

JOINT PROGRAMME DOCUMENT

Country: Malaysia

Programme Title: Study and Review of the Socio-Economic Status of Aboriginal Peoples (Orang Asli) in Peninsular Malaysia for the Formulation of a National Development Plan for the Orang Asli

Programme Outcome(s):

UNDP CP Outcome: Effectively responded to human development challenges and reduced inequalities

UNICEF CP Outcome: Underserved groups of children benefit from enhanced policies for the reduction of gaps in social indicators and access to health, education and social services.

Executive Summary

As Malaysia enters into the 10th Malaysia Plan, there is a critical need to take stock of the results of strategies aimed at eradicating poverty, completing full access to education and health services, and restructuring society, particularly among the few remaining underserved communities in Malaysia. This Joint Programme is aimed at assisting the Economic Planning Unit (EPU) of the Prime Minister's Department to assess the success of the poverty eradication and welfare programmes for the Orang Asli undertaken under the 9th Malaysian Plan, with a view to informing strategies and programmes for incorporation in the 10th Malaysia Plan, covering 2011-2015 and towards developing a comprehensive development plan for the Orang Asli. Thereby, the programme aims to primarily address the persistent socio-economic inequalities and improve the standard and sustainability of quality of life identified under Thrusts 3 and 4 respectively of the National Mission *Wawasan 2020*.

Programme Duration: 9 months

Anticipated start/end dates: 25 June 2010-25 March 2011_____

Fund Management Option(s): Pooled_
(Parallel, pooled, pass-through, combination)

Managing or Administrative Agent: UNDP_____
(if/as applicable)

Implementing Partner: Distribution Section,
Economic Planning Unit, Prime Minister's
Department, Malaysia

Total estimated budget: USD134,000
Out of which:

1. Funded Budget:

| | |
|------------------------------|-----------|
| UNDP (Government Cost Share) | USD45,000 |
| UNDP (TRAC) | USD22,000 |
| UNICEF | USD67,000 |

2. In kind contributions USD32,200

Sources of funded budget:

- | | |
|----------|------------------|
| • UNDP | <u>USD67,000</u> |
| • GMS 6% | USD2,700 |
| • UNICEF | <u>USD67,000</u> |
| • GMS 3% | USD2,010 |

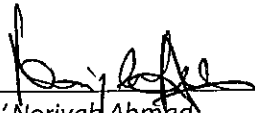
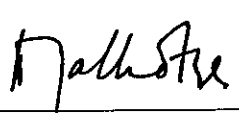
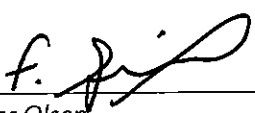
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| Agreed by: |
| Government of Malaysia |
|  _____ Dato' Noriyah Ahmad Director General Economic Planning Unit of the Prime Minister's Department Date: |
| UN organizations |
|  _____ Kamal Malhotra Resident Representative United Nations Development Programme (UNDP) Date: <u>June 25, 2010</u> |
|  _____ Hans Olsen Representative United Nations Children's Funds (UNICEF) Date: <u>30 June, 2010</u> |

TABLE OF CONTENTS

| | | |
|----|--|----|
| 1. | SITUATION ANALYSIS | 5 |
| 2. | STRATEGIES | 6 |
| 3. | RESULTS AND RESOURCES FRAMEWORK | 7 |
| 4. | MANAGEMENT AND COORDINATION ARRANGEMENTS..... | 14 |
| 5. | FUND MANAGEMENT ARRANGEMENTS..... | 15 |
| 6. | MONITORING, EVALUATION AND REPORTING..... | 17 |
| 7. | LEGAL CONTEXT | 20 |
| 8. | WORK PLANS AND BUDGETS: ANNUAL WORK PLAN 2010..... | 21 |
| | ANNEX 1(A): PROJECT BUDGET..... | 24 |
| | ANNEX II: PROJECT SCHEDULE (OUTPUT 1-3)..... | 26 |
| | ANNEX III: RISKS AND MITIGATION | 27 |
| | ANNEX IV: FINANCIAL ARRANGEMENTS | 28 |
| | ANNEX V: TERMS OF REFERENCE: JOINT PROGRAMMING STEERING COMMITTEE (JPSC) | 29 |
| | ANNEX VI: TERMS OF REFERENCE: TECHNICAL WORKING COMMITTEE (TWC)..... | 30 |
| | ANNEX VII: TERMS OF REFERENCE: NATIONAL PROGRAMME DIRECTOR (NPD) | 31 |
| | ANNEX VIII: TERMS OF REFERENCE: PROJECT ASSISTANT | 32 |
| | ANNEX IX: PROJECT ANNUAL PROGRESS REPORT TEMPLATE..... | 33 |
| | ANNEX X: FACE FORM FOR DIRECT PAYMENT | 34 |

ABBREVIATIONS

| | |
|---------------|---|
| APR | Annual Progress Report |
| AWP | Annual Work Plan |
| CDR | Combined Delivery Report |
| CP | Country Programme |
| CPAP | Country Programme Action Plan |
| EPU | Economic Planning Unit, Prime Minister's Department |
| ICU | Implementation Coordination Unit, Prime Minister's Office |
| JHOEA | Jabatan Hal Ehwal Orang Asli/Department of Orang Asli Affairs |
| JPSC | Joint Programme Steering Committee |
| NEX | National Execution |
| NPD | National Programme Director |
| MRRD | Ministry of Rural and Regional Development |
| SBAA | Standard Basic Assistance Agreement |
| TWC | Technical Working Committee |
| UN | United Nations |
| UNDP | United Nations Development Programme |
| UNICEF | United Nations Children's Fund |

1. Situation Analysis

The predominant indigenous populations of Peninsular Malaysia are the Orang Asli. The 2004 Population Survey of the Department of Aboriginal Affairs estimated the total population of Orang Asli in Malaysia at 149,723. The Orang Asli are not ethnically homogeneous, and are officially classified into three main ethno-linguistic groups, namely the Senoi, Proto-Malays or Aboriginal Malays, and the Negritos, each consisting of several dialectic sub-groups. Orang Asli communities are concentrated in selected states based on their ethnic groups, with the Senoi predominantly residing in Perak and Pahang, the Proto Malays in Pahang, Johor, Negeri Sembilan and Selangor, and the Negritos in Kelantan, Perak and Pahang.

The 9th Malaysian Plan identified the Orang Asli as one of the most vulnerable groups in Malaysia, with a disproportionately high incidence of poverty and hardcore poverty. In 1999, while the national figures for poverty and hardcore poverty were 7.5% and 1.4% respectively, 50.9% and 15.4% of the Orang Asli were identified as poor and hardcore poor respectively.

