



United Nations Development Programme

Country: Malaysia

Project Document

Project Title

Institutional Strengthening for Capacity Building of National Ozone Unit

(MAL/SEV/70/INS/171 - Extension of Institutional Strengthening Project Phase 10)

UNDAF Outcome(s):

Not applicable

Expected CP Outcome(s):

Strengthened institutional capacity in managing climate change, including achieving both the 2015 renewable energy target of 5.5% of total electricity generation mix and an enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo.

Expected Output(s):

Increased capacity and better coordination to access global facilities such as GEF and Montreal Protocol

Executing Entity:

Ministry of Natural Resources and Environment

Implementing Partner:

Ozone Unit, Department of Environment

Brief Description

This project proposal is submitted to extend institutional strengthening support to the National Ozone Unit (NOU), of the Department of Environment, for two additional years of operation. The project will allow the NOU to continue to plan, organise, direct and coordinate all activities required for the implementation of Malaysia's strategy in all areas related to the Phase-out of Ozone Depleting Substances under the Montreal Protocol.

Programme Period: Jan 2014 – Dec 2015

Key Result Area (Strategic Plan (2014-2017))
Outcome 3: Countries *have strengthened institutions to progressively deliver universal access to basic services*

Atlas Award ID: TBD

Project ID: TBD

Start date: 1 Jan 2014

End Date 31 Dec 2015

Management Arrangements NIM

2014 AWP budget: USD 139,750

2015 AWP budget: USD 139,750

Total resources required: USD 279,500

Total allocated resources:

Montreal Protocol : USD 279,500

Total USD 279,500

Government of Malaysia (GoM):

In-kind Contribution USD 315,000

Agreed by (Government of Malaysia):

YBhg Dato' Halimah Hassan

Director General, Department of Environment.

Agreed by (UNDP):

Michelle Gyles-McDonough

Resident Representative, United Nations Development Programme

TABLE OF CONTENTS

SECTIONS :

SECTION 1 : ELABORATION OF NARRATIVE

PART I : SITUATION ANALYSIS

PART II : STRATEGY

Objectives of Project

PART III : MANAGEMENT ARRANGEMENTS

SECTION II : STRATEGIC RESULTS FRAMEWORK

SECTION III : TOTAL BUDGET AND WORKPLAN

SECTION IV :

SECTION V : Financial Management

SECTION VI : Monitoring and Evaluation

SECTION VII : Legal Context

SECTION VIII : Risk Analysis

ANNEXES:

ANNEX 1 : APPROVED PROPOSAL DOCUMENT (Terminal Report to the ExCom MLF)

ANNEX 2 : Project Revision Summary

ANNEX 3 : TERMS OF REFERENCE: Project Steering Committee (PSC)

ANNEX 4 : TERMS OF REFERENCE: NATIONAL PROJECT DIRECTOR

ANNEX 5 : TERMS OF REFERENCE: PROJECT MANAGER

ANNEX 6 : MONITORING: PROJECT MID-YEAR PROGRESS REPORT

ANNEX 7 : MONITORING: PROJECT ANNUAL PROGRESS REPORT

ANNEX 8 : Finance: FACE Form

ANNEX 9 : Finance: Universal Price List

ANNEX 10 : Management: Letter of Agreement between UNDP and the Government of Malaysia for Provision of Support Services under National Execution

ANNEX 11 : Management: Country Programme Action Plan Between The Government Of Malaysia and the UNDP 2013-2015: National Implementation Modality: Roles And Responsibilities

ACRONYMS AND ABBREVIATION

APR	Annual Progress Report
AWP	Annual Work Plan
CDR	Combined Delivery Report
CFC	Chlorofluorocarbon
CPAP	Country Programme Action Plan
DOE	Department of Environment
EPU	Economic Planning Unit
EQ	Environmental Quality
FACE	Funding Authorisation and Certificate of Expenditures
GoM	Government of Malaysia
HACT	Harmonized Approach to Cash Transfer
HCFC	Hydrochlorofluorocarbon
IPSAS	International Public Sector Accounting Standards
MAC	Mobile Air-conditioner
MDI	Metered-Dose Inhaler
MITI	Ministry of International Trade and Industry
MLF	Multilateral Fund
MOP	Meeting of the Parties
MP	Montreal Protocol
NFP	National Focal Point
NIM	National Implementation Modality
NOU	National Ozone Unit
NSC	National Steering Committee
ODS	Ozone Depleting Substances
OEWG	Open-ended Working Group
OPS/SPO	Ozone Protection Section
RSS	Refrigerant Service Sector
SBAA	Standard Basic Assistance Agreement
SMI	Small and Medium Industry
UNDP	United Nations Development Programme

SECTION I : ELABORATION OF NARRATIVE

Part I. Situation Analysis

Malaysia acceded to the Vienna Convention, the Montreal Protocol and the London Amendment on 29 August 1989. It established the Ozone Protection Section within the Ministry of Environment to respond to mandates of the amended Montreal Protocol. The Executive Committee approved an initial amount of US\$ 322, 520 for an Institutional Strengthening Project to assist the Ozone Unit for planning and coordinating all activities related to fulfilling Malaysia's obligations under the Protocol.

The Institutional Strengthening Project has been subsequently renewed by the Executive as follows:

Phase	Duration	MLF Funding (Approved)
I	1995 - 1997	322,520
II	1998 - 1999	215,000
III	2000 - 2001	215,000
IV	2002 - 2003	215,000
V	2004 - 2005	279,500
VI	2006 - 2007	279,500
VII	2008 - 2009	279,500
VIII	2010 - 2011	279,500
IX	2012 –2013	279,500

The NOU of Malaysia will focus on enforcement on the three ODS related regulations that have been gazetted. The delegation of enforcement power will be given to 14 DOE State Offices throughout the country. Besides routine enforcement works, they will be given special task to monitor those beneficiaries have been received financial assistance from MLF. Delegation of power is also planned to be given to the Local Authorities and the Fire Service Department.

The proactive awareness program will be carried out based on the National Strategy on Awareness Plan. The most important target groups for awareness activities are Customs officer, MAC and RSS Servicing workshops and public health care industries (MDI). The awareness plan will also target HCFC use to raise the awareness of the industries about the phase out of HCFC and its implication to the industry.

Further to the implementation of specific projects, the NOU will continue raising public awareness through various activities.

More details about activities undertaken during the current phase of the institutional strengthening project can be found in the attached annexes.

Current Situation

Introduction of EQ (Prohibition on the use of CFC and other Gases as Propellants and Blowing Agents) Order 1993, EQ (Refrigerant Management) Regulations, 1999 and EQ (Halon Management) Regulations, 1999 had increased the awareness on ODS phased out. Many end-users come forward for assistance and clarification on the new regulations and information on ODS alternatives.

Close cooperation with industries and also close contact from other agencies particularly on matters related to enforcement activities such as with the Customs Department, Fire and Rescue Department and MITI is very crucial in the phase out program and to prevent illegal importation of CFCs, HCFCs and Halon.

Challenges were faced in prevention of new installation of CFC equipment especially second hand or recondition MACs. DOE continues to use the advisory/non-regulatory approach to assist the industries in converting to non-ODS technology. It was working well especially with the SMIs, and as a result, Malaysia has phased out more than 90% CFC consumption in manufacturing sector.

Malaysia has achieved her target to meet the CFC Freeze set on July 1999 and has phased out more than 90% of CFC consumption in manufacturing sector. The importation of CFC in 2003 is only 1174 tons compared 3127 ton, or less than 64 % as allowed under MP. In this regard Malaysia is not only complying with 1999-2004 obligations but also comply with 2005 obligation under MP. For the next 2-3 years it is expected 90 % out of 1100-1300 tons remaining CFC use for service particularly for MAC will be specially monitor for reduction of the consumptions. Awareness program on the service sector, monitoring and enforcement activities will be given priority.

PART II. STRATEGY

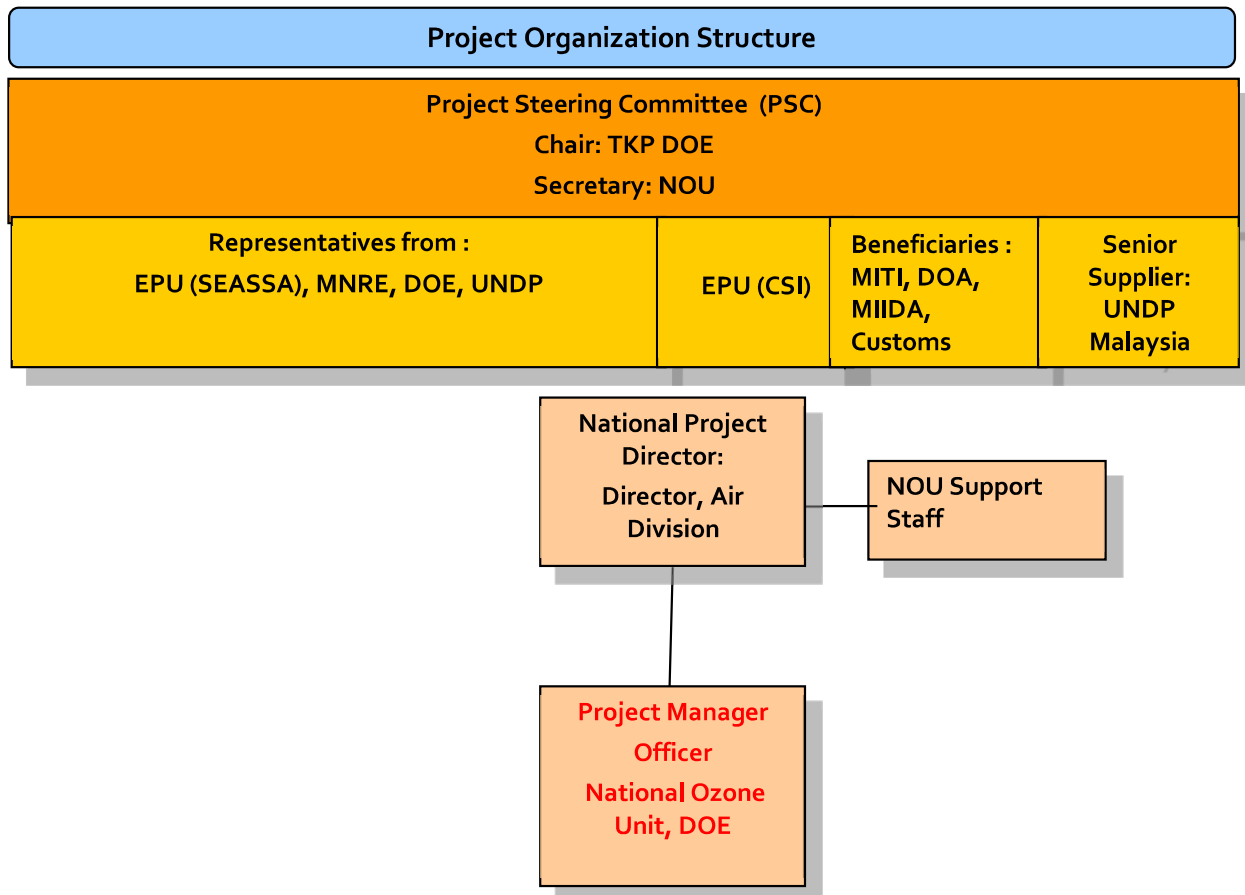
This project has the following objectives:

1. To strengthen current implementing capacity of NOU and to facilitate expeditious implementation of the projects to reduce ODS consumption;
2. To provide more effective administration of national institutional mechanism for co-coordinating national and international efforts for the protection of the ozone layer;
3. To plan an effective elimination and control measures on the imports of ODS (Application Permit System), ODS HS Code and monitoring of illegal trade of ODS;
4. To strengthen the mechanism on information exchange and dissemination and to promote activities related to the ODS phase out in the country; and
5. To audit, implement and monitor ODS phase out projects approved by the MLF and to identify, prepare, review, monitor any new proposed projects in future.

PART III : Management Arrangements

This project will be executed under the National Execution Modality. The national counterpart for this project is the National Ozone Unit (NOU) Ministry of Environment & Natural Resources. NOU acts as a National Focal Points (NFP) for ODS Phase out Program including planning, developing policies and strategies, monitoring of projects, promulgating and enforcing law and regulations concerning ODS usage, giving input for industrial development activities, and carrying out ODS phase out awareness activities at all levels. NOU is the Secretariat to the National Steering Committee (NSC) on Protection of the Ozone Layer. NOU also acts as a chairman for the various working group. NOU is responsible to provide information on the progress and development of ODS issues to the cabinet ministers. NOU is placed permanently under the Department of Environment and has access to decision makers including the cabinet ministers.

This project will be governed by a Project Steering Committee, which will be chaired by the Deputy Director General of the Department of Environment.



Project Steering Committee (PSC)

A Project Steering Committee will provide guidance and direction to the project implementation process according to the established detailed work plan monitoring tool. The Project Steering Committee (PSC) will assist the National Steering Committee (NSC)¹ in handling all technical and operational matters of the project. The members of the PSC will consist of representatives from the DOE, EPU, Customs Department, MITI, MIDA, MNRE, UNDP and other relevant stakeholders to be determined by the National Steering Committee. The PSC shall meet at least 2 times a year and will be chaired by the Deputy Director General of Department of Environment.

National Project Director (NPD)

The National Project Director is the Director of Air Division, Department of Environment and will be responsible for directing project activities among the main parties to the project. Among these responsibilities are ensuring that the project document and project revisions requiring Government's approval are endorsed and approved in accordance with established procedures and providing direction and guidance on project-related issues. The NPD is also the Secretary to the PSC.

