United Nations Development Programme Country: fyr Macedonia Project Document

Project Title: "Pilot Biodegradable Waste Management in the Prespa Region"

UNDAF Outcome(s): By 2015 central and local level authorities have improved capacities to integrate environment and disaster risk reduction into national and local development frameworks, while communities and CSOs participate more effectively in environmental protection and disaster risk reduction planning, implementation and monitoring

Expected CP Outcome(s): By 2015 national capacities for management and sustainable use of natural resources improved;

Expected Output(s): Capacity building programmes and demonstration models for integrated watershed management are implemented in the Prespa Basin

- Capacities to plan and implement a model for biodegradable wasse management on local level strengthened;
- lintegrated approaches to environmental management for controlled treatment of organic/biodegradable waste applied;

Executing Entity: UNDP

Implementing Agencies: UNDP

Brief Description

Waste management, especially management of biodegradable waste (rotten apples) is one of the main problems in the whole Prespa watershed which affects the health of the ecosystems and waters, as well as the quality of the life of the citizens in the region. The main aim of the project, which is coherent continuation of previous activities in Prespa, is to pilot sound management of organic waste generated through agriculture activities thus mitigating the negative impact on the environment and converting it into potentially valuable product (organic compost). The local government of Resen and the Public Enterprise for waste management "Proleter" will be the main project partners and beneficiaries.

Programme Period:	2010 - 2015
Key Result Area (Strategic Plan)	Environment
Atlas Award ID:	
Start date: End Date	January 2011 December 2012
PAC Meeting Date	14 January 2011
Management Arrangements	DIM

Total resources required	780,770 CHF
Total allocated resources:	780, 770 CHF
• Regula:	
Other: ○ Done:	780, 770 CHF
o Gavernman	760, 770 CHF
Unfunded budget:	
1	
In-kind Contributions	
1/0/	

Agreed by (Government) Mihail Volkanovski, Mayor of Resen

Agreed by (Executing Entity): Deirdre Boyd, UNPD resident Representative



I. SITUATION ANALYSIS

The agriculture land covers 23% of the area of the Municipality of Resen and equals to 12,510 ha. Over 60% of the population of the region depends on agriculture, mainly apple production. The annual apple production ranges from 80,000 - 110,000 tons. In terms of individual concerns, this is an activity of vital interest. However, besides the positive aspects, the agriculture activities generate an extraordinary amount of biodegradable waste which is in a great deal illegally dumped all over the watershed (mostly rotten apple ranging from 7 - 12% of the total production and wood waste from commercial forest exploitation). The restudies of this waste are directly polluting the soil and the water courses in the Prespa watershed thus contributing to the decrease of the water quality.

The Feasibility Study for Biodegradable Waste Management in the Prespa Region that was developed within the Golema reka 2 project, provided an in-depth assessment of the quantity and quality of the biodegradable waste generated in the Prespa region and offered relevant, implementable and viable management solutions for management of this waste. The waste from agriculture activities was estimated to range between 8.000 to 20.000 tons/year, and waste from wood residues was estimated to range between 15,000 and 20,000 m3/year. The proposed solution to establish a sound management and utilization of this waste includes building of a central composting plant and a number of collection stations, as well as construction of a briquette production plant.

To fully address the problem for treatment of the biodegradable waste from agriculture activities by establishing a central composting plant, an investment of in total of approximately 3.5 million CHF is needed (including construction of a number of waste collection systems as a most feasible solution for collection of this waste), and for establishing a plant for production of briquettes from the wood residues a total of additional 1.1 million is needed/foreseen.

The study confirmed that central composting plant can generate sufficient revenues to cover the investments and all other running costs. However, given the current financial status of the Municipality of Resen against the level of investment needs of the compost production project, it is apparent that the local authorities do not have the resources to finance the implementation of the activity on their own. Furthermore, the study suggests that the investment for the composting project, should it be partially covered by a grant of up to 35% of the total value, which would result in a much superior financial performance and attractiveness.

Additionally, the results from a different small scale pilot composting project conducted in 2006 in Recen confirmed that the on-site produced compost conforms to very high quality standards, suggesting that the compost market can be developed in the region (and broader). This will reduce the cost of local farmers given the fact that the compost that will be produced could replace over 20,000 tons of fertilizers which are imported each year in the region.

II. STRATEGY

One of the three areas of cooperation for the UN in the country stated in the UNDAF 2010 - 2015 is environment protection. The result of the UN interventions in this area are expected to be improved national capacities to integrate environment into national and local development frameworks, while communities and CSOs participate more effectively in environmental protection planning, implementation and monitoring. This project directly contributes to the CPD outcome aimed at improving national capacities for management and sustainable use of natural resources.

UNDP has long-term experience in implementation of various projects in the Prespa region that contribute to improved environmental situation in the entire watershed. This project is a result of the activities of the second phase of Golema reka project. One of the specific objectives of the interventions was mitigation of

the waste impacts (reduction of the solid waste input in the zone of regulation generated by agricultural activities) and improvement of the downstream water quality. The project, in cooperation with the key stakeholders established an efficient and sustainable system for pesticide packaging waste management on the entire territory of the Resen Municipality representing an appropriate management response to the uncontrolled disposal of pesticide packaging. Establishment of a biodegradable waste management system is a natural next step towards achievement of the overall objective for mitigation of the negative impact of the waste

The Feasibility Study for Biodegradable Waste Management in the Prespa Region developed under the project provided feasible management solution with a potential for controlled treatment of the organic waste, aiming to reduce the massive quantities of this waste by converting it into potentially valuable product(s). The required funds for realization of the system are significant and will involve establishment of partnership among the local government and private sector. However, the proposed solution provides for implementation of the activities in phases and each of the phases represents complete and viable management solution for treatment of the biodegradable waste.

Taking into consideration limited available resource, the project will realize only a pilot phase that will include management of the waste generated in the broader area of the town of Resen and the village of Jankovec. If confirmed as a successful pilot, the system can be easily scaled up and upgraded by inclusion of other villages of the Municipality of Resen.

The local government of Resen and the Public Enterprise for waste management "Proleter" will be the main project partners and beneficiaries.

The project will have indirect favourable economic impact resulting in significant increase of the local community welfare, which presented in economic terms amounts to roughly 25 million CHF or 7 times the initial investment, of which the major part of the benefits (88%) accrues to the local farmers.

Implementation of the project would also generate huge positive effects on the environment, mainly as a result of avoided/reduced discharge of contaminants into ground aquifers and surface waters caused by uncontrolled dumping (disposal) of biodegradable waste.

The lessons learnt throughout this process would be made available for the national and local institutions/authorities from other Municipalities throughout the country dealing with the same problems, representing thus a support, through SDC funded Golema Reka Project Land II, in establishing a systems for managing of BW waste in other regions in need.

