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| V: 0.0 (20/5/16) | | Project Monitoring Plan | Last Updated: 15 February 2018 |
| Project ID and Title: 00109640 | PIP- Preparation of Biennial Update Report | | |

| **GEF M&E requirements** | **Primary responsibility** | **Indicative costs to be charged to the Project Budget[[1]](#footnote-1) (US$)** | | **Time frame** |
| --- | --- | --- | --- | --- |
| **GEF grant** | **Co-financing** |
| Inception Report | Project Manager | None | None | Within two weeks of inception workshop |
| Standard UNDP monitoring and reporting requirements as outlined in the UNDP POPP | UNDP Country Office | None | None | Quarterly, annually |
| Risk management | Project Manager  Country Office | None | None | Quarterly, annually |
| Annual Progress Report (APR) | Project Manager and UNDP Country Office and UNDP-GEF team | None | None | Annually |
| **Monitoring, Evaluation & Financial Audit**   * 1. Carry out an independent annual audit of the project $2000   2. .1.2 Carry out monitoring and evaluation $ 15000 | UNDP Country Office | $2000 | $1000 | Annually |
| 15000 | $5000 |
| Lessons learned and knowledge generation | Project Manager | None | Per year:  US$ 2,000 | Annually |
| Monitoring of environmental and social risks, and corresponding management plans as relevant | Project Manager  UNDP Country Office | None | Per year:  US$ 2,000 | On-going |
| Stakeholder Engagement Plan | Project Manager  UNDP Country Office | None | US$ 2,000 | On-going |
| Addressing environmental and social grievances | Project Manager  UNDP Country Office | None | US$ 2,000 | On-going |
| Project Steering Committee meetings | Project Steering Committee  UNDP Country Office  Project Manager | Per year:  US$ 500 | Per year:  US$ 1,000 | At minimum annually |
| UN Environment learning missions/site visits | UNDP Country Office and Project Manager and UN Environment, | None | None | To be determined. Cost would be covered by UN Environment |
| Independent Mid Term Review | UNDP Country Office and Project team and UN Environment | US$ 10,000 | US$ 2000 | Q1 2019 |
| Terminal Evaluation (TE) included in UNDP evaluation plan, and management response | UNDP Country Office and Project team and UN Environment | US$ 15,000 | US$ 5000 | At least three months before operational closure (Dec 2020) |
| Translation of Mid Term and Terminal Evaluation reports into English | UNDP Country Office | None | US$ 5,000 | As required. UN Environment will only accept reports in English. |
| **TOTAL indicative COST**  **Excluding project team staff time, UNDP staff and UN Environment travel expenses** | | **US$ 27,500** | **US$ 22,500** | **$50,000** |

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| **Prepared by: Reviewed by: Approved by:**  Name: Name: Name:  Title: Project M & E Officer Title: PPU M & E Specialist Title: Project Manager  Date: Date: Date:  Sign: Sign: Sign: |

1. Excluding project team staff time and UNDP staff time and travel expenses. [↑](#footnote-ref-1)