

**United Nations Development Programme
Country: Malaysia
Project Document**

Project Title : Preparation of a National Action Plan (NAP) for the Implementation of Rotterdam Convention in Malaysia

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 10th Malaysia Plan and in line with the *national transformation policy, government transformation programme, economic transformation programme, rural transformation programme, and political transformation programme.*

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

Expected Output(s): National capacities in formulating the national Low Emission Development Strategy (LEDS) strengthened with a focus on policy development, national reporting, and climate change mitigation actions which focuses on greater renewable energy and energy efficiency practices.

Implementing Partner: Ministry of Natural Resources and Environment (MNRE)

Executing Entity: Ministry of Natural Resources and Environment (MNRE)




Brief Description

Implementation of Rotterdam Convention is one of the work areas under the SAICM to enhance protection of human health and the environment. By realizing the importance of the Rotterdam Convention, Malaysia has ratified the Rotterdam Convention on 4 September 2002, and numerous efforts have been carried out by Malaysia to fulfill the obligation as a Party under the convention. This includes, *inter alia*, to incorporate Annex III chemicals of the Rotterdam Convention into the Customs (Prohibition of Imports) Order 2008 and Customs (Prohibition of Exports) Order 2008. To date, final regulatory decisions of Malaysia for all the Annex III chemicals can be found at the Rotterdam Convention website (www.pic.int). Despite efforts by Malaysia in implementing Rotterdam Convention, the stocktaking study on regulatory decisions for Annex III chemicals, including import, export, transport, use and disposal of these Annex III chemicals, as well as the national action plan for the implementation of the Rotterdam Convention, are still absent. Unlike the Stockholm Convention on Persistent Organic Pollutants, where Malaysia has obtained financial supports from GEF to prepare the National Implementation Plan (NIP) for the Stockholm Convention in year 2005. At present there are no financial assistant from international organizations for the implementation of Rotterdam Convention. Taking the opportunity under the SAICM Quick Start Programme, Malaysia has requested financial support from the international organization for the implementation of the National Action Plan of the Rotterdam Convention. The output of this project is to develop the National Action Plan (NAP) for Rotterdam Convention.

Programme Period: 2014 – 2015	2014 AWP budget: USD 90,180 2015 AWP budget: USD 97,320
Key Result Area (Strategic Plan (2014-2017)) Outcome 3:	Total resources required: USD 187,500
Atlas Award ID: Project ID:	Total allocated resources: SAICM QSP TF UNEP : USD 172,500 GMS 8% : USD 15,000
Start date: 31 August 2014 End Date 31 December 2015	<hr/> Total USD 187,500 <hr/>
LPAC Meeting Date 26 May 2014	Government of Malaysia (GoM): In-kind Contribution USD 122,354
Management Arrangements: NIM	

Agreed by (Government of Malaysia):

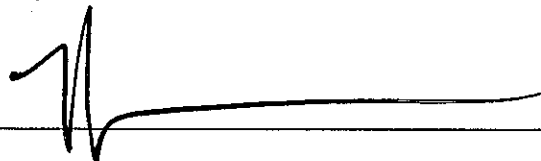


Datuk Dr. Rahmat Bivi Yusoff

Director General

Economic Planning Unit of the Prime Minister's Department

Agreed by (UNDP):



Michelle Gyles-McDonough

Resident Representative

United Nations Development Programme for Malaysia, Brunei and Singapore

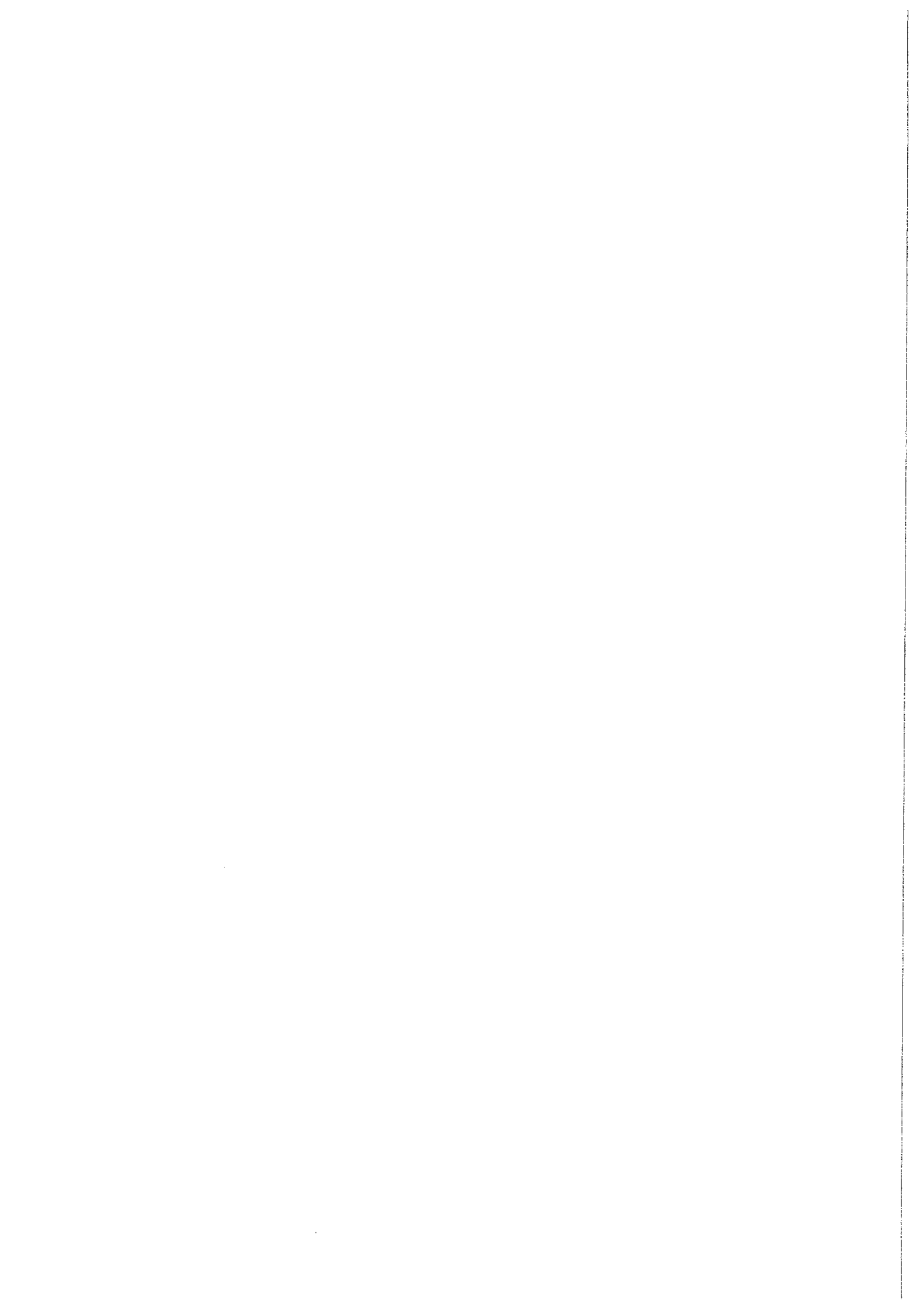


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ACRONYMS AND ABBREVIATION

APR	Annual Progress Report
AWP	Annual Work Plan
CDR	Combined Delivery Report
CICM	Chemical Industries Council of Malaysia
DANIDA	Danish International Development Agency
DOE	Department of Environment
DOSH	Department of Safety and Health
DSA	Daily Subsistence Allowance
EPU	Economic Planning Unit
EHS	Environmentally Hazardous Substances
FACE	Funding Authorisation and Certificate of Expenditures
FMM	Federation of Malaysian Manufacturers
GEF	Global Environment Facility
GHS	Globally Harmonised System of Classification and Labelling of Chemicals
GoM	Government of Malaysia
HACT	Harmonized Approach to Cash Transfer
IPSAS	International Public Sector Accounting Standards
LESTARI	Institute for Environment and Development
MFA	Ministry of Foreign Affairs
MOH	Ministry of Health
MOT	Ministry of Transport
NAP	National Action Plan
NIM	National Implementation Modality
NIP	National Implementation Plan
NPD	National Project Director
MDTC	Ministry of Domestic Trade, Co-operatives and Consumerism
MITI	Ministry of International Trade and Industry
MNRE	Ministry of Natural Resources and Environment
NSC	National Steering Committee
NSCEHS	National Steering Committee for the Management of Hazardous Waste
PASPI	Pengurusan Alam Sekitar dan Perubahan Iklim (Environmental Management and Climate Change)
PC	Project Committee
PM	Project Manager
QSP TF	Quick Start Programme Trust fund
SAICM	Strategic Approach to International Chemicals Management
SBAA	Standard Basic Assistance Agreement
SMI	Small and Medium Industry
TOR	Terms of Reference
TWG	Technical Working Group
UNDP	United Nations Development Programme
WSSD	World Summit on Sustainable Development

I. SITUATION ANALYSIS

The Rotterdam Convention, or formerly known as the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides, is a multilateral treaty to promote shared responsibilities in relation to importation of hazardous chemicals. The convention call on exporters of hazardous chemicals to use proper labeling, include directions on safe handling, and inform purchasers of any known restrictions or bans. Signatory nations can decide whether to allow or ban the importation of chemicals listed in the treaty, and exporting countries are obliged to make sure that producers within their jurisdiction comply in International Trade. Malaysia, recognising the importance of this convention ratified the Convention on 4 September 2002. Since then numerous efforts have been carried out to fulfil the obligation as a Party under the convention.

On 29 August 2006, Malaysia established the National Steering Committee for the Management of Environmentally Hazardous Substances (NSCEHS). This committee, chaired by Ministry of Natural Resources and Environment (MNRE). The function of this committee is to facilitate all the activities pertaining to Environmentally Hazardous Substances (EHS), Rotterdam Convention, Stockholm Convention and Basel Convention.