RESULT AND RESOURCES FRAMEWORK

Overall Goal: To establish a model for the organic/biodegradable waste management in the Prespa Region
Intended Outcomes:
-The capacities of the local/national authorities to plan and implement a model for biodegradable waste management are improved/strengthened.
- Integrated approaches to environmental management for controlled treatment of the organic/biodegradable waste are applied
Outcome indicators:
 Improved environmental governance on national and local level achieved.
Indicators:
- Institutional, financial, monitoring frameworks improved;
- Status and trends of environment monitored and reported upon;
- Skills and knowledge to undertake new environmental competencies strengthened.
Integrated approaches are implemented.
 Indicators:
- Technical documents for construction of the Central Composting Plant are prepared.
Applicable Strategic Area of Support (SAS):
Partnership Strategy: Ensure that there is a synergy between the proposed integrated eco-oriented environment protection and socio-economic
development of the region. Partnerships will allow stakeholders, each with their unique capacity, to join activities that promote ability to bring about
change and social transformation. The partnership will provide all necessary technical inputs for project realization and support the process to
become model activity at national level.
Project Number and Title: Establishment of a Model for Biodegradable Waste Management in the Prespa Region
Intended Output Indicative Activities
 Planning and Pilot Project developing 1.1.1. Verification of the proposed management solution for the
 based on the Feasivility Study on agriculture waste produced in the town of Resen and its
Biodegradable Waste Management in surroundings (including the v. of Jankovec);
the Prespa Region
overall (full-size) management solution for biodegradable waste
management in the Prespa region as proposed in the Feasibility
1.1.3. Assess/project the financial performance of the Pilot project and anticipate all associated uncertainties/risks

	PMU Contractors Consultants	Contractors Local authorities	PMU Contractors Consultants Local authorities	PMU Local stakeholders
Checking and verification of the proposed design characteristic of the Central Composting Plant and make suggestions for modifications;	Selection of a company for conducting topographical surveying activities; Selection of a design company for Elaboration of a main/implementation design for Construction of Central Composting Plant; Develop Bill of Quantities and relevant technical data for PMU's approval to be utilized for tendering purposes; Obtain certification of the main design by a previously selected independent technical reviewer in accordance with national law on construction; Design the bidding documents for selecting a Contractor; Obtain a building permit;	Selecting a Supervising Engineer in accordance with national law on construction; Selecting a Contractor to implement the construction works; Managing the execution of the construction works by establishing relevant quality, time and budget control; Technical certification of the completed works and obtain a Permit for Use of the Civil Construction in accordance with the national Law on construction.	Develop the technical specification and a price schedule of the equipment intended for the plant by a selected/outsourced expert, Develop a bidding documents for selecting Supplier(s); Selecting Suppliers, Supply and delivery of the equipment and assembling the plant; Technical certification of the completed plant and obtaining a Permit for Use of the plant for the intended purpose.	Organizing public meetings; Preparation of leaflets and brochures and other promotional
 4.	2.1.1. 2.1.2. 2.1.3. 2.1.4. 2.1.5.	3.1.1. 3.1.2. 3.1.3. 3.1.4.	4.1.2. 4.1.2. 4.1.4. 4.1.4.	5.1.1.
	lechnical documentation (Main design) development for construction	Works for Construction of a Central Composting Plant	Procurement of the equipment for the Central Composting Plant	Public awareness raising activities and promotion
	7.	3.7	4.1.	5.1.

Training	materials. 6.1.1. Selecting of a number of employees from the Public Communal Enterprise to be assigned to work in the Central Composting Plant;	PIU Local stakeholders Public enterprise	
	6.1.2. Deliver training to the selected employees		

UNDP Project - Pilot Project for Biodegradable Waste Management in Prespa Region

Annual Work Plan

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	Amount
LANNED BUDGE	Budget Description
PLA	Funding Source
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TIMI	Q1 Q2
PLANNED ACTIVITIES	List activity results and associated actions
OTS	And baseline, associated indicators and annual targets

Baseline: Biodegradable waste is disposed at the local landfill as no alternative system for biodegradable waste management exists in the municipality of Resen municipality Study on Biodegradable Waste Feasibility Study on Biodegradable waste Preasibility Study on Biodegradable waste Waste Management in the Prespa surroundings completed area of the town of Resen and its surroundings completed consultant to Develop a consultant to Develop a consultant to Develop a	- Action: selection procedure for						
	an experienced	×	UND /Cons Muni	UNDP Project team, /Consultant(s)/ Municipal authorities of	Swiss Developemnt Cooperation	71300	7,500
	consultant to Develop a Study on Biodegradable Waste Management in the		Resen	п	Agency (SDC)		
	targeted area of the town of Resen and its surroundings completed						
		×		INDP Project from			
	selection procedure for engaging an experienced consultant to Develop a		/Cons Muni	Consultant(s) / Municipal authorities of			
management solution for BW.	orate		Kesen	T			
	- Action: The Study on Pilot Biodegradable Waste Management in the						
targeted are	targeted area of the town						
	or resen and its surroundings completed						
-Definition of the Pilot BW and approved project; Management	and approved by Project Management						
- Environmental Impact Assessment (FIA) for the							
pilot biodegradable waste							
management facility developed							
Targets for 2011:							
-Study for piloting the biodegradable waste							
management system in the							

Town of Resen and the				
village of Jankovec developed				
Gender Marker Rating and Motivation: 0	1	i i i i		
Related CP outcome:				
Integrated watershed				
boundary cooperation in place				

construction works Baseline: Design characteristics introduced in the Study on biodegradable Waste company for elaboration management in the Prespa Region Indicators: Technical documentation (Main Design and BoQ) for the pilot intervention in place and construction permits Control Design and BoQ) for Construction of the certification of the certification of the	surveying cedure for)		
	cedure for				UNDP Project team, /Consultant(s)/ /Contractor(s)/			
	cedure for				Municipal authorities of			
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Targets for 2011: design as per the national	the national							
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biodegradable waste								
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- Action:								
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Motivation: 0 dossier for selecting a contractor utilizing the	lecting a lizing the							
Related CP outcome: data provided in the	in the							
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Integrated watersned design;								
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SDC		SDC	SDC	
team,	/Contractor(s)/ Municipal authorities of Resen	UNDP Project team, /Consultant(s)	UNDP Project team, /Consultant(s)/ Municipal authorities of Resen	
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\$	×	×		
- Action:	Initiate and complete bidding procedure(s) in accordance with the UNDP procedures for selecting a contractor(s) for construction the Pilot Composting plant	- Action: Initiate and complete bidding procedure(s) in accordance with the UNDP procedures for selecting a Supervisor(s) for construction of the Pilot Composting plant	- Action: Manage the execution of the construction works by establishing relevant quality, time and budget control utilizing the support of the Supervisor	- Action: Technical certification of the completed works and obtaining a Permit for Use of the Civil
Output 3: Construction works for building the Composting plant and waste-collecting Centres	Baseline: Bidding dossier(s) utilizing the data provided in the main/implementation design for construction of the Pilot Composting Plant and a number of Collecting Centres	developed in accordance with the UNDP procurement procedures. Indicator: Pilot Composting Plant and four (4) Collecting Centers completed and handed over to the Municipality.	Targets: -60% of the construction works substantially completed, -Final Supervision Report with positive recommendations	submitted/approved for completed constructions - Technical Certification for completed constructions issued permit for Use of the

Civil Construction delivered;	Construction in			
Gender Marker Rating and Motivation: 0	accordance with the national Law on construction			
Related CP outcome:				W
Integrated watershed management and trans-				
boundary cooperation in place				
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72100		72100		
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UNDP Project team,	/Consultant(s) / UNDP Partner NGOs/ Municipal authorities of Resen	UNDP Project team, /Consultant(s) / UNDP Partner NGOs/ Municipal authorities of Resen		
	×	×		
	Action1: Opinion surveys and questionnaires conducted/ Feedback from the participants at public awareness activities obtained.	Action 2: Conducting a Research on achieved results.		
Output 4: Public awareness rising on proper handling and disposal of biodegradable waste and its economic value	Baseline: Low public awareness on proper handling and disposal of biodegradable waste and its economic Indicators:	- Changing of the behaviour of the local population on handling the bio waste Farmers get acquainted with the use of locally produced compost as a substitute to fertilizers where possible	Target: Public campaign carried out targeting public enterprise for waste management, local apple producers, schools, households to promote proper handling and disposal of biodegradable waste	Gender Marker Rating and Motivation: 0 Related CP outcome: Integrated watershed management and transboundary cooperation in place

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Signed By:

Name: Astrit Zekir

Title: Project Manager Date:

