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United Nations Development Programme
Country: MALAYSIA
PROJECT DOCUMENT

Project Title: Minamata Convention Initial Assessment (MCIA)

UNDAF Outcome(s): As Malaysia does not have a United Nations Development Assistance Framework, UNDP's framework is based on activities that directly supports the achievement of national priorities as laid out in the 11th Malaysia Plan and in line with the *national transformation policy, government transformation programme, economic transformation programme, rural transformation programme, and political transformation programme.*

UNDP Strategic Plan 2014-2017 Primary Outcome:

UNDP Strategic Plan Environment and Sustainable Development Primary Outcome:

Outcome 1: Enhancing national resilience to climate variability and change

Output 1.3. Solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystem services, chemicals and waste.

UNDP Strategic Plan 2014-2017 Secondary Outcome:

Outcome 1: Enhancing national resilience to climate variability and change Output 1.1. National and sub-national systems and institutions enabled to achieve structural transformation of productive capacities that are sustainable and employment - and livelihoods- intensive.

Expected CP Outcome(s):

Priority 2: Sustainable and resilient development: Implementation of a national development agenda that enables green growth through climate-resilient measures, sustainable management of energy and natural resources, and improved risk governance

Expected CPAP Output (s)

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

Innovative mitigation actions which promote the use of clean technology for energy generation, including the extension of basic services for the underserved population adopted

Executing Entity/Implementing Partner: Ministry of Natural Resources and Environment

Implementing Entity/Responsible Partners: Ministry of Natural Resources and Environment

Brief Description

In January 2013, a UN agreement was reached for the establishment of a globally legally binding Convention on Mercury "The Minamata Convention on Mercury". The Convention was adopted and opened for signature on 10 October 2013, at a Conference of Plenipotentiaries (Diplomatic Conference) in Kumamoto, Japan. To date, 128 countries have signed the Convention, and 12 countries have ratified the Convention¹. The Government of Malaysia signed the Convention on 24 September 2014. The Convention will enter into force 90 days after it has been ratified by 50 nations.

The Minamata Convention is a global treaty to protect human health and the environment from adverse effects of mercury. The major highlights of the Minamata Convention on Mercury include a ban on new Mercury mines, the phase-out of existing ones, control measures on air emissions, and the international regulation of the informal sector for artisanal and small-scale gold mining.

To facilitate the early entry into force of the Convention, a Minamata Convention Initial Assessment (MIA) will allow a country to collect information to determine what is needed in order to ratify the Convention and, subsequently, to provide a basis for any further work towards implementation. The development of a country's MIA will assist the country in taking its decision to ratify and notify the Convention in accordance with Article 7; to develop its National Implementation Plan in accordance with Article 20; and to prepare a national plan to reduce emissions of mercury in accordance with Article 8¹.

Therefore, the Project's objective is for the Government of Malaysia to undertake an MIA to determine the national requirements and needs for the ratification of the Minamata Convention and establish a national foundation to undertake future work towards the implementation of the Convention.

The Project's expected outcomes are: (a) National mercury profile, including significant sources of emissions and releases, as well as inventories of mercury and mercury compounds; (b) Structures, institutions, legislation already available to implement the Convention identified; (c) Barriers that would hinder or prevent implementation identified; and, (d) Technical and financial needs for implementation of the Convention identified, including resources from the GEF, national sources, bilateral sources, the private sector and others.

<p>Programme Period: 2016-2017</p> <p>Atlas Award ID: 00090307 Project ID: 00096132 PIMS #: 5642 Start date: Jan 2017 End Date: Dec 2018</p> <p>Management Arrangements: NIM PAC Meeting Date: 20 November 2015</p>	<p>Total resources required (USD): USD310,000</p> <p>Total allocated resources (USD):</p> <ul style="list-style-type: none"> • GEF: USD250,000 <p>Other (in-kind & in-cash):</p> <ul style="list-style-type: none"> • Federal & Local Govt (in-kind) USD100,000 • UNDP: - • Cost Sharing: USD60,000 <p>Leveraged Co-finance</p> <ul style="list-style-type: none"> • Private Sector : - <p>GEF GMS: 9.5% x 250,000=23,750 USD 6.0% x 60,000= 3,600 USD TOTAL GEF GMS = 27,350 USD</p>
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Acronyms

APR/PIR	Annual Project Review / Project Implementation Review
AWP	Annual Work Plan
CDR	Combined Delivery Report
CEO	Chief Executive Officer
CO	Country Office (UNDP)
CPAP	Country Programme Action Plan
CSO	Civil Society Organisation
DOA	Department of Agriculture
DOE	Department of Environment
DOSH	Department of Safety and Health. (JKKP)
DOMG	Department of Mines and Geology
EA	Enabling Activity
EQA	Environment Quality Act
GEF	Global Environment Facility
INC	Intergovernmental Negotiation Committee
LESTARI	Institute for Environment and Development
LPAC	Local Project Appraisal Committee
M&E	Monitoring and Evaluation
MEA	Multilateral Environmental Accords
MIA	Minamata Initial Assessment
MNRE	Ministry of Natural Resources and Environment
MOH	Ministry of Health
MOSS	Minimum Operating Security Standards
NGO	Non Governmental Organisation
NIP	National Implementation Plan
NPSC	National Project Steering Committee
NSC	National Steering Committee
NSCMC	National Steering Committee on Mercury Convention
OSHA	Occupational Safety and Health Administration
POPS	Persistent Organic Pollutants
RCU	Regional Coordinating Unit
TAG	Technical Advisory Group
TOR	Terms of Reference
UN	United Nations
UNDP	United Nations Development Programme
UNDP CO	United Nations Development Programme Country Office
UNEP	United Nations Environment Programme

1. SITUATION ANALYSIS

This Project Document (PRODOC) serves to operationalise at the level of UNDP and the Government, the proposal for Minamata Convention Initial Assessment in Malaysia approved by the GEF on 5 June 2015. The project document is appended to the Enabling Activity document that was submitted to the GEF and the GEF CEO Letter of Approval is also attached.

1.1 Country Context and Global Significance

1.1.1 Mercury and the Minamata Convention

Mercury is a global pollutant. Like persistent organic pollutants (POPs), mercury remains in the environment where it circulates among air, water, sediments, soil, and biota in various forms. Atmospheric mercury can be transported long distances, taken up by microorganisms and concentrated up the food chain. Mercury can cause serious damage to ecosystems.

The three most common forms of mercury (elemental, inorganic and methyl mercury) are all detrimental to human health and especially dangerous for fetuses and young children because of its toxicity to the nervous systems (brain and spinal cord). Exposure to elemental mercury, mercury in food, and mercury vapors poses significant health risks including kidney, heart and respiratory problems, tremors, skin rashes, vision or hearing problems, headaches, weakness, memory problems, and emotional changes.

In order to address the challenges posed by Mercury on a global scale, in 2009 the decision was taken to start UN negotiations for a global, legally-binding treaty to prevent emissions and releases of Mercury. The UN negotiations were concluded in January 2013 with 147 governments agreeing to the draft convention text for the Minamata Convention on Mercury.

The Convention was adopted and opened for signature on 10 October 2013, at a Conference of Plenipotentiaries (Diplomatic Conference) in Kumamoto, Japan.

The Minamata Convention on Mercury, named after a city in Japan where serious health damage occurred as a result of mercury pollution in the mid-20th Century, will aim to reduce mercury emissions from all sources, including gold mining, dental practices, chlor-alkali plants, coal combustion, medical uses as well as waste management, storage, fate and transport in the atmosphere and other related issues.

Eighty six countries and the European Union signed the Minamata Convention on the first day it was open. A further 5 countries signed the Convention on the final day of the Diplomatic Conference, 11 October 2013. To date, 128 countries have signed the Convention¹. On November 6, 2013 the United States of America was the first country to ratify the Minamata Convention, becoming the first party to the Convention.

¹ <http://www.mercuryconvention.org/Countries/tabid/3428/Default.aspx>

The Convention will enter into force 90 days after it has been ratified by 50 nations. It is expected that the Convention will come into force within the next 3 – 5 years, most likely before the end of the GEF-6 funding cycle.

The Government of Malaysia signed the Minamata Convention on 24 September 2014.

1.1.2 Malaysia and the Management of Mercury

The project builds on the efforts and achievements of the Government of Malaysia to improve the management of Mercury.

Currently the country is preparing for ratification of the Convention. Malaysia has been actively participating in the INC negotiation process and has been addressing sound management chemicals priorities, including mercury, through the establishment of a national cross-sectoral committee headed by the Ministry of Natural Resource and Environment as well as relevant legislature.

In Malaysia, the existing control mechanism pertaining to Mercury² includes the following:

- i. Supply (primary mercury mining) - Mineral Development Act 1994 (DoMG)
- ii. Import & Export of Mercury and Mercury Compounds - Poisons Act 1952 (MoH), Pesticide Act 1974 (DoA)
- iii. Import & Export of mercury added products (cosmetics, antiseptics, pesticides, biocides, medical device, dental amalgam)
- iv. Manufacturing Processes – OSHA 1994/USECHH Regulation 2000 (DOSH)
- v. ASGM - Mineral Development Act 1994 (DoMG)
- vi. Emissions - EQA 1974 (DoE)
- vii. Releases - EQA 1974 (DoE)
- viii. Storage - OSHA 1994 / USECHH Regulation 2000 (DOSH)
- ix. Waste - EQA 1974 (DoE)
- x. Contaminated site - EQA 1974 (DoE)

These control mechanisms may need further strengthening and update in order to ensure obligations under the Convention. There are also loopholes and gaps in the current legislative framework especially with regard to mercury added products, which will need to be addressed.