MNRE also collaborates with the Danish International Development Agency (DANIDA) to strengthen management of EHS in Malaysia. During the collaboration, MNRE has taken international initiatives into consideration, this includes the SAICM Overarching Policy and Global Plan of Action, and the Globally Harmonised System of Classification and Labelling of Chemicals (GHS). In order to strengthen management of EHS in Malaysia, NRE foresee that the management of Annex III chemicals listed in the Rotterdam Convention, throughout their life cycle, is one of the significant efforts towards better management of chemicals in Malaysia, where all the Annex III chemicals are classified as EHS. Meanwhile, proper management of Annex III chemicals is also in line with the World Submit on Sustainable Development (WSSD) target, i.e. by 2020, chemicals are used and produced in ways that lead to the minimisation of significant adverse effects on human health and the environment.

Implementation of Rotterdam Convention is one of the work areas under the SAICM to enhance protection of human health and the environment. This includes, *inter alia*, incorporating Annex III chemicals of the Rotterdam Convention into the Customs (Prohibition of Imports) Order 2008 and Customs (Prohibition of Exports) Order 2008. To date, final regulatory decisions of Malaysia for all the Annex III chemicals can be found at the Rotterdam Convention website (www.pic.int).

Despite efforts by Malaysia in implementing Rotterdam Convention, the stocktaking study on regulatory decisions for Annex III chemicals, including import, export, transport, use and disposal of these Annex III chemicals, as well as the national action plan for the implementation of the Rotterdam Convention, are still absent. Unlike the Stockholm Convention on Persistent Organic Pollutants, where Malaysia has obtained financial support from GEF to prepare the National Implementation Plan (NIP) for the Stockholm Convention in year 2005, there are no financial assistant from international organizations for the implementation of Rotterdam Convention.

II. STRATEGY

Project Rationale

Under the Rotterdam Convention, there are 40 chemicals listed in Annex III of the convention, including 29 pesticides and 11 industrial chemicals. As a party of the convention, Malaysia has taken efforts to fulfill requirements of the convention, particularly on the prior informed consent of export/import Annex III chemicals. Nonetheless, the Rotterdam Convention does not cover management of the lifecycle of Annex III chemicals. For example, maybe some of the Annex III chemicals were prohibited from import to Malaysia but regulatory actions to use or manufacture these chemicals are still absent. Hence, stocktaking of regulatory actions towards lifecycle of Annex III chemicals should be carried out. In this regard, the project team will carry out situation analysis, with the inputs from NRE and the two DNAs, to ascertain regulatory actions for the import, export, use, transport and disposal of Annex III chemicals. This can be done by reviewing existing acts, regulations, standards and guidelines, as well as via interview sessions with key stakeholders. Finally, a regulatory action matrix for Annex III chemical vs. lifecycle will be established. By referring to this matrix, stakeholders can easily identify the weaknesses, gaps or overlapping of regulatory actions in managing Annex III chemicals in Malaysia.

Another concern is regarding appropriate mechanism to deal with notifications of non Annex III chemicals. These notifications usually come from countries that are very concern about hazardous chemicals, and they have their respective regulations to notify importing countries before they export non Annex III chemicals. In the past, upon receiving these notifications of non Annex III chemicals, there is no proper mechanism to deal with these notifications. Nonetheless, in this project, the project team will carry out scenario analysis by anticipating potential scenario related to the notifications of non Annex III chemicals, and then establish standard operating procedures to handle these notifications. The standard operating procedures expected to be institutionalized by respective agencies.

Project Strategy

The Strategic Approach to International Chemical Management (SAICM) was adopted at the International Conference on Chemical Management in Dubai 2006. SAICM provides and overarching strategy to address problems of chemical management nationally and globally. The overall objective being sound management of chemicals throughout their lifecycle, including, where appropriate, information on chemicals in products be available to all stakeholders, be adequate and appropriate to their needs, accessible, and user friendly. Overall the aim is to:

- a. **Reduce Risk:** to ensure that existing and emerging issues of global concerns are sufficiently addressed by means of appropriate mechanisms. This is because the Annex III chemicals in the Rotterdam conventions are a global concern and this project will identify existing regulatory decisions for Annex III chemicals, including import, export, transport, use and disposal.
- b. **Provide Knowledge and Information:** to ensure that knowledge and information on chemicals and chemical management are sufficient to enable chemicals to be adequately assessed and managed safely throughout their lifecycle.
- c. **Governance:** To provide guidance to stakeholders in identifying priorities for chemicals management activities. At the end of the project, the National Action Plan (NAP) for the implementation of Rotterdam Convention will be established. The NAP shall guide stakeholders in prioritizing action plans for chemical management activities.
- d. **Capacity Building and Technical Cooperation:** To build and increase capacity for the sound management of chemicals throughout their life cycle.
- e. **Illegal International Traffic :** To prevent illegal international traffic in toxic, hazardous, banned and severely restricted chemicals, including products incorporating these chemicals, mixtures and compounds and wastes. Issues related to illegal trafficking of Annex III chemicals will be addressed by NAP

Project Objective

The objective of this project is to support the strategic priorities of the development and strengthening of national chemicals management institutions, plans, programmes and activities to implement SAICM, and to strengthen the implementation of Rotterdam Convention in Malaysia

Through the 'Quick Start Programme' established under the SAICM, Malaysia has requested financial support to help develop the 'Preparation of the National Action Plan (NAP) for the implementation of the Rotterdam Convention'. The NAP will:

- i) Identify regulatory decisions for Annex III chemicals, including import, export, transport, use and disposal of these Annex III chemicals; and
- ii) Develop National Action Plan (NAP) for the implementation of Rotterdam Convention via the stakeholder consultations.

Project Output and Associated Activities

The project has a single output which is the National Action Plan for the implementation of Rotterdam Convention which has five (5) activities as below:

- i. Inception phase;
- ii. Situation and Scenario Analysis;
- iii. Draft NAP developed
- iv. Industrial Outreach and National Workshop
- v. Finalised NAP Report

Activity 1: Inception phase

The output of the Inception phase will be an Inception Report adopted for implementation for the duration of the project. During this phase, associated activities will include the preparation the Project Inception by the project team. Consultation workshop will be held whereby the TWGNAP and other relevant stakeholders will be identified and invited to provide input to the Inception Report.

Activity 2: Situation and Scenario Analysis

A situation and scenario analysis activity will be undertaken to identify regulatory decisions for Annex III chemicals, including import, export, transport, use and disposal of these chemicals. The analysis will involve key stakeholders in this area of work. Under this output, possible scenarios, such as where EU has banned certain chemicals but these chemicals are not listed in Annex III, or scenario where new chemicals has just been listed in the Annex III of the Rotterdam Convention will be identified. The outcome of this analysis will be the development of a potential mechanism to address the situation and a Standard Operating Procedures (SOP) developed.

Activity 3: Draft NAP for the Implementation of the Rotterdam Convention developed

Based on the findings from situation and scenario analysis, a multi-stakeholders national workshop will be held. A draft NAP will be discussed at this national workshop with the objective of establishing a National Action Plan (NAP) for the Implementation of Rotterdam Convention. It is anticipated that this workshop will be attended by key stakeholders such as DOE, PB, DOSH and Customs department. A representative from the Rotterdam Secretariat will be present at this workshop to provide valuable inputs to the draft NAP.

Activity 4: Industrial Outreach

As a follow up to National Workshop, stakeholders' consultations targeting the industries involved with importing and exporting of chemicals will be organised. This focus group discussion will help strengthen the NAP. The project will also develop a training manual related to chemical import procedures and workplace chemical safety in Malaysia. The modules include initiatives of chemicals management at the global arena, overview of chemicals management in Malaysia, and chemical importation protocol. Government agencies involved in this project will develop a module on EHS and scheduled waste, chemical safety at the workplace and pesticides management. All the modules will be incorporated into a training manual

As part of outreach and awareness raising targeting the industry , a one day training session will be conducted to inform and train the industry on the training manual developed under this project.

Activity 5: Final NAP Report

The final output of this project is the National Action Plan for the Implementation of the Rotterdam Convention. The Final NAP report will cover: a. general information on Rotterdam Convention; b. situation analysis; c. scenario analysis; and d. National Action Plan for the Rotterdam convention. The draft final report will be circulated to relevant stakeholders for comments and recommendation before being finalised by the project team.

