**ANNUAL PROGRESS REPORT[[1]](#footnote-1)**

**YEAR 2019**

1. **BASIC INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project ID / Output ID** | **110421 / 109357**  | **Reporting** **Date**: | **12/12/2019** |
| **Full Title**:  | Support to DENR Program Implementation, Monitoring and Management of ENR Data and Information |
| **Start Date:**  | **12/20/2018** | **Completion Date**(and approved extension, if any)**:** | **12/31/2021** |
| **Total Project Fund** (and fund revisions, if any)**:** | Total Resources Required: USD 9,781,568.23 Unfunded: USD 6,646,146.80 | **Annual Project Fund:****AWP Budget (2019)** | USD 3,135,421.43 |
| **Implementing Partner:**  | United Nations Development Programme |
| **Donor/s:** | Department of Environment and Natural Resources (DENR) |
| **Responsible Parties:** | N/A |
| **Project Description** | The DENR and UNDP have decided to enter into a partnership to utilize the UNDP systems in providing technical advisory and operational support services to enhance delivery and implementation of DENR’s ten (10) priority programs and services. The approach is two-pronged. First, UNDP provides support to the enhancement of efficiency in program implementation by providing technical advisory and operational support in the area of programme design, planning, programme management, monitoring and evaluation, and procurement. The second involves supporting DENR in establishing a comprehensive, integrated, technology-based information management system where all current information systems and databases will be interoperable and that data generation and exchanges will be feasible for efficient, informed decision making, policy formulation and programme designing, review, monitoring & evaluation.These interventions hope to capacitate the DENR to enhance environment and natural resources management through a more efficient, responsive and effective program implementation, monitoring & evaluation. |
| **Target Group** | **Government**  |

1. **INDICATIVE/EMERGING RESULTS OF THE PROJECT and LESSONS LEARNED**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |
| --- | --- |
| **B.1 CPD Outcome alignment** | 2: Urbanisation, economic growth, and climate change actions are converging for a resilient, equitable, and sustainable development path for communities. |
| **B.2 CPD Output indicator alignment***[Choose between 1-3 applicable indicators]* | *2.3.1 Area of UNDP-assisted protected areas with high biodiversity effectively managed [IRRF 1.4.1.2]* *2.3.4 Value of financing generated for conservation and sustainable use of biodiversity and ecosystems.* Choose an item. |
| **2.3.1 Area of UNDP-assisted protected areas with high biodiversity effectively managed [IRRF 1.4.1.2]** The Project will be producing an enhanced database and monitoring system involving environment and natural resources (ENR) data. This decision support tool can aid in the improvement in the management activities of the UNDP-assisted protected areas. The database and monitoring system are envisioned to have a national scope, thereby, allowing multitude of potential in terms of the utilization of data and information. The impending realization will only be confirmed once the system has already been established. **2.3.4 Value of financing generated for conservation and sustainable use of biodiversity and ecosystems.** The allocation of financing for this project will be on a yearly basis. As the project implementation progresses, additional funding may come in. Further, through the system, program design will be informed and will then on constitute more funding for initiatives on biodiversity and conservation.  |
| **B.3 SP Output Alignment** | **UNDP SP 2018-2021 Output 1.4.1:** Solutions scaled up for sustainable management of natural resources, including sustainable commodities and green and inclusive value chains. **UNDP SP 2018-2021 Output 2.4.1:** Gender-responsive legal and regulatory frameworks, policies and institutions strengthened, and solutions adopted, to address conservation, sustainable use and equitable benefit sharing of natural resources, in line with international conventions and national legislation  |

**B.4 Key results achieved in 2019*** The budget for the first year of implementation was apportioned fully to the procurement and delivery of laptops, desktops, and CCTV system. This equipment will form part of the database and information management system that is being envisioned to aid in the enhancement of how the Department has been doing things in terms of policy formulation, program designing and implementation, and monitoring and evaluation among others. As of October 29, 2019, all of the equipment was delivered to the Central Office and all Regional Offices. The total number of equipment delivered were as follows:

|  |  |
| --- | --- |
| **Item** | **Quantity** |
| Desktops | 1,727 |
| Laptops | 1,000 |
| NVR (Regional Offices, Provincial Environment and Natural Resources Office [PENRO] and Community Environment and Natural Resources Office [CENRO]) | 234 |
| Dome IP Camera (Indoor) | 1,528 |
| Bullet IP Camera (Outdoor) | 1,336 |