In terms of data and information on Mercury, most studies related to Mercury in environmental media in Malaysia were carried out 20-30 years ago. This is a concern, as Malaysia's economy is growing rapidly and a more recent study (2012) indicated that Mercury affected the Country's aquatic environment. Primary areas of environmental concern are the rivers of the west Peninsular Malaysian coast and the coastal waters of the Straits of Malacca, where industrial activities are rapidly expanding.³

In addition to a need to strengthen the current legal framework and its subsequent enforcement, the collection of data and information on mercury sources, emissions and releases, additional challenges that should be mentioned are insufficient human and financial resources and capacity in managing mercury at the national level.

In order for Malaysia to comply with the Minamata Convention and to take control of current and future mercury use, emissions and releases, there is a need for a substantial investment

² From the presentation at UNEP Mercury workshop in KL in March 2014.

³ "Mercury Pollution in Malaysia" <http://www.ncbi.nlm.nih.gov/pubmed/22610296>

of expertise, time and financial resources in improving the existing mercury inventories as well as developing, strengthening and implementing stronger policies, plans and actions to restrict and regulate mercury use, emissions and releases. Furthermore, it is important to develop standards and establish an effective mercury monitoring structure.

The proposed EA is expected to support the establishment of a solid foundation for the sound management and reduction of Mercury and further advance the country's efforts to improve the management of Mercury.

1.2 Threats and Root Causes

Threats of mercury include those relating to:

- a) Health- Elemental and methylmercury are toxic to the central and peripheral nervous system. The inhalation of mercury vapour can produce harmful effects on the nervous, digestive and immune systems, lungs and kidneys, and may be fatal⁴. The inorganic salts of mercury are corrosive to the skin, eyes and gastrointestinal tract, and may induce kidney toxicity if ingested. Additionally, exposure to mercury (through inhalation, ingestion or dermal application of mercury compounds) can lead to neurological and behavioural disorders, of which symptoms include tremors, insomnia, memory loss, neuromuscular effects and motor dysfunction. Children and pregnant women are especially vulnerable and may be exposed by eating contaminated fish. Methylmercury that have been consumed by pregnant women and magnified due to bioaccumulation may lead to neurodevelopment problems in the developing foetus.
- b) Environment- Mercury can seriously damage the health of many birds and animals who rely on fish as their main source of food. Eagles, otters and kingfishers eat large quantities of fish. These predators rely on speed and coordination to find food, and hence mercury might be especially harmful.

The sources of exposure to mercury can be described as the root causes of mercury threats. These sources of exposure include:

- a) Industrial Processes- Activities such as power generation through coal-fired power stations, operating waste incinerators, mining for mercury, gold and other metals, and refining operations all lead to the increase of mercury in the environment as a result of human activity
- b) Food-Eating contaminated fish and shellfish is the main source of methylmercury exposure, especially in populations that rely heavily on the consumption of predatory fish.
- c) Health care- The use of thermometers and blood pressure monitors, and the incineration of medical waste can lead to significant releases of mercury to the environment. Additionally, dental amalgam is a potentially significant source of exposure as it can contain up to 50% of elemental mercury. This elemental mercury may be released as vapour, ions or fine particles that may be inhaled or ingested.
- d) Traditional practices- Elemental mercury is used in some therapies, religions and practices and might present a risk of exposure due to the practice itself or from accidental spills. The use of mercury-containing beauty creams, hair treatment and other cosmetic products might cause significant exposure.
- e) Mercury exposure in the environment, humans and food is a threat, which leads to contamination and adverse effects towards human health.

⁴ IPCS (1991) Inorganic mercury. Geneva, World Health Organization, International Programme on Chemical Safety (Environmental Health Criteria 118). <http://www.inchem.org/documents/ehc/ehc/ehc118.htm>

1.3 Barrier Analysis

There are a number of barriers which might prevent the achievement of the outcomes of the project. They include:

Institutional: Poor coordination between key government Agencies and Ministries, as well as other stakeholders might cause delays in the project. Institutions might not be fully committed to share information about data relating to mercury, or to incorporate mercury activities into their policies and plans.

Information: Insufficient technical capacity built up for conducting mercury inventories and profiling might lead to lower quality of work. There should be sufficient technology and skills transfer to make sure that there is functioning technical capabilities. There might be problems of data availability from institutions and insufficient awareness, affecting the quality of the MIA.

Financial: The project might not have sufficient funds to hire technical experts that have already a proven track record in the area of mercury.

1.4 Key Stakeholders

A summary of the key stakeholders is presented in Table 1.

Table 1. Stakeholder Matrix

Type of Entity	Description	Stakeholders
	<ul style="list-style-type: none"> ▪ Ministry of Natural Resources and Environment (MNRE) 	<ul style="list-style-type: none"> ▪ Provide policies pertaining to environmental protection e.g. such as National Environmental Policies, Environmental Management Acts and its Regulations, programmes and projects, as well as coordinating all mercury related activities in Malaysia, with a dedicated focal point for implementation of the Minamata Convention and its provisions.
	<ul style="list-style-type: none"> ▪ Ministry of International Trade and Industry (MITI) 	<ul style="list-style-type: none"> ▪ Provide policies pertaining to the operations of non-ferrous, chlor-alkali, dental amalgam, mercury-added products and cement manufacturers and coordinate policies on mercury-added products (import/export).
	<ul style="list-style-type: none"> ▪ Ministry of Finance 	<ul style="list-style-type: none"> ▪ Determine opportunities for mainstreaming existing financial mechanisms that will support the sound management of chemicals including mercury.
	<ul style="list-style-type: none"> ▪ Ministry of Health 	<ul style="list-style-type: none"> ▪ Ministry of Health – Develop, implement and monitor health policies, regulation and standardization. In addition, the Ministry registers medical devices and monitors companies that import, manufacture, distribute and/or store medical equipment and devices.
	<ul style="list-style-type: none"> ▪ Ministry of Energy, Green Technology and Water (MEGTW) 	

- Ministry of Housing and Local Government
 - Ensure that electricity systems function with reliability and productivity, and promote innovation in the energy sector. During the implementation of the enabling activity, the Energy Commission will also be engaged along with power producers such as Tenaga Nasional, Sawarak Electricity Company, and Sabah Electricity to determine the amount of mercury released as a result of electricity production.
- Ministry of Domestic Trade, Cooperatives and Consumerism
 - Regulate and supervise waste management in municipalities/districts/councils and responsible for hazardous waste storage and disposal.
 - Regulate Malaysian consumer products
- Mineral and Geosciences Department
 - Responsible for environment, health & safety in Mineral sector including mineral prospecting.
 - This department is responsible for ensuring the safety, health and welfare of people at work as well as protecting other people from the safety and health hazards arising from the activities in the concerned sectors.
- Pesticides Board
 - Regulate pesticides in Malaysia
- Attorney General's Chambers of Malaysia (AGC)
 - Responsible in formulation of laws and regulations
- Economic Planning Unit (EPU)
 - Responsible in long-term planning and national development.
- Ministry of Agriculture
 - Responsible in policy formulation and implementation on improving agriculture productivity
- Ministry of Human Resources
 - Responsible in training programme and personnel skills related to industrial practices.
- Department of Environment
 - Responsible in training programme and personnel skills related to industrial practices.

	<ul style="list-style-type: none"> ▪ Mineral and Geosciences Department ▪ Department of Agriculture ▪ Royal Malaysian Customs Department ▪ National Poison Centre ▪ Chemical Industries Council of Malaysia (CICM) ▪ Federation of Malaysian Manufacturers (FMM) <ul style="list-style-type: none"> ▪ Responsible in enforcement of the Environmental Quality Act 1974 ▪ Responsible in contributing towards enhancement of the nation's economic competitiveness and quality of life through effective usage of mineral and geoscience information, specialised expert services and related research ▪ Provide technical advice, technical advisory and licensing on agriculture industry ▪ Regulate the import export of goods to / from Malaysia ▪ As a one-stop-center on poison and in auditing health information as well as upgrading and strengthening the handling of drug and poison information directed towards health and allied professionals as well as the lay public. ▪ Umbrella body representing the various sub-sector chemical groups (ranging from oleo chemicals, paints, fertilizers, petrochemicals, agriculture chemicals, industrial gases, coating resins and biodiesel sectors) ▪ An entity responsible in uniting manufacturers concerns and a premier economic organization.
	<p>Involved in key research programmes on mercury and mercury waste management and delivery of training programmes on hazardous waste management. Assist in monitoring Mercury and POPs in air, soil and water and develop /implement policies to fulfill obligations under the Conventions. They include LESTARI and University of Malaya.</p>
	<p>Involved in various important aspects of the proposed project: Private and parastatal companies/industries responsible for the release of Mercury and production of mercury containing wastes; Services providers involved in waste collection, disposal and treatment; Distributors and retailers of Mercury containing and Mercury-free consumer products; Laboratories for testing and certification, etc.</p>
	<p>Will be engaged in the project to help disseminating required and important information on the environmental and health aspects and concerns of mercury releases and accumulation in the environment to local communities at risk, the general public and decision makers.</p>

1.4.1 Stakeholder Analysis and Engagement

The stakeholder engagement process in Malaysia will be led by the agency hosting the Minamata/Mercury National Focal Point, which is the Ministry of Natural Resources and Environment (MNRE).

