

**F.No. 19-7/2009-WL-I**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF ENVIRONMENT & FORESTS**  
**(WILDLIFE DIVISION)**

Paryavaran Bhavan, CGO Complex  
Lodi Road,  
New Delhi - 110 003

Dated : 17-9-2009

**To**

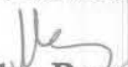
**Ms.Preeti Soni**  
Head, Energy & Environment Unit  
UNDP, New Delhi.

**Sub:** UNDP - the Annual Work Plan of UNDP, 2009- "Natural Resource Conservation Outside the Protected Areas" - reg.

Madam,

In inviting kind attention to the subject mentioned above, I am directed to enclose herewith the documents - Project Brief and Annual Work Plan 2009 under the GOI -UNDP Project on "Natural Resource Conservation Outside the Protected Areas" duly signed by Inspector General of Forests (WL). It is requested that the same may be returned to the Ministry after obtaining the signature of the concerned in UNDP for further necessary action.

Thanking you,

Yours faithfully,  
  
**(Chandra Rawat)**  
Research Officer (WL)

**Encl: As above**

# Government of India - United Nations Development Programme Project Brief

Project Title:	Natural Resource Conservation Outside Protected Areas
Project Start and end date	2009- 2012
UNDAF Outcome(s):	Communities are aware of their vulnerabilities and adequately prepared to manage (and reduce) disaster and environment related risk
Expected Country Plan Outcome(s):	Progress towards meeting national commitments under multilateral environmental agreements
Expected Country Plan Output(s):	National efforts supported towards conservation and management of natural resources. Further, the project envisages the following outputs: <ul style="list-style-type: none"> <li>• Biodiversity-rich conserved areas mapped in two states through an appropriate methodology developed for the same.</li> <li>• Pilots for effective community based conservation (CBC) outside Protected Areas demonstrated Experiences in CBC areas shared and upscaled through Knowledge networking and awareness campaigns.</li> <li>• Lessons learned from the project recognised and integrated into relevant state and national policies &amp; programmes</li> <li>• Project Management and Assurance.</li> </ul>
Implementing Partner:	Ministry of Environment and Forests, State Forest Departments of Madhya Pradesh and Orissa and other stakeholders.

### Brief Description

India's rich natural resources are important source of livelihood and well-being for a majority of its population. For many centuries, rural communities have been conserving vast stretches of water and landscapes. These biodiversity rich areas are important corridors that help to maintain the full ecosystem services and contribute to biodiversity conservation in the country. The project will extend support to community-initiated conservation outside Protected Areas (PAs) in the states of Madhya Pradesh and Orissa, including supporting and strengthening the capacity of communities to monitor and manage their resources in a sustainable manner and to derive equitable benefits from sharing of traditional knowledge. The project will also initiate strategies towards formal recognition of CAs and their mainstreaming into the broader policy framework in the states and at the national level.

Programme Period:	2009-2012
Key Result Area (Strategic Plan):	Mainstreaming Environment and Energy
Atlas Award ID:	
Start date:	September 2009
End date:	December 2012
PAC Meeting Date:	November 2008
Management Arrangement:	National Implementation

Total resources required:	USD 1,180,000
Total allocated resources:	
• Regular (UNDP)	USD 1,180,000
• Other:	
○ Donor	Not specified
○ Government	Not specified
Unfunded budget:	Nil
In-kind Contributions:	Nil

Agreed by (Implementing Partner):

*Atumar* (Dr. Anmol Kumar, IGF (M), HoEF)  
13/9/09

Agreed by UNDP:

*[Signature]*  
17-9-09  
**Pieter Bult**  
**UNDP Deputy Country Director**

Project Brief  
Natural Resource Conservation outside Protected Areas

### 1. Situation Analysis

India is endowed with a rich diversity of land and water ecosystems that form critical habitats for a large number of globally significant organisms and provide a range of environmental services. The *Eleventh Five Year Plan of the Government of India* (FYP, 2008) recognizes 'protection of the environment to be a central part of any sustainable inclusive growth strategy' and advocates integration of environmental considerations into policymaking of all sectors of the economy. In light of this recent policy orientation towards environmental concerns, mainstreaming of environment in all development planning is necessary to maintain a balance, as indicated in the *National Environment Policy 2006* (NEP, 2006).

India has a long history of conservation where stretches of water and landscapes are protected and utilized in a sustainable manner. However, in recent decades, conversion of forests and vegetative cover for agriculture, settlements and industrial activities have accelerated, largely in response to India's rapid economic development, with serious implications on *biodiversity loss*. Natural resource depletion affects the socially and economically marginalized forest dwellers, tribal communities in particular, who are directly dependent on biodiversity, as they attempt to draw more from their limited assets to meet their basic needs. This generates a vicious cycle linking depleting natural resources to deteriorating livelihoods. Traditionally, the local and forest dwelling communities had entitlements and ownerships over forests and other natural resources. These entitlement rights provided strong incentives for conservation (NEP 2006). In recent years, the Indian government has advocated revisiting the country's environmental legislations to empower forest dependent communities as the rightful owners and stewards in natural resource conservation.