Project Manager (NPM)

The Project Manager is the Officer-in-charge from the Department of Environment and will be responsible for day-to-day coordinating project activities as per the project document. Among these responsibilities are managing project activities, recommending payments for approval by the NPD, preparing project reports, project reports and finally ensuring all activities and payment are in accordance with established procedures.

¹ National Steering Committee here refers to the NSC (National Steering Committee) which is chaired by the Secretary General of MNRE. Unlike the NSC meeting, PSC meeting only looks into the progress of the IS projects.

SECTION II : STRATEGIC RESULTS FRAMEWORK

RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework: Strengthened institutional capacity in managing climate change, including achieving both the 2015 renewable energy target of 5.5% of total electricity generation mix and an enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo.</p> <p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: Indicator: Relevant targets related to climate change initiatives as stated in the 10 Malaysia Plan. (i.e. Level of GHG emission, number of policy related to mitigation and adaptation initiatives, number of mitigations actions, number of adaptation measures, % use of renewable energy, level of climate financing)</p> <p>Applicable Key Result Area (Strategic Plan 2014 – 2017): Strengthening climate resiliency and sustainable development</p> <p>Project title and ID (ATLAS Award ID): TBD</p>				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (2014-2015)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output 1: Policy, Strategy, Regulations and Guidelines</p> <p>Baseline: <i>Existing Environmental Quality Act 1974 and related regulations</i></p> <p>Indicators: <i>Compliant to MP guidelines and EQA</i></p> <p>Related CP Outcome : Strengthened institutional capacity in managing climate change, including achieving both the 2015 renewable energy target of 5.5% of total electricity generation mix and an enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo.</p>	<p>Output Targets:</p> <p>i. <i>Enforcement visit to RSS and MAC workshop, importers and manufacturing sector</i></p> <p>ii. <i>Policy and strategy related to HCFC – amendment of Environmental Quality Management Regulations 1999</i></p> <p>– <i>amendment of Environmental Quality (CFC Use as Blowing Agent and Propellant) Regulations 1993</i></p> <p>– <i>Licensing system for import and export of HCFC</i></p>	<p>Indicative Activities:</p> <ul style="list-style-type: none"> - Regular and continuous enforcement of CFC use in Mobile Air Cond (MAC) and Refrigeration Service Sector (RSS) - Continuous certification training programme to MAC and RSS technicians - Regular and continuous monitoring on Methyl Bromide (MBR) sectors, SMEs (all sectors) and importers - Implementation of strategy and policy on HCFC phase out - Review regulations - Implementation of licensing system for import and export of HCFC by e Permit 	NOU	Regular monitoring, data update and awareness raising activities

INTENDED OUTPUTS	OUTPUT TARGETS FOR (2014-2015)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output 2: Increased Awareness, knowledge and capacity of the private sector on usage and compliance to HCFCs Phase Out Guidelines</p> <p>Baseline: <i>Existing Environmental Quality Act 1974 and related regulations</i></p> <p>Indicators: <i>Compliant to MP guidelines and EQA</i></p> <p>Related CP Outcome : Strengthened institutional capacity in managing climate change, including achieving both the 2015 renewable energy target of 5.5% of total electricity generation mix and an enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo.</p>	<p>Output Targets:</p> <p>i. <i>Enforcement visit to RSS and MAC workshop, importers and manufacturing sector</i></p> <p>ii. <i>Policy and strategy related to HCFC – amendment of Environmental Quality (Refrigeration Management) Regulations 1999</i></p> <p>– <i>amendment of Environmental Quality (CFC Use as Blowing Agent and Propellant) Regulations 1993</i></p> <p>– <i>Licensing system for import and export of HCFC</i></p>	<p>Indicative Activities:</p> <ul style="list-style-type: none"> - Regular and continuous enforcement of CFC use in Mobile Air Cond (MAC) and Refrigeration Service Sector (RSS) - Continuous certification training programme to MAC and RSS technicians - Regular and continuous monitoring on Methyl Bromide (MBr) sectors, SMEs (all sectors) and importers - Implementation of strategy and policy on HCFC phase out - Review regulations - Implementation of licensing system for import and export of HCFC by e Permit 	<p>NOU</p>	<p>Regular monitoring, data update and awareness raising activities</p>

SECTION III : TOTAL BUDGET AND WORKPLAN

PROJECT BUDGET 2014

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (USD)
<p>Output 1 : Policy, Strategy, Regulations and Guidelines</p> <p>Baseline : Existing Environmental Quality Act</p> <p>Indicators : Compliant to the guidelines and EQA</p> <p>Targets : 75 MAC and RSS workshops, Policy and strategy related to HCFC</p> <p>Related CP Outcome : Towards Improved Quality of Life through Sustainable Environmental Management</p>	<p>Activity Results:</p> <ul style="list-style-type: none"> - Compliance to Regulations and Guidelines on ODSs; and - Implementation of HCFC Phase Out Management Plan (HPMP) <p>Associated Actions:</p> <ul style="list-style-type: none"> - Regular and continuous enforcement of CFC use in Mobile AirCond (MAC) and Refrigeration Service Sector (RSS) - Continuous certification training programme to MAC and RSS technicians - Regular and continuous monitoring on Methyl Bromide (MBr) sectors, SMEs (all sectors) and importers - Develop strategy and policy on HCFC phase out - Review regulations - Develop licensing system for HCFC - Project monitoring on HCFC phase out 	X	X	X	X	Ozone Protection Section, Department of Environment Code : 00406	Multilateral Fund of the Montreal Protocol Code : 63030	71405 – Service contracts (support staff) 71600 – Travel 74525 -Sundry (Miscellaneous expenses)	30,000 45,000 5,250

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (USD)
Output 2: Increased Awareness, knowledge and capacity of the private sector on usage and compliance to HCFCs Phase Out Guidelines Baseline : Existing Environmental Quality Act (EQA) Indicators : Compliant to the guidelines and EQA Targets : N/A Related CP Outcome : Towards Improved Quality of Life through sustainable environmental management	Activity Results: 1- Increased Awareness of users and importers on HCFC Phase Out Plan Associated Actions: <ul style="list-style-type: none"> - Organise awareness activities on ozone protection and roadshows for HPMP - Organise Dialogues/consultation meeting with HCFC importers and industries as well as government agencies - Publication on HPMP awareness materials 					Ozone Protection Section, Department of Environment Code : 00406	71600 – Travel 74210 – Printing & Publications 72100 Workshops 74525 -Sundry (Miscellaneous expenses)	10,000 24,000 20,000 5,500	
TOTAL								139,750	

PROJECT BUDGET 2015

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (USD)
<p>Output 1 : Policy, Strategy, Regulations and Guidelines</p> <p>Baseline : Existing Environmental Quality Act 1974 and related regulations</p> <p>Indicators : Compliant to MP guidelines and EQA</p> <p>Targets : Enforcement visit to 50 premises from the MAC, RSS workshops, importing and manufacturing sector</p> <p>Number of Training sessions.</p> <p>Policy and strategy related to HCFC – amendment of Environmental Quality (Refrigeration Management) Regulations 1999</p> <p>– amendment of Environmental Quality (CFC Use as Blowing Agent and Propellant) Regulations 1993</p> <p>Related CP Outcome : Towards Improved Quality of Life through Sustainable Environmental Management</p>	<p>Activity Results:</p> <ul style="list-style-type: none"> - Compliance to Regulations and Guidelines on ODSs; and - Implementation of HCFC Phase Out Management Plan (HPMP) <p>Associated Actions:</p> <ul style="list-style-type: none"> - Regular and continuous enforcement of CFC use in Mobile Air Cond (MAC) and Refrigeration Service Sector (RSS) - Continuous certification training programme to MAC and RSS technicians - Regular and continuous monitoring on Methyl Bromide (MBr) sectors, SMEs (all sectors) and importers - Implementation of strategy and policy on HCFC phase out - Review regulations - Implementation of licensing system for HCFC - Training for HCFC system for DOE and Custom officers 	X	X	X	X	Ozone Protection Section, Department of Environment Code : 00406	Multilateral Fund of the Montreal Protocol Code : 63030	71405 – Service contracts (support staff) 71600 – Travel 74525 -Sundry (Miscellaneous expenses)	30,000 45,000 5,250

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIME FRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (USD)
Output 2: Increased Awareness, knowledge and capacity of the private sector on usage and compliance to HCFCs Phase Out Guidelines <i>Baseline : Existing Environmental Quality Act (EQA)</i> <i>Indicators : Compliant to MP guidelines and EQA</i> <i>Targets : N/A</i> <i>Related CP Outcome:</i> Towards Improved Quality of Life through sustainable environmental management	Activity Results: 1- Increased Awareness of users and importers on HCFC Phase Out Plan Associated Actions: - Organise awareness activities on ozone protection and road shows for HPMP - Organise Dialogues / consultation meeting with HCFC importers and industries as well as government agencies - Publication on HPMP awareness materials - Advertisement in the media - Ozone Day Celebration.					Ozone Protection Section, Department of Environment Code : 00406	Multilateral Fund of the Montreal Protocol Code : 63030	71600 – Travel 74210 – Printing & Publications 72100 Workshops 74525 -Sundry (Miscellaneous expenses)	10,000 24,000 20,000 5,500
TOTAL									139,750

SECTION IV

Financial Management

The UNDP Resident Representative ensures that the project has an internal control system that allows it to monitor effectively the financial activity of the project and to support and monitor the progress towards achieving results. UNDP may assist with direct payments to other parties for goods and services provided to the project. In this connection, the government implementing agency will forward to the UNDP a standard form and keep all the original record of the transaction such as purchases orders, invoices, receipts, delivery orders etc.

Based on the approved AWP, UNDP will provide required financial resources to the Implementing Partner to carry out project activities during the annual cycle. Under the Harmonized Approach to Cash Transfer (HACT), the following modalities may be used:

- Direct cash transfers to the Implementing Partner, for obligations and expenditures to be made by them in support of activities;
- Direct payments to vendors and other third parties, for obligations incurred by the Implementing Partner;
- Reimbursement to the Implementing Partner for obligations made and expenditure incurred by them in support of activities

The FACE form as per Annex 8 should be used for all of the above cash disbursements as well as for expenditure reporting.

The Implementing partner and Project Manager will work closely with UNDP to monitor the use of the financial resources and are accountable for

- Managing UNDP's/ CS resources to achieve the expected results
- Maintaining an up to date accounting system that contains records and controls to ensure the accuracy and reliability of financial information and reporting. Expenditures made should be in accordance with the, Annual Work Plans and budgets.

On an annual basis, UNDP prepares a Combined Delivery Report (CDR) which records all disbursements made under the project for verification. The Implementing Partner and UNDP should sign this CDR.

A project revision shall be made when appropriate; to respond to changes in the development context or to adjust the design and resources allocation to ensure the effectiveness of the project provided that the project remains relevant to the Country Programme. A project revision shall be supported by the record of an approval decision made by the project PSC, and an updated and signed AWP.

UNDP Support Services

In addition, UNDP may/ shall provide the following services:

- identification and recruitment of project personnel/ consultants;
- procurement of goods and services; and
- identification of training activities and assistance in carrying them out.

The above will be carried out based on UNDP policies and procedures following the principles of best value for money, fairness, integrity, transparency, and effective competition (see Annex 11). UNDP shall charge to the project as per the Universal Price List where required (see Annex 6).

UNDP will also charge for the support services provided as follows:

- 6% cost recovery for the provision of general management support (GMS) for activities funded under Government Cost sharing, if any;
- Direct cost for implementation support services (ISS) for activities under TRAC and CS funding, if any;
- Any other direct and indirect project costs that are incurred by UNDP, which will be communicated and approved by the PSC beforehand.

In-Kind Contribution

In addition to the financial resources through UNDP, the implementing partner will provide the following in-kind contribution:

- Assist in gaining access to all relevant data and information required to for the project that is accessible for public viewing;
- Assist in coordinating with other agencies and ministries;
- Office space (i.e. room/workspace) for the Project Manager, consultants and experts at PSD;
- Use of office support facilities by the Project Manager, consultants and experts (e.g. fax machine, stationary, Xerox machine, telephone), and secretarial support where applicable;
- Facilities for convening meetings, workshops and seminars.

Any reimbursable expenses can be borne by the project fund as agreed in the Annual Work Plan (AWP).

SECTION V

MONITORING FRAMEWORK AND EVALUATION

The project activities will be closely monitored by UNDP Malaysia and EPU. In compliance with UNDP regulations, the following will be conducted:

- **Annual Project Review Meeting**

This internal review meeting will be chaired by EPU during the fourth quarter of the year to assess the performance of the project based on the Annual Work Plan (AWP) submitted at the beginning of the calendar year as well as the Annual Progress Report submitted during the fourth quarter of each calendar year. The review will involve all key project stakeholders and the Implementing Partner, and will focus on the extent to which progress have been made towards achievement of the outputs and that they remain aligned to appropriate outcomes as outlined in the signed project document. This review should update output targets and results achieved.

- **Final Project Review Meeting/ Project Closure**

A Final Project Review meeting will be conducted towards the end of the project completion and will be chaired by EPU. Its purpose is to assess the performance and success of the project. It should look at sustainability of the results, including the contribution to related outcomes (and the status of these outcomes) and capacity development of participating institutions. It will also review lessons learned and recommendations that might improve design and implementation of other UNDP-Government of Malaysia funded projects. The meeting will discuss the Final Project Review Report that should be submitted two weeks prior to the Final Project Review Meeting.

Progress Reporting Documents

- **Mid Year Progress Report (MYPR)**

A Mid Year Progress Report shall be prepared by the Project Manager/ Implementing Partner and shared with UNDP and EPU – International Cooperation Section by 30 June of each project year. As a minimum requirement, the Mid Year Progress Report shall utilize the standard template for the Annual Project Report (APR) covering a six month period. Refer to Annex 6 for template.