The stakeholder engagement process will build upon the existing Environment related committees in the country. The existing National Steering Committee on Mercury Convention (NSCMC) which has been established in 2012 led by Ministry of Natural Resources and Environment will also act as the National Project Steering Committee (NPSC) during the course of this project implementation. The NPSC will be instrumental in gathering and identification of information and data related to Mercury releases in the country, and expected to play a critical role in the review and improvement of the National Mercury Profile and Mercury Initial Assessment (MIA) report which will be developed under this project.

Prior to the Minamata Convention coming into force, and after the ratification of the Convention, the NSCMC will continue to advise the Government of Malaysia on Mercury issues.

1.5 Baseline Analysis

Malaysia has been addressing the sound management of chemical priorities, largely through the establishment of a national cross-sectoral committee headed by the Ministry of Natural Resources and Environment, as well as by relevant legislature as mentioned in Section 1.1.2.

In the 11th Malaysia plan (Malaysia's country planning blueprint), Chapter 6 on Pursuing Green Growth for sustainability and resilience highlighted that the institutional framework with regards to chemical managements will be strengthened through the establishment of a national chemical management board, and that coordination and collaboration among relevant ministries and agencies at federal and state levels will be strengthened to achieve green growth and better resource management.

However, the legislative framework still has loopholes and gaps, and mercury management in Malaysia still faces issues that have to be adequately addressed. The Basel, Rotterdam and Stockholm conventions on hazardous wastes, pesticides and industrial chemicals (and by-products) management issues can serve as a useful starting point or baseline in the preparation for ratification of the Minamata convention. There are several synergies in these conventions, and Malaysia may benefit from the expertise and lessons learnt in terms of evaluating regulations and institutional arrangements, identifying barriers, and identifying technical and financial needs for the implementation of the convention, to name a few.

2. STRATEGY

2.1 Project Rationale and Policy Conformity

The Minamata Convention Initial Assessment represents a strategic tool to prepare Malaysia for the ratification of the Minamata convention, allowing Malaysia to collect information on its national requirements for ratification while providing a basis for any future work towards implementation.

The Minamata Convention Initial Assessment will assist Malaysia in mainstreaming the management of mercury, equipping Malaysia with the capacity to undertake mercury emissions prevention efforts and preventing the release of mercury which threaten the environment and health of humans.

Through the project, Malaysia will develop capacity in national mercury profiling and conducting inventories of mercury and mercury compounds, determine a national structure to implement the Convention, identify barriers that hinder implementation, and identify technical and financial needs for implementation.

2.2 Country Ownership: Country Eligibility

Malaysia is signatory to the Minamata convention- the Government of Malaysia signed the Minamata Convention on 24 September 2014. Malaysia is eligible to receive GEF funding for the Minamata Convention Initial Assessment (MIA) as it falls under the category of "Developing countries or countries with economies in transition that are signatory to the Convention".

2.3 Country Drivenness

Malaysia signed the Minamata Convention of Mercury on the 24 Sep 2016. As date Malaysia strives to ratify the Convention as soon as the necessary domestic process is cleared.

2.4 Design Principles and Strategic Considerations

The MIA project is designed to support the objective of the Convention which contains provisions that relate to the entire life cycle of mercury, including controls and reductions across a range of products, processes and industries where mercury is used, released or emitted. It also addresses the direct mining of mercury, its export and import, its safe storage and its disposal once as waste. Pinpointing populations at risk, boosting medical care and better training of healthcare professionals in identifying and treating mercury-related effects will also result from implementing the Convention. To facilitate the early entry into force of the Convention, a Minamata Convention Initial Assessment (MIA) will allow a country to collect information to determine what is needed in order to ratify the Convention and, subsequently, to provide a basis for any further work towards implementation. The development of a country's MIA will assist the country in taking its decision to ratify and notify the Convention in accordance with Article 7; to develop its National Implementation Plan in accordance with Article 20; and to prepare a national plan to reduce emissions of mercury in accordance with Article 8 .

2.5 Alternative Scenario

In the alternative scenario, an enabling environment will be fostered for decision-making on the ratification of Minamata. A national decision making structure on Mercury will be established in line with national capacity and existing structure and practices present in the country and where feasible will build/expand on similar structures established in support of other

chemicals-related MEAs. Policy and regulatory framework and institutional capacity needs will be assessed in regard to the implementation of the Convention's provisions. Awareness among target decision makers, the general public and population groups at risk will be raised. Mercury priorities and convention requirements will be integrated into national policies and plans.

Malaysia will build up national capacity to undertake mercury inventory activities through training, and national technical experts will be equipped to conduct and develop the national mercury profile. A mercury inventory and national mercury profile will be developed, allowing Malaysia to identify amounts of mercury emissions and release, historical sources of mercury contamination, and key stakeholders affected or involved. Lastly, the alternative scenario will see the preparation and submission of the National MIA Report.

2.6 Project Goal, Objective, Outcomes and Outputs/Activities

The **Project's goal** is to support for the Government of Malaysia's preparation to ratify the Minamata Convention on Mercury. The **Project objective** is to undertake a Minamata Initial Assessment (MIA) (to enable the Government of Malaysia to determine the national requirements and needs for the ratification of the Minamata Convention and establish national foundation to undertake future work towards the implementation of the Convention.)

The Project is in line with the 11 Malaysia Plan, Chapter 6, Pursuing Green Growth. It specifies green growth as the one of the six strategic thrusts and also one of the six game changers. It is anticipated that Malaysia's green growth strategy will lead to better quality of growth, strengthened food, water and energy security, lower environmental risks (including mitigation and effective management of chemicals) and ecological scarcities, and ultimately better wellbeing and quality of life. Achieving these aspirations requires a fundamental shift away from a 'grow first, clean up later' development model towards one that views resilient, low-carbon, resource-efficient, and socially inclusive development as an upfront investment that will yield future gains over multiple generations to come. This requires fundamental changes across every major dimension including policy formulation, institutional strengthening, governance structure, and including continued awareness and education programme.

The project has been organized into two components:

- 1. Enabling environment for decision-making on the ratification of Minamata.**
- 2. Development of the National Mercury Profile and Minamata Initial Assessment Report.**

COMPONENT 1: Enabling environment for decision-making on the ratification of Minamata.

1.1 Establishing a national decision making structure on Mercury

A national decision-making structure on Mercury, "National Steering Committee on Mercury Coordination" (NSCMC) will be established in line with national capacity and existing structure and practices present in the country and where feasible will build/expand on similar structures established in support of other chemicals-related MEAs.

1.2 Conducting an assessment of the policy and regulatory framework and institutional capacity needs in regard to the implementation of the Convention's provisions.

The work will begin with a review of the structures, institutions and policies and regulations already in place:

- Legislation on the governance of chemicals in general and the capacities of the key institutions such as the Waste and Chemicals Units at the Ministries that are responsible for environmental issues will be the initial focus.
- Review of existing legislation, identification of gaps and barriers for meeting the Minamata Convention requirements and initial technical input on proposed amendments.
- Roles of other ministries and institutions related to the key sectors where mercury inventory establishes the presence of mercury use, emissions and/or releases are to be analyzed. These institutions will include, but not limited to the ministries of Health, Economy and Sustainable Development and Energy. Institutional mechanisms at State level would also be reviewed in this context. Please see Section A on this.
- Capacities of these institutions will be reviewed and the gaps for comprehensive management of mercury issues will be identified.
- Based on the above review, identification of barriers that would hinder or prevent implementation of the Convention would be undertaken.
- Further deliberation on monitoring mechanism and identification of gender issues and impact to women and other vulnerable communities will be explored during the project implementation.

Upon the identification of capacity and/or regulatory gaps (in relation to the Convention's obligations), these will be discussed and reviewed by the NSCMC. The results of these discussions will direct the work under Component 2, particularly related to development of the MIA Report.

1.3 Raising awareness on the environmental and health impacts of Mercury

Targeted information awareness activities will be supported on the risks of Mercury and mercury-associated impact on human health and the environment. Awareness raising with target decision makers, the general public and population groups at risk would be undertaken keeping in mind the priorities and resource requirements. Some of the vehicles used to raise awareness on environment related issues at National level and State level would be used for this awareness activity.

1.4 Mainstreaming Hg priorities into national policies/plans.

The mainstreaming exercise will be led and supported by the interim ministerial coordination committee with the objective to include the Convention requirements and priorities into national policies and development plans. Through this exercise, life cycle management of Mercury will be integrated. The mainstreaming exercise will also include a socio-economic study on the effects of mercury and alternatives in the relevant sectors that were identified in the inventory, which can help inform priority setting for this sector and support decision making to facilitate the mainstreaming of selected priorities.

COMPONENT 2: Development of the National Mercury Profile and Minamata Initial Assessment Report

2.1 Building national capacity to undertake the Mercury Inventory.

National capacity to undertake the Mercury Inventory will be built through training, which will be conducted and facilitated by the project's international/national technical advisor as

necessary. Training will be provided on data collection methodologies, reliability, credibility, data analysis, etc.

Training will be targeted towards a group of national technical experts who will conduct and develop the National Mercury Profile. Training will also be targeted towards key government representatives who make up the NSCMC and who need sufficient knowledge about conducting a Mercury Inventory to be able to review and comment on it.

