



**Country/Region/Global: UNDP Malaysia**  
**Initiation Plan**

**Project Title:** **Engagement Facility - National Development Planning (EF-NDP)**

**Expected UNDAF/CP Outcome(s):**

**Outcome #1:** (a) A new national policy framework developed to promote inclusive growth and sustainable human development policies and strategies; (b) The bottom 40% of households receive better access to education, health and social protection programmes and secure greater benefits through better targeting from new inclusive growth policies and strategies.

**Outcome #2:** Strengthened institutional capacity in managing climate change, and enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo

**Expected CPD Output(s):**

Priority 1a: Enhancing, prioritizing and mainstreaming inclusion for pockets of the poor, bottom 40 percent of income households and vulnerable communities

Priority 1b: Reducing spatial inequalities and promote inclusive and sustainable urbanization and rural development

Priority 2a: Enhancing national resiliency to climate variability and change

Priority 2b: Value natural capital, reduce environmental impacts and improve access to quality ecosystem services for low income households

**Initiation Plan Start/End Dates:** **2019-2021**  
**(October 2019 to March 2021 – 18 months)**

**Implementing Partner:** **UNDP Malaysia**

**Associate Partner:** **Ministry of Economic Affairs (MEA)**

### Brief Description

The EF-NDP is established as a rapid and flexible response mechanism to support the Government of Malaysia on upstream policy results, evaluation and assessments, crisis responses (& recovery), testing of innovations with scale-up potential, piloting policy transformation, demonstrating stakeholders' engagement/platforms and including documenting evidence. Specifically, EF-NDP will be used to support the formulation, writing, consultation process, training (and capacity building) and communication of the upcoming 12 Malaysia Plan inline with the Shared Prosperity Vision 2030 and SDGs. The project will also help to prepare UNDP's Country Programme 2021-2025 as a direct response to supporting the implementation of the 12MP. EF-NDP is designed as an umbrella project spanning 18 months over a period of three years (2019-2021) focusing on strategic and well-defined policy upstream, including sectoral interventions with high catalytic impact to respond rapidly to changing political, social and economic conditions and with clear linkages to the priorities outlined by the 11<sup>th</sup> Malaysia Plan 2016-2020, UNDP's Country Programme 2016-2020 and Strategic Priorities 2018-2021.

Programme Period: 01 October 2019-  
31 Mar 2021  
(18 months)

Atlas Project Number: 00118153

Atlas Output ID: 00115580

Gender Marker: GEN2

Total resources required **USD1,087,022**

Total allocated resources:

- Regular
- Other:  
Government Cost-Sharing **USD1,087,022**

Unfunded budget: Not Applicable

In-kind Contributions Not Applicable

Agreed by UNDP: Niloy



Niloy Banerjee

Resident Representative

UNDP Malaysia, Singapore and Brunei Darussalam

01 October 2019

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## **I. PURPOSE AND EXPECTED OUTPUT**

### **Introduction**

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### **Project Scope**

1. Prepare strategy papers for 12MP which will also include upstream policy piece papers on areas related to leaving no one behind, sustainability and democratic governance.
2. Support to the organizing the 12MP Technical work Groups (TWG), Focus Group Discussion (FGD) and committee meetings including bringing key experts to share best practices and lesson learns and workshops
3. Provide inputs that lead to strategic intervention on last-mile connectivity among others key sectors such as rural electrification, access to clean water (and water resources), delivery of services.
4. Prepare and project formulation exercises for potential project idea note into a full project to be implemented during 12MP period, including possibility of leveraging regional/global financial resources (i.e GEF, GCF, bi-lateral funding).
5. Organize study, evaluation and assessments with an objective to provide an independent review or an integrated approach related to SDG gaps for possible adoption in the 12 MP.
6. Support crisis responses (& recovery), disaster resilient and response/management for possible adoption into 12MP
7. Promote testing of innovations with scale-up potential, concept-proofing, piloting policy transformation, demonstrating stakeholders' engagement/platforms and including documenting evidence in areas of interest, including partnership with private sectors, private sector associations, NGOs and academias.
8. Support to training and building capacities for civil servants on understanding new innovative development tools which includes learning /strengthening new economic modelling, projection calculation, building up database, behavioral insights, crowd sourcing, foresighting exercise, design thinking, big data and others.
9. Provide inputs to preparation for UNDP's support to Government including preparation for the new Country Programme Document in partnership with MEA/EPU. This will

include the call on Expression of Interest (EOI) prior that will be able to extract key possible assistance needed by the ministries and agencies.