III. RESULTS AND RESOURCES FRAMEWORK

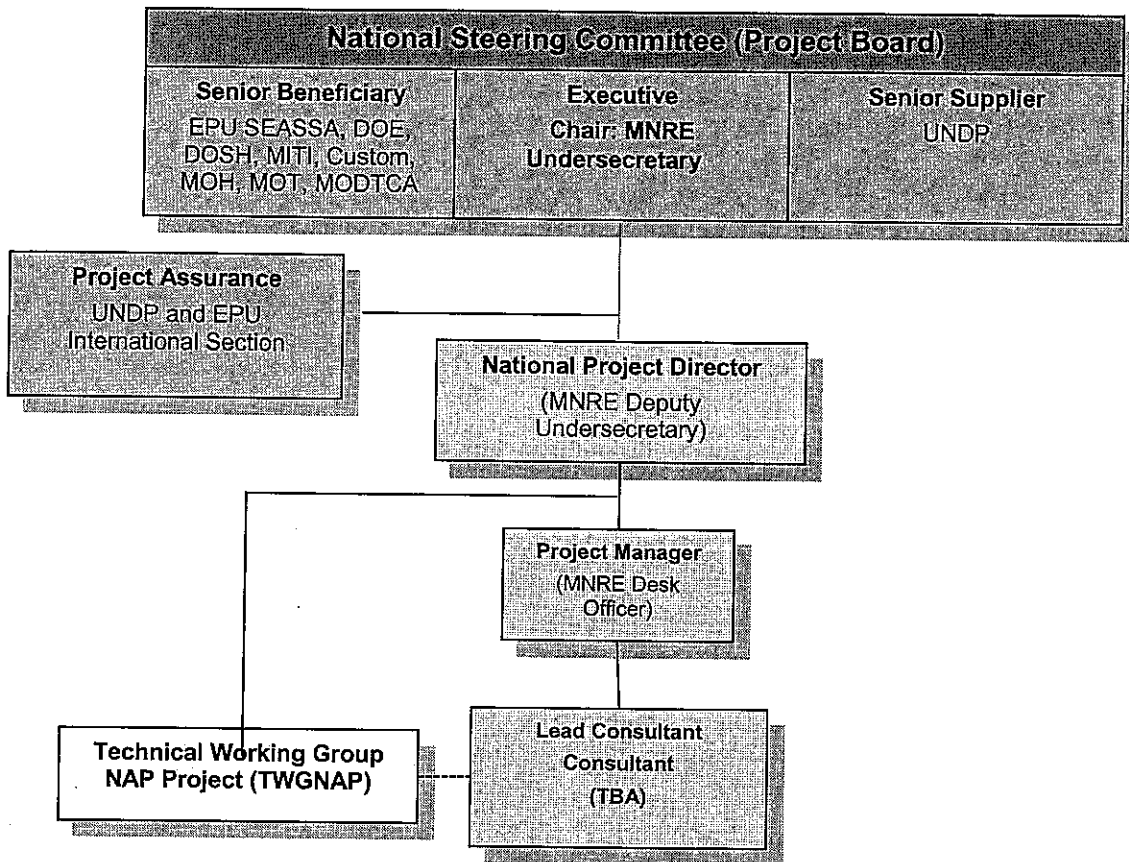
<p>This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD: Strengthened institutional capacity in managing climate change, including achieving both the 2015 renewable energy target of 5.5% of total electricity generation mix and an enhanced national framework for biodiversity management of the central forest spine in Peninsular Malaysia and the heart of Borneo</p> <p>Country Programme Outcome Indicators: Relevant targets related to climate change initiatives as stated in the 10 Malaysia Plan. (i.e. Level of GHG emission, number of policy related to mitigation and adaptation initiatives, number of mitigations actions, number of adaptation measures, % use of renewable energy, level of climate financing)</p> <p>Primary applicable Key Environment and Sustainable Development Key Result Area: Strengthening climate resiliency and sustainable development</p> <p>Partnership Strategy: N/A</p> <p>Project title and ID (ATLAS Award ID): TBC</p>				
INTENDED OUTPUTS	OUTPUT TARGETS FOR (2014-2015)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>National Action Plan (NAP) for the implementation of Rotterdam Convention</p> <p>Baseline: NAP has not existed</p> <p>Indicators: NAP Framework</p>	<p>2014</p> <ol style="list-style-type: none"> Inception phase; Situation and Scenario Analysis; 	<p>Activity Result 1:</p> <ol style="list-style-type: none"> Inception workshop and follow up consultation to be organized. Inception report will be prepared and submitted <p>Activity Result 2:</p> <ol style="list-style-type: none"> A chapter on the situation and scenario analysis consultations will be undertaken to identify gaps in formulating regulatory decisions for Annex III chemicals, including import, export, transport, use and disposal of these chemicals. A Standard Operating Procedures (SOP) will be developed to train public and private sector players on the chemical use related to Rotterdam 	<p>MNRE</p>	<p>Local Consultant</p> <p>Travels</p> <p>Workshops</p>

	<p>2015</p> <p>3. Draft NAP developed</p> <p>4.1 Draft training manual for as guidance for Industries ready for use by DOSH</p> <p>4.2 Industrial Outreach and National Workshop</p> <p>4. Finalised NAP Report</p>	<p>Activity Result 3:</p> <p>3.1 Draft NAP ready for discussion</p> <p>Activity Result 4:</p> <p>4.1 Focus group discussions among the private sectors will be organized to help strengthen the NAP.</p> <p>4.2 Draft training manual related to chemical import procedures and workplace chemical safety workplace chemical safety in Malaysia ready for discussion.</p> <p>4.3 A one-day training session will be conducted as selected cities and industries</p> <p>4.4 A multi-stakeholders national workshop will be organized</p> <p>Activity Result 5:</p> <p>5.1 Draft National Action Plan for the Implementation of the Rotterdam Convention ready.</p> <p>5.2 The draft final report will be circulated to relevant stakeholders for comments and recommendation before being finalised by the project team.</p>		
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IV. PROJECT BUDGET

Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount Year 1 (2013)	Amount Year 2 (2014)	Sub total
1. Inception Workshop	MNRE		SAICM QSP TF / UNEP	72100	Local Consultant	24,167	0	24,167
				71600	Workshop / Seminar	3,000	0	3,000
				71400	Travel	0	0	0
					Subtotal	27,167	0	27,167
2. Situation and Scenario Analysis	MNRE		SAICM QSP TF / UNEP	72100	Local Consultant	24,167	0	24,167
				71600	Workshop / Seminar	5,000	0	5,000
				71400	Travel	0	0	0
					Subtotal	29,167	0	29,167
3. Draft NAP developed	MNRE		SAICM QSP TF / UNEP	72100	Local Consultant	0	18,500	18,500
				71600	Workshop / Seminar	0	0	0
				71400	Travel	0	0	0
					Subtotal	0	18,500	18,500
4. Industrial Outreach and National Workshop	MNRE		SAICM QSP TF / UNEP	72100	Local Consultant	0	18,500	18,500
				71600	Workshop / Seminar	0	11,611	11,611
				71400	Travel	0	0	0
					Subtotal	0	30,111	30,111
5. Finalized NAP report	MNRE		SAICM QSP TF / UNEP	72100	Local Consultant	0	18,500	18,500
				71600	Workshop / Seminar	0	0	0
				71400	Travel	0	0	0
					Subtotal	0	18,500	18,500
6. Project Management	MNRE		SAICM QSP TF / UNEP	72100	Local Consultant	16,667	12,500	29,167
				71600	Workshop / Seminar	3,000	3,000	6,000
				71400	Travel	7,000	7,000	14,000
				75100	Miscellaneous	500	500	1,000
					UNDP F&A	6,680	7,209	13,889
					Subtotal	33,847	30,209	64,056
					GRAND TOTAL	90,180	97,320	187,500

V. MANAGEMENT ARRANGEMENTS



The Ministry of Natural Resources and Environment (MNRE), as the focal point for SAICM, will be the National Project Director and assisted by the MNRE Project Manager. The TWGNAP will be represented by the two Rotterdam Convention's Designated National Authorities (DNA) will support the NAP project, namely Department of Environment (DNA for industrial chemicals) and Pesticides Board (PB), Department of Occupational Safety and Health (DOSH), MNRE, representative from the private sectors and others agencies where ever necessary. The Lead consultant will be appointed to assist MNRE Project Manager responsible in completing the NAP framework as required.

National Steering Committee (NSC)

A National Steering Committee will provide guidance and direction to the project implementation process according to the established detailed work plan monitoring tool. The Committee will be composed of representatives from EPU, UNDP Malaysia and other relevant stakeholders to be identified. The TORs of the NSC shall be agreed among the stakeholders. The NSC will be chaired by the Undersecretary of the Ministry of Natural Resources and Environment or an alternate chair as proposed by members of the NSC.

Technical Working Group of the National Action Plan (TWGNAP)

A Technical Working Group (TWG) of the NAP project (TWGNAP) will be set up and the objective of the TWGNAP is to provide technical inputs to the NAP project. TWGNAP will be chaired by the Deputy Undersecretary of the Chemical Section in PASPI, MNRE.

National Project Director (NPD)

The National Project Director will be responsible for coordinating project activities among the main parties to the project. Among these responsibilities are ensuring that the project document and

project revisions requiring Government's approval are verified by the PM. The NPD also has the authority to disburse funds upon the advice from the National Steering Committee or the Project Manager based on the required project milestones. The NPD is the Deputy Undersecretary of the Chemical Section in PASPI, MNRE. Who will also chair the TWGNAP.

Project Manager

The Project Manager will manage the project on behalf of the NSC and the TWGNAP in close coordination within the TOR agreed to by the NSC. The Project Manager is the MNRE appointee and responsible for day-to-day management of the project together with the NPD. The Project Manager ensures that the project produces the results specified in the project document to the required standard of quality and within the specified budget allocations and timeline. The Project Manager will report administratively and programmatically to the NPD and reports on project progress during NSC meetings. He or she will prepare progress reports in timely and required manner, and provide the information needed to agree disbursement of funds. The Project Manager is the appointed desk officer of the Chemical Section in PASPI, MNRE.

Lead Consultant

Technical support will be provided by the Lead Consultant with extensive experience working in relevant areas as required by the project. Under the consultation of the Project Manager, the lead consultant will be responsible in formulating, preparing, writing and the overall development of the NAP framework as per the advice given by the Project Manager. The Lead Consultant will liaise with the Project Manager and the TWGNAP in ensuring the NAP to be inline with government's directive.

Project Assurance

The Project Assurance role supports the NSC by carrying out objective and independent project oversight and monitoring functions. This role ensures that appropriate project management milestones are managed and completed. A UNDP Programme Officer will hold the Project Assurance role for the UNDP together with a representative from the International Cooperation Section, EPU, representing the Malaysian Government. Risk factors as in Annex 2 will be periodically reviewed to ensure the risks are mitigated and manageable. Necessary actions to overcome any project challenges will be discussed as well.

Financial Management

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

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

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

The FACE form as per Annex 5 should be used for all of the above cash disbursements as well as for expenditure reporting.

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

- Managing UNDP's/ CS resources to achieve the expected results

- Maintaining an up to date accounting system that contains records and controls to ensure the accuracy and reliability of financial information and reporting. Expenditures made should be in accordance with the, Annual Work Plans and budgets.

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

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

UNDP Support Services

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

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

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

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

- 8% cost recovery for the provision of general management support (GMS) for activities funded under Government Cost sharing, if any;
- Direct cost for implementation support services (ISS) for activities, if any;
- Any other direct and indirect project costs that are incurred by UNDP, which will be communicated and approved by the NSC beforehand.

In-Kind Contribution

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

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

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

VI. MONITORING AND EVALUATION FRAMEWORK

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

Project Monitoring and Review Meetings

- **National Steering Committee Meetings**

The National Steering Committee (NSC) will meet after the receipt of each project report or at least once a year, whichever is greater, and address project issues raised by the National Project Director / 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 NSC 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. Project budget revision and project extension approved by the NSC will have to be formally discussed and submitted to EPU – International Cooperation Section for approval.

