework for TNC including information collection and processing Indicator: <ul style="list-style-type: none"> Availability of work plan of roles of key stakeholders Number of capacity building workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) Existence of interactive web portal on climate change information and communication system Number of training conducted on application of different climate models for the integration planning into the national development Baseline: <ul style="list-style-type: none"> 0 workplan or only informal set up in existence 0 number of capacity building workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) Absence of interactive web portal on climate change information and communication system 0 number of training conducted on application of different climate models for the integration planning into the national development Targets: <ul style="list-style-type: none"> Initiated the development of an operational framework Conducted of at least 1 capacity building workshops and training 	Activity Results: <ul style="list-style-type: none"> Strengthening of project teams, availability of work plan of roles of key stakeholders Preparation of work planning which lead to organizing workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) Preparation of work planning which will lead to development of an interactive web portal on climate change information, GHG inventory and communication system. Trainings conducted on introduction of different climate models for the integration planning into the national development Associated Actions: <ul style="list-style-type: none"> Meetings with key stakeholders and submission of necessary policy inputs Identify key issues and provide support in finding the most possible solutions in ensuring a clear institutional framework Facilitate institutionalisation of GHG inventory activities for key agencies. Seek and identify possible IT systems for interactive web portal 								
		x	x	x	x	NRE	GEF	International Consultant	0
								Local Consultant	14,000
								Workshop / Seminar	9,000
								Travel	4,000
								Miscellaneous	500

Annual Work Plan (AWP) 2014									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<p>sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors)</p> <ul style="list-style-type: none"> Initiated the discussion on the interactive web portal on climate change information and communication system 1 training to be conducted on application of different climate models for the integration planning into the national development <p><i>Related CP outcome:</i> Strengthened institutional capacity in managing climate change, including achieving both the 2015 renewable energy target of 5.5% of total electricity generation mix and an enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo.</p>	<ul style="list-style-type: none"> Identify key training needs for relevant stakeholders 								
Subtotal								27,500	
Outcome 2									
<p>Development of the National GHG Inventory</p> <p><i>Indicator:</i></p> <ul style="list-style-type: none"> National GHG emissions inventories as per the latest UNFCCC guidelines; Technical report on local emission factors for key economic activities Database with IT tools for data updating and retrieving, as the basis for GHG inventory system; Datasheet with sets of indicators for GHG emitting sectors; GHG conversion factors <p><i>Baseline:</i></p> <ul style="list-style-type: none"> GHG emission inventories as per NC2 (2010) 0 technical report on local emission factors for key economic activities 0 database with IT tools for data updating and retrieving, as the 	<p><i>Activity Results:</i></p> <ol style="list-style-type: none"> National GHG Inventory shall be revisited accordingly Initiated work plan for the development of local emission factors for key economic activities Initiated and review suitable systems for GHG database and data sheet with IT tools/web portal for data updating and retrieving, for GHG inventory system. Initiated the preparation work for local GHG conversion factors <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Review existing initiatives related to GHG Inventory Organizing meetings and workshops with government and private sectors 	X	X	X	X	NRE	GEF	<p>International Consultant 0</p> <p>Local Consultant 14,000</p> <p>Workshop / Seminar 0</p> <p>Travel 5,000</p> <p>Equipment 30,000</p> <p>Miscellaneous 500</p>	

Annual Work Plan (AWP) 2014

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<p>basis for GHG inventory system;</p> <ul style="list-style-type: none"> 0 Datasheet with sets of indicators for GHG emitting sectors; Inexistence of final GHG conversion factors <p><i>Targets:</i></p> <ul style="list-style-type: none"> Initiated actions on updating GHG emission inventories Initiated actions on technical report on local emission factors for key economic activities Initiated discussions on the establishment of database with IT tools for data updating and retrieving, as the basis for GHG inventory system; Initiated discussion on the development of datasheet with sets of indicators for GHG emitting sectors; Initiated discussion on local conversion factors <p><i>Related CP outcome:</i> Same with Outcome 1</p>	<ul style="list-style-type: none"> Recruitment of local/international consultants for to organize the said activities 								
Subtotal								49,500	
Outcome 3									
<p>Biennial Update Reporting</p> <p><i>Indicator:</i></p> <ul style="list-style-type: none"> Information on national circumstances and institutional arrangements for national communications; Status of GHG 2010 inventory ; Conduct of Review of mitigation actions and their effects as well as options including their associated methodologies and assumptions; Availability of information on the development of NAMA, domestic MRV and national registry system; Availability of information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and 	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> Information on national circumstances and institutional arrangements for national communications update; Status of GHG 2010 inventory updated and ready for submission; Conduct of Review of mitigation actions and their effects as well as options including their associated methodologies and assumptions completed Information on the development of NAMA, domestic MRV and national registry system made available Information on identification of gaps, 	X	X	X	X	NRE	GEF	International Consultant	21,000
								Local Consultant	126,000
								Workshop / Seminar	15,000
								Travel	4,000
								Miscellaneous	500

Annual Work Plan (AWP) 2014

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<p>received;</p> <ul style="list-style-type: none"> Availability of Information related to support received in preparation of BUR and TNC <p><i>Baseline:</i></p> <ul style="list-style-type: none"> Weak information on national circumstances and institutional arrangements for national communications; GHG inventory (2010) ; 0 review of mitigation actions and their effects as well as options including associated methodologies and assumptions; 0 information on development of NAMA, domestic MRV and national registry system; 0 information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; 0 Information related to support received in preparation of BUR and TNC <p><i>Targets:</i></p> <ul style="list-style-type: none"> Weak information on national circumstances and institutional arrangements for national communications; GHG inventory (2010) ; 0 review of mitigation actions and their effects as well as options including associated methodologies and assumptions; 0 information on development of NAMA, domestic MRV and national registry system; 0 information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; 0 Information related to support received in preparation of BUR and TNC <p><i>Related CP outcome:</i> Same with Outcome 1</p>	<p>and related financial, technical and capacity needs related to mitigation issues and description of support needed and received available</p> <ul style="list-style-type: none"> Availability of Information related to support received in preparation of BUR and TNC <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Review existing initiatives related to GHG Inventory Organizing meetings and workshops with government and private sectors Recruitment of local/international consultants for to organize the said activities 								

Annual Work Plan (AWP) 2014									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
							Subtotal	166,500	
Outcome 4									
Adaptation Impacts and Actions <i>Indicators:</i> <ul style="list-style-type: none"> Use of climate models for various economic sectors; Availability of technical reports with socio-economic baseline and updated scenarios; Availability of specific studies on climate change vulnerability and impact scenarios developed for key critical sectors; Availability of technical reports including proposals of potential adaptation actions in the sectors mentioned; Availability of policy options (including possible regulatory measures); Identification of the necessary adaptation technologies to be adopted <i>Baseline:</i> <ul style="list-style-type: none"> 0 climate models for various economic sectors; Unavailability of technical reports with socio-economic baseline and updated scenarios; Unavailability of specific studies on climate change vulnerability and impact scenarios developed for key critical sectors; Unavailability of technical reports including proposals of potential adaptation actions in the sectors mentioned; Unavailability of policy options (including possible regulatory measures); Necessary adaptation technologies to be adopted has not been identified <i>Targets:</i> <ul style="list-style-type: none"> At least utilized 1 climate models for selected economic model Existence of a technical report with socio-economic baseline and updated scenarios; Existence of specific studies on climate change vulnerability and 	<i>Activity Results:</i> <ul style="list-style-type: none"> Use of climate models for various economic sectors started; Technical reports with socio-economic baseline and updated scenarios available Specific studies on climate change vulnerability and impact scenarios developed for key critical sectors produced; Technical reports including proposals of potential adaptation actions in the sectors mentioned available; Policy options (including possible regulatory measures) report ready; Necessary adaptation technologies to be adopted identified <i>Associated Actions:</i> <ul style="list-style-type: none"> Review existing initiatives related to adaptation measures Organizing meetings and workshops with government and private sectors Recruitment of local/international consultants for the said activities 	x	x	x	x	NRE UN DP	GEF	International Consultant 0 Local Consultant 28,000 Workshop / Seminar 15,000 Travel 1,500 Miscellaneous 500	

Annual Work Plan (AWP) 2014

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<p>impact scenarios developed for key critical sectors;</p> <ul style="list-style-type: none"> Existence of technical reports including proposals of potential adaptation actions in the sectors mentioned; Availability of 1 policy option (including possible regulatory measures); Necessary adaptation technologies to be adopted has not been identified <p><i>Related CP outcome:</i> Same with Outcome 1</p>									
Subtotal									45,000
Outcome 5									
<p>Mitigation Impacts and Actions</p> <p><i>Indicators:</i></p> <ul style="list-style-type: none"> Availability of technical reports including proposals of potential mitigation actions and NAMA in the key sectors; Availability of policy options (including regulatory protocols) and other necessary measures on mitigation actions; Identification of the necessary technology to be adopted; Development of national NAMA registry in the context of supporting national mitigation actions <p><i>Baseline:</i></p> <ul style="list-style-type: none"> Unavailability of technical reports including proposals of potential mitigation actions and NAMA in the key sectors; Unavailability of policy options (including regulatory protocols) and other necessary measures on mitigation actions; Necessary technology to be adopted yet to be identified; Inexistence of national NAMA registry in the context of supporting national mitigation actions <p><i>Targets:</i></p> <ul style="list-style-type: none"> 1 technical reports including proposals of potential 	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> Technical reports including proposals of potential mitigation actions and NAMA in the key sectors ready; Policy options (including regulatory protocols) and other necessary measures on mitigation actions ready; Necessary technology options to be adopted identified; National NAMA registry in the context of supporting national mitigation actions ready <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Review existing initiatives related to mitigation measures Organizing meetings and workshops with government and private sectors Recruitment of local/international consultants for the said activities 	X	X	X	X	NRE	GEF	International Consultant	7,000
								Local Consultant	21,000
								Workshop / Seminar	5,000
								Travel	2,000
								Miscellaneous	500

Annual Work Plan (AWP) 2014									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
mitigation actions and NAMA in the key sectors, (or 1 NAMA proposal); <ul style="list-style-type: none"> 1 number of policy options (including regulatory protocols) and other necessary measures on mitigation actions initiated; Identified necessary technology to be adopted Initiated the development of the national NAMA registry in the context of supporting national mitigation actions <i>Related CP outcome:</i> Same with Outcome 1									
								Subtotal	35,500
Outcome 6									
Reports and Publication	<i>Activity Results:</i> <ul style="list-style-type: none"> 0 <i>Associated Actions:</i> <ul style="list-style-type: none"> 0 								
<i>Indicators:</i> 0 <i>Baseline:</i> 0 <i>Targets:</i> 0 <i>Related CP outcome:</i> Same with Outcome 1		X	X	X	X	NRE	GEF	International Consultant Local Consultant Workshop / Seminar Travel Miscellaneous	0 0 0 0 0
								Subtotal	0
Outcome 7									
Project Management and M&E	<i>Activity Results:</i> <ul style="list-style-type: none"> TWG meetings NSC meetings <i>Associated Actions:</i>	X	X	X	X	NRE	GEF	International Consultant Local Consultant	0 10,000

Annual Work Plan (AWP) 2014									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
	<ul style="list-style-type: none"> Organize meetings Preparation of work planning Recruitment of the National Project Manager/project teams local/international consultants for the said activities 							Workshop	5,000
								Travel	2,000
								Equipment	2,500
								Miscellaneous	400
								UNDP Cost-recovery - Charge Bills ⁵	7,155
	Subtotal								27,055
	<i>Associated Actions:</i> <ul style="list-style-type: none"> Recruitment and expected National Project Manager 	X	X			NRE / UN DP	CS	Service Contract (SB-5)	75,000
	Subtotal								75,000
TOTAL (GEF and CS FUND)									426,055
								GMS Cost-Sharing ⁶	4,500
GRAND TOTAL ⁷									430,555

⁵ Based on UNDP UPL cost

⁶ GMS fee for Cost Sharing Fund (6%)

⁷ **GRAND TOTAL is inclusive of GEF, CS fund and CS GMS**

Annual Work Plan (AWP) 2015

AWP 2015									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
Outcome 1									
<p>Strengthening the institutional framework for TNC including information collection and processing</p> <p>Indicator:</p> <ul style="list-style-type: none"> • Availability of work plan of roles of key stakeholders • Number of capacity building workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) • Existence of interactive web portal on climate change information and communication system • Number of training conducted on application of different climate models for the integration planning into the national development <p>Baseline:</p> <ul style="list-style-type: none"> • 0 workplan or only informal set up in existence • 0 number of capacity building workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) • Absence of interactive web portal on climate change information and communication system • 0 number of training conducted on application of different climate models for the integration planning into the national development <p>Targets:</p> <ul style="list-style-type: none"> • Framework on GHG reporting in operation • Conducted of at least 1 capacity building workshops and training sessions for policy makers (federal, state and local authorities), 	<p>Activity Results:</p> <ul style="list-style-type: none"> • Strengthening of project teams, availability of work plan of roles of key stakeholders • Preparation of work planning which lead to organizing workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) • Preparation of work planning which will lead to development of an interactive web portal on climate change information, GHG inventory and communication system. • Trainings conducted on introduction of different climate models for the integration planning into the national development <p>Associated Actions:</p> <ul style="list-style-type: none"> • Meetings with key stakeholders and submission of necessary policy inputs • Identify key issues and provide support in finding the most possible solutions in ensuring a clear institutional framework • Facilitate institutionalisation of GHG inventory activities for key agencies. • Seek and identify possible IT systems for interactive web portal • Identify key training needs for relevant 								
		x	x	x	x	NRE	GEF	International Consultant	0
								Local Consultant	14,000
								Workshop / Seminar	10,000
								Travel	3,000
								Miscellaneous	500