Activities under the above project scope will include consultancies, workshops/conferences, experts (local and international) mobilization, procurement of IT equipments and leveraging of funds.

The proposed expected outputs for the project are:

**Output 1: Advisory Services: Targeted & Technical**

Provide Advisory & Technical Services to counterparts; namely to government ministries and agencies, especially for contributing inputs towards the preparation of the 12MP. This component will cover the drafting of strategy papers, targeted research or conducting stakeholder consultations to brainstorm on possible project ideas and initiatives.

**Output 2: Programme Design: Project Development Support**

Consultation on 11MP leading to 12MP projects ( Expression of Interests). This component will provide support to the programme design stages and also the project development stages of potential projects. It will cover the recruitment of international and national expertise, the convening of stakeholder consultations and miscellaneous expenses inclusive of travels and purchase of workshop materials like stationeries. Promote testing of innovations with scale-up potential, concept-proofing, piloting policy transformation, demonstrating stakeholders' engagement/platforms and including documenting evidence in areas of interest, including partnership with private sectors, private sector associations, NGOs and academias will be explored.

**Output 3: Capacity Building**

This component will provide building capacities of counterparts on current and emerging issues; Training; write shops to draft policy documents, stakeholders' consultations, brainstorming sessions, etc. The project will provide capacity building initiatives that will strengthen the Malaysian public and private sectors and NGOs on key development trends and agenda. It will assist in facilitating partnerships to support the development of national capacity building and development strategies based on assessments.

**Output 4: Communications and Advocacy, Impact Reporting**

Promote awareness of matters related to development planning; M&E and impact reporting. Communications and advocacy will be strengthen to show more visibility to the projects and initiatives that UNDP is supporting and collaborating with the Malaysian government. This can constitute knowledge sharing with our stakeholders as well, be it internally in Malaysia or abroad including South-south exchanges.

**Project Management & M&E**

Management and implementation of the project including the Monitoring and Evaluation component. This component will make allowance for personnel to go for field visits and conduct M&E related assessments. This will also enable national clients to track progress in capacity development through monitoring and evaluation systems. This component will enable the development of tools and mechanisms for monitoring and evaluation to help Malaysia pursue development that is sustainable, resilient and inclusive in the true spirit of the SDGs.

**Gender**

This project will introduce, promote and support and gender, as the cross cutting initiative across all sectors. Initiatives that promote the greater empowerment of women, women in politics and decision-making roles, support for the unpaid care work, will be encouraged, just to name a few. The project will consider gender elements throughout the entire implementation. If and when required, a gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project's context, and to identify appropriate measures to address these and promote gender equality and women's empowerment.

