
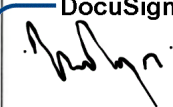




United Nations Development Programme

Project title: Fourth National Communication and Third Biennial Update Report on Climate Change for Malaysia		
Country: Malaysia	Implementing Partner (GEF Executing Entity): Ministry of Environment and Water	Execution Modality: National Implementation Modality (NIM)
<p>Contributing Outcome (UNDAF/CPD, RPD, GPD): As Malaysia does not have a United Nations Development Assistance Framework, UNDP's framework is based on activities that directly supports the achievement of national priorities as laid out in the 11th Malaysia Plan and in line with the national transformation policy, government transformation programme, economic transformation programme, rural transformation programme, and political transformation programme.</p> <p>Country Programme Outcome- Priority 2 on Sustainable and Resilient Development: Implementation of a national development agenda that enables green growth through climate-resilient measures, sustainable management of energy and natural resources, and improved risk governance.</p>		
<p>UNDP Social and Environmental Screening Category: Project exempted from SESP, based on SESP exemption criteria: https://info.undp.org/sites/bpps/SES_Toolkit/Lists/Announcements/DispForm.aspx?ID=2&ContentTypeId=0x01040085F49DCB13EF7A40BD8A151E94C4CBE7</p>		UNDP Gender Marker: Gender marker 2
Atlas Award ID: 00094840		Atlas Project/Output ID: 00098912
UNDP-GEF PIMS ID number: 6421		GEF Project ID number: 10294
LPAC meeting date: 26 January 2021		
Project duration in months: 42 months		
Planned start date: December 2021		Planned end date: 31 December 2024

Expected date of Mid-Term Review: Not required	Expected date of end of project report: 15 September 2024
<p>Brief project description:</p> <p>The project's overall goal is to provide continuity for the further mainstreaming and integration of climate change considerations to the national and sectoral development processes. The project's objective is to assist Malaysia in the preparation and submission of its Fourth National Communication for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC), and the communication and further engagement on the Third Biennial Update Report. The project's objective is also to ensure sustained capacities for the national climate change reporting process.</p> <p>The expected results of the project are:</p> <ul style="list-style-type: none"> • To ensure the information on national circumstances and institutional arrangements relevant to the preparation of the 4th National Communications is updated and described; • Comprehensive identification of constraints, gaps and needs for climate change, and identification of strategies and recommendations for addressing the needs; • Strengthened institutional framework on climate change; • Strengthened policy framework for climate change mitigation and adaptation; • Strengthened gender, and communications, education and public awareness for climate change reporting; • Greenhouse gas inventory to year 2018 updated with quality of time series improved; • Assessment of sectors and interventions contributing to Greenhouse Gas (GHG) emissions reduction; • Enhancement of the domestic measurement, reporting and verification system; • Development of a comprehensive vulnerability assessment; and • The 4th National Communications submitted to the UNFCCC and the 3rd Biennial Update Report disseminated and communicated to stakeholders. 	
FINANCING PLAN	
GEF Trust Fund grant	USD 852,000
(1) Total Budget administered by UNDP	USD 852,000
CO-FINANCIERS THAT WILL DELIVER PROJECT RESULTS INCLUDED IN THE PROJECT RESULTS FRAMEWORK (FUNDS NOT ADMINISTERED THROUGH UNDP ACCOUNTS)	
In-kind co-financing by Government of Malaysia, Ministry of Environment and Water	USD 200,000

(2) Total confirmed co-financing		USD 200,000
(3) Grand-Total Project Financing (1)+(2)		USD 1,052,000
SIGNATURES:		
Signature: Dato' Seri Dr Zaini Ujang Secretary General, Ministry of Environment and Water	Agreed by Implementing Partner 	Date/Month/Year: 9/12/21
Signature: Niloy Banerjee Resident Representative, UNDP Malaysia	Agreed by UNDP DocuSigned by:  B02D6548F04E455...	Date/Month/Year: 10 December 2021
Key GEF Project Cycle Milestones: Project document signature: within 25 days of DoA signature date First disbursement date: within 40 days of DoA signature date Inception workshop date: within 60 days of DoA signature date Operational closure: within 3 months of submitting of End of project report Financial closure: within 6 months of operational closure		

I. TABLE OF CONTENTS

I.	Table of Contents.....	4
II.	Development Challenge.....	6
III.	Strategy.....	10
IV.	Results and Partnerships.....	13
V.	Project Results Framework.....	24
VI.	Monitoring and Evaluation (M&E) Plan.....	29
VII.	Governance and Management Arrangements.....	31
VIII.	Financial Planning and Management.....	36
IX.	Total Budget and Work Plan.....	38
X.	Legal Context.....	45
XI.	Risk Management.....	46
XII.	Mandatory Annexes.....	50
	Annex 1: Project map and Geospatial Coordinates of project sites.....	50
	Annex 2: Multi Year Work Plan.....	51
	Annex 3: Monitoring Plan.....	56
	Annex 4: UNDP Social and Environmental Screening Procedure (SESP).....	64
	Annex 5: UNDP Risk Register.....	65
	Annex 6: Overview of Project Staff.....	68
	Annex 7: Stakeholder Engagement Plan.....	71
	Annex 8: Gender Analysis and Gender Action Plan.....	72
	Annex 9: Procurement Plan.....	73
	Annex 10: GEF 7 Taxonomy.....	74
	Annex 11: Partners Capacity Assessment Tool and HACT assessment.....	75
	Annex 12: UNDP Project Quality Assurance Report (to be completed in UNDP online corporate planning system)	76
	Annex 13: Signed LOA between UNDP and IP requesting UNDP Support Services (if required on exceptional basis and authorized by the GEF).....	77
	Annex 14: Final Report (End of Project report) for NC/BUR projects.....	81

List of Acronyms

2nd BUR	Second Biennial Update Report
3rd BUR	Third Biennial Update Report
3rd NC	Third National Communications
4th NC	Fourth National Communication
AFOLU	Agriculture, Forestry and Other Land Use
BPPS	Bureau for Policy and Programme Support
ETF	Enhanced Transparency Framework
GDP	Gross Domestic Product
GEF	Global Environment Facility
GHG	Greenhouse Gas
ICA	International Consultation and Analysis
IPPU	Industrial Processes and Product Use
KASA	Ministry of Environment and Water Malaysia
LPAC	Local Project Appraisal Committee
LPL	Local Price List
LULUCF	Land Use, Land Use Change and Forestry
M&E	Monitoring & Evaluation
MRV	Measurement, Reporting and Verification
NDC	Nationally Determined Contribution
NPD	National Project Director
NSC	National Steering Committee
OFP	Operational Focal Point
PIF	Project Identification Form
PMC	Project Management Cost
PMG	Project Management Group
POPP	Programme and Operations Policies and Procedures
PPG	Project Preparation Grant
SWG	Sub Working Group
TTE	Team of Technical Experts
TWG	Technical Working Group
UNFCCC	United Nations Framework Convention on Climate Change
UPL	Universal Price List
V&A	Vulnerability and Adaptation

II. DEVELOPMENT CHALLENGE

Malaysia ratified the United Nations Framework Convention on Climate Change (UNFCCC) on 13 July 1994, the Kyoto Protocol on 4 September 2002, and the Paris Agreement on 16 November 2016. Malaysia has submitted the following reports to the UNFCCC in fulfilment of the reporting obligations under the UNFCCC:

- Initial National Communication on Climate Change (2000);
- Second National Communication on Climate Change (2011);
- Third National Communication on Climate Change (2018);
- First Biennial Update Report on Climate Change (2016); and
- Second Biennial Update Report on Climate Change (2018).

In November 2015, Malaysia submitted its (Intended) Nationally Determined Contribution (NDC) to the UNFCCC. The Malaysian government pledged to reduce 45% its greenhouse gas (GHG) emissions per GDP by 2030, relative to its emissions intensity in 2005. This target encompasses a 35% reduction on an unconditional basis, and a further 10% reduction subject to the receipt of climate financing, technology transfer and capacity building from developed countries. The NDC covers economy-wide emissions intensity of GDP and focuses on reducing emissions from the sectors of energy; industrial processes; waste; agriculture; and land use, land use change and forestry (LULUCF).

Since its ratification of the UNFCCC and submission of the NDC, climate change has been emphasized as a key focus of the Malaysian government and has been mainstreamed into national development planning. Climate change considerations were integrated into the 11th Malaysia Plan (2016-2020) and highlighted within the strategic thrust on “Pursuing Green Growth for Sustainability and Resilience”. The Mid-Term Review of the 11th Malaysia Plan which outlines the focus of the government for the remaining period of the 11th Malaysia Plan from 2018-2020 also provides prominence to climate change under Pillar V on “Environmental Sustainability through Green Growth”. One of the key priority areas of Pillar V provides the national priorities for intensifying climate change mitigation in the key emitting sectors, and on augmenting climate change adaptation to increase resilience and adaptive capacity.

The main national policy on climate change which guides government agencies, industries, and other stakeholders in Malaysia is the National Policy on Climate Change (2009). The policy recognizes the need for both mitigation and adaptation to be carried out and focuses on the principles of (i) Development on a sustainable path; (ii) Conservation of environment and natural resources; (iii) Coordinated implementation, (iv) Effective participation; and (v) Common but differentiated responsibilities and respective capabilities.

Sectoral climate change mitigation policies and actions relating to the power generation; transport; industries; waste; agriculture; and land use, land use change and forestry sectors have also been developed and carried out by various Ministries and their Agencies.

In September 2018, Malaysia submitted its Third National Communication (3rd NC) together with its Second Biennial Update Report (2nd BUR), which was a summary of parts of the 3rd NC. During the development of the Third National Communication and Second Biennial Update Report, strong emphasis has been placed in improving the quality of the GHG inventory, projection of GHG emissions until 2030, quantification of mitigation actions and their effects, vulnerability and adaptation assessment and establishing a sustainable low-cost Measurement, Reporting and Verification (MRV) system for GHG inventory and mitigation actions. The process of preparing the 3rd NC and the 2nd BUR reports has led to the further development of the institutional arrangements for UNFCCC reporting, and strengthening of the capacity, capability and coordination for the Technical Working Groups and Sub Working Groups.

The 3rd NC and 2nd BUR reports act as an important source of information on climate change in Malaysia and has produced results of importance which guides the development of the Fourth National Communication and Third Biennial Update Report.

Under the 3rd NC and 2nd BUR reports, information on national circumstances up to year 2015 was described for the sectors where published statistics were available. Sectors covered include, among others: geography, governance, climate, forest and biodiversity, water resources, economy, energy, transport, agriculture, solid waste. Institutional arrangements for climate change policy decision making, development planning and implementation, and climate change reporting were also reported.

The GHG inventory in the 3rd NC and 2nd BUR reports detail the anthropogenic emissions and removals for year 2014 for four sectors: energy; industrial processes and product use (IPPU); agriculture, forestry and other land use (AFOLU); and waste. The inventory also contained time series estimates from 1990 to 2014 for the same sectors, recalculated to reflect updated activity data and emission factors. The preparation of the 2014 GHG inventory utilized the 2006 IPCC Guidelines for National Greenhouse Gas Inventories for the first time, migrating from previous GHG inventories prepared with the Revised 1996 IPCC guidelines. One of the improvements for the 2014 GHG inventory was the inclusion of estimates of precursor gases such as NO_x, CO, NMVOCs and SO₂ as suggested in the summary report of the Technical Analysis of the First Biennial Update Report by the Team of Technical Experts (TTE). The 2014 GHG inventory also made use of more complete activity data.

The total GHG emissions for 2014 were 317,627 Gg (317.63 Mt) CO₂eq and net emissions were 50,479 Gg (50.48 Mt) CO₂eq. The energy sector was the highest contributor to GHG emissions at 80%, followed by the waste sector at 9%, industrial processes and product use sector at 6%, the agriculture sector at 4%, and LULUCF at 1%. Carbon dioxide (CO₂) emissions amounted to 78% of total GHG emissions and methane (CH₄) and nitrous oxide (N₂O) emissions amounted to 18% and 3% respectively. Between the years 2005 and 2014, emissions in the energy sector increased by 28%, the IPPU sector by 34%, the agriculture sector by 8%, the waste sector by 29% and LULUCF net removals increased by 23%.

The 3rd NC identified plans for improvement for the GHG inventory. Firstly, to improve disaggregation and completeness of activity data according to the 2006 IPCC guidelines, focusing on disaggregated data for the transport sector. Development of country specific emission factors for key categories and reduction of the uncertainty range for the Agriculture, Forestry and Other Land Use (AFOLU) and waste sectors as well as the fugitive emissions from the oil and gas subsector was also highlighted.

The 3rd NC provided a summary update of climate change mitigation policies, plans and programmes for the major GHG emitting sectors. GHG emissions projection assessment on possible mitigation pathways for Malaysia to fulfil its Paris Agreement target was conducted for the energy, IPPU, waste, agriculture and LULUCF sectors. LEAP modelling was used to project the energy sector emissions for the period of 2015 to 2030. Three key scenarios were explored in the assessment, a Business-as-usual (BAU) scenario where GHG emissions are projected based on no additional policy intervention from 2015 onwards, a Planning (PLAN) scenario which takes into account the existing policies and plans for the period of projection, and an Ambitious (AMB) scenario which looks at potential emissions reduction when additional mitigation measures are implemented. Results from this assessment show that Malaysia would be able to achieve by 2030 about 42.4% of GHG emission intensity per GDP reduction compared to 2005 levels for the PLAN scenario and 47.9% of GHG emission intensity per GHG reduction for the AMB scenario. The AMB scenario shows that Malaysia would be able to fulfil its NDC target, however international assistance and support is needed to achieve this. More accurate modelling is required, in particular using models that are coupled with accurate information on abatement costs.

In the chapter on Mitigation Actions and their Effects in the 2nd BUR report, the quantified mitigation actions were reported. A domestic MRV framework for mitigation actions was developed under the 3rd NC, where the quantification of mitigation actions was carried out by each of the sub working groups (Energy, IPPU, Agriculture, Forestry and Waste) under the Technical Working Group with the help of consultants. The first level of verification was carried out by the project manager through workshops with the consultants, Sub Working Group members and other independent experts. The outputs from this process were then presented to the Technical Working Group on Mitigation for comments and agreement. The finalized quantified mitigation actions were then endorsed by the Technical Working Group on MRV. The MRV system for mitigation actions needs to be further developed to include MRV for policies and action plans, and a projection assessment on peaking needs to be carried out.

The vulnerability and adaptation assessment of the 3rd NC covered six areas, namely water and coastal resources; food security and agriculture; forestry and biodiversity; infrastructure; energy; and public health. The assessment for each of these areas was carried out for years 2030 and 2040 based on the impacts of temperature increase, projected floods and dry spells and sea level rise. The 3rd NC also described the current adaptation measures.

The assessment is based on projections of future climate from a Regional Hydro-Climate Model (Reg HCM), with horizontal resolution of 6 km for Peninsular Malaysia and 9 km for Sabah and Sarawak, where the climate was projected until 2100 using outputs from Global Climate Models (GCMs) based on the IPCC Fourth Assessment Report (AR4) SRES scenarios. Flood areal extent was based on projected river flows of 24 major rivers in Malaysia (11 in Peninsular Malaysia, 5 in Sabah and 8 in Sarawak) and detailed flood modelling of 15 flood prone basins in Peninsular Malaysia. The sea level rise projections were based on dynamic modelling.

The 3rd NC suggested several improvements plans for climate change projection and sectoral impact and vulnerability assessments. These include, among others:

- The establishment of comprehensive flood maps covering all flood prone basins in Malaysia;
- The development of seasonal projected dry spell maps that are suitable for vulnerability assessments at the sub-basin and local scales;
- Studies on the impact of climate change on dams for electricity generation and water supply;
- Develop high resolution coastal inundation maps based on coastal hydrodynamic simulation that incorporates sea level rise for 20-year time intervals up to 2100, and carry out detailed coastal erosion and sedimentation studies to plan comprehensive adaptation measures;
- Develop the required capacity in each key sector for V&A analysis; and
- Conduct detailed studies on the full chain of impacts of climate change for all sectors.

The technical analysis of Malaysia's 2nd BUR report through the international consultation and analysis (ICA) process noted improvements in the reporting of Malaysia's 2nd BUR compared with its first BUR. Information on institutional arrangements, GHG inventories, mitigation actions and their effects, and needs and support reported in the 2nd BUR demonstrated that Malaysia had taken into consideration the areas for enhancing transparency noted by the previous team of technical experts (TTE) in the summary report on the technical analysis for Malaysia's first BUR. The TTE also noted significant improvement in the information provided on Malaysia's MRV system. However, despite these improvements, there are several areas which have emerged as gaps which needs to be addressed for climate change reporting. These primarily relate to the lack of sector-specific emission inventories and long-term mitigation analysis, the lack of a robust and accurate GHG inventory, and coordination and capacities between the relevant stakeholders on long-term GHG emissions pathways, GHG reporting and MRV.