Signed By: Name Ann-Marie Ali Title: UNDP DRR Date

Certified By Name

Title: Senior Partner Name of the Audit Firm

UNDP Project - Pilot Project for Biodegradable Waste Management in Prespa Region

Annual Work Plan

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EXPECTED OUTPUTS	PLANNED ACTIVITIES		TIMEFRAME				PLANNED BUDGET	
And baseline, associated indicators and annual targets	List activity results and associated actions	2	Q2 Q3	04	RESPONSIBLE PARTY	Funding Source	Budget Description	Amount

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	SDC	
% 2 1	UNDP Project team, /Contractor(s)/ Municipal authorities of Resen	UNDP Project team, //Consultant(s) / Municipal authorities of Resen
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	Action: Manage the execution of the construction works by establishing relevant quality, time and budget control utilizing the support of the Supervisor	- Action: Technical certification of the completed works and obtaining a Permit for Use of the Civil Construction in accordance with the national Law on construction
Output 1: Continuation of the Construction works for building the Composting plant and waste-collecting Centres	Baseline: 50% of the Construction Works on the Pilot Composting Plant and four Collecting Centres completed in Year 1 of the Project in accordance with the terms of the main/implementation design and the building permit.	Indicator: Pilot Composting Plant and four (4) Collecting Centers completed and handed over to the Municipality. Targets: -100% of the construction works substantially completed, -Final Supervision Report with positive recommendations submitted/approved for completed constructions - Technical Certification for completed constructions issued permit for Use of the Civil Construction delivered; Gender Marker Rating and Motivation: 0 Related CP outcome: Integrated watershed management and transboundary cooperation in place

	3,000		144,092	3,000	0
	72100		72100	72100	
	SDC		SDC	SDC	
	UNDP Project team, /Consultant(s) / Municipal authorities of Resen /Supplier(s) / Municipal authorities of Resen		UNDP Project team, /Supplier(s) / Municipal authorities of Resen	UNDP Project team, /Supplier(s) / Municipal authorities of	UNDP Project team/ Municipal authorities of Resen
	×		×	×	×
	- Action: Initiate and complete bidding procedure(s) in accordance with the UNDP procedures for selecting an experienced consultant to Develop technical specification of the equipment (technology) intended for the plant and the waste- collecting centers; - Action: Initiate and complete bidding procedure(s) in accordance with the UNDP procedures for selecting a Supplier(s) for the equipment in	accordance with UNDP procedures;	- Action: Manage the supply and delivery of the equipment for the Pilot Composting Plant and 4 Collecting Centers by establishing relevant quality, time and budget control;	- Action: assembling the equipment into the Composting plant;	- Action: Technical certification of the completed plant and obtaining a Permit for Use
Output 2: Procurement of the	equipment for equipping the Central Composting Plant and 4 waste-collecting Centres Baseline: The Construction of a Central Composting Plant and the transfer stations completed. Indicator: The Central Composting Plant equipped with the proposed composting technology; Four waste-collecting centers equipped with necessary equipment; - specialized waste-	transportation method in place;	Targets 2012: The Biodegradable Waste Management in place by equipping the Central Composting Plant and 4 Transfer Stations with specialized equipment and provision of most appropriate transportation method of the bio-waste.	Gender Marker Rating and Motivation: 0	Related CP outcome: Integrated watershed management and trans- boundary cooperation in place

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UNDP Project team, /Consultant(s) / UNDP Partner NGOs/ Municipal authorities of Resen	UNDP Project team, /Consultant(s) / UNDP Partner NGOs/	Municipal authorities of Resen		
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Action1: - Opinion surveys and questionnaires conducted/ - Feedback from the participants at public awareness activities obtained.	Action 2: - Conducting a Research on			
Output 3: Public awareness raising activities and promotion of the Biodegradable Waste Management solution developed in Resen Low public awareness on proper handling and disposal of biodegradable waste and its	economic. A number of activities completed in the first Project year.	- Changing of the behaviour of the local population on handling the bio waste; - Farmers get acquainted with the Biodegradable Waste Management;	- Framers get acquainted with use of locally produced compost as a substitute to fertilizers where possible;	Targets 2012: Public campaign carried out targeting public enterprise for waste management, local apple producers, schools, households to promote proper handling and disposal of biodegradable waste

Gender Marker Rating and Motivation: 0	
Related CP outcome: Integrated watershed management and trans- boundary cooperation in place	

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	2	UNDP Project team, /Consultant(s) / Municipal authorities of Resen	UNDP Project team, /Consultant(s) / Municipal authorities of Resen			
		×	×			
		- Action: selection procedure for engaging an experienced experts to deliver trainings	- Action: Organize and implement the delivery of the trainings to targeted audience			
Output 4: Training activities to	targeted audience on Biodegradable Waste Management solution developed in Resen	Baseline: Biodegradable Waste Management in place with a development of a Central Composting Plant, equipping the 4 Transfer	Stations and provision of a most appropriate transportation method of the bio-waste.	Indicator: A number of employees of the Public Communal Enterprise trained on BW Management System and the technology used for treatment of the agriculture waste in the Pilot Composting	Targets 2012: - Trainings delivered to targeted audience; - Full understanding of the developed BW Management Systems and Operation of the Pilot Composting Plant by the	Enterprisees - Capacity of the Public Enterprise developed to assume the operation of the BWM system.

71400 – 74500 – 74500 – 74500 – 74500 – 75100	Gender Marker Rating and Motivation: 0				
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Signed By: Name: Title: Project Manager Date:

Name Title : Senior Partner Certified By

Signed By:
Name:
Title: UNDP RR or DRR
Date

Name of the Audit Firm

V. MANAGEMENT ARRANGEMENTS

The Pilot Project for Biodegradable Waste Management in Prespa Region was developed based on the outputs of the activities of the Restoration of Golema Reka Project II i.e. the Feasibility Study for Biodegradable Waste Management in the Prespa Region which was produced by a consortium of international and national consulting companies. The project activities are logical follow up on the previously carried activities within Golema reka project and are contributing to the same goal which is improvement of the watershed of Golema reka and broader of the Prespa Lake.

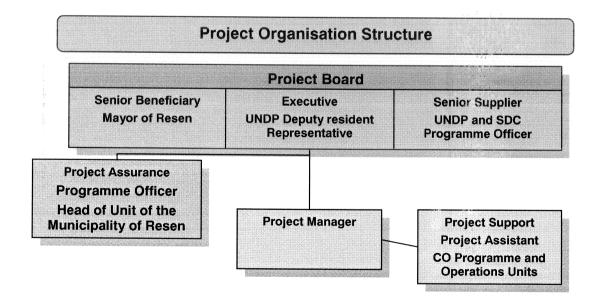
Therefore, the project will be linked to the same award as Golema reka, and the same Project Unit consisting of a Project Manager and a Project Assistant will be responsible for the day-to day management of the project. Project monitoring and quality assurance will be proved by the CO Programme Unit.

The project will be implemented under the DIM modality with UNDP acting as an executing agency. The main reason for this management arrangement is insufficient capacities of the local government to manage projects of a big volume. At the same time, the projects shell pilot activities that are new and for which there is no previous experience even on national leve and therefore strong monitoring and adaptive management have to be applied.

During the project implementation, UNDP will ensure that capacities of all relevant personnel of the local government are increased through participation at various trainings, workshops and other learning events.

The local Government of Resen will also be part of the Project Board which will further help in improving their capacities for proper project implementation.

The Project Board will consist of: UNDP Deputy Resident Representative in a role of an Executive, Mayor of Resen in a role of a Senior Beneficiary, and representative of UNDP and the Donor in a role of a Senior Supplier. The Project Board will meet at least one in a calendar year to review the annual progress of the project and to endorse the work plan for the next calendar year.