* A total savings of USD 694,176.43 was incurred from the completion of the procurement of the equipment. This can be attributed to the personality of UNDP not being taxable as well as utilizing the existing Long-Term Agreement (LTA) of UNDP with suppliers resulting to markdowns in the prices of the equipment. The savings will be utilized to procure additional equipment identified by DENR.

**B.5 Lessons learned and ways forward*** Identification of focal persons and continuity of their involvement is vital due to nature of transaction. As the first year of implementation focused on the procurement of massive quantity of valuable equipment, the historical knowledge of the transactions that have transpired is crucial since a large amount of financial resources is involved.
 |

1. **TECHNICAL ACCOMPLISHMENTS**
* *Evidence-based reporting – include relevant reports/publications and/or photo-documentation (description, date, location) as an annex.*
* *Quarterly financial performance is reported in the FACE Form. Please ensure consistency of technical accomplishments with the submitted Quarter FACE form and the AWP.*
* *Interim annual financial performance data is reported in the APR.*

| **EXPECTED OUTPUTS****OUTPUT NARRATIVE****Output 1.** *Strengthened capacities of DENR in planning, implementation, management, and monitoring and evaluation of its 10 priority programs and other special projects through technical advisory services and operational support services*The activities of the year primarily focused on the procurement of goods and services needed for the programme implementation. All of the DENR Regional Offices together were provided of desktops, laptops, and CCTV systems. As for the DENR Central Office, only laptops were provided. The delivery to the offices started September 30, 2019 and was officially completed by October 29, 2019. Provided in the table below are the exact number of equipment and the date of delivery provided for each office:

| **Office** | **Equipment Delivered** | **Date of Delivery** |
| --- | --- | --- |
| DENR Central Office | 100 laptops | September 30, 2019 |
| National Capital Region | 18 Desktops 19 Laptops1 CCTV NVR (32 channel)22 CCTV Dome Cameras 10 CCTV Bullet Cameras | October 21, 2019 |
| Cordillera Administrative Region | 130 Desktops67 Laptops 1 CCTV NVR (32 channel)18 CCTV NVR (16 channel)118 CCTV Dome Camera 106 CCTV Bullet Camera | October 21, 2019 |
| Region 1 | 94 Desktops49 Laptops 1 CCTV NVR (32 channel) 11 CCTV NVR (16 channel)82 CCTV Dome Camera 70 CCTV Bullet Camera | October 18, 2019 |
| Region 2 | 140 Desktops67 Laptops 1 CCTV NVR (32 channel) 18 CCTV NVR (16 channel)114 CCTV Dome Camera 102 CCTV Bullet Camera | October 18, 2019 |
| Region 3 | 140 Desktops73 Laptops 1 CCTV NVR (32 channel) 19 CCTV NVR (16 channel)126 CCTV Dome Camera 114 CCTV Bullet Camera | October 18, 2019 |
| Region 4A | 99 Desktops53 Laptops 1 CCTV NVR (32 channel) 12 CCTV NVR (16 channel)90 CCTV Dome Camera 78 CCTV Bullet Camera | October 18, 2019 |
| Region 4B | 120 Desktops61 Laptops 1 CCTV NVR (32 channel) 15 CCTV NVR (16 channel)102 CCTV Dome Camera 90 CCTV Bullet Camera | October 18, 2019 |
| Region 5 | 96 Desktops55 Laptops 1 CCTV NVR (32 channel) 12 CCTV NVR (16 channel)94 CCTV Dome Camera 82 CCTV Bullet Camera | October 18, 2019 |
| Region 6 | 112 Desktops59 Laptops 1 CCTV NVR (32 channel) 16 CCTV NVR (16 channel)110 CCTV Dome Camera 98 CCTV Bullet Camera | October 25, 2019 |
| Region 7 | 86 Desktops47 Laptops 1 CCTV NVR (32 channel) 10 CCTV NVR (16 channel)78 CCTV Dome Camera 66 CCTV Bullet Camera | October 25, 2019 |
| Region 8 | 130 Desktops67 Laptops 1 CCTV NVR (32 channel) 17 CCTV NVR (16 channel)114 CCTV Dome Camera 102 CCTV Bullet Camera | October 23, 2019 |
| Region 9 | 100 Desktops49 Laptops 1 CCTV NVR (32 channel) 12 CCTV NVR (16 channel)82 CCTV Dome Camera 70 CCTV Bullet Camera | October 28, 2019 |
| Region 10 | 120 Desktops61 Laptops 1 CCTV NVR (32 channel) 16 CCTV NVR (16 channel)106 CCTV Dome Camera 94 CCTV Bullet Camera | October 28, 2019 |
| Region 11 | 120 Desktops61 Laptops 1 CCTV NVR (32 channel) 15 CCTV NVR (16 channel)102 CCTV Dome Camera 90 CCTV Bullet Camera | October 29, 2019 |
| Region 12 | 102 Desktops51 Laptops 1 CCTV NVR (32 channel) 12 CCTV NVR (16 channel)86 CCTV Dome Camera 74 CCTV Bullet Camera | October 29, 2019 |
| Region 13 | 120 Desktops61 Laptops 1 CCTV NVR (32 channel) 15 CCTV NVR (16 channel)102 CCTV Dome Camera 90 CCTV Bullet Camera | October 29, 2019 |