- **Technical Working Group NAP (TWGNAP) Meetings**

The Technical Working Group NAP (TWG NAP) will meet as regularly as required to assist the NSC in monitoring and advising the technical implementation of the project and its activities. The TWGNAP acts as the technical advisors to the NSC, and regularly reviews the progress of all project components.

- **Annual Project Review Meeting**

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

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

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

Progress Reporting Documents

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

A Mid Year Progress Report shall be prepared by the Project Manager/ Implementing Partner and shared with UNDP and EPU – International Cooperation Section by 30 June of each project year. As a minimum requirement, the Mid Year Progress Report shall utilize the standard template for the Annual Project Report (APR) covering a six month period. Refer to Annex 3 for template.

- **Annual Progress Report (APR)**

An Annual Progress Report shall also be prepared by the Project Manager/ Implementing Partner and shared with UNDP and EPU – International Cooperation Section by the end of the last quarter of each year. The Annual Progress Report shall highlight risks and challenges, the summary of results achieved, and lessons learnt of the project for that reporting year. Refer to Annex 4 for template.

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

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

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

This report will be discussed at the Final Project Closure meeting.

Financial Monitoring and Quality Assurance

- **Combined Delivery Reports**

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

Audit

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

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

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

EVALUATION PLAN

Besides the monitoring and evaluation framework already inbedded in all UNDP project document, this project will implement an evaluation plan to monitor and evaluate the NAP project, including a financial audit. The evaluation will be undertaken annually and to be implemented after the first progress report on a 12th month and the second final report on the 18th month. A third party evaluator shall be appointed to undertake this task. The evaluation will cover areas such as:

- i) performance of the project based on the project objectives
- ii) performance of the project based on the QSP objective
- iii) progress of the project in accordance to the proposal
- iv) stakeholder participation
- v) contribution of the project to the national chemicals management framework

VII. LEGAL CONTEXT

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

Consistent with the Article III of the Standard Basic Assistance Agreement (SBAA), the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:

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

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document [and the Project Cooperation Agreement between UNDP and the Implementing Partner].

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

ANNEXES

1. Annual Work Plan (2013-2015)
2. Monitoring: Risks And Mitigation
3. Monitoring: Project Mid-Year Progress Template
4. Monitoring: Project Annual Report Template
5. Finance: FACE Form
6. Finance: Universal Price List
7. Terms Of Reference: National Steering Committee
8. Terms Of Reference Technical Working Group on National Action Plan (TWGNAP)
9. Terms Of Reference: National Project Director
10. Terms Of Reference: Project Manager
11. Terms Of Reference: Lead Consultant
12. Approved Application Form Quick Start Programme Trust Fund
13. Management: Letter of Agreement between UNDP and the Government of Malaysia for Provision of Support Services under National Execution
14. Management: Country Programme Action Plan Between The Government Of Malaysia and the UNDP 2013-2015: National Implementation Modality: Roles And Responsibilities

ANNEX 1: ANNUAL WORK PLAN (2014-2015)

Year: 2014

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Amount (USD)
<p>Output: National Action Plan for the implementation of Rotterdam Convention</p> <p>Baseline: NAP has yet to be developed for Malaysia</p> <p>Indicators: Availability of the NAP</p> <p>Target: NAP structure finalized</p>	<p>Activity Results:</p> <ul style="list-style-type: none"> ▪ Inception phase and submission of Inception Report; ▪ Situation and Scenario Analysis; <p>Associated Activities</p> <ul style="list-style-type: none"> • Appointment of the Lead Consultant and Consultant (where necessary) • Meetings with relevant stakeholders • Organizing Inception Workshop and submission of Inception Report by the Consultant • Draft Situation and Scenario Analysis of Chemicals inline with the Rotterdams convention ready • Final draft Situation and Scenario Analysis ready for incorporation as part of the NAP chapter • Travels to relevant industrial sites • Dissemination of knowledge products relevant to the Rotterdam convention. 						Local Consultant	65,000
							Workshop	11,000
							Travel	7,000
							Misc	500
							UNDP F&A	6,680
			X			SAICM QSP TF / UNEP	TOTAL	90,180

Year: 2015

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES List activity results and associated actions	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description
<p>Output: National Action Plan for the implementation of Rotterdam Convention</p> <p>Baseline: NAP has yet to be developed for Malaysia</p> <p>Indicators: Availability of the NAP</p> <p>Target: Final draft NAP ready by end of 2015</p>	<p>Activity Results:</p> <ul style="list-style-type: none"> • Draft NAP developed • Industrial Outreach and National Workshop • Finalised NAP Report <p>Associated Activities:</p> <ul style="list-style-type: none"> • Meetings with relevant stakeholders • Organizing industrial outreach and national workshops • Draft NAP ready for discussion • Final draft NAP ready for submission • Travels to relevant industrial sites • Dissemination of knowledge products relevant to the Rotterdam convention. 	X	X	X	X	MNRE	Local Consultant	68,000
							Workshops	14,611
							Travel	7,000
							Miscellaneous	500
							UNDP F&A	7,209
							TOTAL	97,320
GRAND TOTAL								187,500

ANNEX 2: MONITORING: RISKS AND MITIGATION

Description	Type	Impact & Probability	Mitigation Measures
The value of US Dollars foreign exchange against the ringgit may reduce during the project cycle	Financial	Probability: Low Impact: Medium	There will be a need to regularly monitor the exchange rate to ensure that it does not affect the budget of the project. If there are major changes, the budget will be adjusted accordingly and approved by the NSC.
There maybe some delay in the project timeline in terms identifying the appropriate consultants and organizing the appropriate capacity workshop and engagement with the stakeholders.	Others	Probability: Medium Impact: Medium	There will also need to be close consultation with MNRE to identify the needs and scope of the TOR and appropriate consultants and speakers both local and international to ensure the in-depth study are completed on schedule and the objectives of the respective activities are achieved.
There may be challenges in accessing recent or updated data and statistics on relevant indicators especially at the state and agency levels.	Others	Probability: Medium Impact: High	There will be a need to engage with different institutions such as government agencies particularly the Department of Statistics, state and agencies to source the needed and most current data available, and complement with statistically rigorous primary data, if necessary.
The timely implementation of the project could be affected if there is a pandemic/epidemic outbreak in Malaysia.	Others	Probability: Medium Impact: Medium-High	There will be a need to monitor the patterns of any outbreak of influenza as and when it happens. The schedule of activities and output targets will be amended accordingly depending on the gravity of the outbreak.

ANNEX 3: MONITORING: PROJECT MID-YEAR PROGRESS REPORT

DATE:
 Award ID:
 Description:
 Implementing Partner:
 Period Covered: 1st January – 30 June (Year)

1. Project Issues:

Status of Project Risks:	Open Project Issues:
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2. Project Performance

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

3. Lessons Learned

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ANNEX 4: MONITORING: PROJECT ANNUAL PROGRESS REPORT

DATE:

Award ID:

Description:

Implementing Partner:

Period Covered: 1st January – 1 December (Year)

1. Project Issues:

Status of Project Risks:	Open Project Issues:
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2. Project Performance

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

3. Lessons Learned

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ANNEX 6: FINANCE: UNDP UNIVERSAL PRICE LIST

Service	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
Payment Process ⁵	36.39	27.39	23.59	19.20
Issue check only (Atlas Agencies)	13.69	11.08	10.02	8.78
Vendor profile only (Atlas Agencies only)	20.32	14.65	12.17	9.40
Staff selection and recruitment process for resident agencies ^{6,7}	674.64	463.21	371.37	268.14
Advertising (20%)	134.93	92.64	74.27	53.63
Short-listing (40%)	269.85	185.28	148.55	107.26
Interviewing (40%)	269.85	185.28	148.55	107.26
Staff HR & Benefits Administration & Management ⁸ (one time fee, per staff at:	215.73	154.73	128.77	99.01
- the issuance of a contract, and				
- again at separation)				
Recurrent personnel management services: Staff Payroll & Banking				
Administration & Management ⁹ (annual fee per staff, per calendar year)	478.48	344.43	288.75	226.47
Payroll validation, disbursement (35%)	167.47	120.55	101.06	79.16
Performance evaluation (30%)	143.55	103.33	86.63	67.85
Extension, promotion, entitlements (30%)	143.55	103.33	86.63	67.85
Leave monitoring (5%)	23.92	17.22	14.44	11.31
Consultant recruitment	260.53	180.07	145.21	105.89
Advertising (20%)	52.11	36.01	29.04	21.18
Short-listing & selection (40%)	104.21	72.03	58.08	42.36
Contract issuance (40%)	104.21	72.03	58.08	42.36
Interns management	78.87	54.28	43.38	30.89
Issue/Renew IDs (UN LP, UN ID, etc.)	39.32	28.47	23.86	18.53
Travel authorization	35.74	25.90	21.75	16.98
F10 settlement	32.45	23.64	19.94	15.69
Procurement process involving local CAP (and/or ITB, RFP requirements) ^{7,10,11}	599.94	414.42	333.79	242.67
Identification & selection (50%)	299.97	207.21	166.90	121.34
Contracting/issue purchase order (25%)	149.98	103.61	83.45	60.67
Follow-up (25%)	149.98	103.61	83.45	60.67
Procurement not involving local CAP ^{7,10,11} (low value procurement)	232.74	163.31	133.07	98.41
Identification & selection (50%)	116.37	81.65	66.54	49.21
Issue purchase order (25%)	58.18	40.83	33.27	24.60
Follow-up (25%)	58.18	40.83	33.27	24.60
Disposal of equipment	305.94	211.12	169.90	123.37
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	37.64	26.31	21.35	15.80
Issue/Apply Deposit only	22.79	15.99	13.07	9.68

Principles of the Universal Price List

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

The UPL does not cover specialized or locally provided *ad-hoc* services. The UPL also does not cover local security-related services that might be necessary in certain countries without banking facilities. Both *ad-hoc* and local security services, and their estimated costs, should be covered through locally negotiated agreements between UNDP country offices and concerned Implementing Partner.