**1.1 Forest entitlements and incentives:** Traditionally, the local and forest dwelling communities had entitlements and ownerships over forests and other natural resources<sup>1</sup> that provided strong incentives for conservation. However, with the introduction of forest laws and other formal institutions in 1865, the traditional entitlements, and associated sense of ownership of natural resources diminished leading to a perpetual conflict between the forest department and the local communities consequently leading to degradation of forests (NEP 2006).<sup>2</sup> In its attempt to restore key traditional entitlements to the forest dependent communities and, in the process, arrest and reverse the process of deforestation and natural resource degradation, the Indian government advocates revisiting of the country's environmental legislations to empower forest dependent communities as the rightful owners and stewards in natural resource conservation.<sup>3</sup>

**1.2 Biodiversity conservation:** India's rich genetic resources are critical for the well being of a number of communities that have, over the years, developed traditional knowledge or ethno-biological knowledge and optimal use of these valuable genetic resources. However, there is gradual weakening of traditional knowledge and systems, including its documentation, due to changes in value systems and inadequate institutional mechanisms to support it. In addition, the significant role played by women in natural resource management and their profound knowledge about the local resources as well as their contribution in conservation has been largely undermined. Biodiversity is also threatened by habitat degradation and loss, shrinking genetic diversity and overexploitation of natural resources, impact of pollution and developmental projects (Draft National Biodiversity Action Plan (NBAP), 2007).

The *NEP 2006* emphasizes the need for equitable benefit sharing of biological resources and traditional knowledge to confer Intellectual Property Rights to the local communities possessing traditional

<sup>1</sup>The Indian Forest Act was passed as early as 1927 with a view to conserve the environment and forest while the Wildlife Protection Act was passed in 1972 to recognize the important protected areas in the country and to provide special status to conserve them.

<sup>2</sup> National Environment Policy 2006, Ministry of Environment and Forests, GoI, 2006, p 24

<sup>3</sup> The National Forest Policy, 1988 marked a diversion from forest conservation for commercial purposes to a more people oriented one.

knowledge. The NEP 2006 also encourages strengthening the protection of areas of high endemism of genetic resources and treating them as areas possessing 'incomparable values'. These repositories of genetic diversity that act as sinks for threatened flora and fauna have been preserved voluntarily by local communities over many centuries and are located in endemically rich regions and landscapes outside government-controlled Protected Areas (PAs).<sup>4</sup> Despite the significant role played by these Conserved Areas (CAs), biodiversity conservation in India largely focuses on government-led network of national parks, wildlife sanctuaries and other PAs<sup>5</sup> and world heritage sites<sup>6</sup>. PAs are small and function as isolated islands that lack continuity and integration with their surrounding habitats.<sup>7</sup> It is increasingly realized that PA systems, in isolation, lack the capacity to contribute to effective conservation of the country's biodiversity, and that conservation outside PAs is also of equal importance. Extending conservation to the CAs outside PAs can help the latter to withstand disease and extreme weather phenomena and reduce vulnerability to degradation and species extinction as a result of their relatively small size and isolation.

A number of appropriate legislative and policy frameworks such as, *Biological Diversity Act 2002 (BD Act)*, *NEP 2006*, *Draft NBAP 2007* and *Wildlife Action Plan 2006*, support the identification and conservation of community initiated conservation sites and their declaration as *Biodiversity Heritage Sites* or *Conservation Reserves* and *Community Reserves*.<sup>8</sup> The *BD Act, 2002* provides for the formation of the *National Biodiversity Authority (NBA)* to advise the government on matters relating to the conservation of biodiversity and its sustainable use and equitable sharing of benefits arising from its use. The Act also mandates the formation of *State Biodiversity Boards (SBB)* and *Biodiversity Management Committees (BMC)* at the local level with healthy participation of women as well as scheduled castes and tribes. Some of the functions of the institutional structures under the Act include: i) the building up of database and documentation system; ii) awareness creation through mass media; iii) training personnel; iv) necessary measures in the areas of Intellectual Property Rights; v) identification of areas of biodiversity importance and their declaration as biodiversity heritage sites and framing rules for the management and conservation of such sites; and vi) maintenance of *People's Biodiversity Register (PBR)*.<sup>9</sup>

## 2. SCOPE AND STRATEGY

The project will be operationalized through the Ministry of Environment and Forests (MoEF) with the concerned State Governments as the key implementing partner. The interventions will focus mainly in Orissa and Madhya Pradesh - states with rich biodiversity and globally significant species and has a history of *Communities Conserving Biodiversity Rich Areas*.

### 2.1. Support Biodiversity Conservation outside formal Protected Areas:

In India, most biodiversity conservation programmes focus on improvement of the capacity and management of government led PAs, such as National Parks, Wildlife Sanctuaries, etc. Limited resources are set aside to pilot and test related strategies and models and document information on conserved areas (CAs) outside PAs. In addition, changes in values and belief systems, poor awareness about the ecological services provided by CAs outside PAs, competing land-use claims and lack of supporting legal and policy instruments have led to many of these ecologically rich sites facing the threat of rapid degradation. However, the significance of these CAs is now being recognized and the Eleventh Five Year Plan places a commitment to "protection of *wildlife* outside PAs". In addition, the MoEF is in the process of notifying a regulatory mechanism for *Entities of Incomparable Values (EIVs)* outside PAs.

<sup>4</sup> Traditional community initiated conserved areas outside PAs also include community and panchayat forests, private or catchment forests, wetlands, turtle nesting sites, etc. It is estimated that there are over 11,000 conserved areas outside Protected Areas covering 550,000 hectares of land, and up to 150,000 sacred groves making up over 2 per cent of India's total forest cover.

<sup>5</sup> Till date, there are 99 national parks and 514 wildlife sanctuaries, 43 Conservation Reserves and 4 Community Reserves, covering c. 4.8% of the country's total geographic area. (Ministry of Environment and Forest, Government of India)

<sup>6</sup> The UNDP is currently working in Gulf of Mannar Biosphere Reserve, identified as world heritage site by UNESCO.

<sup>7</sup> A majority of India's PAs are relatively small with only 24 of them covering an area of more than 1,000 km<sup>2</sup>.

<sup>8</sup> Article 37 of the *Biodiversity Act 2002* provides that areas of biodiversity importance be notified as biodiversity heritage sites.