Inputs to be provided by partners

UNDP will be responsible for provision of substantive and operational input for efficient and effective implementation of the project activities. All procurement, recruitment and financial operations will be administered in accordance with the regulations, rules and directives of UNDP.

The Municipality of Resen will ensure issuance of all necessary permits, such as construction permits, that are under the responsibility of the local government of Resen, and will facilitate and support the issuance of any other permits/licences that are under the responsibility of the central government bodies.

The Municipality of Resen will also ensure full collaboration f the Public Enterprise for waste management "Proleter" Resen in regards to the establishment of the biodegradable waste management system.

Auditing

The project shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules, policies and procedures of UNDP. Should an Audit Report of the Board of Auditors of UNDP to its governing body contain observations relevant to the contributions, such information shall be made available to the Donor.

Intellectual property rights and use of logo on the project deliverables

Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

The logo of UNDP and the logo of the Swiss Development Cooperation Agency shell be used on the project's deliverables

Collaborative arrangements with related projects

The project will closely liaise and collaborate with the UNDP/GEF project on integrated ecosystem management in the Prespa Lake watershed of Albania, Macedonia and Greece with an aim to create synergies among the projects' interventions. Both projects are implementing complementary activities that are jointly contributing to better management of the environment in the Prespa region and they both have the same key partners and beneficiaries.

VI. 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:

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

Semi-annually

Due to the intensive dynamic of the project implementation, semi-annual status reports of project progress as well as the latest available approved budget will be provided to the donor.

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

Due to the innovative aspect of the project intervention and on the requirement of the donor, UNDP in consultation and coordination with the Donor will jointly agree on the purpose, use, timing, financing mechanisms and terms of reference for evaluating a project including an evaluation of its contribution to an outcome which is listed in the Evaluation Plan. UNDP shall commission the evaluation, and the evaluation exercise shall be carried out by external independent evaluators.

Quality Management for Project Activity Results

OUTPUT 1: Planning and Pilot	Project developme	<u>nt</u>	
Activity Result 1 (Atlas Activity ID)	Engaging an exp on Biodegradable area of the town	used for Atlas Activity ID: perienced consultant to Develop a Study le Waste Management in the targeted of Resen and its surroundings leted and approved by Project	Start Date: End Date: Q1/2011
Purpose	the Feasibility St. developed with S The size of the si solution for bio w Appropriate desig performance in the	e proposed management solution for agriculty on Biodegradable Waste Management BDC funds under Golema Reka II Project. Sustainable Pilot project vis-a-vis the overageste confirmed/defined; and modifications of the Pilot project based ne newly developed Study on Biodegrada of the town of Resen proposed; sign characteristics of the Composting plants.	nt in the Prespa Region and its surroundings; all (full-size) management d on the anticipated financial able Waste Management in
Description	Planned actions to produce the activity result. Selection procedure in accordance with the UNDP procedures for engaging experienced consultant to Develop a Study on Biodegradable Waste Management the targeted area of the town of Resen and its surroundings		
Quality Criteria How/with what indicathe activity result will to		Quality Method Means of verification. What method will be used to determine if quality criteria has been met?	Date of Assessment When will the assessment of quality be performed?
Responsiveness of product (Study) vis set in the TOR		In house capacity of UNDP in relevant field	At all stages of development of the product (Study)

OUTPUT 2:

Technical Documentation (Main Design) development for construction works

Activity Result 1	Short title to be u	sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)		mpany for conducting topographical	End Date: Q1/2011
Purpose	Basic data collection for const	ose of the activity? ction and analysis which includes geod ruction of the Composting plant, numbe efined based on the actual site condi design)	er of surveyed cross-section
Description		produce the activity result. report in full compliance with the requiren	nents of the National Law
Quality Criteria		Quality Method	Date of Assessment
How/with what indicathe activity result will be		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
Responsiveness o product (Study) vis- set in the Technic and the requiremen Law	-a-vis the criteria al Specifications	In house capacity of UNDP in relevant field	At all stages of development of the product (Report)
Activity Result 2	Short title to be u	sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)	Selection proced for elaboration of	ure for engagement of Design company the main/implementation design for Central Composting Plant and Collecting	End Date: Q2/2011
	Obtain a Technical certification of the main/implementation design as per the national law on construction		
Purpose What is the purpose of the activity? Development of the Technical documentation (Main Design) to be based of proposed design characteristics of the Composting plan and Collecting Centres in the the Feasibility Study on Biodegradable Waste Management in the P. Region developed with SDC funds under Golema Reka II Project and the developed and approved by the Management Study on Biodegradable Wanagement for the targeted area of the town of Resen and its surroundings. The Technical Certification shall confirm that the developed main Design is compliance with the requirements of the National Law (Law requirements beneficiary to apply for Building permit)			and Collecting Centres given Management in the Prespa a II Project and the newly on Biodegradable Waste and its surroundings oped main Design is in full
Description	Planned actions to produce the activity result. Main/implementation design in full compliance with the requirements of the National Law		
Quality Criteria How/with what indica the activity result will b	tors the quality of	Quality Method Means of verification. What method will be used to determine if quality criteria has been met?	Date of Assessment When will the assessment of quality be performed?
Responsiveness of t product (Main/implei design) vis-a-vis the the Technical Specit requirements of the be confirmed by the Certification Report)	mentation criteria set in ications and the National Law 9to	In house capacity of UNDP in relevant field	At all stages of development of the product (Main design)

OUTPUT 3:			
Construction works	for building the Co	mposting plant and waste-collecting Cen	<u>tres</u>
Activity Result 1	Short title to be u	sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)	with the UNDP p	plete the bidding process in accordance procedures for selecting a contractor for Composting plant	End Date: Selection of contractor in Q1/2011
			Implementation of the works Q3-Q4/2011
Purpose	What is the purpo	ose of the activity?	
	Select a Contrac requirements and	tor in a Competitive Bidding Process me I achieving best value for money	eting the minimum tech ni cal
Description		produce the activity result.	
	technical data an	g documents fully in compliance with the l d drawings provided in the main/impleme Central Composting Plant and Collecting (entation design for
Quality Criteria		Quality Method	Date of Assessment
How/with what indica the activity result will b		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
The Criteria set dossier	in the bidding	An evaluation committee will examine the bids checking that the bids satisfy the formal requirements of bid submission. The purpose of this evaluation is to assess whether or not the competing bids meet the minimum technical requirements and selection criteria	Meetings of the EC
Activity Result 2	Short title to be u	sed for Atlas Activity ID	Start Date:
(Atlas Activity		omplete the bidding procedure in	End Date:
ID)		the UNDP procedures for selecting a construction the Composting plant	Q1/2011 - Q3/2011
Purpose	What is the purpo	ose of the activity?	
	In order to adeque UNDP shall engage supervision of sire to play the role addition the Supermanagement uni	uately respond to the requirements of the age a qualified Supervision company with milar scale construction projects and with of a Supervising Engineer of the plantervising Engineer strengthen appropriately supervise/control the raft the overall Contractor's performance, expenses.	an extensive experience in an appropriate certification, ined construction works. In the capacities of the project ate of progress of the project
Description	Planned actions to	produce the activity result.	
Quality Criteria	L	Quality Method	Date of Assessment
How/with what indica he activity result will b		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
The Supervising Col proposed Supervisio		An evaluation committee will examine the bids checking that the bids satisfy	At all stages of implementation of the

hold appropriate Certification determined in the National Law on Construction	the formal requirements of bid submission, in particular the validity of the Certifications for both the Company and the Engineer	construction works.