- **Annual Progress Report (APR)**

An Annual Progress Report shall also be prepared by the Project Manager/ Implementing Partner and shared with UNDP and EPU – International Cooperation Section by the end of the last quarter of each year. The Annual Progress Report shall highlight risks and challenges, the summary of results achieved, and lessons learnt of the project for that reporting year. Refer to Annex 7 for template.

- **Final Project Review Report/ Project Closure**

This document which is prepared by the Implementing Partner is a structured assessment of progress based on the chain of results initially defined in the Project Document and Annual Workplans and will include information on financial allocations of expenditure. It may be supplemented by additional narrative to meet specific reporting needs of stakeholders, especially the donor(s). The following should be submitted together with the report:

- Lessons learnt log - summarizing information captured throughout implementation of the project;
- Minutes of all PSC and relevant TWC/TWG meetings (if any);
- Annual signed CDRs;
- Progress Reports: MYPR and APR;
- Statements of cash position and statements of assets and equipment;
- All project outputs – i.e. reports, knowledge products, etc.

This report will be discussed at the Final Project Closure meeting. The Terminal Report submitted to the Multilateral Fund of the Montreal Protocol maybe used for for the Final Project Review Reporting.(Refer to Annex 1 – Terminal Report submitted to the MLF)

Financial Monitoring and Quality Assurance

- **Combined Delivery Reports**

The Combined Delivery Report (CDR) is the report that reflects the total expenditures and actual obligations (recorded in UNDP Financial System - Atlas) of a Project during a period. This report is prepared by UNDP Malaysia using Atlas and shared with the Implementing Partner on an annual basis. The Implementing Partner is required to verify each transaction made and sign the annual issued CDR report. Statements of cash position as well as assets and equipment should also be submitted together with the CDR on a yearly basis.

Audit

Audit is an integral part of sound financial and administrative management, and of the UNDP accountability framework. The project will be audited at least once in its lifetime and in accordance with the threshold established for the annual expenditures by the Office of Audit and Investigations (OAI). The audit provides UNDP with assurance that resources are used to achieve the results described and that UNDP resources are adequately safeguarded. The selection of an Audit Firm shall be through a competitive Request for Proposals, in consultation with the Implementing Partner and EPU or if possible shall be performed by the National Audit Authority (Jabatan Audit Negara). UNDP procedures must be followed as per the specific Terms of Reference for Audits of NEX/NIM Projects.

The audit is expected to provide assurance related to the following broad areas:

- Project progress and rate of delivery;
- Financial management;
- Procurement of goods and /or services;
- Human resource selection and administration;
- Management and use of equipment and inventory;
- Record-keeping systems and controls;
- Management structure;
- Auditors' comments on the implementation status of prior year audit.

SECTION VI

LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated herein by reference, constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA); as such all provisions of the CPAP apply to this document. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner", as such term is defined and used in the CPAP and this document.

Consistent with the Article III of the Standard Basic Assistance Agreement (SBAA), 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. To this end, 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 the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner].

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document".

SECTION VII. RISK ANALYSIS

Description	Type	Impact & Probability	Mitigation Measures
The value of US Dollars foreign exchange against the Ringgit may reduce during the project cycle.	Financial	Probability: Low Impact: Medium	There will be a need to regularly monitor the exchange rate to ensure that it does not affect the budget of the project. If there are major changes, the budget will be adjusted accordingly to ensure that expenditures do not exceed the allocated budget
Low take up rate by project proponents	Management	Probability: Medium Impact: Medium	Awareness programme may lack 'buy-in' from targeted stakeholders. NOU need to monitor stakeholders' perception and appropriate steps taken to reduce this risk.
Gaps in terms of baseline data may still exist.	Others	Probability: Medium Impact: High	There will be a need to consult relevant agencies in identifying the gaps and address it.

LIST OF ANNEXES

- ANNEX 1 : APPROVED PROPOSAL DOCUMENT (Terminal Report to the ExCom MLF)**
- ANNEX 2 : Project Revision Summary**
- ANNEX 3 : TERMS OF REFERENCE: Project Steering Committee (PSC)**
- ANNEX 4 : TERMS OF REFERENCE: NATIONAL PROJECT DIRECTOR**
- ANNEX 5 : TERMS OF REFERENCE: PROJECT MANAGER**
- ANNEX 6 : MONITORING: PROJECT MID-YEAR PROGRESS REPORT**
- ANNEX 7 : MONITORING: PROJECT ANNUAL PROGRESS REPORT**
- ANNEX 8 : Finance: FACE Form**
- ANNEX 9 : Finance: Universal Price List**
- ANNEX 10 : Management: Letter of Agreement between UNDP and the Government of Malaysia for Provision of Support Services under National Execution**
- ANNEX 11 : Management: Country Programme Action Plan Between The Government Of Malaysia and the UNDP 2013-2015: National Implementation Modality: Roles And Responsibilities**

ANNEX 1

REVISED FORMAT FOR IS TERMINAL REPORTS AND IS RENEWAL REQUESTS

Terminal Report and Request for extension of IS Funding

January 2014 to December 2015

1-12 and 15 to be completed by the country concerned prior to transmission to the implementing agency for comments in 14

1. Country: **MALAYSIA**
2. National implementing agency / ozone unit: **DEPARTMENT OF ENVIRONMENT**
3. Implementing Agency: **UNDP**
4. Institutional strengthening project phases (approved):

Phase	Duration (dd/mm/yy)	MLF Funding (Approved) (US\$)	MLF Funding (Disbursed) (US\$)
Phase I	Jan 1995 - Dec 1997	322,520	306,817
Phase II	Jan 1998 - Dec 1999	215,000	209,447
Phase III	Jan 2000 - Dec 2001	215,000	215,000
Phase IV	Jan 2002 -Dec 2003	215,000	215,000
Phase V	Jan 2004 - Dec 2005	279,500	259,000
Phase VI	Jan 2006 - Dec 2007	279,500	121,675
Phase VII	Jan 2008 -Dec 2009	279,500	279,500
Phase VIII	Jan 2010 -Dec 2011	279,500	279,500
Phase IX	Jan 2012 -Dec 2013	279,500	279,500

5. a) Reporting period (mm/yy to mm/yy): **January 2012 to May 2013**
- b) Requested (phase funding (US \$), and period):

PHASE X (USD 279,500) for January 2014-December 2015

6. Data reporting:

Reporting requirement	Reported		Year reported	Year submitted
	YES	NO		
Article 7	X		2011	2012
CP implementation	X		2011	2012

7. Describe the role and position of the NOU within the national administration, the way its work is supervised and its access to senior decision-makers (this may include cooperation with steering committees, advisory groups or inter-ministerial bodies)

NOU is within the organization of Department of Environment under the Ministry of Natural Resources and the Environment (NRE). The NOU has direct access to senior decision makers such as the Director General of Environment. A National Steering Committee on Ozone Protection which comprises government related agencies, representatives of industries and NGOs was established since 1989, chaired by the Secretary General of Ministry of NRE.

8. Indicate the total number staff in the NOU:

- How many are paid under the IS? 2 Full time Half time
- How many are paid by the Government? 8 Full time Half time

9. Is the unit fully staffed? YES NO

If no, explain _____

10. Please provide details on the status of the implementation of the activities approved from the previous IS phase and planned activities for the requested phase. Please add specific indicators if necessary.

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
Objective 1: Adoption/implementation of ODS legislation and regulation to control and monitor ODS consumption				
Introduction of licensing and quota system for HCFCs	- Setting up Licensing Committee to discuss on the quota allocation to appointed importers - Develop on - line application system. - Amendment of	- Amendment of Custom Act gazette on 31 Dec 2012 - Licensing system established based on quota and Approval Permit effective on 1 Jan 2013 - Appointment of 24 registered importers	- Licensing Committee will continue to discuss on the quota allocation for 2014 and 2015 - Establish a licensing system for export of	- Compliance with the 2015 10% reduction target - Control on re-export of HCFC

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
	Custom Act for importation of HCFC	for 2013 Quota - Set up Committee to establish Licensing system for re-export of HCFC - Amendment of Custom Act for Export	HCFC	
Enforcement of control measures to sustain CFC phase out	- Enforcement visits to importers, MAC and RSS workshops - Carry out Technician training as required by the law	- 30 series of technician trainings held in 2012 - 2 series of Master Trainer Training and 10 series of technicians training (handling HCFC) in 2013 - 75 Enforcement visits to Mobile AC/Refrigeration Service workshops	Continue monitoring and enforcement activities	- Complete phase out of CFC - Sustained compliance with Environmental Quality Regulations (Refrigeration Management) 1999
Monitoring illegal ODS trade (all ODS)	Working closely with Custom Department	Assist Custom Department to identify ceased ODS at Port of Klang.	Continue monitoring and cooperation with Custom Department	No cases of illegal trade especially for CFC
Ratification of Amendments to the Montreal Protocol	All amendments have been ratified	-	-	-
Objective 2: Efficient and timely data collection and reporting				
Monitoring customs import/export	- Verification visits and data auditing - Enforcement officers training	- Verification visits to 11 ODS importers - Custom/DOE enforcement officers training on 11-14 Dec 2012 -2 series of Custom Training 3-6 June and Nov 2013	Continue monitoring	Smooth implementation of quota system for HCFC importation
A7 data reporting	Data obtained from Custom Dept and Statistic Dept.	2011 Data submitted on 29 Aug 2012 2012 data will be submitted in May 2013	Timely preparation and submission for 2014&2015	Compliance with data reporting
CP data reporting	Data obtained from Custom Dept and	2011 data submitted in (month) 2012 2012 data will be	Timely preparation and submission for	Compliance with data reporting

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
	Statistic Dept.	submitted in May 2013	2014&2015	
Objective 3: Consultations and coordination with other national agencies/stakeholders				
Steering Committee	<p>i) Meeting of National Steering Committee (NSC) on Ozone Layer Protection – annually</p> <p>ii) Technical Committee on Import and Quota</p> <p>iii) Meeting of HPMP Project Steering Committee (PSC)</p>	<p>i) The 41st and 42nd NSC meetings held on 2 Mar 2012 and on 14 Feb 2013 respectively</p> <p>ii) Meeting on quota (criteria, allocation) held on 5 Jan, 19 Jan, 13 Feb, and 29 May 2013 Committee will meet to discuss quota allocation for 2014.</p> <p>iii) HPMP PSC meeting on 29 Apr 2013 and another meeting in Dec 2013</p>	<p>i) NSC Meetings and PSC meetings will be held as scheduled.</p> <p>ii) Committee will meet to discuss quota allocation for 2015 and 2016</p> <p>iii) HPMP PSC meetings will be held as scheduled.</p>	<p>- Better cooperation from all agencies to implement policies and strategies for HPMP</p> <p>-Continuous monitoring of progress on HPMP implementation</p> <p>- Quota allocation to meet the 10% reduction target in 2015</p>
Industry associations/ Stakeholders	Road shows on HPMP to DOE State office and planned activities with Malaysian Air-conditioning & Refrigeration Association (MACRA), Malaysia ASHRAE and York (AC company)	<p>-Dialogue with members of MACRA on 26 June 2012</p> <p>-Consultative meetings and briefings with OYL, Daikin, Hustman on new alternatives for RAC sector, C&A Aviation and Satang Jaya on Halon.</p> <p>- Briefing on HPMP to 500 York service contractors on 12 Jan 2013</p> <p>- HPMP Road show with Industry Associations in Aug and Sept 2013</p> <p>- HPMP Road show with government</p>	<p>- Consultation meetings with industries on proposed regulatory actions on HCFC</p> <p>-Briefing on progress of ongoing HPMP</p> <p>-Consultation for preparation of HPMP Stage-II.</p>	Better cooperation and participation from industries and stakeholders to phase out ODS

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
		<p>related agencies</p> <p>- Seminar on Safety of Cyclopentane Conversion to 13 Foam Industries and 4 System House (MLF Recipient)</p>		

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
Objective 4: Supervision of timely implementation of phase-out activities and reduction in ODS consumption				
HPMP implementation	Implementation of HPMP Stage-I	Implementation of investment projects at 13 foam manufacturing industries and 4 System Houses.	<ul style="list-style-type: none"> - Monitoring the implementation of HPMP and investment projects in foam sectors and servicing sector - Preparation of HPMP Stage-II 	<ul style="list-style-type: none"> - Completion of 17 projects in foam sector to phase out 94.6 tons of HCFC 141b - Completion of 2 projects in servicing sector to reduce consumption of HCFC 22 in RAC sector. -Continue enactment of national regulations required for achieving HPMP phase-out targets.
Methyl Bromide project	Monitoring the implementation of licensing system and labeling of Mbr canister strictly for QPS.	<ul style="list-style-type: none"> - The project was financially closed in Aug 2012 - Meeting on Standard for MBr usage, 18-20 Sept 2012 - Meeting with -Dept. of Agriculture on data collection and reporting, 26 Apr 2013 - Consultative meeting with importers and fumigators, Aug 2013 	<ul style="list-style-type: none"> - Continue to monitor the use of alternatives and disseminate information to farmers and cut flower growers as well as fumigators -Continue monitoring of Mbr importation and consumption 	Compliance with the phase-out target in 2015 for soil use.