Capacity building activities are scheduled to be conducted next year. One of the identified topics that will be tackled in the series of capacity building activities is big data. Exploratory meetings with institutions and organizations spearheading such training will be done early next year. A detailed timeline of events on the procurement and delivery of goods can be found below.

| **Date** | **Activity** |
| --- | --- |
| December 20, 2018 | The Project Document (ProDoc) has been signed by the DENR and UNDP. See Attachment 1 for the ProDoc. |
| March 2019 | A total amount of Php 167,530,880.00 or USD 3,135,421.43 was transferred from DENR to UNDP. This serves as the budget for the Year 1 of the project. Budget for the succeeding years of implementation will be transferred annually; depending on the government allocation.  |
| April 2019 | The Procurement of laptops, desktops, and CCTV system began. The Office of Assistant Secretary for Financial Management and Information Systems approved the Request for Quotation (RFQ) that was publicly posted for bidding. One of the notable changes in the Terms of Reference (TOR) is the omission of the installation of CCTV cameras. The service was taken out of the TOR for the reason that previous (two) government biddings done for the same undertaking failed several times. This is due to companies not being able to comply with the requirements. Instead, a training of DENR personnel on the installation of CCTV cameras was added in the RFQ / TOR. In detail, the following are the terms of payment for the winning supplier, as stipulated in the TOR:

|  |  |
| --- | --- |
| Deliverables | Percentage Amount of Contract Price to be released as payments |
| Confirmation on supply and delivery of laptops and desktops | 100% cost of laptops and desktops |
| Confirmation on delivery of CCTV equipment at locations  | 60% cost of CCTV equipment |
| Completion of training of CCTV system at Metro Manila | 40% cost of CCTV equipment + cost of training + freight and other costs  |

See Attachment 2 for the RFQ and TOR. See Attachment 3 for the exchanges between UNDP and DENR on the exclusion of the installation services and approval of the RFQ/TOR.  |
| May 2019 | The bid evaluation was done and participated by UNDP and DENR Personnel. The following evaluators are as follows: 1. Mr. Elidelson Tapia, ICT Analyst - UNDP
2. Ms. Grace Tena, former Programme Analyst - UNDP
3. Mr. Jason Manilay, former Project Associate - UNDP
4. Mr. Eugene De Guzman, Information System Analyst III - DENR
5. Ms. Nizethal Aducal, Computer Programmer II – DENR

The bidding was participated by four companies. Upon evaluation, DanOffice Supplies IT was chosen as the winning supplier. See Attachment 4 for the signed Technical and Financial Evaluation.  |
| June 2019 | The contract was awarded to winning bidder (i.e., DanOffice IT Supplies) and a Purchase Order (PO) was created. Thereafter, procurement of the following equipment proceeded and was completed.