AWP 2015									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
scientific studies and awareness programme (for public and private sectors) <ul style="list-style-type: none"> Interactive web portal on climate change information and communication system ready for launching 4 training conducted on application of different climate models for the integration planning into the national development <p><i>Related CP outcome:</i> Strengthened institutional capacity in managing climate change, including achieving both the 2015 renewable energy target of 5.5% of total electricity generation mix and an enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo.</p>	stakeholders								
Subtotal									27,500
Outcome 2									
Development of the National GHG Inventory <i>Indicator:</i> <ul style="list-style-type: none"> National GHG emissions inventories as per the latest UNFCCC guidelines; Technical report on local emission factors for key economic activities Database with IT tools for data updating and retrieving, as the basis for GHG inventory system; Datasheet with sets of indicators for GHG emitting sectors; GHG conversion factors <p><i>Baseline:</i></p> <ul style="list-style-type: none"> GHG emission inventories as per NC2 (2010) 0 technical report on local emission factors for key economic activities 0 database with IT tools for data updating and retrieving, as the basis for GHG inventory system; 0 Datasheet with sets of indicators for GHG emitting sectors; 	<i>Activity Results:</i> <ul style="list-style-type: none"> National GHG Inventory is revisited accordingly Initiated work plan for the development of local emission factors for key economic activities Initiated and review suitable systems for GHG database and data sheet with IT tools/web portal for data updating and retrieving, for GHG inventory system. Initiated the preparation work for local GHG conversion factors <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Review existing initiatives related to GHG Inventory Organizing meetings and workshops with government and private sectors Recruitment of local/international consultants for to organize the said 	X	X	X	x	NRE	GEF	International Consultant Local Consultant Workshop / Seminar Travel Equipment Miscellaneous	7,000 35,000 15,000 5,000 0 1,000

AWP 2015									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<ul style="list-style-type: none"> Inexistence of final GHG conversion factors <p><i>Targets:</i></p> <ul style="list-style-type: none"> Work started on updating of GHG emission inventories 1 technical report on local emission factors for key economic activities ready Database with IT tools for data updating and retrieving, as the basis for GHG inventory system ready for launching; Datasheet with sets of indicators for GHG emitting sectors ready to be used; Draft local conversion factors for selected sectors ready <p><i>Related CP outcome:</i> Same with Outcome 1</p>	activities								
							Subtotal	63,000	
Outcome 3									
<p>Biennial Update Reporting</p> <p><i>Indicator:</i></p> <ul style="list-style-type: none"> Information on national circumstances and institutional arrangements for national communications; Status of GHG 2010 inventory ; Conduct of Review of mitigation actions and their effects as well as options including their associated methodologies and assumptions; Availability of information on the development of NAMA, domestic MRV and national registry system; Availability of information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; Availability of Information related to support received in preparation of BUR and TNC 	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> Information on national circumstances and institutional arrangements for national communications update; Status of GHG 2010 inventory updated and ready for submission; Conduct of Review of mitigation actions and their effects as well as options including their associated methodologies and assumptions completed Information on the development of NAMA, domestic MRV and national registry system made available Information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received available 	X	X	X	X	NRE	GEF	International Consultant Local Consultant Workshop / Seminar Travel Miscellaneous	0 77,000 15,000 5,000 1,000

AWP 2015									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<p><i>Baseline:</i></p> <ul style="list-style-type: none"> Weak information on national circumstances and institutional arrangements for national communications; GHG inventory (2010) ; 0 review of mitigation actions and their effects as well as options including associated methodologies and assumptions; 0 information on development of NAMA, domestic MRV and national registry system; 0 information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; 0 Information related to support received in preparation of BUR and TNC <p><i>Targets:</i></p> <ul style="list-style-type: none"> Information on national circumstances and institutional arrangements for national communications drafted; GHG inventory updated ; Review of mitigation actions and their effects as well as options including associated methodologies and assumptions completed; Availability of information on development of NAMA, domestic MRV and national registry system; Availability of information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; Availability of Information related to support received in preparation of BUR and TNC <p><i>Related CP outcome:</i> Same with Outcome 1</p>	<ul style="list-style-type: none"> Availability of Information related to support received in preparation of BUR and TNC <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Review existing initiatives related to GHG Inventory Organizing meetings and workshops with government and private sectors Recruitment of local/international consultants for to organize the said activities 								
								Subtotal	98,000
Outcome 4									
Adaptation Impacts and Actions	<i>Activity Results:</i>	x	x	x	x	NRE	GEF	International	14,000

AWP 2015									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<p><i>Indicators:</i></p> <ul style="list-style-type: none"> • Use of climate models for various economic sectors; • Availability of technical reports with socio-economic baseline and updated scenarios; • Availability of specific studies on climate change vulnerability and impact scenarios developed for key critical sectors; • Availability of technical reports including proposals of potential adaptation actions in the sectors mentioned; • Availability of policy options (including possible regulatory measures); • Identification of the necessary adaptation technologies to be adopted <p><i>Baseline:</i></p> <ul style="list-style-type: none"> • 0 climate models for various economic sectors; • Unavailability of technical reports with socio-economic baseline and updated scenarios; • Unavailability of specific studies on climate change vulnerability and impact scenarios developed for key critical sectors; • Unavailability of technical reports including proposals of potential adaptation actions in the sectors mentioned; • Unavailability of policy options (including possible regulatory measures); • Necessary adaptation technologies to be adopted has not been identified <p><i>Targets:</i></p> <ul style="list-style-type: none"> • Climate models for various economic sectors adopted and in operation; • Technical reports with socio-economic baseline and updated scenarios are now available; • Specific studies on climate change vulnerability and impact scenarios developed for key critical sectors are now available; • Technical reports including proposals of potential adaptation actions in the sectors mentioned are now available; 	<ul style="list-style-type: none"> • Use of climate models for various economic sectors started; • Technical reports with socio-economic baseline and updated scenarios available • Specific studies on climate change vulnerability and impact scenarios developed for key critical sectors produced; • Technical reports including proposals of potential adaptation actions in the sectors mentioned available; • Policy options (including possible regulatory measures) report ready; • Necessary adaptation technologies to be adopted identified <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> • Review existing initiatives related to adaptation measures • Organizing meetings and workshops with government and private sectors • Recruitment of local/international consultants for the said activities 					UNDP		Consultant	
								Local Consultant	28,000
								Workshop / Seminar	12,000
								Travel	3,000
								Miscellaneous	1,000

AWP 2015									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<ul style="list-style-type: none"> Existence of policy options and recommendation (including possible regulatory measures); Necessary adaptation technologies to be adopted has been identified <p><i>Related CP outcome:</i> Same with Outcome 1</p>									
							Subtotal	58,000	
Outcome 5									
<p>Mitigation Impacts and Actions</p> <p><i>Indicators:</i></p> <ul style="list-style-type: none"> Availability of technical reports including proposals of potential mitigation actions and NAMA in the key sectors; Availability of policy options (including regulatory protocols) and other necessary measures on mitigation actions; Identification of the necessary technology to be adopted; Development of national NAMA registry in the context of supporting national mitigation actions <p><i>Baseline:</i></p> <ul style="list-style-type: none"> Unavailability of technical reports including proposals of potential mitigation actions and NAMA in the key sectors; Unavailability of policy options (including regulatory protocols) and other necessary measures on mitigation actions; Necessary technology to be adopted yet to be identified; Inexistence of national NAMA registry in the context of supporting national mitigation actions <p><i>Targets:</i></p> <ul style="list-style-type: none"> Technical reports including proposals of potential mitigation actions and NAMA in the key sectors available; Policy options and recommendations (including regulatory protocols) and other necessary measures on mitigation 	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> Technical reports including proposals of potential mitigation actions and NAMA in the key sectors ready; Policy options (including regulatory protocols) and other necessary measures on mitigation actions ready; Necessary technology options to be adopted identified; National NAMA registry in the context of supporting national mitigation actions ready <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Review existing initiatives related to mitigation measures Organizing meetings and workshops with government and private sectors Recruitment of local/international consultants for the said activities 	X	X	X	X	NRE	GEF	International Consultant 0 Local Consultant 21,000 Workshop / Seminar 5,000 Travel 2,000 Miscellaneous 500	

AWP 2015									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<ul style="list-style-type: none"> actions available; Identified necessary technology to be adopted Existence of national NAMA registry in the context of supporting national mitigation actions <p><i>Related CP outcome:</i> Same with Outcome 1</p>									
								Subtotal	28,500
Outcome 6									
Reports and Publication <i>Indicators:</i> <ul style="list-style-type: none"> Final report of the BUR National Launching Event for the BUR. <i>Baseline:</i> <ul style="list-style-type: none"> <i>Inexistence of the BUR report</i> <i>0 National launching event, workshops and seminars to disseminate preliminary and final results of the TNC and BUR.</i> <i>Targets:</i> <ul style="list-style-type: none"> Final BUR report completed 1 National launching event, workshops and seminars to disseminate preliminary and final results of the TNC and BUR organized. <p><i>Related CP outcome:</i> Same with Outcome 1</p>	<i>Activity Results:</i> <ul style="list-style-type: none"> Final report of the BUR submitted National Launching Event for TNC & reports. <i>Associated Actions:</i> <ul style="list-style-type: none"> Review past reports in INC and NC2 Organizing meetings and workshops Recruitment of local/international consultants for the said activities 								
		X	X	X	X	NRE	GEF	International Consultant	0
								Local Consultant	14,000
								Workshop / Seminar	3,000
								Travel	0
								Miscellaneous / Publication	5,000
								Subtotal	22,000
Outcome 7									
Project Management and M&E	<i>Activity Results:</i> <ul style="list-style-type: none"> TWG meetings 	X	X	X	X	NRE	GEF	International Consultant	0

AWP 2015									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
	<ul style="list-style-type: none"> NSC meetings Audit Launching of reports <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Organize meetings Preparation of work planning Recruitment of the National Project Manager/project teams local/international consultants for the said activities 							Local Consultant	10,000
								Workshop / Seminar	0
								Travel	1,000
								Equipment	0
								Miscellaneous	200
								UNDP Cost-recovery - Charge Bills ⁸	7,000
	Subtotal								21,200
	<p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> National Project Manager 	X	X	X	X	NRE / UNDP	CS	Service Contract (SB-5)	75,000
	Subtotal								75,000
TOTAL (GEF and CS FUND)									390,200
								GMS Cost-Sharing ⁹	4,500
GRAND TOTAL ¹⁰									394,700

⁸ Based on UNDP UPL cost

⁹ GMS fee for Cost Sharing Fund (6%)

¹⁰ **GRAND TOTAL is inclusive of GEF, CS fund and CS GMS**

Annual Work Plan (AWP) 2016

AWP 2016									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
Outcome 1									
<p>Strengthening the institutional framework for TNC including information collection and processing</p> <p>Indicator:</p> <ul style="list-style-type: none"> • Availability of work plan of roles of key stakeholders • Number of capacity building workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) • Existence of interactive web portal on climate change information and communication system • Number of training conducted on application of different climate models for the integration planning into the national development <p>Baseline:</p> <ul style="list-style-type: none"> • 0 workplan or only informal set up in existence • 0 number of capacity building workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) • Absence of interactive web portal on climate change information and communication system • 0 number of training conducted on application of different climate models for the integration planning into the national development <p>Targets:</p> <ul style="list-style-type: none"> • Framework and workplan on GHG reporting in operation • Conducted of at least 1 capacity building workshops and training sessions for policy makers (federal, state and local authorities), 	<p>Activity Results:</p> <ul style="list-style-type: none"> • Strengthening of project teams, availability of work plan of roles of key stakeholders • Preparation of work planning which lead to organizing workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) • Preparation of work planning which will lead to development of an interactive web portal on climate change information, GHG inventory and communication system. • Trainings conducted on introduction of different climate models for the integration planning into the national development <p>Associated Actions:</p> <ul style="list-style-type: none"> • Meetings with key stakeholders and submission of necessary policy inputs • Identify key issues and provide support in finding the most possible solutions in ensuring a clear institutional framework • Facilitate institutionalisation of GHG inventory activities for key agencies. • Seek and identify possible IT systems for interactive web portal • Identify key training needs for relevant 								
		x	x	x	x	NRE	GEF	International Consultant	0
								Local Consultant	0
								Workshop / Seminar	0
								Travel	0
								Miscellaneous	0

AWP 2016									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
scientific studies and awareness programme (for public and private sectors) <ul style="list-style-type: none"> Interactive web portal on climate change information and communication system ready for launching 4 training conducted on application of different climate models for the integration planning into the national development <p><i>Related CP outcome:</i> Strengthened institutional capacity in managing climate change, including achieving both the 2015 renewable energy target of 5.5% of total electricity generation mix and an enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo.</p>	stakeholders								
							Subtotal	0	
Outcome 2									
Development of the National GHG Inventory <i>Indicator:</i> <ul style="list-style-type: none"> National GHG emissions inventories as per the latest UNFCCC guidelines; Technical report on local emission factors for key economic activities Database with IT tools for data updating and retrieving, as the basis for GHG inventory system; Datasheet with sets of indicators for GHG emitting sectors; GHG conversion factors <p><i>Baseline:</i></p> <ul style="list-style-type: none"> GHG emission inventories as per NC2 (2010) 0 technical report on local emission factors for key economic activities 0 database with IT tools for data updating and retrieving, as the basis for GHG inventory system; 0 Datasheet with sets of indicators for GHG emitting sectors; 	<i>Activity Results:</i> <ol style="list-style-type: none"> National GHG Inventory is revisited accordingly Initiated work plan for the development of local emission factors for key economic activities Initiated and review suitable systems for GHG database and date sheet with IT tools/web portal for data updating and retrieving, for GHG inventory system. Initiated the preparation work for local GHG conversion factors <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Review existing initiatives related to GHG Inventory Organizing meetings and workshops with government and private sectors Recruitment of local/international consultants for to organize the said 	X	X	X	x	NRE	GEF	International Consultant Local Consultant Workshop / Seminar Travel Equipment Miscellaneous	0 21,000 10,000 2,500 2,000 1,000

AWP 2016									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<ul style="list-style-type: none"> Inexistence of final GHG conversion factors <p><i>Targets:</i></p> <ul style="list-style-type: none"> Updating of GHG emission inventories in operation 1 technical report on local emission factors for key economic activities ready Database with IT tools for data updating and retrieving, as the basis for GHG inventory system in operation; Datasheet with sets of indicators for GHG emitting sectors in operation; Local conversion factors for selected sectors ready for adoption <p><i>Related CP outcome:</i> Same with Outcome 1</p>	activities								
							Subtotal		36,500
Outcome 3									
<p>Biennial Update Reporting</p> <p><i>Indicator:</i></p> <ul style="list-style-type: none"> Availability of Information related to support received in preparation of BUR and TNC <p><i>Baseline:</i></p> <ul style="list-style-type: none"> 0 Information related to support received in preparation of BUR for updating the TNC <p><i>Targets:</i></p> <ul style="list-style-type: none"> Information related to support received in preparation of BUR for updating the TNC <p><i>Related CP outcome:</i> Same with Outcome 1</p>	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> Availability of Information related to support received in preparation the TNC <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Review existing initiatives related to GHG Inventory Organizing meetings and workshops with government and private sectors Preparation of work planning for the development of a dedicated national GHG inventory and registry Recruitment of local/international consultants for to organize the said activities 	X	X	X	X	NRE	GEF	International Consultant Local Consultant Workshop / Seminar Travel Miscellaneous	0 14,000 0 1,000 500

