

**United Nations Development Programme – INDIA**

**CPAP 2013-17**

**Annual Work Plan 2017**

**(Revised)**

**Project Title:** Sustainable Urban Transport Project

**Implementing Partner:** Ministry of Urban Development

**UNDPSP Outcome(s):** Inclusive & sustainable growth & development

**UNDP SP Output (s):** Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded

**UNDP SP Indicators:** Inclusive and sustainable solutions adopted to achieve increased energy efficiency and universal modern energy access (especially off-grid sources of renewable energy)

**UNDAF Outcome(s):** 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

**Brief Description**

**Development challenge this AWP is addressing:**

The objective of this project is to reduce the growth trajectory of GHG emissions from the transport sector in India through the promotion of environmentally sustainable urban transport, strengthening government capacity to plan, finance, implement, operate and manage climate friendly and sustainable urban transport interventions at national, state and city levels. This year's AWP focuses on a) enhancing the capacity of policymakers through trainings b) Dissemination of best practice and c) PMU support to world bank component.

Programme Period: 2013-2017

Key Result Area (Strategic Plan): \_\_\_\_\_

Award ID: 00048794

Project ID: 00059078

Project Start date: 1st Nov 2009

Project End Date: March 2018

PAC Meeting Date: Nov 7, 2008

Management Arrangements: NIM

2017 AWP budget (Revised): (GEF) \$368,634

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\*\*Please specify donors and contribution.

**Project Expenditure**

Total Project Budget	Exp 2010-2012	Exp 2013 (Actual)	Exp 2014 (Actual)	Exp 2015	Budget 2016	Budget 2017 (Revised)	Budget 2018
4,050,000	1,192,027	732,461	550,943	638,232	427,254	3,68,634	140,449
Others							

Agreed by (Implementing Partner):



मुकुन्द कुमार सिन्हा / MUKUND KUMAR SINHA

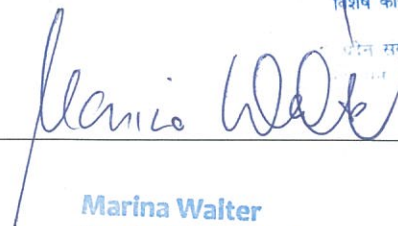
विशेष कार्य अधिकारी (यू.टी.) / O.S.D. (U.T.)

एव/and

भारत सरकार / Joint Secy.

परिवहन विभाग, भारत सरकार / Ministry of Urban Affairs, Govt of India

Agreed by UNDP



**Marina Walter**  
Deputy Country Director

# I. ANNUAL WORK PLAN (REVISED)

Year: 2017

Annual OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				PLANNED BUDGET			RESPONSIBLE PARTY
		Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount USD	
<b>Project Output 1:</b>									
Institutional capacity Development, focusing on strengthening the institute of Urban Transport (IUT), New Delhi under MoUD	<ul style="list-style-type: none"> <li>Maintenance and Management of the knowledge Management centre.</li> <li>Policy Research related to sustainable transport</li> </ul>	√	√	√	√	GEF	71300	2,88,543	MoUD/IUT
<b>Sub-total (Output 1)</b>									
<b>Project Output 2:</b>									
Increased awareness of Sustainable Urban Transport interventions among city government officials and transport sector professionals. Baseline: 18 Indicators: Published materials awareness Targets: 22	4.1.1 Quarterly newsletter produced, SUTP Website updated regularly , various public communication activity and experience sharing workshops are conducted	√	√	√	√	GEF	74215	54,658	MoUD/PMU



## II. Monitoring and Evaluation

### A. Framework

(Include all monitoring and evaluation activities/events)

Project ID:00048794 Project Title: Sustainable Urban Transport Project

Expected Results (Outcomes & Outputs)	Indicators	Baseline	Targets	Data Collection Plan			Risks and Assumptions
				Source/Method of Collection	Schedule/Frequency	Responsible Staff	
Obtained from the CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Any risks or assumptions concerning data collection / Means of Verification
<b>CPAP Outcome:</b> 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							
<b>CPAP Output:</b>							
	1.1 Commission Policy research to assist MoUD in understanding the impact of specific policy changes or introducing new sustainable urban transport policies.	6	8	Quarterly Progress reports & Annual Reports, updated on IUT website	Quarterly /Annually	PMU & IUT	
	1.3 Evaluate detail project reports DPRs on urban transport investments from the	75	10	Quarterly Progress reports	Quarterly /Annually	PMU & IUT	

Project Output 4: Increased awareness of Sustainable Urban Transport interventions among city government officials and transport sector professionals.	perspective of sustainability.	18	4	&Annual Reports	Quarterly	PMU		
Quarterly newsletters published and circulated by the PMU	Quarterly newsletters published and circulated by the PMU	18	4	Quarterly Progress reports and copy of the newsletters	Quarterly	PMU		
Number of press releases and brochures about the project disseminated	Number of press releases and brochures about the project disseminated	1	2	Copy of the press releases		PMU		
SUTP web portal developed, launched and periodically updated by PMU	SUTP web portal developed, launched and periodically updated by PMU	1	0	Quarterly Progress reports and SUTP website	Quarterly	PMU		
IUT organizes one annual international conference	IUT organizes one annual international conference	4	1	Proceedings prepared by IUT	Annually	PMU & IUT		
Experience and knowledge sharing workshop for cities and state governments organized by PMU	Experience and knowledge sharing workshop for cities and state governments organized by PMU	1	2	BToRS, Quarterly News letter	Quarterly	PMU		