1. Not all Implementing Partner require all services. In particular, they may carry out several UPL sub-transactions, thus reducing the overall cost of the service. Each standard service in the UPL takes this into consideration.
2. A certain number of services which were previously categorized as standard administrative services (local driver's licenses, visa requests, customs clearance, etc.) have now been eliminated from the UPL. Any standard service not listed on the UPL is to be considered *ad-hoc*/non-standard service subject to full cost recovery per locally negotiated prices using transparent prevailing market rates.
3. The request for services under the following exceptional circumstances are subject to a 25% surcharge on top of the regularly accepted cost/price:
 - Urgent requests requiring a turnaround of less than 3 business days.
 - Requests for services before/after normal working hours.
4. Requests for prior year UPL services should always use the latest applicable published rates (not UPLs from prior years) without exception.
5. **Payment Process:** the process includes disbursement only, and requires a written instruction by the budget owner agency. UNDP does not review procurement process supporting documentation other than vendor banking information, unless otherwise stipulated locally. Note that UNDP does not charge Implementing Partner for running a fully automated pay cycle.
6. Staff selection and recruitment process for resident agencies only.
7. In cases where a reciprocity agreement does not exist between UNDP and Implementing Partner, the time spent on joint boards (recruitment, procurement, etc.) will be charged as an *ad-hoc* service.
8. **Staff HR and Benefits Administration & Management** typically include services such as:
 - Position Data and Budget management
 - Issuance of contract
 - HR and dependent/beneficiary data entry and maintenance
 - Benefits data entry and maintenance (PF/Medical/Life Insurance)
 - Interface with GMC Henner on MIP reimbursements
 - Organization events (within grade increments, secondments, transfers etc)
 - Life events (changes to marital status and dependents)
 - HR data management for ASHI retirees
 - Production of key HR reports such as staffing table & personnel action forms (PAFs)
 - Guidance to staff and managers on HR rules and regulations

9. **Staff Payroll and Banking Administration & Management** are distinct from Global Payroll Services (provided by UNDP Copenhagen) and include services such as:

- Setting up transactions that impact payroll such as one-time or recurring earnings and deductions, garnishments, positive inputs for overtime payments and transportation allowance.
- Administration of retroactivity, recoveries and adjustments
- Maintenance of the absence calendars for that location
- Management of absence data
- Validation of trial payroll results prior to the final pay run.
- Maintenance of employee banking instructions
- Tracking and adjusting of leave balances that affect pay
- Reporting of payroll activity to Managers
- Production of payroll reports and queries
- Production of pay slips for employees
- Manage receivables and payables that have an impact in Payroll including benefits billing for retirees and SLWOP. The Administrator GP will be granted access to the Finance Module to process these transactions.
- Production, follow up and clean up of the PVR reports

10. **As stated above, the UPL is only intended to price services to Implementing Partners — not inputs to UNDP projects and programmes.** The pricing of inputs to UNDP projects and programmes should be based on actual costs for clearly identifiable transactions. When this is not possible, country offices may use the UPL. Where the portion of the procurement process that takes place outside Atlas is of a clearly complex (ad-hoc) nature involving specialized supply-chain management processes, dedicated procurement staff, etc., offices are encouraged to determine the actual cost of the exercise and explore with donors/partners the possibility of charging the cost of some of its specific components (e.g. dedicated staff) — in full or in part — to the project budget as a direct input to project delivery (i.e., negotiated transparent, prevailing rates using the UPL as a baseline).

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

Country Cost Bands

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

ANNEX 7: TERMS OF REFERENCE: NATIONAL STEERING COMMITTEE

The National Steering Committee (NSC) will monitor the conduct of the project and provide strategic guidance to the project team on the implementation of the project.

The NSC will be chaired by the Undersecretary of MNRE of the Ministry of Natural Resources and Environment. Chemical section of PASPI will act as the Secretariat to the project, TWGNAP and NSC. Members of the NSC will consist of representatives from the relevant stakeholders to be determined by the Committee.

The NSC will have the following duties and responsibilities:

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

The NSC will meet bi-annually and the proposed members are as followed:

1. Ministry of Natural Resources and Environment (NRE) (Chair MNRE Undersecretary)
2. Department of Environment (DOE)
3. Pesticides Board (PB) – Co-chair
4. Royal Malaysian Customs Department
5. Ministry of International Trade and Industry (MITI)
6. Department of Occupational Safety and Health (DOSH)
7. Ministry of Transport (MOT)
8. Ministry of Domestic Trade, Co-operatives and Consumerism (MDTCC)
9. Ministry of Health (MOH)
10. Ministry of Foreign Affairs
11. Chemical Industries Council of Malaysia (CICM)
12. Federation of Malaysian Manufacturers (FMM)
13. SMI Association of Malaysia
14. Institute for Environment and Development (LESTARI)

ANNEX 8: TERMS OF REFERENCE: TECHNICAL WORKING GROUP NAP (TWGNAP)

The Technical Working Group NAP (TWG NAP) will assist the NSC in monitoring the conduct of the project and providing technical guidance on the implementation of the project. The TWG will act as technical advisors to the NSC.

The TWG will be chaired by Deputy Undersecretary of the Chemical Section of PASPI, MNRE, who is also the NPD. The Chemical section will act as Secretariat to the TWGNAP. The members of the TWC will consist of representatives from the relevant divisions and other relevant stakeholders to be determined by the NSC.

The TWG will be specifically responsible for:

- Provide guidance and decisions on matters pertaining to the technical aspects of the project such as the training needs assessment, the training implementation strategy and the development of the training modules to ensure that they meet with the objectives set in the project document and with international good practices and standards;
- Review the Situation and Scenario analysis report for endorsement by the NSC meeting
- Review the draft and final draft of the NAP for endorsement by the NSC meeting
- Monitor and evaluate the technical implementation of the project towards fulfilment of the objectives stated in the project document;
- Review and comment on the proposed technical work plan and budget; and
- Regular monitoring of the progress of the project and recommend approved technical reports to the NSC

The TWGNAP will meet in quarterly basis and the proposed members of the TWGNAP as followed:

1. Ministry of Natural Resources and Environment (NRE) (Chair: Deputy Undersecretary MNRE)
2. Department of Environment (DOE)
3. Pesticides Board (PB)
4. Royal Malaysian Customs Department
5. Ministry of International Trade and Industry (MITI)
6. Department of Occupational Safety and Health (DOSH)
7. Chemical Industries Council of Malaysia (CICM)
8. Institute for Environment and Development (LESTARI)

ANNEX 9: TERMS OF REFERENCE: NATIONAL PROJECT DIRECTOR

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

The NPD for this project will be the Deputy Undersecretary of the Chemical section of PASPI of MNRE. Specifically, he works in close collaboration with the Project Manager as well as UNDP and his/her responsibilities include:

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

ANNEX 10: TERMS OF REFERENCE: PROJECT MANAGER

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

The specific tasks of the Project Manager are:

- Focus on the administrative, financial and operational aspects of the project.
- Manage consultants availability according to the project timeline
- Liaise and work closely with the UNEP, SAICM Secretariat, national project partners and other beneficiaries
- Review, amend accordingly and submit report regularly to NPD, the NSC and TWG on the project's progress as per UNDP or the QSP TF format.
- Maintain close contact with designated focal points from UNDP and other stakeholders, indicating any estimated changes to the work plan, and proposing a budget revision when appropriate
- Analyze and review lead consultant's report (inception report, situation and scenario analysis report, training modules and NAP report) and/or propose possible intervention for recommendation to NPD for approval
- Work closely with UNDP in drafting and preparation of relevant Terms of Reference (TOR) for consultants / project advisors.
- Monitor the project funds and resources. Prepare progress and financial reports of the project when required according to the UNDP guidelines
- Maintain an up-to-date accounting system and information system to ensure accuracy and reliability of country reporting
- Ensure the requested allocations are available in accordance with the agreed budget and established schedules of payment, if any, in consultation with EPU and UNDP
- Be actively involved in the preparation of relevant knowledge products (including publications and reports)
- Organize Project Committee Meeting (PCM) and meetings for the Technical Working Group (TWGNAP)
- Organize Inception Workshop, National Workshops and industrial outreach as and when necessary

ANNEX 11: TERMS OF REFERENCE: LEAD CONSULTANT

The Lead Consultant will be focusing on the technical aspects of the project. The person shall report to the Project Manager according to the agreed reporting period and will be based at MNRE's office in Putrajaya. The specific tasks of are as below:

- Prepare, write and develop the Inception Report for approval by MNRE based on the discussions and meetings with stakeholders
- Prepare, write and support in preparing progress report as required by UNDP, SAICM Secretariat and the Government as and when necessary.
- Prepare and present findings, analysis and recommendation of the technical outputs to the TWGNAP, NSC or any other relevant meetings as required by the Project Manager
- Prepare and submit any financial transaction and reports including any request for funding from UNDP to Project Manager for clearance
- Provide review and analysis on existing regulations/guidelines/reports in Malaysia that related to Rotterdam Convention.
- Provide review and analysis on existing regulations/guidelines/reports in other countries (such as European Union) that related to Rotterdam Convention.
- Conduct and provide analysis on interviews/meetings/discussions with stakeholders from government, industries and NGOs.
- Based on the findings from the review and interview above, carry out, prepare, write and provide analysis on Situation and Scenario (including gap) analysis for Rotterdam implementation in Malaysia (to be assisted by technical consultants - as and when necessary)
- Based on the findings from situation and scenario analysis above, prepare, write and develop the National Action Plan (NAP) for the Implementation of Rotterdam Convention in Malaysia (to be assisted by technical consultants - as and when necessary)
- Prepare and develop two (2) training modules (for industrial outreach): (i) Initiatives of chemicals management at the global arena; and (ii) Import chemicals to Malaysia: What should industry do and their preparedness for Rotterdam convention?
- Work closely with the Ministry of Natural Resources and Environment (NRE), Department of Environment (DOE), Pesticides Board (PB) and Department of Occupational Safety and Health (DOSH), Ministry of International Trade and Industry (MITI) in finding most feasible solutions for implementation of Rotterdam convention in Malaysia
- Expected outputs as below:
 - Inception Report (in Year 1)
 - Situation and scenario analysis report
 - NAP report (draft and final report)
 - Two training modules
 - Project progress report as required
 - Financial progress report as required

Required skills and experiences:

- Master's Degree or equivalent in Science, Engineering, Chemicals management or other equivalent disciplines.