|  |  |
| --- | --- |
| **Item** | **Quantity** |
| Desktops | 1,727 |
| Laptops | 1,000 |
| NVR | 234 |
| Dome IP Camera | 1,528 |
| Bullet IP Camera | 1,336 |

See Attachment 5 for the PO.  |
| June 2019 – October 2, 2019 | The shipment of laptops, desktops and CCTV system were processed. |
| September 19, 2019 | The shipment of laptops and desktops were completed.  |
| September 26, 2019 | UNDP provided guidance on the manner to be employed for the inspection of the laptops and desktops. As the pre-delivery inspection (inspection before the delivery to the Regional Offices) was not included in the advertised TOR, additional cost for the opening and repacking will be incurred if a large amount of equipment will be checked. With this, the UNDP suggested for the DENR to only just take a few samples of the goods as opposed to the 20% that is being requested. See Attachment 6 for the email exchanges on the matter.  |
| September 27, 2019 | A meeting with the DENR Knowledge and Information Systems Service (KISS) and some members of the DENR Inspection Committee was conducted in preparation for the inspection on September 30, 2019. In summary, logistics, the manner of inspection, and number of packets to be inspected / opened were discussed. As for the e-copy of the serial numbers clustered per delivery, this was also not included in the RFQ / TOR, thereby, was not provided to DENR. However, a list of serial numbers was provided. See Attachment 7 for the email exchange on the summary of points during the meeting.  |
| September 30, 2019 | The inspection of laptops and desktops were conducted by the DENR Inspection Committee. The inspection was conducted at the warehouse of DSV Air and Sea Inc. at 2A Johanne St. Bo. Ibayo, Brgy. Sto Niño 1704 Parañaque City. Four random pallets were inspected.  |
| October 2, 2019 | The shipment of the CCTV cameras were completed. DENR relayed that there will be no inspection for the CCTV cameras. See Attachment 8 for the email exchanges on the matter.  |
| September 30 – October 29, 2019 | The delivery of the equipment to the various DENR Regional Offices started September 30, 2019 and was completed October 29, 2019. The delivery was done by the Goetz Moving and Storage Inc. To note, the delivery cost was not included in the contract amount of the supplier. As such a delivery service fee of USD 7,723.42 was paid. In terms of inspection and acceptance, the following manner was promulgated for all DENR offices: * Each office identified an ICT focal that was tasked to be the sole acceptor and inspector for the equipment that were delivered.
* Designated regional ICT focals were notified beforehand of the estimated day and time of delivery. This was to properly prepare for the logistics as a Delivery at Place (DAP) arrangement was agreed upon with the delivery company.
* The ICT focals were tasked to ensure that before delivery acceptance, the equipment should be inspected of quality. Further, ICT focals were the ones who opened the pallets that were delivered.

The table above shows the amount of equipment delivered to the offices and the corresponding date of completion.  |
| November 20, 2019 | A meeting with the DENR and UNDP was convened to discuss the utilization of the savings incurred from the procurement of the laptops, desktops, and CCTV cameras. A total savings of USD 694,176.43 was incurred from the completion of the procurement of the equipment. This can be attributed to the personality of UNDP not being taxable as well as utilizing the existing Long-Term Agreement (LTA) of the organization with suppliers resulting to markdowns in the prices of the equipment. The savings will be utilized to procure additional equipment that was identified by DENR. Table below summarizes the commitment and savings:

|  |  |
| --- | --- |
| **Budget** | **USD 3,135,421.43** |
| **Actual Expenses**  | USD 2,221,823.00 (IT equipment, CCTV and other costs) |
|  | USD 357.45 (Meetings and Inspection Cost) |
|  | USD 7,723.42 (Shipping and Delivery to Regional Offices) |
| **Other Commitments** | USD 10,000.00 (Training on Installation of CCTV of ICT focals)\* |
|  | USD 211,341.24 [PMC and DPC, GMS (3%) and CapDev of DENR (2%)] |
| **Total**  | USD 2,441,425.11 |
| **Balance / Savings**  | **USD 694,176.43 OR PHP 35,357,182.29** |