2.2 Conducting the Mercury Inventory and prepare the National Mercury Profile.

The inventory will make use of the UNEP "Toolkit for identification and quantification of mercury releases", which is intended to assist countries to develop a national mercury releases inventory. It provides a standardized methodology and accompanying database enabling the development of consistent national and regional mercury inventories.

Throughout the data collection, analysis and preparation of the Mercury Inventory, the national expert team will be guided by the technical advisor. The inventory will review all the relevant sectors which make up the UNEP Inventory Level 2. This inventory will also include:

- Identification and assessment of the amounts of emission sources of mercury and release sources of mercury to land and water.
- Identification of old, historical sources of mercury contamination (such as abandoned mining sites).
- Identification of key sectors, municipalities, communities and other stakeholders affected by or involved with important Mercury sources and/or emissions.

After completion of the data gathering stage, a National Mercury Profile, including significant sources of emissions and releases, as well as inventories of mercury and mercury compounds, will be prepared for review, approval and adoption by the NSCMC during a national stakeholder workshop. The details of National Mercury Profile will be discussed during the initiation of activities relating to this project.

2.3 Preparing the National MIA Report

Following the finalization of the project activities as envisaged under component 1 (1.1 – 1-3) as well as completion of the project activities 2.1 and 2.2 (see above), the national project team will prepare a National MIA Report.

The National MIA Report will provide information on the following key areas, which will enable the government to make a decision on ratifying the Convention:

- Structures, institutions, legislation already available to implement the Convention.
- Identification of barriers that would hinder or prevent implementation of the Convention.
- Summary of the results from the Mercury Profile.
- Identification of technical and financial needs for implementation of the Convention, including resources from the GEF, national sources, bilateral sources, the private sector, and others integrated into a National Action Plan.

Expert teams will draft proposals for actions to be included in the Mercury Initial Assessment Report on how to address the pertinent gaps and barriers. These proposals will also include an overview of the costs to the Government in meeting its obligations under the Minamata Convention.

After the development of the draft National Mercury Profile and MIA Report, these will be reviewed by stakeholders. This report will then be approved and adopted by the NSCMC during a national stakeholder workshop.

This MIA report will provide a basic situation evaluation and inventory that will assist in the design of future interventions to meet the obligations of the Convention as well as provide key information for the development of National Implementation Plan (NIP) that may be required by the Conference of Parties to the Minamata Convention within a few years of its entry into force.

Mainstreaming Gender and Vulnerable Communities Issues

The project shall endeavour to ensure women, children, indigenous and the under privileged communities will be consulted and participating actively in project activities, where relevant. MNRE may seek advice from UNDP and other interest groups to ensure issues related to gender and vulnerable communities are included during formulation and implementation of the project. Where applicable, gender and community elements will be considered throughout the project implementation, including at the Inception Phase, as women and men, as well as vulnerable communities can exhibit distinct differences in their perspectives and priorities concerning environmental quality (and impact on chemicals).

Generally, two groups, fetuses and people who are regularly and chronically exposed to high levels of mercury (such as populations that rely on subsistence fishing or people who are occupationally exposed) are more sensitive to the effects of mercury. Once mercury is consumed through freshwater, fish and seafood, mercury is passed on from mother to child, and fetuses and children are most susceptible to developmental effects due to mercury. The MIA will pay particular attention to assessing national capacity to keep such risk groups safe, and also to gender equality when evaluating and inviting members to participate in the National Project Steering Group (NPSG) and attending trainings as well as the awareness workshops. Recommendations on how to improve gender dimensions and gender mainstreaming related to Mercury, and priorities actions in this area will be highlighted in the MIA report

The project will also, where possible, ensure the representation of women and vulnerable communities during workshops and trainings as well as public awareness programmes, as supporting their role in educational activities will help these groups access the knowledge and skills they require to be active participants in other initiatives which address climate change. Where possible, their engagement throughout the project should be reported to monitor that their perspectives have been included to achieve the outcome of the project.

2.7 Financing Modality (co-financing)

The project utilises GEF funding for the preparation of the mercury initial assessment. However, GEF funds do not cover all the costs. The Federal and local government will provide in-kind co-financing of USD 100,000. The Malaysian government and UNDP will provide cost sharing of USD 60,000.

2.8 Cost Effectiveness

The project will build upon the experience of the Basel, Rotterdam and Stockholm conventions on hazardous wastes, pesticides and industrial chemicals (and by-products), thereby saving costs through integrating lessons learnt in institutional arrangements and in the preparations for ratification. The national decision-making structure on Mercury, " National Steering Committee on Mercury Coordination" (NSCMC) will build or expand on structures established in support of the aforementioned MEAs.

The Minamata Convention Initial Assessment will provide Malaysia with a basis for any future work towards implementation. During implementation, Malaysia will address issues relating to mercury management which can avoid the high costs of impacts towards human health and the environment.

2.9 Sustainability, Replicability, and Impacts

The outcome of the project integrates specific activities that guarantee sustainability and/ or replicability.

The project will establish a national decision-making structure on Mercury to ensure long-term sustainability of mercury management efforts. Mercury priorities will also be mainstreamed into national policies and plans, which will take into account the life cycle management on Mercury. Through training efforts, the project will build national capacity to undertake mercury inventory preparation, again ensuring that expertise in mercury issues are sustained and further developed.

3. PROJECT RESULTS FRAMEWORK

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
<p>This project will contribute to achieving the following Country Programme Outcome as defined in CPAP (2016-2020):</p> <p><i>Priority 2a: Enhancing national resiliency to climate variability and change. Innovative mitigation actions which promote the use of clean technology for energy generation, including the extension of basic services for the underserved population adopted</i></p> <p><i>Priority 2b: Value natural capital, reduce environmental impacts and improve access to quality ecosystem services for low income households</i></p>					
<p>Country Programme Outcome Indicators:</p> <p>Indicator 1.3: Number of regional South-South policy dialogue exchanges undertaken on adopting and designing climate change strategies.</p> <p>Indicator 2.1: Disaster risk reduction framework that incorporates disaster and climate-induced risk management developed, and addresses the particular needs of women, the differently abled, and other vulnerable groups.</p>					
<p>Primary applicable Key Environment and Sustainable Development Key Result Area:</p> <p>1. Mainstreaming environment and energy</p> <p>2. Catalysing environmental finance</p>					
<p>Applicable GEF Strategic Objective and Program: Chemicals and Waste Strategy</p>					
<p>Applicable GEF Expected Outcomes:</p> <p>CW 1: Promote the development of the enabling conditions, tools and environment to manage harmful chemicals and wastes</p>					
<p>Applicable GEF Outcome Indicators:</p> <p>Outcome 1.1: Countries have appropriate decision-making tools and economic approaches to promote the removal of barriers preventing the sound management of harmful chemicals and waste</p> <p>1.1.1: Number of demonstrated tools for Mercury, new POPs and emerging chemicals and waste issues. Indicator 1.1.2: Prioritized list of actions for reducing/eliminating chemicals and waste</p> <p>Outcome 2.1: Countries have undertaken Minamata Convention initial assessments activities and ratified the Minamata Convention. Indicator 2.1.1: Number and quality of initial assessment activities completed. Indicator 2.1.2: Number of ratifications of the Minamata Convention</p>					

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
Component 1: Enabling environment for decision-making on the ratification of the Minamata Convention established.	Project Outputs: 1.1 National Mercury Coordination/consultation Mechanism established 1.2 Assessment report prepared on the existing and required policy and regulatory framework as well as institutional capacity to Implement the Convention (incl. overview of existing barriers). 1.3 Mercury awareness raising activities conducted targeting decision makers and population groups at risk. 1.4 National Mercury priority Interventions (identified in the MIA Report – see 2.3) mainstreamed in national policies/plans				
Outcome 1.1: National decision making structure on Mercury operational	<ul style="list-style-type: none"> National decision making structure on Mercury “National Steering Committee on Mercury Convention (NSCMC)” established 	<ul style="list-style-type: none"> Chemicals related inter-ministerial committees exist. 	<ul style="list-style-type: none"> NSCMC becomes fully operational and functional and provide the necessary advice on mercury decision making 	<ul style="list-style-type: none"> TOR of NSCMC Meeting minutes of NSCMC List of the NSCMC member (gender disaggregated) 	<p>Assumption: All involved institutions are willing to support NSCMC</p> <p>Risk: Low</p>
Outcome 1.2: Policy and regulatory framework, and institutional and capacity needs in regard to the implementation of Convention provisions assessed.	<ul style="list-style-type: none"> Assessment Report finalized. 	<ul style="list-style-type: none"> The documents (NAP Action Plans) have reviewed the Chemicals related policy and regulatory framework and institutional capacity and can be used as a departure point. 	<ul style="list-style-type: none"> Institutional capacities, and the policy and regulatory framework in place to management Mercury, assessed, gaps and needs identified. Barriers that would hinder implementation of the Convention identified. Assessment reviewed and discussed by NSCMC. 	<ul style="list-style-type: none"> Assessment Report Meeting minutes participants (gender disaggregated) 	<p>Assumption: All involved institutions are willing to share information about current capacity, gaps and needs.</p> <p>Risk: Low</p>