AWP 2016									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
							Subtotal	15,500	
Outcome 4									
Adaptation Impacts and Actions									
<p><i>Indicators:</i></p> <ul style="list-style-type: none"> • Use of climate models for various economic sectors; • Availability of technical reports with socio-economic baseline and updated scenarios; • Availability of specific studies on climate change vulnerability and impact scenarios developed for key critical sectors; • Availability of technical reports including proposals of potential adaptation actions in the sectors mentioned; • Availability of policy options (including possible regulatory measures); • Identification of the necessary adaptation technologies to be adopted <p><i>Baseline:</i></p> <ul style="list-style-type: none"> • 0 climate models for various economic sectors; • Unavailability of technical reports with socio-economic baseline and updated scenarios; • Unavailability of specific studies on climate change vulnerability and impact scenarios developed for key critical sectors; • Unavailability of technical reports including proposals of potential adaptation actions in the sectors mentioned; • Unavailability of policy options (including possible regulatory measures); • Necessary adaptation technologies to be adopted has not been identified <p><i>Targets:</i></p> <ul style="list-style-type: none"> • Climate models for various economic sectors adopted and in operation; • Technical reports with socio-economic baseline and updated scenarios are now available; 	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> • Use of climate models for various economic sectors started; • Technical reports with socio-economic baseline and updated scenarios available • Specific studies on climate change vulnerability and impact scenarios developed for key critical sectors produced; • Technical reports including proposals of potential adaptation actions in the sectors mentioned available; • Policy options (including possible regulatory measures) report ready; • Necessary adaptation technologies to be adopted identified <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> • Review existing initiatives related to adaptation measures • Organizing meetings and workshops with government and private sectors • Recruitment of local/international consultants for the said activities 	x	x	x	x	NRE UNDP	GEF	International Consultant Local Consultant Workshop / Seminar Travel Miscellaneous	0 14,000 0 1,000 0

AWP 2016									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<ul style="list-style-type: none"> Specific studies on climate change vulnerability and impact scenarios developed for key critical sectors are now available; Technical reports including proposals of potential adaptation actions in the sectors mentioned are now available; Existence of policy options and recommendation (including possible regulatory measures); Necessary adaptation technologies to be adopted has been identified <p><i>Related CP outcome:</i> Same with Outcome 1</p>									
								Subtotal	15,000
Outcome 5									
<p>Mitigation Impacts and Actions</p> <p><i>Indicators:</i></p> <ul style="list-style-type: none"> Availability of technical reports including proposals of potential mitigation actions and NAMA in the key sectors; Availability of policy options (including regulatory protocols) and other necessary measures on mitigation actions; Identification of the necessary technology to be adopted; Development of national NAMA registry in the context of supporting national mitigation actions <p><i>Baseline:</i></p> <ul style="list-style-type: none"> Unavailability of technical reports including proposals of potential mitigation actions and NAMA in the key sectors; Unavailability of policy options (including regulatory protocols) and other necessary measures on mitigation actions; Necessary technology to be adopted yet to be identified; Inexistence of national NAMA registry in the context of supporting national mitigation actions <p><i>Targets:</i></p> <ul style="list-style-type: none"> Technical reports including proposals of potential mitigation 	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> Technical reports including proposals of potential mitigation actions and NAMA in the key sectors ready; Policy options (including regulatory protocols) and other necessary measures on mitigation actions ready; Necessary technology options to be adopted identified; National NAMA registry in the context of supporting national mitigation actions ready <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Review existing initiatives related to mitigation measures Organizing meetings and workshops with government and private sectors Recruitment of local/international consultants for the said activities 	X	X	X	X	NRE	GEF	International Consultant Local Consultant Workshop / Seminar Travel Miscellaneous	0 14,000 2,000 1,000 500

AWP 2016									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
actions and NAMA in the key sectors available; <ul style="list-style-type: none"> Policy options and recommendations (including regulatory protocols) and other necessary measures on mitigation actions available; Identified necessary technology to be adopted Existence of national NAMA registry in the context of supporting national mitigation actions <i>Related CP outcome:</i> Same with Outcome 1									
								Subtotal	17,500
Outcome 6									
Reports and Publication <i>Indicators:</i> 0 <i>Baseline:</i> 0 <i>Targets:</i> 0 <i>Related CP outcome:</i> Same with Outcome 1	<i>Activity Results:</i> <ul style="list-style-type: none"> 0 <i>Associated Actions:</i> <ul style="list-style-type: none"> 0 								
		X	X	X	X	NRE	GEF	International Consultant	0
								Local Consultant	0
								Workshop / Seminar	0
								Travel	0
								Miscellaneous	0
								Subtotal	0
Outcome 7									
Project Management and M&E	<i>Activity Results:</i> <ul style="list-style-type: none"> TWG meetings NSC meetings Audit 	X	X	X	X	NRE	GEF	International Consultant	0
								Local Consultant	20,000

AWP 2016									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
	<i>Associated Actions:</i> <ul style="list-style-type: none"> Organize meetings Preparation of work planning Recruitment of the project teams local/international consultants for the said activities 						Workshop / Seminar	0	
							Travel	500	
							Equipment	0	
							Miscellaneous	0	
							UNDP Cost-recovery - Charge Bills ¹¹	7,000	
	Subtotal							27,500	
	<i>Associated Actions:</i> <ul style="list-style-type: none"> Appointment of the National Project Manager/project teams 				X	NRE / UNDP	CS	Service Contract (SB-5)	75,000
	Subtotal							75,000	
TOTAL (GEF and CS FUND)								187,000	
							GMS Cost-Sharing ¹²	4,500	
GRAND TOTAL ¹³								191,500	

¹¹ Based on UNDP UPL cost

¹² GMS fee for Cost Sharing Fund (6%)

¹³ **GRAND TOTAL is inclusive of GEF, CS fund and CS GMS**

Annual Work Plan (AWP) 2017

AWP 2017									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
Outcome 1									
<p>Strengthening the institutional framework for TNC including information collection and processing</p> <p>Indicator:</p> <ul style="list-style-type: none"> • Availability of work plan of roles of key stakeholders • Number of capacity building workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) • Existence of interactive web portal on climate change information and communication system • Number of training conducted on application of different climate models for the integration planning into the national development <p>Baseline:</p> <ul style="list-style-type: none"> • 0 workplan or only informal set up in existence • 0 number of capacity building workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) • Absence of interactive web portal on climate change information and communication system • 0 number of training conducted on application of different climate models for the integration planning into the national development <p>Targets:</p> <ul style="list-style-type: none"> • Work plan of roles of key stakeholders and their interlinkages established • 12 capacity building workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and 	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> • Strengthening of project teams, availability of work plan of roles of key stakeholders • Preparation of work planning which lead to organizing workshops and training sessions for policy makers (federal, state and local authorities), scientific studies and awareness programme (for public and private sectors) • Preparation of work planning which will lead to development of an interactive web portal on climate change information, GHG inventory and communication system. • Trainings conducted on introduction of different climate models for the integration planning into the national development <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> • Meetings with key stakeholders and submission of necessary policy inputs • Identify key issues and provide support in finding the most possible solutions in ensuring a clear institutional framework • Facilitate institutionalisation of GHG inventory activities for key agencies. • Seek and identify possible IT systems for interactive web portal • Identify key training needs for relevant stakeholders 	x	x	x	x	NRE	GEF	International Consultant 0 Local Consultant 0 Workshop / Seminar 0 Travel 0 Miscellaneous 0	

AWP 2017									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<p>awareness programme (for public and private sectors)</p> <ul style="list-style-type: none"> Existence of interactive web portal on climate change information and communication system Total of 12 trainings (accumulative) conducted on application of different climate models for the integration planning into the national development <p><i>Related CP outcome:</i> Strengthened institutional capacity in managing climate change, including achieving both the 2015 renewable energy target of 5.5% of total electricity generation mix and an enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo.</p>									
Subtotal								0	
Outcome 2									
<p>Development of the National GHG Inventory</p> <p><i>Indicator:</i></p> <ul style="list-style-type: none"> National GHG emissions inventories as per the latest UNFCCC guidelines; Technical report on local emission factors for key economic activities Database with IT tools for data updating and retrieving, as the basis for GHG inventory system; Datasheet with sets of indicators for GHG emitting sectors; GHG conversion factors <p><i>Baseline:</i></p> <ul style="list-style-type: none"> GHG emission inventories as per NC2 (2010) 0 technical report on local emission factors for key economic activities 0 database with IT tools for data updating and retrieving, as the basis for GHG inventory system; 0 Datasheet with sets of indicators for GHG emitting sectors; 	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> National GHG Inventory is revisited accordingly Initiated work plan for the development of local emission factors for key economic activities Initiated and review suitable systems for GHG database and data sheet with IT tools/web portal for data updating and retrieving, for GHG inventory system. Initiated the preparation work for local GHG conversion factors <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Review existing initiatives related to GHG Inventory Organizing meetings and workshops with government and private sectors Recruitment of local/international consultants for to organize the said 	X	X	X	x	NRE	GEF	International Consultant Local Consultant Workshop / Seminar Travel Equipment Miscellaneous	0 14,000 7,000 2,500 1,000 500

AWP 2017									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<ul style="list-style-type: none"> Inexistence of final GHG conversion factors <p><i>Targets:</i></p> <ul style="list-style-type: none"> Updated and new GHG emissions inventories as per the latest UNFCCC guidelines; Technical report on local emission factors for key economic activities established; Availability of sufficient database with IT tools for data updating and retrieving, as the basis for GHG inventory system; Datasheet with sets of indicators for GHG emitting sectors made available; Final GHG conversion factors established. <p><i>Related CP outcome:</i> Same with Outcome 1</p>	activities								
								Subtotal	25,000
Outcome 3									
<p>Biennial Update Reporting</p> <p><i>Indicator:</i></p> <ul style="list-style-type: none"> Information on national circumstances and institutional arrangements for national communications; Status of GHG 2010 inventory ; Conduct of Review of mitigation actions and their effects as well as options including their associated methodologies and assumptions; Availability of information on the development of NAMA, domestic MRV and national registry system; Availability of information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; Availability of Information related to support received in 	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> Information on national circumstances and institutional arrangements for national communications update; Status of GHG 2010 inventory updated and ready for submission; Conduct of Review of mitigation actions and their effects as well as options including their associated methodologies and assumptions completed Information on the development of NAMA, domestic MRV and national registry system made available Information on identification of gaps, and related financial, technical and capacity needs related to mitigation 	X	X	X	X	NRE	GEF	International Consultant	0
								Local Consultant	0
								Workshop / Seminar	0
								Travel	0
								Miscellaneous	0

AWP 2017									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<p>preparation of BUR and TNC</p> <p><i>Baseline:</i></p> <ul style="list-style-type: none"> • Weak information on national circumstances and institutional arrangements for national communications; • GHG inventory (2010) ; • 0 review of mitigation actions and their effects as well as options including associated methodologies and assumptions; • 0 information on development of NAMA, domestic MRV and national registry system; • 0 information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; • 0 Information related to support received in preparation of BUR and TNC <p><i>Targets:</i></p> <ul style="list-style-type: none"> • Available information on national circumstances and institutional arrangements for national communications; • GHG 201 inventory updated • Review conducted on mitigation actions and their effects as well as options including associated methodologies and assumptions; • Available information on development of NAMA, domestic MRV and national registry system where possible; • Available information on identification of gaps, and related financial, technical and capacity needs related to mitigation issues and description of support needed and received; • Available information related to support received in preparation of BUR and TNC <p><i>Related CP outcome:</i> Same with Outcome 1</p>	<p>issues and description of support needed and received available</p> <ul style="list-style-type: none"> • Availability of Information related to support received in preparation of BUR and TNC <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> • Review existing initiatives related to GHG Inventory • Organizing meetings and workshops with government and private sectors • Recruitment of local/international consultants for to organize the said activities 								
								Subtotal	0
Outcome 4									

AWP 2017										
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)	
<p>Adaptation Impacts and Actions</p> <p><i>Indicators:</i></p> <ul style="list-style-type: none"> • Use of climate models for various economic sectors; • Availability of technical reports with socio-economic baseline and updated scenarios; • Availability of specific studies on climate change vulnerability and impact scenarios developed for key critical sectors; • Availability of technical reports including proposals of potential adaptation actions in the sectors mentioned; • Availability of policy options (including possible regulatory measures); • Identification of the necessary adaptation technologies to be adopted <p><i>Baseline:</i></p> <ul style="list-style-type: none"> • 0 climate models for various economic sectors; • Unavailability of technical reports with socio-economic baseline and updated scenarios; • Unavailability of specific studies on climate change vulnerability and impact scenarios developed for key critical sectors; • Unavailability of technical reports including proposals of potential adaptation actions in the sectors mentioned; • Unavailability of policy options (including possible regulatory measures); • Necessary adaptation technologies to be adopted has not been identified <p><i>Targets:</i></p> <ul style="list-style-type: none"> • Assembled and downscaled climate models for various economic sectors; • Technical reports with socio-economic baseline and updated scenarios completed; • Specific studies on climate change vulnerability and impact scenarios developed for key critical sectors completed; • Available technical reports including proposals of potential 	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> • Use of climate models for various economic sectors started; • Technical reports with socio-economic baseline and updated scenarios available • Specific studies on climate change vulnerability and impact scenarios developed for key critical sectors produced; • Technical reports including proposals of potential adaptation actions in the sectors mentioned available; • Policy options (including possible regulatory measures) report ready; • Necessary adaptation technologies to be adopted identified <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> • Review existing initiatives related to adaptation measures • Organizing meetings and workshops with government and private sectors • Recruitment of local/international consultants for the said activities 									
		x	x	x	x	NRE UNDP	GEF	International Consultant	0	
								Local Consultant	0	
								Workshop / Seminar	0	
								Travel	0	
								Miscellaneous	0	