\*Allocation only; not yet doneUSD1 = Php 50.934 (November exchange rateSee Attachment 9 for the letter sent by DENR on the request for procurement of additional equipment.  |
| December 3, 2019 | A meeting with UNDP and DENR was conducted to clarify on the concern of utilizing the money for other forms of activities aside from Capital Outlay as this is the source of government allocation that was transferred to UNDP. Apprehension on the side of DENR was high as this is a candidate for audit findings.  |
| December 5, 2019 | The issuance of Certificate of Acceptance of Goods was requested from DENR. A total of **USD 2,094,923.00** will be paid to the contractor in correspondence to the services they have provided. A breakdown of the payment is as follows:

|  |  |
| --- | --- |
| Item | Amount |
| Desktop Computers | USD 1,129,458.00 |
| Laptops | USD 628,000.00 |
| CCTV System (NVR) | USD 70,357.00 |
| Dome Camera | USD 85,568.00 |
| Bullet Camera | USD 74,816.00 |
| Transportation (Freight Cost) | USD 39,400.00 |
| Packing / Staging in Manila Warehouse and Insurance | USD 67,324.00 |
| **TOTAL** | **USD 2,094,923.00** |

The following documents were provided as support to the processing of the payment: 1. Delivery Receipts
2. Packing Lists
3. Statement of Account
4. Purchase Order
5. Certificate of Acceptance of Goods

Further details, the total Purchase Order (PO) amount for this engagement is USD 2,221,823.00. The remaining USD 126,900.00 will be released once the training of the ICT focals on the installation of the CCTV cameras has been conducted next year.See Attachment 10 for the complete set of documents provided to DENR.  |

**Output 2.** *Enhanced integrated information system of ENR data as decision support tool for policy and program development, review, implementation and monitoring*The planned activities for this output are as follows: 2.1. Inventory and quality assessment of available data2.2. Information needs assessment at various levels2.4. Piloting and beta testing2.5. Planning for upscalingActivities under this output are yet to be conducted. **Project Management**The Project has yet to conduct activities related to this matter. A Project Management Unit has to be established to ensure that the other activities under this output will materialize. Other activities to be conducted are as follows: i) inception meeting; ii) conduct of Project Board meetings; iii) partnerships linkaging and networking; iv) day-to-day project operation; v) annual audit; and vi) terminal evaluation. To note these activities will be conducted up until the end of project implementation / completion.  |
| **Project Output Indicator/s[[2]](#footnote-2)** | **Baseline** | **Annual****Result[[3]](#footnote-3)** | **Annual****Target****(2019)** |
| **1.1** Percent disbursement of annual procurement budget for 2 to 3 key programs of DENR | **2017** | **nda** | **71%** | **70%** |
| **1.2** Number of relevant DENR personnel trained and certified on procurement | **2018** | **0** | **0** | **50** |
| **1.3** Number of relevant DENR personnel trained and certified on project management | **2018** | **0** | **0** | **50** |
| **2.1** Integrated ENR Information System functional | **2018** | No IENR system available; each bureau has its own info system | **0%** | **0%** |
| **2.2** % of available ENR data/statistics integrated with spatial information | **2018** | **0%** | **0%** | **0%** |
| **2.3** Dashboard of key ENR data for monitoring and tracking program progress developed | **2018** | **0** | **0** | **0** |
|  |  |  |  |  |
|  | **Physical Performance** | **Financial Performance** |  |
| **Activity/Sub-Activity Description** | **Activity Target[[4]](#footnote-4)** | **Accomplishment for the Year** | **Status of Activity[[5]](#footnote-5)** | **Planned Budget** | **Donor and Budget Code** | **Expenditure***Expense + commitment + advances*  | **Delivery Rate***(cumulative expenditure/**planned budget) \*100* | **REMARKS*** *Explain if expenditure and budget deviation exceeds 10%*
* *Mention bottlenecks and plans to address them*
* *Explain why activity indicator targets were not met*
 |
| **Activity 1***Strengthened capacities of DENR in planning, implementation, management, and monitoring and evaluation of its 10 priority programs and other special projects through technical advisory services and operational support services* |  |  Procurement and delivery of goods were completed last October 29, 2019.  |  | *USD* 3,135,421.43  | 1981 | USD 2,229,923.61 | 71% |  |
| **Activity 2***Enhanced integrated information system of ENR data as decision support tool for policy and program development, review, implementation and monitoring* |  |  |  |  |  |  |  |  |
| **Project Management**  |  |  |  |  |  |  |  |  |