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
<p>Outcome 1.3: Awareness raised on the environmental and health impacts of Mercury.</p>	<ul style="list-style-type: none"> Awareness on the health effects of Mercury increased among decision makers, the general public and population groups at risk. 	<ul style="list-style-type: none"> Some awareness raising activities have been carried out by the CC&EM division/MNRE and NGOs/CSOs. Some awareness among decision makers was created as a result of the Hg work undertaken within the scope of the UNDP/UNEP mainstreaming project. 	<ul style="list-style-type: none"> Awareness raising plan finalized. Public awareness raising campaign organized on the health and environmental effects of Mercury and how to manage Hg containing wastes properly. Awareness raised among decision makers and population groups at risk. Preventive programmes on occupational exposure implemented. 	<ul style="list-style-type: none"> Awareness raising plan News articles (tv, newspaper, internet, etc.) Awareness raising materials (flyers, brochures, etc.) 	<p>Assumption: All government institutions are willing to share accurate information about the health effects of Mercury and the potential health exposure for certain risk groups.</p> <p>Risk: Medium</p>
<p>Outcome 1.4: Importance of mercury priority interventions at national level raised through mainstreaming in relevant policies/plans</p>	<ul style="list-style-type: none"> Indication of mercury in relevant policies/plans 	<ul style="list-style-type: none"> Several policy and regulations include mercury control mechanisms; however most of them need to be updated. 	<ul style="list-style-type: none"> all the mercury relevant policies/plans have indication of mercury 	<ul style="list-style-type: none"> mercury related policies/plans 	<p>Assumption: All involved institutions are willing to incorporate "mercury" into their policies/plans</p> <p>Risk: Medium</p>
<p>Component 2: National Mercury Profile and Mercury Initial Assessment Report developed</p>					
<p>Project Outputs:</p> <p>2.1. Capacity building and training conducted to commence the Mercury inventory.</p> <p>2.2 Mercury inventory conducted and sector description by usage of Mercury developed.</p> <p>2.3 National MIA Report for the ratification and implementation of the Convention prepared (<i>including proposed policy/regulatory interventions, inst. Cap. Building and required investment plans</i>).</p>					

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
Outcome 2.1: National capacity built to undertake Mercury inventories	<ul style="list-style-type: none"> National technical experts (consultants and Mercury Focus Group members) trained on data collection methodologies, reliability, and credibility and data analysis. Mercury profile finalized. 	<ul style="list-style-type: none"> There are some technical experts in Malaysia (LESTAR) and University of Malaya) who have quite extensive experience in the area of Mercury and Hg inventories. 	<ul style="list-style-type: none"> National technical experts trained to be able to undertake the Mercury Inventory. Project Expert Team (PET) members trained to be able to review the Hg inventory. 	<ul style="list-style-type: none"> Training materials/handouts List of participants (gender disaggregated) 	<p>Assumption: The project will have sufficient available funds to hire technical experts that have already a proven track record in the area of Hg.</p> <p>Risk: Medium</p>
Outcome 2.2: National Mercury Profile available	<ul style="list-style-type: none"> Mercury profile finalized. 	<ul style="list-style-type: none"> Most of the studies related to mercury were carried out 20-30 years ago, thus no up-to-date baseline information is available. 	<ul style="list-style-type: none"> Methodology and work programme submitted and approved by the NPSC. UNEP Mercury Inventory (Level 1&2) completed, incl.: <ul style="list-style-type: none"> Overview of emission and releases sources Inventory of wastes (stockpiles and generation rates) Assessment of current practices to manage Hg Identification of main risk groups Recommendations for improved Hg management prepared. National Mercury Profile finalized. 	<ul style="list-style-type: none"> Excel files containing inventory data Mercury profile. 	<p>Assumption: The project team is able to collect the necessary data and information that would be necessary to prepare a high quality Mercury Profile.</p> <p>Risk: Low</p>

Objective/ Outcome	Indicator	Baseline	End of Project target	Source of Information	Risks and assumptions
Outcome 23: National MIA Report available	<ul style="list-style-type: none"> National MIA Report finalized. 	<ul style="list-style-type: none"> No up-to-date baseline information is available. 	<ul style="list-style-type: none"> MIA Report prepared, containing: <ul style="list-style-type: none"> Institutional structures available to implement the Convention. Barriers for implementation of the Convention. Summary of Mercury Profile. Identification of technical and financial needs for implementation of the Convention. Inventory of wastes (stockpiles and generation rates) Proposal for action. Recommendations for policy and regulatory revisions. MIA Report reviewed, approved and adopted. 	<ul style="list-style-type: none"> MIA Report Meeting minutes List of participants (gender disaggregated) 	<p>Assumption: The MIA report is of sufficiently high quality and in line with government expectations, that it can be approved and adopted relatively fast.</p> <p>Risk: Low</p>

A detailed activity list and a chronogram of activities per output can be found in the ANNEX G: Approved EA Proposal under PART II, C: DESCRIBE THE ENABLING ACTIVITY AND INSTITUTIONAL FRAMEWORK FOR PROJECT IMPLEMENTATION.

4. TOTAL BUDGET AND WORKPLAN

Award No.	00090307	Atlas Project No.	00096132	Business Unit	MYS10
Project Title	Minamata Convention: Initial Assessment in Malaysia				
PIMS No.	5642	Implementing Partner/Executing Agency	Ministry of Natural Resources and Environment		

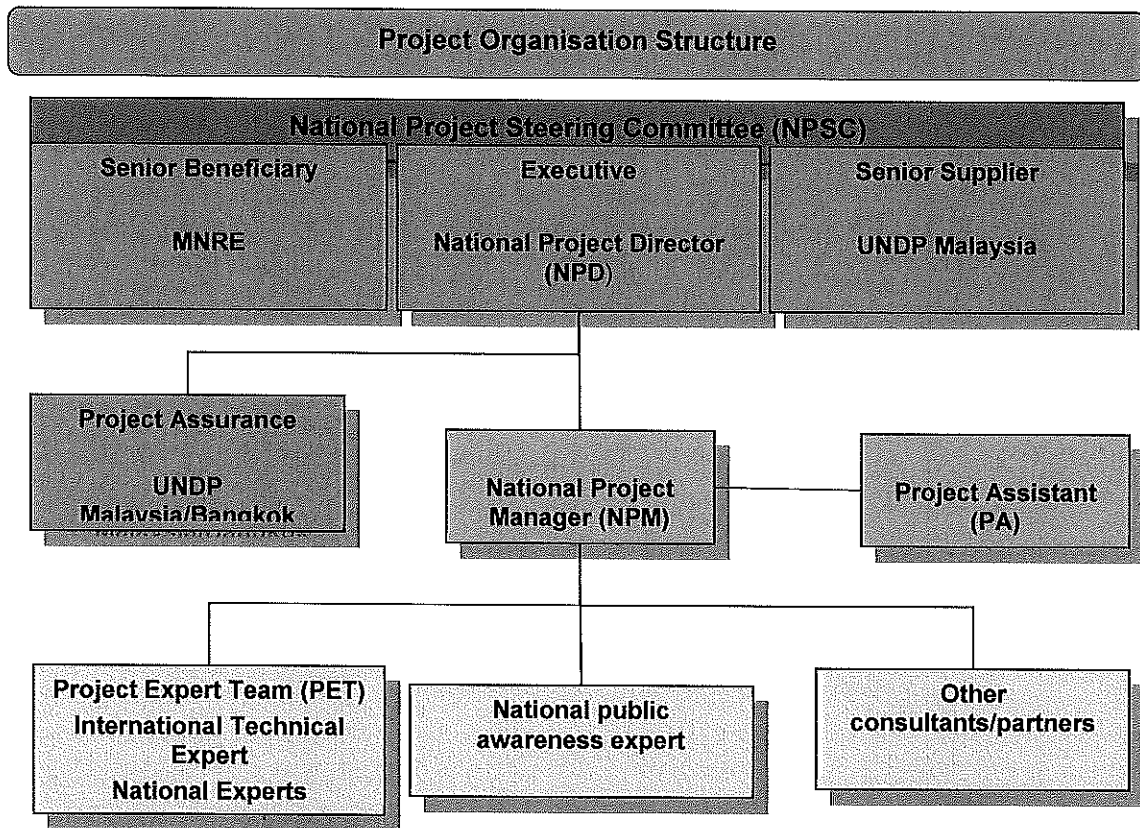
GEF Component (Outcome) / Atlas Activity	Responsible/Impl. Agent	Fund ID	Donor Name	ATLAS Code	Atlas Budget Description	TOTAL Amount (USD)	Amount Year 1 (USD)	Amount Year 2 (USD)	Budget note
Comp 1. Enabling for environment decision-making on the ratification of the Minamata Convention established.	MNRE	62000	GEF	71200	International Consultants	10,000	10,000	0	a
				71300	Local Consultants	30,000	15,000	15,000	b
				71600	Travel	10,000	5,000	5,000	c
				72100	Contractual Services-Companies	6,000	3,000	3,000	d
				74200	Audio Visual & Print Prod Costs	4,000	2,000	2,000	e
				74500	Miscellaneous	4,000	2,000	2,000	g
				75700	Training, Workshops & Conferences	6,000	3,000	3,000	f
GEF Subtotal Atlas Activity 1 (Comp 1)						70,000	40,000	30,000	
TOTAL ACTIVITY 1 (Comp 1)									
Comp 2. National Mercury Profile and Mercury Initial Assessment Report developed	MNRE	62000	GEF	71200	International Consultants	10,000	10,000	0	H
				71300	Local Consultants	63,000	30,000	33,000	I
				71600	Travel	20,000	10,000	10,000	J
				72100	Contractual Services-Companies	20,000	10,000	10,000	k
				74200	Audio Visual & Print Prod Costs	18,000	10,000	8,000	l
				72500	Publications & print media	7,000	5,000	2,000	m
				75700	Training, Workshops & Conferences	20,000	10,000	10,000	n
GEF Subtotal Atlas Activity 2 (Comp 2)						158,000	85,000	73,000	
TOTAL ACTIVITY 2 (Comp 2)									