Objective 5: Awareness raising and information exchange				
Information dissemination to key stakeholders and public	<p>i) Seminar/ workshops on HPMP</p> <p>ii) Publications of leaflets and Ozone Bulletins and public awareness activities such as exhibitions and Talks</p> <p>iii) Advertisement of ODS Phase-out in major newspapers and electronic media</p>	<p>i) Industrial Stakeholders Consultative Workshop on 26 Mar 2012;</p> <p>- Launching of HPMP, 28 Aug 2012;</p> <p>- Seminar on HPMP to industries and Government agencies, 18 Sept, 2 and 24 Oct 2012</p> <p>- Road show on HPMP (6 regions) August –December 2013</p> <p>ii) Leaflet on Ozone Layer Protection; Ozone Bulletin Issues 2/2011, 2012 and 2013;</p> <p>iii) Notice on Import Permit of HCFC, 20 Mar 2012 in local newspaper and website of DOE/NRE</p>	<p>i) Organize seminar/workshop/ Road shows on HPMP and alternatives Technologies for HCFC phase out</p> <p>ii) Publications</p> <p>iii) Awareness activities</p>	Enhance awareness on ODS phase out and ozone layer protection especially on the implementation of HPMP and its linkage to climate change
International Ozone Day	<p>-Launching/ Seminar</p> <p>-Awareness activities at State level and media</p>	<p>- Advertisement on Minister's Message on Ozone Day in local newspaper and website of DOE/NRE;</p> <p>- 2012 Ozone Day Celebration at 8 States:</p> <p>12 Sept (Negeri Sembilan), 15 Sept (Pulau Pinang), 18 Sept (Kedah), 22 Sept (Kuala Lumpur), 29 Sept (W.P. Labuan), 2 Oct (Selangor), 8 Oct (Terengganu), 24 Oct (Melaka), 31 Oct (Sabah)</p> <p>- 2013 Ozone day celebration is being planned with activities at State level.</p>	<p>- Minister's Message in major newspapers</p> <p>- Seminar/ awareness activities</p>	Enhance awareness on ODS phase-out and ozone layer protection and its linkage to climate change

Objective 6: Regional cooperation and participation to Montreal Protocol meetings				
Regional network participation	<p>Participation in SEAP, Joint SA/SEAP Meeting and other regional meetings</p> <p>- Study Visit to Indonesia's ODS Destruction Facility 18-20 Feb 2013</p>	<p>i) - Joint SA/SEAP Network Meeting: Bhutan, 15-18 May 2012,</p> <p>- Joint SA/SEAP Network Meeting 15-19 Oct 2012, Pattaya</p> <p>- Joint SA/SEAP Network Meeting Australia, 6-9 May 2013</p> <p>- Joint SA/SEAP Network Meeting Oct, 2013</p> <p>ii) Technology Conference, Bangkok, 21 July 2012</p> <p>iii) Harmonization of Training Material, Refrigeration Sector, Bangkok, 12-15 Mar 2012</p> <p>iv) Seminar on Ozone Layer Protection and Global Warming counter measures, Japan, 4-15 Mar 2012</p> <p>v) Seminar on Ozone Layer Protection and Global Warming counter measures, Japan, 3-14 Mar 2013</p>	Participate in the meetings to be held in 2014 and 2015	<p>- Capacity building, knowledge enhancement especially for new ozone officers</p> <p>- Sharing of experience among the NOU officers in the region and knowledge enhancement on alternative technologies</p>
OEWG/MOP	Participation in OEWG, MOP and other Montreal Protocol Meetings	<p>- Two Ozone officers and officer from Ministry of Natural Resources and Environment attended the 32nd OEWG meetings in July 2012</p> <p>- Director General of Environment, senior officers and two</p>	Participate in the OEWG and MOP meetings in 2014 and 2015	Malaysia's positions on various issues are expressed to be considered in the meetings and information on MP updated

		Ozone officers attended the MOP 24 in Nov 2012 - Representatives from Ministry and ozone officers will attend the meetings in 2013		
--	--	---	--	--

11. Financial report

Item of expenditure	Budget for current phase (US \$)	Disbursement (for current phase) (US \$) (as of 3 May 2013)		Estimated budget (for requested phase) (US \$)	Government funding (in kind contribution) (US \$)	
		Actual	Obligated		Current Phase	Requested phase
Staff (including consultants)	60,000	11,000.42	39,499.58	60,000	156,000	156,000
Equipment	15,000	40,000.00	-	15,000	-	-
Operational cost (i.e. meetings, consultations, etc)	133,000	133,000.00	10,000.00	133,000	10,000	10,000
Public awareness	50,000	40,000.00	-	50,000	-	-
Other	21,500	3,000.00	3,000.00	21,500	-	-
TOTAL	279,500	227,000.42	52,499.58	279,500	166,000	166,000


12. Please evaluate the IS performance in meeting the following indicators:

Indicator	Evaluation			Comments
	Very good	Satisfactory	Poor	
1. Effectiveness of import control measures	x			The Licensing system is well in place for HCFC using on-line application. The Quota allocation for HCFC in 2013 awarded to 24 registered importers.
2. Integration of ozone protection issues into national plans	x			The ozone issues and action plan endorsed by the National Steering Committee approved by the Cabinet are being implemented. ODS Phase-out programs are parts of the Department of Environment's overall activities in abating, preventing and controlling environmental pollution. The NOU is responsible for providing information on the progress and development of ODS issues to the cabinet ministers. The NOU has a role to provide comments and input on Montreal Protocol and its implementation at national level.
3. Completion of phase-out projects	x			Most phase-out projects for CFC completed in time achieving the project objectives satisfactorily. HPMP is under implementation.
4. Efficient data reporting	x			NOU has submitted the required reports to the Ozone Secretariat and MLFS in a timely manner.

13. Government endorsement:

Action Plan authorized by (<i>name</i>):	HALIMAH HASSAN
Signature of authorising authority	S/d
Title:	Director General of Environment
Supervising Organization/Agency/Ministry:	Department of Environment, Ministry of Natural Resources and Environment
Date:	6 May 2013

14. Submission of Action Plan:

Name of Implementing Agency:	United Nations Development Programme (UNDP)
Name of Project Officer:	Nandan Chirmulay
Signature of project officer	
Date:	6 May 2013
Comments of the Implementing agency	<p>In 2012 Malaysia commenced implementation of HPMP, in close collaboration with industry and relevant Government agencies, which will assist the country in achieving HCFCs control targets.</p> <p>During the IS Phase X, Malaysia is expected to continue to strengthen national management capacity to effectively implement and monitor HCFC phase-out, to introduce further targeted policies and regulations, and to sustain awareness and commitment on Montreal Protocol and ODS phase-out from stakeholders and general public, all of which would ensure the sustained ODS phase-out.</p>

15. Executive Summary. Please provide summaries for the information required below in no more than one paragraph each. These paragraphs will be used in documents for the Executive Committee Meeting.

a) Terminal Report

Malaysia HPMP was launched in August 2012 and most of the projects are being implemented. Close cooperation with industries and other agencies particularly on enforcement activities such as Customs Department, Fire and Rescue Department and Ministry of Industry and International Trade is very crucial in the phase-out program to ensure that the projects will complete on time. The enforcement and monitoring activities are given priority to ensure Malaysia is in full compliance with the Montreal Protocol. Awareness programmes conducted including at state level and via mass media have enhanced public awareness on ozone depletion and climate change issues.

b) Plan of action

The operational objective of the Phase-X is to monitor the provision of financial and technical assistance to the Government of Malaysia in implementation of HPMP and sustained compliance of ODS phase-out. The overall objective is to assist the NOU and the industries in phasing-out HCFC effectively and more efficiently through the adoption of policies, strategies, control measures, technological and monitoring mechanisms in compliance with the provision of the Montreal Protocol.

ANNEX 2

PROJECT REVISION SUMMARY

This project proposal is submitted to extend institutional strengthening support to the National Ozone Office for two additional years of operation. The project will allow the National Ozone Office to continue to plan, organize, direct and coordinate all activities required for the implementation of Malaysia's strategy in all areas related to the Phase-out of Ozone Depleting Substances under the Montreal Protocol.

The Executive Committee of the Multilateral Fund decision 33/12 **decided** that Governments commit to ensure that:

- i. The National Ozone Unit is given a clear mandate and responsibility to carry out the day-to-day work in order to prepare, coordinate and, where relevant, implement the government's activities to meet its commitments under the Montreal Protocol; this also requires access to decision-makers and enforcement agencies;*
- ii. The National Ozone Unit's position, capacities, and continuity of officers, resources and lines of command within the authority in charge of ozone issues are such that the National Ozone Unit can carry out its task satisfactorily;*
- iii. A specified high-level officer or a post within the authority is given overall responsibility for supervising the work of the National Ozone Unit and ensuring that action taken is adequate to meet commitments under the Protocol;*
- iv. Necessary support structures, such as steering committees or advisory groups are established, involving other appropriate authorities, the private sector and non-governmental organizations, etc;*
- v. Personnel and financial resources and equipment provided by the Multilateral Fund are fully allocated to the task of eliminating ODS consumption and production and are made available to the National Ozone Unit;*
- vi. Annual work plans for the National Ozone Unit are prepared and integrated in the authorities' internal planning processes;*
- vii. A reliable system to collect and monitor data on ozone depleting substances imports, exports and production is established; and*
- viii. Measures taken and problems encountered are reported to the Secretariat and/or the implementing agency in charge of the institutional strengthening project when required by the Executive Committee.*

- During its seventh phase, the institutional strengthening (IS) project of Malaysia continued successfully, achieving and maintaining compliance with the Montreal Protocol. Implementation of activities for the year 2014 and 2015 included activities related to awareness raising, knowledge product on Ozone for local and international consumption in collaboration with UNDP.
- During the ninth phase, RSS and MAC workshops were carried out. Publication and awareness-raising materials were extensively produced and distributed. Trainings for end-users on recycling and CFC recovery were conducted. Training workshops with Malaysia Royal Customs were carried

out, emphasizing on control on importation of ODS and usage, prevention of illegal trade and also the use of Refrigerant Identifier at custom entry point. Seminars on phasing-out CFC based MDI's were carried out in collaboration with National Pharmaceutical Control Bureau. Seminars on HCFC were conducted to raise awareness among the industries. An inception workshop was organized to kick-start the preparation of the HPMP.

Plan of action

- To provide more effective administration of national institutional mechanism for coordinating national and international efforts for the protection of the ozone layer;
- To plan an effective elimination and control measures on the imports of ODS (Approved Permit System), ODS HS Code and monitoring of illegal trade of ODS;
- To strengthen the mechanism on information exchange and dissemination and to promote activities, outreach programmes related to the ODS phase out in the country; and
- To audit, implement and monitor ODS phase out projects approved by the MLF and to identify, prepare, review, monitor any new proposed projects in future.
- To strengthen current implementing capacity of NOU and to facilitate expeditious implementation of projects to reduce CFC consumption

Views Expressed by the ExCom at the 70th meeting of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol held in Bangkok, Thailand, from 1 – 5 July 2013

Malaysia

The Executive Committee has reviewed the report presented with the institutional strengthening project renewal request for Malaysia and noted with appreciation that Malaysia continues success in the implementation of its ODS phase out activities and sustaining the ODS phase out process. The Executive Committee also noted that your government has demonstrated successful coordination with other agencies and stakeholders in managing and monitoring implementation of ODS phase out programmes which will assist your country in complying with the HCFC phase out targets. The Executive Committee greatly supports the efforts of your government to reduce ODS consumption and is hopeful that the country will continue to build upon the progress achieved and the experience in implementing ODS phase out activities, particularly to achieve compliance with the 2013 and 2015 HCFC control targets.

**PROJECT OF THE GOVERNMENT OF MALAYSIA
INSTITUTIONAL STRENGTHENING (MONTREAL PROTOCOL)**

1. PROJECT REVISION OBJECTIVE

This project proposal is submitted to extend institutional strengthening support to the National Ozone Office for two additional years of operation (2014 - 2015). The project will allow the National Ozone Office to continue to plan, organize, direct and coordinate all activities required for the implementation of Malaysia's strategy in all areas related to the Phase-out of Ozone Depleting Substances under the Montreal Protocol.

2. BACKGROUND

Malaysia acceded to the Vienna Convention, the Montreal Protocol and the London Amendment on 29 August 1989. It established the Ozone Protection Section within the Ministry of Environment to respond to mandates of the amended Montreal Protocol. The Executive Committee approved an initial amount of US\$ 322, 520 for an Institutional Strengthening Project to assist the Ozone Unit for planning and coordinating all activities related to fulfilling Malaysia's obligations under the Protocol.

The Institutional Strengthening Project has been subsequently renewed by the Executive as follows:

Phase	Duration	MLF Funding (Approved)
I	Jan 1995 - Dec 1997	322,520
II	Jan 1998 - Dec 1999	215,000
III	Jan 2000 - Dec 2001	215,000
IV	Jan 2002 -Dec 2003	215,000
V	Jan 2004 - Dec 2005	279,500
VI	Jan 2006 - Dec 2007	279,500
VII	Jan 2008 -Dec 2009	279,500
VIII	Jan 2010 -Dec 2011	279,500
IX	Jan 2012 –Dec 2013	279,500

* The extension was approved at 30% higher than the previous phase pursuant to ExCom Decision 35/57

The institutional framework established to ensure the implementation of the Action Plan in the Country Programme is the creation of the Ozone Protection Section in the Ministry of Environment. The Ozone Protection Section (OPS), now named National Ozone Unit, is an official and permanent unit of the Government under the Air Division of the Department of Environment, Malaysia . Therefore its operations, duties/functions, activities and action plan are endorsed fully and monitored by the Director General of the Department of Environment. The NOU is also the Secretariat to the National Steering Committee for the Protection of Ozone Layer (NSC) that serves as an advisory body to the Government. The Chair of the NSC is the Secretary General of the Ministry of Natural Resources and the Environment. NOU also act as a coordinating body for various working groups for the implementation of Montreal Protocol in Malaysia.

