

United Nations Development Programme

Country: INDIA

2013 Annual Work Plan

Project Title: Removal of Barriers to Biomass Power Generation in India – Phase I

Implementing Partner: Ministry of New and Renewable Energy


PROJECT DESCRIPTION	
A. State the specific development challenge or gap that this AWP is addressing.	The project aims to accelerate the use of environmentally sustainable biomass power and cogeneration technologies in India, using different types of captive and distributed biomass resources. The AWP 2013 will focus on supporting green field MIPs 1 to 2 mega watt also to draw lessons and incorporate them in policies. Studies will help analysing wasteland use for energy plantation. It will support biomass promoters associations and state nodal agencies to help biomass projects to get conducive regulatory environment. It will create awareness amongst potential investors in biomass power to help take informed decisions and develop skill sets of operators & technicians operating biomass based gasifier systems for power generation.
B. Select one or more of the below strategies for addressing the above mentioned challenge/gap and describe in the context of this AWP:	<input checked="" type="checkbox"/> Changes in attitudes and access to decision making through awareness raising, brokering, convening <input checked="" type="checkbox"/> Changes in policies, plans, budgets and legislation through support to national assessment, planning, budgeting, policy making <input type="checkbox"/> Changes in the lives of individuals and communities through implementation for inclusive development
C. List the possible improvements in the capacities of institutions, individuals and systems that will occur as a result of this AWP.	<ul style="list-style-type: none"> It will create better conditions to biomass power developers through state nodal agencies and biomass associations from regulatory perspective such as such as appropriate tariffs, appropriate conditions of power purchase agreements It will develop investor module on biomass power systems to help them make informed decisions It will identify feasibility of biomass-solar hybrid for power generation
D. List the gender issues in this AWP and specific ways in which they will be addressed.	NA
E. List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.	Transfer of knowledge through articles, case studies, documentation, newsletter and website on Biomass Power. The UNDP GEF project in Egypt in specific is interested in developing a biomass [paddy straw residue based] power plant. It will facilitate a visit of concerned colleagues from UNDP Egypt and Egyptian Environmental Affairs Agency to biomass power plants in India to learn from here for appropriate interventions in Egypt under the project.

Programme Period:	2013 - 2018
Key Result Area (Strategic Plan):	Environment and sustainable development; crisis prevention and recovery
Atlas Project ID:	00051271
Atlas Output ID	00043810
Start date:	12 April 2004
End Date	31 March 2014
PAC Meeting Date	8 November 2008
Implementation modality	NIM

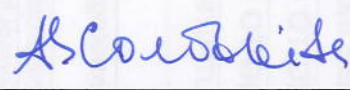
2013 AWP budget:	<u>316,500</u>
MULTI YEAR INDICATIVE Budget	<u>5,650,000</u> (GEF)
<i>(Subject to the availability of the necessary funds to the UNDP)</i>	
• Regular	—
• Government	<u>5,240,000</u>

Project Expenditure

Total Budget	Exp 2007	Exp 2008	Exp 2009	Exp 2010	Exp 2011	Exp 2012	Budget 2013
5,650,000	594,870	1073,330	367,566	(372,029)	377,704	118,015	316,500

Agreed by MNRE: 

श्रीलोक श्रीवास्तव / ALOK SRIVASTAVA
 सचिव / Joint Secretary
 नवीन और नवीकरणीय ऊर्जा मंत्रालय
 Ministry of New and Renewable Energy
 भारत सरकार / Govt. of India
 नई दिल्ली / New Delhi-110 003

Agreed by UNDP:  25/10/2013

Alexandra Solovieva
 UNDP Deputy Country Director

I. ANNUAL WORK PLAN - YEAR: 2013

Key area of UNDP strategic Plan: Environment and sustainable development; crisis prevention and recovery						
UNDAF / CPAP OUTCOME: Government, industry and other relevant stakeholders actively promote environmental sustainability and enhanced resilience of communities in the face of challenges of climate change, disaster risk and natural resource depletion.						
CPAP OUTCOME Indicators: Number of government's schemes and missions, which incorporate climate resilience measures.						
CONTRIBUTING TO CPAP OUTPUT: Output 3.1: Access to Clean Energy is expanded for under-served communities and small-scale industry						
CONTRIBUTING TO CPAP 5 year target: Facilitating the Removal of barriers and increased adoption of Biomass Power technology						
Annual OUTPUTS	PLANNED ACTIVITIES	Month of completion	RESPONSIBLE PARTY	PLANNED BUDGET		
				Funding Source	Amount ¹	
Outcome I: Technology Package Benchmarking & Validation for different bio-mass power technologies, including feasibility of Energy Plantations						
Output 1: Pipeline projects of biomass-solar thermal hybrid technology for power generation in India developed	Activity 1.1 Preparation of study on techno-commercial viability and potential of biomass-solar thermal hybrid technology for power generation	December	PMU	GEF	71300 - National Consultant	10,000
	Output 2: Long term plan for utilization of wasteland and biomass resources for power generation completed	Activity 2.1 Preparation of study report on techno-commercial viability of wasteland for biomass production for power generation • Meeting with State level stakeholders	December	PMU	GEF	71300 - National Consultant 71600 - Travel
Outcome II: Enhanced capacities & confidence of Project Promoters, Financial Institutions, regulators, policy makers, SNAs, other stakeholders through effective information development & dissemination program, along with capacity building						
Output 3: Increased information available with project promoters and all stakeholders in the focused states and their enhanced knowledge base	Activity 3.1: Publication of one issue of quarterly newsletter initiated • Finalization of RFP evaluation and award of contract (Estimated cost Rs. 7,000 per quarter)	December	PMU	GEF		
	Activity 3.2: Preparation of short documentary films on renewable energy based solutions/products	October	UNDP	GEF	71300 -National Consultant	7,800