While only limited social indicators are available, evidence indicate that apart from abject poverty, the Orang Asli also have relatively lower immunization coverage amongst children, relatively lower percentages of safe deliveries, and, consequently, relatively higher maternal and child mortality rates when compared to the national average.¹ Indicators of average educational attainment in 2000 also show that the Orang Asli are far below the national average, there exists a gender gap favouring males, and in 2005, secondary school drop-out rates were hovering around 42%.²

Prior to the 9th Malaysia Plan, the Malaysian Government's assistance to the Orang Asli focused on the provision of education and skills training, infrastructure facilities, electricity and water supply. By the end of 2005, a total of 9,350 houses were built under the *Program Perumahan Rakyat Termiskin*, and the provision of electricity and water supply to Orang Asli villages covered 12,400 and 20,100 houses, respectively. In addition, the implementation of new land development and resettlement schemes and other programmes benefited 84,250 Orang Asli, approximately half of the Orang Asli population.

In the 9th Malaysian Plan covering 2006-10, a total of RM 361.8 million was allocated for various strategies and programs to address the high incidence of poverty and hardcore poverty among the Orang Asli, including economic programmes, resettlement initiatives, and programs aimed at the development of human capital. Focus was given to enhance access of the Orang Asli to income generating programmes, such as cultivation of food crops, handicraft and tourism, as well as the provision of employment opportunities, infrastructure and other basic amenities.

NGOs, in particular *Amanah Ikhtiar Malaysia*, were encouraged to extend their programmes and initiatives to eradicate poverty and hardcore poverty among the Orang Asli, while various other targeted programmes to eradicate poverty in rural areas were also launched, including the earmarking of a total of 5000 hectares of land to be developed to benefit more than 10,000 families. Finally, particular emphasis was placed on increasing school enrolment and academic achievements of Orang Asli children.

¹ "A Focused Situation Analysis of Children in Malaysia," The Government of Malaysia and UNICEF, December 2006 (internal document).

² Monograph Series No. 3-Orang Asli in Peninsular Malaysia, Department of Statistics, November 2008.

2. Strategies

As Malaysia enters into the design stage of the 10th Malaysia Plan, there is a critical need to take stock of the results of strategies aimed at eradicating poverty, completing full access to education and health services, and restructuring society, particularly among the few remaining underserved communities in Malaysia. This Programme is aimed at assisting the Economic Planning Unit (EPU) of the Prime Minister's Department to assess the success of the poverty eradication and welfare programmes for the Orang Asli undertaken under the 9th Malaysian Plan, with a view to informing strategies and programmes for incorporation in the 10th Malaysia Plan, covering 2011-2015 and towards developing a comprehensive development plan for Orang Asli. Thereby, the programme aims to primarily address the persistent socio-economic inequalities and improve the standard and sustainability of quality of life identified under Thrusts 3 and 4 respectively of the National Mission *Wawasan-2020*.

While Malaysia does not as yet have an UNDAF, the programme will nevertheless be implemented under a joint programming platform between UNDP and UNICEF under a NEX modality. The programme has been designed to build upon and extend the substantial experience of both UN agencies involved in the areas of reducing inequalities among marginalized groups especially women and children. Each UN agency will provide funding, technical inputs and policy analysis to the programme to ensure that appropriate assessments, appropriate policy approaches and actions to improve the results of economic and social programmes for Orang Asli communities, particularly for women and children, are being adequately addressed and developed.

The programme supports the UNDP CPD 2008-20 12 Outcome 2, *Fostering inclusive globalization and promoting inclusive growth*, and in particular Output 2.2, *Spatial and sub-population socio-economic inequalities and disadvantages, including the digital divide reduced*, as the programme aims to address the socio-economic inequalities among the Orang Asli, who are among the poorest of the poor in Malaysia. Similarly, the programme supports UNICEF's CP 2008-2010 outcomes as follows:

- Underserved groups of children benefit from enhanced policies, strategies and partnerships for the reduction of gaps in social indicators and access to health, education and social services
- The knowledge base on children in Malaysia has been strengthened through a number of high quality child related analytical research programmes contributing to social policy dialogue

The implementing partner of the programme is the Distribution Section, an agency under the Economic Planning Unit of the Prime Minister's Department that is tasked, among others, to provide technical advisory services for the development of macro-level strategic directions for growth and development along the country's National Mission thrusts, and undertake systematic policy research programmes.

3. Results and Resources Framework

The programme will encompass four main components:

1. The programme will seek to document the current socio-economic status of the Orang Asli population. In doing so, it will also analyse the causes of poverty and economic inequality among the Orang Asli, as well as identify the remaining obstacles towards the eradication of poverty, improved outcomes in educational attainment and health status, in particular among children and women, as well as relevant employment and income generating opportunities.
2. By understanding the current socio-economic status of the Orang Asli population in the present context and in assessing the effectiveness of current welfare interventions, the programme aims to assist policy makers and implementing agencies in the design of new and effective poverty eradication and economic restructuring programmes that will address the present as well as specific needs of Orang Asli communities and groups particularly women and children, which are less accessible and amenable to conventional poverty reduction and economic restructuring programmes.
3. The programme will provide concrete recommendations on how to operationalize the proposed programmes with a special focus on the government's capacity to deliver, monitor and evaluate within a framework of results-based management.
4. The programme will seek to provide specific capacity building training programmes to enhance the capacity of the Department of Orang Asli Affairs to deliver, monitor and evaluate Orang Asli targeted programmes in line with the results-oriented strategies outlined in the 10th Malaysia Plan.

In order to achieve the four components above, the following activities will be carried out:

Output 1: Identifying and determining the status of socio-economic development and attainment among Orang Asli communities

Programme activities will be devoted to critically appraising relevant data and information that will contribute towards building a comprehensive profile of the Orang Asli by using a nationally representative sample size, in particular focused on the poor, hardcore poor and specific groupings such as children and women. These profiles are aimed at identifying the main gaps that remain to be addressed. Apart from reviews of existing literature, official documents and secondary sources of data (including unpublished statistics), the study will collect primary data to supplement data gaps. The study will combine quantitative approaches (statistical analysis, econometric modeling) and qualitative approaches (participatory poverty assessments, focus groups discussions and interviews). The study will not only focus on income poverty, but also examine various dimensions of human poverty, including access to facilities and basic services (such as education, health, nutrition, protection), basic infrastructure (such as water and electricity), and land ownership.

Output 2: Evaluating and identifying the main factors attributing to the success/failure of poverty eradication strategies and employment generation strategies and programmes for the Orang Asli implemented under the 9th Malaysia Plan

An in-depth assessment will be undertaken in collaboration with JHEOA, the Ministry of Health, and the Ministry of Education and any other relevant agencies particularly those that focus on Orang Asli on the various activities that are designed to eradicate poverty and contribute towards enhanced educational and health outcomes among the Orang Asli, in order to analyse the extent to which existing programmes have achieved the desired impact, and inform the design of more effective programmes in the future. Methodologies will depend on data availability, but it is expected that limited data availability on baseline outcomes and control groups will impede rigorous impact assessments, and programs will largely be evaluated on the basis of

procedural assessments and user surveys. However, the collection of baseline data on socio-economic outcomes among the Orang Asli included under (1) above will be an important contribution towards enabling more rigorous future evaluation of welfare programmes to be launched under the 10th Malaysia Plan.