<sup>9</sup> National Biodiversity Authority, *Implementation of Biological Diversity Act, 2002*, December 2007

In this light, the project will seek to complement and support the initiatives of the government and contribute to filling in the policy and governance gaps by facilitating recognition of CAs within the national biodiversity policy framework. This project will be carried out in a number of community-initiated biodiversity rich districts of Orissa and Madhya Pradesh and will facilitate the MoEF in meeting its objective of extending conservation outside PAs.

The project envisages the following outputs:

- Biodiversity-rich conserved areas mapped in two states through an appropriate methodology developed for the same.
- Pilots for effective community based conservation (CBC) outside Protected Areas demonstrated Experiences in CBC areas shared and upscaled through Knowledge networking and awareness campaigns.
- Lessons learned from the project recognised and integrated into relevant state and national policies & programmes
- Project Management and Assurance

## 2. WORK PLAN: CONSERVATION OUTSIDE PROTECTED AREAS -YEAR: 2009-2012

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		2009	2010	2011	2012		Funding Source	Budget Description	Amount (USD)
<b>Output 1:</b> Biodiversity-rich conserved areas mapped in two states through an appropriate methodology developed for the same.  <b>Indicator 1.1</b> Draft Atlas of biodiversity rich CAs submitted to MoEF.  <b>Baseline:</b> No detailed Atlas available.  <b>Targets:</b> 2 (MP & Orissa)  <b>Related CP outcome:</b> Progress towards meeting national commitments under multilateral environmental agreements	<b>1.1. Activity Result:</b> Atlas of biodiversity rich conserved areas in Madhya Pradesh and Orissa initiated.  <b>Action</b> a) Initiate review of literature and collate information on CAs, including pasture lands, sacred groves, wetlands, river systems, panchayat and community forests, outside PAs. Review to also include role of women in conservation	X	X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UNDP	71300 Local consultants	25,000
								71600 Travel	10,000
								72200 Equipments	20,000
								74500 Miscellaneous	6,000
	b) Consultations and meetings to identify and collate information on CAs in MP and Orissa.	X	X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UNDP		
	c) Consultation with authorities of identified districts to plan and conceptualise a system for identification of CAs		X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UNDP		
							<b>Total</b>		<b>61,000</b>
<b>Output 2:</b> Pilots for effective community based conservation (CBC) outside Protected Areas demonstrated	<b>2.1. Activity Result:</b> A minimum of five to six project sites identified in Orissa and Madhya Pradesh.		X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UNDP	71300 Local consultants	80,000
								71600 Travel	40,000

<p><b>Indicator 2:</b> Number of sites in 2 states where pilots on community based conservation have been planned and initiated.</p> <p><b>Baseline:</b> 0 (2008)</p> <p><b>Targets:</b> 5</p> <p><b>Related CP outcome:</b> Progress towards meeting national commitments under multilateral environmental agreements</p>	<p><b>Action:</b> a) Stakeholder consultation to assess and identify suitable sites for project implementation.</p>	X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UND P	Travel	40,000
							72200 Equipment	30,000
							74500 Miscellaneous	742,000
	b) Survey and site visits	X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UND P	72100 Contractual Services	
	c) Meetings with ministry and state government officials to finalise project sites and partnerships.	X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UND P	companies	
	d) Initiate setting up institutional structure to manage project activities. Institutional structure to also clearly establish mechanisms to ensure the women participate and derive benefits	X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UND P		
2.2. Activity Result: Site specific plans prepared for Orissa and Madhya Pradesh and project implementation initiated	X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UND P			
<p><b>Action:</b> a) Initiate strengthening of project implementation team and facilitating meeting of project team with local community and other stakeholders</p>	X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UND P			

	b) Meetings, workshops and literature surveys held to identify problems/limitations in existing practices of conservation efforts by communities in CAs outside PAs.		X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UND P		
	c) Presentations made and recommendations provided to support strengthening capacity of communities to manage the CAs.		X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UND P		
	d) Inception workshop on project held		X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UND P		
								<b>Total</b>	<b>932,000</b>
<b>Output 3: Experiences in Community Based areas shared and upscaled through knowledge networking and awareness campaigns.</b>	<b>Action:</b> The experiences in the project are shared through appropriate documentation and disseminated.	X	X	X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UND P	71300	6,000
								71600	5,000
								74500	5,000
								72100	10,000
								<b>Total</b>	<b>26,000</b>
<b>Output 4 : Lessons learned from the project recognised and integrated into relevant state and national policies and programmes</b>	<b>Action:</b> The experiences in the project are mainstreamed in relevant state and national policies and programmes			X	X	MoEF and State Forest Departments of Madhya Pradesh and Orissa	UND P	71300	6,000
								71600	5,000
								74500	5,000
								72100	10,000
								<b>Total</b>	<b>26,000</b>



<b>Output 5 : Project Management and Assurance</b>	Local consultants for assessment study	X	X	X	X	MoEF and UNDP	UNDP	71300	30,000
								71600	20,000
	Travel to project sites							72200	15,000
	Equipments for setting up project facilities							74500	10,000
	Meetings, conference and consultations								
								<b>Total</b>	<b>75,000</b>
<b>UNDP Project Assurance</b>	Implementation Support Services	X	X	X	X	UNDP	UNDP	74500	12,000
	Monitoring and Evaluation							74500	14,000
	Communication (inc. gender advocacy and inclusion)							74500	4,000
	UNDP state project staff							71300	30,000
								<b>Total</b>	<b>60,000</b>
<b>Total Output</b>									<b>1,180,000</b>

### 3. Management Arrangements

**Implementing Partner:** The project will be implemented through the Ministry of Environment and Forests (MoEF), Government of India by the State Governments of Orissa and Madhya Pradesh. The MoEF will assume the overall responsibility for the achievement of the project results. The MoEF will designate a senior official as the National Project Director (NPD) of the activities envisaged in the project. The NPD will be responsible for overall management, including achievement of planned results, and for the use of UNDP funds through effective management and well established project review and oversight mechanisms. The MoEF will sign a budgeted Work Plan with UNDP on an annual basis, as per UNDP rules and regulations.

