

United Nations Development Programme
 Country: Malaysia
 Project Document

Project Title

Strategic Planning and Development of GEF5 projects (SPDG5)

Expected CP Outcome(s):
(Those linked to the project and extracted from the CPAP)

Malaysia has improved environmental stewardship through sustainable energy development and environmental management and a good understanding of policy options to address and manage climate change impacts

Expected Output(s):
(Those that will result from the project and extracted from the CPAP)

1. Improved capacity of stakeholders in environmental management, including water management, planning and implementing integrated approaches that also respond to the needs of the poor.
2. Improving data management system of GHG emissions and ODS consumption

Executing Agency:

Ministry of Natural Resources and Environment (MNRE)

Implementing Partner:

Ministry of Natural Resources and Environment (MNRE)

Brief Description

The objective of this project is to provide support to Government of Malaysia to plan and prepare project proposals under GEF Phase 5, under the new operation system, "System for Transparent Resources (STAR)" which requires consultation dialogues and submission of Project Proposals for 2010-2014. UNDP as one of the GEF's Implementing Agency is committed to work closely with the GEF Operational Focal Point in Malaysia, Ministry of Natural Resources and Environment, and other partners to formulate and submit the proposals to GEF and subsequently to implement and, monitor and evaluate the projects under the programme.

Programme Period:	Four years
Key Result Area (Strategic Plan):	Towards Improved Quality of Life through Sustainable Environmental Management
Atlas Award ID:	TBD _____
Start date:	TBD _____
End Date:	TBD _____
PAC Meeting Date:	TBD
Management Arrangements:	NEX

2011 AWP budget:	USD 153,000
2012 AWP budget:	USD 225,000
2013 AWP budget:	USD 205,000
2014 AWP Budget:	USD 185,000
Total resources required:	USD 768,000
Total allocated resources:	
TRAC	USD 307,200
Government CS	USD 460,800
GMS fee 6%	
	17,388,68
	USD

Agreed by Government of Malaysia - Economic Planning Unit

[Signature]

DATO' NORIYAH BT AHMAD
 Director General
 Economic Planning Unit

28/3/2011

Agreed by UNDP:

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Kamal Malhotra
 Resident Representative

31/3/2011

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ABBREVIATIONS

APR	Annual Progress Report
AWP	Annual Work Plan
CDR	Combined Delivery Report
CP	Country Programme
CS	Cost Sharing
CPAP	Country Programme Action Plan
EPU	Economic Planning Unit, Prime Minister's Department
GEF	Global Environmental Facility
GEF OFF	GEF Operational Focal Point
GHG	Green House Gas
IA	Implementing Agencies
IT	Information Technology
MEGTW	Ministry of Energy, Green Technology and Water
MHLG	Ministry of Housing and Local Government
MITI	Ministry of International Trade and Industry
MNRE	Ministry of Natural Resources and Environment
MOA	Ministry of Agriculture
MOF	Ministry of Finance
MOHE	Ministry of Higher Education
MOSTI	Ministry of Science, Technology and Industry
MOT	Ministry of Transport
MoTour	Ministry of Tourism
NC2	Second National Communication Project
NEX	National Execution (also as National Implementation Modality (NIM))
NPD	National Project Director
NSC	National Steering Committee
ODA	Official Development Assistance
ODS	Ozone Depleting substances
SBAA	Standard Basic Assistance Agreement
PIF	Project Initial Form
RRE	Results and Resources Framework
RAF	Resource Allocation Framework (terminology used in GEF 4)
SBAA	Standard Basic Assistance Agreement
SCR	Security Council Resolutions
SNDG4	Support for National Dialogues in GEF 4 Resource Allocation Framework
SPDG5	Strategic Planning and Development of GEF5 projects
STAR	System for Transparent Allocation of Resources (terminology used in GEF 5)
TRAC	Target for Resource Assignments from the Core
TWG	Technical Working Committee
UN	United Nations
UNDP	United Nations Development Programme
UNFCCC	United Nations Framework Convention on Climate Change