The ICA for the 2nd BUR has recommended several priority capacity-building actions as listed below:

- Develop expertise to establish country-specific emission factors for power plants and other emissions sources and sinks for key inventory categories, with a focus on those related to current and planned mitigation actions;
- Implement methodologies and tools for generating and compiling disaggregated data for estimating emissions from fuel use in the transport sector;
- Strengthen the institutional arrangements for the continuous improvement of the GHG inventory;
- Enhance the national capacity to estimate emissions from soils and use the Yasso model;
- Enhance the national capacity to develop country-specific parameters for the first-order decay method for the solid waste disposal subsector;
- Enhance the national capacity to collect activity data on fluorinated substitutes for ozone-depleting substances used in stationary air conditioning;
- Enhance the national capacity to quantify and report on the uncertainties associated with activity data, emission factors, and the GHG inventory, and to use the uncertainty module of the 2006 IPCC inventory software;
- Enhance the national capacity to use energy modelling tools such as TIMES;
- Enhance the national capacity to use modelling tools in the agriculture and the land use and forestry sectors;
- Enhance the national capacity to conduct a more detailed technology needs assessment in accordance with the country's focus on adaptation and mitigation;
- Enhance the national capacity to track and report international funds received and best practices from other countries; and
- Establish a national climate change centre in the long term, including defining its areas of responsibility, the resources required.

Malaysia has submitted its Third Biennial Update Report (3RD BUR) in December 2020. Resources planned for 3rd BUR preparation and submission under this project will be used to support the following priorities:

- Communication and dissemination of the 3RD BUR report and further engagement with stakeholders;
- Review and strengthening of the policy framework relating to climate change;
- Implementation of priority capacity-building actions, including developing expertise on country-specific emission factors and activity data for sectors with historical data gaps;
- Strengthening the institutional arrangements for UNFCCC reporting; and
- Development of a centralized archiving system for GHG inventory developed to allow for continuous collection and utilization of data, and information management system.

III. STRATEGY

The **goal** of the project is to assist the country in mainstreaming and integrating climate change considerations into national and sectoral development goals, by giving continuity to the institutional and technical strengthening process, initiated and sustained by previous National Communications and Biennial Update Reports on Climate Change.

The specific **objective** of the project is to assist Malaysia in the preparation and submission of its Fourth National Communication for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC), and the communication of and further engagement on the Third Biennial Update Report. The project's objective is also to ensure sustained capacities for the national climate change reporting process.

The project's Theory of Change is outlined in the diagram in **Figure 1** below. The project Outcomes are outlined according to the chapters required for NCs and BURs, and the Theory of Change is built upon the notion that the 4th NC and 3rd BUR reports will assist to ensure that climate change considerations are mainstreamed into national and sectoral development goals, by utilizing the findings in these reports to systematically strengthen the policy and institutional framework for the effective implementation of Malaysia's climate change strategies and actions. This will ensure a strengthened feedback loop from UNFCCC reporting to climate change implementation.

The project's outputs will in turn lead to the achievement of the project outcomes. The project's outputs and activities ensure that national technical and institutional capacities are strengthened, and information gaps and technical weaknesses are improved upon. The project's outputs and activities will assist Malaysia to establish structures and mechanisms that will ensure a more sustainable process for reporting, which will allow Malaysia to increase its transparency, reporting and verification. The project in its design responds to the recommendations and findings from the previous NCs and BURs as well as the ICA process for the BURs¹ to ensure that the reporting processes are further improved and strengthened for the 4th NC and 3rd BUR reports.

Some key assumptions are made in defining the project's Theory of Change: i) climate change remains a priority for the government, ii) the project will continue to build upon previous capacities and experiences gained, iii) there is clear direction from the government on the long-term institutional arrangements of UNFCCC reporting, iv) stakeholders are willing to provide data and information in a timely manner, v) the NCs and BURs are utilized as a decision-making tool for national planning.

The project contributes to the Sustainable Development Goals, focusing primarily on SDG 13: Climate Action, but also on SDG 11: Sustainable Cities and Communities, and SDG 7: Affordable and Clean Energy.

The project is also in line with the UNDP Malaysia Country Programme Action Plan 2016-2020 and in the 11th Malaysia Plan's Strategic Thrust 4 on Pursuing Green Growth for Resilience and Sustainability. It is also prepared in accordance with the GEF-7 Climate Change Focal Area, Objective 3: Foster Enabling Conditions for Mainstreaming Mitigation Concerns into Sustainable Development Strategies.

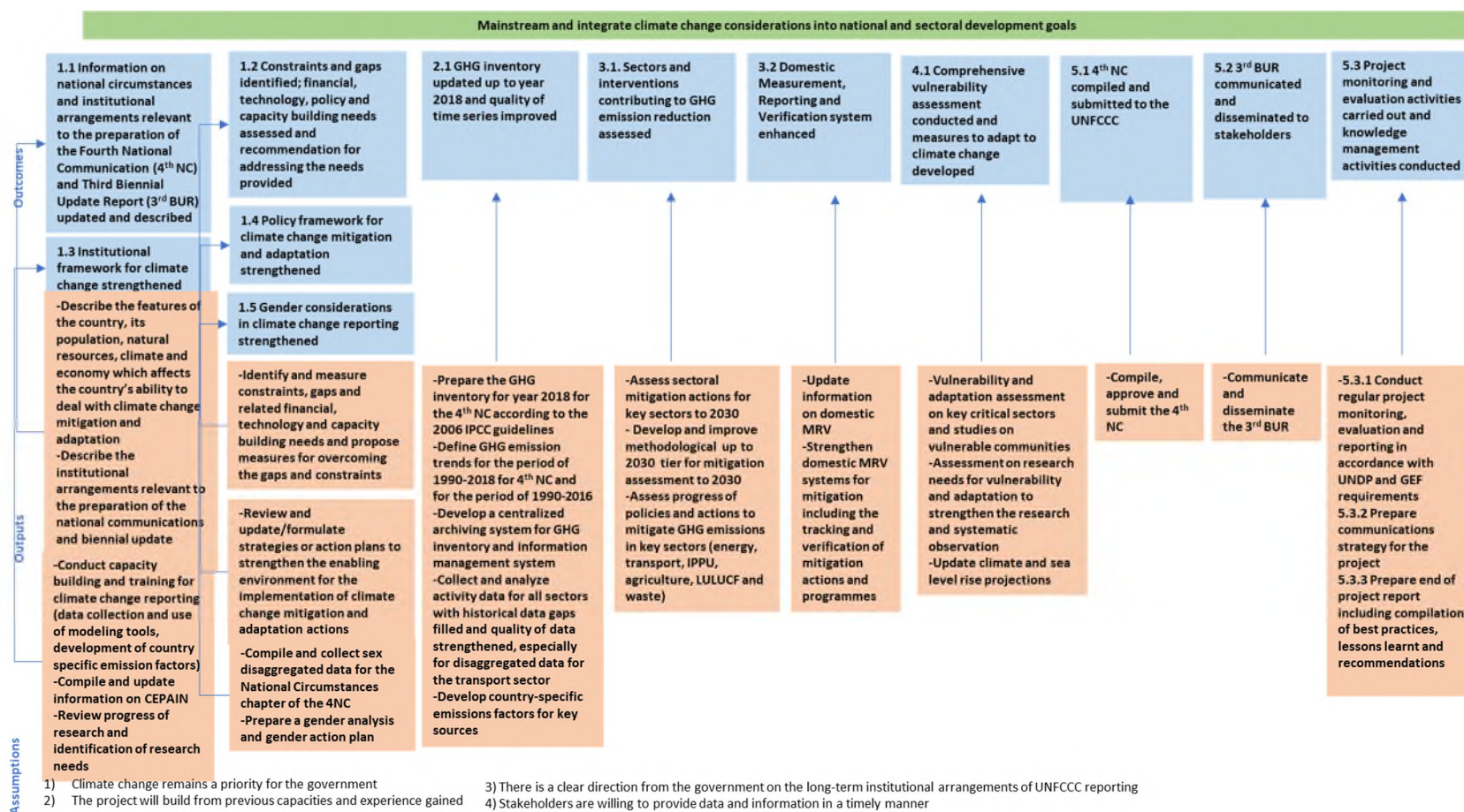
The 4th NC and 3rd BUR will provide an avenue to assess the progress of efforts to address climate change in Malaysia, while also assisting in national planning (including strengthening the evidence-base for strategies outlined in the

¹ The summary report by the Team of Technical Experts for the ICA process for Malaysia's First Biennial Update Report and Second Biennial Update Report are available at:

https://unfccc.int/files/national_reports/non-annex_i_parties/ica/technical_analysis_of_burs/application/pdf/malaysia1.pdf
https://unfccc.int/sites/default/files/resource/tasr2019_MYS.pdf

12th Malaysia Plan) and the development process for policy makers. The project's success will be measured through indicators as defined in Section V Project Results Framework.

Figure 1: Theory of Change Diagram for the 4th NC and 3rd BUR project



IV. RESULTS AND PARTNERSHIPS

The project main objective is to assist Malaysia in the preparation and submission of its Fourth National Communication for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC), and the communication and further engagement of the Third Biennial Update Report. The project's objective is also to ensure sustained capacities for the national climate change reporting process.

The project has the following **components, outcomes and activities**:

Component 1- National Circumstances, Institutional Arrangements, Constraints, Gaps and Other Info

Outcome 1.1 Information on national circumstances and institutional arrangements relevant to the preparation of the Fourth National Communication (4th NC) updated and described

The national circumstances and features of the country which affects the country's ability to deal with climate change mitigation and adaptation will be updated, taking into account all new studies, projects and research. In the elaboration of the national circumstances chapters, special attention will be given to the sectors that are high greenhouse gas contributors.

The country's national development objectives, priorities and circumstances will also be highlighted. The institutional arrangements relevant to the preparation of the national communication and the biennial update report on a continuous basis and the planning and implementation of climate change programmes will also be described and updated.

The key activities under this outcome are:

- A review of the institutional arrangements for BURs and NCs for strengthened reporting on a continuous basis;
- Review and update of the national circumstances and institutional arrangements; and
- Stocktaking of national development objectives, priorities, and circumstances.

Outcome 1.2 Constraints and gaps identified; financial, technology, policy and capacity building needs assessed and recommendations for addressing the needs provided

This outcome will compile and analyse the constraints, gaps and related financial, technology and capacity building needs; and propose measures for overcoming these gaps and constraints.

A preliminary technology needs assessment has been carried out previously, but gaps remain in the identification of technology needs. Therefore, the project will also support a detailed technology needs assessment to identify the country's technology priorities for the ongoing policies, programmes and projects, with reference to long-term vision documents and strategies for climate change mitigation and adaptation. The technology needs assessment will also provide additional information to map out the needs of Malaysia's NDC.

The key activities under this outcome are:

- Compilation and analysis of constraints, gaps, and related financial, technology and capacity building needs;

- Recommendations on measures for overcoming these gaps and constraints;
- Conduct a detailed technology needs assessment to identify and assess technology needs and priorities.

Outcome 1.3 Institutional framework for climate change strengthened

This component will conduct capacity building and training for climate change reporting, which will cover data collection and the application of modelling tools and the development of country specific emission factors and enhancement in the activity data of key categories.

Capacity building will be continuous to address the main challenges in priority reporting-related needs; transparency, accuracy, consistency, completeness, and comparability (TACCC) principles. Activities under the reporting process (such as information and data gathering, GHG inventory compilation cycle, improvement of Activity Data and specific capacities in inventory processes e.g. uncertainty analysis) need to be improved, monitored, sustained and institutionalised at the national level, thus, reducing reliance to second parties (consultants) and enhancing the country's ownership over the process of the preparation of the reports.

The key activities under this outcome are to:

- Conduct capacity building and training on:
 - (i) Data collection and application of modelling tools;
 - (ii) Development of country specific emission factors and enhancement in activity data of key categories;
 - (iii) GHG inventory uncertainty assessment; and
 - (iv) Reporting processes including information on financial resources, technology transfer, capacity building and technical support received from bilateral and multilateral donors for activities related to climate change.
- Compile and update information relating to capacity-building, education, public awareness, information and networking; and
- Review progress of research and identification of research needs on GHG inventory, mitigation, vulnerability and adaptation, climate modelling and systematic observations for the research and systematic observation chapter of the 4th NC.

Outcome 1.4 Policy framework for climate change mitigation and adaptation strengthened

The project will also provide support to strengthen the policy framework for climate change by reviewing and updating/ formulating strategies or action plans to strengthen the enabling environment for the implementation of mitigation and adaptation actions. This will include technical assistance to support the development of the Climate Change Mitigation Plan and Adaptation Plan and a systematic review of climate change strategies, including the National Climate Change Policy.

The project will also assist in the establishment of an information management system and database to govern interaction between the relevant stakeholders (coordination with sectoral focal points, national experts, GHG inventory compilers and data providers etc.) which can allow information and data to be coordinated constructively. Such plan involving streamlining the reporting processes and centralises the information management on climate change, if successfully executed, could increase the efficiency of coordination among the relevant ministries/agencies and states in reporting, as well as to assist in guiding policy-making decision processes regarding sectoral mitigation actions and adaptation measures across all national policies, programmes and action plans.

The key activities under this outcome are to:

- Provide technical assistance to the development of the Climate Change Mitigation Plan and Adaptation Plan;

- Conduct a systematic review and analysis of climate change strategies; and
- Establish a GHG database to disseminate information and data flows to guide policy-making decisions².

Outcome 1.5 Gender considerations in climate change reporting strengthened

Sex disaggregated data will be reported under the National Circumstances chapter of the 4th NC, where possible, with the objective to better understand how the social and economic differences between men and women affect the capability of mitigating and adapting to climate change.

During the inception phase of the project, a gender analysis will be conducted to better understand how men and women are differently affected by climate change, and a gender action plan will be prepared by a short-term expert.

The project will provide capacity building and training in relation to the NC and BUR's purpose and content, gender issues in environment and gender mainstreaming, and the role of gender in the NC/BUR processes.

The key activities under this outcome are to:

- Develop a plan to collect sex disaggregated data for the National Circumstances chapter of the 4th NC;
- Conduct a gender analysis and develop a gender action plan; and
- Conduct capacity building sessions and trainings on gender and gender mainstreaming in the context of the NC/BUR processes.

Component 2 - National Greenhouse Gas Inventory

Outcome 2.1 GHG inventory updated up to year 2018 and quality of time series improved

The GHG inventory for year 2018 will be prepared for the 4th NC according to the 2006 IPCC guidelines. The estimated date of submission for the 4th NC report is in September 2022. The GHG inventory will be prepared for the Energy, IPPU, Agriculture, LULUCF and Waste Sectors and will include time series data from 1990. The Good Practice Guidance and Uncertainty Management in National Greenhouse Gas Inventories will be applied.

This component will also collect, analyse and address activity data for sectors with historical data gaps and improve the disaggregation completeness of activity data according to the 2006 IPCC guidelines, focusing on for key categories and key sources.

Country specific emissions factor will be developed for key categories and key sources such as rice cultivation, livestock, waste, electricity grid and land transportation. The GHG inventory compilation process will seek to reduce the uncertainty range for the Agriculture, Forestry and Other Land Use (AFOLU) and waste sectors as well as the fugitive emissions from the oil and gas subsector.

A web-based platform, the Malaysia's GHG Inventory Management System containing a virtual room, database and information system tool dealing with the GHG inventory information system for GHG inventory processes and cycles (such as data collection, QA/QC processes, data management and analysis, and archiving system) will be developed to assist Malaysia to meet its reporting obligation requirements in a timely manner.

² This activity will be funded under funds from KASA but will be synergized with activities under Outcome 1.4.

The key activities under this outcome are to:

- Strengthen data collection and engagement and training for data providers;
- Develop the GHG inventory for year 2018 according to the 2006 IPCC guidelines;
- Develop the GHG time series from 1990-2018;
- Analyse and address activity data for sectors with historical data gaps;
- Improve the disaggregation and completeness of activity data for key categories and key sources;
- Develop country specific emission factors for key categories and key sources;
- Improve uncertainty assessment on GHG inventory according to 2006 IPCC guidelines;
- Develop a web-based platform for Malaysia's GHG inventory management system and database; and
- Review and validate the national GHG inventory.

Component 3 - Mitigation Actions and Domestic MRV

Outcome 3.1 Sectors and mitigation actions contributing to GHG emission reduction assessed

The mitigation actions and their effects for key sectors will be assessed with abatement measures proposed. Mitigation scenarios will be developed for greenhouse gas emissions by key sectors up to 2030, taking efforts to increase the accuracy of the modelling. An assessment of the progress of policies and actions to mitigate GHG emissions in the key sectors of Energy, Transport, IPPU, Agriculture, LULUCF and Waste will be carried out. A sectoral projection assessment for the development of the long-term emissions reduction strategy for mitigation actions will also be carried out.

The project will also enhance the collection and reporting of mitigation actions data from state level government or agencies, industries as well as NGOs, to complement the current mitigation actions under the BUR reporting which are primarily those set by federal level government ministries and agencies. Capacity building for mitigation assessment in cross-cutting sectors and for usage of modelling tools in the energy and AFOLU sectors will be carried out.