Project Management	MNRE	62000	GEF	71300	Local Consultants	10,000	6,000	4,000	o
				71600	Travel	2,500	1,000	1,500	p
				74100	Professional services/audit	5,000	0	5,000	q
				74500	Miscellaneous	2,000	1,000	1,000	r
				74599	UNDP Cost Recovery Charges	2,500	1,000	1,500	s
				Subtotal GEF Activity 3				22,000	9,000
UNDP		11888	CS	61100	UNDP Technical and Advisory Services	60,000	30,000	30,000	t
TOTAL ACTIVITY 3 (Project Management)									
SUB-TOTAL GEF									
						82,000	39,000	43,000	
						250,000	154,000	116,000	
GRAND TOTAL (Grant)									
						310,000	164,000	146,000	

Budget Notes	
a	International Consultant for policy and institutional assessment, Mercury awareness raising
b	Local consultants for policy and institutional assessment, Mercury awareness raising
c	Travel cost related to policy and institutional assessment, Mercury awareness raising
d	Subcontracts for conducting workshop/meeting for policy and institutional assessment, Mercury awareness raising
e	Communication materials/Printing for policy and institutional assessment, Mercury awareness raising
f	Rent and facility for workshop/meeting for policy and institutional assessment, Mercury awareness raising
g	Reserves for exchange loss, communication expenses, consumables, unforeseen expenses
h	International Consultant for Mercury inventory, Mercury profile and Mercury assessment report preparation
i	Local consultants for Mercury inventory, Mercury profile and Mercury assessment report preparation
j	Travel cost related to Mercury inventory, Mercury profile and Mercury assessment report preparation
k	Subcontracts for conducting workshop/meeting for Mercury inventory, Mercury profile and Mercury assessment report preparation
l	Communication materials/Printing for Mercury inventory, Mercury profile and Mercury assessment report preparation
m	For purpose of communication strategy related activities
n	Rent and facility for Workshop/meeting for policy and institutional assessment, Mercury awareness raising
o	PMU staff cost for monitoring, meetings and visits
p	Travel cost related to monitoring, evaluation and audit workshops, meetings and visits
q	Audit fee
r	Reserves for exchange loss, communication expenses, consumables, unforeseen expenses
s	UNDP cost recovery charges if services requested by PMU/counterparts, Letter of Agreement
t	UNDP Technical and Advisory Services (DPC)

5. MANAGEMENT ARRANGEMENTS

The following Project diagram represents the expected key relationships governing the Project.



The institutional and management arrangements for this Project are described in the GEF proposal in Annex G under the heading Part II. C. ("Describe the Enabling Activity and Institutional Framework for Project Implementation").

The project will be implemented under NIM modality. The Ministry of Natural Resources and Environment (MNRE) will be responsible for the implementation of the project (the Implementing Partner) and the achievement of its outcomes.

The NPSC contains three distinct roles, including:

- 1) **An Executive:** individual representing the project ownership to chair the group (NPD).
- 2) **Senior Supplier:** individual or group representing the interests of the parties concerned that provide funding for specific cost sharing projects and/or technical expertise to the project (UNDP Malaysia). The Senior Supplier's primary function within the Board is to provide guidance regarding the technical feasibility of the project.
- 3) **Senior Beneficiary:** individual or group of individuals representing the interests of those who will ultimately benefit from the project (MNRE). The Senior Beneficiary's primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.

The **National Project Steering Committee (NPSC)**, which serves as Project board, is comprised of the Ministry of Natural Resources and Environment (MNRE) as the chair, National Project Director (NPD) and UNDP and its decisions will be made by consensus. The NPSC will be chaired by the Secretary General of MNRE or any other person delegated to take over the role. NPSC is responsible for making management decisions for a Project in particular when guidance is required

by the Project Manager. The NPSC plays a critical role in Project monitoring and evaluations by quality assuring these processes and products, and using evaluations for performance improvement, accountability and learning. It ensures that required resources are committed and arbitrates on any conflicts within the Project or negotiates a solution to any problems with external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. The NPSC is equally responsible for approving Annual Work Plans. Based on the approved Annual Work Plans, the NPSC can also consider and approve the quarterly plans (if applicable) and also approve any essential deviations from the original plans, provided that UNDP GEF RTA has no objection. The members of the NPSC are EPU (International Cooperation and Environment & Natural Resources Economics Section), MNRE, MITI, MOF, MoH, MEGTW, MHLG, MDTCC, AGC, JMG, DOSH, DOE, Pesticide Board, representatives from the Industry Association, from the CSO/NGOs and from the Academias.

The NPSC meetings will be chaired by the MNRE and will meet according to necessity, in 6 months period, to review project progress, approve project work plans and approve major project deliverables. The NPSC is also responsible for ensuring that the project remains on course to deliver products of the required quality to meet the outcomes defined in the project document. NPSC will provide policy guidance and strategic oversight and support to the implementation of the Project, in particular ensuring that the project and its outputs and outcome are aligned with the future requirements of the Minamata Convention (that reports are of sufficiently high standard and quality), advise and ensure stakeholders' involvement on matters of related to the Life-Cycle Management (LCM) of Mercury, review and approve Project's annual work plans, annual budget as well as other Project planning and implementation instruments, provide inputs to the Project's APR/PIR, deliberate the NPSC TOR, endorse membership (including participation from other committees and working groups) that are expected to contribute to the implementation of Project activities.

Project Assurance: The Project Assurance's role is the responsibility of the NPSC. UNDP will augment along with EPU, to ensure that its fiduciary, environmental and social safeguards and standards are maintained. Further, the Project Assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed.

Project Management Unit (PMU): The day-to-day activities of the project will be coordinated by a National Project Manager (NPM) and Project Assistant (PA) who will be hired immediately upon the project commencement. They will work under the support and direct oversight of the Implementing Partner (MNRE). National and international consultant services, including the contracted services of firms as well as individuals, will be engaged across all project components in various technical areas.

National Project Director (NPD): National Project Director (NPD) is the Undersecretary of Environmental Management and Climate Change Division (EMCCD) of the MNRE, will be responsible for coordinating project activities among main stakeholders. The responsibilities of the NPD include ensuring that the project document and project revisions are approved by the Government and processed through the Government co-coordinating authority in accordance with established procedures. The NPD also provides direction and guidance on project-related matters, and ensures that the project is closely aligned with national priorities. Furthermore, the NPD makes efforts to integrate the project with key decision making procedures so that the results of the project will be sustained and disseminated beyond the project lifecycle.

National Project Manager (NPM): The NPM is the government's appointed officer and has the authority to run the Project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager's prime responsibility is to ensure that the Project produces the results specified in the Project document, to the required standard of quality

and within the specified constraints of time and cost. The Project Manager is also responsible for convening the Project Inception Meeting, and for convening meetings of the NSPC.

Project Assistant: The Project Assistant (PA) will be appointed by the MNRE, and its role provides Project administration, management and technical support to the Project Manager as required by the needs of the individual Project or Project Manager.

6. MONITORING FRAMEWORK AND EVALUATION

The project will be monitored through the following M& E activities.

Project start:

A Project Inception Workshop will be held within the first 2 months of project start with those with assigned roles in the project organization structure, UNDP country office and where appropriate/feasible regional technical policy and programme advisors as well as other stakeholders. The Inception Workshop is crucial to building ownership for the project results and to plan the first year's annual work plan.

The Inception Workshop should address a number of key issues including:

Assist all partners to fully understand and take ownership of the project. Detail the roles, support services and complementary responsibilities of UNDP CO and RCU staff vis à vis the project team. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The Terms of Reference for project staff will be discussed again as needed.

Based on the project results framework, finalize the first annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.

Provide a detailed overview of reporting, monitoring and evaluation (M&E) requirements. The Monitoring and Evaluation work plan and budget should be agreed and scheduled.

Discuss financial reporting procedures and obligations, and arrangements for annual audit.

Plan and schedule Project Board meetings. Roles and responsibilities of all project organisation structures should be clarified and meetings planned. The first Project Board meeting should be held within the first 12 months following the inception workshop.

An Inception Workshop report is a key reference document and must be prepared and shared with participants to formalize various agreements and plans decided during the meeting.

Other M&E Framework

National Project Steering Committee Meetings - The National Project Steering Committee (NPSC) will meet after the receipt of each project report or at least twice a year, whichever is greater and address project issues raised by the Project Manager, review project progress reports and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to the project document. A final NPSC meeting should also be held at the end of project completion to agree to and endorse the final findings and outcomes of the project and to make recommendations towards project closure.

Technical Advisory Group (TAG) or Project Review Committee (PRC) Meetings - TAG will meet as regularly as required to assist the NPSC in monitoring and advising the technical implementation of the project and its activities. The TAG acts as the technical advisors to the NPSC, and regularly reviews the progress of all project components. TAG will recommend project's outputs to be endorsed by NPSC.

Annual Project Review Meeting - This internal review meeting will be chaired by EPU as the co-signee of the project document 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 project document. This review should update output targets and results achieved. In the last year of the project, the review will be a final assessment.