AWP 2017									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
adaptation actions in the sectors mentioned; <ul style="list-style-type: none"> Available policy options (including possible regulatory measures) on adaptation measures; Necessary adaptation technologies to be adopted identified <i>Related CP outcome:</i> Same with Outcome 1									
Subtotal									0
Outcome 5									
Mitigation Impacts and Actions <i>Indicators:</i> <ul style="list-style-type: none"> Availability of technical reports including proposals of potential mitigation actions and NAMA in the key sectors; Availability of policy options (including regulatory protocols) and other necessary measures on mitigation actions; Identification of the necessary technology to be adopted; Development of national NAMA registry in the context of supporting national mitigation actions <i>Baseline:</i> <ul style="list-style-type: none"> Unavailability of technical reports including proposals of potential mitigation actions and NAMA in the key sectors; Unavailability of policy options (including regulatory protocols) and other necessary measures on mitigation actions; Necessary technology to be adopted yet to be identified; Inexistence of national NAMA registry in the context of supporting national mitigation actions <i>Targets:</i> <ul style="list-style-type: none"> Available technical reports including proposals of potential mitigation actions and NAMA in the key sectors; Available policy options (including regulatory protocols) and other necessary measures on mitigation actions; 	<i>Activity Results:</i> <ul style="list-style-type: none"> Technical reports including proposals of potential mitigation actions and NAMA in the key sectors ready; Policy options (including regulatory protocols) and other necessary measures on mitigation actions ready; Necessary technology options to be adopted identified; National NAMA registry in the context of supporting national mitigation actions ready <i>Associated Actions:</i> <ul style="list-style-type: none"> Review existing initiatives related to mitigation measures Organizing meetings and workshops with government and private sectors Recruitment of local/international consultants for the said activities 	X	X	X	X	NRE	GEF	International Consultant Local Consultant Workshop / Seminar Travel Miscellaneous	0 7,000 2,000 1,000 500 0

AWP 2017									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
<ul style="list-style-type: none"> Necessary mitigation technology to be adopted identified; National NAMA registry in the context of supporting national mitigation actions established <i>Related CP outcome:</i> Same with Outcome 1									
								Subtotal	10,500
Outcome 6									
Reports and Publication <i>Indicators:</i> <ul style="list-style-type: none"> Final report of the TNC Final report of the BUR National Launching Event, Workshops and seminars to disseminate preliminary and final results of the TNC and BUR. <i>Baseline:</i> <ul style="list-style-type: none"> Inexistence of the TNC report Inexistence of the BUR report 0 National launching event, workshops and seminars to disseminate preliminary and final results of the TNC and BUR. <i>Targets:</i> <ul style="list-style-type: none"> Final report of the TNC submitted; Final report of the BUR submitted; National Launching Event, Workshops and seminars to disseminate preliminary and final results of the TNC organized. <i>Related CP outcome:</i> Same with Outcome 1	<i>Activity Results:</i> <ul style="list-style-type: none"> Final report of the TNC submitted Final report of the BUR submitted National Launching Event for TNC & reports. <i>Associated Actions:</i> <ul style="list-style-type: none"> Review past reports in INC and NC2 Organizing meetings and workshops Recruitment of local/international consultants for the said activities 	X	X	X	X	NRE	GEF	International Consultant Local Consultant Workshop / Seminar Travel Miscellaneous / Publication	0 17,500 6,545 0 9,500
								Subtotal	33,545
Outcome 7									
Project Management and M&E	<i>Activity Results:</i> <ul style="list-style-type: none"> TWG meetings 	X	X	X	X	NRE	GEF	International Consultant	0

AWP 2017									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
	<ul style="list-style-type: none"> NSC meetings Audit Launching of reports <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Organize meetings Preparation of work planning Recruitment of the project teams local/international consultants for the said activities 							Local Consultant	0
								Workshop / Seminar	0
								Travel	500
								Equipment	0
								Miscellaneous	200
								UNDP Cost-recovery - Charge Bills ¹⁴	4,000
	Subtotal								4,700
	<p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> Appointment of the National Project Manager/project teams 				X	NRE / UNDP	CS	Service Contract (SB-5)	75,000
	Subtotal								75,000
TOTAL (GEF and CS FUND)									148,745
								GMS Cost-Sharing ¹⁵	4,500
GRAND TOTAL ¹⁶									

¹⁴ Based on UNDP UPL cost

¹⁵ GMS fee for Cost Sharing Fund (6%)

AWP 2017									
EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Budget Sources	Budget Description	Amount (USD)
									153,245

¹⁶ GRAND TOTAL is inclusive of GEF, CS fund and CS GMS

IX. ANNEX B: 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.
Lack of awareness from the public and private sectors on GHG Inventory	Management	Probability: Medium Impact: Medium	Aggressive promotional exercises will need to be organized. Having a comprehensive visibility programme and by engaging a full-time dedicated manager. TWG on GHG Inventory will be providing key data to the project.
Under capacity of the executing agency due to limited number of staff and competing priority	Management	Probability: Low Impact: Medium	Consistent periodical meetings, follow up and support by UNDP as laid out in the M&E plan, will assist MNRE to increase communication and oversight to the project
Gaps in terms of baseline data may still exist.	Others	Probability: Medium Impact: High	There will be a need to consult relevant agencies in identifying the gaps and address it.

X. ANNEX C: UNDP ANNUAL WORK PLAN MONITORING TOOL

Together with project issue/ risk logs, the following AWP Monitoring Tool should be used for the project review purpose.

Expected Outputs and Indicators: List all CP outputs and indicators, including annual targets

Planned Activities: List all the activities including monitoring and evaluation activities, including evaluations, field monitoring visits, technical backstopping missions, and audits to be undertaken during the year towards stated CP outputs

Expenditures: List actual expenditures against activities complete

Results of Activities: For each activity, state the results of the activity

Progress towards Achieving CP Outputs: Using data on annual indicator targets, state progress towards achieving the CP outputs. Based on the updated project issue/risk logs, comment on factors that facilitated and/or constrained achievement of results including:

- Whether risks and assumptions as identified in the CP M&E Framework materialized or whether new risks emerge
- Internal factors such as timing of inputs and activities, quality of products and services, coordination and/or other management issues

The Annual Work Plan (AWP) Monitoring Tool

Year _____

CP Component _____

Implementing Partner _____

EXPECTED OUTPUTS AND INDICATORS including annual targets	PLANNED ACTIVITIES <i>List all the activities including monitoring and evaluation activities to be undertaken during the year towards stated CP outputs</i>	EXPENDITURES <i>List actual expenditures against activities completed</i>	RESULTS OF ACTIVITIES <i>For each activity, state the results of the activity</i>	PROGRESS TOWARDS ACHIEVING OUTPUTS Using data on annual indicator targets, state progress towards achieving the CP outputs. Where relevant, comment on factors that facilitated and/or constrained achievement of results including: <ul style="list-style-type: none"> ▪ <i>Whether risks and assumptions as identified in the CP M&E Framework materialized or whether new risks emerged</i> ▪ <i>Internal factors such as timing of inputs and activities, quality of products and services, coordination and/or other management issues</i>
OUTPUT 1: INDICATOR 1.1 WITH TARGET FOR THE				

YEAR: INDICATOR 1.2 WITH TARGET FOR THE YEAR: INDICATOR 1.3 WITH TARGET FOR THE YEAR:				
OUTPUT 2: INDICATOR 2.1WITH TARGET FOR THE YEAR: ETC.				

XI. ANNEX D: MID-YEAR PROGRESS REPORT (MYPR)

DATE:

Award ID:

Description:

Implementing Partner:

Period Covered: 1st January – 30 June (Year)

1. Project Issues:

Status of Project Risks:	Open Project Issues:
--------------------------	----------------------

2. Project Performance

OUTPUT 1:						
ID						
Description:						
YYYY target:						
YYYY Achievement:						
Activity ID:						
Deliverable Description:						
Start and End Date:						
% Progress to date:						
Quality Criteria		Date	Results of Activities			
			User Perspective	Resource Status	Timeliness	
Financial						
Account	Fund	Donor	R. Party	Budget	Expenditure	Balance
OUTPUT 2:						
Project ID						
Description:						
YYYY Target:						
YYYY Achievement:						
Activity ID:						
Deliverable Description:						
Start and End Date:						
% Progress to date:						
Quality Criteria		Date	Results of Activities			
			User Perspective	Resource Status	Timeliness	
Financial Summary						
Account	Fund	Donor	R. Party	Budget	Expenditure	Balance

3. Lessons Learned

--

XII. ANNEX E: PROJECT ANNUAL PROGRESS REPORT

DATE:

Award ID:

Description:

Implementing Partner:

Period Covered: 1st January – 1 December (Year)

1. Project Issues:

Status of Project Risks:	Open Project Issues:
--------------------------	----------------------

2. Project Performance

OUTPUT 1:						
ID						
Description:						
YYYY target:						
YYYY Achievement:						
Activity ID:						
Deliverable Description:						
Start and End Date:						
% Progress to date:						
Quality Criteria		Date	Results of Activities			
			User Perspective	Resource Status	Timeliness	
Financial						
Account	Fund	Donor	R. Party	Budget	Expenditure	Balance
OUTPUT 2:						
Project ID						
Description:						
YYYY Target:						
YYYY Achievement:						
Activity ID:						
Deliverable Description:						
Start and End Date:						
% Progress to date:						
Quality Criteria		Date	Results of Activities			
			User Perspective	Resource Status	Timeliness	
Financial Summary						
Account	Fund	Donor	R. Party	Budget	Expenditure	Balance

3. Lessons Learned

--

XIII. ANNEX F: FACE FORM

Funding Authorization and Certificate of Expenditures

UN Agency: XXXXXXXXXX

Date: DD/MM/YYYY

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

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

Currency: _____

		REPORTING				REQUESTS / AUTHORIZATIONS		
Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	Authorised Amount	Actual Project Expenditure	Expenditures accepted by Agency	Balance	New Request Period & Amount	Authorised Amount	Outstanding Authorised Amount
		MM-MM YYYY A	B	C	D = A - C	MM-MM YYYY E	F	G = D + F
XXXXXXXXXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
XXXXXXXXXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
XXXXXXXXXXXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
Total		0	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:

FOR ALL AGENCIES
Approved by:
Name: _____
Title: _____
Date: _____

FOR UNICEF USE ONLY

FOR UNICEF USE ONLY	
Account Charges	Liquidation Information
Cash Transfer Reference: <i>CRQ ref. no., Voucher ref. no.</i>	DCT Reference: <i>CRQ ref. no., Liquidation ref. no.</i>
GL codes:	DCT Amount
Training 0	Less:
Travel 0	Liquidation
Meetings & Conferences 0	Amount 0
Other Cash Transfers 0	
Total 0	Balance 0

FOR UNFPA USE ONLY

FOR UNFPA USE ONLY	
New Funding Release	
Activity 1	0
Activity 2	0
Total	0

XIV. ANNEX G: UNDP UNIVERSAL PRICE LIST

Service ^{1,2,3,4} (see service notes overteat)	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
Payment Process ⁵	36.39	27.39	23.59	19.20
Issue check only (Atlas Agencies)	13.69	11.08	10.02	8.78
Vendor profile only (Atlas Agencies only)	20.32	14.65	12.17	9.40
Staff selection and recruitment process for resident agencies ^{6,7}	674.64	463.21	371.37	268.14
Advertising (20%)	134.93	92.64	74.27	53.63
Short-listing (40%)	269.85	185.28	148.55	107.26
Interviewing (40%)	269.85	185.28	148.55	107.26
Staff HR & Benefits Administration & Management ⁸ (one time fee, per staffat: - the issuance of a contract, and - again at separation)	215.73	154.73	128.77	99.01
Recurrent personnel management services: Staff Payroll & Banking				
Administration & Management ⁹ (annual fee per staff, per calendar	478.48	344.43	288.75	226.17
Payroll validation, disbursement (35%)	167.47	120.55	101.06	79.16
Performance evaluation (30%)	143.55	103.33	86.63	67.85
Extension, promotion, entitlements (30%)	143.55	103.33	86.63	67.85
Leave monitoring (5%)	23.92	17.22	14.44	11.31
Consultant recruitment	260.53	180.07	145.21	105.89
Advertising (20%)	52.11	36.01	29.04	21.18
Short-listing & selection (40%)	104.21	72.03	58.08	42.36
Contract issuance (40%)	104.21	72.03	58.08	42.36
Interns management	78.87	54.28	43.38	30.89
Issue/Renew IDs (UN LP, UN ID, etc.)	39.32	28.47	23.86	18.53
Travel authorization	35.74	25.90	21.75	16.98
F10 settlement	32.45	23.64	19.94	15.69
Procurement process involving local CAP (and/or ITB, RFP requirements) ^{7,10,11}	599.94	414.42	333.79	242.67
Identification & selection (50%)	299.97	207.21	166.90	121.34
Contracting/issue purchase order (25%)	149.98	103.61	83.45	60.67
Follow-up (25%)	149.98	103.61	83.45	60.67
Procurement not involving local CAP ^{7,10,11} (low value procurement)	232.74	163.31	133.07	98.41
Identification & selection (50%)	116.37	81.65	66.54	49.21
Issue purchase order (25%)	58.18	40.83	33.27	24.60
Follow-up (25%)	58.18	40.83	33.27	24.60
Disposal of equipment	305.94	211.12	169.90	123.37
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	37.64	26.31	21.35	15.80
Issue/Apply Deposit only	22.79	15.99	13.01	9.68

The UPL consists of a set of standard services, with reasonable cost estimates, that can be provided by UNDP country offices. Note, the UPL is only intended to price specified standard services — not inputs to UNDP projects and programmes. The pricing of inputs to UNDP projects and programmes should be based on actual costs for clearly identifiable transactions. When this is not possible, country offices may use the UPL.

The UPL does not cover specialized or locally provided *ad-hoc* services. The UPL also does not cover local security-related services that might be necessary in certain countries without banking facilities. Both *ad-hoc* and local security services, and their estimated costs, should be covered through locally negotiated agreements between UNDP country offices and concerned Implementing Partner.