- At least 5 years of relevant experience. Bachelor's degree with more than 7 years will be considered
- Knowledge on Rotterdam Convention, Stockholm Convention, Basel Convention, Strategic Approach to International Chemicals Management (SAICM) and Globally Harmonised System of Classification and Labelling of Chemicals (GHS) will be preferred.
- Excellent speaking, writing and reading English and Bahasa Malaysia.

Duration of contract:

18 month

ANNEX 12: APPROVED APPLICATION FORM OF THE QSP TF

(from ANNEX 1)

SAICM
Quick Start Programme Trust Fund

Annex I - Project Description

**Title of the Project: Preparation of National
Action Plan (NAP) for the Implementation of
Rotterdam Convention in Malaysia**

Preparation of National Action Plan (NAP) for the Implementation of Rotterdam Convention in Malaysia

PROJECT BACKGROUND

On 29 August 2006, an important committee that contributes to the chemicals management in Malaysia was established, namely the National Steering Committee for the Management of Environmentally Hazardous Substances (NSCEHS). Ministry of Natural Resources and Environment (NRE), where the NRE is also the focal point for SAICM, chairing this committee. In general, the NSCEHS facilitates all the activities pertaining to Environmentally Hazardous Substances (EHS), Rotterdam Convention, Stockholm Convention and Basel Convention.

Besides establishing the NSCEHS, NRE also collaborates with the Danish International Development Agency (DANIDA) to strengthen management of EHS in Malaysia. During the collaboration, NRE has taken international initiatives into consideration, this includes the SAICM Overarching Policy and Global Plan of Action, and the Globally Harmonised System of Classification and Labelling of Chemicals (GHS). In order to strengthen management of EHS in Malaysia, NRE foresees that the management of Annex III chemicals listed in the Rotterdam Convention, throughout their life cycle, is one of the significant efforts towards better management of chemicals in Malaysia, where all the Annex III chemicals are classified as EHS. Meanwhile, proper management of Annex III chemicals is also in line with the World Summit on Sustainable Development (WSSD) target, i.e. by 2020, chemicals are used and produced in ways that lead to the minimisation of significant adverse effects on human health and the environment.

Implementation of Rotterdam Convention is one of the work areas under the SAICM to enhance protection of human health and the environment. By realizing the importance of the Rotterdam Convention, Malaysia has ratified the Rotterdam Convention on 4 September 2002, and numerous efforts have been carried out by Malaysia to fulfill the obligation as a Party under the convention. This includes, *inter alia*, to incorporate Annex III chemicals of the Rotterdam Convention into the Customs (Prohibition of Imports) Order 2008 and Customs (Prohibition of Exports) Order 2008. To date, final regulatory decisions of Malaysia for all the Annex III chemicals can be found at the Rotterdam Convention website (www.pic.int).

Despite efforts by Malaysia in implementing Rotterdam Convention, the stocktaking study on regulatory decisions for Annex III chemicals, including import, export, transport, use and disposal of these Annex III chemicals, as well as the national action plan for the implementation of the Rotterdam Convention, are still absent. Unlike the Stockholm Convention on Persistent Organic Pollutants, where Malaysia has obtained financial supports from GEF to prepare the National Implementation Plan (NIP) for the Stockholm Convention in year 2005. At present there are no financial assistant from international organizations for the implementation of Rotterdam Convention.

Hence, by taking the opportunity under the SAICM Quick Start Programme, Malaysia would like to request financial support from the international organization for execute a project with the title: '**Preparation of National Action Plan (NAP) for the Implementation of Rotterdam Convention in Malaysia**' (hereinafter referred as 'NAP Project'). The objectives of the NAP project as below:

- iii) To identify regulatory decisions for Annex III chemicals, including import, export, transport, use and disposal of these Annex III chemicals; and
- iv) To develop National Action Plan (NAP) for the implementation of Rotterdam Convention via the stakeholder consultations.
- v) To enhance industry awareness on chemical import procedures and workplace chemical safety in Malaysia.

PROJECT TOTAL BUDGET AND TOTAL AMOUNT REQUESTED FROM THE QSP TRUST FUND

Project total budget: USD 301,500

Total amount requested from the QSP Trust Fund: USD 187,500

PROJECT RESPONSIBILITY AND MANAGEMENT

The Ministry of Natural Resources and Environment (NRE), also the focal point for SAICM, will be responsible as project leader. Two Rotterdam Convention's Designated National Authorities (DNA) will support the NAP project, namely Department of Environment (DNA for industrial chemicals) and Pesticides Board (PB) (DNA for pesticides). In addition, to strengthen chemical safety at the workplace, the Department of Occupational Safety and Health (DOSH) will also support the NAP Project. A Project Team will be selected and appointed by NRE (for 18 months) to carry out activities under the NAP Project, where members of this Project Team include a Chief Technical Advisor (CTA), a Project Assistant, and two Technical Consultants.

In order to ensure the project is following the proposed schedule, a Project Committee will be established and this project committee comprises project leader, both DNAs, DOSH, CTA and Project Assistant. The Project Committee Meeting (PCM) will be held 5 times throughout the project.

A Technical Working Group (TWG) of the NAP project (TWGNAP) will be set up and the objective of the TWGNAP is to provide technical inputs to the NAP project. The TWGNAP will meet four times (including Inception Workshop and National Workshop) throughout the project. Proposed members of the TWGNAP as followed:

- 15. Ministry of Natural Resources and Environment (NRE)
- 16. Department of Environment (DOE) - Chair
- 17. Pesticides Board (PB) – Co-chair
- 18. Royal Malaysian Customs Department
- 19. Ministry of International Trade and Industry (MITI)

20. Department of Occupational Safety and Health (DOSH)
21. Ministry of Transport (MOT)
22. Ministry of Domestic Trade, Co-operatives and Consumerism (MDTCC)
23. Ministry of Health (MOH)
24. Ministry of Foreign Affairs
25. Chemical Industries Council of Malaysia (CICM)
26. Federation of Malaysian Manufacturers (FMM)
27. SMI Association of Malaysia
28. Institute for Environment and Development (LESTARI)
29. Chief Technical Advisor (CTA) (from the project team)
30. Project Assistant

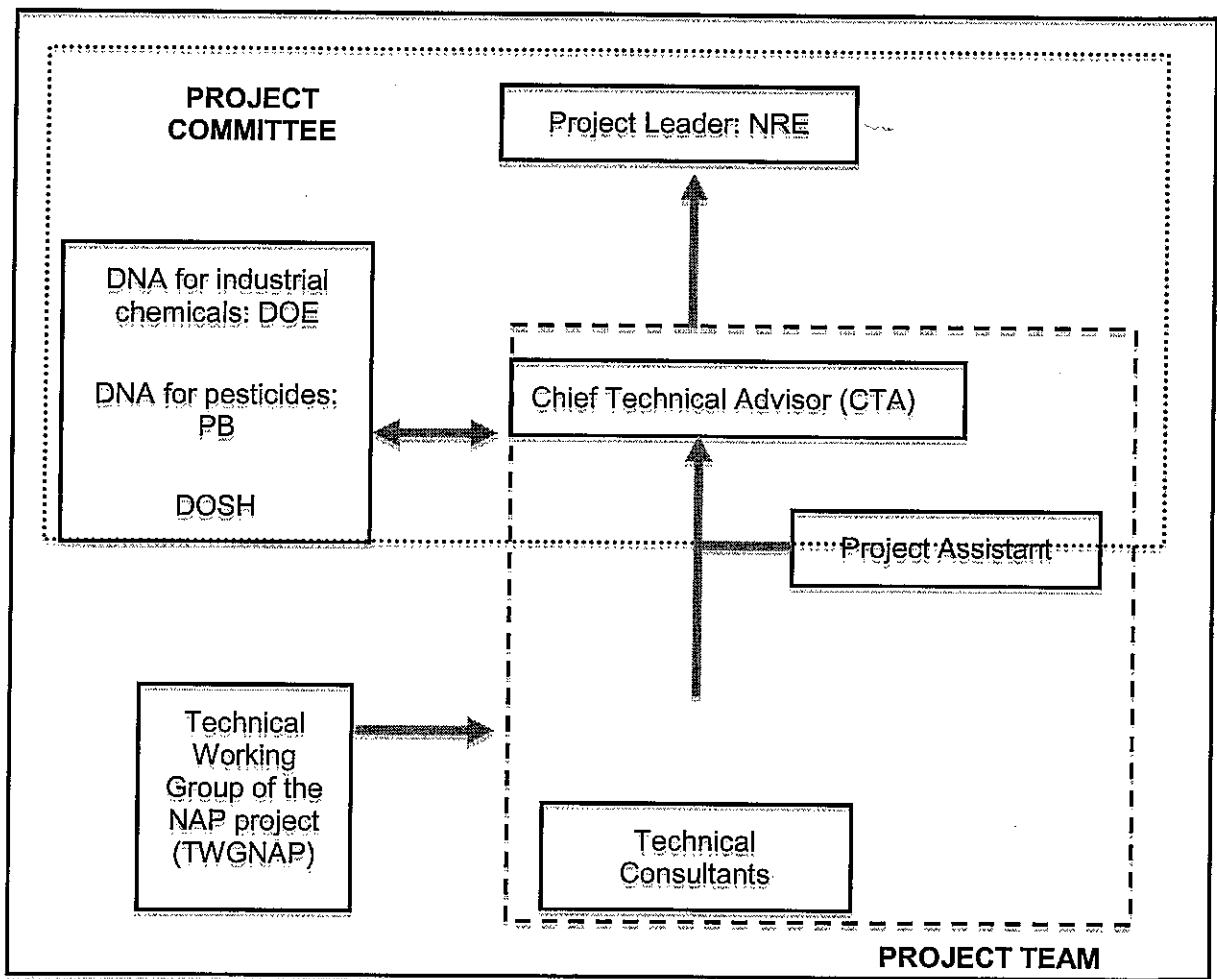


Figure 1: Organization structure for the NAP project.