Activity Result 2	Short title to be used for Atlas Activity ID		Start Date:
(Atlas Activity	Obtain a Technical certification of the completed works		End Date:
ID)	(as per the natior assets to the ben	nal law on construction) and transfer of efficiary	Q4/2011
Purpose	What is the purpo	ose of the activity?	-
	The Technical Certification shall confirm that the works had been completed in compliance with the requirements of the National Law (Law requirements beneficiary to apply for Building permit); the Main Design and the Building Permit be confirmed in positive Final Supervision Report submitted by the apport Supervisor.		
Description	Planned actions to	produce the activity result.	
	Main/implementa Law	tion design in full compliance with the r	equirements of the Nationa
Quality Criteria		Quality Method	Date of Assessment
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
All the works described in the contract after being substantially completed in accordance with the main design and the Law on Construction will be subject to technical certification.		The technical Certification involves all relevant parties, such as a committee of three representatives of the local administration, the contractor, the supervisor engaged by UNDP and UNDP. The committee formed for this purpose by the Municipality of Resen, shall inspect the new construction in detail and examine all relevant technical documentation to determine whether the works had been completed fully in accordance with the Main Design and the terms set in the Building Permit and performed in compliance with the Law on Construction.	After completion of the construction

A/ Quality Management for Project Activity Results 2011

OUTPUT 1:				
Planning and Pilot	Proiect developme	nt		
Activity Result 1		used for Atlas Activity ID:	Start Date:	
(Atlas Activity	Engaging an exp	End Date:		
ID)	on Biodegradabi	le Waste Management in the targeted	Q1/2011	
		of Resen and its surroundings		
	Management			
Purpose	What is the purpos			
	the Feasibility St	Verification of the proposed management solution for agriculture waste in Resen in the Feasibility Study on Biodegradable Waste Management in the Prespa Region developed with SDC funds under Golema Reka II Project;		
S.	The size of the si solution for bio w	ustainable Pilot project vis-a-vis the overa aste confirmed/defined;	all (full-size) management	
	performance in the	gn modifications of the Pilot project based ne newly developed Study on Biodegrada n of the town of Resen proposed;	d on the anticipated financial able Waste Management in	
		sign characteristics of the Composting pl	ant verified, the necessary	
Description	Planned actions to	produce the activity result.		
	Selection procedure in accordance with the UNDP procedures for engaging are experienced consultant to Develop a Study on Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings			
Quality Criteria	•	Quality Method	Date of Assessment	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
Responsiveness of product (Study) vis- set in the TOR		In house capacity of UNDP in relevant field	At all stages of development of the product (Study)	
OUTPUT 2:				
Technical Documen	ntation (Main Desig	n) development for construction works		
Activity Result 1	Short title to be u	sed for Atlas Activity ID	Start Date:	
(Atlas Activity		mpany for conducting topographical	End Date:	
ID)	surveying activitie	98	Q1/2011	
Purpose		ose of the activity?		
	Basic data collection and analysis which includes geodetic survey of the selected section for construction of the Composting plant, number of surveyed cross-section profiles to be defined based on the actual site conditions and required level or designing (Main design)			
Description		produce the activity result.	· 1/27	
	Geodetic survey	report in full compliance with the requiren	nents of the National Law	
Quality Criteria		Quality Method	Date of Assessment	
How/with what indica the activity result will b		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
Responsiveness o product (Study) vis- set in the Technica	-a-vis the criteria	In house capacity of UNDP in relevant field	At all stages of development of the product (Report)	

How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be	When will the assessment or
Quality Criteria		Quality Method	Date of Assessment
	technical data and	documents fully in compliance with the L d drawings provided in the main/implement entral Composting Plant and Collecting C	ntation design for
Description		produce the activity result.	
	requirements and	achieving best value for money	
-	• •	or in a Competitive Bidding Process mee	eting the minimum technica
Purpose	What is the purpo	se of the activity?	works Q3-Q4/2011
	construction the (Composting plant	Q1/2011 Implementation of the
ID)	with the UNDP p	rocedures for selecting a contractor for	Selection of contractor in
(Atlas Activity		lete the bidding process in accordance	End Date:
Activity Result 1	Short title to be us	sed for Atlas Activity ID	Start Date:
Construction works f	for building the Col	mposting plant and waste-collecting Cent	<u>res</u>
OUTPUT 3:			
design) vis-a-vis the the Technical Specif requirements of the be confirmed by the Certification Report)	criteria set in lications and the National Law 9to		product (Main design)
Responsiveness of t product (Main/impler	mentation	In house capacity of UNDP in relevant field	At all stages of development of the
How/with what indica the activity result will b		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
Quality Criteria		Quality Method	Date of Assessment
Description		produce the activity result. tion design in full compliance with the re	equirements of the Nationa
Description	compliance with beneficiary to app	Certification shall confirm that the developments of the National Leady for Building permit)	oped main Design is in fu aw (Law requirement th
	Development of the Technical documentation (Main Design) to be based on proposed design characteristics of the Composting plan and Collecting Centres gi in the the Feasibility Study on Biodegradable Waste Management in the Pre Region developed with SDC funds under Golema Reka II Project and the ne developed and approved by the Management Study on Biodegradable Waste Management for the targeted area of the town of Resen and its surroundings		and Collecting Centres give Management in the Presp a II Project and the newl on Biodegradable Wast and its surroundings
Purpose		ose of the activity? the Technical documentation (Main De	esian) to be based on th
Durnaga	construction		
		eal certification of the ation design as per the national law on	
ID)	for elaboration of the main/implementation design for Construction of Central Composting Plant and Collecting		
(Atlas Activity		ure for engagement of Design company	End Date:
-		ised for Atlas Activity ID	Start Date:

		been met?	
The Criteria set dossier	in the bidding	An evaluation committee will examine the bids checking that the bids satisfy the formal requirements of bid submission. The purpose of this evaluation is to assess whether or not the competing bids meet the minimum technical requirements and selection criteria	Meetings of the EC
Activity Result 2	Short title to be u	sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)	Selecting a S Composting plan	upervisor of the construction the t	End Date: Q1/2011 - Q3/2011
Purpose	What is the purpe	ose of the activity?	
	In order to adequately respond to the requirements of the existing UNDP shall engage a qualified Supervision company with an extension of similar scale construction projects and with an app to play the role of a Supervising Engineer of the planned conaddition the Supervising Engineer will further strengthen the caparanagement unit to appropriately supervise/control the rate of profession, and of the overall Contractor's performance, ensuring quality of the works.		n an extensive experience in an appropriate certification aned construction works. I the capacities of the project ate of progress of the project
Description		produce the activity result.	j
	Initiate and comp for selecting a Su	plete the bidding procedure in accordance in place in the construction the Composition the Composition the Composition the Composition the Composition the Composition that the construction the construction that the construction is a construction of the construction is a construction of the construction is a construction of the construction of the construction is a construction of the	e with the UNDP procedure ting plant
Quality Criteria How/with what indicators the quality of the activity result will be measured?		Quality Method Means of verification. What method will be used to determine if quality criteria has been met?	Date of Assessment When will the assessment of quality be performed?
The Supervising Co proposed Supervision hold appropriate Ce determined in the N Construction	on Engineer to rtification	An evaluation committee will examine the bids checking that the bids satisfy the formal requirements of bid submission, in particular the validity of the Certifications for both the Company and the Engineer	At all stages of implementation of the construction works.
Activity Result 3	Short title to be u	sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)		al certification of the completed works nal law on construction) and transfer of eficiary	End Date: Q4/2011
Purpose	What is the purpose of the activity? The Technical Certification shall confirm that the works had been completed in compliance with the requirements of the National Law (Law requirement beneficiary to apply for Building permit); the Main Design and the Building Permit be confirmed in positive Final Supervision Report submitted by the appoint Supervisor.		aw (Law requirement the and the Building Permit to
Description	Planned actions to produce the activity result. Initiate and complete the bidding procedure in accordance for selecting a Technical Reviewer of the Main/implem compliance with the requirements of the National Law.		
Quality Criteria How/with what indicators the quality of the activity result will be measured?		Quality Method Means of verification. What method will be used to determine if quality criteria has been met?	Date of Assessment When will the assessment of quality be performed?
All the works describ	ped in the	The technical Certification involves all	After completion of the

contract after being substantially completed in accordance with the main design and the Law on Construction will be subject to technical certification.	relevant parties, such as a committee of three representatives of the local administration, the contractor, the supervisor engaged by UNDP and UNDP. The committee formed for this purpose by the Municipality of Resen, shall inspect the new construction in detail and examine all relevant technical documentation to determine whether the works had been completed fully in accordance with the Main Design and the terms set in the Building Permit and performed in compliance with the Law on Construction.	construction