The key activities under this outcome are to:

- Conduct an assessment of mitigation actions and their effects for key sectors;
- Develop mitigation scenarios for greenhouse gas emissions by key sectors up to 2030;
- Assess the progress of policies and actions to mitigate GHG emissions in key sectors;
- Enhance collection and reporting of mitigation actions data from state level government agencies and other data providers; and
- Conduct capacity building for mitigation assessment in cross-cutting sectors and for usage of modelling tools in the energy and AFOLU sectors.

Outcome 3.2 Domestic Measurement, Reporting and Verification system enhanced

The domestic MRV systems for mitigation will be strengthened, focusing especially on the tracking and verification of mitigation actions and programmes, with a link back to the fulfilment of the NDC, and building upon the results and lessons from previous reports.

The MRV system for mitigation actions will be further developed to include MRV for policies and action plans.

The key activities under this outcome are to:

- Strengthen domestic MRV systems for mitigation to track and verify mitigation actions and programmes; and

- Enhance the capacity of data providers to ensure that data collection is adequately provided and enhance the quality assurance required in the domestic MRV system.

Component 4 - Vulnerability and Adaptation

Outcome 4.1 Comprehensive vulnerability assessment conducted and measures to adapt to climate change developed

The project will support a comprehensive vulnerability assessment and studies on key critical sectors as reported in the previous National Communication. The project will also look into suitable methodologies to conduct vulnerability and impact assessments on vulnerable communities, whilst identifying adaptation measures. In the previous NC, gaps and improvement plans were identified according to the three hazards i.e., flood, dry spells and sea level rise, integrated hazards and capacity building and awareness.

Detailed assessments on research needs for vulnerability and adaptation will be conducted and networking and partnerships will be facilitated. The project will also support strengthening of the research and systematic observation component including updating the climate change and sea level rise projections.

Capacity building will be carried out on vulnerability and impact assessment and analysis for key critical sectors including water and coastal resources, food and agriculture, critical infrastructure, and public health. The linkages between adaptation and gender will also be explored.

The key activities under this outcome are to:

- Develop V&A assessment tools for the three key climate change related hazards i.e., flood, dry spells, and sea level rise among others:
 - (i) Establish comprehensive flood maps covering all flood prone basins and river basins in Malaysia;
 - (ii) Develop seasonal projected dry spell maps that are suitable for vulnerability assessments at the sub-basin and local scales;
 - (iii) Develop high resolution coastal inundation maps based on coastal hydrodynamic simulation, and carry out detailed coastal erosion and sedimentation studies to plan comprehensive adaptation measures; and
 - (iv) Conduct extreme events projections and analysis.
- Develop the required capacity in each key sector for V&A analysis and highly impacted sectors;
- Conduct V&A assessment and research for key critical sectors including food security, health related impacts, dams for electricity generation and water supply; and
- Conduct research on integrated water resource management (IWRM) as an adaptation strategy.

Component 5 - Compilation of the 4th NC and 3RD BUR reports, Knowledge Management, Monitoring and Evaluation

Outcome 5.1 4th NC compiled and submitted to the UNFCCC by September 2022

Upon completion of all the planned activities and validation by relevant committees, the 4th NC report will be compiled in accordance with the relevant guidelines (Decision 17/CP.8), approved and submitted to the UNFCCC.

The key activities under this outcome are to:

- Compile 4th NC, finalise chapters and stakeholder consultation; and
- Submit the 4th NC report to UNFCCC secretariat.

Outcome 5.2 3RD BUR communicated and disseminated to stakeholders by June 2021

The finalised 3rd BUR report will be communicated and disseminated to stakeholders.

The key activities under this outcome are:

- Design and dissemination of the 3rd BUR; and
- Communicate the 3rd BUR findings to stakeholders.

Outcome 5.3 Project monitoring and evaluation activities carried out and knowledge management activities conducted

Regular monitoring and evaluation in line with UNDP-GEF requirements will be carried out as outlined in Section VII below. A communications strategy for the project will be developed to ensure effective communications of project activities and results to key stakeholders and members of the public. An end of project report that compiles the best practices, lessons learnt and recommendations under the project will be prepared.

The key activities under this outcome are:

- Conduct monitoring and evaluation activities in line with UNDP-GEF requirements
- Preparation of work plans, progress reports and financial reports;
- Develop a communications strategy for the project; and
- Prepare end of project report.

Partnerships

Project will identify synergies with other on-going projects and programmes to increase cost-effectiveness and enhance consistencies with various national development priorities and programmes undertaken at national and local levels. **Table 1** shows the synergies between the 4th NC and 3rd BUR project with other ongoing projects and partners.

Table 1: Synergies with Other Ongoing Projects and Partners

No.	Initiative	Focus Area	Synergies with 4th NC & 3rd BUR project
1	UNDP/GEF Green Technology Application for the development of Low Carbon Cities (GTALCC) project	Implementation of low-carbon policies, strategies, and solutions in Malaysian cities	The GTALCC project supports the development of city-level GHG inventories, whereas the 4 th NC and 3 rd BUR project supports the development of national-level GHG inventories. There are synergies in sharing data and consolidation and hosting of information
2	UNIDO/ GEF Energy Efficiency Low Carbon Transport project	Energy efficient & low carbon transportation	Data for projections for the transport sector can be reviewed by the 4 th NC and 3 rd BUR project
3	KASA Scoping Study on National Mitigation Plan and National Adaptation Plan	Scoping on climate change mitigation and adaptation	Will inform the mitigation action chapter and the V&A chapters

No.	Initiative	Focus Area	Synergies with 4 th NC & 3 rd BUR project
4	UNDP Climate Promise project	Support to update Malaysia's NDC-developing sectoral projections for mitigation and stocktaking of information on adaptation	The NC will improve upon the adaptation stocktaking conducted as part of the Climate Promise project. The NCs and BURs will also support the tracking of NDC achievements
5	UNICEF-UKM-UMS study on "Analysis of Impacts of Climate Change and Environmental Degradation on Children in Malaysia and Assessment of Child-Sensitivity of Current Adaptation and Mitigation Policies"	Impacts of climate change on children	Findings from the study can be reviewed for the V&A chapter of the 4 th NC
6	12 th Malaysia Plan	National development plan for Malaysia	The 4 th NC and 3 rd BUR will provide information to strengthen the evidence base of the 12 th Malaysia Plan in its formulation, implementation and review stages
7	12 th Malaysia Plan projects under KASA	NDC Roadmap, Long Term Low Emission Development Strategies, National Mitigation Plan	The 4 th NC will outline some of these elements in the report
8	National Adaptation Plan (NAP) under KASA	Medium to long term climate adaptation planning	The 4 th NC will outline adaptation information to design the implementation plans under the NAP
9	Private sector		Data provider and key stakeholder

Stakeholder engagement and south-south cooperation

The close involvement of partners and stakeholders is critical to the success of the project. Effective engagement of key stakeholders is envisaged during project preparation, implementation, monitoring and evaluation to enhance ownership of the NC and BUR processes and make these reports more responsive to national needs.

The project intends to strengthen stakeholder's participation to collectively participate in addressing climate change issues and challenges in Malaysia. The stakeholders of the project are expected to come from a wide range of backgrounds, including line ministries and agencies, NGOs, research institutions, private sector and international organizations.

Table 2 shows the expected key stakeholders for the project:

Table 2: Key Stakeholders for the 4th NC and 3rd BUR Project

Stakeholder	Role
Ministry of Environment and Water	Implementing agency and overall coordination Lead agency for GHG inventory; Mitigation; MRV; and capacity building, education, public awareness, information and networking (CEPAIN) Mitigation sector lead for Energy Vulnerability and Adaptation (V&A) sector lead for Energy Lead agency for Finance and Needs

Stakeholder	Role
	National Focal Point to the UNFCCC and GEF
Economic Planning Unit	Political Focal Point to GEF Facilitates the adoption of policies related to sustainable development, climate change, and natural resources
Ministry of Energy and Natural Resources	Lead for TWG (GHG Inventory) Lead for SWG (Mitigation: Power Sector) Lead for SWG (V&A: Power Sector)
Ministry of Transport	Lead for SWG (Mitigation: Transport)
Energy Commission	Lead for SWG (GHG Inventory: Energy)
Malaysian Meteorological Department	Lead for Research and Systematic Observation (RSO)
Department of Environment	GHG inventory sector lead for Waste
Forest Research Institute Malaysia	GHG inventory sector lead for LULUCF Mitigation sector lead for LULUCF
Institute of Energy Policy and Research, Universiti Tenaga Nasional	GHG inventory sector lead for IPPU
Malaysia Agriculture Research and Development Institute	GHG inventory sector lead for Agriculture Mitigation sector lead for Agriculture V&A sector lead for Agriculture
National Solid Waste Management Department	Mitigation sector lead for Waste
SIRIM Bhd	Mitigation sector lead for IPPU
National Hydraulic Research Institute of Malaysia	Lead agency for V&A
Department of Irrigation and Drainage Malaysia	V&A sector lead for Water and Coastal Resources
Forestry Department Peninsular Malaysia	V&A sector lead for Forestry and Biodiversity
Institute of Medical Research	V&A sector lead for Public Health
Public Works Department	V&A sector lead for Infrastructure
Ministry of Women, Family and Community Development	Gender focal point
Other government ministries or agencies	Data and input providers
UN agencies (UNICEF), NGOs and community groups representing indigenous communities, youth, women and the elderly	Data and input providers, stakeholders for information on capacity building, education, public awareness, information and networking (CEPAIN)

A preliminary Stakeholder Engagement plan will envisage the following meetings:

- An inception workshop to revisit and discuss the conceptual framework and design for each chapter; and to highlight any prevailing challenges to data acquisition and sharing, monitoring assessment and reporting;
- Validation workshops to discuss results and validate accuracy of the analyses;
- Individual meetings with sector representatives;
- Stakeholder consultations with NGOs and community leaders representing indigenous communities, youth, women, the elderly;
- Group discussions to solicit ideas, create synergies and opportunities for networking, knowledge sharing and joint actions;
- Technical Working Group and Sub Working Group meetings to discuss on issues relating to GHG inventory; mitigation; vulnerability & adaptation; finance and needs; and measurement, reporting and verification; and
- Final dissemination workshop to discuss findings, raise awareness and reinforce collaboration and networking.

In the development phase of the project, key government stakeholders have been involved in the project design consultations and other stakeholder groups including government and NGOs have been involved in presentations on the project scope and appraisal of the project.

The project will strive to ensure that stakeholder groups including youth, women and marginalized groups are adequately engaged during the project implementation, by ensuring that they are represented in the project decision-making committees and in project activities.

The stakeholder engagement plan will include measures to manage risks that the Covid-19 pandemic and the possible reinstatement of containment measures may pose on the mobility and engagement of both project staff and stakeholders. The project will employ videoconferencing equipment/tools for virtual meetings and workshops, revise its workplan, apply social distancing and provide personal protective equipment (PPE) to prevent exposure among project staff, stakeholders, and participants as and when necessary. Budget will be included for PPE accordingly, whereas the project will utilise the implementing partner's existing videoconferencing equipment.

The impact of Covid-19 on the project progress will be closely monitored and adaptive management will be used to minimize, and address impacts it may have on the availability of technical expertise, capacity, and changes in timelines. Project will focus on strengthening capacity and experience for remote work and online interactions as well as limited remote data and information access

The project will explore possibilities for South-South Cooperation within the framework of sectoral and intergovernmental networks in which Malaysia participates, both related to adaptation and mitigation, and to the elaboration of National Inventories of GHG.

Under the guidance and exchanges facilitated via the Global Support Program for NC and BURs, Malaysia will participate on the South-South learning and capacity-building via webinars, regional workshops and networks on NC and BUR specific topics

Risks and Assumptions

In accordance with the SES exemption criteria this project is exempt from preparation of the SESP. The project's key risks are summarized below, with a detailed description of the risks in the risk register in Annex 5.

No	Risk	Level of Risk
1	Key government staff are trained in aspects of UNFCCC reporting but are transferred out of the relevant ministries and agencies for other assignments.	Moderate
2	Data collection is inadequate and certain information is unavailable	Low
3	Lack of buy-in to ensure that data and recommendations from the 4 th NC and 3 rd BUR reports are translated into positive policy and institutional changes.	Low
4	COVID-19 movement restriction limits progress on stakeholder involvement during project's inception phase	Moderate
5	Changes in the political landscape (government change)	Moderate

Gender Equality and Empowering Women

Activities under the previous NC and BUR projects have been carried out in a gender inclusive manner at project workshops, technical working groups and sub working groups and secretariat formation. However, gaps remain in obtaining sex disaggregated data and fostering a stronger integration of gender elements into the NCs and BURs.

The update of the national circumstances in the 4th NC and 3rd BUR will disaggregate relevant data by sex where possible, with the objective to better understand how the social and economic differences between men and women affects the capability of dealing with mitigating and adapting to climate change.

The project will encourage the active participation of women and men in decision-making processes. Gender balance will be considered in project management structures and capacity building actions (trainings, workshops).

The guidance on gender integration through the NCs and BURs developed by the Global Support Programme (GSP) through UNDP and in collaboration with UNEP and GEF will be applied. In addition, in line with the GEF SEC's Policy on Gender Equality³ and Guidance to Advance Gender Equality in GEF Projects and Programs⁴, the project will prepare and finalize a Gender Analysis and Gender Action Plan⁵ during its inception phase with the help of a short-term expert.

An initial stocktaking and gender analysis across all areas – and inclusion of stakeholders who understand gender issues in relation to their sectors – will be conducted to assess and understand where deeper analysis and action is required. The areas where data and information on gender and climate change is not available will be identified with priorities and steps to fill gaps.

The gender analysis will follow the structure of five priority areas of UNFCCC Gender Action Plan:

- Capacity building, knowledge sharing and communications;
- Gender balance, participation and women's leadership;
- Coherence;
- Gender responsive implementation and means of implementation; and
- Monitoring and reporting.

The project will provide capacity building and training in relation to the 4th NC and 3rd BUR's purpose and content, gender issues in environment and gender mainstreaming, and the role of gender in the NC/BUR processes.

Innovativeness, Sustainability and Potential for Scaling Up

The project will improve the quality of NC and BUR reporting and will facilitate the strengthening of institutional and technical capacities. The project will also further strengthen the development of procedures for data collection, compilation, and MRV especially in relation with the GHG inventory, which will ensure long-term sustainability.

As the NC and BUR reports have so far been developed with the assistance of short-term consultants and experts, the project will also explore further institutionalization of capacities within the relevant government entities to foster long-term institutional memory and sustainability.

Furthermore, NCs, BURs and ICA form part of the experience drawn upon and contribute to continuous building of capacity and expertise in advance of the Enhanced Transparency Framework (ETF). The current MRV framework provides timeframes for improvements of capacity constraints and prepare roadmap to becoming ETF ready. It is an opportunity to learn by doing, analyse gaps and needs, and to build the necessary institutions and processes.

³ http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.53.04_Gender_Policy.pdf

⁴ http://www.thegef.org/sites/default/files/council-meeting-documents/EN_GEF.C.54.Inf_05_Guidance_Gender_0.pdf

⁵ Guide to Conducting a Participatory Gender Analysis and Developing a Gender Action Plan for projects supported by UNDP with GEF financing: <https://intranet.undp.org/unit/bpps/sdev/gef/layouts/15/WopiFrame.aspx?sourcedoc=/unit/bpps/sdev/gef/Gender%20Library/UNDP%20GEF%20Guidance.%20How%20to%20conduct%20gender%20analysis%20and%20gender%20action%20plan.pdf&action=default>

The project will encourage a process of exchanges of knowledge, skills, resources, and technical know-how among developing countries, which will be shared via the Facilitative Sharing of Views (FSV) under BUR's International Consultation and Analysis (ICA) process. The FSV will act as a platform for sharing of Malaysia's knowledge, experience, lessons learnt and best practices relating to the BUR reporting, to enable other countries to reflect on gaps and improve their BUR preparation processes and report in the next cycle with fewer challenges.