PROJECT DESCRIPTION

Under the Rotterdam Convention, there are 40 chemicals listed in Annex III of the convention, including 29 pesticides and 11 industrial chemicals. As a party of the convention, Malaysia has taken efforts to fulfill requirements of the convention, particularly on the prior informed consent of export/import Annex III chemicals. Nonetheless, the Rotterdam Convention does not cover management of the lifecycle of Annex III chemicals. For example, maybe some of the Annex III chemicals were prohibited from import to Malaysia but regulatory actions to use or manufacture these chemicals are still absent. Hence, stocktaking of regulatory actions towards lifecycle of Annex III chemicals should be carried out. In this regard, the project team will carry out situation analysis, with the inputs from NRE and the two DNAs, to ascertain regulatory actions for the import, export, use, transport and disposal of Annex III chemicals. This can be done by reviewing existing acts, regulations, standards and guidelines, as well as via interview sessions with key stakeholders. Finally, a regulatory action matrix for Annex III chemical vs. lifecycle will be established. By referring to this matrix, stakeholders can easily identify the weaknesses, gaps or overlapping of regulatory actions in managing Annex III chemicals in Malaysia.

Another concern is regarding appropriate mechanism to deal with notifications of non Annex III chemicals. These notifications usually come from countries that are very concern about hazardous chemicals, and they have their respective regulations to notify importing countries before they export non Annex III chemicals. In the past, upon receiving these notifications of non Annex III chemicals, there is no proper mechanism to deal with these notifications. Nonetheless, in this project, the project team will carry out scenario analysis by anticipating potential scenario related to the notifications of non Annex III chemicals, and then establish standard operating procedures to handle these notifications. The standard operating procedures expected to be institutionalized by respective agencies.

Based on the findings from situation analysis and scenario analysis, a multi-stakeholders national workshop will be held. The objective of the workshop is to establish National Action Plan (NAP) for the Implementation of Rotterdam Convention.

Project outputs:

- vi. Stakeholders' awareness on Rotterdam Convention is enhanced.
- vii. The gaps in managing Annex III chemicals are identified.
- viii. Action plans to close the gaps in managing Annex III chemicals throughout their lifecycle is established.
- ix. Training modules related to the chemical import procedures and workplace chemical safety in Malaysia are prepared.

Project outcome:

- i. Industries' awareness in chemicals management system will be enhanced.
- ii. The chemical management systems in Malaysia will be strengthened.

Targeted beneficiaries:

The National Action Plan could assist decision makers in making decision pertaining to the management of Annex III chemicals throughout their lifecycle.

PROJECT OBJECTIVES AND JUSTIFICATION

Project relevancy to the SAICM Overarching Policy Strategy (Section IV)

SAICM Overarching Policy Strategy	Project objective and justification
<p><u>Risk Reduction:</u> To ensure that existing, new and emerging issues of global concern are sufficiently addressed by means of appropriate mechanisms.</p>	<p>The Annex III chemicals in the Rotterdam Convention are global concern. Hence this project will identify existing regulatory decisions for Annex III chemicals, including import, export, transport, use and disposal.</p>
<p><u>Knowledge and Information:</u> To ensure that knowledge and information on chemicals and chemicals management are sufficient to enable chemicals to be adequately assessed and managed safely throughout their life cycle.</p>	<p>Life cycles of Annex III chemicals will be assessed, particularly on the existing regulatory decisions pertaining to Annex III chemicals.</p>
<p><u>Governance:</u> To provide guidance to stakeholders in identifying priorities for chemicals management activities</p>	<p>End of the project, the National Action Plan (NAP) for the implementation of Rotterdam Convention will be established. The NAP shall become guidance of the stakeholders to prioritize action plans for chemical management activities.</p>
<p><u>Capacity Building and Technical Cooperation:</u> To increase the capacity for the sound management of chemicals throughout their life cycle in all countries as needed, especially in developing countries and countries with economies in transition</p>	<p>The TWGNAP and the National workshop that develop NAP for the implementation of Rotterdam Convention will definitely build the capacity of stakeholders in handling Annex III chemicals.</p>
<p><u>Illegal International Traffic</u> To prevent illegal international traffic in toxic, hazardous, banned and severely restricted chemicals, including products incorporating these chemicals, mixtures and compounds and wastes</p>	<p>It is anticipated that the NAP will address issues related to illegal traffic of Annex III chemicals</p>

This project is also supporting the objective and strategic priorities of the QSP, i.e. development and strengthening of national chemicals management institutions, plans, programmes and activities to implement the Strategic Approach, building upon work conducted to implement international chemicals-related agreements and initiatives. This is explicitly supported by the overall objective of the project, i.e. to strengthen the implementation of Rotterdam Convention in Malaysia.

PROJECT WORK PLAN

There are 5 phases of the NAP project

Phase 1: Project Inception (3 months)

- The Project Team will prepare the Project Inception Report 3 months after the project is embarked.
- A Project Inception Workshop will be held and members of the Technical Working Group of the NAP project (TWGNAP) will be invited

Phase 2: Situation and Scenario Analysis (6 months)

- The Project Team will carry out situation and scenario analysis:
 - Situation analysis
 - To carry out meetings with key stakeholders and identify regulatory decisions for Annex III chemicals, including import, export, transport, use and disposal of these Annex III chemicals.
 - To build a matrix for Annex III chemicals (29 pesticides and 11 industrial chemicals) vs lifecycle of chemicals (import, export, transport, use and disposal)
 - Scenario analysis:
 - To identify possible scenarios (e.g. scenario where EU has banned certain chemicals but these chemicals are not listed in Annex III, or scenario where new chemicals has just been listed in the Annex III of the Rotterdam Convention)
 - To develop potential mechanism to address the scenario (e.g. the Standard Operating Procedures, SOP).

Phase 3: Develop Draft NAP and National Workshop Preparation (3 months)

- The Project Team will develop Draft NAP and this draft NAP will be discussed in the National Workshop
- Preparation for the National Workshop to develop NAP for the implementation of Rotterdam Convention.
- To enhance effectiveness of the discussion, portion of the workshop will be held in national language (i.e. Bahasa Malaysia)

- The Workshop is scheduled for 3 days (approximately 50 participants are anticipated):
 - 1st day:
 - Opening remarks by NRE and Rotterdam Secretariat*
 - Presentation by Rotterdam Secretariat on the overview of Rotterdam Convention, status of implementation (overall) and recent development of the Rotterdam Convention*
 - Presentation by DOE and PB on the status of implementation under Rotterdam Convention
 - Presentation by customs on the issues related to dangerous goods/chemicals
 - Presentation by DOE on the updates on Environmentally Hazardous Substances (EHS) Notification and Registration Scheme, Stockholm Convention and Basel Convention
 - Presentation by DOSH on the updates of GHS implementation at the industrial workplace (the CLASS regulation)
 - 2nd day:
 - Presentation by Project leader (NRE)/CTA on the findings on situation and scenario analysis.
 - Group discussion on the NAP for Rotterdam Convention
 - 3rd day:
 - Group discussion and presentation
 - Closing remarks by NRE

* The representative from Rotterdam Secretariat will cover his/her own expenses (travelling, accommodation and daily allowance).

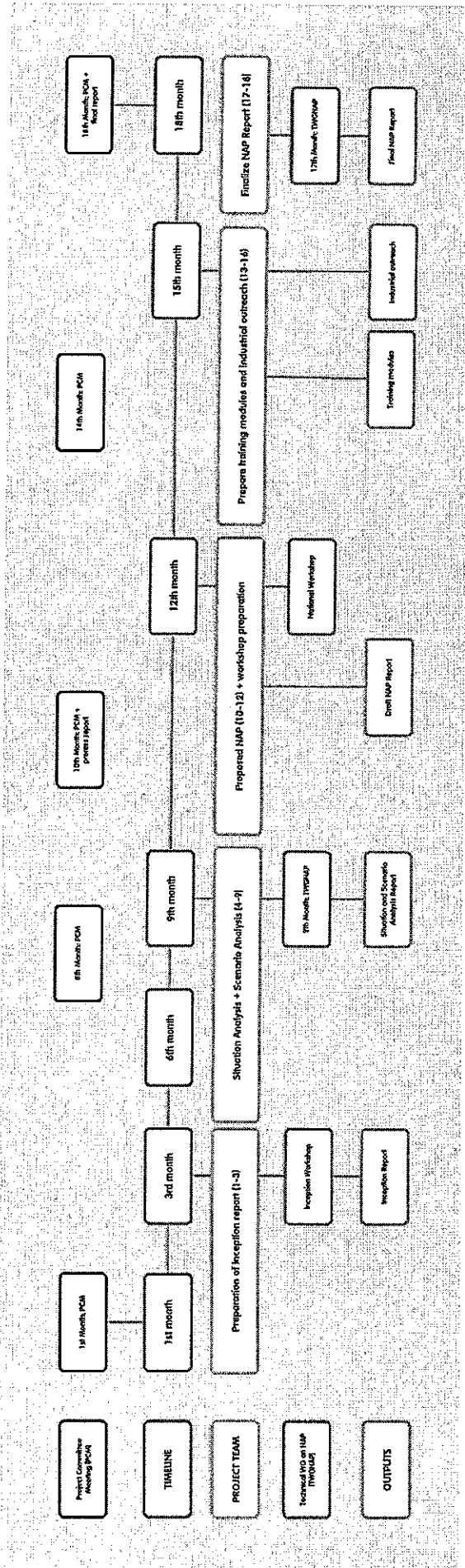
Phase 4: Industrial Outreach (4 months)

- As follow up to the National Workshop, the Project Team will carry out focus group discussion with the stakeholders to strengthen the NAP.
- Meanwhile, the Project Team will develop training modules (with inputs from competent authorities) related to the chemical import procedures and workplace chemical safety in Malaysia. These modules include:
 - Module 1: Initiatives of chemicals management at the global arena.
 - Module 2: Overview of chemicals management in Malaysia.
 - Module 3: Import chemicals to Malaysia: What should industry do?
- The DOE and Project Team will jointly develop training modules below:
 - Module 4: EHS and scheduled wastes management in Malaysia
- The DOSH and Project Team will jointly develop training module below:
 - Module 5: Chemical safety at the industrial workplace
- The PB and Project Team will jointly develop training module below:
 - Module 6: Pesticides management in Malaysia
- Industrial Outreach – One day training (for industry) based on the 6 modules developed above.