1. **PARTNERSHIPS**

|  |  |  |
| --- | --- | --- |
| **Name of Partner** | **Type** | **Description of partnership and how it has contributed to project results or sustainability** |
| The project has yet to establish partnerships with relevant and concerned stakeholders.  | *Select type.* |  |
|  | *Select type.* |  |

|  |  |
| --- | --- |
| **Was South-South and Triangular Cooperation promoted and utilized through the project?** | [ ]  **Yes** [x]  **No** |
| **If yes, briefly explain how. List down countries engaged.** | **[500 characters]** |

1. **INFORMATION, COMMUNICATION, EDUCATION, AND KNOWLEDGE MANAGEMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IEC/Knowledge Product Produced in 2016** | **Type** | **Date Published/Produced** | **Target audience** | **Link** (if available) |
| The project has yet to produce IEC and knowledge management materials.  | *Select type.* | *Click here to enter date.* |  |  |
|  | *Select type.* | *Click here to enter date.* |  |  |

|  |  |
| --- | --- |
| **Was the project cited/quoted/featured in media reports/articles?***If yes, please provide link to article/video.* |  |

1. **ACTIONS TAKEN REGARDING AUDIT AND/OR SPOT CHECK FINDINGS**

*Describe actions taken to address the findings from the audit/spot check as applicable.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Audit/Spot Check Recommendation/s** | **Action Taken** | **Responsible Person** | **Implementation Date** |
| No audit or spot check activity has been conducted for the project.  |  |  | *Click here to enter date.* |
|  |  |  | *Click here to enter date.* |

1. **RISK LOG UPDATE**
* *Assess identified risks and record new risks that may affect project implementation.*
* *Include risks identified in the Project’s Social and Environmental Screening, if any.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Date Identified** | **Type** | **Status** | **Countermeasures/Management Response***(What actions have been taken/will be taken to counter this risk)* |
| 1 | Non-allocation of government budget for the implementation of the Information Systems Strategic Plan which includes the ENR Integrated Information System.  | **12/20/2018** | Financial | The budget for the Year 2 implementation of the project is yet to be confirmed.  | Initial countermeasures identified in the Project Document are leveraging the project with other initiatives and piloting in a small scale the design to showcase its potential to provide necessary information which are crucial to decision makers of the Department. These actions can be implemented once the risk has been confirmed.  |
| 2 | Non-adoption of the system once developed.  | **12/20/2018** |  | The system has yet to be developed. This will only be confirmed near the end of the project.  | To avoid this risk, it was identified in the Project Document that utmost participation on the development of the system from DENR personnel will be ensured. This will strengthen the ownership and mastery of the system.  |

1. **MONITORING & EVALUATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Spent on Monitoring in Reporting Year*****Guidance:*** *Costs associated with UNDP/project staff, consultants, project partners, supporting national statistical systems in designing project specific data collection methodologies (qualitative and quantitative), monitoring methods including stakeholder surveys and other qualitative methods, collection of data, analysis and dissemination of the findings to inform a project, either with project partners or to fulfill specific UNDP/project requirements (preferably the former).*  | N/A | **Total spent on Decentralized Evaluations in Reporting Year****(Mid Term / Final)*****Guidance:*** *Costs associated in designing, implementing and disseminating evaluations for specific projects* | N/A |
| Is the project’s M&E Plan being adequately implemented? Are progress data against indicators in the project’s RRF being reported regularly using credible data sources and collected according to the frequency stated in the M&E Plan? | [ ]  **Yes** [ ]  **No** |