Final Project Review Meeting - A Final Project Review meeting will be conducted towards the end of the project completion. 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. It will also review lessons learned and recommendations that might improve design and implementation of other UNDP-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

Quarterly Progress Report:

Progress made shall be monitored in the UNDP Enhanced Results Based Management Platform. Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high. Note that for UNDP-GEF projects, all financial risks associated with financial instruments such as revolving funds, microfinance schemes, or capitalization of energy services companies are automatically classified as critical on the basis of their innovative nature (high impact and uncertainty due to no previous experience justifies classification as critical). Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.

Other ATLAS logs can be used to monitor issues, lessons learned etc. The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard. Based on the initial risk analysis submitted; the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high.

Mid-Year Progress Report (MYPR) - A Mid-Year Progress Report (1 Jan – 30 June) shall be prepared by the Project Manager, approved by NPD and shared with the NPSC 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.

Annual Progress Report (APR) - An Annual Progress Report (1 Jan – 31 Dec) shall also be prepared by the Project Manager and shared with the NPSC 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

Final Project Review Report - 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 Work plan (AWP) 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). This report will be discussed at the Final Project Review meeting mentioned above. The following should be submitted together with the report:

- Lessons learnt log - summarizing the information captured throughout the implementation of the project:
- Minutes of NPSC meetings
- Minutes of TAG meetings
- Annual signed CDRs
- Statements of cash position (if applicable)
- Statements of assets and equipment

Periodic Monitoring through site visits:

UNDP CO and the UNDP RCU (Bangkok Regional Center) will conduct visits to project sites based on the agreed schedule in the project's Inception Report/Annual Work Plan to assess first hand project progress. Other members of the Project Board may also join these visits. A Field Visit Report/Back to Office Report will be prepared by the CO and UNDP RCU and will be circulated no less than one month after the visit to the project team and Project Board members.

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 Atlas) of a Project during a period. This report is prepared by UNDP using Atlas and shared with the implementing partner on a quarterly basis and at the end of each year. The Implementing Partner is required to verify each transaction made and sign the quarterly 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

The project will be audited in accordance with UNDP Financial Regulations and Rules and Audit policies.

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).

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

- Project progress and rate of delivery (PP)
- Financial management (FM)
- Procurement of goods and /or services (PR)
- Human resource selection and administration (HR)
- Management and use of equipment and inventory (EQ)
- Record-keeping systems and controls (R)
- Management structure (MS)
- Auditors' comments on the implementation status of prior year audit

The project will comply with the UNDP MOSS

Table 5: Monitoring Framework and Evaluation, and Budget

M&E activity	Responsible parties	Budget (Indicative) US\$	Timeframe
Inception workshop	PMU/MNRE	3,000	Within first two months of project start up.
Measurement of Means of verification of Project progress and results : NSC meetings	PMU/MNRE UNDP Malaysia	To be finalized in the Inception Phase and Workshop.	Start, mid and end of project (during evaluation cycle) and annually when required.
APR	PMU/MNRE UNDP Malaysia	None	Annually
Periodic status/progress report/MYPR	PMU/MNRE	None	Bi-annually
HACT Audit as per OAI requirements	PMU/MNRE UNDP Malaysia	5,000	Once
Project Final report and Lessons learned report	PMU/MNRE/UNDP Malaysia	None	Lessons learned report incorporated in APR
Visits to field sites	PMU/MNRE UNDP Malaysia	For GEF supported projects, paid from IA fees and operational budget.	As and when required
Total Indicative cost (excluding project team staff and UNDP staff time and their travel expenses)		8,000	

Learning and knowledge sharing:

Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation though lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects. Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

Communications and visibility requirements:

Full compliance is required with UNDP's Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The GEF logo can be accessed at: http://www.thegef.org/gef/GEF_logo. The UNDP logo can be accessed at <http://intra.undp.org/coa/branding.shtml>. Full compliance is also required with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: [http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08 Branding the GEF%20final 0.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08%20Branding%20the%20GEF%20final%200.pdf). Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items. Where other

agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

7. LEGAL CONTEXT

1. 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.
2. 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.
3. 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. 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/qa_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document".

8. ANNEX 1 - RELEVANT INFORMATION

Annual Progress Report (APR) Template



COUNTRY PROGRAMME ACTION PLAN 2016-2020



Empowered lives.
Resilient nations.

ANNUAL PROGRESS REPORT 2016

Section 1: Overall Implementation of Project Outputs as Per Signed Annual Work Plan 2016

2016 AWP Budget:	Total Project Budget:
2016 AWP Budget (Revised):	Total Project Expenditure:
2016 Expenditure:	Total Project Expenditure (%):
2016 Expenditure (%):	Total In-Kind Contribution:
2016 In-Kind Contribution:	Gender Marker Rating (ATLAS):

OUTPUT 1:

Activity 1:

Target 2016:

Achievement and Results 2016:

Activity 2:

Target 2016:

Achievement and Results 2016:

Remarks if any project activities and targets were not implemented or amended.

OUTPUT 2:

Activity 1:

Target 2016:

Achievement and Results 2016:

Activity 2:

Target 2016:

Achievement and Results 2016:

Remarks if any project activities and targets were not implemented or amended.

OUTPUT 3:
Activity 1: Target 2016: Achievement and Results 2016:
Activity 2: Target 2016: Achievement and Results 2016:
Remarks if any project activities and targets were not implemented or amended.

Section 2: Project Contribution to National Development Agenda in 2016

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 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	

2.3 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	

A. Mid-Year Progress Report (MYPR) Template



COUNTRY PROGRAMME ACTION PLAN 2016-2020



MID-YEAR PROGRESS REPORT 2016

SECTION A: TO BE COMPLETED BY UNDP MALAYSIA

1. PROJECT DETAILS	
Project Title: Implementing Partner:	Award ID: Project ID: Project Period (Project Document): Revised Project End Date (If Any):

2. FINANCIAL MANAGEMENT	
2016 AWP Budget: USD 2016 Expenditure - As of 30 June: USD 2016 Expenditure - As of 30 June (%):	Total Cumulative Expenditure: USD Total Cumulative Expenditure (%):

3. PROJECT MANAGEMENT	
NSC: <input type="checkbox"/> Yes <input type="checkbox"/> No Minutes (Attached): <input type="checkbox"/> Yes <input type="checkbox"/> No	NSC Date (Actual/ Scheduled): NSC Chair & Designation:

4. RISK LOG MANAGEMENT AND MONITORING	
Risk Log Reviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No Risk Log Amended: <input type="checkbox"/> Yes <input type="checkbox"/> No	Last Log Update: Last Log Amendment:

5. AUDIT AND EVALUATION	
NIM Audit: <input type="checkbox"/> Yes <input type="checkbox"/> No Report (Attached): <input type="checkbox"/> Yes <input type="checkbox"/> No Rating:	Project Evaluation: <input type="checkbox"/> Yes <input type="checkbox"/> No Report (Attached): <input type="checkbox"/> Yes <input type="checkbox"/> No Rating:

SECTION B: TO BE COMPLETED BY IMPLEMENTING PARTNER

1. 2016 OUTPUT TARGETS AND STATUS	
Output 1: Name	
Target:	Status: <input type="checkbox"/> On Track <input type="checkbox"/> Off Track Details:
Output 2: Name	
Target:	Status: <input type="checkbox"/> On Track <input type="checkbox"/> Off Track Details:
Output 3: Name	
Target:	Status: <input type="checkbox"/> On Track <input type="checkbox"/> Off Track Details:
Output 4: Name	
Target:	Status: <input type="checkbox"/> On Track <input type="checkbox"/> Off Track Details:

2. ISSUES AND CHALLENGES
Description:
Action Taken By implementing Partner:
Additional Support Requested from UNDP/ EPU:

Mid Year Progress Report 2016 approved by:

.....

Name:

Designation:

Date:

D. Funding Authorization and Certificate of Expenditures (FACE) Form Template

Funding Authorization and Certificate of Expenditures

Country: _____
 Programme Code & Title: _____
 Project Code & Title: _____
 Responsible Officer(s): _____
 Implementing Partner: _____

UN Agency: **XXXXXXXXXX**

Date: **DD/MM/YYYY**

Type of Request:
 Direct Cash Transfer (DCT)
 Reimbursement
 Direct Payment

	REPORTING			REQUESTS / AUTHORIZATIONS		
Activity Description from AWP with Duration <small>(MM/YYYY - MM/YYYY)</small>	Actual Project Expenditure B	Expenditures accepted by Agency C	Balance D = A - C	New Request Period & Amount <small>MM/YYYY</small>	Outstanding Authorized Amount F	Outstanding Authorized Amount G = D + F
Total	0	0	0	0	0	0

CERTIFICATION
 The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

- The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: _____ Name: _____ Title: _____

NOTES: * Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

FOR ALL AGENCIES

Approved by: _____

Name: _____ Title: _____ Date: _____

FOR UNICEF USE ONLY

Account Changes: _____
 Cash Transfer Reference: _____
CRG ref. no., Yousther ref. no.

<small>GL codes:</small>		
Training	0	DCT Amount 0
Travel	0	Less: Liquidation Amount 0
Meetings & Conferences	0	Balance 0
Other Cash Transfers	0	0
Total	0	0

CRG ref. no., Liquidation ref. no.