Phase 5: Finalise NAP Report (2 months)

- The final draft NAP report should cover:
 - Chapter 1 General information on Rotterdam Convention
 - Chapter 2 Situation analysis
 - Chapter 3 Scenario analysis
 - Chapter 4 National Action Plan (NAP) for Rotterdam Convention
- Project Team will circulate final draft NAP report to stakeholders for comments and suggestions.
- The Project Team will finalise the NAP Report.

Milestones



EVALUATION PLAN

The appointed assessor will monitor and evaluate the NAP project (including financial audit) once a year, immediately after the 1st progress report on 12th months and 2nd/final report on 18th months are prepared.

The potential indicators are such as:

- vi) performance of the project based on the project objectives
- vii) performance of the project based on the QSP objective
- viii) progress of the project in accordance to the proposal
- ix) stakeholder participation
- x) contribution of the project to the national chemicals management framework

A scale from 1 to 5 [1=poor, 2=fair, 3=satisfy, 4=good, 5=excellent) will be dedicated for each indicator.

Although interim progress and expenditure reports are required to be submitted to SAICM secretariat every six months, however, these interim reports (except for the 1st progress report on 12th months and 2nd/final report on 18th months) will not be evaluated by assessor. Nonetheless, contents of these interim reports will be reflected in the 1st progress report on 12th months and 2nd/final report on 18th months, respectively.

TERMS OF REFERENCES

A. Government Officers (in-kind contribution)

i) Ministry of Natural Resources and Environment (Project Leader)

- To provide overall leadership for the NAP Project
- To become focal point for the NAP Project
- To submit progress reports to SAICM Secretariat

ii) Department of Environment (DNA for industrial chemicals)

- To provide technical inputs for the NAP Project
- To comment findings obtained by the Project Team
- To deliver a paper on the status of Rotterdam Convention (industrial chemicals) at the National Workshop (refer to Phase 3)
- To deliver a paper on the updates on Environmentally Hazardous Substances (EHS) Notification and Registration Scheme, Stockholm Convention and Basel Convention at the National Workshop (refer to Phase 3)
- To work with the Project Team for module development: EHS and scheduled wastes management in Malaysia (refer to Phase 4)

iii) Pesticide Board (DNA for pesticides)

- To provide technical inputs for the NAP Project
- To comment findings obtained by the Project Team
- To deliver a paper on the status of Rotterdam Convention (pesticides) at the National Workshop (refer to Phase 3)
- To work with the Project Team for module development: Pesticides management in Malaysia (refer to Phase 4)

iv) Department of Occupational Safety and Health (DOSH)

- To provide technical inputs for the NAP Project
- To comment findings obtained by the Project Team
- To work with the Project Team for module development: Chemical safety at the industrial workplace (refer to Phase 4)

B. Project Team (by QSP Trust Fund)

i) Chief Technical Advisor (CTA)

Duration of contract:

18 months

Location:

Ministry of Natural Resources and Environment (NRE), Putrajaya, Malaysia

Language:

English & Bahasa Malaysia (especially discussion with local authorities/stakeholders)

Duties and Responsibilities:

There are two main responsibilities for the Chief Technical Advisor (CTA), i.e. (i) to provide technical inputs (including conducting situation and scenario analysis) for all activities under the project as well as to prepare related technical reports under the project; and (ii) to manage the project including organising meetings and workshops, preparing inception, progress and final reports for the project.

(i) Technical Inputs:

- Review and analyse existing regulations/guidelines/reports in Malaysia that related to Rotterdam Convention.
- Review and analyse existing regulations/guidelines/reports in other countries (such as European Union) that related to Rotterdam Convention.
- Conduct interviews/meetings/discussions with stakeholders from government, industries and NGOs. (travel needed)
- Based on the findings from the review and interview above, carry out situation and scenario analysis for Rotterdam implementation in Malaysia (to be assisted by technical consultants)
- Based on the findings from situation and scenario analysis above, develop the National Action Plan (NAP) for the Implementation of Rotterdam Convention in Malaysia (to be assisted by technical consultants)
- Develop two training modules (for industrial outreach): (i) Initiatives of chemicals management at the global arena; and (ii) Import chemicals to Malaysia: What should industry do?
- Work closely with the Ministry of Natural Resources and Environment (NRE), Department of Environment (DOE), Pesticides Board (PB) and Department of Occupational Safety and Health (DOSH).
- Expected outputs:
 - Report on situation and scenario analysis
 - NAP report
 - Two training modules

(ii) Project Management:

- Prepare inception report
- Organize Project Committee Meeting (PCM) and meetings for the Technical Working Group (TWGNAP) (travel needed)

- Organize Inception Workshop, National Workshop and industrial outreach (travel needed)
- Manage and monitor finance for the NAP Project (travel needed)
- Prepare one progress report (after 12 months) and one final report (after 18 months)
- Prepare two financial report (after 12 and 18 months)
- Prepare interim progress and expenditure reports
- Deal with project auditor appointed by NRE
- Expected outputs:
 - Inception report
 - Inception Workshop, National Workshop and industrial outreach are organized
 - Progress and final reports of the project
 - Financial reports (after 12 and 18 months)
 - Interim progress and expenditure reports

Required skills and experiences:

- Master's Degree or equivalent in chemicals management or other equivalent disciplines that recognised by NRE.
- At least 5 years of relevant experience related to chemicals management or other equivalent disciplines that recognised by NRE.
- Knowledge on Rotterdam Convention, Stockholm Convention, Basel Convention, Strategic Approach to International Chemicals Management (SAICM) and Globally Harmonised System of Classification and Labelling of Chemicals (GHS)

Recruitment Process:

Applicant can send their CV to NRE for evaluation where NRE has the ultimate decision for the appointment.

ii) Project Assistant

Duration of contract:

18 months

Location:

Ministry of Natural Resources and Environment (NRE), Putrajaya, Malaysia

Language:

English & Bahasa Malaysia (especially discussion with local authorities/stakeholders)

Duties and Responsibilities:

The main responsibility for the Project Assistant is to assist CTA throughout the project. The Project Assistant will assist CTA in:

- Preparing meetings, workshops and outreach (including preparation before the event, invitation, preparing minutes, follow-up after the events) (travel needed)
- Assisting the CTA and technical consultants to collect data needed by the Project.
- Participate in the interviews/meetings/discussions with stakeholders from government, industries and NGOs. (travel needed)

Required skills and experiences:

- Bachelor's Degree or equivalent in chemicals management or other equivalent disciplines that recognised by NRE.

Recruitment Process:

Applicant can send their CV to NRE for evaluation where NRE has the ultimate decision for the appointment (with the consultation from CTA).

iii) Technical Consultant 1

Duration of contract:

6 months

Location:

Ministry of Natural Resources and Environment (NRE), Putrajaya, Malaysia

Language:

English & Bahasa Malaysia (especially discussion with local authorities/stakeholders)

Duties and Responsibilities:

There responsibilities for the Technical Consultant include:

- Provide technical inputs for overall chemicals management in Malaysia
- Assist CTA in the situation and scenario analysis
- Conduct interviews/meetings/discussions with stakeholders from government, industries and NGOs. (travel needed)
- Assist CTA in preparing draft and final NAP report
- Provide technical inputs in the TWGNAP (travel needed)
- Become facilitator in the National Workshop (travel needed)
- To prepare two training modules (for industrial outreach):
 - Overview of chemicals management in Malaysia
 - EHS and scheduled wastes management in Malaysia (work with DOE)

Required skills and experiences:

- Master's Degree or equivalent in chemicals management or other equivalent disciplines that recognised by NRE.
- At least 5 years of relevant experience related to chemicals management or other equivalent disciplines that recognised by NRE.

Recruitment Process:

Applicant can send their CV to NRE for evaluation where NRE has the ultimate decision for the appointment (with the consultation from CTA).

iv) Technical Consultant 2

Duration of contract:

6 months

Location:

Ministry of Natural Resources and Environment (NRE), Putrajaya, Malaysia

Language:

English & Bahasa Malaysia (especially discussion with local authorities/stakeholders)

Duties and Responsibilities:

There responsibilities for the Technical Consultant include:

- Provide technical inputs on toxicology of chemicals
- Assist CTA in the situation and scenario analysis
- Conduct interviews/meetings/discussions with stakeholders from government, industries and NGOs. (travel needed)
- Assist CTA in preparing draft and final NAP report
- Provide technical inputs in the TWGNAP (travel needed)
- Become facilitator in the National Workshop (travel needed)
- Prepare two training modules (for industrial outreach):
 - Chemical safety at the industrial workplace (work with DOSH)
 - Pesticides management in Malaysia (work with PB)

Required skills and experiences:

- Master's Degree or equivalent in toxicology or other equivalent disciplines that recognised by NRE.
- At least 5 years of relevant experience related to toxicology or other equivalent disciplines that recognised by NRE.

Recruitment Process:

Applicant can send their CV to NRE for evaluation where NRE has the ultimate decision for the appointment (with the consultation from CTA).

ANNEX 13: MANAGEMENT: LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT OF MALAYSIA FOR PROVISION OF SUPPORT SERVICES UNDER NATIONAL EXECUTION



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

Telefon: 88883333
 Fax:

Ruj. Tuan:
 Your Ref:

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

Tarikh:
 Date: 13 December 2001

BY FAX: (03)2552870 / BY HAND

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

REC'D: 26 DEC 2001	
RR	✓
DRR	
ADMIN	✓
FINANCE	
GEN. SVCS	
PROG. 1	
PROG. 2	
PROG. 3	
PROCESSED / [Signature]	

to [unclear] HQ

Dear Madam,

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

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

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

Thank you.

Yours sincerely,

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