V. PROJECT RESULTS FRAMEWORK

This project will contribute to the following Sustainable Development Goal (s): SDG 13: Climate Action, SDG 11: Sustainable Cities and Communities, 7: Affordable and Clean Energy
This project will contribute to the following country outcome (UNDAF/CPD, RPD, GPD): Priority 2: Sustainable and Resilient Development. Priority 2a: Enhancing National Resilience to Climate Variability and Change and Priority 2b: Valuing Natural Capital, Reducing Environmental Impacts and Improving Access to Quality Ecosystem Services for Low-income Households.
The project will contribute to the following UNDP Strategic Plan 2017-2021 Outcome Indicator: Outcome Indicator 2.7: Number of countries that have communicated the establishment or operationalization of an integrated policy/strategy/plan which increases their ability to adapt to the adverse impacts of climate change, and foster climate resilience and low greenhouse gas emissions development in a manner that does not threaten food production

	Objective and Outcome Indicators (no more than a total of 20 indicators)	Baseline	Mid-term Target	End of Project Target
Project Objective: To assist Malaysia in the preparation and submission of its Fourth National Communication under the United Nations Framework Convention on Climate Change (UNFCCC) and the communication and engagement of the Third Biennial Update Report.	<u>Mandatory Indicator 1:</u> Direct project beneficiaries in institutions responsible for climate change policy and implementation that are familiar with UNFCCC reporting disaggregated by gender (individual people)	10 direct project beneficiaries in institutions responsible for climate change policy and implementation that are familiar with climate change reporting, with most of the work outsourced to short-term consultants	20 direct project beneficiaries in institutions responsible for climate change policy and implementation that are familiar with UNFCCC reporting	30 direct project beneficiaries in institutions responsible for climate change policy and implementation that are familiar with UNFCCC reporting
	<u>Mandatory GEF Core Indicators:</u> Indicator 2: Existence of data-informed development and investment plans that incorporate integrated solutions to reduce disaster risks and enable climate change adaptation and mitigation	Development and investment plans have weak linkages to climate related data	Development and investment plans have moderate linkages to climate related data	Development and investment plans have strong linkages to climate related data
Project Component 1	National Circumstances, Institutional Arrangements, Constraints, Gaps and Other Info			
Project Outcome 1.1: Information on national circumstances and institutional arrangements relevant to the preparation of the Fourth National Communication (4th NC) updated and described	Indicator 3: Status of the information on national circumstances and institutional arrangements relevant to the preparation of the 4 th NC report	Information on national circumstances and institutional arrangements are as described in the 3 rd NC and 2 nd BUR reports	Information on national circumstances and institutional arrangements relevant to the preparation of the 4 th NC report is only partially available	Updated information on national circumstances and institutional arrangements relevant to the preparation of the 4 th NC report
Project Outcome 1.2: Constraints and gaps identified; financial, technology, policy	Indicator 4: Status of the constraints and gaps; financial, technology, policy and capacity building needs and recommendations	Information on the constraints and gaps; financial, technology,	Information on constraints and gaps; financial, technology, policy and capacity building	Updated information on constraints and gaps; financial, technology, policy and capacity building needs

	Objective and Outcome Indicators (no more than a total of 20 indicators)	Baseline	Mid-term Target	End of Project Target
and capacity building needs assessed and recommendation for addressing the needs provided		policy and capacity building needs and recommendations are as described in the 3 rd NC and 2 nd BUR reports	needs collected and analysed, and recommendations proposed is partially updated	collected and analysed, and recommendations proposed
Project Outcome 1.3: Institutional framework for climate change strengthened	Indicator 5: Status of the institutional framework for climate change	Weak institutional capacities on UNFCCC reporting	Strengthened institutional capacities on UNFCCC reporting	Strong institutional capacities on UNFCCC reporting
Project Outcome 1.4: Policy framework for climate change mitigation and adaptation strengthened	Indicator 6: Existence of policy reviews and assessments for climate change mitigation and adaptation	No policy reviews and assessments conducted for climate change mitigation and adaptation	Policy reviews and assessments are partially conducted for climate change mitigation and adaptation	Policy reviews and assessments conducted for climate change mitigation and adaptation.
Project Outcome 1.5: Gender considerations strengthened in climate change reporting	Indicator 7: Sex disaggregated data in the National Circumstances chapter and gender analysis and action plan	Sex disaggregated data has not been featured in the past National Circumstances chapter. No gender analysis and action plan has been carried out for previous NCs and BUR projects.	Sex disaggregated data is being compiled for inclusion in the National Circumstances chapter for the 4 th National Communication. A gender analysis and action plan are available.	Sex disaggregated data is featured in the National Circumstances chapter for the 4 th National Communication. A gender analysis and action plan has been carried out for the project.
Outputs to achieve Outcome 1	<p>1.1.1 Describe the features of the country, its population, natural resources, climate and economy which affects the country's ability to deal with climate change mitigation and adaptation</p> <p>1.1.2 Describe the institutional arrangements relevant to the preparation of the national communications and biennial update reports</p> <p>1.2.1 Identify and measure constraints, gaps and related financial, technology and capacity building needs and propose measures for overcoming the gaps and constraints</p> <p>1.3.1 Conduct capacity building and training for climate change reporting (data collection and use of modelling tools, development of country specific emission factors)</p> <p>1.3.2 Compile and update information relating to capacity-building, education, public awareness, information and networking</p> <p>1.3.3 Review progress of research and identification of research needs for the research and systematic observation chapter of the 4th NC</p> <p>1.4.1 Review and update/formulate strategies or action plans to strengthen the enabling environment for the implementation of climate change mitigation and adaptation actions</p> <p>1.5.1 Compile and collect sex disaggregated data for the National Circumstances chapter of the 4th NC</p> <p>1.5.2 Prepare a gender analysis and gender action plan</p>			

	Objective and Outcome Indicators (no more than a total of 20 indicators)	Baseline	Mid-term Target	End of Project Target
Project Component 2	National Greenhouse Gas Inventory			
Project Outcome 2.1 GHG inventory updated up to year 2018 and quality of time series improved	Indicator 8: Status of the national inventory of anthropogenic emissions by sources and removals by sinks of all GHG	National inventory of anthropogenic emission by sources and removals by sinks of all GHG update prepared for year 2014 for 3 rd NC and 2 nd BUR	National inventory of anthropogenic emissions by sources and removals by sinks prepared for year 2016 with 2018 inventory being prepared using 2006 IPCC guidelines:	National inventory of anthropogenic emissions by sources and removals by sinks prepared for year 2018 for 4 th NC using 2006 IPCC guidelines: <ul style="list-style-type: none"> • Time series data from 1990 • Centralized archiving system for GHG inventory developed to allow for continuous collection and utilization of data, and information management system. • Collection and analysis of activity data for sectors with historical data gaps, including the improving the disaggregation completeness of activity data according to 2006 IPCC guidelines with a focus on the transportation sector • Development of country specific emissions factor for key categories and key sources such as rice cultivation, livestock, waste, electricity grid and land transportation • Efforts to reduce the uncertainty range for all key sectors according to 2006 IPCC guidelines
Outputs to achieve Outcome 2	2.1.1 Prepare the GHG inventory for year 2018 for the 4 th NC according to the 2006 IPCC guidelines for the following sectors: Energy, IPPU, Agriculture, LULUCF and Waste 2.1.2 Define GHG emission trends for the period of 1990-2018 for 4 th NC 2.1.3 Develop a centralized archiving system for GHG inventory and information management system 2.1.4 Collect and analyse activity data for all sectors with historical data gaps filled and quality of data strengthened, especially for disaggregated data for the transport sector 2.1.5 Develop country-specific emissions factors for key sources			

	Objective and Outcome Indicators (no more than a total of 20 indicators)	Baseline	Mid-term Target	End of Project Target
Project Component 3	Mitigation Actions and Domestic MRV			
Project Outcome 3.1: Sectors and mitigation actions contributing to GHG emission reduction assessed	Indicator 9: Mitigation assessment and mitigation scenarios assessed	Mitigation assessment and mitigation scenarios is as described in the 3 rd NC report	Mitigation assessment for key sectors is in the process of being assessed with methodological improvement from the previous assessment reported in 3 rd NC.	Mitigation assessment for key sectors assessed with scenario analysis to 2030, taking efforts on the methodological improvements according to the Consultative Group of Expert (CGE, UNFCCC)
Project Outcome 3.2 Domestic Measurement, Reporting and Verification system enhanced	Indicator 10: Status of the domestic measurement, reporting and verification (MRV) system	The domestic MRV system as described in the 2 nd BUR report shows weak tracking of mitigation actions	A domestic MRV system for mitigation is being developed.	A strengthened domestic MRV system for mitigation: <ul style="list-style-type: none"> • Strengthened tracking and verification of mitigation actions and programmes. • Enhanced capacity of data providers to ensure that data collection is adequately provided and enhance the quality assurance required in the domestic MRV system.
Outputs to achieve Outcome 3	3.1.1 Assess sectoral mitigation actions for key sectors to 2030 3.1.2 Develop and improve methodological tier for mitigation assessment to 2030 3.1.3. Assess progress of policies and actions to mitigate GHG emissions in key sectors (energy, transport, IPPU, agriculture, LULUCF and waste) 3.2.1 Update information on domestic MRV 3.2.2 Strengthen domestic MRV systems for mitigation including the tracking and verification of mitigation actions and programmes.			
Project Component 4	Vulnerability and Adaptation			
Project Outcome 4.1: Comprehensive vulnerability assessment conducted and measures to adapt to climate change identified	Indicator 11: Status of vulnerability assessment for climate change	Vulnerability assessment is as per the 3 rd NC report	Enhanced V&A is being carried out for the 4 th NC report.	V&A is completed for key critical sectors with measures to adapt to climate change and improvement plans proposed
Outputs to achieve Outcome 4	4.1.1 Vulnerability and adaptation assessment on key critical sectors and studies on vulnerable communities 4.1.2 Assessment on research needs for vulnerability and adaptation including to strengthen the research and systematic observation component 4.1.3 Update climate and sea level rise projections			

	Objective and Outcome Indicators (no more than a total of 20 indicators)	Baseline	Mid-term Target	End of Project Target
Project Component 5	Compilation of the 4th NC and 3rd BUR reports, Knowledge Management, Monitoring and Evaluation			
Project Outcome 5.1: 4th NC compiled and submitted to the UNFCCC	Indicator 12: Status of submission of the 4 th NC report to the UNFCCC	3 rd NC report has been submitted to the UNFCCC	Work to prepare and compile the 4 th NC report is underway for submission to the UNFCCC by September 2022.	Finalization, approval and submission of the 4 th NC report to the UNFCCC by September 2022.
Project Outcome 5.2: 3rd BUR communicated and disseminated to stakeholders by June 2021	Indicator 13: Status of communication and dissemination of the 3 rd BUR report to stakeholders	3 rd BUR report has been submitted to the UNFCCC	3 rd BUR report has been successfully communicated and disseminated to stakeholders.	3 rd BUR report has been successfully communicated and disseminated to stakeholders.
Project Outcome 5.3: Project monitoring and evaluation activities carried out and knowledge management activities conducted	Indicator 14: Monitoring and evaluation and knowledge management	Weak capacities in monitoring and evaluating the project, as well as translating the knowledge from the project into knowledge products	Regular and strengthened monitoring and evaluation in line with UNDP-GEF requirements, strengthened knowledge management	Regular and strengthened monitoring and evaluation in line with UNDP-GEF requirements, strengthened knowledge management
Outputs to achieve Outcome 5	5.1.1 Compile, approve and submit the 4 th NC 5.2.1 Communicate and disseminate the 3 rd BUR 5.3.1 Conduct regular project monitoring, evaluation and reporting in accordance with UNDP and GEF requirements 5.3.2 Prepare communications strategy for the project 5.3.3 Prepare end of project report including compilation of best practices, lessons learnt and recommendations			

VI. MONITORING AND EVALUATION (M&E) PLAN

The project results, corresponding indicators and end-of-project targets in the project results framework will be monitored annually and evaluated periodically during project implementation. If baseline data for some of the results indicators is not yet available, it will be collected during the first year of project implementation. The Monitoring Plan included in Annex 3 details the roles, responsibilities, and frequency of monitoring project results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the [UNDP POPP](#) and [UNDP Evaluation Policy](#). The UNDP Country Office is responsible for ensuring full compliance with all UNDP project monitoring, quality assurance, risk management, and evaluation requirements.

Additional mandatory GEF-specific M&E requirements will be undertaken in accordance with the [GEF Monitoring Policy](#) and the [GEF Evaluation Policy](#) and other [relevant GEF policies](#)⁶. The costed M&E plan included below, and the Monitoring plan in Annex 3, will guide the GEF-specific M&E activities to be undertaken by this project.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Report.

Additional GEF monitoring and reporting requirements:

Inception Workshop and Report:

A project inception workshop will be held within 60 days of project DoA signature date, with the aim to:

- a. Familiarize key stakeholders with the detailed project strategy and discuss any changes that may have taken place in the overall context since the project idea was initially conceptualized that may influence its strategy and implementation.
- b. Discuss the roles and responsibilities of the project team, including reporting lines, stakeholder engagement strategies and conflict resolution mechanisms.
- c. Review the results framework and monitoring plan.
- d. Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP and other stakeholders in project-level M&E.
- e. Update and review responsibilities for monitoring project strategies, including the risk log; SESP report and other safeguard requirements; project grievance mechanisms; gender strategy; knowledge management strategy, and other relevant management strategies.
- f. Review financial reporting procedures and budget monitoring and other mandatory requirements and agree on the arrangements for the mandatory audit.
- g. Plan and schedule Project Steering Committee meetings and finalize the first-year annual work plan.
- h. Formally launch the Project.

The Project Manager will prepare the inception report no later than one month after the inception workshop. The inception report will be prepared in one of the official UN languages, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Steering Committee.

Progress reports:

Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out once a year, in line with GEF and UNFCCC reporting requirements for NCs and BURs. The project will also

⁶ See https://www.thegef.org/gef/policies_guidelines

prepare Mid-Year Progress Reports and Annual Progress Reports as a requirement under UNDP's Country Programme, for submission to the Economic Planning Unit.

Final/End of Project report:

During the last three months, the project team will prepare the Project Terminal Report (Annex 14). This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results. The Project Terminal Report shall be discussed with the Project Steering Committee during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

Agreement on intellectual property rights and use of logo on the project's deliverables and disclosure of information:

To accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy⁷ and the GEF policy on public involvement⁸.

Monitoring and Evaluation Plan and Budget:		
<i>This M&E plan and budget provides a breakdown of costs for M&E activities to be led by the Project Management Group during project implementation. For ease of reporting M&E costs, please include all costs reported in the M&E plan under the one technical component. The oversight and participation of the UNDP Country Office/Regional technical advisors/HQ Units are not included as these are covered by the GEF Fee.</i>		
GEF M&E requirements	Indicative costs (US\$)	Time frame
Inception Workshop	3,000	Within 60 days of DoA signature date
Inception Report	None	Within 90 days of DoA signature date
M&E of indicators in project results framework	None	Annually and at mid-point and closure
NIM Audit as per UNDP audit policies	USD 5,000 per audit ⁹	Once per project lifetime
Supervision missions	None	Annually
Project Terminal Report (End of project report)	None	At least three months before the end of the project
TOTAL indicative COST	8,000	

⁷ See http://www.undp.org/content/undp/en/home/operations/transparency/information_disclosurepolicy/

⁸ See https://www.thegef.org/gef/policies_guidelines

⁹ Audit can be budgeted under M&E budget for NC and BUR projects, following GEF policy guidelines for financing of NC and BUR in non Annex 1 countries

[GEF guidelines for the financing of BURs](#)

[GEF operational procedures for financing of NCs](#)

VII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Roles and responsibilities of the project's governance mechanism:

Implementing Partner: The Implementing Partner for this project is the Ministry of Environment and Water.

The Implementing Partner is the entity to which the UNDP Administrator has entrusted the implementation of UNDP assistance specified in this signed project document along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, as set forth in this document.