**Project Steering Committee (PSC)** will be responsible for ensuring the project implementation with agreed project design and consistent with national and state development policies. The PSC will meet quarterly in a year and will provide required oversight to this project and also ensure the overall co-ordination of the programme. The PSC will be chaired by a senior official designated by the MoEF, GoI. PSC members will include representatives from UNDP, MoEF, relevant officials from

the two project states and other key stakeholders. The meetings of the PSC will be convened by the NPD.

The Project Steering Committee will carry out the following functions:

- Ensure that the project goals and objectives are achieved in a defined timeframe;
- Review the project progress and suggest implementation strategies periodically;
- Review the project expenditures against activities and outcomes; and
- Endorse Annual and Quarterly Work Plans

The PSC will be the group responsible for making, by consensus, management decisions for the programme and holding periodic reviews. In order to ensure UNDP's ultimate accountability, the final decision making rests with UNDP in accordance with its applicable regulations, rules, policies and procedures.

**Programme Management Board (PMB)** is an oversight body co-chaired by the UNDP. The PMB will administer the overall outcome and delivery of the programmes of the Energy and Environment Unit. The PMB will comprise relevant ministries, NPDs from the concerned activities, concerned GEF-Operational Focal Point and major stakeholders involved in the implementation of the Government of India-UNDP project related to the Programme Outcome 4.3 on "Progress towards meeting national commitments under multilateral environment agreements". The PMB will meet twice a year to assess and analyze the progress towards achievement of planned objectives and outputs. Department of Economic Affairs will be a special invitee to these meetings.

**A Project Management Unit (PMU)** will be the administrative hub for the project. The PMU will be headed by a National Project Director to oversee the functioning of the PMU. The NPD will coordinate project execution on behalf of GoI and ensure its proper implementation. A full-time Project Manager designated by MoEF or funded by the project will be put in place to support the NPD for day to day management of the project. The Project Manager will be accountable to the NPD and the PSC. The Project Manager will be in charge of overseeing the day-to-day project implementation and management of project activities, and overseeing monitoring and evaluation and ensuring that the project is on track. One of the most important responsibilities of the project manager will be working effectively with members of the PSC and State level oversight mechanisms to ensure that project activities proceed on schedule. The Project Manager is also responsible for the preparation and timely submission of the Annual Workplan (AWP) and the quarterly and annual progress and financial reports to UNDP. The Project Manager will maintain a log of the main issues (Issues Log) that may require decisions from the NPD and the PSC. The Project Manager will also maintain a log of risks (Risk Log) that may affect the project's progress towards the achievement of outcomes. The PMU will facilitate national and state level implementation of the project. The PMU will also work closely with state-level Project Coordinators and their teams in the initial stages until these are phased out.

The recruitment and staffing process will give due attention to considerations of gender equality and promoting diversity at workplace. Along with the Project Manager, the PMU will be based at the MoEF and if agreed otherwise, alternative arrangements will be made and charged to the project.

State Project Coordinating Units (PCU) will be set up in Madhya Pradesh and Orissa to implement the state-related activities. The Project Coordinators for the state PCUs will be appointed by the respective state governments of Madhya Pradesh and Orissa.

**Responsible Parties:** The MoEF will implement the project in Orissa and Madhya Pradesh in partnership with state forest departments (SFDs), non government agencies, civil society, State Biodiversity Boards, and private sector. The main responsible parties for project implementation will be the State Forest Departments of Orissa and Madhya Pradesh. The SFDs are responsible for

providing technical inputs for the project, along with inputs from other technical agencies, as relevant, under the overall guidance and supervision of the NPD.

Additional technical guidance will be provided to the Project Manager through periodic inputs from Project Steering Committee members. For the sites that are managed by local communities, local non government agencies will take a lead in project implementation, again with technical guidance from reputed technical agencies, which will play a major role in capacity development at the state and local level. The MoEF or the State Forest Departments can also sub-contract activities to responsible institutions/ organizations or procure the services of consultants as required, to ensure proper implementation of project.

Project Assurance will be the responsibility of UNDP. The Project Assurance role will support the PSC by carrying out objective and independent project oversight and monitoring functions. During the implementation of the project, this role ensures (through periodic monitoring, assessment and evaluations) that appropriate project management milestones are managed and completed.

The NPD, in collaboration with the Project Manager, will convene an annual review meeting involving the Implementing Partner and Responsible Parties to review the progress in the previous year and discuss the work plan for the coming year. An independent external review may be conducted through resource persons/groups to feed into this process. Project Assurance team and Project Manager will meet quarterly (or whenever guidance/decision is required by an implementing agency).

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

Funds will be released according to the approved Project Plan, Annual Work Plan (AWP) and Quarterly Work Plans (QWP) . The MoEF will account for funds received from UNDP and/or request UNDP to proceed directly with payments on its behalf on a quarterly basis through the standard Fund Authorization and Certificate of Expenditures (FACE) Report duly signed by MoEF. The Project Manager will be responsible for compilation and collation of these Financial Reports. Unspent funds from the approved AWP's will be reviewed in the early part of the last quarter of the calendar year and funds reallocated accordingly. Only after 80% of last advance and 100% of all the previous advances are spent will the next advance be released. The State Forest Departments may operate appropriate accounts (such as PD Accounts, etc) for receiving the funds received from UNDP.

The MoEF will enter into an agreement with UNDP for the provision of implementation support services (ISS) by UNDP in the form of procurement of goods and services. UNDP rules and regulations as well as charges will apply in such cases. Also the cost for the ISS provided by UNDP will be charged as per UNDP rules and regulations. The details of UNDP's support services have been outlined in the Project Brief and Budget sheet and the ISS letter of agreement attached herewith.