The programme will facilitate several dialogue sessions (workshops and expert roundtables) with various relevant stakeholders, including the Orang Asli, Federal and State governments, government agencies, academia, civil society and international experts on the preliminary findings to verify the challenges and issues faced by the Orang Asli. The outcomes of the consultations will serve as inputs into the recommendations proposed under Phase Two.

Output 3: Identifying and recommending strategies and programmes for the purpose of formulating a comprehensive development plan for the Orang Asli to promote sustained reduction in the incidence of poverty and inequality among the Orang Asli

Based on the data collection, analysis of the programmes undertaken under the 9th Malaysia Plan, and the consultative dialogue undertaken in Phase One, a report will be developed which identifies and provides various options of short and long term strategic and cost-effective policy directives for the 10th Malaysia Plan and/or for the purpose of formulating a comprehensive development plan for Orang Asli aimed at promoting a sustained reduction in the incidence of poverty and an improvement in educational and health outcomes among the Orang Asli, in particular women and Orang Asli children. It will also provide specific recommendations to strengthen the government mechanisms to deliver, monitor and evaluate results-based strategies and programmes to reduce poverty and inequality among the Orang Asli.

The programme will facilitate a second round of dialogue sessions (workshops and expert roundtables) with various relevant stakeholders, including the Orang Asli, Federal and State governments, government agencies, academia, civil society and international experts on the various options of strategic and cost-effective policy directives for the 10th Malaysia Plan that has been identified and recommended under (4) above for the purpose of receiving feedback to ensure that there is an agreement and a buy in from all the relevant stakeholders with regards to the recommendations made under this study.

Output 4: Strengthening the institutional capacity of the Department of Orang Asli Affairs and relevant planning and implementing agencies

The programme will organise specific capacity-building programmes to enhance the capacity of the Department of Orang Asli Affairs and relevant planning and implementing agencies to analyse relevant administrative and socio-economic data for monitoring and evaluation, strategic policy planning, and the development of relevant results-based management processes in line with the strategies outlined in the 10th Malaysia Plan.

Results and Resources Framework

| <p>Intended Outcome as stated in UNDP's Country Programme Results and Resource Framework: <i>Intended outcome 2: Effectively responded to human development challenges and reduced inequalities</i></p> <p>Outcome indicators as stated in UNDP's Country Programme Results and Resources Framework, including baseline and targets: <i>Malaysia's priority human development challenges including growing inequality addressed</i></p> <p>Applicable Key Result Area (from 2008-11 Strategic Plan) for UNDP: <i>Key result area 1.1 Promoting inclusive growth, gender equality and MDG achievement</i></p> <p>Key Results as stated in UNICEF's CP Summary Results Matrix:</p> <p>2. Underserved groups of children benefit from enhanced policies, strategies and partnerships for the reduction of gaps in social indicators and access to health, education and social services.</p> <p>3. The knowledge base on children in Malaysia has been strengthened through a number of high-quality child-related analytic research projects contributing to the social policy dialogue.</p> | | | | |
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| INTENDED OUTPUTS | OUTPUT TARGETS | INDICATIVE ACTIVITIES | RESPONSIBLE PARTIES | INPUTS |
| <p>Output 1</p> <p>The status of socio-economic development and attainment among Orang Asli communities, including disaggregated data on children, identified and determined.</p> | <p>i. Overall disaggregated socio-economic indicators and specific profiles of the Orang Asli poor and hard-core poor developed, including an estimate of child poverty among the Orang Asli.</p> | <p>i. Literature review of existing literature, official documents and tapping secondary data sources, including any current Orang Asli poverty maps in order to identify and analyse the profile of the poor and hard-core poor Orang Asli.</p> | <p>EPU</p> <p>UNDP</p> <p>UNICEF</p> <p>Consultants</p> | <p>A team of 4 research consultants/consultancy company USD90,000</p> <p>UNICEF</p> <p>Learning Costs (i.e. Dialogues, Focus Group Discussions, etc) USD17,000</p> <p>Misc. (Stationary etc) USD4,000</p> |
| <p>Output 2</p> <p>Factors attributing to the success/failure of poverty eradication strategies and employment generation strategies and programmes for the Orang Asli implemented under the 9th Malaysia Plan evaluated and identified.</p> | <p>ii. Analysis of the various dimensions of income levels and human poverty of the Orang Asli including access to facilities and basic services (such as education, health, nutrition, protection), basic infrastructure (such as water and electricity), and land ownership undertaken.</p> | <p>ii. Literature and document review of international good practices of successful indigenous peoples' poverty eradication strategies and programmes as bases for comparison.</p> | | |
| <p>Baseline:</p> <p>There are currently no comprehensive studies or profiling of the socio-economic development and attainment of</p> | | <p>iii. Development and the conduct of a purposive survey to identify the factors attributing to the success and failures of poverty eradication strategies (and employment generation strategies and programmes).</p> | | |

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| <p>Orang Asli, or Orang Asli children, and on the factors that have contributed to the success/failures of poverty eradication strategies and employment generation strategies and programmes for the Orang Asli under the 9th Malaysia Plan that has been carried out by the Government of Malaysia.</p> <p>The most recent statistical profile available on Orang Asli was published by the Department of Statistics in 1997.</p> | <p>iii. Development of a database of the programmes for the Orang Asli implemented under the 9th Malaysia Plan.</p> <p>iv. Review of the poverty eradication strategies and employment generation strategies and programmes for the Orang Asli implemented under the 9th Malaysia Plan.</p> | <p>iv. Collecting primary data to fill data gaps, in particular with regards to social (health and education) indicators by identifying key sample groups and conducting participatory poverty assessments, focus groups discussions and interviews with these identified groups.</p> <p>v. Compilation and categorization of programmes for the Orang Asli implemented under the 9th Malaysia Plan, including all relevant government agencies.</p> <p>vi. Conduct dialogue sessions (workshops and expert roundtables) with various relevant stakeholders, including the Orang Asli, Federal and State governments, government agencies, academia, civil society and international experts on the preliminary findings to:</p> <ol style="list-style-type: none"> a. verify the challenges and issues faced by the Orang Asli. b. Identify the factors attributing to the success and failures of poverty eradication strategies and employment generation strategies and programmes. | | |
| <p><i>Indicators:</i></p> <ol style="list-style-type: none"> 1. A database of the programmes and trends of the programmes for the Orang Asli implemented under the 9th Malaysia Plan available. 2. Purposive survey, participatory poverty assessments, focus groups discussions and interviews conducted with participants representing the Orang Asli communities and programme implementers to: <ol style="list-style-type: none"> a. to fill data gaps in profiling the Orang Asli poor and hard-core poor and Orang Asli | | | | |