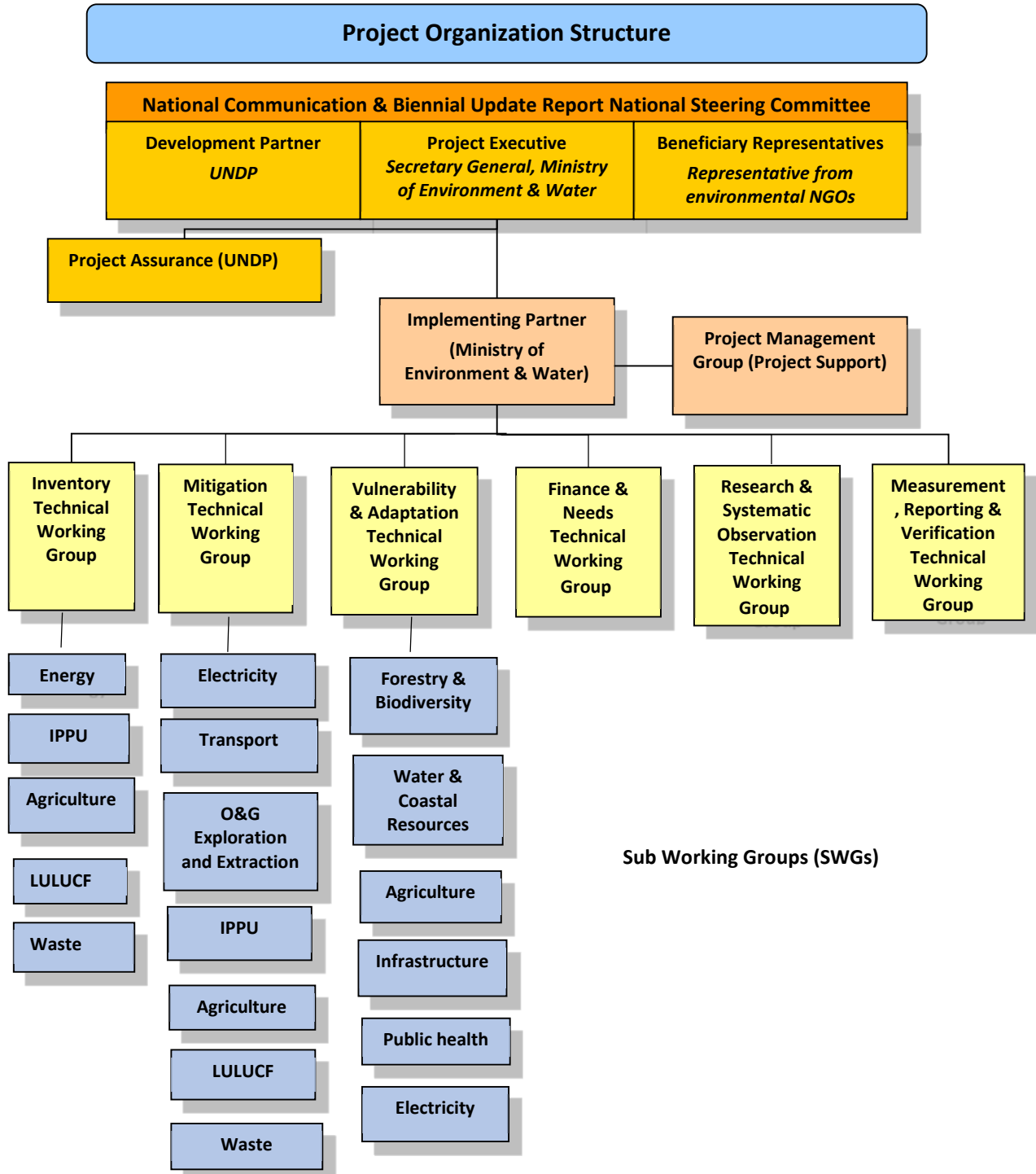
The Implementing Partner is responsible for executing this project. Specific tasks include:

- Project planning, coordination, management, monitoring, evaluation, and reporting. This includes providing all required information and data necessary for timely, comprehensive, and evidence-based project reporting, including results and financial data, as necessary. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes and is aligned with national systems so that the data used and generated by the project supports national systems.
- Risk management as outlined in this Project Document;
- Procurement of goods and services, including human resources;
- Financial management, including overseeing financial expenditures against project budgets;
- Approving and signing the multiyear workplan;
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

Project stakeholders and target groups: The project's main stakeholder and target group is government ministries and agencies that are involved in the preparation of the 4th NC and 3rd BUR reports. They are represented in the project's sub-working groups, technical working groups, and at the Project Steering Committee and can support the project's technical direction and decision-making processes. The project also involves stakeholders consisting of the private sector and NGOs as part of the project's data gathering and capacity building activities. NGOs are also included in the Project Steering Committee.

UNDP: UNDP is accountable to the GEF for the implementation of this project. This includes oversight of project execution to ensure that the project is being carried out in accordance with agreed standards and provisions. UNDP is responsible for delivering GEF project cycle management services comprising project approval and start-up, project supervision and oversight, and project completion and evaluation. UNDP is also responsible for the Project Assurance role of the Project Steering Committee.

Project organisation structure:



Project Steering Committee

The National Communication and Biennial Update Report National Steering Committee (NSC) is the project steering committee responsible for taking corrective action as needed to ensure the project achieves the desired results. In order to ensure UNDP's ultimate accountability, NSC decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition.

In case consensus cannot be reached within the NSC, the UNDP Resident Representative (or their designate) will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed.

The NSC will comprise of representatives from KASA, EPU, UNDP Malaysia, and other relevant stakeholders as detailed in the TOR. The Chairperson of the NSC is the Secretary General of KASA or his/her representative the Deputy Secretary General of KASA, while the secretariat to the NSC is Climate Change Division of KASA, which is also the national focal point for climate change to the UNFCCC. The NSC will review its membership from time to time.

Specific responsibilities of the Project Steering Committee include:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the project manager;
- Provide guidance on new project risks, and agree on possible mitigation and management actions to address specific risks;
- Agree on project manager's tolerances as required, within the parameters set by UNDP-GEF, and provide direction and advice for exceptional situations when the project manager's tolerances are exceeded;
- Advise on major and minor amendments to the project within the parameters set by UNDP-GEF;
- Ensure coordination between various donor and government-funded projects and programmes;
- Ensure coordination with various government agencies and their participation in project activities;
- Track and monitor co-financing for this project;
- Review the project progress, assess performance, and appraise the Annual Work Plan for the following year;
- Appraise the annual reporting in NC/BUR survey, including the quality assessment rating report;
- Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
- Review combined delivery reports prior to certification by the implementing partner;
- Provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Address project-level grievances;
- Approve the project Inception Report and End of project Report corresponding lessons learned;
- Review the final project report package during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up;
- Ensure highest levels of transparency and take all measures to avoid any real or perceived conflicts of interest.

The composition of the NSC must include the following roles:

- a. **Project Executive:** Is an individual who represents ownership of the project and chairs the NSC. The Executive is normally the national counterpart for nationally implemented projects. The Project Executive is the Secretary General of the Ministry of Environment and Water or his/ her representative the Deputy Secretary General of the Ministry of Environment and water.
- b. **Beneficiary Representative(s):** Individuals or groups representing the interests of those who will ultimately benefit from the project. Their primary function within the NSC is to ensure the realization of project results from the perspective of project beneficiaries. Often civil society representative(s) can fulfil this role. The Beneficiary representatives are representatives from environmental NGOs.

- c. Development Partner(s): Individuals or groups representing the interests of the parties concerned that provide funding and/or technical expertise to the project. The Development Partner(s) is the UNDP Resident Representative.
- d. Project Assurance: UNDP performs the quality assurance and supports the NSC and Project Management Group by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed, and conflict of interest issues are monitored and addressed. The NSC cannot delegate any of its quality assurance responsibilities to the Project Manager. UNDP provides a three – tier oversight services involving the UNDP Country Offices and UNDP at regional and headquarters levels. Project assurance is totally independent of project execution.

National Project Director (NPD)

The National Project Director is a government appointee with sufficient hierarchy to guide the whole project structure, approve activities as laid out in the project document and approve payments as per the Annual Work plan. The person is also responsible for coordinating project activities among various parties for the project. Among these responsibilities are ensuring that the project document and project revisions requiring Government's approval are verified and processed through the Government coordinating authority in accordance with established procedures and providing direction and guidance on project related issues. The NPD is the Undersecretary of the Climate Change Division in the Ministry of Environment and Water.

National Project Manager (NPM)

The NPM is responsible in running the day-to-day coordination of the project together with guidance from an authorized officer of the implementing agency. The person ensures that the project produces the results specified in the project document to the required standard of quality and within the specified constraints of time and cost. The NPM will be recruited and will report administratively and programmatically to both the NPD and UNDP. The person will assist in preparing progress reports in timely and required manner, and provide the information needed for disbursement of funds.

Technical Working Groups (TWG)

Six (6) technical working groups will be established to look into various technical matters relating to the project output and will be chaired by the respective agencies head. Each technical working group will consist of a multi-stakeholder committee led by a chairperson. The technical working groups shall meet at least 3 times a year to review the progress of work and to address challenges and gaps.

The GHG Inventory Technical working group will look into the process of data collection and analysis of the GHG data inventory, at aggregate and disaggregate level, to be mainstreamed and utilized in the national planning process. Members of the GHG technical working group will include relevant ministries and agencies which are directly related to the production and submission of GHG data at the national and sub-national levels such as the Ministry of Environment and Water (KASA), Ministry of Energy and Natural Resources (KeTSA), Ministry of Housing and Local Government (KPKT), Ministry of Agriculture and Food Industries (MAFI), Ministry of Plantation Industries and Commodities (MPIC), Energy Commission (EC), Department of Environment (DOE), Forest Research Institute Malaysia (FRIM), Malaysian Agriculture Research and Development Institute (MARDI), Department of Statistics Malaysia (DOSM), Malaysian Green Technology and Climate Change Centre (MGTC), National Solid Waste Management Department (JPSPN), Universiti Tenaga Nasional (UNITEN) and other experts.

The Mitigation Technical working group will propose new mitigation measures and report ongoing actions for the purpose of data centralization. Members of the Technical working group will include relevant ministries and agencies which are directly related to sectors in GHG emissions and sinks such as the Economic Planning Unit (EPU), Ministry of Environment and Water (KASA), Ministry of Energy and Natural Resources (KeTSA), Ministry of Housing and Local Government (KPKT), Ministry of Agriculture and Food Industries (MAFI), Department of Statistics Malaysia (DOSM), Ministry of Transport (MOT), Ministry of Plantation Industries and Commodities (MPIC), Ministry of International

Trade and Industries (MITI), Ministry of Science, Technology and Innovation (MOSTI), Ministry of Domestic Trade and Consumer Affairs (KPDN), Sustainable Energy Development Authority (SEDA), Malaysian Green Technology and Climate Change Centre (MGTC), Malaysian Agriculture Research and Development Institute (MARDI), Forest Research Institute Malaysia (FRIM), Malaysian Palm Oil Board (MPOB), National Solid Waste Department (JPSPN), Land Public Transport Agency (APAD), Energy Commission (EC), Tenaga Nasional Berhad (TNB), Petronas and universities.

The MRV Technical working group will enhance reporting in national communications and biennial update reports through verification of GHG Inventories, mitigation actions and their effects and support received. The Technical working group will ensure that the UNFCCC decisions and guidelines for domestic MRV Frameworks are followed in the preparation of national communications and biennial update reports. Members of the Technical working group will include Ministries and Agencies such as the Economic Planning Unit (EPU), Ministry of Environment and Water (KASA), Ministry of Energy and Natural Resources (KeTSA), Ministry of Transport (MOT), Ministry of Plantation Industries and Commodities (MPIC), Ministry of International Trade and Industries (MITI), SIRIM Berhad, Department of Standards Malaysia, TNB Research Sdn Bhd (TNBR), Malaysian Timber Certification Council (MTCC), Forest Research Institute Malaysia (FRIM), Energy Development Authority (SEDA), Malaysian Agriculture Research and Development Institute (MARDI), Malaysian Palm Oil Board (MPOB), National Solid Waste Department (JPSPN), Department of Environment (DOE), Land Public Transport Agency (APAD) and experts.

The Finance and Needs Technical working group will identify the financial, technical, technology and capacity building needs. The Technical working group will also track and compile all bilateral and multi-lateral support received for climate change activities. The Technical working group will comprise of representatives from Ministries such as the Economic Planning Unit (EPU), Ministry of Finance (MOF), Ministry of Environment and Water (KASA), Ministry of Energy and Natural Resources (KeTSA), Ministry of Housing and Local Government (KPKT), Ministry of Transport (MOT), Ministry of Plantation Industries and Commodities (MPIC), Ministry of International Trade and Industries (MITI), Ministry of Agriculture and Food Industries (MAFI) and United Nations Development Programme (UNDP) Malaysia.

Support Staff

Support staff for project will be provided by KASA on as need basis. This will include secretariat services, copying, writing, and finalizing (for approval by the NPD or higher authority) of minutes for TWG and SC and other administrative support needed in the government machineries.

Project extensions

The UNDP Resident Representative and the UNDP-GEF Executive Coordinator must approve all project extension requests. Note that all extensions incur costs and the GEF project budget cannot be increased. A single extension may be granted on an exceptional basis and only if the following conditions are met: one extension only for a project for a maximum of six months; the project management costs during the extension period must remain within the originally approved amount, and any increase in PMC costs will be covered by non-GEF resources; the UNDP Country Office oversight costs in excess of the CO's Agency fee specified in the DOA during the extension period must be covered by non-GEF resources.

VIII. FINANCIAL PLANNING AND MANAGEMENT

The total cost of the project is USD 1,152,000. This is financed through a GEF grant of USD 852,000 administered by UNDP and additional support of USD 200,000 in-kind co-financing by the Government of Malaysia. UNDP, as the GEF Implementing Agency, is responsible for the oversight of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Confirmed Co-financing: The actual realization of project co-financing will be monitored during the implementation and will be reported to the GEF. Note that all project activities included in the project results framework that will be delivered by co-financing partners (even if the funds do not pass-through UNDP accounts) must comply with UNDP's social and environmental standards. Co-financing will be used for the following project activities/outputs:

Co-financing source	Co-financing type	Co-financing amount	Planned Co-financing Activities/Outputs	Risks	Risk Mitigation Measures
Government of Malaysia	In kind	200,000	Use of equipment, provision of office space, premises for conference and meetings, man-hours of Government officials	Not observed	

Implementing Partner (IP) request for UNDP to provide country support services: The Implementing Partner and GEF OFP have requested UNDP to provide support services in the amount of USD\$46,470 for the full duration of the project, and the GEF has agreed to this request. The GEF execution **support letter** (signed by the GEF OFP) detailing these support services is included in Annex 13. To ensure the strict independence required by the GEF and in accordance with the UNDP Internal Control Framework, these execution services will be delivered independent from the GEF-specific oversight and quality assurance services (i.e., not done by same person to avoid conflict of interest). See latest guidance available from BPPS NCE-VF team.

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project steering committee will agree on a budget tolerance level for each plan under the overall annual work plan allowing the project manager to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the project steering committee.

Should the following deviations occur, the Project Manager and UNDP Country Office will seek the approval of the BPPS/GEF team to ensure accurate reporting to the GEF:

- a) Budget re-allocations among components in the project budget with amounts involving 10% of the total project grant or more;
- b) Introduction of new budget items that exceed 5% of original GEF allocation.

Any over expenditure incurred beyond the available GEF grant amount will be absorbed by non-GEF resources (e.g., UNDP TRAC or cash co-financing).

Audit: The project will be audited as per UNDP Financial Regulations and Rules and applicable audit policies. Audit cycle and process must be discussed during the Inception workshop. If the Implementing Partner is an UN Agency, the project will be audited according to that Agencies applicable audit policies.

Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP. All costs incurred to close the project must be included in the project closure budget and reported as final project commitments presented to the project steering committee during the final project review. The only costs a project may incur following the final project review are those included in the project closure budget.

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Final report (End of project report) and the end-of-project review in last project steering committee meeting. **Operational closure must happen with 3 months after submitting of Final report.** The Implementing Partner through a project steering committee decision will notify the UNDP Country Office when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Transfer or disposal of assets: In consultation with the Implementing Partner and other parties of the project, UNDP is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project steering committee following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file¹⁰. The transfer should be done before Project Management Group complete their assignments.

Financial completion (closure): The project will be financially closed when the following conditions have been met: a) the project is operationally completed or has been cancelled; b) the Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).

The project will be financially completed **within 6 months of operational closure or after the date of cancellation.** Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the BPPS/GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

Refund to GEF: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the BPPS/GEF Directorate in New York. No action is required by the UNDP Country Office on the actual refund from UNDP project to the GEF Trustee.

¹⁰ See

https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PPM_Project%20Management_Closing.docx&action=default.