**Audit:** The project shall be subject to audit in accordance with UNDP procedures and as per the annual audit plan drawn up in consultation with MoEF. The project shall be informed of the audit requirements by January of the following year. The audit covering annual calendar year expenditure will focus on the following parameters - (a) financial accounting, documenting and reporting; (b) monitoring, valuation and reporting; (c) use and control of non-extendable reporting; (d) UNDP Country Office support. In line with the UN Audit Board requirements for submitting the final audit reports by 30 April, the auditors will carry out field visits during February/March. Detailed instructions on audit will be circulated by UNDP separately and on signature.

#### 4. Monitoring Framework and Evaluation

In accordance with the programming policies and procedures outlined in the UNDP Programming Guidelines, the project Supporting National Efforts towards Conservation of Natural Resources will be monitored through the following:

##### Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project.
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

##### Annually

- Annual Review Report. An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- 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.
- Project Evaluation. A mid-term project evaluation will be carried out in July 2010 to assess the progress of the project in meeting its objectives as outlined in the document. In July 2012, an outcome evaluation will be conducted to review the overall impact of the project.

##### Monitoring system and tools

An M&E system within the overall results framework outlined in the project brief will be established. The Project Management Unit should use a variety of formal and informal monitoring tools and mechanisms.

This would include field visits as well as reports such as progress reports, annual reports and annual reviews in standard UNDP formats and as per UNDP's web-based project management system (ATLAS). Within the annual cycle, the Project Coordinators in consultation with the NPD and UNDP will ensure the following:

### Quarterly basis

- On a quarterly basis, a quality assessment shall record progress as per established quality criteria and methods towards the completion of key results. It should also capture feedback from the beneficiary perspective as well as information related to timeliness and resources usage.
- An Issue Log shall be activated in Atlas and updated by the Project Coordinators to facilitate tracking and resolution of potential problems or requests for change.
- 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.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Coordinators to the SC through Project Assurance, using the standard UNDP report format.
- A project Lesson-learned log will be activated and regularly updated to ensure on-going learning and adaptation within the Implementing Partner, and to facilitate the preparation of the Lessons-learned Report at the end of the project.
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

In addition to normal Government monitoring described above, UNDP will have the monitoring and reporting obligation for the programme. In this connection, additional M&E missions may be undertaken by UNDP when this is judged to be required. This will be done in collaboration with the MoEF as well as with the other relevant stakeholders.

MoEF will be responsible for regularly monitoring progress in project implementation. In this, it will be supported by the NPD and the Project Management Unit. Progress will be measured against the targets set out in the work plan and project logical framework. Project Management Unit will be required to report relevant progress to the NPD and UNDP on a quarterly basis. Regular monitoring of the project will occur through this reporting mechanism as well as through site visits, as required.

Annual review meetings with the participation of Implementing Partner, Project Management Unit, stakeholders and UNDP, will be held to review progress, identify problems, and agree on solutions to maintain timely provision of inputs/achievement of results. The PSC will review annual work plans as well as provide strategic advice on the most effective ways and means of implementation.

**Field visits:** A representative from the UNDP office will visit each project state periodically. Field visits serve the purpose of results validation, especially when undertaken in the first half of the year. If undertaken in the latter part of the year, the field visit should provide latest information on progress for annual reporting preparation. Field visits should be documented through brief and action-oriented reports, submitted within the week of return to the office.

In addition, a mid-term and a terminal evaluation of the project will be commissioned based on approval of the PSC. It will be conducted by external agencies/experts.

A detailed project Communication and Advocacy Plan will also be prepared that describes which activities and outputs will be monitored, reviewed and evaluated, how and by whom. A detailed Communication and Advocacy Plan may be drawn out by MoEF in consultation with UNDP and approved by the PSC. The Plan will articulate the types of communication and associated scheduling required during the project, as well as methods of communicating project results to stakeholders shall be activated in Atlas and updated to track key management actions/events.

## Quality Management for Project Activity Results

OUTPUT 1: Directory of biodiversity rich conserved areas in Madhya Pradesh and Orissa prepared		
Activity Result 1 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> Identification of community-led conservation sites	Start Date: September 2009 End Date: March 2010
Purpose	<i>What is the purpose of the activity?</i> Though many government-initiated Protected Areas exist in India, their distribution is fragmented and they are unevenly distributed. Biodiversity rich areas conserved by communities are crucial to help fill in these gaps to maintain continuity in the conservation landscape in existing PAs. Though there are many such conserved areas in India, efforts to document these community initiatives are sporadic and unstructured. This activity will help to strengthen conservation of CAs through identification of less documented, neglected and lesser known, or threatened CAs.	
Description	<i>Planned actions to produce the activity result.</i> Action a) Initiate review of literature on CAs, including pasture lands, sacred groves, wetlands, river systems, panchayat and community forests, outside PAs. b) Consultations and meetings to identify and collate information and initiate identification of CAs in MP and Orissa. c) Consultation with authorities of identified districts to plan and conceptualise a system for identification of CAs	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
A number of meetings and consultations are held at the local and state levels to identify CAs in Madhya Pradesh and Orissa.	Minutes and decisions taken during local and state level meetings and consultations.	December 2009