1 Budget amounts includes Direct Project Costs where UNDP procures goods and services.

2 Outputs and Activities are sequential and do not follow the sequence number given to OUTCOMES in the Prodoc Results Framework

	<p>Activity 3.3: Publication of knowledge products on Biomass Power sector</p> <ul style="list-style-type: none"> • Discussion paper on Biomass Power in India • Bridge report on evaluation of Biomass Power projects in India 	<p>September December</p>	<p>UNDP PMU</p>	<p>GEF</p>	<p>71300 - National Consultant 71300 - National Consultant 72100 - Contractual Services</p>	<p>3,700 1,000 1,000</p>
<p>Output 4: Improved capacity of key stakeholders and project promoters in the targeted states</p>	<p>Activity 4.1: Advocacy at the central/state level through to create conducive policy & regulatory environment for biomass power generation initiated.</p> <ul style="list-style-type: none"> • Supporting State Nodal Agencies/Indian Biomass Power Association • Convening meetings of Working group to provide inputs to CERC on Barriers and Challenges in Promotion of Biomass Power. (Estimated cost: Rs.10,000) <p>Activity 4.2 Awareness and Capacity Building through symposium/thematic consultation/events in promoting biomass power</p> <ul style="list-style-type: none"> • Sensitization workshop of service providers, entrepreneurs, and institutions in the Northern and Southern regions of India for sub megawatt biomass power plants conducted <p>Activity 4.3: Improved access to information through website initiated</p> <ul style="list-style-type: none"> • Design and development of Biomass Knowledge Portal (Estimated cost: Rs.15,000) <p>Activity 4.4: Develop and test Capacity Building modules in the focused states/regions</p> <ul style="list-style-type: none"> • Workshop material, including case studies, technology, tariff structures and financial feasibility for sub megawatt biomass power plants developed and uploaded on UNDP website 	<p>December</p>	<p>PMU</p>	<p>GEF</p>	<p>71600 - Travel</p>	<p>1,000</p>
	<p>Activity 4.2 Awareness and Capacity Building through symposium/thematic consultation/events in promoting biomass power</p> <ul style="list-style-type: none"> • Sensitization workshop of service providers, entrepreneurs, and institutions in the Northern and Southern regions of India for sub megawatt biomass power plants conducted <p>Activity 4.3: Improved access to information through website initiated</p> <ul style="list-style-type: none"> • Design and development of Biomass Knowledge Portal (Estimated cost: Rs.15,000) <p>Activity 4.4: Develop and test Capacity Building modules in the focused states/regions</p> <ul style="list-style-type: none"> • Workshop material, including case studies, technology, tariff structures and financial feasibility for sub megawatt biomass power plants developed and uploaded on UNDP website 	<p>June</p>	<p>UNDP</p>	<p>GEF</p>	<p>71300 -National Consultant 71600 - Travel</p>	<p>40,000 1,000</p>
	<p>Activity 4.3: Improved access to information through website initiated</p> <ul style="list-style-type: none"> • Design and development of Biomass Knowledge Portal (Estimated cost: Rs.15,000) <p>Activity 4.4: Develop and test Capacity Building modules in the focused states/regions</p> <ul style="list-style-type: none"> • Workshop material, including case studies, technology, tariff structures and financial feasibility for sub megawatt biomass power plants developed and uploaded on UNDP website 	<p>December</p>	<p>PMU</p>	<p>GEF</p>	<p>71300 -National Consultant</p>	
	<p>Activity 4.4: Develop and test Capacity Building modules in the focused states/regions</p> <ul style="list-style-type: none"> • Workshop material, including case studies, technology, tariff structures and financial feasibility for sub megawatt biomass power plants developed and uploaded on UNDP website 	<p>September</p>	<p>UNDP</p>	<p>GEF</p>	<p>71300 -National Consultant</p>	<p>15,000</p>
<p>Outcome III: Development of Business, Commercial & Support Services Networks in Focused States</p>						
<p>Output 5: Information sharing and networking of Biomass</p>	<p>Activity 5.1: Organization of events in states for Power Producers/technology-service providers/regulators</p>	<p>April</p>	<p>PMU/UNDP</p>	<p>GEF</p>	<p>71300 - National</p>	<p>31,000</p>

II. MANAGEMENT ARRANGEMENTS

The management arrangements will remain same as specified in approved project document. The Project Steering Committee (PSC) will provide oversight of project level activities, which will be responsible for approving the budgeted Annual Work Plans and providing overall guidance and oversight. The PSC will meet at least once a year. The day-to-day management of the AWP and related decisions will be taken up in the Project Executive Committee (PEC) of the project. The Role of National Project Director, National Project Coordinator, scope of work of PSC, PEC remains as earlier.