1. Not all Implementing Partner require all services. In particular, they may carry out several UPL sub-transactions, thus reducing the overall cost of the service. Each standard service in the UPL takes this into consideration.
2. A certain number of services which were previously categorized as standard administrative services (local driver's licenses, visa requests, customs clearance, etc.) have now been eliminated from the UPL. Any standard service not listed on the UPL is to be considered ad-hoc/non-standard service subject to full cost recovery per locally negotiated prices using transparent prevailing market rates.
3. The request for services under the following exceptional circumstances are subject to a 25% surcharge on top of the regularly accepted cost/price:
 - Urgent requests requiring a turnaround of less than 3 business days.
 - Requests for services before/after normal working hours.
4. Requests for prior year UPL services should always use the latest applicable published rates (not UPLs from prior years) without exception.
5. **Payment Process:** the process includes disbursement only, and requires a written instruction by the budget owner agency. UNDP does not review procurement process supporting documentation other than vendor banking information, unless otherwise stipulated locally. Note that UNDP does not charge Implementing Partner for running a fully automated pay cycle.
6. Staff selection and recruitment process for resident agencies only.
7. In cases where a reciprocity agreement does not exist between UNDP and Implementing Partner, the time spent on joint boards (recruitment, procurement, etc.) will be charged as an ad-hoc service.
8. **Staff HR and Benefits Administration & Management** typically include services such as:
 - Position Data and Budget management
 - Issuance of contract
 - HR and dependent/beneficiary data entry and maintenance
 - Benefits data entry and maintenance (PF/Medical/Life Insurance)
 - Interface with GMC Henner on MIP reimbursements
 - Organization events (within grade increments, secondments, transfers etc)
 - Life events (changes to marital status and dependents)
 - HR data management for ASHI retirees
 - Production of key HR reports such as staffing table & personnel action forms (PAFs)
 - Guidance to staff and managers on HR rules and regulations
9. **Staff Payroll and Banking Administration & Management** are distinct from Global Payroll Services (provided by UNDP Copenhagen) and include services such as:
 - Setting up transactions that impact payroll such as one-time or recurring earnings and deductions, garnishments, positive inputs for overtime payments and transportation allowance.
 - Administration of retroactivity, recoveries and adjustments
 - Maintenance of the absence calendars for that location
 - Management of absence data
 - Validation of trial payroll results prior to the final pay run.
 - Maintenance of employee banking instructions
 - Tracking and adjusting of leave balances that affect pay

- Reporting of payroll activity to Managers
- Production of payroll reports and queries
- Production of pay slips for employees
- Manage receivables and payables that have an impact in Payroll including benefits billing for retirees and SLWOP. The Administrator GP will be granted access to the Finance Module to process these transactions.
- Production, follow up and clean up of the PVR reports

10. As stated above, the UPL is only intended to price services to Implementing Partners — not inputs to UNDP projects and programmes. The pricing of inputs to UNDP projects and programmes should be based on actual costs for clearly identifiable transactions. When this is not possible, country offices may use the UPL. Where the portion of the procurement process that takes place outside Atlas is of a clearly complex (ad-hoc) nature involving specialized supply-chain management processes, dedicated procurement staff, etc., offices are encouraged to determine the actual cost of the exercise and explore with donors/partners the possibility of charging the cost of some of its specific components (e.g. dedicated staff) — in full or in part — to the project budget as a direct input to project delivery (i.e., negotiated transparent, prevailing rates using the UPL as a baseline).
11. If, due to its size and/or complexity, a procurement process must be submitted to a Regional ACP (or regular ACP), it should be treated like ad-hoc service subject to full cost recovery at transparent, prevailing market rates.

Country Cost Bands

Country Office	Cost Band	Country Office	Cost Band	Country Office	Cost Band
Albania	Mid-Low	Ghana	Low	Nigeria	High
Algeria	Low	Guatemala	High	Panama	Mid-Low
Angola	High	Guinea	Low	Papua New Guinea	Mid-Low
Argentina	Mid-High	Guinea-Bissau	Mid-Low	Paraguay	Mid-High
Armenia	Mid-Low	Guyana	Low	Peru	High
Azerbaijan	Mid-High	Honduras	Mid-High	Philippines	Mid-Low
Bahrain	High	India	Mid-High	Poland	High
Bangladesh	Mid-Low	Indonesia	High	Republic of Montenegro	Mid-High
Barbados	High	Iran (Islamic Rep)	Mid-Low	Romania	Mid-High
Belarus	Mid-Low	Iraq	Mid-Low	Rwanda	Mid-Low
Belize	Mid-Low	Israel/PAPP	High	Samoa	Low
Benin	Mid-Low	Jamaica	Mid-High	Sao Tome and Principe	Low
Bhutan	Low	Jordan	Mid-Low	Saudi Arabia	High
Bolivia	High	Kazakstan	High	Senegal	Mid-High
Bosnia and Herzegovina	Mid-Low	Kenya	Mid-High	Serbia	Mid-High
Botswana	Mid-High	Kosovo	Mid-Low	Slovakia	High
Brazil	High	Kuwait	High	South Africa	High
Bulgaria	Mid-High	Kyrgyzstan	Low	Sri Lanka	Low
Burkina Faso	Mid-Low	Lao PD R	Low	Swaziland	Mid-High
Burundi	Low	Latvia	Low	Syrian Arab Republic	Low
Cambodia	Low	Lebanon	High	Sudan	Mid-High
Cameroon	Mid-High	Lesotho	Mid-Low	Tajikistan	Low
Cape Verde	Mid-High	Libyan Arab Jamahiriya	Mid-Low	Tanzania - U Rep of	Mid-Low
Central African Republic	Mid-High	Lithuania	Mid-Low	Thailand	High
Chile	High	Macedonia	Mid-High	Togo	Mid-Low
China	Mid-High	Madagascar	Low	Trinidad and Tobago	Mid-High
Colombia	High	Malawi	Mid-High	Tunisia	Low
Comoros	Mid-Low	Malaysia	Mid-Low	Turkey	High
Congo	High	Maldives	Low	Turkmenistan	Low
Costa Rica	High	Mali	Low	Uganda	Mid-Low
Croatia	Mid-High	Mauritania	Mid-Low	Ukraine	Mid-Low
Cuba	Low	Mauritius	Mid-High	United Arab Emirates	High
Djibouti	Mid-Low	Mexico	High	Uruguay	High
Dominican Republic	High	Moldova - Rep of	Low	Uzbekistan	Low
Ecuador	High	Mongolia	Low	Venezuela	High
Egypt	Mid-High	Morocco	High	Viet Nam	Low
El Salvador	Mid-High	Mozambique	Mid-Low	Yemen	Mid-High
Equatorial Guinea	Mid-Low	Myanmar	Low	Zambia	High
Eritrea	Low	Namibia	Mid-High	Zimbabwe	Mid-High
Ethiopia	Low	Nepal	Low		
Gabon	Mid-High	Nicaragua	Mid-Low		
Gambia	Low	Niger	Low		

XV. ANNEX H: GEF-APPROVED PROJECT INITIAL FORM (PIF)

http://www.thegef.org/gef/project_detail?projID=5296

XVI. ANNEX I: LETTER OF ENDORSEMENT FROM GEF CEO



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii PhD
Chief Executive Officer and Chairperson

1818 H Street, NW
Washington, DC 20433 USA
Tel: 202.473.3202
Fax: 202.522.3240/3245
E-mail: Nishii@TheGEF.org

May 9, 2013

Ms. Adriana Dinu
Deputy GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
New York, NY 10017

Dear Ms. Dinu:

I am pleased to inform you that I have approved the enabling activity detailed below:

Decision Sought:	Enabling Activity (EA) Approval
GEFSEC ID:	5296
Agency(ies):	UNDP
Agency ID:	5130 (UNDP)
Focal Area:	Climate Change
Project Type:	Enabling Activity
Country(ies):	Malaysia
Name of Project:	Third National Communications (TNC) to the UNFCCC and Biennial Update Reporting (BUR)
GEF Project Grant:	\$778,082
Agency Fee:	\$73,918
Funding Source:	GEF Trust Fund

This approval is subject to the comments made by the GEF Secretariat in the attached document. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures.

Sincerely,



Naoko Ishii
CEO and Chairperson

Attachment: GEFSEC Project Review Document
cc: Country Operational Focal Point, GEF Agencies, STAP, Trustee



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii PhD
Chief Executive Officer and Chairperson

1818 H Street, NW
Washington, DC 20433 USA
Tel: 202.473.3202
Fax: 202.522.3240/3245
E-mail: Nishii@TheGEF.org

GEFTF Non-Expedited EA Endorsement

October 9, 2013

Ms. Adriana Dinu
Deputy GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
New York, NY 10017

Dear Ms. Dinu:

I am pleased to inform you that I have endorsed the enabling activity proposal detailed below:

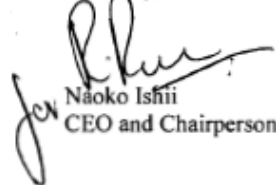
Decision Sought:	CEO Endorsement
GEFSEC (PMIS) ID:	5296
Agency(ies):	UNDP
Agency ID:	5130 (UNDP)
Project Type:	Non-Expedited Enabling Activity
Country(ies):	Malaysia
Name of Project:	Third National Communications (TNC) to the UNFCCC and Biennial Update Reporting (BUR)
GEF Grant:	\$852,000
Agency Fee:	\$80,940
Funding Source:	GEF Trust Fund

** Out of the above Agency Fee, Trustee had committed the first tranche (40%) of the Agency fee which was \$32,376 at the time of Council approval of the work program. The second tranche (60%) of the Agency Fee which is \$48,564 is committed at this time of CEO endorsement of the EA.*

I am endorsing this enabling activity on the understanding that the GEF Agency approval will be signed no later than four month after I have endorsed the project.

This endorsement is subject to the comments made by the GEF Secretariat in the attached document. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures.

Sincerely,


Naoko Ishii
CEO and Chairperson

Attachment: GEFSEC Review Sheet
cc: Country Operational Focal Point, GEF Agencies, STAP, Trustee

XVII. ANNEX J: TERMS OF REFERENCES

Terms of References for:

- National Steering Committee Meeting
- Project Management Group
- National Project Director
- National Project Manager
- TWG GHG Inventory
- TWG Mitigation
- TWG Adaptation and Vulnerability

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 Deputy Secretary General of MNRE. Members of the NSC may include EPU, MNRE, MoA, MEGTW, MOF, DOS, NAHRIM, MMD, MOH, MUWHLG, DOE and other related agencies. The NSC will from time to time review its membership. The NSC will meet at least twice a year or when necessary. The NSC will have the following duties and responsibilities:

- Provide policy guidance on matters pertaining to the implementation of the project
- Provide oversight on the implementation of the project towards fulfilment of the objectives stated in the project document;
- Review and endorse proposed work plan and budget or any change of activities and budget revision including project extension if any;
- Initiate remedial actions to overcome all constraints in progress of the project especially related to interagency conflict;
- Review and endorse relevant changes (including aborting or adding activities) on the project
- Endorse analysis of GHG inventory for recommendation to a higher level government's committee before submission to UNFCCC
- Endorse the updated GHG inventory (under BUR), and on any suitable adaptation and mitigation actions
- Endorse any project outputs as stipulated in the project document and all related reports to the projects.
- Coordinate the roles of the various organizations involved in the execution of the project and ensure harmony with related activities;
- Advice on the long term sustainability strategy of the project including replication and up scaling of the capacity building programme;
- Endorse new NSC members, if any, which found to be useful during the implementation of the project

Terms of Reference: Project Management Group

The Project Management Group (PMG) will monitor the progress of each and every TWG. The PMG will meet at least once a month or when necessary. The PMG will be chaired by the NPD and members will include EPU, UNDP and Heads of each TWG. The PMG will have the following duties and responsibilities:

- Provide overall guidance on matters pertaining to the planning, implementation and progress of each TWG
- Review and recommend proposed work plan and budget or any change of activities and budget revision including extension if any;
- Initiate remedial actions to overcome all constraints in progress of the project especially related to interagency conflict at each TWG
- Endorse analysis of GHG inventory for recommendation to a higher level government's committee before submission to UNFCCC
- Review process and recommend to NSC for endorsement of outputs of each TWG
- Coordinate the roles of the various organizations involved in the execution of the project and ensure harmony with related activities;
- Review all outputs before submission to NSC meetings

TERMS OF REFERENCE: National Project Director (NPD)

National Project Director is a staff member of the Government of Malaysia's implementing agency of a UNDP-supported project. His/her main responsibility is to coordinate project activities among the main parties to the project: the Government co-coordinating authority, the consultant, and UNDP. The NPD is the Undersecretary of the PASPI Division of MNRE. Specifically, he/she works in close collaboration with the Project Manager as well as UNDP and his/her responsibilities include:

- Recommend the updated GHG inventory, including any suitable adaptation measures, mitigation actions project outputs as stipulated in the project documents for approval by the NSC
- Ensure that the project document and project revisions requiring Government's approval are processed through the Government co- coordinating authority , in accordance with established procedures;
- Approve work plans and execution of activities in discussion with the Project Manager and UNDP
- Mobilize national institutional mechanisms for smooth progress of project;
- Review and approve e project output and report
- Provide direction and guidance to the project team for the successful implementation of the project;
- Recommend any new foreseeable activities, for approval
- Approve financial transaction where appropriate, in line with the established government or UNDP procedures
- Report project progress and financial status for endorsement by NSC
- Lead the Project Management Group (PMG) for the purpose of coordinating their progress and activities

TERMS OF REFERENCE: National Project Manager

The Project Manager will focus on the administrative, operational and technical aspects of the project. The person role is to provide managerial support and coordinates the implementation of various activities in ensuring quality and timeliness of activities and delivery of outputs.

The specific tasks of the Project Manager are:

- Liaise and work closely with the project partners and beneficiaries
- Prepare and submit report regularly to NPD, the NSC and TWG on the project's progress
- Maintain close contact with designated focal points from UNDP and other stakeholders, indicating any estimated changes to the work plan, and proposing a budget revision when appropriate
- Ensure that the requisite allocations are available in accordance with the agreed budget and established schedules of payment, if any, in consultation with EPU and UNDP
- Analyze and review consultant's report and/or propose possible intervention for recommendation to NPD for approval
- Coordinate and facilitate the work of multiple component teams engaged in the implementation of project activities
- Work closely with UNDP in drafting and preparation of relevant Terms of Reference (TOR) for consultants / project advisors.
- Monitor the project funds and resources. Prepare progress and financial reports of the project when required.
- Maintain an up-to-date accounting system and information system to ensure accuracy and reliability of country reporting
- Be actively involved in the preparation of relevant knowledge products (including publications and reports)
- Where necessary and upon advice by UNDP, perform the function of ATLAS External User, creating requisitions and vouchers, and other relevant ATLAS processes

Duration: 4 years

Qualifications and skills:

- Master's degree or equivalent in Environmental Science, Engineering, Business or a related discipline. Bachelor's degree with sufficient project experience will be considered.
- At least 10 years of experience (including project management) in scientific and analytical reporting/review/policy development related to climate change in the national context.
- Has deep understanding in a multi-disciplinary and multi-agencies approach in implementing climate change programme
- Knowledgeable and well versed in the UNFCCC COP outcome, GHG Inventory and the components of the national communications.
- Candidate must be able to multitask and work independently.
- Be proactive, energetic, committed and innovative
- Have good interpersonal skills, diligent, open-minded and dedicated. Flexible and mature person.
- Excellent writing and organization skills. Strong command of English and Bahasa Malaysia.