3. JUSTIFICATION FOR THE PROJECT EXTENSION:

It is estimated that the period 2014-2015 will be critical to continue the phase out of ODS consumption in Malaysia. The Extension is necessary at this time to ensure that Malaysia has the institutional capacity and support to the phase out activities required to meet the final phase out of CFC as well as monitor the National CFC Phase out Plan. In this regard approval of the extension of the Institutional Strengthening is essential to guarantee the success of these actions.

4. PROJECT INPUTS.

The distribution of the budget is similar to the distribution during the last few years. Based on the previous account, the Government of Malaysia requests the MLF Executive Committee to renew the institutional strengthening for the National Ozone Office for the amount US\$ 279,500 to be broken down as follows:

	Planned Project Cost	MLF Funding	Counterpart Funding	Other Sources
a) Equipment component				
b) Professional Staff	65,000	65,000	100,000	
c) Support staff	65,000	65,000	65,000	
d) Consultants				
e) Operational cost	95,000	95,000	50,000	
f) Funds for public awareness	50,000	50,000		
g) Contingency	4,500	4,500		
h) Others including in-kind (specify) <i>Office space, vehicles and equipment. Support staff (enforcement officers) at 14 State Offices of DOE.</i>			100,000	
Total Amount	279,500	279,500	315,000	

ANNEX 3 : TERMS OF REFERENCE: Project Steering Committee (PSC)

The Project Steering Committee (PSC) will monitor the conduct of the project and provide strategic guidance to the project team on the implementation of the project. The PSC will be chaired by the Deputy Secretary General, Department of Environment.

The National Ozone Unit (NOU) will act as Secretariat to the PSC. Members of the PSC will consist of representatives from EPU, MNRE, DOE, MITI, UNDP and other relevant stakeholders to be determined by the Committee. The PSC will meet at least once a year. The following will be the duties and responsibilities of the committee.

- Provide policy guidance on matters pertaining to the implementation of the project;
- Review, approve and endorse proposed work plan and budget;-
- Initiate remedial actions to overcome all constraints in progress of the project;
- Review and approve relevant changes to the project design;
- Coordinate the roles of the various organizations involved in the execution of the project and ensure harmony with related activities;
- Advice on the long term sustainability strategy of the project;
- Review and approve all related reports to the projects.

ANNEX 4: TERMS OF REFERENCE: NATIONAL PROJECT DIRECTOR

The main responsibility of the National Project Director (NPD) is to coordinate project activities among the main parties to the project: the Government co-coordinating authority, the consultant, and UNDP. The NPD is a staff member of the Government of Malaysia's implementing agency of a UNDP-Government of Malaysia supported project.

The NPD for this project will be the Director, National Ozone Unit, Department of Environment. He/she works in close collaboration with the Project Manager as well as UNDP and his/her responsibilities include:

- Ensure that the project document and project revisions requiring Government's approval are processed through the Government co-coordinating authority, in accordance with established procedures;
- Approve work plans in discussion with the Project Manager and with UNDP where necessary
- Approve payments related to the project outputs.
- Mobilizing national institutional mechanisms for smooth progress of project;
- Providing formal project/deliverable sign-off and acceptance upon verification;
- Reviewing project status reports;
- Providing direction and guidance on project-related issues; and
- Providing advice and guidance to the project team.

ANNEX 5: TERMS OF REFERENCE: PROJECT MANAGER

The Project Manager is a government appointee who will be directly in charge of overseeing the project implementation on behalf of DOE. The project manager's role is to manage and coordinate project activities in ensuring quality and timeliness of activities and delivery of outputs.

The specific tasks of the Project Manager are:

- Focus on the administrative, financial and operational aspects of the project.
- Manage consultants availability according to the project timeline
- Review, amend accordingly and submit report regularly to NPD, the PSC the project's progress as per UNDP format.
- Maintain close contact with designated focal points from UNDP and other stakeholders, indicating any estimated changes to the work plan, and proposing a budget revision when appropriate
- Analyze and review consultant's report and/or propose possible intervention for recommendation to NPD for approval
- Monitor the project funds and resources. Prepare progress and financial reports of the project when required according to the UNDP guidelines
- Be actively involved in the preparation of relevant knowledge products (including publications and reports)
- Organize Project Steering Committee Meeting (PSC) Organize Workshops, and industrial outreach as and when necessary

ANNEX 6: MONITORING: PROJECT MID-YEAR PROGRESS REPORT

DATE:

Award ID:

Description:

Implementing Partner:

Period Covered: 1st January – 30 June (Year)

1. Project Issues:

Status of Project Risks:	Open Project Issues:
--------------------------	----------------------

2. Project Performance

OUTPUT 1:						
ID						
Description:						
YYYY target:						
YYYY Achievement:						
Activity ID:						
Deliverable Description:						
Start and End Date:						
% Progress to date:						
Quality Criteria		Date	Results of Activities			
			User Perspective	Resource Status	Timeliness	
Financial						
Account	Fund	Donor	R. Party	Budget	Expenditure	Balance
OUTPUT 2:						
Project ID						
Description:						
YYYY Target:						
YYYY Achievement:						
Activity ID:						
Deliverable Description:						
Start and End Date:						
% Progress to date:						
Quality Criteria		Date	Results of Activities			
			User Perspective	Resource Status	Timeliness	
Financial Summary						
Account	Fund	Donor	R. Party	Budget	Expenditure	Balance

3. Lessons Learned

--

ANNEX 7: MONITORING: PROJECT ANNUAL PROGRESS REPORT

SECTION 1: PROJECT OVERVIEW

(Note: This section will be completed by UNDP Focal Point)

Project Title:	
Implementing Partner:	Atlas Project ID:
Project Document Start Date: Project Document End Date:	Project Document Budget: In-Kind Contribution:
Project Extension (If Any):	New Project Budget (If Amended):
National Steering Committee Chair: Designation: National Steering Committee Meeting Date(s):	xxxx AWP Budget: xxxx Expenditure: xxxx Expenditure (%): In-Kind Contribution:
National Project Director: Designation:	Total Project Expenditure: Total Project Expenditure (%): In-Kind Contribution:
NIM Audit : <input type="checkbox"/> Yes <input type="checkbox"/> No Year: Audit Rating: Evaluation: <input type="checkbox"/> Yes <input type="checkbox"/> No Year: Rating/ Results:	<input type="checkbox"/> Project completed in xxxx <input type="checkbox"/> Project extended to xxxx <input type="checkbox"/> Project scheduled for implementation in xxxx
Brief Project Description	
Annual Progress Report xxxx approved by: Name Designation	

Guidance Notes for Implementing Partners

For projects completed in 201x, please complete Section 2.

For projects extended to 201x, please complete Section 2 and 3.

For projects scheduled for implementation in 201x, please complete Section 2 and 4.

SECTION 2: PROJECT IMPLEMENTATION STATUS

Section 2.1 Overall Implementation of Project Outputs as Per Signed Annual Work Plan xxxx

OUTPUT 1:
Activity 1: Target xxxx: Achievement and Results xxxx: Activity 2: Target xxxx: Achievement and Results xxxx: Remarks if any project activities and targets were not implemented or amended.
OUTPUT 2:
Activity 1: Target xxxx: Achievement and Results xxxx: Activity 2: Target xxxx: Achievement and Results xxxx: Remarks if any project activities and targets were not implemented or amended.
OUTPUT 3:
Activity 1: Target xxxx: Achievement and Results xxxx: Activity 2: Target xxxx: Achievement and Results xxxx: Remarks if any project activities and targets were not implemented or amended.

Section 2.2 Project Contribution to National Development Agenda in xxx

2.2.1 Contribution to Analysis/ Development/ Refinement of National or Sectoral Policies, Strategies and Action Plans

(Note: Please indicate and elaborate on how the outputs have been utilized by the Implementing Partner to contribute to analysis/ development/ refinement of National or Sectoral Policies, Strategies and Action Plans. Please also indicate if the outputs have contributed to the implementation of the 10th Malaysia Plan or inputs into the 11th Malaysia Plan preparatory work.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.2.2 Contribution to awareness raising or convening on key thematic issues

(Note: Please indicate the thematic issues, objective of activities and the number of participants and affiliations.)

<input type="checkbox"/> Yes	Topic: Objective: Participants Pax: Affiliations (Name the Ministries involved and indicate the number of private sector, civil society organizations and academia who participated):
<input type="checkbox"/> No	

2.2.3 Contribution to capacity development and institutional arrangements (Mandatory response)

(Note: Please indicate if capacities are being built to implement or sustain systemic changes.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.2.4 Contribution to development of new datasets, statistics or models

(Note: Please indicate if datasets, statistics or models have been generated or improved/ updated. Please also indicate on how these have been utilized by the Implementing Partner to strengthen national evidence based policy making.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.2.5 Demonstration or Pilot Initiative

(Note: Please indicate if demonstration or pilot initiatives were undertaken and how outputs have contributed to inform decision-making and/or national policy and also if it has led to actual/ planned upscaling or replication.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.2.6 Review of Risk Analysis and Action

(Note: Upon reviewing the Risk Analysis stated in the Project Document, please indicate if the risks status were monitored and updated regularly. Please also highlight mitigation steps undertaken, if applicable.)

<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

2.2.7 Areas of Improvement for Project Management and Implementation

(Note: Please indicate any additional comments on areas of improvement that should be taken into consideration by EPU and UNDP Malaysia in the implementation of future projects.)

SECTION 3: PROJECT EXTENSION INTO xxxx

(NOTE: APPLICABLE ONLY TO PROJECTS ORIGINALLY SCHEDULED FOR COMPLETION IN xxxx)

Proposed Outputs and Activities
Please indicate reasons for the project extension
Proposed duration of project extensions XX Months
Proposed Budget forxxx
Agreement by National Steering Committee: Date of Meeting: Minutes Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Annual Work Plan xxxx (Attached) <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 4: PROJECT ACTIVITIES PLANNED FOR xxxx

(NOTE: APPLICABLE ONLY TO PROJECTS ORIGINALLY APPROVED FOR IMPLEMENTATION IN xxxx)

Proposed Outputs and Activities
Proposed Budget for xxxx
Annual Work Plan xxxx (Attached) <input type="checkbox"/> Yes <input type="checkbox"/> No

ANNEX 9: FINANCE: UNDP UNIVERSAL PRICE LIST

Valid as of 1 March 2014

UNDP 2014 UNIVERSAL PRICE LIST for Services to UN Agencies Provided by General Development Situation Countries				
Service ^{1,2,3,4} (see service notes overleaf)	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
P a y m e n t P r o c e s s ⁵	42.50	31.44	27.47	21.61
Issue check only (Atlas Agencies)	16.05	12.85	11.69	10.03
Vendor profile only (Atlas Agencies only)	23.59	16.78	14.28	10.75
Staff selection and recruitment process for resident agencies ^{6,7}	777.78	522.74	429.45	297.07
Advertising (20%)	155.56	104.55	85.89	59.41
Short-listing (40%)	311.11	209.09	171.78	118.83
Interviewing (40%)	311.11	209.09	171.78	118.83
Staff HR & Benefits Administration & Management ⁸ (one time fee, per staff at: - the issuance of a contract, and - again at separation)	250.25	175.76	148.87	109.67
Recurrent personnel management services: Staff Payroll & Banking				
Administration & Management ⁹ (annual fee per staff, per calendar year)	544.30	385.29	324.98	247.75
Payroll validation, disbursement (35%)	190.50	134.85	113.74	86.71
Performance evaluation (30%)	163.29	115.59	97.49	74.33
Extension, promotion, entitlements (30%)	163.29	115.59	97.49	74.33
Leave monitoring (5%)	27.21	19.26	16.25	12.39
Consultant recruitment	300.77	203.49	168.01	117.35
Advertising (20%)	60.15	40.70	33.60	23.47
Short-listing & selection (40%)	120.31	81.40	67.20	46.94
Contract issuance (40%)	120.31	81.40	67.20	46.94
Interns management	92.86	62.36	51.72	34.76
Issue/Renew IDs (UN LP, UN ID, etc.)	45.82	32.47	27.70	20.57
Travel authorization	41.42	29.41	25.06	18.77
F10 settlement	37.55	26.81	22.91	17.33
Procurement process involving local CAP (and/or ITB, RFP requirements) ^{7,10,11}	694.40	469.34	387.74	269.46
Identification & selection (50%)	347.20	234.67	193.87	134.73
Contracting/issue purchase order (25%)	173.60	117.34	96.93	67.36
Follow-up (25%)	173.60	117.34	96.93	67.36
Procurement not involving local CAP ^{7,10,11} (low value procurement)	272.15	186.61	156.33	109.87
Identification & selection (50%)	136.08	93.31	78.17	54.94
Issue purchase order (25%)	68.04	46.65	39.08	27.47
Follow-up (25%)	68.04	46.65	39.08	27.47
Disposal of equipment	353.87	238.94	197.21	136.94
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	43.54	29.91	24.92	17.86
Issue /Apply Deposit only	26.37	18.19	15.19	10.96

Principles of the Universal Price List

The UPL consists of a set of standard services, with reasonable cost estimates, that can be provided by UNDP country offices to UN agencies. Note, the UPL is only intended to price specified standard services to UN agencies — not inputs to UNDP projects & programmes. The pricing of inputs to UNDP projects & programmes should be based on actual costs for clearly identifiable transactions. When this is not possible, country offices may use the UPL.