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| <p>children</p> <p>b. identify the factors attributing to the success and failures of poverty eradication strategies and employment generation strategies and programmes conducted.</p> <p>3. A report on:</p> <p>a. the status of the socio-economic development and disaggregated social indicators among Orang Asli communities.</p> <p>b. the factors attributing to the success/ failure of poverty eradication strategies and employment generation strategies and programmes for the Orang Asli implemented under the 9th Malaysia Plan available.</p> <p>4. Dialogue sessions on the preliminary findings to verify the challenges and issues faced by the Orang Asli conducted.</p> | | | | |
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| <p>Output 3 Short and long term strategies and programmes for the 10th Malaysia Plan and/or a comprehensive Orang Asli Development Plan to promote sustained reduction in the incidence of poverty and inequality among the Orang Asli identified and proposed.</p> <p>Baseline: <i>The formulation of the strategies and programmes for the 10th Malaysia plan and/or an Orang Asli Development Plan will be based on the findings of Phase 1 of this project.</i></p> <p>Indicators: 1. A report on: a. the short and long term strategies and programmes for the 10th Malaysia Plan and/or a comprehensive Orang Asli Development Plan aimed at promoting a sustained reduction in the incidence of poverty and an improvement in educational and health outcomes among the Orang Asli, in particular Orang Asli children; and b. recommendations on how to strengthen mechanisms to deliver, monitor and</p> | <p>1. A report identifying and providing various options of short and long term strategic and cost-effective policy directives for the 10th Malaysia Plan and/or a comprehensive Orang Asli Development Plan aimed at promoting a sustained reduction in the incidence of poverty and an improvement in educational and health outcomes among the Orang Asli, in particular Orang Asli women and children developed.</p> <p>2. Recommendations to strengthen the government mechanisms to deliver, monitor and evaluate results-based strategies and programmes to reduce poverty and inequality among the Orang Asli proposed.</p> | <p>i. Analysis of data collected in Output 1 and 2 to identify the various options of strategic policy directives aimed at promoting a sustained reduction in the incidence of poverty and an improvement in educational and health outcomes among the Orang Asli, in particular Orang Asli women and children.</p> <p>ii. Conduct dialogue sessions (workshops and expert roundtables) with various relevant stakeholders, including the Orang Asli, Federal and State governments, government agencies, academia, civil society and international experts to get feedback and buy in on the strategies and programmes identified and proposed.</p> | | |
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| <p>evaluate results-based strategies and programmes to reduce poverty and inequality among the Orang Asli.</p> <p>2. Dialogue sessions with stakeholders held.</p> | | | | |
| <p>Output 4 Institutional capacity of the Department of Orang Asli Affairs and relevant planning and implementing agencies strengthened</p> <p><i>Baseline:</i> <i>Various training programmes on project and policy planning, monitoring and evaluation are currently offered to public service officers by the National Institute of Administration, Malaysia.</i></p> <p><i>Indicators:</i> The relevant officers of the Department of Orang Asli Affairs are trained to analyse relevant administrative and socio-economic data for monitoring and evaluation, strategic policy planning, and to develop and implement results-based management processes.</p> | <p>1. Training programmes to enhance the institutional capacity of the Department of Orang Asli Affairs and relevant planning and implementing agencies to analyse relevant administrative and socio-economic data for monitoring and evaluation, strategic policy planning, and to develop and implement results-based management processes identified and implemented.</p> | <p>i. Identify relevant training programmes to enhance the institutional capacity of the Department of Orang Asli Affairs and relevant planning and implementing agencies.</p> <p>ii. Conduct training programmes identified above.</p> | <p>EPU UNDP UNICEF Consultants</p> | <p>Consultants USD3,000 Learning Costs (Trainings) USD4,000</p> |

4. Management and Coordination Arrangements

This joint UNDP/UNICEF programme will be governed by the Joint Programming Steering Committee (JPSC) and the Technical Working Committee (TWC).

Joint Programming Steering Committee (JPSC)

The JPSC will consist of all the signatories to the joint programme document i.e. UNDP, UNICEF, Distribution Section of EPU. In addition, the Ministry of Rural and Regional Development (MRRD), the Department of Orang Asli Affairs, the Implementation Coordination Unit of the Prime Minister's Department (ICU) and other relevant stakeholders to be agreed to by UNDP, UNICEF and Distribution Section of EPU, can also form part of the steering committee so as to bring in their input and technical skills needed for the programme.

The Committee will provide for the strategic direction for the implementation of the joint programme. The Committee will be chaired by a National Programme Director in this case will be the Deputy Director General I of EPU. The Committee will meet at least twice during this programme to:

- a. Review and recommend for approval any documents prepared under this programme
- b. Approve prioritization of outcomes/outputs, work plans and prioritized resource allocation
- c. Review and approve financial progress reports

Technical Working Committee (TWC)

A technical working committee will be established to handle all technical matters relating to the programme and will be chaired by the Deputy Secretary General (Socio-economic) of the Ministry of Rural and Regional Development. The members of the TWC will consist of representatives from Distribution Section of EPU, UNDP, UNICEF, MRRD, Department of Orang Asli Affairs, the ICU, the Department of Statistics, the Ministry of Health, the Ministry of Women, Family and Community Development, the Ministry of Education and other relevant stakeholders, including civil society organizations to be determined by the JPSC.

Implementing Partner

Distribution Section of EPU will serve as the counterpart and implementing partner for the programme. The Section will oversee the day to day implementation of the programme to ensure quality and provision of services within national policies, strategies and guidelines.

The Section will ensure that the programme produces the results specified in the joint programming document to the required standard of quality and within the specified constraints of time and cost.

The Section will prepare progress reports in a timely and required manner, and provide the information needed to disburse of funds.

Consultants and Technical Support

Technical support will be provided by local and international professionals with extensive experience working in relevant areas as required by the programme. The UNDP and UNICEF global knowledge network will also provide valuable inputs through best practices and lessons learned from similar experiences in other countries.

Programme Assurance

The Programme Assurance role supports the Programme Board by carrying out objective and independent programme oversight and monitoring functions. This role ensures that appropriate programme management milestones are managed and completed. A UNDP Programme Officer will hold the Programme Assurance role for the UNDP together with a representative from the International Cooperation Division, EPU, representing the Malaysian Government.

5. Fund Management Arrangements

According to the UNDG Guidance Note on Joint Programming (December 2003), there are three fund management options for joint programmes: a) parallel, b) pooled, and c) pass-through.

It has been agreed between UNDP and UNICEF that this joint programme will use the pooled funding arrangement. Under this arrangement, UNDP and UNICEF will pool funds together to one UN organization i.e. UNDP and UNDP will act as the Managing Agent to the funds, guidelines of which are provided for by the UNDG Guidance Note on Joint Programming.

UNDP as the Managing Agent will be responsible for the administration of the funds and for supporting the national partner in the management of the Joint Programme activities set out in the Joint Programme Document.

UNDP will assume full programmatic responsibility and financial accountability for the funds transferred to it by UNICEF.

UNDP as the Managing Agent shall perform the following duties:

- (a) disburse funds and supplies in a timely fashion;
- (b) coordinate technical inputs by all Participating UN Organizations;
- (c) follow-up with the (sub-)national partner on implementation;
- (d) be accountable for narrative and financial reporting to the joint programme coordination mechanism;

UNDP shall establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds received from UNICEF pursuant to a Memorandum of Understanding signed between UNDP and UNICEF on the management of the pooled funds. The account shall be administered by the UNDP in accordance with the regulations, rules, directives and procedures applicable to it, including those relating to interest. The Account shall be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to UNDP.