1. **QUALITY OF RESULTS**

*Please answer when applicable to the project of concern.*

|  |  |
| --- | --- |
| **Sustainability:** *Do the benefits of the achieved results have potential to last? What does the project plan to do to ensure sustainability?* | **[500 characters max]** |
| **National Capacity:** *Did the project help strengthen national institutions?*  | **[500 characters max]** |
| **Civic Engagement:** *Please select the type of civic engagement promoted [Select all applicable]* | [ ]  Civic engagement in policy and legislative processes[ ]  Civic engagement to promote accountability of state institutions[ ]  Civic engagement for service delivery[ ]  Civic engagement for advocacy and/or to raise awareness and promote social norm/behaviour change  |
| **Youth Opportunities:** *How did the project support youth in contributing to sustainable human development and peace?**[Select all applicable]* | [ ]  Supported youth civic engagement and political participation [ ]  Supported youth economic empowerment[ ]  Supported youth as agents for community resilience and peacebuilding [ ]  Supported the involvement of young people as partners in SDG implementation, monitoring and accountability |

1. **INNOVATION**

*Were innovation initiatives implemented in the project?*

|  |  |  |
| --- | --- | --- |
| What innovative methods were applied or tested? | [ ]  Alternative Finance (including Social Impact Investment/Pay for Success)☐ Behavioural Insights ☐ Blockchain☐ Challenge Prizes ☐ Crowdsourcing[ ]  Crowdfunding☐ Foresight[ ]  Games for Social Good[ ]  Hackathon[ ]  Human-Centered Design | [ ]  Innovation Camp[ ]  Innovation Lab☐ Micronarratives☐ Mobile-Based Feedback Mechanism☐ Positive Deviance☐ New and Emerging Data (including Big Data)☐ Randomized Controlled-Trial/Parallel Testing[ ]  Real-Time Monitoring[ ]  Remote Sensing/Unmanned Aerial Vehicles (UAVs)  X Other (please specify) One of the main premise of the Project is the utilization of UNDP procedures to veer away from the administrative bottlenecks of the government process.  |

1. **MAINSTREAMING GENDER EQUALITY**

*Incorporation of gender perspectives in various outputs and activities by giving emphasis on gender-sensitive concerns especially in leadership roles, decision-making processes, capacity-building and protection of women, including the children and elderly*

|  |  |
| --- | --- |
| **UNDP Gender Marker** [[link](http://www.undp.org/content/dam/somalia/docs/Project_Documents/Womens_Empowerment/Gender%20Mainstreaming%20Made%20Easy_Handbook%20for%20Programme%20Staff1.pdf)] | GEN1 |

1. **Classification of Gender responsiveness[[6]](#footnote-6)**

|  |  |  |
| --- | --- | --- |
| **Classification of gender-responsiveness:****Project Implementation, Management, Monitoring and Evaluation (PIMME)***Select one* |  | **A:** Project is **gender-responsive** (15.0-20.0) |
|  | **B:** Project is **gender-sensitive** (8.0-14.9) |
|  | **C:** Project has **promising** GAD prospects (4.0-7.9) |
|  | **D:** Gender and development (GAD) is **invisible** in the proposed project (0-3.9) |

1. **Qualitative description**

|  |
| --- |
| * + - **In Governance Mechanisms**

*Guidance: participation in project board, including representation of PCW, TWGs, experts’ group and other governance mechanisms set up by the project, e.g. national multi-sectoral committees)*The Project has yet to convene the Project Board and establish further governance mechanisms, if necessary.  |
| * + - **In Capacity Building and Policy, Planning and Programming**

The Project has yet to conduct capacity building activities.  |
| * + - **Women’s Empowerment Key Results**

No deliberate action on women empowerment is being employed by the Project.  |

1. **Gender issues**

|  |  |  |
| --- | --- | --- |
| **No** | **Gender issues identified** | **How the project is addressing identified gender issues** |
| 1 |  |  |
| 2 |  |  |

1. **Disaggregation of data of Beneficiaries/Participants of Activities conducted under the Project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Activities**  | **Number of beneficiaries/participants**  | **Gender disaggregation**  | **Remarks (if any)** |
| The Project has yet to conduct capacity building activities, workshops, etc.  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Project Manager/Coordinator