If a country office assesses that it lacks sufficient capacity to provide individual services to UN agencies, they are not required to do so. Alternatively, if a country office assesses that the UPL does not fully cover the total costs for providing services, they can establish locally negotiated prices using transparent, prevailing market rates. These rates should be communicated to the agencies prior to implementation. The UPL does not cover specialized or locally provided *ad-hoc* services. The UPL also does not cover local security-related services that might be necessary in certain countries without banking facilities. Both *ad-hoc* and local security services, and their estimated costs, should be covered through locally negotiated agreements between UNDP country offices and concerned UN agencies.

1. Not all UN agencies require all services. In particular, Atlas partner agencies and resident UN agencies may carry out several UPL sub-transactions, thus reducing the overall cost of the service. Each standard service in the UPL takes this into consideration.

2. A certain number of services which were previously categorized as standard administrative services (local driver's licenses, visa requests, customs clearance, etc.) have now been eliminated from the UPL. Any standard service not listed on the UPL is to be considered *ad-hoc*/non-standard service subject to full cost recovery per locally negotiated prices using transparent prevailing market rates.

3. The request for services under the following exceptional circumstances are subject to a 25% surcharge on top of the regularly accepted cost/price:

- Urgent requests requiring a turnaround of less than 3 business days.
- Requests for services before/after normal working hours.

4. Requests for prior year UPL services should always use the latest applicable published rates (not UPLs from prior years) without exception.

- **Payment Process:** the process includes disbursement only, and requires a written instruction by the budget owner agency. UNDP does not review procurement process supporting documentation other than vendor banking information, unless otherwise stipulated locally. Note that UNDP does not charge Implementing Partner for running a fully automated pay cycle.
- Staff selection and recruitment process for resident agencies only. This service for non-resident agencies should be treated as an *ad-hoc* service subject to full cost recovery at transparent, prevailing market rates.
- In cases where a reciprocity agreement does not exist between UNDP and UN agencies, the time spent on joint boards (recruitment, procurement, etc.) will be charged as an *ad-hoc* service.
- **Staff HR and Benefits Administration & Management** typically include services such as:
 - Position Data & Budget management
 - Issuance of contract
 - HR & dependent/beneficiary data entry & maintenance
 - Benefits data entry & maintenance (PF/Medical/Life Insurance)
 - Interface with GMC Henner on MIP reimbursements
 - Organization events (within grade increments, secondments, transfers etc)
 - Life events (changes to marital status and dependents)
 - HR data management for ASHI retirees
 - Production of key HR reports such as staffing table & personnel action forms (PAFs)
 - Guidance to staff & managers on HR rules & regulations
- **Staff Payroll and Banking Administration & Management** are distinct from Global Payroll Services (provided by UNDP Copenhagen) and include services such as:
 - Setting up transactions that impact payroll such as one-time or recurring earnings and deductions, garnishments, positive inputs for overtime payments and transportation allowance.
 - Administration of retroactivity, recoveries and adjustments
 - Maintenance of the absence calendars for that location
 - Management of absence data
 - Validation of trial payroll results prior to the final pay run.

- Maintenance of employee banking instructions
- Tracking and adjusting of leave balances that affect pay
- Reporting of payroll activity to Managers
- Production of payroll reports and queries
- Production of pay slips for employees
- Manage receivables and payables that have an impact in Payroll including benefits billing for retirees and SLWOP. The Administrator GP will be granted access to the Finance Module to process these transactions.
- Production, follow up and clean up of the PVR reports

As stated above, the UPL is only intended to price services to UN agencies — not inputs to UNDP projects & programmes. The pricing of inputs to UNDP projects & programmes should be based on actual costs for clearly identifiable transactions. When this is not possible, country offices may use the UPL.

Where the portion of the procurement process that takes place outside Atlas is of a clearly complex (ad-hoc) nature involving specialised supply-chain management processes, dedicated procurement staff, etc., offices are encouraged to determine the actual cost of the exercise and explore with donors/partners the possibility of charging the cost of some of its specific components (e.g. dedicated staff) — in full or in part — to the project budget as a direct input to project delivery (i.e., negotiated transparent, prevailing rates using the UPL as a baseline).

If, due to its size and/or complexity, a procurement process must be submitted to a Regional ACP (or regular ACP), it should be treated like ad-hoc service subject to full cost recovery at transparent, prevailing market rates.

2014 Universal Price List Country Office Cost Bands



Country Office	Cost Band	Country Office	Cost Band	Country Office	Cost Band
Albania	Mid-Low	Ghana	Low	Philippines	Mid-Low
Algeria	Low	Guatemala	High	Poland	High
Angola	High	Guinea	Low	Republic of Montenegro	Mid-High
Argentina	High	Guinea-Bissau	Mid-Low	Romania	Mid-High
Armenia	Low	Guyana	Low	Rwanda	Mid-Low
Azerbaijan	Mid-High	Honduras	Mid-High	Sao Tome and Principe	Low
Bahrain	High	India	Mid-Low	Saudi Arabia	High
Bangladesh	Mid-High	Indonesia	Mid-High	Senegal	Mid-High
Barbados	High	Iran (Islamic Rep)	Mid-High	Serbia	Mid-High
Belarus	Mid-Low	Jamaica	Mid-Low	Slovakia	High
Belize	Mid-Low	Jordan	Mid-Low	South Africa	Mid-High
Benin	Mid-Low	Kazakstan	Mid-High	Sri Lanka	Low
Bhutan	Low	Kenya	High	Swaziland	Mid-Low
Bolivia	High	Kosovo	Mid-Low	Sudan	Mid-Low
Bosnia and Herzegovina	Mid-Low	Kuwait	High	Tajikistan	Low
Botswana	Mid-Low	Kyrgyzstan	Low	Tanzania - U Rep of	Mid-High
Brazil	High	Lao PDR	Low	Thailand	High
Bulgaria	Mid-High	Latvia	Low	Togo	Mid-Low
Burkina Faso	Mid-Low	Lebanon	High	Trinidad and Tobago	Mid-High
Burundi	Low	Lesotho	Low	Tunisia	Low
Cambodia	Low	Lithuania	Mid-Low	Turkey	High
Cameroon	Mid-High	Macedonia	Mid-High	Turkmenistan	Mid-Low
Cape Verde	Mid-Low	Madagascar	Low	Uganda	Mid-High
Central African Republic	Mid-High	Malawi	Low	Ukraine	Mid-High
Chile	High	Malaysia	Mid-Low	United Arab Emirates	High
China	High	Maldives	Low	Uruguay	High
Colombia	High	Mauritania	Mid-Low	Uzbekistan	Mid-Low
Comoros	Low	Mauritius	Mid-High	Venezuela	High
Congo	Mid-High	Mexico	High	Viet Nam	Mid-Low
Costa Rica	High	Moldova - Rep of	Low	Zambia	High
Croatia	Mid-High	Mongolia	Low	Zimbabwe	High
Cuba	Low	Morocco	High		
Djibouti	Mid-Low	Mozambique	Mid-High		
Dominican Republic	Mid-High	Myanmar	Low		
Ecuador	High	Namibia	Mid-Low		
Egypt	Mid-Low	Nepal	Low		
El Salvador	Mid-High	Nicaragua	Low		
Equatorial Guinea	Mid-Low	Niger	Mid-Low		
Eritrea	Low	Nigeria	High		
Ethiopia	Low	Panama	Mid-High		
Gabon	Mid-High	Paraguay	Mid-High		
Gambia	Low	Peru	High		

ANNEX10: MANAGEMENT: LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF MALAYSIA FOR PROVISION OF SUPPORT SERVICES UNDER NATIONAL EXECUTION



UNIT PERANCANG EKONOMI
Economic Planning Unit
JABATAN PERDANA MENTERI
Prime Minister's Department
BLOK B5 & B6,
PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN
62502 PUTRAJAYA,
MALAYSIA

Telefon: 88883333
Fax:

Ruj. Tuan:
Your Ref:

Ruj. Kami:
Our Ref: (2) UPE801/100/299

Tarikh:
Date: 13 December 2001

BY FAX: (03)2552870 / BY HAND

Resident Representative
United Nations Development Programme
Wisma UN
Blok C Komplek Pejabat Damansara
Jalan Dungun
Damansara Heights
50490 KUALA LUMPUR

Dear Madam,

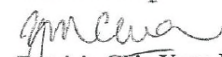
Letter of Agreement Between UNDP and the Government For the Provision of Support Services under National Execution

Reference is made to your letter dated 26 October 2001 on the above subject.

2. We are pleased to attach herewith two (2) copies of the duly signed letter of agreement for your further action.

Thank you.

Yours sincerely,


(Patricia Chia Yoon Moi)
for Director General
Economic Planning Unit

REC'D: 26 DEC 2001	
RR	<input checked="" type="checkbox"/>
DRR	<input checked="" type="checkbox"/>
ADMIN	<input checked="" type="checkbox"/>
FINANCE	<input type="checkbox"/>
GEN. SVC	<input type="checkbox"/>
PROG. 1	<input type="checkbox"/>
PROG. 2	<input type="checkbox"/>
PROG. 3	<input type="checkbox"/>
PRO300/GEN/NAV	

to send HQ.

ANNEX 11: MANAGEMENT: COUNTRY PROGRAMME ACTION PLAN BETWEEN THE GOVERNMENT OF MALAYSIA AND THE UNDP 2013-2015: NATIONAL IMPLEMENTATION MODALITY: ROLES AND RESPONSIBILITIES



*Empowered lives.
Resilient nations.*

**COUNTRY PROGRAMME ACTION PLAN
BETWEEN
THE GOVERNMENT OF MALAYSIA
AND
THE UNITED NATIONS DEVELOPMENT PROGRAMME
2013 TO 2015
NATIONAL IMPLEMENTATION MODALITY: ROLES AND RESPONSIBILITIES**

(Note: Only the relevant sections to Project Management are appended below)

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER		EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT			
1. PROJECT MANAGEMENT					
A) OVERALL RESPONSIBILITY OF PROJECT OUTPUTS					
1. Oversight on substantive implementation of project outputs as per <i>Final Prodoc</i> and Annual Work Plan (AWP).	1. Oversight and support on financial and operational implementation of project outputs as per <i>Final Prodoc</i> and AWP.	1. Operational and administrative support on financial and operational implementation of project outputs as per <i>Final Prodoc</i> and AWP.	1. Overall responsibility (and day to day operations) for the substantive implementation and financial and operational management of project outputs.	1. Overall monitoring and guidance on the implementation of project outputs and strategic linkage to enhance the achievement of outcome results as well as support (if required) to address operational challenges.	
B) PROJECT MANAGEMENT - GOVERNANCE					
1. Participate and decision making at National Steering Committee (NSC), Technical Working Committee (TWC) and related meetings and provide the following: a) Technical: Substantive input and advisory on project outputs and development of relevant documentation for the NSC, TWC and related meetings b) Management: Identify any project related implementation issues and identify mitigation solutions with IP	1. Attend NSC, TWC & related meetings (upon request) and provide feedback on financial and operational implementation of Project Outputs; 2. Follow up with IP on all relevant documentation including official minutes and documentation of NSC, TWC and related meetings.	1. E- Filing of all relevant documentation including official minutes and documentation of NSC, TWC and related meetings.	1. NSC: Chair and provide overall guidance on achievement of project outputs and final management of project; 2. TWC: Chair and provide overall guidance on the implementation of project activities and technical review of project outputs; 3. National Project Director (NPD): Overall responsibility for the implementation of all project outputs and financial management as well as oversight of Project Staff and Project Consultants; 4. Project Team/ Staff: Day to day implementation of project activities; 5. Note taking and developing minutes of of NSC, TWC and related meetings.	1. NSC: Chair and provide overall guidance on achievement of project outputs and final management of project; 2. TWC: Chair and provide overall guidance on the implementation of project activities and technical review of project outputs; 3. National Project Director (NPD): Overall responsibility for the implementation of all project outputs and financial management as well as oversight of Project Staff and Project Consultants; 4. Project Team/ Staff: Day to day implementation of project activities; 5. Note taking and developing minutes of of NSC, TWC and related meetings.	1. NSC: EPU ICS and relevant sections to attend NSC meeting and provide feedback on implementation of the project outputs; 2. TWC: EPU relevant sections to attend TWC meetings (where relevant) and provide technical feedback on the project outputs.