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; (See Annex II and Annex X)
- Reimbursement to the Implementing Partner for obligations made and expenditure incurred by them in support of activities

At the end of a quarter/year UNDP prepares a Combined Delivery Report (CDR) which records all disbursements made under the programme for verification. The Implementing Partner and UNDP should sign this CDR.

The contribution of funds for this programme shall be charged:

- a. 6% cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices on Government Cost Sharing funds
- b. 3% cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices on UNICEF funds
- c. Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

In-Kind Contribution

In addition to the financial resources provided under this joint programme, the implementing partner will provide the following in-kind contribution:

- Assist in gaining access to all relevant data and information required to for the programme that is accessible for public viewing;
- Facilities for convening meetings, workshops and seminars.

6. Monitoring, Evaluation and Reporting

The programme activities will be closely monitored by UNDP and UNICEF. However, in compliance with UNDP regulations, the following will be conducted:

a) Programme Monitoring and Review Meetings

- **Joint Programme Steering Committee Meetings**

The JPSC will meet after the receipt of each programme report or at least twice a year, whichever is greater and address any programme issues raised by the Distribution Section of EPU, review programme progress reports and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to the programme document. A final JPSC meeting should also be held at the end of programme completion to agree to and endorse the final findings and outcomes of the programme and to make recommendations towards programme closure.
- **Technical Working Committee Meetings**

The Technical Working Committee (TWC) will meet as regularly as required to assist the JPSC in monitoring and advising the technical implementation of the programme and its activities. The TWC acts as the technical advisors to the JPSC, and regularly reviews the progress of all programme components.
- **Annual Programme Review Meeting**

This internal review meeting will be chaired by EPU during the fourth quarter of the year to assess the performance of the programme 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 programme 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 joint programming document. This review should update output targets and results achieved. In the last year of the programme, the review will be a final assessment. Optionally, progress will also be reviewed in the UNICEF Annual Review Meeting chaired by EPU.
- **Final Programme Review Meeting**

A Final Programme Review meeting will be conducted towards the end of the programme completion. Its purpose is to assess the performance and success of the programme. It should look at sustainability of the results, including the contribution to related outcomes (and the status of these outcomes) and capacity development. It will also review lessons learned and recommendations that might improve design and implementation of other UNDP and UNICEF funded programmes. The meeting will discuss the Final Programme Review Report that should be submitted two weeks prior to the Final Programme Review Meeting.

b) Progress Reporting Documents

- **Mid Year Progress Report**

A Mid Year Progress Report shall be prepared by the Distribution Section of EPU and shared with the JPSC by 30 June of each programme year. As a minimum requirement, the Mid Year Progress Report shall utilize the standard template for the Annual Programme Report (APR) covering a six month period.

- **Annual Progress Report (APR)**
An Annual Progress Report shall also be prepared by the Distribution Section of EPU and shared with the JPSC 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 programme for that reporting year.
- **Final Joint Programming Review Report**
This document which is prepared by the implementing partner is a structured assessment of progress based on the chain of results initially defined in the Joint Programming 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 the information captured throughout the implementation of the programme
 - Minutes of JPSC meetings
 - Minutes of TWC meetings
 - Annual signed CDRs
 - Statements of cash position (if applicable)
 - Statements of assets and equipment

This report will be discussed at the Final Programme Review meeting mentioned above.

- **Final Joint Programming Evaluation**
The Joint Programming evaluation assesses the performance of the programme in achieving its intended results. It yields useful information on programme implementation arrangements and the achievement of outputs. It is at this level that direct cause and attribution can be addressed given the close causal linkage between the intervention and its effect or output. Programme evaluation provides valuable information to support informed decision-making and serves to reinforce the accountability of programme managers. Depending on the purpose, programme evaluations can be commissioned by the management at any time during the programme cycle: at mid point, just before or after completion. They should ideally take place around the time of completing a programme to determine the future of the programme (e.g. continuation or termination of the programme), to decide whether the concept should be scaled up or replicated elsewhere, and/or to generate lessons that are of strategic significance for the organization. The evaluation should be conducted by an independent consultant.

c) Financial Monitoring and Quality Assurance

- **Combined Delivery Reports**
The Combined Delivery Report (CDR) is the report that reflects the total expenditures and actual obligations (recorded in Atlas) of a programme during a period. This report is prepared by UNDP using Atlas and shared with UNICEF and the implementing partner on a quarterly basis and at the end of each year. The Implementing Partner is required to verify each transaction made and sign the quarterly issued CDR report. Statements of cash position as well as assets and equipments should also be submitted together with the CDR on a yearly basis.
- **Audit**
As with all nationally executed programmes, the programme's expenditures must be audited at least once in its lifetime, in accordance with UNDP procedures as approved in writing by the Government of Malaysia from time to time. The objective of the NEX audit is to provide the UNDP Administrator with the assurances that UNDP resources are being managed in accordance with:

1. The financial regulations, rules, practices and procedures prescribed for the programme;

2. The joint programming document and work plans, including activities, management and the programme implementation arrangements, monitoring, evaluation, and reporting provisions; and
3. The requirements for execution in the areas of management, administration and finance.

The Government's own auditors i.e. the Auditor-General's Office will conduct the audit. The Government must ensure that the audit is performed in accordance with the generally accepted standards and ensure that the audit report is duly reviewed and will reach UNDP Headquarters via the UNDP Malaysia office by 31st May of each year.

While the Government is responsible for ensuring that the audit requirements are met, the programme may be subject to audit by the auditors of UNDP, and UNDP shall have right of access to the relevant records.

7. Legal Context

The table below specifies what cooperation or assistance agreements form the legal basis for the relationships between the Government and each of the UN organizations participating in this joint programme.

| Participating UN organization | Agreement |
|-------------------------------|---|
| UNDP | <p>This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together the instrument envisaged in the <u>Supplemental Provisions</u> to the Programme Document, attached hereto.</p> <p>Consistent with the above Supplemental Provisions, 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.</p> <p>The implementing partner shall:</p> <ol style="list-style-type: none"> a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the programme is being carried; b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan. <p>UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.</p> <p>The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Programme 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).</p> <p>The list can be accessed via http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Programme Document.</p> |
| UNICEF | N/A |