B/ Quality Management for Project Activity Results 2012

OUTPUT 1:				
	e equipment for	equipping the Central Composting Plar	nt and the waste-collecting	
<u>Centres</u>				
Activity Result 1	Short title to be used for Atlas Activity ID Start Date:			
(Atlas Activity ID)	technical specifi	sperienced consultant to Develop the cation and a price schedule of the nology) intended for the plant and the centers	End Date: Q1/2012	
Purpose	What is the purpo	What is the purpose of the activity?		
	The Composting plant and the transfer stations will be equipped with specialized equipment and machinery. Additionally, most appropriate transportation of the biowaste shall be procured			
Description	Planned actions to	produce the activity result.		
	Selection procedure for engaging an experienced consultant to Develop the technical specification and a price schedule of the equipment (technology) intended for the plant and the waste-collecting centers organized in accordance with the UNDP procedures Develop a bidding documents for selecting Supplier(s) in accordance with UNDP procedures based on the Consultant's report			
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
Responsiveness of the delivered product (Report) vis-a-vis the criteria set in the published TOR		In house capacity of UNDP in relevant field	At all stages of development of the product (Report)	
Activity Result 2	Short title to be u	sed for Atlas Activity ID	Start Date:	
(Atlas Activity		g documents for selecting Supplier(s) in	End Date:	
ID)	accordance with UNDP procedures / Select a Supplier (Suppliers)		Q2 and Q3//2012	
Purpose	What is the purp	ose of the activity?		

	To select a Supp	olier in a Competitive Bidding Process med achieving best value for money	eeting the minimum technical
		of goods meeting the minimum technical	requirements and quality set
Description	Planned actions to	produce the activity result.	
	Selection proced Process achievir	lure for engaging an experienced Suppl ng the best value for money	ier in a Competitive Bidding
Quality Criteria		Quality Method	Date of Assessment
How/with what indicate the activity result will I		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
Goods delivered wit quality on time and budget		In house capacity of UNDP in relevant field	At delivery of the goods (the process might be implemented in several phases)
Activity Result 3	Short title to be u	sed for Atlas Activity ID	Start Date:
(Atlas Activity	Assembling the a	lelivered equipment and putting the	End Date:
ID)	Technical certification	ion into the Composting plant; ation of the completed plant and it for Use of the plant for the intended	Q3/2012
Purpose	What is the purpose of the activity?		
	Putting the Composting plant into operation to be certified in compliance with the national legislation.		
	and the Collectic Public Communa sustainable BW contained in the Prespa Region do newly developed	ral Composting Plant and the Waste-con-vehicle(s) procured to strengthen the all Enterprise, UNDP will develop solid Management system in accordance Feasibility Study on Biodegradable eveloped with SDC funds under Golema and approved by the Management Stuthe targeted area of the town of Resen a	technical capacities of the grounds for establishing a with the recommendations Waste Management in the Reka II Project and and the dy on Biodegradable Waste
Quality Criteria		Quality Method	Date of Assessment
How/with what indica the activity result will b	ntors the quality of the measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
The plant assemble operational	d and fully	In house capacity of UNDP in relevant field	After the delivery of goods.
OUTPUT 2:			
Public awareness i developed in Resen	r <u>aising activities a</u>	nd promotion of the Biodegradable W	/aste Management solution
Activity Result 1	Short title to be us	sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)	Engaging an expe appropriate marke promotion/introdu	erienced consultant to Develop most eting/PR tools for ction of the BW Management System	End Date: Q4/2012
D		nall produce a report	
Purpose	What is the purpo		
	Develop and promotion/introductions surroundings to the shall be identified,	ction of the BW Management System in he ultimate beneficiaries (in which prod	marketing/PR tools for the town of Resen and its cess relevant NGO partners

Description	Planned actions to	produce the activity result.	
	Selection proced	dure for engaging an experienced co keting/PR tools for promotion/introduction	onsultant to Develop most on of the BW Management
	Develop bidding procedures.	documents for selecting a Consultant	in accordance with UNDP
Quality Criteria		Quality Method	Date of Assessment
How/with what indicate the activity result will in	ators the quality of be measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
Responsiveness of product (Report) vis set in the published	s-a-vis the criteria	In house capacity of UNDP in relevant field	At all stages of development of the product (Report)
Activity Result 2	Short title to be u	ised for Atlas Activity ID	Start Date:
(Atlas Activity ID)	promotion/introdu preparation of lea promotional mate	mplementing the proposed uction campaign, public meetings, aflets and brochures (and other erials) as well as other marketing ecified in the consultant's report.	End Date: Q4//2012
Purpose	What is the purpo	ose of the activity?	
	The BW Management System introduced to local farmers and other beneficiaries using most appropriate marketing/PR tools. Accomplish full understanding and of the developed BW Management System by the beneficiaries and assumption of the ownership by the same.		
Description	Planned actions to produce the activity result. Engaging UNDP-partner-NGO's with whom UNDP shall carry out an extensive public promotion campaign, in which process achieving the optimal realization of the potentials of the BW Management System		
Quality Criteria		Quality Method	Date of Assessment
How/with what indicate the activity result will be	ntors the quality of the measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
A sustainable BW mar established and functi	nagement System ional	In house capacity of UNDP in relevant field	Continuously during and after delivery of the marketing/PR campaign.
OUTPUT 3:			
Public awareness developed in Resen	raising activities a	and promotion of the Biodegradable W	aste Management solution
Activity Result 1		sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)	for utilizing the de	erienced consultant to deliver trainings eveloped BW Management System	End Date: Q4/2012
	The Consultant si	hall produce a report	
Purpose	• •	se of the activity?	
	recently develop	plement most appropriate training tools ned BW Management System in the ne ultimate beneficiary - the Public Comm	town of Resen and its
Description	Selection proced appropriate and in	produce the activity result. Iure for engaging an experienced co mplement most appropriate training tools of BW Management System	
	Develop bidding procedures.	documents for selecting a Consultant	in accordance with UNDP

Quality Criteria		Quality Method	Date of Assessment
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
Responsiveness of the delivered product (Report) vis-a-vis the criteria set in the published TOR		In house capacity of UNDP in relevant field	At all stages of development of the product (Report)
Activity Result 2	Short title to be used for Atlas Activity ID		Start Date:
(Atlas Activity ID)	Organize and implement the delivery of the trainings to targeted audience.		End Date: Q4//2012
Purpose	What is the purpo	ose of the activity?	
	The BW Management System introduced and a selected Public Communal Enterprise trained on techniques of the		number of employees of the production.
Description		produce the activity result.	4.
	Organize the deli to Municipalities	ivery of the trainings to targeted audience in the region with similar experience	organizing seminars, visits
Quality Criteria		Quality Method	Date of Assessment
How/with what indicators the quality of the activity result will be measured?		Maana of varification 14/b at mathe at will be	
		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?