## OUTPUT 2

OUTPUT 2: Project sites selected in Orissa and Madhya Pradesh.		
Activity Result 1 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> Site selection	Start Date: September 2009 End Date: March 2010
Purpose	<i>What is the purpose of the activity?</i> Many CAs face the threat of exploitation and destruction from infrastructural and other anthropogenic activities. While some CAs are well documented and conserved, some relatively lesser known, yet biodiversity rich sites exist that call for immediate protection as a result of constant pressure from external forces. These CAs are particularly vulnerable to pressure since they lack any formal recognition. Selection of these vulnerable and neglected sites will assist in strengthening conservation and also provide the necessary visibility that will initiate the process of a formal recognition.	
Description	<i>Planned actions to produce the activity result.</i> a) Stakeholder consultation to assess and identify suitable sites for project implementation. b) Survey and site visits. c) Meetings with ministry and state government officials to finalise project sites and partnerships. d) Initiate setting up institutional structure to manage project activities.	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>

Identification of sites for conservation will incorporate stakeholder inputs and concerns.	1. Conservation sites are identified based on - a participatory process - an agreed practical criterion	March 20010
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<b>OUTPUT 3: Project site plan prepared and implemented.</b>		
<b>Activity Result 2</b> (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> Preparation of conservation plan	Start Date: January 2010 End Date: March 2010
<b>Purpose</b>	<i>What is the purpose of the activity?</i> Preparation of site plans for each proposed CA will provide clear directions, strategies and methods for intervention. This activity will also facilitate the recognition and mainstreaming of CAs within the appropriate national framework, thereby supporting the government of India to meet its objective of extending conservation outside PAs.	
<b>Description</b>	<i>Planned actions to produce the activity result.</i> a) Initiate strengthening of project implementation team and facilitating meeting of project team with local community and other stakeholders b) Meetings, workshops and literature surveys held to identify problems/limitations in existing practices of conservation efforts by communities in CAs outside PAs. c) Presentations made and recommendations provided to support strengthening capacity of communities to manage the CAs. d) Inception workshop	
<b>Quality Criteria</b> <i>how/with what indicators the quality of the activity result will be measured?</i>	<b>Quality Method</b> <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	<b>Date of Assessment</b> <i>When will the assessment of quality be performed?</i>
A comprehensive report is prepared on the programmes on CAs in Madhya Pradesh and Orissa, or India in general, which include the lessons learnt. The plan incorporates site specific strategies and methods for implementing the project. This will include the roles and responsibilities of the local communities who are the primary stakeholders.	1. Comprehensive site plan that includes gaps in current programmes, other initiatives on CAs in MP and Orissa and strategies for implementation submitted. 2. Review of the report by the project management unit and relevant experts.	March 2010

## 5. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP, which is incorporated by reference, constitute together the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto.

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) Assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

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). This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.



## 6. ANNEXE 1

## OFFLINE RISK LOG

(see *Deliverable Description* for the Risk Log regarding its purpose and use)

<b>Project Title:</b> Support National Efforts towards Conservation of Natural Resources	<b>Award ID:</b> X	<b>Date:</b>
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#	Description	Date Identified	Type	Impact & Probability	Countermeasures/ Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Poor participation and cooperation from local communities in project planning and implementation		Operational	Natural resource management and planning that fail to incorporate the interests of the main stakeholders and local resource users is likely to be a futile effort. P = 1 I = 5	At the initiation of the activities, communities should be made aware about the importance of their role in planning and implementation and the significance of participatory approach in management of natural resources.	PMU			
2	Incentives/benefits may promote over extraction of natural resources by local communities for economic gains.		Financial Operational Regulatory	Providing incentives may lead to accelerated dwindling of natural resources with the objective of conservation being lost. P = 3 I = 4	Creating awareness among the public about the importance of sustainable use of natural resources and the economic repercussions related to over extraction.				
3	Government policies may not favour the		Regulatory	a) Inadequate recognition of CAs poses the risk of	a) Documentation, publications and awareness campaigns				

	recognition of Conserved Areas (CAs)			<p>these sites being usurped by the government or converted for other land uses, eg infrastructure development, agriculture, etc.</p> <p>b) This can lead to discord between local communities and government.</p> <p>P= 2 I = 4</p>	<p>about the status of CAs and their biodiversity significance.</p> <p>b) Highlighting the threats posed to CAs as a result of inadequate formal protection.</p>				
4	Government recognition of CAs may lead to reduced sense of ownership among communities.		Operational	<p>a) Local communities may show lack of interest in natural resource conservation and may hesitate to participate in documentation and planning.</p> <p>b) Increased conflict over natural resource use among communities, and between government and communities</p> <p>P=1 I=3</p>	<p>a) The project will ensure that formal recognition does not entail removal of/reduced rights of communities over CAs.</p> <p>b) Convince communities that participatory approach (rather than abstaining) in planning will enable them to voice their concerns and rights over CAs.</p>				

## ANNEXE 2

### Standard annex to project documents for use in countries which are not parties to the Standard Basic Assistance Agreement (SBAA)

#### Standard Text: Supplemental Provisions to the Project Document:

##### The Legal Context

##### General responsibilities of the Government, UNDP and the executing agency

- 1 All phases and aspects of UNDP assistance to this project shall be governed by and carried out in accordance with the relevant and applicable resolutions and decisions of the competent United Nations organs and in accordance with UNDP's policies and procedures for such projects, and subject to the requirements of the UNDP Monitoring, Evaluation and Reporting System.
- 2 The Government shall remain responsible for this UNDP-assisted development project and the realization of its objectives as described in this Project Document.
- 3 Assistance under this Project Document being provided for the benefit of the Government and the people of (the particular country or territory), the Government shall bear all risks of operations in respect of this project.
- 4 The Government shall provide to the project the national counterpart personnel, training facilities, land, buildings, equipment and other required services and facilities. It shall designate the Government Co-operating Agency named in the cover page of this document (hereinafter referred to as the "Co-operating Agency"), which shall be directly responsible for the implementation of the Government contribution to the project.
- 5 The UNDP undertakes to complement and supplement the Government participation and will provide through the Executing Agency the required expert services, training, equipment and other services within the funds available to the project.
- 6 Upon commencement of the project the Executing Agency shall assume primary responsibility for project execution and shall have the status of an independent contractor for this purpose. However, that primary responsibility shall be exercised in consultation with UNDP and in agreement with the Co-operating Agency. Arrangements to this effect shall be stipulated in the Project Document as well as for the transfer of this responsibility to the Government or to an entity designated by the Government during the execution of the project.
- 7 Part of the Government's participation may take the form of a cash contribution to UNDP. In such cases, the Executing Agency will provide the related services and facilities and will account annually to the UNDP and to the Government for the expenditure incurred.

