

**United Nations Development Programme INDIA
2015 Annual Work Plan**

Project Title: Sustainable Urban Transport Program

Implementing Partner: Ministry of Urban Development

UNDP Strategic Plan Outcome: Inclusive & sustainable growth & development

UNDP Strategic Plan Output(s): Energy efficiency and access to modern energy.

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.

PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)

A. State the specific development challenge or gap that 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 AWP focuses on a) creation of a national resource center for urban transport which would facilitate knowledge and information exchange b) enhancing the capacity of policymakers, planners other professionals involved in urban transport to plan, implement, operate and manage sustainable urban transport systems c) developing Sustainable Urban Transport Manuals and Toolkits.

B. Select one or more of the below strategies for addressing the above mentioned challenge/gap and describe in the context of this AWP:

- ✓ Changes in attitudes and access to decision making through awareness raising, brokering, convening
- ✓ Changes in policies, plans, budgets and legislation through support to national assessment, planning, budgeting, policy making
- ✓ 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.

- ✓ This AWP forms part of the multi-year project implementation plan towards developing an innovative, transforming the Urban Transport sector by planning and coordinating urban transport policy.
- ✓ Enhancing capacity in many state and municipal institutions to address urban transport issues in a comprehensive and collaborative fashion;
- ✓ Developing knowledge management center of sustainable urban transport and providing information for further research by practitioners in urban transport planning, operations and management.

D. List the gender issues in this AWP and specific ways in which they will be addressed.

Not Applicable

E. List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.

Not Applicable

Government of India- UNDP Country Programme Action Plan 2013-2017

Atlas Project ID:00048794
Atlas Output ID: 00059078
Local PAC meeting date: Nov 7, 2008
Start date: 1st November 2009
End Date: 31st December 2015
Implementation modality: NIM

2015 AWP budget:	\$ 1,575,570
GEF:	\$ 1,575,570
Regular:	NIL

Project Expenditure

Total Project Budget (USD)	Exp 2010	Exp 2011	Exp 2012	2013	2014	Budget 2015
4,050,000	142,020	593,197	456,810	732,461	550,942	1,575,570

Agreed by (Implementing Partner):


मुकुन्द कुमार सिन्हा / MUKUND KUMAR SINHA
विशेष कार्य अधिकारी (यू.टी.) / O.S.D. (U.T.)
एवं / and
पदेन संयुक्त सचिव / ex-officio Joint Secy.
शहरी विकास मंत्रालय, भारत सरकार
M/o Urban Development, Govt. of India

Agreed by UNDP:



Jaco Cilliers
Country Director

I. ANNUAL WORK PLAN - YEAR: 2015

ANNUAL OUTPUTS 2015	PLANNED ACTIVITIES	MONTH OF COMPLETION	RESPONSIBLE PARTY	PLANNED BUDGET			
				Funding Source	Budget Description	Amount (USD)	
Output 1 Institutional Capacity Development, focusing on strengthening the Institute of Urban Transport (IUT), New Delhi under MoUD	Establish Knowledge Management Centre (KMC) with an interactive web portal Commission policy research to assist MoUD in understanding the impact of specific policy changes or introducing new sustainable urban transport policies. Evaluate detail Project Reports) DPRs on urban transport investments from the perspective of sustainability	November 2015	UNDP	GEF	71200 - (International Consultant- Appointment of Consultant for KMC)	234,000	
		December 2015	IUT	GEF	71300 (Local Consultant- IUT Staff)	112,975	
		December 2015	IUT	GEF	72200 (Equipment & Furniture- Equipment Cost)	18,272	
		December 2015	IUT	GEF	74105 (Management & Logistics- Fee to Review Committee)	3,780	
		December 2015	IUT	GEF	72300 (Material & Goods)	13,074	
		December 2015	IUT	GEF	74105 (Management & Logistics)	41854	
		July 2015	IUT	GEF	71200 (International Consultant)	26,778	
		Output 2	Organise Training of				