8. Work plans and budgets: Annual Work Plan 2010

| EXPECTED OUTPUTS | PLANNED ACTIVITIES | TIMEFRAME | | | | RESPONSIBLE PARTY | PLANNED BUDGET | |
|--|--|-----------|----|----|----|--------------------------------------|--|---------------------------|
| | | Q1 | Q2 | Q3 | Q4 | | Budget Description | Amount (USD) |
| <p>Output 1 The status of the socio-economic development and attainment among Orang Asli communities, in particular children, identified and determined.</p> <p>Output 2 Factors attributing to the success/ failure of poverty eradication strategies and employment generation strategies and programmes for the Orang Asli implemented under the 9th Malaysia Plan evaluated and identified.</p> | <ol style="list-style-type: none"> 1. Appointment of the project assistant and research team. 2. Consultative meetings between UNDP, UNICEF, the Distribution Section of EPU and research team to develop research methodology and work plan. 3. Literature review of existing literature, official documents and any other relevant documents to identify and analyse the socio-economic profiles of Orang Asli. 4. Review relevant literature and documents on international good practices of successful indigenous peoples' poverty eradication strategies and programmes as bases for comparison. 5. Compilation and categorization of programmes for the Orang Asli implemented under the 9th Malaysia Plan including but not limited to: <ul style="list-style-type: none"> • Programmes to be implemented according to yearly plans • Actual programmes implemented for each year • Yearly budget allocation • Yearly budget expenditure • Number and categorization (according to Orang Asli ethnic groups, age, gender, State and district) of beneficiaries • State and district of the beneficiaries prior and after implementation of programmes (i.e. for arranged settlement programmes). 6. Analyse the data collected above to measure the | X | X | | | EPU UNDP UNICEF Consultants | Consultants Misc. Expenses Learning Costs (i.e. Dialogues, Focus Group Discussions, etc) | 90,000 4,000 17,000 |
| | | | X | | | | Project Assistant Travel (Monitoring) | 7,000 3,000 |

| | | | | | | |
|---|--|----------------------------|----------------------------|--|--|--|
| <p>Output 3 Short and long term strategies and programmes for the 10th Malaysia Plan and/or a comprehensive Orang Asli</p> | <p>trends/patterns of each categorization of the programmes in terms of the increase and decrease of actual expenditure and numbers of beneficiaries.</p> <p>7. Selection and identification of sample groups representing different Orang Asli ethnic groups and programme implementers in different districts and in at least three different States with whom to conduct purposive surveys, participatory poverty assessments, focus group discussions and/or interviews.</p> <p>8. Preparation and submission of inception report.</p> <p>9. Conduct purposive surveys, participatory poverty assessments, focus group discussions and/or interviews with the identified groups in at least three States in Peninsular Malaysia to: a. fill in data gaps on the socio economic profile of Orang Asli poor and hard core poor and child poverty b. identify the factors attributing to the success and failures of poverty eradication strategies and employment generation strategies and programmes.</p> <p>10. Conduct dialogue sessions (workshops and expert roundtables) with various relevant stakeholders, including the Orang Asli, Federal and State governments, government agencies, academia, civil society and international experts on the preliminary findings to verify the challenges and issues faced by the Orang Asli.</p> <p>11. Preparation and submission of interim report</p> <p>1. Analyse data collected in Phase 1 to: a. identify the various options of short term and long term strategic policy directives aimed at promoting a sustained reduction in the incidence of poverty and an improvement in educational</p> | <p>X</p> <p>X</p> <p>X</p> | <p>X</p> <p>X</p> <p>X</p> | | | |
|---|--|----------------------------|----------------------------|--|--|--|

| | | | | | | |
|---|--|----------|----------|---|---|----------------------------------|
| <p>Development Plan to promote sustained reduction in the incidence of poverty and inequality among the Orang Asli identified and proposed.</p> | <p>and health outcomes among the Orang Asli, in particular Orang Asli children.</p> <p>b. provide recommendations on how to strengthen mechanisms to deliver, monitor and evaluate results-based strategies and programmes to reduce poverty and inequality among the Orang Asli proposed.</p> <p>2. Conduct dialogue sessions (workshops and expert roundtables) with various relevant stakeholders, including the Orang Asli, Federal and State governments, government agencies, academia, civil society and international experts to derive feedback and buy in on the strategies and programmes identified and proposed.</p> <p>3. Preparation and submission of final report.</p> | <p>X</p> | <p>X</p> | | | |
| <p>Output 4 Institutional capacity of the Department of Orang Asli Affairs and relevant planning and implementing agencies strengthened.</p> | <p>1. Appointment of a consultant.</p> <p>2. Carry out a capacity assessment of the Department of Orang Asli Affairs and relevant planning and implementing agencies to identify institutional capacity gaps in analysing relevant administrative and socio-economic data for monitoring and evaluation, strategic policy planning, and to develop and implement results-based management.</p> <p>3. Identify the necessary training programmes to enhance capacity in those areas.</p> <p>4. Identify trainers/build partnerships with the appropriate training providers to conduct training.</p> <p>5. Provide the training to identified officers in the Department of Orang Asli affairs.</p> | <p>X</p> | <p>X</p> | <p>EPU UNDP UNICEF Consultant</p> | <p>Consultants Learning Costs (Trainings) Project Assistant</p> | <p>3,000 4,000 6,000</p> |
| <p>USD134,000</p> | | | | | | |

Annex 1(a): Project Budget

| ATLAS Codes | Description | Amount Total Budget | | UNICEF | UNDP | UNDP Fund Code |
|--------------|---|---------------------|---------------------|--------------------|--------------------|-------------------------|
| | | US Dollars | Ringgit | US Dollars | US Dollars | |
| | Activity 1 - Formulation of an Orang Asli Development Plan | | | | | |
| 71300 | Local Consultants | | | | | |
| 71305 | Local Consultants - Short Term Tech | \$90,000.00 | \$297,900.00 | | | |
| | SUBTOTAL | \$90,000.00 | \$297,900.00 | \$45,000.00 | \$45,000.00 | Cost Share/11888 |
| 74500 | Miscellaneous Costs | | | | | |
| 74525 | Sundry - Contingencies | \$1,500.00 | \$4,965.00 | | | |
| | SUBTOTAL | \$1,500.00 | \$4,965.00 | \$750.00 | \$750.00 | TRAC/04000 |
| 75700 | Training, Workshops and Conference | | | | | |
| 75700 | Learning Costs | \$17,000.00 | \$56,270.00 | | | |
| | SUBTOTAL | \$17,000.00 | \$56,270.00 | \$8,500.00 | \$8,500.00 | 04000 |
| | Activity 1 - TOTAL | \$108,500.00 | \$359,135.00 | \$54,250.00 | \$54,250.00 | |
| | Activity 2 - Capacity Development | | | | | |
| 71300 | Local Consultants | | | | | |
| 71305 | Local Consultants - Short Term Tech | \$3,000.00 | \$9,930.00 | | | |
| | SUBTOTAL | \$3,000.00 | \$9,930.00 | \$1,500.00 | \$1,500.00 | 04000 |
| 75700 | Training, Workshops and Conference | | | | | |
| 75700 | Learning Costs | \$4,000.00 | \$13,240.00 | | | |
| | SUBTOTAL | \$4,000.00 | \$13,240.00 | \$2,000.00 | \$2,000.00 | 04000 |
| | Activity 2 - TOTAL | \$7,000.00 | \$23,170.00 | \$3,500.00 | \$3,500.00 | |
| | Activity 3- Project Management | | | | | |
| 71400 | Contractual Services - Individual | | | | | |
| 71405 | Service Contracts - Individuals | \$13,000.00 | \$43,030.00 | | | |
| | SUBTOTAL | \$13,000.00 | \$43,030.00 | \$6,500.00 | \$6,500.00 | 04000 |
| 71600 | Travel | | | | | |
| 71610 | Travel Tickets - Local | \$1,100.00 | \$3,641.00 | | | |
| 71620 | DSA - Local | \$900.00 | \$2,979.00 | | | |
| 71635 | Terminal Expenses | \$1,000.00 | \$3,310.00 | | | |
| | SUBTOTAL | \$3,000.00 | \$9,930.00 | \$1,500.00 | \$1,500.00 | 04000 |
| 74500 | Miscellaneous Costs | | | | | |
| 74525 | Sundry - Contingencies | \$2,500.00 | \$8,275.00 | | | |
| | SUBTOTAL | \$2,500.00 | \$8,275.00 | \$1,250.00 | \$1,250.00 | 04000 |
| | Activity 3 - TOTAL | \$18,500.00 | \$61,235.00 | \$9,250.00 | \$9,250.00 | |
| | TOTAL PROGRAMMABLE BUDGET | \$134,000.00 | \$443,540.00 | \$67,000.00 | \$67,000.00 | |
| 75100 | GMS | | | | | |
| 75110 | Country Office Support Cost (CS - 6%) | \$2,700.00 | \$8,937.00 | | | |
| 75110 | Country Office Support Cost (UNICEF - 3%) | \$2,010.00 | \$6,653.10 | | | |
| | SUBTOTAL | \$4,710.00 | \$15,590.10 | | | |
| | GRANDTOTAL | \$138,710.00 | \$459,130.10 | | | |