TERMS OF REFERENCE: GHG INVENTORY WORKING GROUP

The Working Group will be responsible for preparing GHG Inventory (of NC and BUR). It will be led by MNRE. It will perform specific activities outlined below, as well as coordinate with the outputs of other consultants engaged outside the institution. Under the supervision and coordination of NPM, activities undertaken by the Working Group will contribute to strengthening institutional arrangements for compiling, archiving, updating and managing GHG inventories. Duties of the Working Group are to:

- Develop the mechanism for data collection and management including archiving relevant data for the project duration;
- Collect, collate and integrate, in compatible format, available data from national sources to fill inventory data gaps. Identify and develop methods for overcoming inventory data gaps;
- Recommend the best feasible methodology for GHG Inventory processes
- Undertake national GHG inventories according to the guidelines for the preparation of National Communications (Decision 17/CP.8);
- Recalculate the inventory for year 1994 up to date based on revised guidelines;
- Identify and propose solutions barriers to obtaining activity data and emission factor, and assess uncertainties in the activity data and emission factors;
- Describe the procedures and arrangements established for preparing the national GHG inventory in National Communication Procedural Manual;
- Develop a National Action Plan for Improvement of the GHG Inventory;
- Present and discuss on the results obtained from the GHG Inventory in national workshop;
- Prepare final report on the national GHG inventory and national action plan, including comments from the stakeholders.
- The TWG shall form part of the sub-committees under the NSC Meeting
- TWG will review its membership from time to time

TERMS OF REFERENCE: VULNERABILITY ASSESSMENT AND ADAPTATION WORKING GROUP

The Working Group will be responsible for reporting on vulnerability assessment and adaptation. It will be led by NAHRIM. It will ensure performing specific activities outlined below, as well as coordination with the outputs of other consultants engaged outside the institution. The activities undertaken by the Working Group will also strengthen institutional arrangements for systematic climate observation, data management and control, processing and updating of meteorological data. Duties of the Working Group are to:

- Evaluate the latest development of climate models and derive possible future approaches on climate scenario projections with reducing uncertainties
- Review the vulnerability assessment of the following sectors: agriculture, forestry, biodiversity, water resources, coastal resources, human health and energy, including identification of vulnerable areas that are most critical, according to the scenarios developed
- Describe the links between climate and socio-economic baseline conditions of the country in the most vulnerable sectors
- Based on the output of the vulnerability assessment, evaluate the feasibility of available adaptation measures to meet their specific needs and concerns arising from the adverse effects from the climate change
- Prepare a national action plan for implementation of identified prioritised policies/measures for all sectors of concerned
- Describe the procedures and arrangements established for performing vulnerability and adaptation assessment in National Communication Procedural Manual;
- Present and discuss on the results obtained in national workshop;
- Prepare final report on vulnerability and adaptation assessment and national action plan, including comments from the stakeholders
- The TWG shall form part of the sub-committees under the NSC Meeting
- The TWG will review its membership from time to time

TERMS OF REFERENCE: MITIGATION WORKING GROUP

The Working Group will be responsible for preparing GHG mitigation assessment. It will be led by MNRE. It will ensure performing specific activities outlined below, as well as coordination with the outputs of other consultants engaged outside the institution. Duties of the Working Group are to:

- Gather and present information on implemented and/or adopted GHG reduction policies/measures in the energy and transportation, industrial processes, agriculture, LULUCF and waste sectors;
- Identify, formulate and prioritise other potential mitigation policies and measures for all sectors of concerned;
- Establish business-as-usual baseline projections considering national economic and social development trends and projections, and implemented or adopted policies and measures;
- Projections mitigation scenarios based on the identified policies/measures and future development plan, and assess the cost-benefit using selected economic tools/models. Discuss limitations and uncertainties encountered in the analysis and recommendations for improvement;
- Review proposed mitigations actions, NAMAs and its associated MRVs.
- Formulate a national action plan for the implementation of identified prioritised GHG mitigation policies/measures including information on cost analysis, barrier to implementation, assessment of technology options for the different mitigation options in various sectors, institutional capacity-building needs to sustain mitigation work, and the related legal and institutional frameworks;
- Describe the procedures and arrangements established for performing GHG mitigation assessment in National Communication Procedural Manual;
- Present and discuss on the results obtained in national workshop;
- Prepare final report on GHG mitigation and national action plan, including comments from the stakeholders.
- The TWG shall form part of the sub-committees under the NSC Meeting
- The TWG will review its membership from time to time

XVIII. ANNEX K: LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF MALAYSIA FOR PROVISION OF SUPPORT SERVICES UNDER NATIONAL EXECUTION



UNIT PERANCANG EKONOMI
Economic Planning Unit
JABATAN PERDANA MENTERI
Prime Minister's Department
BLOK B5 & B6,
PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN
62502 PUTRAJAYA,
MALAYSIA

Telefon: 88883333
Fax:

Ruj. Tuan:
Your Ref:

Ruj. Kami:
Our Ref: (2) UPE801/100/299

Tarikh:
Date: 13 December 2001

BY FAX: (03)2552870 / BY HAND

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

REC'D: 26 DEC 2001	
RR	✓
DRR	
ADMIN.	✓
FINANCE	
GEN. SVC.	
PROG. 1	
PROG. 2	
PROG. 3	
PRO300/GEN/NAV	

to send HQ.

Dear Madam,

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

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

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

Thank you.

Yours sincerely,

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

STANDARD LETTER OF AGREEMENT
BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES

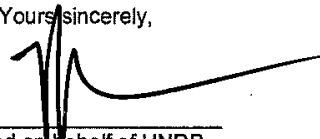
Dear Dr Lian Kok Fei

1. Reference is made to consultations between officials of the Government of *[the name of programme country]* (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government (Implementing Partner) is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the Implementing Partner, the following support services for the activities of the project:
 - (a) Identification and/or recruitment of project personnel;
 - (b) Identification and facilitation of training activities;
 - (a) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the Implementing Partner.
5. The relevant provisions of the Standard Basic agreement, 12 September 2012 ('the SBAA'), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project through its Implementing Partner. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



Signed on behalf of UNDP
Michelle Giles-McDonnough
Resident Representative UNDP



For the Government
Dr Lian Kok Fei
Under Secretary, Climate Change Division
Ministry of Natural Resources and Environment
Date :

Attachment

DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Natural Resources and Environment, the institution designated by the Government of Malaysia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project ' Third National Communications (TNC) to the UNFCCC and Biennial Update Reporting (BUR) for Malaysia (Project ID: 00088260)

2. In accordance with the provisions of the letter of agreement signed on 19 December 2013 and the project document, the UNDP country office shall provide support services for the Project described below.

3. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
1. Recruitment of project staff	Will be determined during the inception phase	Use of UNDP's Universal Price List (current)	Will be deducted from project budget
2. Hiring of consultants	Will be determined during the inception phase	Use of UNDP's Universal Price List (current)	Will be deducted from project budget
3. Procurement of Goods and services	Will be determined during the inception phase	Use of UNDP's Universal Price List (current)	Will be deducted from project budget
4. Direct payments to vendors	As and when payment instruction is received from MNRE	Use of UNDP's Universal Price List (current)	Will be deducted from project budget

4. Assistance may consist of any other form which may be agreed by the Government and UNDP.

5. Description of functions and responsibilities of the parties involved:

- a. MNRE to determine the type of services to be provided by UNDP, in line with the AWP's;
- b. MNRE will be consulted by UNDP in the process of providing the support services;
- c. UNDP will conduct all provisions of the services using UNDP's procurement/recruitment/financial rules;
- d. UNDP will update MNRE quarterly, on the cost of the provision of the services.

6. All decisions related to the support services provided by UNDP shall be made upon agreement/ approval of the government.

XIX. ANNEX L: COUNTRY PROGRAMME ACTION PLAN BETWEEN THE GOVERNMENT OF MALAYSIA AND THE UNDP 2013-2015: NATIONAL IMPLEMENTATION MODALITY: ROLES AND RESPONSIBILITIES



*Empowered lives.
Resilient nations.*

**COUNTRY PROGRAMME ACTION PLAN
BETWEEN
THE GOVERNMENT OF MALAYSIA
AND
THE UNITED NATIONS DEVELOPMENT PROGRAMME
2013 TO 2015
NATIONAL IMPLEMENTATION MODALITY: ROLES AND RESPONSIBILITIES**

(Note: Only the relevant sections to Project Management are appended below)

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
1. PROJECT MANAGEMENT				
A) OVERALL RESPONSIBILITY OF PROJECT OUTPUTS				
1. Oversight on substantive implementation of project outputs as per <i>Final Prodoc</i> and Annual Work Plan (AWP).	1. Oversight and support on financial and operational implementation of project outputs as per <i>Final Prodoc</i> and AWP.	1. Operational and administrative support on financial and operational implementation of project outputs as per <i>Final Prodoc</i> and AWP.	1. Overall responsibility (and day to day operations) for the substantive implementation and financial and operational management of project outputs.	1. Overall monitoring and guidance on the implementation of project outputs and strategic linkage to enhance the achievement of outcome results as well as support (if required) to address operational challenges.
B) PROJECT MANAGEMENT - GOVERNANCE				
1. Participate and decision making at National Steering Committee (NSC), Technical Working Committee (TWC) and related meetings and provide the following: a) Technical: Substantive input and advisory on project outputs and development of relevant documentation for the NSC, TWC and related meetings b) Management: Identify any project related implementation issues and identify mitigation solutions with IP	1. Attend NSC, TWC & related meetings (upon request) and provide feedback on financial and operational implementation of Project Outputs; 2. Follow up with IP on all relevant documentation including official minutes and documentation of NSC, TWC and related meetings.	1. E- Filing of all relevant documentation including official minutes and documentation of NSC, TWC and related meetings.	1. NSC: Chair and provide overall guidance on achievement of project outputs and final management of project; 2. TWC: Chair and provide overall guidance on the implementation of project activities and technical review of project outputs; 3. National Project Director (NPD): Overall responsibility for the implementation of all project outputs and financial management as well as oversight of Project Staff and Project Consultants; 4. Project Team/ Staff: Day to day implementation of project activities; 5. Note taking and developing minutes of NSC, TWC and related meetings.	1. NSC: EPU ICS and relevant sections to attend NSC meeting and provide feedback on implementation of the project outputs; 2. TWC: EPU relevant sections to attend TWC meetings (where relevant) and provide technical feedback on the project outputs.

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
2. PROJECT IMPLEMENTATION				
A) TECHNICAL CONTENT OF PROJECT OUTPUTS				
<p>1. Provide technical and policy advisory services to IP in the substantive design, implementation and management of project outputs and specifically undertake the following with IP;</p> <ol style="list-style-type: none"> Identify cross-sectoral issues and stakeholders Identify relevant data and research requirements Review and provide input into methodology and frameworks of research, studies and models Review all technical reports and provide substantive inputs on data and policy analysis Obtain substantive feedback, input, data and recommendations via policy dialogues/ workshops Obtain substantive feedback, input, data and recommendations from relevant global and regional UN agencies and development partners <p>2. Develop draft recommendations, policies, strategies, and action plans with IP and relevant stakeholders;</p> <p>Substantive contributions to UN knowledge networks and UNDP Communities of Practice and share results with IP.</p>			<p>1. Collaborate with UNDP in the substantive design, implementation and management of project outputs and specifically undertake the following;</p> <ol style="list-style-type: none"> Identify cross-sectoral issues and stakeholders Identify relevant data and research requirements and facilitate data request with Department of Statistics and relevant Ministries and agencies Review and provide input into methodology and frameworks of research, studies and models Review all technical reports and provide substantive inputs on data and policy analysis Document all substantive feedback, input, data and recommendations via policy dialogues/ workshops <p>2. Develop draft recommendations, policies, strategies, and action plans with UNDP and relevant stakeholders;</p> <p>3. Present substantive project outputs to Senior Management for feedback, approval and potential implementation/ consideration.</p>	<p>1. EPU relevant sections to provide technical feedback on the project outputs (where relevant);</p> <p>2. EPU relevant sections to participate in policy dialogues/ workshops (where relevant).</p>

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
B) POLICY DIALOGUE / STAKEHOLDER DIALOGUE WORKSHOP				
<ol style="list-style-type: none"> 1. Develop and finalise workshop concept note, agenda and budget with IP; 2. Identify international and local experts and national stakeholders with IP; 3. Review presentation materials - reports and data analysis with IP; 4. Develop and finalize workshop report with IP. 	<ol style="list-style-type: none"> 1. Assist in the development of budget; 2. Coordinate invitation and participation of international experts; 3. Follow up with IP on all relevant documentation and materials from policy dialogue/ stakeholder dialogue workshop. 	<ol style="list-style-type: none"> 1. E- Filing of all relevant documentation and materials from policy dialogue/ stakeholder dialogue workshop. 	<ol style="list-style-type: none"> 1. Develop and finalise workshop concept note, agenda and budget with UNDP; 2. Identify international and local experts and national stakeholders with UNDP; 3. Review presentation materials - reports and data analysis with UNDP; 4. Develop and finalize workshop report with UNDP. 5. Administrative tasks include: <ol style="list-style-type: none"> a) Identify suitable workshop venue b) Coordinate invitation and participation of local experts and national stakeholders c) Coordinate and verify documentation for payment. 	<ol style="list-style-type: none"> 1. Relevant EPU Sections to attend the workshop and provide feedback on proposed strategies and outputs.
C) CAPACITY BUILDING / TRAINING WORKSHOP				
<ol style="list-style-type: none"> 1. Develop and finalize training workshop concept note, sessions and budget with IP; 2. Identify international and local resource persons and develop TOR and national participants with IP; 3. Review training materials with IP; 4. Develop and finalize training workshop report with IP. 	<ol style="list-style-type: none"> 1. Assist in the development of budget; 2. Coordinate invitation and participation of international experts; 3. Follow up with IP on all relevant documentation and materials from policy dialogue/ stakeholder dialogue workshop. 	<ol style="list-style-type: none"> 1. E- Filing of all relevant documentation and materials from policy dialogue/ stakeholder dialogue workshop. 	<ol style="list-style-type: none"> 1. Develop training workshop concept note, sessions and budget with UNDP; 2. Identify international and local resource persons and develop TOR and national participants with UNDP; 3. Review training materials with UNDP; 4. Develop and finalize training workshop report with UNDP. <ol style="list-style-type: none"> a) Administrative tasks include: <ol style="list-style-type: none"> b) Identify suitable workshop venue c) Coordinate invitation and participation of local resource persons and national participants d) Coordinate and verify documentation for payment. 	<ol style="list-style-type: none"> 1. Relevant EPU Sections to attend the training workshop (if relevant).