##### (a) Participation of the Government

- 1 The Government shall provide to the project the services, equipment and facilities in the quantities and at the time specified in the Project Document. Budgetary provision, either in kind or in cash, for the Government's participation so specified shall be set forth in the Project Budgets.
- 2 The Co-operating Agency shall, as appropriate and in consultation with the Executing Agency, assign a director for the project on a full-time basis. He shall carry out such responsibilities in the project as are assigned to him by the Co-operating Agency.
- 3 The estimated cost of items included in the Government contribution, as detailed in the Project Budget, shall be based on the best information available at the time of drafting the project proposal. It is understood that price fluctuations during the period of execution of the project may necessitate an adjustment of said contribution in monetary terms; the latter shall at all times be determined by the value of the services, equipment and facilities required for the proper execution of the project.
- 4 Within the given number of man-months of personnel services described in the Project Document, minor adjustments of individual assignments of project personnel provided by

- the Government may be made by the Government in consultation with the Executing Agency, if this is found to be in the best interest of the project. UNDP shall be so informed in all instances where such minor adjustments involve financial implications.
- 5 The Government shall continue to pay the local salaries and appropriate allowances of national counterpart personnel during the period of their absence from the project while on UNDP fellowships.
  - 6 The Government shall defray any customs duties and other charges related to the clearance of project equipment, its transportation, handling, storage and related expenses within the country. It shall be responsible for its installation and maintenance, insurance, and replacement, if necessary, after delivery to the project site.
  - 7 The Government shall make available to the project - subject to existing security provisions - any published and unpublished reports, maps, records and other data which are considered necessary to the implementation of the project.
  - 8 Patent rights, copyright rights and other similar rights to any discoveries or work resulting from UNDP assistance in respect of this project shall belong to the UNDP. Unless otherwise agreed by the Parties in each case, however, the Government shall have the right to use any such discoveries or work within the country free of royalty and any charge of similar nature.
  - 9 The Government shall assist all project personnel in finding suitable housing accommodation at reasonable rents.
  - 10 The services and facilities specified in the Project Document which are to be provided to the project by the Government by means of a contribution in cash shall be set forth in the Project Budget. Payment of this amount shall be made to the UNDP in accordance with the Schedule of Payments by the Government.
  - 11 Payment of the above-mentioned contribution to the UNDP on or before the dates specified in the Schedule of Payments by the Government is a prerequisite to commencement or continuation of project operations.

(b) Participation of the UNDP and the executing agency

- 1 The UNDP shall provide to the project through the Executing Agency the services, equipment and facilities described in the Project Document. Budgetary provision for the UNDP contribution as specified shall be set forth in the Project Budget.
- 2 The Executing Agency shall consult with the Government and UNDP on the candidature of the Project Manager a/ who, under the direction of the Executing Agency, will be responsible in the country for the Executing Agency's participation in the project. The Project Manager shall supervise the experts and other agency personnel assigned to the project, and the on-the-job training of national counterpart personnel. He shall be responsible for the management and efficient utilization of all UNDP-financed inputs, including equipment provided to the project.
- 3 The Executing Agency, in consultation with the Government and UNDP, shall assign international staff and other personnel to the project as specified in the Project Document, select candidates for fellowships and determine standards for the training of national counterpart personnel.
- 4 Fellowships shall be administered in accordance with the fellowships regulations of the Executing Agency.
- 5 The Executing Agency may, in agreement with the Government and UNDP, execute part or all of the project by subcontract. The selection of subcontractors shall be made, after consultation with the Government and UNDP, in accordance with the Executing Agency's procedures.
- 6 All material, equipment and supplies which are purchased from UNDP resources will be used exclusively for the execution of the project, and will remain the property of the UNDP in whose name it will be held by the Executing Agency. Equipment supplied by the UNDP shall be marked with the insignia of the UNDP and of the Executing Agency.
- 7 Arrangements may be made, if necessary, for a temporary transfer of custody of equipment

- 8 to local authorities during the life of the project, without prejudice to the final transfer. Prior to completion of UNDP assistance to the project, the Government, the UNDP and the Executing Agency shall consult as to the disposition of all project equipment provided by the UNDP. Title to such equipment shall normally be transferred to the Government, or to an entity nominated by the Government, when it is required for continued operation of the project or for activities following directly therefrom. The UNDP may, however, at its discretion, retain title to part or all of such equipment.
- 9 At an agreed time after the completion of UNDP assistance to the project, the Government and the UNDP, and if necessary the Executing Agency, shall review the activities continuing from or consequent upon the project with a view to evaluating its results.
- 10 UNDP may release information relating to any investment oriented project to potential investors, unless and until the Government has requested the UNDP in writing to restrict the release of information relating to such project.

a/ May also be designated Project Co-ordinator or Chief Technical Adviser, as appropriate.