Annex 1(b): Calculation of Project Budget

A. Project Budget (Output 1-3)

1. Consultants fees

| Consultants | RM | Total (RM) |
|--|--|----------------|
| Team Leader | RM200 per day X *220 Days = RM44,000 | 44,000 |
| Researcher 1 Researcher 2 Researcher 3 | RM30,800 x 3 Persons (@RM140 Per Day X *220 Days = RM30,800 per person) *(22 days x 10 months) | 92,400 |
| Research Assistants | RM1050 x 4 persons x 10 month | 42,000 |
| Total | | 178,400 |

2. Consultants travel (to be paid as lump sum with fees)

| Particulars | RM/Unit | Total (RM) |
|----------------|--|----------------|
| Accommodation | RM150 x 8 persons x 15 days x 3 states | 54,000 |
| Meal allowance | RM100 x 8 persons x 15 days x 3 states | 36,000 |
| Travel | RM600 x 8 persons x 2 trips x 3 states | 28,800 |
| Total | | 118,800 |

3. Administrative Expenses

| Particulars | RM/Unit | Total (RM) |
|------------------------------------|-------------------|--------------|
| Photocopying, printing and binding | RM500 x 10 months | 5,000 |
| Stationary and Sundries | RM100 x 10 months | 1,000 |
| Recording Materials | RM200 x 10 months | 2,000 |
| Total | | 8,000 |

4. Events: Workshops, Meetings, Dialogues, Discussions etc

| Particulars | RM/Unit | Total (RM) |
|-------------|---------------------|------------|
| Events | RM3,000 x 20 events | 60,000 |

5. Travel (Monitoring visits by UNDP and UNICEF)

| Particulars | RM/Unit | Total (RM) |
|--------------|-----------------------------|--------------|
| DSA | RM481 x 2 persons x 3 trips | 2,886 |
| Terminals | RM530 x 2 persons x 3 trips | 3,180 |
| Travel | RM600 x 2 persons x 3 trips | 3,600 |
| Total | | 9,666 |

6. Project Assistant

| Particulars | RM/Unit | Total (RM) |
|--------------|---------------------|---------------|
| Salary | RM3,500 x 12 months | 42,000 |
| Total | | 42,000 |

B. Project Budget (Output 4)

| Consultants | RM | Total (RM) |
|------------------------|-------------------------|---------------|
| Consultant/Trainer | RM140 Per Day x 60 Days | 8,400 |
| Training/Misc Expenses | RM3,000 x 4 | 12,000 |
| Total | | 20,400 |

TOTAL = MYR437,266 (*USD132,092.45 @3.31) [*amount in Project Budget in Annex 1(a) and AWP slightly different as figures rounded up to the USD]

Annex II: Project Schedule (Output 1-3)

| Activity | Week | | | | | | | | | | | | | | | | | | | |
|--|------|---|---|------------------|---|---|---|---|---|----------------|----|----|----|----|----|----|----|----|----|--------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 1. Literature review of existing literature, official documents and tapping secondary data sources | | | | Inception Report | | | | | | | | | | | | | | | | |
| 2. Literature and document review of international good practices | | | | | | | | | | | | | | | | | | | | |
| 3. Development and the conduct of a purposive survey | | | | | | | | | | Interim Report | | | | | | | | | | |
| 4. Compilation and categorization of Orang Asli programmes | | | | | | | | | | | | | | | | | | | | |
| 5. Collection of primary data to fill data gaps | | | | | | | | | | | | | | | | | | | | |
| 6. Conduct dialogue sessions | | | | | | | | | | | | | | | | | | | | |
| 7. Analysis of data collected | | | | | | | | | | | | | | | | | | | | |
| 8. Conduct dialogue sessions | | | | | | | | | | | | | | | | | | | | |
| 9. Draft and submission of Final Report | | | | | | | | | | | | | | | | | | | | Final Report |

ANNEX III: 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 may be challenges in accessing recent or updated data and statistics on socio-economic indicators of Orang Asli, in particular at the disaggregated level. | Others | Probability: Medium Impact: High | There will be a need to engage with different institutions such as government agencies particularly the Department of Statistics, civil society that focus on Orang Asli and the academia to source the needed and most current data available, and complement with statistically rigorous primary data, if necessary. |
| There may be challenges in engaging and liaising with Orang Asli communities through government agencies. | Others | Probability: Medium Impact: Medium | There will be a need to understand the different methods in which government agencies engage with Orang Asli to ensure that the needs and voices of Orang Asli are properly documented and reflected in any policy recommendations that affect them. The project will also engage with Orang Asli through CSOs that have a proven record in liaising with Orang Asli communities. |
| The timely implementation of the project could be affected if there is a pandemic outbreak of influenza 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 in close cooperation with WHO. The schedule of activities and output targets will be amended accordingly depending on the gravity of the outbreak. |

ANNEX IV: Financial arrangements

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 records of the transaction such as purchase orders, invoices, receipts, delivery orders, etc.

ANNEX V: TERMS OF REFERENCE: Joint Programming Steering Committee (JPSC)

The Joint Programming Steering Committee (JPSC) will monitor the conduct of the project and provide strategic guidance to the project team on the implementation of the project. The JPSC will be chaired by Deputy Director General I of EPU.