IX. TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan			
Atlas Award ID:	00094840	Atlas Output Project ID:	00098912
Atlas Proposal or Award Title:	Fourth National Communication and Third Biennial Update Report on Climate Change for Malaysia		
Atlas Business Unit	MYS10		
Atlas Primary Output Project Title	PIMS 6421 Malaysia 4 th NC & 3 rd BUR		
UNDP-GEF PIMS No.	6421		
Implementing Partner	Ministry of Environment and Water		

Atlas Activity (GEF Component)	Atlas Implementing Agent (Responsible Party, IP, or UNDP)	Atlas Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2021(USD)	Amount 2022 (USD)	Amount 2023 (USD)	Amount 2024 (USD)	Total (USD)	See Budget Note:
COMPONENT 1: NATIONAL CIRCUMSTANCES, INSTITUTIONAL ARRANGEMENTS, CONSTRAINTS, GAPS AND OTHER INFO	UNDP	62000	GEF	71200	International Consultants	29,500	10,500	-	-	40,000	1
	Ministry of Environment & Water (KASA)	62000	GEF	71300	Local Consultants	23,000	19,000	10,000	4,000	56,000	2
				75700	Training, Workshops and Conferences	3,100	5,000	5,000	-	13,100	3
				71600	Travel	2,000	3,000	2,000	-	7,000	4
				74500	Miscellaneous	-	500	500	-	1,000	5
					sub-total GEF	57,600	38,000	17,500	4,000	117,100	
		Total Outcome 1	57,600	38,000	17,500	4,000	117,100				

Atlas Activity (GEF Component)	Atlas Implementing Agent (Responsible Party, IP, or UNDP)	Atlas Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2021(USD)	Amount 2022 (USD)	Amount 2023 (USD)	Amount 2024 (USD)	Total (USD)	See Budget Note:
COMPONENT 2: NATIONAL GREENHOUSE GAS INVENTORY	UNDP	62000	GEF	71200	International Consultants	20,000	8,000	8,000	-	36,000	6
	KASA	62000	GEF	71300	Local Consultants	78,000	92,000	-	-	170,000	7
				72800	Information Technology Equipment	7,000	-	-	-	7,000	8
				75700	Training, Workshops and Conferences	2,000	10,000	7,000	-	19,000	9
				71600	Travel	6,500	8,000	2,000	-	16,500	10
				74500	Miscellaneous	500	500	500	-	1,500	11
					sub-total GEF	114,000	118,500	17,500	-	250,000	
					Total Outcome 2	114,000	118,500	17,500	-	250,000	
COMPONENT 3: MITIGATION ACTIONS AND DOMESTIC MRV	KASA	62000	GEF	71300	Local Consultants	-	52,000	-	-	52,000	12
				71400	Contractual services- Individual	27,000	36,000	9,000	-	72,000	13

Atlas Activity (GEF Component)	Atlas Implementing Agent (Responsible Party, IP, or UNDP)	Atlas Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2021(USD)	Amount 2022 (USD)	Amount 2023 (USD)	Amount 2024 (USD)	Total (USD)	See Budget Note:
				75700	Training, Workshops and Conferences	5,000	10,000	5,000	-	20,000	14
				71600	Travel	-	2,700	3,000	-	5,700	15
				74500	Miscellaneous	-	200	100	-	300	16
					sub-total GEF	32,000	100,900	17,100	-	150,000	
					Total Outcome 3	32,000	100,900	17,100	-	150,000	
COMPONENT 4: VULNERABILITY AND ADAPTATION	UNDP	62000	GEF	71200	International Consultants	-	20,000	-	-	20,000	17
	KASA	62000	GEF	71300	Local Consultants	64,000	76,000	-	-	140,000	18
				75700	Training, Workshops and Conferences	6,000	7,000	-	-	13,000	19
				71600	Travel	2,000	2,000	2,000	-	6,000	20
				74500	Miscellaneous	-	300	400	300	1,000	21
					sub-total GEF	72,000	105,300	2,400	300	180,000	
		Total Outcome 4	72,000	105,300	2,400	300	180,000				
COMPONENT 5: COMPILATION OF THE 4NC AND 3BUR REPORTS,	KASA	62000	GEF	71300	Local Consultants	12,000	36,800	-	-	48,800	22

Atlas Activity (GEF Component)	Atlas Implementing Agent (Responsible Party, IP, or UNDP)	Atlas Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2021(USD)	Amount 2022 (USD)	Amount 2023 (USD)	Amount 2024 (USD)	Total (USD)	See Budget Note:
KNOWLEDGE MANAGEMENT, MONITORING AND EVALUATION				75700	Training, Workshops and Conferences	3,000	3,650	-	3,000	9,650	23
				74100	Professional Services	-	-	5,000	-	5,000	24
				74200	Audio Visual & Printing Production	3,000	10,000	200	200	13,400	25
				74500	Miscellaneous	-	200	200	200	600	26
					sub-total GEF	18,000	50,650	5,400	3,400	77,450	
					Total Outcome 5	18,000	50,650	5,400	3,400	77,450	
PROJECT MANAGEMENT UNIT (PMU)	KASA	62000	GEF	71400	Contractual services- Individual	7,200	9,600	2,400	-	19,200	27
				75700	Training, Workshops and Conferences	1,500	1,500	1,000	1,000	5,000	28
				71600	Travel	1,000	1,000	1,000	1,000	4,000	29
				72800	IT Equipment	1,000	1,000		-	2,000	30
				74500	Miscellaneous	-	-	280	500	780	31
				64397/74596	Services to project (CO Staff, GOE for CO)	11,470	12,000	12,000	11,000	46,470	32
					sub-total GEF	22,170	25,100	16,680	13,500	77,450	

Atlas Activity (GEF Component)	Atlas Implementing Agent (Responsible Party, IP, or UNDP)	Atlas Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount 2021(USD)	Amount 2022 (USD)	Amount 2023 (USD)	Amount 2024 (USD)	Total (USD)	See Budget Note:
GEF TOTAL						315,770	438,450	76,580	21,200	852,000	
PROJECT TOTAL						315,770	438,450	76,580	28,700	852,000	

Budget note number	Comments:
1	<ol style="list-style-type: none"> 1. Consultant to develop gender analysis and gender action plan for the 4th NC 3rd BUR project (USD 300/day X 15 days) 2. Consultant to develop detailed technology needs assessment (USD 300/day X 15 days) 3. Consultant to conduct capacity building on reporting-related needs; transparency, accuracy, consistency, completeness, and comparability (TACCC) principles (USD 300 X 20 days) 4. Project Manager to provide consultation on National Circumstances, Institutional Arrangements, Constraints, Gaps and Other Info (USD 1000 x 25 days)
2	Consultants to support: <ol style="list-style-type: none"> 1. Updating of the national circumstances & institutional arrangements; to identify the constraints, gaps, and needs for the 4th NC report; CEPAIN & RSO chapter development (USD 400/day X 90 days) 2. Policy reviews and analysis on climate change (USD 400/day X 50 days)
3	<ol style="list-style-type: none"> 1. Stakeholder consultation workshops and meetings
4	<ol style="list-style-type: none"> 1. Travel costs for activities under Component 1
5	<ol style="list-style-type: none"> 1. Miscellaneous items and currency exchange
6	<ol style="list-style-type: none"> 1. Consultant to conduct review on the GHG inventory for year 2018 (USD 800 a day x 25 days) 2. Consultant to support the design of the GHG inventory management system platform (1 consultant x USD 400/day x 40 days)

Budget note number	Comments:
7	<ol style="list-style-type: none"> 1. Consultants to update the GHG inventory data for 2018 and 2016 and time series data from 1990 (4 consultants x USD 400/day x 65 days) 2. Consultants to develop country specific emission factors in key categories and key sources (2 consultants x USD 400/day x 60 days) 3. Consultants to enhance activity data in key categories and key sources (1 consultant x USD 400/day x 30 days) 4. Consultant to conduct uncertainty assessment (USD 400/day x 15 days)
8	<ol style="list-style-type: none"> 1. IT equipment to support the development of a centralized archiving system for GHG inventory
9	<ol style="list-style-type: none"> 1. Stakeholder consultation workshops and meetings 2. Training for GHG compilers (GHGMI for 2006 IPCC Guidelines)
10	<ol style="list-style-type: none"> 1. Travel costs for activities under Component 2 including the ICA and FSV
11	<ol style="list-style-type: none"> 1. Miscellaneous items (including PPE) and currency exchange
12	<ol style="list-style-type: none"> 1. Consultant to support the assessment of mitigation action and their effects for key sectors (USD 400/day x 40 days) 2. Consultant to support the improvement of the MRV system for mitigation actions (USD 400/ day x 30 days) 3. Consultant to support long-term GHG emissions reduction strategy for mitigation actions especially for key sectors and scenario analysis (USD 400/ day x 60 days)
13	<ol style="list-style-type: none"> 1. Mitigation actions officer (USD 1500 per month x 24 months) 1. MRV officer (USD 1500 per month x 24 months)
14	<ol style="list-style-type: none"> 1. Stakeholder consultation workshops and meetings, capacity building sessions and training for mitigation assessment for cross cutting sectors & modelling tools in the AFOLU sector
15	<ol style="list-style-type: none"> 1. Travel costs for activities under Component 3
16	<ol style="list-style-type: none"> 1. Miscellaneous items and currency exchange
17	<ol style="list-style-type: none"> 1. Consultant to provide capacity building on V&A (USD 800/ day x 25 days)
18	<ol style="list-style-type: none"> 1. Consultants to support comprehensive vulnerability assessment and studies on key critical sectors, socio-economic impact, and vulnerable communities (5 consultancies x USD 400/ day x 50 days) 2. Consultant to conduct assessment on research needs for vulnerability and adaptation (USD 400/ day x 50 days) 3. Consultant to conduct RSO segment (USD 400/day X 50 days)
19	<ol style="list-style-type: none"> 1. Stakeholder consultation workshops and meetings, capacity building sessions
20	<ol style="list-style-type: none"> 1. Travel costs for activities under Component 4
21	<ol style="list-style-type: none"> 1. Miscellaneous items and currency exchange

Budget note number	Comments:
22	1. Project Manager to support writing of the 4 th NC report (USD 400/ day x 60 days) 2. Project Manager to review the final draft of the 4NC report (USD 400/ day x 62 days)
23	1. Inception Workshop 2. Stakeholder consultation workshops to review draft reports
24	1. HACT Audit
25	1. Printing and publication of the 4 th NC and 4 th BUR reports, knowledge products, draft chapters, and reports
26	1. Miscellaneous items and currency exchange
27	1. 1 project assistant
28	1. PMG coordination workshops
29	1. Field visits for project team
30	1. IT equipment for the project team
31	1. Miscellaneous items and currency exchange
32	1. Direct Project Cost: for services rendered by UNDP to the project, are the costs of administrative services (such as those related to human resources, procurement, finance, and other functions) provided by UNDP in relation to the project. Direct project costs will be charged based on the UNDP Universal Price List or the actual corresponding service cost, in line with the GEF rules on DPCs. The amounts indicated here are estimations. DPCs will be detailed as part of the annual project operational planning process and included in the yearly budgets. DPC costs can only be used for operational cost per transaction. DPCs are not a flat fee.

X. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Malaysia and UNDP, signed on 12 September 2012. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by the Ministry of Environment and Water (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

The designations employed and the presentation of material on this map do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations or UNDP concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.

XI. RISK MANAGEMENT

1. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, 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.
2. 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.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml.
4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
 - (a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").
 - (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.
5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:

- i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
 - ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
 - iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
 - iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
 - v. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
- b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
10. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

11. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.
12. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

13. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail the Implementing Partner's obligations under this Project Document.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

14. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
15. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
16. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

XII. MANDATORY ANNEXES

Annex 1: Project map and Geospatial Coordinates of project sites

The project location is nationwide in Malaysia. The centre of activity for the project will be in the administrative capital of Malaysia, Putrajaya, where government offices including the office of the implementing partner are located. Geospatial coordinates of Putrajaya are 2.9430952°N, 101.699373°E.



Annex 2: Multi Year Work Plan

Outcomes	Outputs	Responsible Party	2021				2022				2023				2024			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Component 1: National Circumstances, Institutional Arrangements, Constraints, Gaps and Other Info																		
Outcome 1.1: Information on national circumstances and institutional arrangements relevant to the preparation of the Fourth National Communication (4 th NC) and Third Biennial Update Report (3 rd BUR) updated and described	Output 1.1.1: Describe the features of the country, its population, natural resources, climate and economy which affects the country's ability to deal with climate change mitigation and adaptation	Ministry of Environment & Water (KASA)																
	Output 1.1.2: Describe the institutional arrangements relevant to the preparation of the national communications and biennial update reports	KASA																
Outcome 1.2: Constraints and gaps identified; financial, technology, policy and capacity building needs assessed and recommendation for addressing the needs provided	Output 1.2.1: Identify and measure constraints, gaps and related financial, technology and capacity building needs and propose measures for overcoming the gaps and constraints	KASA																
Outcome 1.3: Institutional framework for climate change strengthened	Output 1.3.1: Conduct capacity building and training for climate change reporting (data collection and use of modelling tools, development of country specific emission factors)	KASA																
	Output 1.3.2: Compile and update information relating to capacity-building,	KASA																

Outcomes	Outputs	Responsible Party	2021				2022				2023				2024			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	education, public awareness, information and networking																	
	Output 1.3.3: Review progress of research and identification of research needs for the research and systematic observation chapter of the 4 th NC	KASA																
Outcome 1.4: Policy framework for climate change mitigation and adaptation strengthened	Output 1.4.1: Review and update/formulate strategies or action plans to strengthen the enabling environment for the implementation of climate change mitigation and adaptation actions	KASA																
Outcome 1.5: Gender considerations strengthened in climate change reporting	Output 1.5.1: Compile and collect sex disaggregated data for the National Circumstances chapter of the 4 th NC	KASA & UNDP																
	Output 1.5.2: Prepare a gender analysis and gender action plan	KASA & UNDP																
Component 2: National Greenhouse Gas Inventory																		
Outcome 2.1 GHG inventory updated up to year 2018 and quality of time series improved	Output 2.1.1: Prepare the GHG inventory for year 2018 for the 4 th NC according to the 2006 IPCC guidelines for the following sectors: Energy, IPPU, Agriculture, LULUCF and Waste	KASA																

Outcomes	Outputs	Responsible Party	2021				2022				2023				2024			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	Output 2.1.2: Define GHG emission trends for the period of 1990-2018 for 4 th NC	KASA																
	Output 2.1.3: Develop a centralized archiving system for GHG inventory and information management system	KASA																
	Output 2.1.4: Collect and analyse activity data for all sectors with historical data gaps filled and quality of data strengthened, especially for disaggregated data for the transport sector	KASA																
	Output 2.1.5: Develop country-specific emissions factors for key sources	KASA																
Component 3: Mitigation Actions and Domestic MRV																		
Outcome 3.1: Sectors and mitigation actions contributing to GHG emission reduction assessed	Output 3.1.1: Assess sectoral mitigation actions for key sectors to 2030	KASA																
	Output 3.1.2: Develop and improve methodological tier for mitigation assessment to 2030	KASA																
	Output 3.1.3: Assess progress of policies and actions to mitigate GHG emissions in key sectors (energy, transport, IPPU, agriculture, LULUCF and waste)	KASA																

Outcomes	Outputs	Responsible Party	2021				2022				2023				2024			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Outcome 3.2: Domestic Measurement, Reporting and Verification system enhanced	Output 3.2.1: Update information on domestic MRV	KASA																
	Output 3.2.2: Strengthen domestic MRV systems for mitigation including the tracking and verification of mitigation actions and programmes	KASA																
Component 4: Vulnerability and Adaptation																		
Outcome 4.1: Comprehensive vulnerability assessment conducted and measures to adapt to climate change developed	Output 4.1.1: Vulnerability and adaptation assessment on key critical sectors and studies on vulnerable communities	KASA																
	Output 4.1.2: Assessment on research needs for vulnerability and adaptation including to strengthen the research and systematic observation component	KASA																
	Output 4.1.3: Update climate and sea level rise projections	KASA																
Component 5: Compilation of the 4th NC and 3rd BUR reports, Knowledge Management, Monitoring and Evaluation																		
Outcome 5.1: 4 th NC compiled and submitted to the UNFCCC	Output 5.1.1: Compile, approve and submit the 4 th NC	KASA & UNDP																
Outcome 5.2: 3 rd BUR communicated and disseminated to stakeholders	Output 5.2.1: Communicate and disseminate the 3 rd BUR	KASA & UNDP																

Outcomes	Outputs	Responsible Party	2021				2022				2023				2024			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Outcome 5.3: Project monitoring and evaluation activities carried out and knowledge management activities conducted	Output 5.3.1: Conduct regular project monitoring, evaluation and reporting in accordance with UNDP and GEF requirements	KASA & UNDP																
	Output 5.3.2: Prepare communications strategy for the project	KASA & UNDP																
	Output 5.3.3: Prepare end of project report including compilation of best practices, lessons learnt and recommendations	KASA & UNDP																

Annex 3: Monitoring Plan

This Monitoring Plan and the M&E Plan and Budget in Section VI of this project document will both guide monitoring and evaluation at the project level for the duration of project implementation.

Monitoring	Indicators	Targets	Data source/Collection Methods ¹¹	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
Project Objective: To assist Malaysia in the preparation and submission of its Fourth National Communication for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the communication and further engagement on the Third Biennial Update Report	Indicator 1 Direct project beneficiaries in institutions responsible for climate change policy and implementation that are familiar with UNFCCC reporting disaggregated by gender (individual people)	Midterm: 20 direct project beneficiaries in institutions responsible for climate change policy and implementation that are familiar with UNFCCC reporting End of project: 30 direct project beneficiaries in institutions responsible for climate change policy and implementation that are familiar with UNFCCC reporting	Reports on meetings and events, capacity assessments and surveys	Annually	Project team members	Progress reports	Project beneficiaries are trained in aspects of UNFCCC reporting but are transferred out of the relevant ministries and agencies There is a clear direction from the government on the long-term institutional arrangements of UNFCCC reporting
	Indicator 2 Existence of data-informed development and investment plans	Midterm: Development and investment plans have moderate linkages to climate related data	National statistics, government ministries and agencies, private sector	Annually	Implementing partner, project team	Development plans, implementation plans	High dependency on the close involvement of various stakeholders to the project

¹¹ Data collection methods should outline specific tools used to collect data and additional information as necessary to support monitoring. The PIR cannot be used as a source of verification.