UNITED NATIONS DEVELOPMENT PROGRAMME		IMPLEMENTING PARTNER		EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
2. PROJECT IMPLEMENTATION				
A) TECHNICAL CONTENT OF PROJECT OUTPUTS				
<p>1. Provide technical and policy advisory services to IP in the substantive design, implementation and management of project outputs and specifically undertake the following with IP;</p> <ul style="list-style-type: none"> a) Identify cross-sectoral issues and stakeholders b) Identify relevant data and research requirements c) Review and provide input into methodology and frameworks of research, studies and models d) Review all technical reports and provide substantive inputs on data and policy analysis e) Obtain substantive feedback, input, data and recommendations via policy dialogues/ workshops f) Obtain substantive feedback, input, data and recommendations from relevant global and regional UN agencies and development partners <p>2. Develop draft recommendations, policies, strategies, and action plans with IP and relevant stakeholders; Substantive contributions to UN knowledge networks and UNDP Communities of Practice and share results with IP.</p>				<p>1. EPU relevant sections to provide technical feedback on the project outputs (where relevant);</p> <p>2. EPU relevant sections to participate in policy dialogues/ workshops (where relevant).</p>
			<p>1. Collaborate with UNDP in the substantive design, implementation and management of project outputs and specifically undertake the following;</p> <ul style="list-style-type: none"> a) Identify cross-sectoral issues and stakeholders b) Identify relevant data and research requirements and facilitate data request with Department of Statistics and relevant Ministries and agencies c) Review and provide input into methodology and frameworks of research, studies and models d) Review all technical reports and provide substantive inputs on data and policy analysis e) Document all substantive feedback, input, data and recommendations via policy dialogues/ workshops <p>2. Develop draft recommendations, policies, strategies, and action plans with UNDP and relevant stakeholders;</p> <p>3. Present substantive project outputs to Senior Management for feedback, approval and potential implementation/consideration.</p>	

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER		EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT			
B) POLICY DIALOGUE / STAKEHOLDER DIALOGUE WORKSHOP					
<p>1. Develop and finalize workshop concept note, agenda and budget with IP;</p> <p>2. Identify international and local experts and national stakeholders with IP;</p> <p>3. Review presentation materials - reports and data analysis with IP;</p> <p>4. Develop and finalize workshop report with IP.</p>	<p>1. Assist in the development of budget;</p> <p>2. Coordinate invitation and participation of international experts;</p> <p>3. Follow up with IP on all relevant documentation and materials from policy dialogue/ stakeholder dialogue workshop.</p>	<p>1. E- Filing of all relevant documentation and materials from policy dialogue/ stakeholder dialogue workshop.</p>	<p>1. Develop and finalize workshop concept note, agenda and budget with UNDP;</p> <p>2. Identify international and local experts and national stakeholders with UNDP;</p> <p>3. Review presentation materials - reports and data analysis with UNDP;</p> <p>4. Develop and finalize workshop report with UNDP.</p> <p>5. Administrative tasks include:</p> <p>a) Identify suitable workshop venue</p> <p>b) Coordinate invitation and participation of local experts and national stakeholders</p> <p>c) Coordinate and verify documentation for payment.</p>	<p>1. Relevant EPU Sections to attend the workshop and provide feedback on proposed strategies and outputs.</p>	
C) CAPACITY BUILDING / TRAINING WORKSHOP					
<p>1. Develop and finalize training workshop concept note, sessions and budget with IP;</p> <p>2. Identify international and local resource persons and develop TOR and national participants with IP;</p> <p>3. Review training materials with IP;</p> <p>4. Develop and finalize training workshop report with IP.</p>	<p>1. Assist in the development of budget;</p> <p>2. Coordinate invitation and participation of international experts;</p> <p>3. Follow up with IP on all relevant documentation and materials from policy dialogue/ stakeholder dialogue workshop.</p>	<p>1. E- Filing of all relevant documentation and materials from policy dialogue/ stakeholder dialogue workshop.</p>	<p>1. Develop training workshop concept note, sessions and budget with UNDP;</p> <p>2. Identify international and local resource persons and develop TOR and national participants with UNDP;</p> <p>3. Review training materials with UNDP;</p> <p>4. Develop and finalize training workshop report with UNDP.</p> <p>a) Administrative tasks include:</p> <p>b) Identify suitable workshop venue</p> <p>c) Coordinate invitation and participation of local resource persons and national participants</p> <p>d) Coordinate and verify documentation for payment.</p>	<p>1. Relevant EPU Sections to attend the training workshop (if relevant).</p>	

PROGRAMME MANAGER		PROGRAMME ASSISTANT		IMPLEMENTING PARTNER		EPU
UNITED NATIONS DEVELOPMENT PROGRAMME ASSOCIATE						
D) FINANCIAL MANAGEMENT						
<p>1. Approve decisions for payments submitted through FACE Forms by IP by both verifying completeness of activities and signing off on related documentation based on AWP;</p> <p>2. UNDP's financial management system (ATLAS):</p> <p>a) Approve budget revisions and other related e-transactions;</p> <p>b) Coordinate mandatory and budget re-phasing exercises.</p>	<p>1. Overall financial assurance and support on planning and monitoring of all financial transactions and provide:</p> <p>2. Guidance to IPs on overall financial planning and management of allocated resources based on <i>Final Procurement Plan</i></p> <p>3. Review project delivery and advise IP on financial achievement of the AWP and <i>Project Procurement Plan</i></p> <p>4. Ensure all financial transactions funded by the project are consistent with UNDP account codes and sources of funding</p> <p>5. Ensure all relevant documentation for financial transactions submitted by IP for payment are complete and accurate</p> <p>6. Guidance to IPs to ensure all documentations are in place for the Audit by Jabatan Audit Negara;</p> <p>7. UNDP's financial management:</p> <p>a) Manage operationalization of vouchers</p> <p>b) Consult with Programme Manager on budget revisions required</p> <p>c) Budget check for requisitions, POs and vouchers.</p> <p>8. Ensure all Purchase Orders are managed and closed in consultations with the Programme Manager;</p> <p>9. Serve as an Intermediary for the UNDP Finance Department with IP, consultants and vendors;</p> <p>10. Track UNDP project management and operational costs (UNDP Support Services) and share with IP on a bi-annual basis.</p>	<p>1. Support financial transactions and provide the following:</p> <p>a) Assist Programme Associate to ensure all relevant documentation for financial transactions submitted by IP for payment are complete and accurate</p> <p>b) Management – maintain copies of FACE Form submission; scan amended FACE forms to IP/Project Finance; and submit FACE Form for signature of Programme Manager</p> <p>c) Ensure relevant supporting documentation for payment are complete (PO, Invoice)</p> <p>d) Track and record payments sent to UNDP Finance Department for ease of reference of IP</p> <p>e) Ensure payment to vendors and share remittance advice to vendor (if requested).</p>	<p>1. Overall responsibility for financial planning and management of allocated resources based on <i>Final Procurement Plan</i> and <i>Project Procurement Plan</i>;</p> <p>2. Review project delivery based on financial achievement of the AWP and <i>Project Procurement Plan</i>;</p> <p>3. Ensure all financial transactions funded by the project are consistent with UNDP account codes and sources of funding;</p> <p>4. Ensure all relevant documentation for financial transactions submitted for payment are complete and accurate;</p> <p>5. Ensure all finance related documentations are in place for the Audit by Jabatan Audit Negara</p>			

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER		EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT			
E) TRAVEL MANAGEMENT					
<ol style="list-style-type: none"> Approve IP representative's travel related requests which are funded by project; Manage submission of Mission Report and relevant documentation from IP representatives which are funded by project; Liaise with UNDP Travel Unit for personal travel arrangements funded by project; Prepare personal Mission Report and relevant documentation for official project related travel outside of Kuala Lumpur/ Putrajaya. 	<ol style="list-style-type: none"> Oversight on all travel related costs funded by project; Calculate Daily Subsistence Allowance (DSA) and Terminal Expenses (TE) for all travel related requests funded by project; Assist with IP representative's travel arrangements funded by project (if required). 	<ol style="list-style-type: none"> Complete e-Requisition for flight tickets, DSA and TE for travel arrangements made with UNDP Travel Unit; Coordinate travel advance related payments (80%) utilizing FACE Forms; Coordinate balance for travel related payments (20%) utilizing F10/ Travel Expenses Claim Form (TEC); E- Filing of Mission Report and all relevant documentation. 	<ol style="list-style-type: none"> Logistical arrangements for travel of IP representatives, consultants contracted directly by Government, project staff contracted by UNDP based at Implementing Partner and Resource persons/ participants from civil society or academia; Complete and share Mission Report of IP representatives and relevant documentation to UNDP. 		
<p>Note: Travel entitlements for various categories of travelers and the applicable rules are outlined below. The projects funds will only cover the cost of the most direct and most economical flight. If the Government travel is on Business Class and above, the difference of the costs will be borne by the IP.</p>					
CATEGORY	TRAVEL ARRANGEMENTS	DSA/ TE (DOMESTIC)	DSA/ TE (INTERNATIONAL)	FLIGHT TICKETS (DOMESTIC)	FLIGHT TICKETS (INTERNATIONAL)
Implementing Partner and Government Staff	Implementing Partner	Government policies on entitlements	Government policies on entitlements	Government policies on entitlements	Government policies on entitlements
Consultants contracted directly by Government	Implementing Partner	Government policies on entitlements	Government policies on entitlements	Government policies on entitlements	Government policies on entitlements
Resource persons/ participants from civil society or academia	Implementing Partner	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements
Project Staff contracted by UNDP based at Implementing Partner	Implementing Partner	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements
UNDP Staff	UNDP	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements
Consultants contracted directly by UNDP	UNDP	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements	UNDP policies on entitlements

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
F) KNOWLEDGE MANAGEMENT AND KNOWLEDGE PRODUCTS				
<p>1. Project Knowledge Products: Technical review of project related publications;</p> <p>2. UNDP Webpage: Provide confirmation on updated UNDP project webpages and relevant documents;</p> <p>3. Panel Presentations: Identifies and communicates relevant information for a variety of audiences in advocating the development agenda/ work UNDP is undertaking in Malaysia with IP.</p>	<p>1. Project Knowledge Products: Develop the mailing list for dissemination of knowledge products with IP (including selected UN/ UNDP offices and development partners) for advocacy efforts and upload to UNDP Malaysia webpage;</p> <p>2. UNDP Webpage: Coordinate with UNDP Communications Officer on UNDP Malaysia's project page updates.</p>	<p>1. Project Knowledge Products: Share a copy of knowledge product to EPU ICS and selected UN/ UNDP offices and development partners.</p>	<p>1. Project Knowledge Products: Technical review of project related publications and full management of publication cycle including identification of editor, copywriter, printer, and dissemination.</p>	

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER		EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT			
3. PROJECT ASSURANCE AND MONITORING AND EVALUATION					
A) ANNUAL WORK PLAN (AWP) AND ANNUAL BRIEFING NOTE (ABN)					
<p>1. Assist IP to review implementation of AWP and develop subsequent year's AWP and ABN jointly with UNDP;</p> <p>2. Financial and substantive monitoring and evaluation of projects outputs as well as identification of operational and financial problems and propose solutions to IP.</p>	<p>1. Assist IP in the financial management and planning of the AWP and ABN;</p> <p>2. Coordinate the signing of the AWP among all parties;</p> <p>3. Develop project budget on ATLAS as per signed AWP;</p> <p>4. Track AWP targets and milestones.</p>	<p>1. E- Filing of all relevant documentation - AWP and ABN;</p> <p>2. Share AWP and ABN to EPU ICS.</p>	<p>1. Review implementation of AWP and develop subsequent year's AWP and ABN jointly with UNDP.</p>	<p>1. EPU ICS to submit and obtain approval of EPU DG of AWP</p>	
B) PERIODIC PROGRESS REPORT DOCUMENTS: MID- YEAR PROGRESS REPORT (MYPR) AND ANNUAL PROGRESS REPORT (APR)					
<p>1. Quality Assurance: Review progress of project based on reports submitted by IP through the MYPR and APR;</p> <p>2. Finalize MYPR and APR and share with EPU ICS;</p> <p>3. Co-Chair Review meeting on MYPR and APR with EPU ICS (if required) to address any implementing or operational challenges/ delays.</p>	<p>1. Follow up with IP on submission of MYPR and APR;</p> <p>2. Review accuracy of financial allocation and expenditure figures cited in MYPR and APR.</p>	<p>1. E- Filing of all relevant documentation – MYPR and APR;</p> <p>2. Share MYPR and APR to EPU ICS.</p>	<p>1. Submit progress of project through the Mid-Year Progress Report (MYPR) and Annual Progress Report (APR) to UNDP and EPU;</p> <p>2. Attend Review meeting on MYPR and APR with EPU ICS and UNDP (if required) to address any implementing or operational challenges/ delays.</p>	<p>1. Chair Review meeting on MYPR and APR with UNDP (if required) to address any implementing or operational challenges/ delays;</p> <p>2. EPU ICS communicates to Ministry/ Agencies on M&E requirements and related meetings.</p>	
C) FINANCIAL REPORTING DOCUMENT: ANNUAL COMBINED DELIVERY REPORT (CDR) AND EXPENDITURE DETAIL REPORTS					
<p>1. Verify, approve and sign Annual CDRs and Expenditure Detail Report.</p>	<p>1. Generate Annual CDRs and Expenditure Detail Report;</p> <p>2. Review and ensure completeness and accuracy of Annual CDRs and Expenditure Detail Report;</p> <p>3. Follow up with IP on signed Annual CDRs and Expenditure Detail Report; Determine project management and operational costs (UNDP Support Services) for Audit by Jabatan Audit Negara.</p>	<p>1. E- Filing of all relevant documentation – signed CDRs and Expenditure Detail Report;</p>	<p>1. Verify and sign CDRs and Expenditure Detail Report within 14 days and send to UNDP.</p>		