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
D) FINANCIAL MANAGEMENT				
<ol style="list-style-type: none"> 1. Approve decisions for payments submitted through FACE Forms by IP by both verifying completeness of activities and signing off on related documentation based on AWP; 2. UNDP's financial management system (ATLAS): <ol style="list-style-type: none"> a) Approve budget revisions and other related e-transactions; b) Coordinate mandatory and budget re-phasing exercises. 	<ol style="list-style-type: none"> 1. Overall financial assurance and support on planning and monitoring of all financial transactions and provide: 2. Guidance to IPs on overall financial planning and management of allocated resources based on <i>Final Prodoc, AWP, and Project Procurement Plan</i> 3. Review project delivery and advise IP on financial achievement of the AWP and <i>Project Procurement Plan</i> 4. Ensure all financial transactions funded by the project are consistent with UNDP account codes and sources of funding 5. Ensure all relevant documentation for financial transactions submitted by IP for payment are complete and accurate 6. Guidance to IPs to ensure all documentations are in place for the Audit by Jabatan Audit Negara; 7. UNDP's financial management: <ol style="list-style-type: none"> a) Manage operationalization of vouchers b) Consult with Programme Manager on budget revisions required c) Budget check for requisitions, POs and vouchers. 8. Ensure all Purchase Orders are managed and closed in consultations with the Programme Manager; 9. Serve as an Intermediary for the UNDP Finance Department with IP, consultants and vendors; 10. Track UNDP project management and operational costs (UNDP Support 	<ol style="list-style-type: none"> 1. Support financial transactions and provide the following: <ol style="list-style-type: none"> a) Assist Programme Associate to ensure all relevant documentation for financial transactions submitted by IP for payment are complete and accurate b) FACE Form Management – maintain copies of FACE form submission; scan amended FACE forms to IP/Project Finance; and submit FACE Form for signature of Programme Manager c) Ensure relevant supporting documentation for payment are complete (PO, Invoice) d) Track and record payments sent to UNDP Finance Department for ease of reference of IP e) Ensure payment to vendors and share 	<ol style="list-style-type: none"> 1. Overall responsibility for financial planning and management of allocated resources based on <i>Final Prodoc, AWP, and Project Procurement Plan</i>; 2. Review project delivery based on financial achievement of the AWP and <i>Project Procurement Plan</i>; 3. Ensure all financial transactions funded by the project are consistent with UNDP account codes and sources of funding; 4. Ensure all relevant documentation for financial transactions submitted for payment are complete and accurate; 5. Ensure all finance related documentations are in place for the Audit by Jabatan Audit Negara 	

	Services) and share with IP on a bi-annual basis.		remittance advice to vendor (if requested).	
UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
E) TRAVEL MANAGEMENT				
<ol style="list-style-type: none"> 1. Approve IP representative's travel related requests which are funded by project; 2. Manage submission of Mission Report and relevant documentation from IP representatives which are funded by project; 3. Liaise with UNDP Travel Unit for personal travel arrangements funded by project; 4. Prepare personal Mission Report and relevant documentation for official project related travel outside of Kuala Lumpur/ Putrajaya. 	<ol style="list-style-type: none"> 1. Oversight on all travel related costs funded by project; 2. Calculate Daily Subsistence Allowance (DSA) and Terminal Expenses (TE) for all travel related requests funded by project; 3. Assist with IP representative's travel arrangements funded by project (if required). 	<ol style="list-style-type: none"> 1. Complete e-Requisition for flight tickets, DSA and TE for travel arrangements made with UNDP Travel Unit; 2. Coordinate travel advance related payments (80%) utilizing FACE Forms; 3. Coordinate balance for travel related payments (20%) utilizing F10/ Travel Expenses Claim Form (TEC); 4. E- Filing of Mission Report and all relevant documentation. 	<ol style="list-style-type: none"> 1. Logistical arrangements for travel of IP representatives, consultants contracted directly by Government, project staff contracted by UNDP based at Implementing Partner and Resource persons/ participants from civil society or academia; 2. Complete and share Mission Report of IP representatives and relevant documentation to UNDP. 	

Note: Travel entitlements for various categories of travellers and the applicable rules are outlined below. The projects funds will only cover the cost of the most direct and most economical flight. If the Government travel is on Business Class and above, the difference of the costs will be borne by the IP.

CATEGORY	TRAVEL ARRANGEMENTS	DSA/ TE (DOMESTIC)	DSA/ TE (INTERNATIONAL)	FLIGHT TICKETS (DOMESTIC)	FLIGHT TICKETS (INTERNATIONAL)
Implementing Partner and Government Staff	Implementing Partner	Government policies on entitlements	Government policies on entitlements	Government policies on entitlements	Government policies on entitlements
Consultants contracted directly by Government	Implementing Partner	Government policies on entitlements	Government policies on entitlements	Government policies on entitlements	Government policies on entitlements
Resource persons/ participants from civil society or academia	Implementing Partner	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements
Project Staff contracted by UNDP based at Implementing Partner	Implementing Partner	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements
UNDP Staff	UNDP	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements
Consultants contracted directly by UNDP	UNDP	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
F) KNOWLEDGE MANAGEMENT AND KNOWLEDGE PRODUCTS				
<ol style="list-style-type: none"> 1. Project Knowledge Products: Technical review of project related publications; 2. UNDP Webpage: Provide confirmation on updated UNDP project webpages and relevant documents; 3. Panel Presentations: Identifies and communicates relevant information for a variety of audiences in advocating the development agenda/ work UNDP is undertaking in Malaysia with IP. 	<ol style="list-style-type: none"> 1. Project Knowledge Products: Develop the mailing list for dissemination of knowledge products with IP (including selected UN/ UNDP offices and development partners) for advocacy efforts and upload to UNDP Malaysia webpage; 2. UNDP Webpage: Coordinate with UNDP Communications Officer on UNDP Malaysia's project page updates. 	<ol style="list-style-type: none"> 1. Project Knowledge Products: Share a copy of knowledge product to EPU ICS and relevant sections as well as selected UN/ UNDP offices and development partners. 	<ol style="list-style-type: none"> 1. Project Knowledge Products: Technical review of project related publications and full management of publication cycle including identification of editor, copywriter, printer, and dissemination. 	
3. PROJECT ASSURANCE AND MONITORING AND EVALUATION				
A) ANNUAL WORK PLAN (AWP) AND ANNUAL BRIEFING NOTE (ABN)				
<ol style="list-style-type: none"> 1. Assist IP to review implementation of AWP and develop subsequent year's AWP and ABN jointly with UNDP; 2. Financial and substantive monitoring and evaluation of projects outputs as well as identification of operational and financial problems and propose solutions to IP. 	<ol style="list-style-type: none"> 1. Assist IP in the financial management and planning of the AWP and ABN; 2. Coordinate the signing of the AWP among all parties; 3. Develop project budget on ATLAS as per signed AWP; 4. Track AWP targets and milestones. 	<ol style="list-style-type: none"> 1. E- Filing of all relevant documentation - AWP and ABN; 2. Share AWP and ABN to EPU ICS. 	<ol style="list-style-type: none"> 1. Review implementation of AWP and develop subsequent year's AWP and ABN jointly with UNDP. 	<ol style="list-style-type: none"> 1. EPU ICS to submit and obtain approval of EPU DG of AWP
B) PERIODIC PROGRESS REPORT DOCUMENTS: MID- YEAR PROGRESS REPORT (MYPR) AND ANNUAL PROGRESS REPORT (APR)				
<ol style="list-style-type: none"> 1. Quality Assurance: Review progress of project based on reports submitted by IP through the MYPR and APR; 2. Finalize MYPR and APR and share with EPU ICS; 3. Co-Chair Review meeting on MYPR and APR with EPU ICS (if required) to address any implementing or operational challenges/ delays. 	<ol style="list-style-type: none"> 1. Follow up with IP on submission of MYPR and APR; 2. Review accuracy of financial allocation and expenditure figures cited in MYPR and APR. 	<ol style="list-style-type: none"> 1. E- Filing of all relevant documentation – MYPR and APR; 2. Share MYPR and APR to EPU ICS. 	<ol style="list-style-type: none"> 1. Submit progress of project through the Mid-Year Progress Report (MYPR) and Annual Progress Report (APR) to UNDP and EPU; 2. Attend Review meeting on MYPR and APR with EPU ICS and UNDP (if required) to address any implementing or operational challenges/ delays. 	<ol style="list-style-type: none"> 1. Chair Review meeting on MYPR and APR with UNDP (if required) to address any implementing or operational challenges/ delays; 2. EPU ICS communicates to Ministry/ Agencies on M&E

				requirements and related meetings.
UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
C) FINANCIAL REPORTING DOCUMENT: ANNUAL COMBINED DELIVERY REPORT (CDR) AND EXPENDITURE DETAIL REPORTS				
1. Verify, approve and sign Annual CDRs and Expenditure Detail Report.	1. Generate Annual CDRs and Expenditure Detail Report; 2. Review and ensure completeness and accuracy of Annual CDRs and Expenditure Detail Report; 3. Follow up with IP on signed Annual CDRs and Expenditure Detail Report; Determine project management and operational costs (UNDP Support Services) for Audit by Jabatan Audit Negara.	1. E- Filing of all relevant documentation – signed CDRs and Expenditure Detail Report;	1. Verify and sign CDRs and Expenditure Detail Report within 14 days and send to UNDP.	
D) AUDIT BY JABATAN AUDIT NEGARA (JAN)				
1. Assist IP with the coordination for the audit; 2. Review implementation status of previous Audits recommendations (if any) with IP; 3. Review Audit Terms of Reference and <i>Audit Documentation Checklist</i> with IP; 4. Develop <i>Management Response and Follow Up Action Plans</i> requested by Audit with IP; 5. Participate in the Audit of the project; 6. Support IP in implementation and review of Audit recommendations and <i>Follow Up Action Plans</i> ; 7. Report all exceptions for the <i>Follow Up Action Plans</i> on UNDP Audit Webpage (CARDS);	1. UNDP Focal Point for Project documentation and ensure IP has complete and compliant set of documentation based on <i>Audit Documentation Checklist</i> encompassing the following a) Human resources b) Financial management c) Procurement d) Asset Management e) Project progress f) Record keeping systems g) Management Structure 2. Note taker during project Audit of the project and draft meeting minutes (if required); 3. Upload Audit reports and relevant supporting documents on CARDS; 4. Follow up with IP on implementation of Audit recommendations and <i>Follow Up Action Plans</i> post completion of Audit.	1. Liaise with UNDP Finance Department to obtain original and relevant documentation requested by JAN - FACE Forms, vouchers, etc; 2. Share final Audit Report to EPU ICS.	1. Coordinate preparation for the Audit with UNDP; 2. Review implementation status of previous Audits recommendations (if any) with UNDP; 3. Review Audit Terms of Reference and <i>Audit Documentation Checklist</i> with UNDP; 4. Ensure and provide complete and compliant set of documentation based on <i>Audit Documentation Checklist</i> to JAN; 5. Develop <i>Management Response and Follow Up Action Plans</i> requested by Audit with UNDP; 6. Participate in the Audit of the project; 7. Review with UNDP on implementation of Audit recommendations and <i>Follow Up Action Plans</i> .	1. EPU ICS and relevant sections to provide feedback to address any implementing or operational challenges/ delays (if required).
E) PROJECT REVISIONS/ ADJUSTMENTS				

<p>1. Provide feedback to EPU ICS and relevant sections if there is any request by IP for project extensions and/ or budget variations.</p>			<p>1. Submit a written request to EPU and UNDP if there are project extensions and/ or budget variations prior to submission to NSC.</p>	<p>1. EPU Sections Chair review meetings on project extensions/ budget variations as recommendation to NSC.</p>
---	--	--	--	---

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
F) PROJECT CLOSURE				
<p>1. Assist IP in presentation for <i>Project Closure Meeting</i> on the following:</p> <ul style="list-style-type: none"> a) Contribution of project to project outcome, 10th Malaysia Plan and National Initiatives and Sectoral Plans and impact on national development agenda b) Implementation of project outputs c) Institutional capacity building activities d) Lessons learned 	<ul style="list-style-type: none"> 1. Assist IP to prepare documentation for <i>Project Closure Meeting</i>; 2. Assist IP in preparation of project financial statement. 	<p>1. Assist IP to prepare a complete set of documentation of the project management, finance, meeting minutes and project outputs in CD form.</p>	<ul style="list-style-type: none"> 1. Prepare a complete set of documentation of the project management, finance, meeting minutes and project outputs in CD form; 2. Present to the <i>Project Closure Meeting</i> on the following: <ul style="list-style-type: none"> a) Contribution of project to project outcome, 10th Malaysia Plan and National Initiatives and Sectoral Plans and impact on national development agenda b) Implementation of project outputs c) Institutional capacity building activities d) Lessons learned 	<p>1. Chair <i>Project Closure Meeting</i> within 6 months after the operational closure of the project to assess the performance and success of the project and review:</p> <ul style="list-style-type: none"> a) Impact of the project to national development agenda b) Sustainability of the results, including the contribution to related outcomes c) Review lessons learned and recommendations to improve design and implementation of future UNDP-Government of Malaysia funded projects.