A/ Quality Management for Project Activity Results 2011

OUTPUT 1:			
Planning and Pilot	Project develonme	nt .	
Activity Result 1	T	used for Atlas Activity ID:	Start Date:
(Atlas Activity	Engaging an exp	perienced consultant to Develop a Study le Waste Management in the targeted	End Date: Q1/2011
		of Resen and its surroundings leted and approved by Project	
	Management		
Purpose	What is the purpos	-	
	the Feasibility St	e proposed management solution for agri udy on Biodegradable Waste Manageme BDC funds under Golema Reka II Project;	nt in the Prespa Region
		ustainable Pilot project vis-a-vis the overa aste confirmed/defined;	all (full-size) management
	Appropriate design modifications of the Pilot project based on the anticipated fit performance in the newly developed Study on Biodegradable Waste Management the targeted area of the town of Resen proposed;		
	The proposed de modifications (if a	sign characteristics of the Composting plany) identified.	ant verified, the necessary
Description	1	produce the activity result.	
	Selection procedure in accordance with the UNDP procedures for engaging an experienced consultant to Develop a Study on Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings		
Quality Criteria		Quality Method	Date of Assessment
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
Responsiveness of product (Study) vis set in the TOR		In house capacity of UNDP in relevant field	At all stages of development of the product (Study)
OUTPUT 2:			
Technical Documen	ntation (Main Desig	n) development for construction works	
Activity Result 1	Short title to be u	sed for Atlas Activity ID	Start Date:
(Atlas Activity		mpany for conducting topographical	End Date:
ID)	surveying activitie		Q1/2011
Purpose		ose of the activity?	
	Basic data collection and analysis which includes geodetic survey of the select section for construction of the Composting plant, number of surveyed cross-secti profiles to be defined based on the actual site conditions and required level designing (Main design)		er of surveyed cross-section
Description	Planned actions to	produce the activity result.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Geodetic survey	report in full compliance with the requiren	nents of the National Law
Quality Criteria		Quality Method	Date of Assessment
How/with what indica the activity result will b		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
Responsiveness o product (Study) vis- set in the Technic	-a-vis the criteria	In house capacity of UNDP in relevant field	At all stages of development of the product (Report)

How/with what indicat the activity result will be	ors the quality of	Means of verification. What method will be used to determine if quality criteria has	When will the assessment of quality be performed?	
Quality Criteria		Quality Method	Date of Assessment	
	Elaborate bidding documents fully in compliance with the UNDP procedures based on technical data and drawings provided in the main/implementation design for Construction of Central Composting Plant and Collecting Centers			
Description	Planned actions to produce the activity result.			
	requirements and achieving best value for money			
	What is the purpose of the activity? Select a Contractor in a Competitive Bidding Process meeting the minimum technical			
Purpose	What is the nurno	se of the activity?	Implementation of the works Q3-Q4/2011	
ID)	with the UNDP procedures for selecting a contractor for construction the Composting plant		Selection of contractor in Q1/2011	
(Atlas Activity	Initiate and complete the bidding process in accordance		End Date:	
Activity Result 1		sed for Atlas Activity ID	Start Date:	
Construction works t	for building the Cor	mposting plant and waste-collecting Cent	<u>res</u>	
OUTPUT 3:		1		
Responsiveness of the delivered product (Main/implementation design) vis-a-vis the criteria set in the Technical Specifications and the requirements of the National Law 9to be confirmed by the Technical Certification Report)		In house capacity of UNDP in relevant field	At all stages of development of the product (Main design)	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
Quality Criteria		Quality Method	Date of Assessment	
	Planned actions to produce the activity result. Main/implementation design in full compliance with the requirements of the Nation Law			
Description	beneficiary to app	ply for Building permit)	(_a regamement the	
	The Technical Certification shall confirm that the developed main Design is in full compliance with the requirements of the National Law (Law requirement the			
	Development of the Technical documentation (Main Design) to be based on proposed design characteristics of the Composting plan and Collecting Centres given in the Feasibility Study on Biodegradable Waste Management in the Presence Region developed with SDC funds under Golema Reka II Project and the new developed and approved by the Management Study on Biodegradable Waste Management for the targeted area of the town of Resen and its surroundings			
Purpose		ose of the activity?	opian) to be board on the	
	Obtain a Technic main/implementa construction			
(Atlas Activity ID)	for elaboration of the main/implementation design for Construction of Central Composting Plant and Collecting Centers			
Activity Result 2	Short title to be u	Start Date:		
	T			

		been met?		
The Criteria set dossier	in the bidding	An evaluation committee will examine the bids checking that the bids satisfy the formal requirements of bid submission. The purpose of this evaluation is to assess whether or not the competing bids meet the minimum technical requirements and selection criteria	Meetings of the EC	
Activity Result 2	Short title to be u	sed for Atlas Activity ID	Start Date:	
(Atlas Activity ID)	Selecting a S Composting plan	Supervisor of the construction the t	End Date: Q1/2011 - Q3/2011	
Purpose	What is the purpo	ose of the activity?		
	In order to adequately respond to the requirements of the existing national regulation UNDP shall engage a qualified Supervision company with an extensive experience in supervision of similar scale construction projects and with an appropriate certification to play the role of a Supervising Engineer of the planned construction works. In addition the Supervising Engineer will further strengthen the capacities of the project management unit to appropriately supervise/control the rate of progress of the project execution, and of the overall Contractor's performance, ensuring the highest possible quality of the works.			
Description	Planned actions to	produce the activity result.		
	Initiate and complete the bidding procedure in accordance with the UNDP procedure for selecting a Supervisor of the construction the Composting plant			
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
The Supervising Company and the proposed Supervision Engineer to hold appropriate Certification determined in the National Law on Construction		An evaluation committee will examine the bids checking that the bids satisfy the formal requirements of bid submission, in particular the validity of the Certifications for both the Company and the Engineer	At all stages of implementation of the construction works.	
Activity Result 3	Short title to be u	sed for Atlas Activity ID	Start Date:	
(Atlas Activity	Obtain a Technic	al certification of the completed works	End Date:	
ID)		(as per the national law on construction) and transfer of assets to the beneficiary		
	What is the purpose of the activity?			
Purpose				
Purpose	The Technical C compliance with beneficiary to ap	ose of the activity? ertification shall confirm that the works the requirements of the National L ply for Building permit); the Main Design positive Final Supervision Report su	aw (Law requirement the and the Building Permit to	
Purpose Description	The Technical C compliance with beneficiary to ap be confirmed in Supervisor.	ertification shall confirm that the works the requirements of the National L oly for Building permit); the Main Desigr	aw (Law requirement the and the Building Permit to	
	The Technical C compliance with beneficiary to appear to be confirmed in Supervisor. Planned actions to Initiate and compers for selecting a T	ertification shall confirm that the works the requirements of the National L oly for Building permit); the Main Desigr positive Final Supervision Report su	aw (Law requirement the and the Building Permit to ubmitted by the appointed with the UNDP procedures	
	The Technical C compliance with beneficiary to appear to be confirmed in Supervisor. Planned actions to Initiate and compers for selecting a T	ertification shall confirm that the works the requirements of the National Loly for Building permit); the Main Design positive Final Supervision Report supervision the activity result. If the bidding procedure in accordance the control of the Main/implements.	aw (Law requirement the and the Building Permit to ubmitted by the appointed with the UNDP procedures	
Description	The Technical C compliance with beneficiary to appear to be confirmed in Supervisor. Planned actions to Initiate and compfor selecting a T compliance with tors the quality of	ertification shall confirm that the works the requirements of the National Loly for Building permit); the Main Design positive Final Supervision Report supervision Report supervision the activity result. I lete the bidding procedure in accordance the centre of the Main/implements of the National Law.	aw (Law requirement the and the Building Permit to ubmitted by the appointed with the UNDP procedures entation design to be in full	