## B. Monitoring and Evaluation Plan

### Monitoring Plan

Monitoring Visit	Time Frame				By whom	Place	Purpose	Expected Outcome	Resources
	Q 1	Q 2	Q 3	Q 4					
Field Visit 1	√	√			PMU/ MoUD	Ahmedabad	Review of Management of KMC	On time delivery of KMC	500
Field Visit 2									
Field Visit 3									
Field Visit 4									
Field Visit 5									

### Evaluation Plan

Evaluations/Assessments/ Reviews Planned for this year	Time Frame				By whom (External or Internal)	Purpose and how the evaluation/assessment/reviews Recommendation will be utilized	Resources
	Q 1	Q 2	Q 3	Q 4			
Evaluation/Assessment 1	√				External Consultant	Will be used to highlight the impacts of the project as well as shared with relevant stakeholders as part of lessons learnt	USD 25,000

**III. Recruitment Plan 2017**

*(Include all the recruitments envisaged by the project in AWP 2017 - including national and international staff positions that are vacant or newly created)*

**Project ID:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_

~~To be provided by HR~~

**IV. Procurement Plan 2017**

*(Include all local and international procurements valued at or above \$ 5000 envisaged in AWP 2017 – including goods, assets, services and works)*

**Project ID:00048794 Project Title: Sustainable Urban Transport Project**

<b>Country Office</b>	<b>India</b>
<b>Submitted by:</b>	
<b>Date:</b>	

**Instructions:**

- Only include procurements to be done by UNDP for DIM, Management, support-to-NIM projects and UN Agencies
- If you need additional lines, right-click and "insert" rows, do not copy-paste, to keep drop-down menus & format.

Reque sting Unit	Project Name (acronym or brief name)	Type of Supply	Category	Description of goods, services or works required	Unit of Measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Finalizati on of services date	End user of goods, service s or works	Procure ment Process Status
<b>Total Estimated 2017 Procurement Plan (USD)</b>												



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## **V. Management Arrangements**

The management arrangements will remain same as specified in approved project document except with the following changes: The Outcome Boards will meet twice a year. The review and recommendations of the Outcome Board will feed into the Country Programme Management Board (CPMB) annual strategic review meeting. Oversight of project level activities will be provided by the Project Steering Committee (PSC) 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 although efforts will be made to convene quarterly meetings to ensure regular follow-up. The PSC will delegate day to day management of the AWP's and related decisions to a working group comprising UNDP, Implementing Partner and other stakeholders, as appropriate. The NIM expenditure would be reimbursed through CAAA.

### **Fund Flow Arrangements and Financial Management:**

Project following National Implementation. At the request of the Implementing Partner, Ministry of Urban Development, UNDP will reimburse funds to CAAA. The request from the Implementing Partner will come through CAAA in the Standard Fund Authorization and Certificate of Expenditures (FACE) Report duly signed by the National Project Director or person assigned/delegated by the Implementing Partner. Only after 80% of last advance and 100% of all the previous advances are spent will the next advance be released.

Books of account shall be maintained to ensure accurate reporting of expenditure and providing a clear audit trail. Any interest accrued on the project funds during the project cycle will be ploughed back into the project in consultation with Implementing partner and UNDP and project budgets will stand revised to this extent. If there is no scope for ploughing back the interest will be refunded to UNDP.

The Implementing Partner may request UNDP to provide support services for project implementation. These services may include procurement, recruitment, purchase of goods and services, and organisation 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 in accordance with the policies decided by UNDP decided by UNDP's Executive Board.

**Audit:** A Harmonized Approach to Cash Transfers (HACT) Framework, is a common operational (harmonized) structure for transferring cash to both government and non-government Implementing Partners (IPs). HACT changed the management of cash transfers from a system of rigid controls to a risk management approach aimed at reducing transaction costs, simplifying and harmonizing rules and procedures, while strengthening the capacity of implementing partners to effectively manage resources. Under the revised approach, the NIM audits are no longer required. The implementing partner (IP) is micro-assessed for determining the cash transfer modality under the project. An assurance plan is developed for the IP which includes spot checks, internal control audits and financial audits. The frequency of these will depend on the risk rating of the IP determined in the micro-assessment. In the case of Country Office Support to NIM Micro Assessment is not required.

**Project Closure:** The project will be closed as per UNDP norms and assets (if any) will be disposed of or transferred to IP in consultation with them during the life cycle or at end of the project.

## VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year.

Timeline /Target Date	Activity	Primary Responsibility
1 Feb-15 Mar. 2017	Annual audit of the project	RPU-Program Unit
07 April 2017 07 July 2017 07 October 2017 07 January 2017	Quarterly Progress Reports, including: a) Report on project progress and financial delivery (FACE forms)	Project Manager /Program Officer, M&E
31 July 2017	Organise Project Steering Committee as agreed in the Prodoc. (Mid-year review of project progress and, if needed, revision of the AWP)	Project Director/ Project Manager/
30 November 2017	IRRF, IWP and ROAR updates	M&E and Program Units
30 November 2017	Organise Project Steering Committee to: a) Review of project contribution to results and financial delivery 2017; b) Review and endorsement of AWP 2017	Project Director/ Project Manager

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## ANNEXES

- Annex 1: Cost sharing agreements signed with donors/government (if any)
- Annex 2: Project cooperation agreement signed with NGOs (if any)
- Annex 3: Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc), if an