The members of the JPSC will include UNDP, UNICEF, Distribution Section of EPU. In addition, the Ministry of Rural and Regional Development, the Department of Orang Asli Affairs, the Implementation Coordination Unit of the Prime Minister's Department and other relevant stakeholders to be agreed to by UNDP, UNICEF and Distribution Section of EPU, can also form part of the steering committee so as to bring in their input and technical skills needed for the programme.

The JPSC will meet after the receipt of each project report or at least twice a year, whichever greater. The JPSC 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;
- Advise on the long term sustainability strategy of the project;
- Review and approve all related reports to the projects.

ANNEX VI: TERMS OF REFERENCE: Technical Working Committee (TWC)

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

The TWC will be chaired by Deputy Secretary General (Socio-economics) of the Ministry of Rural and Regional Development. The members of the TWC will consist of representatives from the Distribution Section of EPU, UNDP, UNICEF, the Ministry of Rural and Regional Development, Department of Orang Asli Affairs, the Implementation Coordination Unit, the Department of Statistics, the Ministry of Health, the Ministry of Women, Family and Community Development, the Ministry of Education and other relevant stakeholders, including civil society organizations to be determined by the JPSC.

The TWC will be specifically responsible for:

- Provide guidance and decisions on matters pertaining to the technical aspects of the project such as the review of Orang Asli policies and programmes and the stakeholder consultation strategies to ensure that they meet with the objectives set in the project document and with international good practices and standards;
- Monitor and evaluate the technical implementation of the project towards fulfillment 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 JPSC

ANNEX VII: TERMS OF REFERENCE: National Programme Director (NPD)

National Programme Director (NPD) is a staff member of the Government of Malaysia's implementing agency of a UNDP-supported project and in this case will be the ****. His/her main responsibility is to coordinate project activities among the main parties to the project: the Government co-coordinating authority, the project coordinator, consultants, UNDP and UNICEF.

Specifically, he/she works in close collaboration with the Project Coordinator, as well as UNDP and UNICEF. His/her responsibilities include:

- Ensuring that the project document and project revisions requiring Government's approval are processed through the Government co-ordinating authority , in accordance with established procedures;
- Preparing work plans in discussion with the Project Coordinator, UNDP, UNICEF and consultants;
- Mobilising national institutional mechanisms for smooth progress of project;
- Reviewing project status reports;
- Providing direction and guidance on project-related issues;
- Providing advice and guidance to the project team.
- Approve financial transaction.

Annex VIII: TERMS OF REFERENCE: Project Assistant

The Project Assistant will be primarily focused on the administrative, financial and operational aspects of the project. The project assistant's role is to coordinate the implementation of various project activities in ensuring timeliness of activities and delivery of outputs. He/She will be based at EPU.

The specific tasks of the Project Assistant are:

- Coordinate the implementation of project activities to ensure the maintenance of the timeliness in the delivery of outputs;
- Liaise and work closely with the project partners, consultants and beneficiaries;
- Report regularly to the JPSC and TWC on the project's progress;
- Maintain close contact with designated focal points from UNDP, UNICEF and other stakeholders, indicating any estimated changes to the work plan timeline, and proposing a budget revision when appropriate;
- Ensure that the requisite allocations are available in accordance with the agreed budget and established schedules of payment, if any, in consultation with EPU, UNDP and UNICEF;
- Coordinate and facilitate the work of multiple component teams engaged in the implementation of project activities;
- Monitor the project funds and resources. Prepare progress and financial reports of the project when required;
- Maintain an up-to-date accounting system to ensure accuracy and reliability of financial reporting;
- Assist the National Project Director in the delivery of the project results and final outputs;
- Where necessary and upon advice by UNDP, perform the function of ATLAS External User, creating requisitions and vouchers, and other relevant ATLAS processes.

Duration: Maximum 1 year

Reports to: National Project Director

Qualifications and skills:

1. Degree or equivalent in Development Studies, Social Work, Sociology or a related discipline. Work experience in lieu of formal qualifications will also be considered.
2. At least 5 years of relevant working experience as a project assistant in the field of development or social work.
3. Project assistant or coordination experience will be essential. Candidate must be able to multitask and work independently.
4. Relevant exposure to UN projects will be an added advantage.
5. Be proactive, energetic, committed and innovative.
6. Excellent in human relations, coordination, planning and team work.
7. Excellent writing and communication skills. Strong command of English and Bahasa Malaysia.

ANNEX IX: Project Annual Progress Report Template

DATE:
Award ID:
Description:
Implementing Partner:
Period Covered:

1. Project Issues:

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

2. Project Performance

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

3. Lessons Learned

| |
|--|
| |
|--|

ANNEX X: FACE Form for Direct Payment

Funding Authorization and Certificate of Expenditures

UN
Agency: UNDP

Date: DD/MM/YYYY

Country: XX

Programme Code & Title: XX

Project Code & Title: XX

Responsible Officer(s): XX

Implementing Partner: XX

Currency: _____

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

REPORTING

REQUESTS / AUTHORIZATIONS

| Activity Description from AWP with Duration (MM/YYYY - MM/YYYY) | Coding for UNDP, UNFPA and WFP | REPORTING | | | | REQUESTS / AUTHORIZATIONS | | |
|--|--------------------------------|--------------------------------------|---------------------------------|--------------------------------------|----------------------|--|------------------------|--|
| | | Authorised Amount MM-MM YYYY A | Actual Project Expenditure B | Expenditures accepted by Agency C | Balance D = A - C | New Request Period & Amount MM-MM YYYY E | Authorised Amount F | Outstanding Authorised Amount G = D + F |
| XXXXXXXXXXXX (MM/YYYY - MM/YYYY) | | | | | | | | |
| | | | | | | | | |
| XXXXXXXXXXXX (MM/YYYY - MM/YYYY) | | | | | | | | |
| | | | | | | | | |
| XXXXXXXXXXXX (MM/YYYY - MM/YYYY) | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total | | 0 | 0 | 0 | 0 | 0 | 0 | |

CERTIFICATION

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

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

Date Submitted: _____ Name: _____ Title: _____

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

FOR AGENCY USE ONLY:

| |
|-------------------------|
| FOR ALL AGENCIES |
| Approved by: _____ |
| Name: _____ |
| Title: _____ |
| Date: _____ |

FOR UNICEF USE ONLY

| | |
|---------------------------------------|---|
| Account Charges | Liquidation Information |
| Cash Transfer Reference: _____ | DCT Reference: _____ |
| <i>CRO.ref. no., Voucher ref. no.</i> | <i>CRO.ref. no., Liquidation ref. no.</i> |
| GL codes: | DCT Amount |
| Training 0 | Less: 0 |
| Travel 0 | Liquidation Amount 0 |
| Meetings & Conferences 0 | |
| Other Cash Transfers 0 | |
| Total 0 | Balance 0 |

FOR UNFPA USE ONLY

| | |
|----------------------------|--|
| New Funding Release | |
| Activity 1 0 | |
| Activity 2 0 | |
| Total 0 | |