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER		EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT			
D) AUDIT BY JABATAN AUDIT NEGARA (JAN)					
<p>1. Assist IP with the coordination for the audit;</p> <p>2. Review implementation status of previous Audits recommendations (if any) with IP;</p> <p>3. Review Audit Terms of Reference and <i>Audit Documentation Checklist</i> with IP;</p> <p>4. Develop <i>Management Response and Follow Up Action Plans</i> requested by Audit with IP;</p> <p>5. Participate in the Audit of the project;</p> <p>6. Support IP in implementation and review of Audit recommendations and <i>Follow Up Action Plans</i>;</p> <p>7. Report all exceptions for the <i>Follow Up Action Plans</i> on UNDP Audit Webpage (CARDS);</p>	<p>1. UNDP Focal Point for Project documentation and ensure IP has complete and compliant set of documentation based on <i>Audit Documentation Checklist</i> encompassing the following</p> <p>a) Human resources</p> <p>b) Financial management</p> <p>c) Procurement</p> <p>d) Asset Management</p> <p>e) Project progress</p> <p>f) Record keeping systems</p> <p>g) Management Structure</p> <p>2. Note taker during project Audit of the project and draft meeting minutes (if required);</p> <p>3. Upload Audit reports and relevant supporting documents on CARDS;</p> <p>4. Follow up with IP on implementation of Audit recommendations and <i>Follow Up Action Plans</i> post completion of Audit.</p>	<p>1. Liaise with UNDP Finance Department to obtain original and relevant documentation requested by JAN - FACE Forms, vouchers, etc;</p> <p>2. Share final Audit Report to EPU ICS.</p>	<p>1. Coordinate preparation for the Audit with UNDP;</p> <p>2. Review implementation status of previous Audits recommendations (if any) with UNDP;</p> <p>3. Review Audit Terms of Reference and <i>Audit Documentation Checklist</i> with UNDP;</p> <p>4. Ensure and provide complete and compliant set of documentation based on <i>Audit Documentation Checklist</i> to JAN;</p> <p>5. Develop <i>Management Response and Follow Up Action Plans</i> requested by Audit with UNDP;</p> <p>6. Participate in the Audit of the project;</p> <p>7. Review with UNDP on implementation of Audit recommendations and <i>Follow Up Action Plans</i>).</p>	<p>1. EPU ICS and relevant sections to provide feedback to address any implementation or operational challenges/ delays (if required).</p>	
E) PROJECT REVISIONS/ ADJUSTMENTS					
<p>1. Provide feedback to EPU ICS and relevant sections if there is any request by IP for project extensions and/ or budget variations.</p>			<p>1. Submit a written request to EPU and UNDP if there are project extensions and/ or budget variations prior to submission to NSC.</p>	<p>1. EPU Sections Chair review meetings on project extensions/ budget variations as recommendation to NSC.</p>	

UNITED NATIONS DEVELOPMENT PROGRAMME		IMPLEMENTING PARTNER		EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
F) PROJECT CLOSURE				
<p>1. Assist IP in presentation for <i>Project Closure Meeting</i> on the following:</p> <ul style="list-style-type: none"> a) Contribution of project to project outcome, 10th Malaysia Plan and National Initiatives and Sectoral Plans and impact on national development agenda b) Implementation of project outputs c) Financial statement d) Institutional capacity building activities e) Lessons learned 	<p>1. Assist IP to prepare documentation for <i>Project Closure Meeting</i>;</p> <p>2. Assist IP in preparation of project financial statement.</p>	<p>1. Assist IP to prepare a complete set of documentation of the project management, finance, meeting minutes and project outputs in CD form.</p>	<p>1. Prepare a complete set of documentation of the project management, finance, meeting minutes and project outputs in CD form;</p> <p>2. Present to the <i>Project Closure Meeting</i> on the following:</p> <ul style="list-style-type: none"> a) Contribution of project to project outcome, 10th Malaysia Plan and National Initiatives and Sectoral Plans and impact on national development agenda b) Implementation of project outputs c) Financial statement d) Institutional capacity building activities e) Lessons learned 	<p>1. <i>Chair Project Closure Meeting</i> within 6 months after the operational closure of the project to assess the performance and success of the project and review:</p> <ul style="list-style-type: none"> a) Impact of the project to national development agenda b) Sustainability of the results, including the contribution to related outcomes c) Review lessons learned and recommendations to improve design and implementation of future UNDP-Government of Malaysia funded projects.

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
4. PROCUREMENT: ASSETS, EQUIPMENT, RESOURCE MATERIALS AND WORKSHOP VENUE				
<p>1. Oversight on implementation of <i>Costed Procurement Plan</i>.</p>	<p>1. Assist IP to develop TOR for procurement of assets, equipment, resource materials, and workshop venue (if required);</p> <p>2. Review <i>Costed Procurement Plan</i> with IP on a quarterly basis.</p>	<p>1. Consolidate <i>Costed Procurement Plan</i> of all projects on a quarterly basis and UNDP cost recovery of services (if applicable).</p>	<p>1. Review <i>Costed Procurement Plan</i> with IP on a quarterly basis.</p> <p>2. Develop TOR for procurement of assets, equipment, resource materials, and workshop venue with UNDP;</p> <p>3. Responsible for all procurement of assets, equipment, resource materials and workshop venue as indicated within the <i>Final Prodoc, Costed Procurement Plan</i> and AWP unless agreed with UNDP beforehand;</p> <p>4. All procurement activities will be in accordance to the Government of Malaysia's procurement guidelines;</p> <p>5. If UNDP is to assist in procurement of assets and equipment, roles and responsibilities will be indicated within the <i>Final Prodoc</i>;</p> <p>6. All documentation pertaining to decision for procurement and actual procurement process to be retained for Audit purposes by JAN;</p> <p>7. Submit all supporting documents for payment via FACE Forms.</p>	

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER		EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT			
5. ENGAGEMENT OF CONSULTANTS: UNDP PROCESSES AND GUIDELINES FOR INDIVIDUAL OR PROFESSIONAL SERVICES CONTRACT OR REIMBURSABLE LOAN AGREEMENT					
A) PLANNING					
1. Brief IP on UNDP guidelines and estimated timelines for engagement via UNDP processes and jointly determine the most appropriate contractual modality and approach.	1. Review <i>Costed Procurement Plan</i> with IP on a quarterly basis; 2. Provide IP with projected budget and UNDP contractual guidelines and samples (if required); 3. Provide IP the estimated cost for UNDP managing the consultancy contract.	1. Consolidate <i>Costed Procurement Plan</i> for all projects on a quarterly basis and UNDP cost recovery of services (if applicable); 2. Maintain master list of active Project consultants with contact numbers, emails & contract expiry dates; 3. Throughout consultancy: manage version control of contracts, Purchase Orders, Certificate of Payment and Contract Renewals and Obligations.	1. Discuss with UNDP on its guidelines and estimated timelines for engagement via UNDP processes and jointly determine the most appropriate contractual modality and approach.		
B) TERMS OF REFERENCE					
1. Develop Terms of Reference (TOR) or Request For Proposal (RFP) with IP.			1. Develop Terms of Reference (TOR) or Request For Proposal with UNDP.		
C) SOLICITATION PROCEDURE: ADVERTISEMENT					
1. Review and clear the text for the Advertisement in consultation with IP.	1. Liaise with UNDP Operations Department on need to advertise consultancy and provide relevant documentation; 2. Draft Advertisement based on (TOR/RFP) to be cleared by Programme Manager; 3. Ensure Advertisement and TOR/RFP are available on UNDP Jobs website and newspaper.		1. Review and clear the text for the Advertisement in consultation with UNDP; 2. Assist to share link of Advertisement (TOR and RFP) to relevant networks, consultants in the IP's database or potential consultants.		

UNITED NATIONS DEVELOPMENT PROGRAMME			IMPLEMENTING PARTNER	EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
D) REVIEW AND SELECTION OF CONSULTANTS				
<ol style="list-style-type: none"> 1. Evaluation of CVs/ RFP and shortlist candidates/ RFP and share with IP for feedback; 2. Complete Evaluation Form of CV/ RFP with input from IP; 3. Sign of on completed UNDP Request for Contract for submission to UNDP Operations Department; 4. Provide any justification or waiver for UNDP Contracts Appraisal Committee (CAP) submission (if required) 	<ol style="list-style-type: none"> 1. Assist to complete UNDP Request for Contract for submission to UNDP Operations Department. 2. Ensure submission of all required and completed documentation to CAP (if required). 		<ol style="list-style-type: none"> 1. Provide feedback to UNDP on shortlisted candidates / RFP; 2. Provide feedback to UNDP on Evaluation Form of CV/ RFP. 	
E) CONTRACT MANAGEMENT				
<ol style="list-style-type: none"> 1. Approve requisition for selected consultants; 2. Senior Management to approve Purchase Orders. 	<ol style="list-style-type: none"> 1. Coordinate preparation of documentation for issuing of contract by UNDP Operations Department; 2. Raise requisition for selected consultant and UNDP Operations Department to raise Purchase Orders. 	<ol style="list-style-type: none"> 1. Follow up with UNDP Operations Department to liaise with selected candidates to complete and submit medical clearance and vendor profile form to be added to UNDP financial system. 		
F) DAY TO DAY OPERATIONS				
<ol style="list-style-type: none"> 1. Jointly monitor performance of consultants together with National Project Director (NPD). 			<ol style="list-style-type: none"> 1. Jointly monitor performance of consultants together with UNDP. 	
G) CERTIFICATE OF PAYMENT				
<ol style="list-style-type: none"> 1. Sign Certification of Payment (CoP) in consultation with IP. 	<ol style="list-style-type: none"> 1. Coordinate for signing of CoP by consultants and IP; 2. Upon acceptance of signed CoP by consultant and IP, create receipt in UNDP financial system for milestone accomplishment and submit and follow up with UNDP Finance Department for payment; 3. Share remittance advice to consultant and inform IP. 		<ol style="list-style-type: none"> 1. Provide confirmation to UNDP of acceptance of deliverables/ outputs prior to payment and sign CoP. 	

UNITED NATIONS DEVELOPMENT PROGRAMME		IMPLEMENTING PARTNER		EPU
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT		
H) PERFORMANCE EVALUATION				
1. Complete performance evaluation with input from National Project Director and relevant IP staff.		1. Liaise with UNDP Operations Department to file Performance Evaluation and share with UNDP Finance Department for records.	1. NPD to provide input to UNDP on performance evaluation.	
8. ENGAGEMENT OF PROJECT STAFF: UNDP PROCESSES AND GUIDELINES FOR SERVICE CONTRACT				
A) PLANNING				
1. Brief IP on UNDP guidelines and estimated timelines for engagement via UNDP processes.	1. Review <i>Costed Procurement Plan</i> with IP on a quarterly basis; 2. Provide IP with projected budget and UNDP contractual guidelines and samples (if required); 3. Provide IP the estimated cost for UNDP managing the contract.	1. Consolidate <i>Costed Procurement Plan</i> for all projects on a quarterly basis and UNDP cost recovery of services (if applicable); Maintain master list of active Project Staff contracted by UNDP with contact numbers, emails & expiry dates.	1. Discuss with UNDP on its guidelines and estimated timelines for engagement via UNDP processes.	
B) TERMS OF REFERENCE				
1. Develop Terms of Reference (TOR) with IP.			1. Develop Terms of Reference (TOR) with UNDP.	
C) SOURCING: ADVERTISEMENT				
1. Review and clear the text for the Job Advertisement in consultation with IP.	1. Liaise with UNDP Human Resource Department on need to advertise post and provide relevant documentation; 2. Draft Job Advertisement based on (TOR) to be cleared by Programme Manager. 3. Ensure Advertisement and TOR/RFP are available on UNDP Jobs website and newspaper.		1. Review and clear the text for the Job Advertisement in consultation with UNDP.	
D) SHORTLISTING				
1. Shortlist candidates and share with IP for feedback.	1. Coordinate with UNDP Human Resources Department to organize interviews with shortlisted candidates.		1. Provide feedback to UNDP on shortlisted candidates.	

PROGRAMME MANAGER		PROGRAMME ASSISTANT		IMPLEMENTING PARTNER		EPU	
UNITED NATIONS DEVELOPMENT PROGRAMME							
PROGRAMME ASSOCIATE		PROGRAMME ASSISTANT					
E) INTERVIEW AND ASSESSMENT							
1. Finalize face to face interview and written test questions and respective scoring sheets in consultation with IP; Chair the interview panel and select interview panel members;	1. Participate in interview panel for Project Administration and Operations/ Finance posts (if required).	1. Provide input to UNDP on face to face interview and written test questions and respective scoring sheets.					
2. Chair the interview panel and select interview panel members;							
3. Finalize interview report.							
F) SELECTION							
1. Provide any justification or waiver for Contracts Appraisal Committee (CAP) submission (if required).	1. Ensure submission of all required and completed documentation to UNDP CAP (if required).						
G) CONTRACT							
1. Sign approval of request for issuance of contract;	1. Coordinate preparation of documentation for issuing of contract by UNDP Human Resources Department;	1. Follow up with UNDP Human Resources Department to liaise with selected candidates to complete and submit medical clearance and vendor profile form to be added to UNDP financial system.					
2. Inform IP on start date of selected project staff.	2. UNDP Human Resource Department to include selected candidate on UNDP payroll.						
H) DAY TO DAY OPERATIONS							
1. Jointly monitor performance of project staff together with National Project Director (NPD);	1. Organize training for project staff on programme processes and guidelines within the first week of work.	1. Project Staff based at IP's office will report directly to the NPD and UNDP Programme Manager (unless indicated otherwise);	1. Brief project staff and IP's Desk Officer on UNDP FACE Form template and governing procedures.				
2. Jointly monitor and verify attendance and leave for project staff with IP.		2. Jointly monitor performance of project staff together with UNDP;					
		3. Jointly monitor and verify attendance and leave for project staff with UNDP by signing monthly leave statement.					
I) PERFORMANCE EVALUATION							
1. Complete performance assessment of project staff with input from National Project Director and relevant IP staff and also determine percentage of bonus to be provided.		1. Provide input for performance assessment of project staff to UNDP and also determine percentage of bonus to be provided.	1. Liaise with UNDP Operations Unit to file Performance Evaluation.				

UNITED NATIONS DEVELOPMENT PROGRAMME			
PROGRAMME MANAGER	PROGRAMME ASSOCIATE	PROGRAMME ASSISTANT	IMPLEMENTING PARTNER
J) CONTRACT RENEWAL			
<ol style="list-style-type: none"> 1. In consultation with NPD and based on performance evaluation, make decision on renewal and duration of contract; 2. Sign off on documentation for renewal of contract. 	<ol style="list-style-type: none"> 1. Coordinate preparation of documentation for renewal of contract by Human Resources; 2. Provide IP the cost for the renewal of the contract. 		<ol style="list-style-type: none"> 1. NPD to provide input to UNDP on renewal and duration of contract based on performance evaluation.
			EPU