	The second secon	
contract after being substantially completed in accordance with the main design and the Law on Construction will be subject to technical certification.	relevant parties, such as a committee of three representatives of the local administration, the contractor, the supervisor engaged by UNDP and UNDP. The committee formed for this purpose by the Municipality of Resen, shall inspect the new construction in detail and examine all relevant technical documentation to determine whether the works had been completed fully in accordance with the Main Design and the terms set in the Building Permit and performed in compliance with the Law on Construction.	construction

B/ Quality Management for Project Activity Results 2012

OUTPUT 1:				
Procurement of the equipment for equipping the Central Composting Plant and the waste-collecting				
<u>Centres</u>				
Activity Result 1	Short title to be u	Start Date:		
(Atlas Activity	Engaging an experienced consultant to Develop the End Date:			
ID)	technical specification and a price schedule of the Q1/2012			
		uipment (technology) intended for the plant and the aste-collecting centers		
Purpose				
ruipose	What is the purpose of the activity?			
	The Composting plant and the transfer stations will be equipped with			
	equipment and machinery. Additionally, most appropriate transportation of the waste shall be procured			
Description	Planned actions to	produce the activity result.		
Selection procedure for engaging an experienced consult.			ant to Develop the technical	
	specification and	a price schedule of the equipment (te	chnology) intended for the	
	plant and the will procedures	aste-collecting centers organized in a	ccordance with the UNDP	
	Develop a bidding documents for selecting Supplier(s) in accordance with UNDP procedures based on the Consultant's report			
Quality Criteria		Quality Method	Date of Assessment	
How/with what indica		Means of verification. What method will be	When will the assessment of	
the activity result will be measured?		used to determine if quality criteria has been met?	quality be performed?	
Responsiveness o	f the delivered		At all ataus (
product (Report) vis		In house capacity of UNDP in relevant field	At all stages of development of the	
set in the published TOR		noia	product (Report)	
Activity Result 2 Short title to be u		sed for Atlas Activity ID	Start Date:	
(Atlas Activity	Develop a bidding documents for selecting Supplier(s) in accordance with UNDP procedures / Select a Supplier (Suppliers)		End Date:	
ID)			Q2 and Q3//2012	
Purpose	What is the purpe	ose of the activity?	L. L	
L				

	To select a Supp	lier in a Competitive Bidding Process me	eeting the minimum technical	
	requirements and achieving best value for money Timely delivery of goods meeting the minimum technical requirements and			
	in the technical specification			
Description	i	produce the activity result.		
		lure for engaging an experienced Supplier in a Competitive Bidding and the best value for money		
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
Goods delivered with the required quality on time and within the set budget		In house capacity of UNDP in relevant field	At delivery of the goods (the process might be implemented in several phases)	
Activity Result 3	Short title to be u	sed for Atlas Activity ID	Start Date:	
(Atlas Activity		elivered equipment and putting the	End Date:	
ID)	same into operation into the Composting plant; Technical certification of the completed plant and obtaining a Permit for Use of the plant for the intended purpose. Q3/2012			
Purpose	What is the purpose of the activity?			
	Putting the Composting plant into operation to be certified in compliance with the national legislation.			
Description	Planned actions to	produce the activity result.		
	Having the Central Composting Plant and the Waste-collecting Stations construct and the Collection-vehicle(s) procured to strengthen the technical capacities of Public Communal Enterprise, UNDP will develop solid grounds for establishing sustainable BW Management system in accordance with the recommendation contained in the Feasibility Study on Biodegradable Waste Management in Prespa Region developed with SDC funds under Golema Reka II Project and and newly developed and approved by the Management Study on Biodegradable Waste Management for the targeted area of the town of Resen and its surroundings			
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
The plant assemble operational	d and fully	In house capacity of UNDP in relevant field	After the delivery of goods.	
OUTPUT 2:				
<u>Public awareness</u> <u>developed in Resen</u>	<u>raising activities a</u>	nd promotion of the Biodegradable W	/aste Management solution	
Activity Result 1	Short title to be us	sed for Atlas Activity ID	Start Date:	
(Atlas Activity		erienced consultant to Develop most	End Date:	
ID)		ction of the BW Management System	Q4/2012	
D		nall produce a report		
Purpose	What is the purpo		7 	
	Develop and implement most appropriate marketing/PR tools for promotion/introduction of the BW Management System in the town of Resen and its surroundings to the ultimate beneficiaries (in which process relevant NGO partners shall be identified).			

	Description	Planned actions to	produce the activity result.		
		Selection procedure for engaging an experienced consultant to Develop mos appropriate marketing/PR tools for promotion/introduction of the BW Managemen System.			
		Develop bidding documents for selecting a Consultant in accordance with UNDF procedures.			
	Quality Criteria		Quality Method	Date of Assessment	
	How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment o quality be performed?	
	Responsiveness of the delivered product (Report) vis-a-vis the criteria set in the published TOR		In house capacity of UNDP in relevant field	At all stages o development of the product (Report)	
	Activity Result 2	Short title to be u	ised for Atlas Activity ID	Start Date:	
	(Atlas Activity ID)	Organizing and implementing the proposed promotion/introduction campaign, public meetings, preparation of leaflets and brochures (and other promotional materials) as well as other marketing techniques as specified in the consultant's report.		End Date: Q4//2012	
	Purpose		ose of the activity?		
superior de la companya de la compa		The BW Manage	ement System introduced to local farm opriate marketing/PR tools. Accomplish f Management System by the benefician	ull understanding and of the	
in agreement consists	Description	Planned actions to	produce the activity result.		
		promotion camp	-partner-NGO's with whom UNDP shali o aign, in which process achieving the BW Management System	earry out an extensive public optimal realization of the	
	Quality Criteria		Quality Method	Date of Assessment	
	How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment or quality be performed?	
	A sustainable BW management System established and functional		In house capacity of UNDP in relevant field	Continuously during and after delivery of the marketing/PR campaign.	
	OUTPUT 3:				
	<u>Public awareness raising activities and promotion of the Biodegradable Waste Management solution developed in Resen</u>				
	Activity Result 1		sed for Atlas Activity ID	Start Date:	
	(Atlas Activity ID)	for utilizing the de	erienced consultant to deliver trainings eveloped BW Management System	End Date: Q4/2012	
		The Consultant si	hall produce a report		
	Purpose	• •	se of the activity?	ϵ :	
		recently develop	plement most appropriate training tools ned BW Management System in the ne ultimate beneficiary - the Public Comm	town of Resen and its	
	Description Planned actions to Selection proceed appropriate and is recently developed.		produce the activity result.		
			dure for engaging an experienced complement most appropriate training tools and BW Management System	nsultant to Develop most s for delivery of trainings on	
			documents for selecting a Consultant	in accordance with UNDP	

			n. 1	
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
Responsiveness of the delivered product (Report) vis-a-vis the criteria set in the published TOR		In house capacity of UNDP in relevant field	At all stages of development of the product (Report)	
Activity Result 2	Short title to be used for Atlas Activity ID		Start Date:	
(Atlas Activity		plement the delivery of the trainings to	End Date:	
iD) targeted audience			Q4//2012	
Purpose	What is the purpose of the activity?			
	The BW Management System introduced and a selected number of employees of the Public Communal Enterprise trained on techniques of the production.			
Description	Planned actions to produce the activity result.			
i i i i i i i i i i i i i i i i i i i	Organize the delivery of the trainings to targeted audience, organizing seminars, visits to Municipalities in the region with similar experience			
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
A sustainable BW management System established and functional		In house capacity of UNDP in relevant field	Continuously during and after delivery of the trainings	

VII. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on (date).

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency 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 executing agency'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 executing agency 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/Docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.