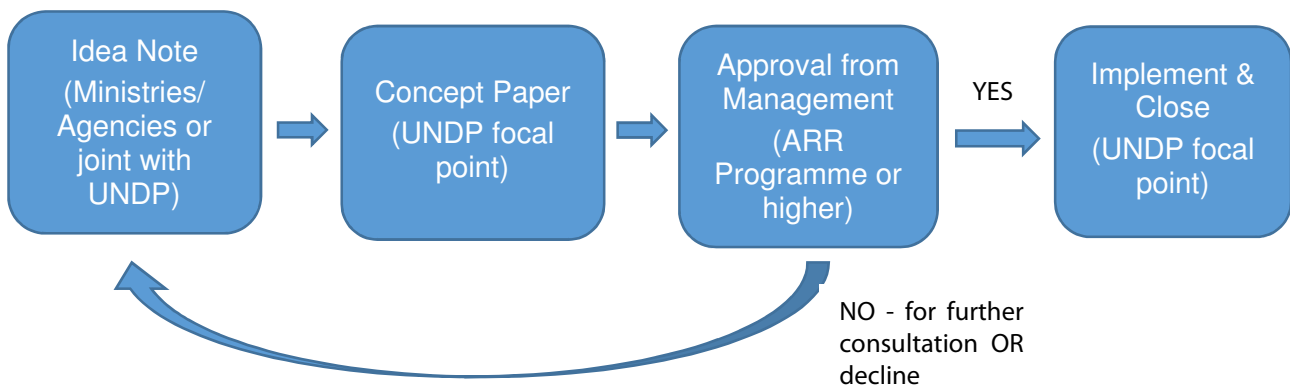
## II. MANAGEMENT ARRANGEMENTS

The project will be implemented by UNDP where it will be involved in providing supervision on project implementation, technical & policy advisory and financial management. A Programme Manager will be assigned to perform project assurance and guidance to keep the project progressing on the right track. UNDP Malaysia will also provide in-house expertise on technical and policy advisory needed, communication and advocacy, support knowledge management and will also draw on necessary expertise from UNDP HQ, regional and country office network or UN agencies, where applicable.

Request for support will come from MEA/EPU or Ministries/agencies and UNDP will make the assistance available after further consultation and approval from the management. Proposed concept note shall be inline with the EF-NDP project scope as stated above. A dedicated UNDP personnel (Programme Managers, Environment Analysts among others) will be assigned as focal point(s) to coordinate the Requester for support in consultation with the Head of Programme. The focal point(s) will be responsible and accountable to the delivery of the activities and the needed resources. For each request of support, a project team (or even project board) may be required if necessary.

UNDP enterprise resource planning (ERP) system (ATLAS) will provide the management information system to ensure accuracy and transparency of project progress and financial information. The Country Office will use ATLAS to keep track of the financial status of the project at all times, to control expenses, handle outstanding commitments, make payments and monitor the performance of each request. This will enable the production of reports that are part of UNDP Country Office central oversight and monitoring while serving as the building blocks for periodic reviews and communications with stakeholders.

### Flow Chart on Request for Support



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### III. MONITORING

The project activities will be monitored by UNDP where the following will be conducted:

#### Project Monitoring and Review Meetings

Within UNDP, activities implemented in the EF-NDP will be discussed and monitored during bi-lateral consultation with ARR/Head of Programme (as representative from the Management team). EF-NDP project will be discussed in the Programme and Management Team when and as required.

With MEA/EPU (as the donor of the resources), UNDP will hold regular project monitoring and review meetings with MEA/EPU to track the progress of the project, at the working level as well with the senior management level including in the Annual Year Review where needed. Its purpose is to assess the performance and success of the EF-NDP project including sustainability of the results, contribution to related outcomes (and the status) and the capacity development status. It will also review lessons learned and recommendations that might improve design and implementation of other UNDP-funded projects. Where necessary and depending on complexities, each request of support will be complemented by its own project monitoring and review meetings (i.e. TWC and NSC meetings) where MEA/EPU will also participate.

#### Progress Reporting Documents

The below project reports will be prepared

1. Mid-year Progress Report

A mid-year progress report will be prepared by UNDP which will highlight the progress of the project, its achievement and lesson learns. Issues, risks or challenges will be highlighted together with project achievements.

2. Annual Progress Report

A Annual Progress Report will be prepared by UNDP which will highlight the progress of the project, its achievement and lesson learns. Issues, risks or challenges will be highlighted together with project achievements. The results from APR will be also discussed with MEA/EPU as needed.