#### Rights, Facilities, Privileges and Immunities

- 1 In accordance with the Agreement concluded by the United Nations (UNDP) and the Government concerning the provision of assistance by UNDP, the personnel of UNDP and other United Nations organizations associated with the project shall be accorded rights, facilities, privileges and immunities specified in said Agreement.
- 2 The Government shall grant UN volunteers, if such services are requested by the Government, the same rights, facilities, privileges and immunities as are granted to the personnel of UNDP.
- 3 The Executing Agency's contractors and their personnel (except nationals of the host country employed locally) shall:
  - (a) Be immune from legal process in respect of all acts performed by them in their official capacity in the execution of the project;
  - (b) Be immune from national service obligations;
  - (c) Be immune together with their spouses and relatives dependent on them from immigration restrictions;
  - (d) Be accorded the privileges of bringing into the country reasonable amounts of foreign currency for the purposes of the project or for personal use of such personnel, and of withdrawing any such amounts brought into the country, or in accordance with the relevant foreign exchange regulations, such amounts as may be earned therein by such personnel in the execution of the project;
  - (e) Be accorded together with their spouses and relatives dependent on them the same repatriation facilities in the event of international crisis as diplomatic envoys.
1. All personnel of the Executing Agency's contractors shall enjoy inviolability for all papers and documents relating to the project.
2. The Government shall either exempt from or bear the cost of any taxes, duties, fees or levies which it may impose on any firm or organization which may be retained by the Executing Agency and on the personnel of any such firm or organization, except for nationals of the host country employed locally, in respect of:
  - (a) The salaries or wages earned by such personnel in the execution of the project;
  - (b) Any equipment, materials and supplies brought into the country for the purposes of the project or which, after having been brought into the country, may be subsequently withdrawn therefrom;
  - (c) Any substantial quantities of equipment, materials and supplies obtained locally for the execution of the project, such as, for example, petrol and spare parts for the operation and

maintenance of equipment mentioned under (b), above, with the provision that the types and approximate quantities to be exempted and relevant procedures to be followed shall be agreed upon with the Government and, as appropriate, recorded in the Project Document; and

- (d) As in the case of concessions currently granted to UNDP and Executing Agency's personnel, any property brought, including one privately owned automobile per employee, by the firm or organization or its personnel for their personal use or consumption or which after having been brought into the country, may subsequently be withdrawn therefrom upon departure of such personnel.

6. The Government shall ensure:

- (a) prompt clearance of experts and other persons performing services in respect of this project; and
- (b) the prompt release from customs of:
  - (i) equipment, materials and supplies required in connection with this project; and
  - (ii) property belonging to and intended for the personal use or consumption of the personnel of the UNDP, its Executing Agencies, or other persons performing services on their behalf in respect of this project, except for locally recruited personnel.
1. The privileges and immunities referred to in the paragraphs above, to which such firm or organization and its personnel may be entitled, may be waived by the Executing Agency where, in its opinion or in the opinion of the UNDP, the immunity would impede the course of justice and can be waived without prejudice to the successful completion of the project or to the interest of the UNDP or the Executing Agency.
2. The Executing Agency shall provide the Government through the resident representative with the list of personnel to whom the privileges and immunities enumerated above shall apply.
3. Nothing in this Project Document or Annex shall be construed to limit the rights, facilities, privileges or immunities conferred in any other instrument upon any person, natural or juridical, referred to hereunder.

#### Suspension or termination of assistance

1. The UNDP may by written notice to the Government and to the Executing Agency concerned suspend its assistance to any project if in the judgement of the UNDP any circumstance arises which interferes with or threatens to interfere with the successful completion of the project or the accomplishment of its purposes. The UNDP may, in the same or a subsequent written notice, indicate the conditions under which it is prepared to resume its assistance to the project. Any such suspension shall continue until such time as such conditions are accepted by the Government and as the UNDP shall give written notice to the Government and the Executing Agency that it is prepared to resume its assistance.
2. If any situation referred to in paragraph 1, above, shall continue for a period of fourteen days after notice thereof and of suspension shall have been given by the UNDP to the Government and the Executing Agency, then at any time thereafter during the continuance thereof, the UNDP may by written notice to the Government and the Executing Agency terminate the project.
3. The provisions of this paragraph shall be without prejudice to any other rights or remedies the UNDP may have in the circumstances, whether under general principles of law or otherwise.

**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR  
THE PROVISION OF SUPPORT SERVICES FOR THE GOI-UNDP PROJECT ON  
“BIODIVERSITY CONSERVATION OUTSIDE PROTECTED AREAS”**

1. Reference is made to consultations between officials of the Government of India (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
  - (a) Procurement of goods and services;
  - (b) Direct payments upon instruction from MoEF;
  - (c) Development of Terms of Reference/ Identification and recruitment of project personnel
  - (d) Facilitate trainings for project staff
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the standard basic assistance agreement signed by the Government of India and UNDP on 19 December 1994 (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited

to the provision of such support services detailed in the annex to the project document.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



For the Government  
Dr. Anmol Kumar  
Inspector General of Forests (Wildlife)  
Ministry of Environment and Forests  
Government of India

Date: 15.09.09



Signed on behalf of UNDP  
Deirdre Boyd  
Country Director

Date: 17-9-2009



## Attachment

### DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES

1. Reference is made to consultations between the Ministry of Environment and Forests and officials of UNDP, with respect to the provision of support services by the UNDP country office for the nationally managed project titled "Biodiversity Conservation outside Protected Areas"

2. In accordance with the provisions of the letter of agreement signed on \_\_\_\_\_ and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services	Schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount and method of reimbursement of UNDP (where appropriate)
1. Direct Payment and Reporting	Every quarter of the year	Based on the transaction costs of the tasks involved, USD 3000 implementation support service cost is charged annually to the project as per the signed Annual Work Plan 2009.	Based on the transaction costs of the tasks involved, USD 3000 implementation support service cost is charged annually to the project as per the signed Annual Work Plan 2009.
2. Procurement of Goods and Services & Follow-up with consultants	As and when required.		
3. Development of Terms of Reference/ Identification and recruitment of personnel	Hiring consultants and project staff		
4. Facilitate trainings for project staff	As and when required		