Noted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 National Project Director

 Implementing Partner

Noted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Programme Team Leader

 UNDP

**ANNEX**

1. **SAMPLE RISK LOG UPDATE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Issue Log** | **Risk Category** | **Likelihood** | **Impact** | **Proposed Mitigation Measure** |  **Proposed Risk Response** |
| 1. | (list/cluster) | (choose from list) | (1-5) | (1-5, comment) | (list) | (terminate, transfer, mitigate, tolerate) |
| 2. |  |  |  |  |  |  |

1. **Reference: Types of Risks[[7]](#footnote-7)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Environmental** | **Financial** | **Organizational** | **Political** | **Operational** | **Regulatory** | **Strategic** | **Other** |
| Natural Disasters: storms, flooding, earthquakes | EXTERNAL economic factors: interest rates, exchange rate fluctuation, inflation | Institutional Arrangements | Corruption | Complex Design (size: larger/multi-country project; technical complexity; innovativeness, multiple funding sources) | New unexpected regulations, policies | Partnerships failing to deliver | Other risks that do not fit in any of the other categories |
| Pollution incidents | INTERNAL:  | Institutional/ Execution Capacity | Government Commitment | Project Management | Critical policies or legislation fails to pass or progress in the legislative process | Strategic Vision, Planning and Communication | Might refer to socioeconomic factors such as: population pressures; encroachment – illegal invasions; poaching/illegal hunting or fishing |
| Social and Cultural | Co-financing difficulties | Implementation arrangements | Political Will  | Human Error/Incompetence |  | Leadership and Management |  |
| Security/Safety | Use of financing mechanisms | Country Office Capacity (specific elements limiting CO capacity) | Political Instability | Infrastructure Failure |  | Programme Alignment |  |
| Economic | Funding (Financial Resources) | Governance | Change in Government | Safety being compromised  |  | Competition |  |
|  | Reserve Adequacy | Culture, Code of Conduct and Ethics | Armed Conflict and Instability | Poor monitoring and evaluation |  | Stakeholder Relations |  |
|  | Currency | Accountability and Compensation | Adverse Public opinion/media intervention | Delivery |  | Reputation |  |
|  | Receivables | Succession Planning and Talent Management |  | Programme Management |  | UN Coordination |  |
|  | Accounting/Financial Reporting | Human resources Processes and Procedures |  | Process Efficiency |  | UN Reform |  |
|  | Budget Allocation and Management |  |  | Internal Controls |  |  |  |
|  | Cash Management/Reconciliation |  |  | Internal and External Fraud |  |  |  |
|  | Pricing/Cost Recovery |  |  | Compliance and Legal  |  |  |  |
|  |  |  |  | Procurement |  |  |  |
|  |  |  |  | Technology |  |  |  |
|  |  |  |  | Physical Assets |  |  |  |

1. UNDP CO Template for project Annual Progress Reporting; Updated: September 2018.

Deadlines: Draft APR due November 30th and Final APR due January 6th of the following year. [↑](#footnote-ref-1)
2. Please ensure consistency with ProDoc and AWP indicators. [↑](#footnote-ref-2)
3. Use traffic light to indicate progress vis-à-vis annual output targets in AWP: Green (Completed), Yellow (Ongoing), Red (Delayed/Not started). Data provided can be qualitative or quantitative based on the nature of the output indicator [UNDP PHL CO Data Clean-up Guidelines]. [↑](#footnote-ref-3)
4. Specify units, e.g., number of trainings, number of participants, number of representations, etc. [↑](#footnote-ref-4)
5. Use traffic light to indicate progress vis-à-vis timelines assigned for planned activities. [↑](#footnote-ref-5)
6. Scoring based on Box 16 and 17 of the Harmonized Gender and Development Guidelines on Project Development, Implementation, Monitoring, and Evaluation, 2nd ed. (download [here](http://pcw.gov.ph/sites/default/files/documents/resources/harmonized-gad-guidelines-2nd_ed_0.pdf)). [↑](#footnote-ref-6)
7. UNDP Programme and Operations Policies and Procedures (POPP) [↑](#footnote-ref-7)