3. Final Project Review Report

A final assessment of progress based on the chain of results initially defined in the Project Document and Annual Work plans will be prepared and will include information on financial allocations of expenditure. It may be supplemented by additional narrative to meet specific reporting needs of stakeholders; especially bilateral donor(s) within the annex, the following should be submitted together with the report:

- Lessons learnt log - summarizing the information captured throughout the implementation of the project
- Annual signed CDRs
- Statements of cash position (if applicable)

**IV. WORK PLAN**

**SUMMARY - ANNUAL WORKPLAN FOR YEAR 2019 - 2021**

Project Title: National Development Planning (Engagement Facility)

Output ID : 00115580

EXPECTED OUTPUTS	PLANNED ACTIVITIES	2019	2020	2021	TOTAL
					Amount
<b>Output 1: Advisory Services: Targeted &amp; Technical</b>	<b>1.1 International Consultants</b>	<b>10,000</b>	<b>20,000</b>	<b>20,000</b>	50,000
<i>Output Description:</i>	1.2 Local consultant	60,000	60,000	60,000	180,000
a. Provide Advisory & Technical Services to counterparts;	1.3 Service Contract Holders	10,000	10,000	10,000	30,000
	1.4 Travel	5,000	5,000	3,500	13,500
	1.5 Professional/Contractual Services-Companies	0	0	0	0
	1.6 Workshops /Confernce	100,000	0	0	100,000
	1.7 UNDP Technical & Advisory Services	10,000	10,000	5,000	25,000
	GMS	11,700	6,300	5,910	23,910
	<b>Sub-Total for Output 1</b>	<b>206,700</b>	<b>111,300</b>	<b>104,410</b>	<b>422,410</b>



<b>Output 2: Programme Design: Project Development Support</b>	2.1 Service Contract Holders – Project Personnel	10,000	10,000	10,000	30,000
<i>Output Description:</i>	2.2 Local Consultants for Programme Design: Project Development Support	0	50,000	50,000	100,000
a. Consultation on 11MP leading to 12MP projects( EOIs)	2.3 Travel Expenses	1,500	1,500	2,000	5,000
	2.4 Contractual Services_ Companies	7,729	10,000	10,000	27,729
	2.5 Workshop	10,000	31,200	31,200	72,400
	2.6 UNDP Technical & Advisory Services	4,000	4,000	4,000	12,000
	GMS	1,994	6,402	6,432	14,828
<i>Gender marker: GEN 2</i>	<b>Sub-Total for Output 2</b>	<b>35,223</b>	<b>113,102</b>	<b>113,632</b>	<b>261,957</b>
<b>Output 3: Capacity Building</b>	3.1 Local Consultants: Training	10,000	10,000	10,000	30,000
Building capacities of counterparts on current and emerging issues; Training; write shop, etc	3.2 Conduct Workshops, Conferences, Meetings	0	20,000	20,000	40,000
	3.3 UNDP Technical & Advisory Services	4,000	4,000	4,000	12,000
	GMS	840	2,040	2,040	4,920
	<b>Sub-Total for Output 3</b>	<b>14,840</b>	<b>36,040</b>	<b>36,040</b>	<b>86,920</b>

<b>Output 4: Communications and Advocacy, Impact Reporting</b>	4.1 Service Contract Holders – Project Personnel	40,000	40,000	40,000	120,000
<i>Output Description:</i>	4.2 Audio Visual & Print Production	0	40,000	40,000	80,000
a.Promote awareness of matters related to development planning; M&E and impact reporting	4.3 Conduct Workshops, Conferences, Meetings	0	40,000	0	40,000
	4.4 UNDP Technical & Advisory Services	0	4,000	4,000	8,000
	GMS	2,400	7,440	5,040	14,880
	<b>Sub-Total for Output 4</b>	<b>42,400</b>	<b>131,440</b>	<b>89,040</b>	<b>262,880</b>
<b>Project Management &amp; M&amp;E</b>	5.1 Travel	2,000	4,000	4,000	10,000
	5.2 M&E Cost	1,500	1,500	2,000	5,000
	5.3 Equipment	4,863	5,000	5,000	14,863
	5.4 UNDP Technical & Advisory Services	5,000	10,000	5,000	20,000
	GMS	802	1,230	960	2,992
	<b>Sub-Total for Output 5</b>	<b>14,165</b>	<b>21,730</b>	<b>16,960</b>	<b>52,855</b>
<b>TOTAL</b>		<b>313,328</b>	<b>413,612</b>	<b>360,082</b>	<b>1,087,022</b>