Monitoring	Indicators	Targets	Data source/Collection Methods ¹¹	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
	that incorporate integrated solutions to reduce disaster risks and enable climate change adaptation and mitigation	End of project: Development and investment plans have strong linkages to climate related data					
Project Outcome 1.1 Information on national circumstances and institutional arrangements relevant to the preparation of the Fourth National Communication (4th NC) updated and described	Indicator 3 Status of the information on national circumstances and institutional arrangements relevant to the preparation of the 4 th NC report	Midterm: Information on national circumstances and institutional arrangements relevant to the preparation of the 4 th NC is only partially available End of project: Updated information on national circumstances and institutional arrangements relevant to the preparation of the 4 th NC report	Data from Department of Statistics Malaysia, Ministry of Environment and Water, Ministry of Energy and Natural Resources and other ministries and agencies	Annually	Project consultants and project team	National circumstances chapter of the 4 th NC report	Stakeholders are willing to provide information on national circumstances and institutional arrangements in a timely manner
Project Outcome 1.2: Constraints and gaps identified; financial, technology, policy and capacity building needs assessed	Indicator 4 Status of the constraints and gaps; financial, technology, policy and capacity building needs	Midterm: Information on constraints and gaps; financial, technology, policy and capacity building needs collected and analysed, and recommendations	Compilation of information from ministries and agencies and through reports, websites etc	Annually	Project consultants and project team	National circumstances chapter of the 4 th NC report	Stakeholders are willing to provide information on national circumstances and institutional arrangements in a timely manner

Monitoring	Indicators	Targets	Data source/Collection Methods ¹¹	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
and recommendation for addressing the needs provided	and recommendations	proposed is partially updated End of project: Updated information on constraints and gaps; financial, technology, policy and capacity building needs collected and analysed, and recommendations proposed					
Project Outcome 1.3: Institutional framework for climate change strengthened	Indicator 5 Status of the institutional framework for climate change	Midterm: Strengthened institutional capacities on UNFCCC reporting End of project: Strong institutional capacities on UNFCCC reporting	Capacity assessments and surveys, workshop reports	Annually	Project team	Progress reports	There is a clear direction from the government on the long-term institutional arrangements of UNFCCC reporting.
Project Outcome 1.4: Policy framework for climate change mitigation and adaptation strengthened	Indicator 6 Existence of policy reviews and assessments for climate change mitigation and adaptation	Midterm: Policy reviews and assessments are partially conducted for climate change mitigation and adaptation End of project: Policy reviews and assessments conducted for climate	Policy reviews and assessments for climate change mitigation and adaptation	Annually	Project team, KASA	Policy documents and progress reports	Sufficient buy-in to ensure that data and recommendations from the 4 th NC and 3 rd BUR reports are translated into positive policy and institutional changes

Monitoring	Indicators	Targets	Data source/Collection Methods ¹¹	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
		change mitigation and adaptation					
Project Outcome 1.5: Gender considerations strengthened in climate change reporting	Indicator 7 Sex disaggregated data in the National Circumstances chapter and gender analysis and action plan	Midterm: Sex disaggregated data is being compiled for inclusion in the National Circumstances chapter for the 4th National Communication. A gender analysis and action plan are available End of project: Sex disaggregated data is featured in the National Circumstances chapter for the 4 th National Communication. A gender analysis and action plan has been carried out for the project	Sex-disaggregated data from National statistics, government ministries and agencies	Annually	Project consultants and project team	National circumstances chapter for the 4 NC	There is buy-in from key government stakeholders on the importance of sex disaggregated data and gender considerations in climate change reporting
Project Outcome 2.1 GHG inventory updated up to year 2018 and quality of time series improved	Indicator 8 Status of the national inventory of anthropogenic emissions by sources and removals by sinks of all GHG	Midterm: National inventory of anthropogenic emissions by sources and removals by sinks prepared for year 2016 with 2018 inventory being prepared using 2006 IPCC guidelines	Compilation of data from national sources and data providers	Annually	Project consultants and project team	GHG inventory chapters for the 4 th NC report, GHG inventory reports	The project will draw on the experience of those involved in GHG inventory and QA/QC of previous NC and BUR reports. Data providers are willing to cooperate in providing data

Monitoring	Indicators	Targets	Data source/Collection Methods ¹¹	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
		End of Project: National inventory of anthropogenic emissions by sources and removals by sinks prepared for year 2018 for 4 th NC					
Project Outcome 3.1: Sectors and mitigation actions contributing to GHG emission reduction assessed	Indicator 9 Mitigation assessment and mitigation scenarios assessed	Midterm: Mitigation assessment for key sectors is in the process of being assessed with methodological improvement from the previous assessment reported in 3NC End of project: Mitigation assessment for key sectors assessed with scenario analysis to 2030, taking efforts on the methodological improvements according to the Consultative Group of Expert (CGE, UNFCCC).	National policies, strategies, action plans and targets for key sectors, compilation of data from key government ministries/ agencies	Annually	Project consultants and project team	Mitigation reports, mitigation chapter of the 3 rd BUR	Mitigation assessment are not complete and comprehensive due to the absence of a formalised process for compilation of mitigation actions
Project Outcome 3.2 Domestic Measurement, Reporting and Verification	Indicator 10 Status of the domestic measurement,	Midterm: A domestic MRV system for mitigation is being developed	Capacity assessments and surveys, MRV SOPs and process flowcharts	Annually	Project consultants and project team	MRV reports, progress reports	The project will work closely with ministries and agencies involved in MRV

Monitoring	Indicators	Targets	Data source/Collection Methods ¹¹	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
system enhanced	reporting and verification (MRV) system	<p>End of project: A strengthened domestic MRV system for mitigation:</p> <ul style="list-style-type: none"> • Strengthened tracking and verification of mitigation actions and programmes. • Enhanced capacity of data providers to ensure that data collection is adequately provided and enhance the quality assurance required in the domestic MRV system. 					
Project Outcome 4.1: Comprehensive vulnerability assessment conducted and measures to adapt to climate	Indicator 11 Status of vulnerability assessment for climate change	<p>Midterm: Enhanced V&A is being carried out for the 4th NC report.</p> <p>End of project: V&A is completed for key critical sectors with measures to adapt to</p>	Studies on vulnerability and adaptation, climate change projections	Annually	Project consultants and project team	V&A chapter in the 4 th NC	Capacities are adequate to implement the proposed improvement plans for V&A

Monitoring	Indicators	Targets	Data source/Collection Methods ¹¹	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
change developed		climate change and improvement plans proposed					
Project Outcome 5.1: 4th NC compiled and submitted to the UNFCCC	Indicator 12 Status of submission of the 4 th NC report to the UNFCCC	Midterm: Work to prepare and compile the 4 th NC report is underway End of project: Finalization, approval and submission of the 4 th NC report to the UNFCCC by September 2022	Chapters in the 4 th NC	Annually	Project team	4 th NC report submitted to the UNFCCC	All stakeholders are willing to cooperate to ensure that the 4 th NC report is developed in a comprehensive and timely manner
Project Outcome 5.2: 3rd BUR communicated and disseminated to stakeholders by June 2021	Indicator 13 Status of submission of the 3 rd BUR report to the UNFCCC	Midterm: 3 rd BUR report has been successfully communicated and disseminated to stakeholders. End of project: 3 rd BUR report has been successfully communicated and disseminated to stakeholders.	Dissemination log & tracking	Annually	Project team	Proof of dissemination (e.g., meeting minutes, log)	
Project Outcome 5.3: Project monitoring and evaluation activities carried out and	Indicator 14 Monitoring and evaluation and knowledge management	Midterm: Regular and strengthened monitoring and evaluation in line with UNDP-GEF	M&E log and tracking	Annually	Project team, UNDP, KASA	Inception report, monitoring and evaluation reports (Annual Progress	Project stakeholders will give full co-operation to the need for regular M&E

Monitoring	Indicators	Targets	Data source/Collection Methods ¹¹	Frequency	Responsible for data collection	Means of verification	Risks/Assumptions
knowledge management activities conducted		<p>requirements, strengthened knowledge management</p> <p>End of project: Regular and strengthened monitoring and evaluation in line with UNDP-GEF requirements, strengthened knowledge management</p>				<p>Reports, Mid-Year Progress Reports, Field Visits Reports, Mission Reports, project final report)</p>	

Annex 4: UNDP Social and Environmental Screening Procedure (SESP)

The project is exempt from the Social and Environmental Screening Procedure.

Justification:

SESP Exemption Criteria:

- X** Preparation and dissemination of reports, documents and communication materials
- X** Organization of an event, workshop, training
 - Strengthening capacities of partners to participate in international negotiations and conferences
 - Partnership coordination (including UN coordination) and management of networks
 - Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
 - UNDP acting as Administrative Agent

Justification for the SESP exemption:

This Project will be aimed on support Malaysia in fulfilling its reporting obligations towards the UNFCCC, and thus one of the key Project's goals is to prepare BUR and NC report and, secondly, to support capacity development in this regard. The key Project's Outcomes are as follows:

- Component 1: National Circumstances, Institutional Arrangements, Constraints, Gaps and Other Info.
- Component 2: National GHG Inventory.
- Component 3: Mitigation actions and domestic MRV.
- Component 4: Vulnerability and Adaptation.
- Component 5: Compilation of the NC/BUR reports, Knowledge management, Monitoring and Evaluation

This falls under SESP exemption criteria(as per SES guidelines):

https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Social%20and%20Environmental%20Standards/UNDP%20Social%20and%20Environmental%20Standards_Pre-Launch.pdf

- b. Preparation and dissemination of reports, documents, and communication materials (preparation, printing and submission of BUR and NC to the UNFCCC) and
- c. Organization of an event, workshop, training (Inception Workshop, Workshop to present BUR4 and 6NC)

The implementation of the project will not imply any stress or damage to the environment, marginalized groups, neither will cause deterioration of the social and/or environmental situation in Malaysia. Based on the exemption criteria, this project is considered exempted from the SESP screening. The design of the trainings and workshops will reflect application of human rights principles, gender equality and women's empowerment, and environmental sustainability in order to meet UNDP's Social and Environmental Standards.

Annex 5: UNDP Risk Register

#	Description	Risk Category	Impact & Probability	Risk Treatment / Management Measures	Risk Owner
	<p>Enter a brief description of the risk. Risk description should include future event and cause.</p> <p>Risks identified through HACT, PCAT, SES, Private Sector Due Diligence, and other assessments should be included.</p>	<p>Social and Environmental Financial Operational Organizational Political Regulatory Strategic Other</p> <p>Subcategories for each risk type should be consulted to understand each risk type (see UNDP Enterprise Risk Management Policy)</p>	<p>Describe the potential effect on the project if the future event were to occur.</p> <p>Enter likelihood based on 1-5 scale (1 = Not likely; 5 = Expected)</p> <p>Enter impact based on 1-5 scale (1 = Negligible 5 = Extreme)</p> <p><i>Based on Likelihood and Impact, use the Risk Matrix to identify the Risk Level (high, Substantial, Moderate or Low)</i></p>	<p>What actions have been taken/will be taken to manage this risk.</p>	<p>The person or entity with the responsibility to manage the risk.</p>
1	<p>Key government staff are trained in aspects of UNFCCC reporting but are transferred out of the relevant ministries and agencies for other assignments.</p>	<p>Organizational</p>	<p>Delays in project implementation and operation.</p>	<p>Ensure contingency planning and build additional capacities among key government ministries and agencies.</p>	<p>Project Executive & Project Manager</p>

#	Description	Risk Category	Impact & Probability	Risk Treatment / Management Measures	Risk Owner																																					
			<p style="text-align: center;">UNDP ERM - Risk Matrix</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg);">Impact</td> <td>5</td> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #8c9ebe;"></td> <td style="background-color: #5b709d;"></td> <td style="background-color: #334d77;"></td> <td style="background-color: #1a2d4d;"></td> </tr> <tr> <td>4</td> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #8c9ebe;"></td> <td style="background-color: #5b709d;"></td> <td style="background-color: #334d77;"></td> <td style="background-color: #1a2d4d;"></td> </tr> <tr> <td>3</td> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #8c9ebe;"></td> <td style="background-color: #5b709d;"></td> <td style="background-color: #334d77;"></td> <td style="background-color: #1a2d4d;"></td> </tr> <tr> <td>2</td> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #8c9ebe;"></td> <td style="background-color: #5b709d;"></td> <td style="background-color: #334d77;"></td> <td style="background-color: #1a2d4d;"></td> </tr> <tr> <td>1</td> <td style="background-color: #d9e1f2;"></td> <td style="background-color: #8c9ebe;"></td> <td style="background-color: #5b709d;"></td> <td style="background-color: #334d77;"></td> <td style="background-color: #1a2d4d;"></td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table> <p style="text-align: center;">Likelihood</p> <p style="text-align: center;"> HIGH SUBSTANTIAL MODERATE LOW </p> <p>L = 3 I = 3</p>	Impact	5						4						3						2						1							1	2	3	4	5		
Impact	5																																									
	4																																									
	3																																									
	2																																									
	1																																									
		1	2	3	4	5																																				
2	Data collection is inadequate and certain information is unavailable	Operational	Affects the quality of outputs produced under the project. L = 2 I = 2	Ensure close cooperation with stakeholders and buy-in from the inception stage.	Project Executive Project Manager																																					
3	Lack of buy-in to ensure that data and recommendations from the 4 th NC and 3 rd BUR reports are translated into positive policy and institutional changes.	Political	4 th NC and 3 rd BUR reports do not translate into policy and institutional changes. L=2 I=2	Sensitize policymakers on 4 th NC and 3 rd BUR results and ensure that policy decision-makers are actively involved in the project's coordination committees.	Project Executive Project Manager																																					
4	COVID-19 movement restriction limits progress on stakeholder	Environmental	Delays in project progress during the inception phase and inconclusive direction. L=3	Ensure that the project and stakeholders are well equipped to use virtual platforms to conduct inception phase activities.	Project Executive Project Manager																																					

#	Description	Risk Category	Impact & Probability	Risk Treatment / Management Measures	Risk Owner
	involvement during project's inception phase		I=3		
5	Changes in the political landscape (government change)	Political	New government may not be supportive of the project or may require time to familiarize with the project. L=2 I=3	Ensure close communication and coordination with relevant stakeholders and conduct sensitization discussions frequently.	Project Manager

Annex 6: Overview of Project Staff

Consultant		Time Input	Tasks, Inputs and Outputs
For Project Management			
National Project Director	Project	42 months	<p>The National Project Director is a government appointee with sufficient hierarchy to guide the whole project structure, approve activities as laid out in the project document and approve payments as per the Annual Work plan. The NPD is the Undersecretary of the Climate Change Division in the Ministry of Environment and Water.</p> <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • Recommend the updated GHG inventory, including any suitable adaptation measures, mitigation actions project outputs as stipulated in the project documents for approval by the steering committee. • Ensure that the project document and project revisions requiring Government’s approval are processed through the Government co- coordinating authority, in accordance with established procedures. • Approve work plans and execution of activities in discussion with the Project Manager and UNDP. • Mobilize national institutional mechanisms for smooth progress of project. • Review and approve project outputs and reports. • Provide direction and guidance to the project team for the successful implementation of the project. • Recommend any new foreseeable activities, for approval. • Approve financial transactions where appropriate, in line with the established government or UNDP procedures. • Report project progress and financial status for endorsement by the steering committee. • Lead the Project Management Group (PMG) for the purpose of coordinating their progress and activities. <p><u>Note:</u> PMG consists of the GHG Inventory and Reporting Unit, Climate Change Division, TWG Chairs (and SWG Chairs when applicable), UNDP representatives, and Project Manager, Coordinator and Assistant, and Technical Analyst under the project.</p>
Project Manager		24 months	<p>The Project Manager (PM) will be responsible for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors.</p> <p><u>Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • Manage the overall conduct of the project. • Plan the activities of the project and monitor progress against the approved workplan. • Execute activities by managing personnel, goods and services, training and low-value grants, including drafting terms of reference and work specifications, and overseeing all contractors’ work.

Consultant	Time Input	Tasks, Inputs and Outputs
		<ul style="list-style-type: none"> • Monitor events as determined in the project monitoring plan, and update the plan as required. • Provide support for completion of assessments required by UNDP, spot checks and audits. • Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form. • Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports. • Monitor progress, watch for plan deviations and make course corrections when needed within the project steering committee -agreed tolerances to achieve results. • Ensure that changes are controlled, and problems addressed. • Perform regular progress reporting to the project steering committee as agreed, including measures to address challenges and opportunities. • Prepare and submit financial reports to UNDP on a quarterly basis. • Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the project steering committee for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks register; • Capture lessons learned during project implementation. • Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required. • Prepare the inception report no later than one month after the inception workshop. • Ensure that the indicators included in the project results framework are monitored annually in advance of the annual project reporting so that progress can be reported to the GEF. • Prepare all project reports, including the annual NC/BUR survey, mid-year progress reports and annual progress reports. • Assess major and minor amendments to the project within the parameters set by UNDP-GEF. • Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans. • Monitor and track progress against the PRF indicators. • Add technical tasks as necessary
Project Assistant	24 Months	<p><u>Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Assist in day-to-day management and oversight of project activities. • Assist in matters related to M&E and knowledge resources management. • Assist in the preparation of progress reports. • Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by National Steering Committee, Technical Working Groups, UNDP, project consultants and other PMG staff.