FOR UNFPA USE ONLY

<small>New Funding Release</small>	
Activity 1	0
Activity 2	0
Total	0

9. ANNEX 2 – ANNUAL TARGETS

As MCIA project has a short project lifespan, it does not have any specific Annual Targets other than indicated as in the Section 3: Project Results Framework, End of Project Targets.

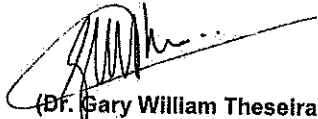
10. ANNEX 3 – RISK ANALYSIS

Project Title: Minamata Convention Initial Assessment (MCIA)		Project ID:		Date:					
#	Description	Date Identified	Type	Impact / Probability	Countermeasures / Management Response	Owner	Submitted, updated by	Last Update	Status (Compared with previous evaluation)
1	Slow hiring processes (consultants, consultancy services, etc.) due to Government processes.	1 Jan 2016	Administrative	Medium	UNDP CO support will improve outreach to potential consultants and consultancy firms, as well as speed up recruitment processes.	MNRE/UNDP	UNDP		
2	Poor coordination between key government Agencies and Ministries, as well as other stakeholders.	1 Jan 2016	Coordination	Medium	The project will make use of the already established National Steering Committee on Mercury Convention (NSCMC)	MNRE/UNDP	UNDP		
3	Insufficient awareness, technical knowledge, data availability.	1 Jan 2016	Technical	Medium	Project will start with the training of consultants and stakeholders on the methodology to be used to carry out the MIA. Secondly the project will carry out a	MNRE/UNDP	UNDP		

Source of Funds	GEF Agency	Focal Area	Amount (in US\$)			
			Project Preparation	Project	fee	Total
GEFTF	UNDP	CHEMICALS	0	250,000	23,750	273,750
Total GEF Resources			0	250,000	23,750	273,750

Thank you

Yours sincerely,



(Dr. Gary William Theseira)

Deputy Undersecretary
Climate Change and Environmental Management Division
Ministry of Natural Resources and Environment
Cum Operational Focal Point of Minamata Convention Malaysia



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET

Naoko Ishii
CEO and Chairperson

June 05, 2015

Ms. Adriana Dinu
GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
304 East 45th St.
FF Bldg., 10th floor
New York, NY 10017

Dear Ms. Dinu:

I am pleased to inform you that I have approved the enabling activity detailed below:

Decision Sought:	Enabling Activity (EA) Approval
GEFSEC ID:	9144
Agency(ies):	UNDP
Agency ID:	5642 (UNDP)
Focal Area:	Chemicals and Waste
Project Type:	Enabling Activity
Country(ies):	Malaysia
Name of Project:	Minamata Convention Initial Assessment in Malaysia
Indicative GEF Project Grant:	\$250,000
Indicative Agency Fee:	\$23,750
Funding Source:	GEF Trust Fund

This approval is subject to the comments made by the GEF Secretariat in the attached document. It is also based on the understanding that the project is in conformity with GEF focal areas strategies and in line with GEF policies and procedures.

Sincerely,

Naoko Ishii
Chief Executive Officer and Chairperson

Attachment: GEFSEC Project Review Document
Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

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E-mail: gefco@thegef.org
www.thegef.org

12. ANNEX 5 – TERMS OF REFERENCE (TOR)

TOR National Project Director (NPD)

National Project Director is a senior staff member of the Government of Malaysia's implementing agency of a UNDP-supported project and in this case is the Undersecretary of the Environment and Climate Change Division of MNRE. His/her main responsibility is to coordinate project activities among the main parties to the project: the Government co-coordinating authority, the consultant, and UNDP. Specifically, s/he works in close collaboration with the National Project Manager as well as UNDP and the responsibilities include:

- Provides effective direction for project implementation in line with the activities stated in the project document;
- 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 and execution of activities in discussion with NPM and UNDP;
- Mobilize and provide direction on working with the national institutional mechanisms for smooth progress of project;
- Review and approve project outputs and reports;
- Provide direction and guidance to the project team for the successful implementation of the project;
- Recommend any new foreseeable activities, for approval;
- Approve financial transaction where appropriate, in line with the established government or UNDP procedures;
- Act as Secretary to the NPSC and report project progress and financial status for endorsement by the NPSC.

TOR National Project Manager (NPM) and Project Consultants

1. National Project Manager:

- Supervise and coordinate the production of project outputs, as per the project document;
- Mobilize all project inputs in accordance with procedures for nationally implemented projects;
- Supervise and coordinate the work of project staff, consultants and sub-contractors;
- Prepare and revise project work and financial plans;
- Liaise with UNDP, relevant government agencies, and all project partners, including donor organizations and NGOs for effective coordination of all project activities;
- Facilitate administrative backstopping to subcontractors and training activities supported by the Project;
- Oversee and ensure timely submission of all reports as may be required by UNDP, GEF, the Ministry of Environment and other oversight agencies;
- Disseminate project reports and respond to queries from concerned stakeholders;
- Report progress of project to the PEB, and ensure the fulfilment of PEB directives.
- Collect, register and maintain all information on project activities;
- Contribute to the preparation and implementation of progress reports;
- Monitor project activities, budgets and financial expenditures;
- Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;
- Maintain project correspondence and communication;

- Support the preparations of project work-plans and operational and financial planning processes;
- Assist in procurement and recruitment processes;
- Assist in the preparation of payments requests for operational expenses, salaries, insurance, etc. against project budgets and work plans;
- Follow-up on timely disbursements by UNDP CO;
- Receive, screen and distribute correspondence and attach necessary background information;
- Prepare routine correspondence and memoranda for Project Managers signature;
- Assist in logistical organization of meetings, training and workshops;
- Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
- Maintain project filing system;
- Maintain records over project equipment inventory;
- Provide support to all experts in the delivery of the project activities through substantive input and analytical services;
- Scrutinize and review the deliverables of the experts recruited under the project.

2. National experts on data collection organization and analysis (2 in total)

- Identification of main target areas (sites) and sources for collection of data in accordance with the rapid assessment: i) coal-fired power plants; ii) cement production; iii) fluorescent lamps, manometers, thermometers; iv) manufacturing of products containing mercury; v) waste (including medical waste) incineration; and vi) Jewelry sector
- Selection of methodology for the collection and analysis of data under each mercury source identified;
- Collection of data and analysis;
- Review of the rapid assessment of sources and validation (or expansion) of the list in accordance with collected data.
- Preparation of Mercury Profile
- Preparation of MIA Report

3. National expert on regulatory analysis and recommendations

- Detailed review of regulatory framework and identification of gaps in management of mercury;
- Development of specific recommendations on adjustments, amendments required in existing legislation;
- Liaise with Ministry of Environment, Minamata focal point and relevant government agencies for development of effective proposals for regulatory framework development.

4. National Public awareness expert

- Develop public awareness activities necessary to raise awareness on mercury and the Minamata convention among the key stakeholders, population groups at risk, and target groups identified during the initial assessment;
- Support implementation of public awareness activities and supervise any sub-contractors recruited for implementation;
- Maintain quality control over public awareness outputs.

5. International technical expert

- Provision of technical advisory support (with missions) to the local team on the Minamata convention as the new MEA instrument, mercury sources, data organization, collection and validation process in each related sector/sub-sector;
- Support to the national level consultations on the data analysis, national mercury profile formulation and priority setting processes for decision-making;

- | |
|---|
| <ul style="list-style-type: none"> - Provision of regulatory advisory support where needed with respect existing international benchmarks - Provision of support to develop and analyze cost related to the implementation of the Convention and description of potential sources of funds, including existing bilateral sources - Provision of support services to start creating expertise on how to deal with mercury in the workplace including substitution of mercury by alternative substances in certain production processes. |
|---|

TOR Project Assistant

The Project Administration Officer shall report directly to the National Project Manager and shall be responsible for:

- Providing administrative and logistic support to the project team;
- Managing schedules and project implementation within specified project constraints;
- Undertaking secretariat services to specific project activities;
- Providing limited backup support to the NPM and the team
- Assist in procurement process including preparation of bidding/tender documents as per UNDP/government guidelines
- Arrangements of travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents for consultants, suppliers related to the project;
- Provide logistical support to the project team including vehicle transportation and preparation of documents
- Administrative support to conferences, workshops, retreats;
- Maintenance of the filing system ensuring safekeeping of confidential materials;
- Research and retrieval of qualitative and quantitative data from internal and external sources; preparation of statistical charts, tables and reports under guidance from NPM;
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to NPM;
- Assistance in the preparation of budget, provision of information for NIM audit with support from the finance officer.
- Finalize and review budget revision and preparation of AWP with support from the finance Officer for the submission to the NPM
- Assist with financial compliance, financial reports, face forms and budgets as determined by the NPM
- Develop and maintain records of assets and preparation of reports on assets acquired by the project
- Develop and maintain a general filing and records system relevant to the project
- Maintenance of records on assets management, preparation of reports;
- Maintenance of files and records relevant to project office and asset maintenance;
- Preparation of the Financial document (FACE form) in compliance with UNDP procedures
- Preparation of documentation ready for audits
- Develop and review schedules of project activities and to coordinate these activities with consultation with NPM and component managers
- Assist NPM in preparation with /and coordinate documentation of APR/PIR/QOR /MYPR or any other documents related to the project
- Provide support to the NPM in drafting of power point presentation, minutes taking, briefing notes and any related documents for the purpose of efficient running of the project

- Compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings and missions;