Individual Capacity Development through training of trainers and of a group of about 1,000 professionals at national, state, and city levels;	Trainers	Conduct Trainings with the help of master trainers at the sub-national level	December 2015	IUT	GEF	71300 (Local Consultant-IUT Staff)	20,761
			December 2015	IUT	GEF	71300 (Local Consultant-Training of IUT Staff)	55,131
			December 2015	IUT	GEF	72300 (Material & Goods)	8,506
			December 2015	IUT	GEF	74105 (Management & Logistics)	41,854
1. Completion of training of trainers 2. Training 1000 officials during the period of the project	Sustainable Transport Manuals and Toolkits developed	Urban various national/international agencies	September 2015	IUT	GEF	71300 (Local Consultant-Appointment of Consultant)	16,539
			September 2015	IUT	GEF	74105(Management & Logistics- Fee to Review Committee)	977
			September 2015	IUT	GEF	74105(Management & Logistics)	41,853
Output 4	Promotion, awareness-raising, and dissemination information to expand and enhance the	Promotion and Dissemination (SUTP Website, communication activity & Experience workshops) and activity Newsletter, Public activity & sharing	December 2015	PMU	GEF	74215 (Promotion and Dissemination Activity)	37,804

Impacts of the GEF-SUTP							
	TOTAL IN USD						
	Project staff salaries and project management expenses, DPC	PMU, UNDP	64300, 74500, 74100			855,412	
	Annual audit, evaluations, micro assessment costs	UNDP				46,000	
	AWP GRAND TOTAL IN USD					1,575,570	

II. 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 and related decisions to a working group comprising UNDP, Implementing Partner and other stakeholders, as appropriate.

Fund Flow Arrangements and Financial Management:

Project following National Implementation. At the request of the Implementing Partner, Ministry of Urban Development, UNDP will directly release funds to the bank account created for the implementation of this project with the Institute Of urban Transport. The Implementing Partner will account for funds received from UNDP. The request from the Implementing Partner will come through 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 in order 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 the policies decided by UNDP's Executive Board. Books of account shall be maintained in order 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.

Bank Details

Bank Name : Axis bank Ltd
A/C No : 910010009828284
Branch : New Delhi (DL)
Branch Code : 007
IFSC code : UTIB0000007
Account Name : Institute of urban transport –SUTP-UNDP

Audit: In support of fiduciary good practice and to facilitate scheduled and special audits, each Implementing Partner receiving funds from UNDP will provide UNDP or its representative with timely access to: a) all financial records which establish the transactional record of the fund transfers provided by UNDP; and b) all relevant documentation and personnel associated with the functioning of the Implementing Partner's internal control structure through which the fund transfers have passed. The findings of each audit will be reported to the Implementing Partner, DEA and UNDP. As part of the process, each Implementing Partner will: a) receive and review the audit report issued by the auditors; b) provide timely statements of the acceptance or rejection of any audit recommendation to the UNDP that provided the funds; c) undertake timely actions to address the accepted audit recommendations; and d) report on the actions taken to implement accepted recommendations to the UNDP on a quarterly basis.

Project Closure: 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.

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 in Annex 1. 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 request for advances and report on expenditures made on a quarterly basis, or more frequently if agreed. 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**The project has completed 4 years of its work and the Mid-Term evaluation was carried out during the period February to March, 2013. Final evaluation is due in 2015 in case the project is not further extended otherwise project evaluation will take place in 2016.
- 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 in 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. LEGAL CONTEXT

"This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the Supplemental Provisions to the Project attached hereto and forming an integral part hereof, as "the Project Document"

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/sc/committees/1267/faq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

V. ANNEXES

Annex 1 – Monthly progress report format

Project Title
Implementing Partner

Annex 2 – Annual progress report format						Monitoring framework	
Month/Year	Planned activities	Month of completion	Responsible party	Budget Amount	Cumulative expenditures	Progress towards meeting AWP annual outputs	
1							
2							
3							
TOTAL IN USD							

Annex 2 – Annual progress report format				Progress towards meeting AWP annual outputs	
Year	Annual Outputs	Allocated budget	Total expenditure		
1					
2					
TOTAL IN USD					
Policy results and any additional results achieved					
Lessons learned, project shortcomings and solutions					

Follow-up actions