Consultant	Time Input	Tasks, Inputs and Outputs
		<ul style="list-style-type: none"> • Assist with project procurement activities for hiring of consultants. • Provide PMG-related administrative and logistical assistance. • Keep records of project funds and expenditures and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager. • Review project expenditures and ensure that project funds are used in compliance with the Project Document and UNDP and donor financial rules and procedures. • Validate and certify FACE forms before submission to UNDP. • Provide necessary financial information as and when required for project management decisions. • Provide necessary financial information during project audit(s). • Review annual budgets and project expenditure reports and notify if there are any discrepancies or issues. • Consolidate financial progress reports submitted by the responsible parties for implementation of project activities. • Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports.

The Terms of References for technical consultancies will be developed during the project inception stage.

Annex 7: Stakeholder Engagement Plan

A preliminary Stakeholder Engagement plan will envisage the following meetings:

- An inception workshop to revisit and discuss the conceptual framework and design for each chapter; and to highlight any prevailing challenges to data acquisition and sharing, monitoring assessment and reporting;
- Validation workshops to discuss results and validate accuracy of the analyses;
- Individual meetings with sector representatives;
- Stakeholder consultations with NGOs and community leaders representing indigenous communities, youth, women, the elderly;
- Group discussions to solicit ideas, create synergies and opportunities for networking, knowledge sharing and joint actions;
- Technical Working Group and Sub Working Group meetings to discuss on issues relating to GHG inventory; mitigation; vulnerability & adaptation; finance and needs; and measurement, reporting and verification; and
- Final dissemination workshop to discuss findings, raise awareness and reinforce collaboration and networking.

In the development phase of the project, key government stakeholder have been involved in the project design consultations and other stakeholder groups including government and NGOs have been involved in presentations on the project scope and appraisal of the project.

The project will strive to ensure that stakeholder groups including youth, women and marginalized groups are adequately engaged during the project implementation, by ensuring that they are represented in the project decision-making committees and in project activities.

A detailed Stakeholder Engagement Plan will be prepared in the inception phase of the project.

Annex 8: Gender Analysis and Gender Action Plan

A gender analysis and gender action plan will be prepared during the project's inception stage.

Annex 9: Procurement Plan

A procurement plan for the project will be developed during the inception phase of the project.

Annex 10: GEF 7 Taxonomy

Focal Areas: Climate Change, Climate Change Mitigation, United Nations Framework Convention on Climate Change, Enabling Activities, Climate Change Adaptation, Stakeholders, Gender Equality, Capacity, Knowledge and Research

Level 1	Level 2	Level 3	Level 4
<input checked="" type="checkbox"/> Stakeholders			
	<input checked="" type="checkbox"/> Beneficiaries		
	<input checked="" type="checkbox"/> Civil Society		
	<input checked="" type="checkbox"/> Type of Engagement		
		<input checked="" type="checkbox"/> Partnership	
		<input checked="" type="checkbox"/> Consultation	
		<input checked="" type="checkbox"/> Participation	
	<input checked="" type="checkbox"/> Communications		
		<input checked="" type="checkbox"/> Awareness Raising	
<input checked="" type="checkbox"/> Capacity, Knowledge and Research			
	<input checked="" type="checkbox"/> Enabling Activities		
<input checked="" type="checkbox"/> Gender Equality			
	<input checked="" type="checkbox"/> Gender Mainstreaming		
		<input checked="" type="checkbox"/> Gender-sensitive indicators	
<input checked="" type="checkbox"/> Focal Areas/Theme			
	<input checked="" type="checkbox"/> Climate Change		
		<input checked="" type="checkbox"/> Climate Change Adaptation	
		<input checked="" type="checkbox"/> Climate Change Mitigation	
			<input checked="" type="checkbox"/> Enabling Activities
		<input checked="" type="checkbox"/> United Nations Framework on Climate Change	<input type="checkbox"/> Nationally Determined Contribution
	<input checked="" type="checkbox"/> Rio Markers		
		<input checked="" type="checkbox"/> Climate Change Mitigation 2	
		<input checked="" type="checkbox"/> Climate Change Adaptation 1	

Annex 11: [Partners Capacity Assessment Tool and HACT assessment](#)

The Partners Capacity Assessment Tool for the Ministry of Environment and Water (KASA) is included as a separate attachment to the Project Document.

The Ministry of Environment and Water (KASA) is a new Ministry established following the change of government in Malaysia in February 2020. Its predecessor was the Ministry of Energy, Science, Technology, Environment & Climate Change (MESTECC) from 2 July 2018 to 10 March 2020, which was established as part of the ministerial re-structuring due to change of government in Malaysia in May 2018. MESTECC was established with the merging of the Ministry of Science, Technology and Innovation (MOSTI), and the Ministry of Natural Resources and Environment (NRE) where HACT micro assessment for NRE was completed in 2016. Federal ministries in Malaysia adopts and practices the same sets of fiduciary/ financial rules and regulations and procurement procedures. NRE's HACT Micro Assessment is included as a separate attachment to the Project Document. UNDP Malaysia is in the process of conducting a HACT Micro Assessment for KASA.

Annex 12: UNDP Project Quality Assurance Report (to be completed in UNDP online corporate planning system)

The link to the Project Quality Assurance Report is:

<https://intranet-apps.undp.org/ProjectQA/Forms/DesignPrint?fid=7324>.

Annex 13: Signed LOA between UNDP and IP requesting UNDP Support Services (if required on exceptional basis and authorized by the GEF)

**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT
FOR THE PROVISION OF SUPPORT SERVICES**

*"PIMS 6421 Fourth National Communication and Third Biennial Update Report on Climate Change
for Malaysia" Project Supported by UNDP with GEF Grant Financing*

Dear Dr Sugumari a/p Shanmugam,

1. Reference is made to consultations between officials of the Government of Malaysia (hereinafter referred to as "the Government") and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the project:
 - a) Identification and/or recruitment of project personnel;
 - b) Identification and facilitation of training activities;
 - c) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a project, the annex to the project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Authorities of the Government of Malaysia and the United Nations Development Programme (UNDP), signed by the Parties on 12 September 2012 (the "SBAA") including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed projects.

Yours sincerely,

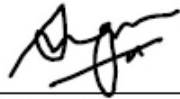


Signed on behalf of UNDP

Mr. Niloy Banerjee

Resident Representative, UNDP Malaysia, Singapore and Brunei Darussalam

Date: 25/2/2021



For the Government of Malaysia

Dr Sugumari a/p Shanmugam

Under Secretary, Climate Change Division,

Ministry of Environment and Water Malaysia

(National Project Director)

Date: 26/2/2021

Attachment: Description of UNDP Country Office Support Services

1. Reference is made to consultations between the Ministry of Environment and Water (KASA), the institution designated by the Government of Malaysia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project "Fourth National Communication and Third Biennial Update Report on Climate Change for Malaysia" (PIMS 6421, GEF Project ID: 10294, Output ID:00098912).
2. In accordance with the provisions of the letter of agreement signed and the project document, the UNDP country office shall provide support services for the project as described below.
3. Support services to be provided:

Type of Support Services	Estimated schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount (USD)
1. Recruitment, supervision, annual performance appraisal and contract renewal of project staff members under UNDP service contract modality			
Staff selection and recruitment process: advertising, shortlisting and interviewing	15 times during lifetime of project	As per UPL: US\$450.32	6,754.80
Staff HR & benefits administration & management (one-time fee, per staff): issuance of contract and at separation	15 times during lifetime of project	As per UPL: US\$163.10	2,446.50
Recurrent personnel management services: Staff Payroll & Banking Administration & Management (annual fee per staff, per calendar year): payroll validation, disbursement, performance evaluation, extension, promotion, entitlements, leave monitoring	30 times during lifetime of the project	As per UPL: US\$361.45	10,843.50
2. Procurement of goods and services			
Travel management (simple): travel cost estimates (including airline quotes DSA estimates, travel request or authorization, travel claim or F10 settlement	50 times during lifetime of project	As per UPL: USD 53.45 per case	2,672.50
Air ticket issuance	50 times during lifetime of project	As per UPL: USD 35.18 per case	1,759.00
Procurement process involving local CAP (and/or ITB, RFP requirements): identification & selection, contracting / issue purchase order, follow-up	20 times during lifetime of project	As per UPL: USD 408.69 per case	8,173.80

Type of Support Services	Estimated schedule for the provision of the support services	Cost to UNDP of providing such support services (where appropriate)	Amount (USD)
Procurement not involving local CAP (low value procurement): identification & selection, issue purchase order and follow-up	23 times during lifetime of project	As per UPL: USD 166.88 per case	3,838.24
Procurement process below US\$ 2,500 (micro-purchasing): identification, selection and purchasing – PO, letter of undertaking	25 during lifetime of project	As per LPL: USD 63.30 per case	1,582.50
Letter of undertaking	30 workshops during lifetime of project	As per LPL: USD 18.00 per case	540.00
Request of business name card printing (minimum of 2 boxes)	10 during lifetime of the project	As per LPL: US\$19.80	198.00
3. Project financial transaction services			
Vendor profile: new vendors	50 during lifetime of project	As per UPL: USD 16.77 per case	838.50
Vendor update	25 during lifetime of project	As per LPL: USD 13.58 per case	339.50
Payment process	200 during lifetime of project	As per UPL: USD 32.40 per case	6,480.00
Total			Up to 46,470.00 as per Project Document

4. Assistance may consist of any other form which may be agreed by the Government and UNDP.
5. Description of functions and responsibilities of the parties involved:
 - a) KASA to determine the type of services to be provided by UNDP, in line with the project Annual Work Plans;
 - b) KASA will be consulted by UNDP in the process of providing the support services;
 - c) UNDP will conduct all provisions of the services using UNDP's procurement/ recruitment/ financial rules;
 - d) UNDP will update KASA quarterly, on the cost of the provision of the services;
 - e) UNDP will recover all costs for such services based on actual costs, in accordance with UNDP's cost recovery policy for GEF-financed projects. When determining actual costs is not possible, or when it is specifically indicated, the Universal Price List (UPL) and/ or Local Price List (LPL) will be applied; KASA may request UNDP support services on an ad hoc basis. Additional support services to the Project will be provided only upon request to UNDP from the Implementing Partner based on this Letter of Agreement.

Annex 14: Final Report (End of Project report) for NC/BUR projects

FINAL REPORT OF MALAYSIA'S 4th NATIONAL COMMUNICATION & 3rd BIENNIAL UPDATE REPORT PROJECT

Monitoring and Evaluation plans of climate change enabling activities for the preparation of National Communications on Climate Change and/or Biennial Update Reports do not require the production and publication of Terminal Evaluation Reports. Therefore, a number of intended purposes of such terminal exercises are not captured in full, including:

- The promotion of accountability and transparency, and the assessment and disclosure of the extent of the project accomplishments;
- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities;
- The provision of feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues; and
- The contribution to the GEF Evaluation Office databases for aggregation, analysis and reporting on effectiveness of GEF operations in achieving global environmental benefits and on the quality of monitoring and evaluation across the GEF system.

The intent of this Final Report is not to propose an abridged alternative to the Terminal Evaluation Report. Instead, its purpose is to gather some insightful details about the process of preparing the mandatory report under the UNFCCC that can be of use to both the UNDP support teams, and the current and future national project teams. Its focus is therefore on providing:

- A synthesis of lessons that can help to improve the selection, design and implementation of future GEF financed UNDP activities; and
- Feedback on issues that are recurrent across the portfolio, attention needed, and on improvements regarding previously identified issues.

National project teams in charge of the future enabling activity for the preparation of the National Communication or Biennial Update Report can therefore rely on a valuable source of information from inception to closure of the project, and UNDP support teams can further disseminate lessons across borders, fully up-taking its guiding role as implementing agency and partner within the Global Support Programme (GSP, previously known as National Communications Support Programme).

The template has been designed with the purpose of collecting relevant information, without representing a time-intensive and human resource-intensive burden to the current national project team. It is therefore divided into three core sections – project identification phase, project implementation phase and project follow-up –with for each section a limited number of open questions.

The intention is to have the team leader, project manager or equivalent figure completing the template, in close collaboration with other team members within the last two months of project implementation. It is furthermore the intention of the completion of this Final Report to trigger the discussions of the upcoming National Communication and/or Biennial Update Report, taking advantage of the momentum created by the ongoing project, the presence of the core of the current national project team, and the renewed interest of national counterparts with the perspectives of an eminent or recent submission to the UNFCCC.

The completion of this template has been made mandatory and has been budgeted for in all projects that received approval post 2013 (3 working days equivalent of project manager's time). You are kindly invited to send the completed template to Damiano Borgogno, damiano.borgogno@undp.org and to Eva Huttova, eva.huttova@undp.org.

A. Details of the project

Project's title	Fourth National Communication and Third Biennial Update Report on Climate Change for Malaysia
PIMS number	6241
Overall budget including GEF grant including co-financing	852,000 USD 1,152,000 USD
Duration of implementation	
Planned duration of project	42 months
Implementing partner	
Team Leader's name and contact details	
Link to final report	

B. Project identification phase

Duration of preparatory phase (expressed in months) _____

Was the project document developed by a national/international consultant? (Please, provide name if yes and expand on the satisfaction of this collaboration.)

Please, shortly describe the milestones of this initial preparatory phase (e.g., consultation workshops held, telephone interviews with key stakeholders, among others)

Where consultations made with one or more of the following stakeholder groups?

<input type="checkbox"/>	Ministry of Finance (or equivalent)	<input type="checkbox"/>	Women's associations
<input type="checkbox"/>	Other Ministries (not being the Ministry in charge of climate change)	<input type="checkbox"/>	Youth movements
<input type="checkbox"/>	Local Governments	<input type="checkbox"/>	Indigenous peoples' representatives
<input type="checkbox"/>	National universities	<input type="checkbox"/>	Environment or climate related NGOs
<input type="checkbox"/>	Domestic Research Centres	<input type="checkbox"/>	Other NGOs/CSOs
<input type="checkbox"/>	Media	<input type="checkbox"/>	Others (specify)

What were the main objectives for the project identified as a result of this preparatory phase?

What were the major challenges faced during this phase?

Looking back, what issues that were identified and/or overlooked during this preparatory phase had an impact on the successive implementation phase?

C. Project implementation phase

Technical components

1. GHG inventory

Base year of the GHG inventory:

Base years used in previous GHG inventories:

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	

Final outcome	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the GHG inventory component and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g., lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

2. Mitigation actions

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the causes (e.g., lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

3. Vulnerability & Adaptation for NC or MRV for BUR

Expected outcome(s)	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome(s)	
Final output 1	
Final output 2	
Final output 3	
...	

Please, shortly discuss the expected outcomes and outputs of the vulnerability and adaptation measures and mitigation measures components and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g., lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

4. Constraints and Gaps/Support needed

Expected outcome	
Expected output 1	
Expected output 2	
Expected output 3	
...	

Final outcome	
Final output 1	
Final output 2	
Final output 3	

...	
-----	--

Please, shortly discuss the expected outcomes and outputs of the Constraints and gaps, and related financial, technical and capacity needs component, and compare to what was actually realized within the context of this project. If there was any diverting from the originally expected outcomes and outputs, please explain the main reasons (e.g., lack of data, risk of duplication of work done in the context of parallel projects, among others).

Can you describe the process(es) implemented to generate and validate outcomes and outputs?

What pieces of advice do you have for future project teams?

Capacities and use of capacities

Do you believe the project has built - in a durable and cost-effective way - human and institutional capacities? Please, elaborate.

Please, estimate the amount of work done by national consultants versus international consultants:

_____ % national consultants. _____ % international consultants and _____ % national staff.

What work was entrusted to international consultants and for what reasons?

What would you have done differently, or do you advise the next project team to consider in this context?

Additional remarks

Institutional arrangements

Please, summarize an overview of the institutional arrangements for the project implementation.

Please, describe the composition of the project team.

Will the team remain in place, even after the project has fully closed?

Were gender considerations taken into account during the project design and implementation? If so, how?

Which were the strengths and weaknesses of the institutional arrangements used?

.....

What suggestions have you to make regarding the institutional arrangements for future NC/BUR work?

Additional remarks

Technical support from GSP, CGE, or other bodies

Has the project team, or members of the project team, participated in national, regional or global training events organized by a centre of excellence or above-mentioned body during the course of the project? If yes, please, specify the training event(s).

What has been the contribution of this participation to the project results?

What identified knowledge gaps holding back the proper implementation of the NC project could not be addressed by any of the above-mentioned bodies?

In addition to capacity building support, what other assistance did the project team receive during project implementation? (E.g., review of draft report, technical backstopping of international expert)

Has UNDP provided timely and valuable support during project design and implementation? Please explain.

D. Next steps

How will findings of the project be further disseminated, if at all?

Are balance funds available under the NC/BUR project going to be used to identify the strategy of the next report?

At full project closure, is there a person or institute to whom one can turn in case there are follow-up questions to the NC/BUR?

Has the Government expressed interest to further work with UNDP on the next coming report? If no, please explain.

E. Additional information

Date	
Name and e-mail address of person who completed this template	
Others involved in completion of this template (names of individuals and their institutions)	
In case a terminal evaluation report has been produced, please link it here.	
Other attachments	