The Implementing Partner may request UNDP to provide support services for project implementation. These services known as direct project costs may include procurement, recruitment, purchase of goods and services, and organization of training activities and workshops. UNDP recruitment and procurement rules and regulations will apply for the services provided. All direct costs which are attributable to the provision of these services (direct project costs) will be charged to the project in accordance with the policies decided by UNDP rules and regulations.

Fund Flow Arrangements and Financial Management:

Under the National Implementation (NIM), as per the existing programme management arrangements, funds will be channelled through the accounts of the Government of India i.e. UNDP would transfer funds to CAAA as per the approved Annual Work Plan. IP shall make suitable provisions in its annual budget to receive UNDP funds.

Funds would be reimbursed to CAAA based on the request from the IP. The request from IP will come on the standard Fund Authorization and Certificate of Expenditures (FACE) form duly signed by the National Project Director or person assigned/delegated by IP. No funds shall be released by UNDP without prior submission of a duly filled and signed FACE form. Unspent funds from the approved AWP will be reviewed in the early part of the last quarter of the calendar year and funds reallocated accordingly.

Separate books of account shall also be maintained in order to ensure accurate reporting of expenditure and providing a clear audit trail.

Payments could be made by UNDP to vendors or third parties for obligations incurred by the Implementing Partners on the basis of requests signed by the designated official of the Implementing Partner. The UNDP shall not be obligated to reimburse expenditure made by the Implementing Partner over and above the authorized amounts.

The Implementing Partner may request UNDP to provide support services for project implementation. These services known as direct project costs may include procurement, recruitment, purchase of goods and services, and organization of training activities and workshops. UNDP recruitment and procurement rules and regulations will apply for the services provided. All direct costs which are attributable to the provision of these services (direct project costs) will be charged to the project in accordance with the policies decided by UNDP rules and regulations.

III. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

- A. **MONTHLY PROGRESS REPORT:** The Implementing Partner, in consultation with the project teams, will provide brief monthly updates on progress against planned activities and budgets. These monthly reports will be provided in the format provided at **Annex1**. These monthly reports will be consolidated, as required, by UNDP's quality assurance team for progress review meetings.
- B. **ONE TIME RISK LOG:** Based on the initial risk analysis, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation. This will be completed by UNDP project assurance team in consultation with the Implementing partner. Use the standard Risk Log template
- C. **QUARTERLY FINANCIAL REPORT:** The Implementing Partner (IP) will make use of the Funding Authorization and Certificate of Expenditures (FACE) to report on expenditures and request for reimbursement to CAAA on a quarterly basis, or more frequently, if required.

The implementing partner must submit the FACE at the end of each quarter, within the first 10 days of the following quarter. Together with the FACE, the project has to send a copy of the bank statement as up to the date of the end of the period reported and the itemized cost estimates of the activities to be funded. The FACE form has to be certified by the designated official from the IP.

- D. **PROJECT EVALUATION** will be conducted as per the GEF procedure described (midterm review and terminal evaluation) in the project document.
- E. **ANNUAL REVIEW REPORT:** An **Annual Review** Report shall be prepared by the Project Manager and shared with the **Project Board** and the Outcome Board. The reporting format at **Annex 2** will be used to provide brief description of results achieved in the year against pre-defined annual **targets**.
- F. **ANNUAL PROJECT REVIEW.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

IV. ANNEXES

Annex 1 – Monthly progress report format

Project Title									
Implementing Partner									
Month/Year									
Annual Outputs	Planned activities	Month of completion	Responsible party	Budget Amount	Monitoring framework		Progress towards meeting AWP annual outputs		
					Cumulative Expenditures				
TOTAL									

Annex 2 – Annual progress report format

Key area of UNDP strategic Plan:			
UNDAF / CPAP OUTCOME			
CPAP OUTCOME Indicators			
CONTRIBUTING TO CPAP OUTPUT			
CONTRIBUTING TO CPAP 5 year target			
Project title			
Implementing partner			
Year			
Annual Outputs	Allocated budget	Total Expenditure	Progress on planned outputs and key successes
1			
2			
3			
Policy results and any additional results achieved			
Lessons learned, project shortcomings and solutions			
Follow-up Actions			