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
4. PROCUREMENT: ASSETS, EQUIPMENT, RESOURCE MATERIALS AND WORKSHOP VENUE				
<p>1. Oversight on implementation of <i>Costed Procurement Plan</i>.</p>	<p>1. Assist IP to develop TOR for procurement of assets, equipment, resource materials, and workshop venue (if required);</p> <p>2. Review <i>Costed Procurement Plan</i> with IP on a quarterly basis.</p>	<p>1. Consolidate <i>Costed Procurement Plan</i> of all projects on a quarterly basis and UNDP cost recovery of services (if applicable).</p>	<p>1. Review <i>Costed Procurement Plan</i> with IP on a quarterly basis.</p> <p>2. Develop TOR for procurement of assets, equipment, resource materials, and workshop venue with UNDP;</p> <p>3. Responsible for all procurement of assets, equipment, resource materials and workshop venue as indicated within the <i>Final Prodoc</i>, <i>Costed Procurement Plan</i> and AWP unless agreed with UNDP beforehand;</p> <p>4. All procurement activities will be in accordance to the Government of Malaysia's procurement guidelines;</p> <p>5. If UNDP is to assist in procurement of assets and equipment, roles and responsibilities will be indicated within the <i>Final Prodoc</i>;</p> <p>6. All documentation pertaining to decision for procurement and actual procurement process to be retained for Audit purposes by JAN;</p> <p>7. Submit all supporting documents for payment via FACE Forms.</p>	

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
5. ENGAGEMENT OF CONSULTANTS: UNDP PROCESSES AND GUIDELINES FOR INDIVIDUAL OR PROFESSIONAL SERVICES CONTRACT OR REIMBURSABLE LOAN AGREEMENT				
A) PLANNING				
1. Brief IP on UNDP guidelines and estimated timelines for engagement via UNDP processes and jointly determine the most appropriate contractual modality and approach.	1. Review <i>Costed Procurement Plan</i> with IP on a quarterly basis; 2. Provide IP with projected budget and UNDP contractual guidelines and samples (if required); 3. Provide IP the estimated cost for UNDP managing the consultancy contract.	1. Consolidate <i>Costed Procurement Plan</i> for all projects on a quarterly basis and UNDP cost recovery of services (if applicable); 2. Maintain master list of active Project consultants with contact numbers, emails & contract expiry dates; 3. Throughout consultancy: manage version control of contracts, Purchase Orders, Certificate of Payment and Contract Renewals and Obligations.	1. Discuss with UNDP on its guidelines and estimated timelines for engagement via UNDP processes and jointly determine the most appropriate contractual modality and approach.	
B) TERMS OF REFERENCE				
1. Develop Terms of Reference (TOR) or Request For Proposal (RFP) with IP.			1. Develop Terms of Reference (TOR) or Request For Proposal with UNDP.	
C) SOLICITATION PROCEDURE: ADVERTISEMENT				
1. Review and clear the text for the Advertisement in consultation with IP.	1. Liaise with UNDP Operations Department on need to advertise consultancy and provide relevant documentation; 2. Draft Advertisement based on (TOR/ RFP) to be cleared by Programme Manager; 3. Ensure Advertisement and TOR/ RFP are available on UNDP Jobs website and newspaper.		1. Review and clear the text for the Advertisement in consultation with UNDP; 2. Assist to share link of Advertisement (TOR and RFP) to relevant networks, consultants in the IP's database or potential consultants.	

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
D) REVIEW AND SELECTION OF CONSULTANTS				
<ol style="list-style-type: none"> Evaluation of CVs/ RFP and shortlist candidates/ RFP and share with IP for feedback; Complete Evaluation Form of CV/ RFP with input from IP; Sign of on completed UNDP Request for Contract for submission to UNDP Operations Department; Provide any justification or waiver for UNDP Contracts Appraisal Committee (CAP) submission (if required) 	<ol style="list-style-type: none"> Assist to complete UNDP Request for Contract for submission to UNDP Operations Department. Ensure submission of all required and completed documentation to CAP (if required). 		<ol style="list-style-type: none"> Provide feedback to UNDP on shortlisted candidates / RFP; Provide feedback to UNDP on Evaluation Form of CV/ RFP. 	
E) CONTRACT MANAGEMENT				
<ol style="list-style-type: none"> Approve requisition for selected consultants; Senior Management to approve Purchase Orders. 	<ol style="list-style-type: none"> Coordinate preparation of documentation for issuing of contract by UNDP Operations Department; Raise requisition for selected consultant and UNDP Operations Department to raise Purchase Orders. 	<ol style="list-style-type: none"> Follow up with UNDP Operations Department to liaise with selected candidates to complete and submit medical clearance and vendor profile form to be added to UNDP financial system. 		
F) DAY TO DAY OPERATIONS				
<ol style="list-style-type: none"> Jointly monitor performance of consultants together with National Project Director (NPD). 			<ol style="list-style-type: none"> Jointly monitor performance of consultants together with UNDP. 	
G) CERTIFICATE OF PAYMENT				
<ol style="list-style-type: none"> Sign Certification of Payment (CoP) in consultation with IP. 	<ol style="list-style-type: none"> Coordinate for signing of CoP by consultants and IP; Upon acceptance of signed CoP by consultant and IP, create receipt in UNDP financial system for milestone accomplishment and submit and follow up with UNDP Finance Department for payment; Share remittance advice to consultant and inform IP. 		<ol style="list-style-type: none"> Provide confirmation to UNDP of acceptance of deliverables/ outputs prior to payment and sign CoP. 	

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
H) PERFORMANCE EVALUATION				
1. Complete performance evaluation with input from National Project Director and relevant IP staff.		1. Liaise with UNDP Operations Department to file Performance Evaluation and share with UNDP Finance Department for records.	1. NPD to provide input to UNDP on performance evaluation.	
8. ENGAGEMENT OF PROJECT STAFF: UNDP PROCESSES AND GUIDELINES FOR SERVICE CONTRACT				
A) PLANNING				
1. Brief IP on UNDP guidelines and estimated timelines for engagement via UNDP processes.	1. Review <i>Costed Procurement Plan</i> with IP on a quarterly basis; 2. Provide IP with projected budget and UNDP contractual guidelines and samples (if required); 3. Provide IP the estimated cost for UNDP managing the contract.	1. Consolidate <i>Costed Procurement Plan</i> for all projects on a quarterly basis and UNDP cost recovery of services (if applicable); Maintain master list of active Project Staff contracted by UNDP with contact numbers, emails & expiry dates.	1. Discuss with UNDP on its guidelines and estimated timelines for engagement via UNDP processes.	
B) TERMS OF REFERENCE				
1. Develop Terms of Reference (TOR) with IP.			1. Develop Terms of Reference (TOR) with UNDP.	
C) SOURCING: ADVERTISEMENT				
1. Review and clear the text for the Job Advertisement in consultation with IP.	1. Liaise with UNDP Human Resource Department on need to advertise post and provide relevant documentation; 2. Draft Job Advertisement based on (TOR) to be cleared by Programme Manager. 3. Ensure Advertisement and TOR/ RFP are available on UNDP Jobs website and newspaper.		1. Review and clear the text for the Job Advertisement in consultation with UNDP.	
D) SHORTLISTING				
1. Shortlist candidates and share with IP for feedback.	1. Coordinate with UNDP Human Resources Department to organize interviews with shortlisted		1. Provide feedback to UNDP on shortlisted candidates.	

	candidates.			
UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
E) INTERVIEW AND ASSESSMENT				
<ol style="list-style-type: none"> Finalize face to face interview and written test questions and respective scoring sheets in consultation with IP; Chair the interview panel and select interview panel members; Finalize interview report. 	<ol style="list-style-type: none"> Participate in interview panel for Project Administration and Operations/ Finance posts (if required). 		<ol style="list-style-type: none"> Provide input to UNDP on face to face interview and written test questions and respective scoring sheets. 	
F) SELECTION				
<ol style="list-style-type: none"> Provide any justification or waiver for Contracts Appraisal Committee (CAP) submission (if required). 	<ol style="list-style-type: none"> Ensure submission of all required and completed documentation to UNDP CAP (if required). 			
G) CONTRACT				
<ol style="list-style-type: none"> Sign approval of request for issuance of contract; Inform IP on start date of selected project staff. 	<ol style="list-style-type: none"> Coordinate preparation of documentation for issuing of contract by UNDP Human Resources Department; UNDP Human Resource Department to include selected candidate on UNDP payroll. 	<ol style="list-style-type: none"> Follow up with UNDP Human Resources Department to liaise with selected candidates to complete and submit medical clearance and vendor profile form to be added to UNDP financial system. 		
H) DAY TO DAY OPERATIONS				
<ol style="list-style-type: none"> Jointly monitor performance of project staff together with National Project Director (NPD); Jointly monitor and verify attendance and leave for project staff with IP. 	<ol style="list-style-type: none"> Organize training for project staff on programme processes and guidelines within the first week of work. 	<ol style="list-style-type: none"> Brief project staff and IP's Desk Officer on UNDP FACE Form template and governing procedures. 	<ol style="list-style-type: none"> Project Staff based at IP's office will report directly to the NPD and UNDP Programme Manager (unless indicated otherwise); Jointly monitor performance of project staff together with UNDP; Jointly monitor and verify attendance and leave for project staff with UNDP by signing monthly leave statement. 	
I) PERFORMANCE EVALUATION				

<p>1. Complete performance assessment of project staff with input from National Project Director and relevant IP staff and also determine percentage of bonus to be provided.</p>		<p>1. Liaise with UNDP Operations Unit to file Performance Evaluation.</p>	<p>1. Provide input for performance assessment of project staff to UNDP and also determine percentage of bonus to be provided.</p>	
---	--	--	--	--

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
J) CONTRACT RENEWAL				
<ol style="list-style-type: none"> 1. In consultation with NPD and based on performance evaluation, make decision on renewal and duration of contract; 2. Sign off on documentation for renewal of contract. 	<ol style="list-style-type: none"> 1. Coordinate preparation of documentation for renewal of contract by Human Resources; 2. Provide IP the cost for the renewal of the contract. 		<ol style="list-style-type: none"> 1. NPD to provide input to UNDP on renewal and duration of contract based on performance evaluation. 	

XX. ANNEX M – MOSS

Malaysia – MOSS Guidelines as related to DRSA ProDoc Comments

All UNDP contracted personnel regardless of modality are required to operate within the Malaysia country level Minimum Operating Security Standards (MOSS). MOSS compliance must be considered with regard to communications, workplace allocation, transportation and security training in particular in addition to workshops and conferences.

1. Communication: - The UN Supported Emergency Communication System is mobile phone based, as such:

- All UN staff & dependents must have access to a mobile phone
- All contact details should be updated by the UNDP SFP and provided to UNDSS

2. Workspace: - MOSS compliance requires buildings to adhere to country specific regulations, where UNDP staff operate in government locations, UNDSS must be requested to conduct an SRA before occupation. Typical mitigation measures include:

- Locations must have access control measures to include guard services;
- Secure parking for UN vehicles;
- Alternate emergency exits;
- A secure perimeter;
- Internal and external security lighting;
- Robust lockable external doors;
- Ground floor offices require window bars;
- All other levels require access to a fire escape;
- A First Aid Kit
- Fire Extinguisher
- Additionally for government locations;
 - A safe within the office;
 - Specific locks for doors;
 - Key control system, and;
 - A visitor monitoring system.

It is noted that difficulties may arise with host governments to implement full MOSS compliance. As such AFPs should make all efforts to implement full MOSS where this is not applicable alternative measures based on location specific SRAs should be used and HoA and Project managers must sign off on acceptable risk with concurrence from the DO. Alternate workspace being available at UNDP/UN offices is acceptable.

3. Transport: - All UNDP contracted staff must utilise the TRIP system for both internal and external travel clearance, whilst MOSS compliance requires transport assets to adhere to country specific regulations. The contractual status of an individual is paramount to determining mitigation requirements and thus compliance, particularly if there is an operational requirement to conduct field missions/travel. As such, projects and programmes of UNDP must factor in MOSS compliance costs, related to correct travel criteria as per POPP, to include air and ground transportation.

Air Travel: - UNDP staff are required to travel on only Category A or B airlines as per the periodically circulated lists. Where this is not possible, the below process must be completed. Note also UNDP Self-Imposed Policy dictates that no more than 10 UNDP staff members can fly on a single aircraft at the same time with a maximum of 30 UN staff members from all agencies.

1. The requestor provides a justification to the UNDP RR to fly on a Cat C airline, based on no other available flight using Cat A or B, criticality of flight, type of plane, etc.;

2. The RR will review on a case by case basis, making a final decision after consulting with the UNDP Air Safety Focal point (valeria.mustafayeva@undp.org), the designated security office should also be copied;
3. The UNDP focal Point will provide the latest available information with regard to the specific airline;
4. The UNDP RR will or will not give clearance to fly on Cat C, based on the justification and airline information received.

MOSS Compliance Ground Vehicles: -

- UN Owned & operated
- Operated by IPs
- Privately owned and UN project operated
- Government owned and operated or operated by UN project or,
- Commercially rented vehicles.

MOSS Compliance Requires: - For vehicles as per government safety standards, together with: - First Aid Kit; Fire Extinguisher; Spare wheel, jack and tools; reflector triangles, battery lantern and seat belts

Vehicles used during field missions: - additional requirements include; 5m tow rope; shovel; hand axe or machete; fire lighting materials; high visibility sheet/flag; drinking water and food for 24hrs.

4. Security Training: - All UNDP contracted personnel must receive a security orientation and security briefing session from UNDSS upon commencement of role and arrival at the duty station. Additionally they must complete BSUNP and if field travel is appropriate ASITF; together with TRIP registration and compliance. Additional familiarisation with all contingency plans and PEP kit protocols are required.

Staff Assignments & Short Term Assignments: - All UNDP contracted personnel must receive a security orientation and security briefing session from UNDSS upon commencement of role and arrival at the duty station.

5. Organised Workshops/Conference/Training: - UNDP projects or programmes involved in the development, organisation or attendance at workshops, conferences, group training or any other large attendance gatherings must consider additional security mitigation measures.

If UNDP contracted personnel are involved, a compliance and cost implication may be relevant including additional security measures, transportation and emergency medical coverage. UNDP duty of care may need to be considered if UNDP contracted personnel attend or facilitate such events.

Additional considerations may likely include: -

- Security screening (guard access control);
- Interaction and cooperation with national security forces;
- Possible emergency medical care, and;
- Purchase or leasing of specialised equipment such as walk through metal detectors, etc. dependant on frequency of use and cost benefit analysis, particularly if the chosen venue does not already have such measures in place.

The determination of needs should be ascertained by the in country UNDSS team, providing a specific event Security Risk Assessment as per policy.

F