1. SITUATION ANALYSIS

In 10MP, the government focuses on implementation of the National Policy on the Environment (2002), the National Green Technology Policy (2009) and the National Climate Change Policy (2009). The key to sustainability is a proper valuation of our environmental resources where the biggest risk to sustainability arises from the under pricing of resources, particularly oil and gas as well as water. Thus, during the 10MP period, the energy policy will move towards market pricing and significant opportunities in monetising or creating value from environmental endowments of biodiversity resources will be fully explored. Initiatives proposed under the 10MP includes the Feed-in Tariff (FIT) mechanism to help finance renewable energy investments, promoting projects eligible for carbon credits and promoting funding for green technology investments. Malaysia will adapt strategies to protect economic growth and development factors, as well as mitigate strategies to reduce emission of greenhouse gases. The government will embark on five key areas:

1. creating stronger incentives for investments in renewable energy, which includes the introduction
of a one per cent FIT
2. promoting energy efficiency to encourage productive use of energy
3. improving solid waste management
4. conserving forests
5. reducing emissions to improve air quality.

In the bid to protect biodiversity and habitats, the Central Forest Spine of 4.32 million hectares across Malaysia will be implemented under the 10MP and for Sabah and Sarawak states, 6 million hectares of forest in Sabah and Sarawak will be protected as "Heart of Borneo" and classified as sensitive areas to protect biodiversity and habitats.

The GEF Council at its November 2009 Meeting adopted a new System for Transparent Allocation of Resources (STAR), which was designed to replace the Resource Allocation Framework (RAF) that was used during the fourth replenishment of the GEF. GEF5 STAR emphasizes on country's ownership where **Country endorsement of proposals for GEF funding** is crucial. Prioritization of Project Initial Form (PIF) proposals for submission to the GEF for funding and utilization of STAR resource envelopes is managed at the country level – ultimately by the GEF Operational Focal Point. Countries will be supported in their prioritization and portfolio management effort by operational focal points having access to real time information on GEF approvals and on the availability of focal area resources from the GEF Project Management Information System (PMIS). Hence, it is crucial for UNDP and GEF to work hand-in-hand in ensuring such proposals are in line with country's priorities such as RM10.

With an improved mechanism, GEF5 allocates resources to countries based on each country's potential to generate global environmental benefits and its capacity, policies and practices to successfully implement GEF projects. As such, the STAR builds on GEF's existing country driven approach and partnerships with Implementing and Executing Agencies, and provides countries with increased predictability in the allocation of GEF funds. Each country will work with the GEF Implementing and Executing Agencies to develop project proposals to be financed from its indicative allocation. The country specific allocation is not an entitlement, rather the maximum amount of resources available for a country for projects in the biodiversity and climate areas. It is available only if country brings forth projects that meet GEF's Strategies and Operational Programme. As at August 2010, GEF funding as per the Initial STAR allocation is USD 30.31 million where CC is USD14.24 million, BD is USD 14.66 million and Land Degradation is USD1.41million.

To assist the government in conducting national dialogues and coming up high quality projects, starting in 2006, UNDP with MNRE, developed a project titled Support to GEF 4 Resource Allocation Framework and National Dialogues (SNDG4) with the budget of USD167,000. It is worth noting that with the limited budget given, the government of Malaysia was able to secure a total of USD 15.5 million of GEF fund allocated under CC and Biod projects. The projects are Building Energy Efficiency Sector Project (BSSEEP), Financing Peninsular PA and Biodiversity in Multituse Conservation in Sabah. Currently, there is a number of projects ongoing or near completion, with total budget of more than USD 30 million, under (biodiversity and climate change areas) that are being implemented by various government agencies as below:

1. Conservation and Sustainable Use of Tropical Peat Swamp Forests and Associated Wetlands (completed)
 2. Biomass-based Power Generation and Cogeneration in the Malaysia Palm Oil Industry Phase 1 (BIOGEN), (ongoing)
 3. Malaysian Industrial Energy Efficiency Improvement Project (MIEEIP) (completed)
 4. Malaysia Building Integrated Photovoltaic Technology Application (MBIPV), (ongoing)
 5. Second National Communications under the United Nations Framework Convention on Climate Change (completed)
 6. Conserving Marine Biodiversity Through Enhanced Marine Park Management and Inclusive Sustainable Island Development (on-going)
 7. Capacity Building Activities on Implementing the Cartagena Protocol on Biosafety (ongoing)
 8. Targeted Research: Conservation of Biological Diversity Through Improved Forest Planning Tools (ongoing)
 9. National Self-Assessment for Capacity Building Needs for Global Environmental Management (NCSA) (completed)
 10. Building Sector Energy Efficiency Project (BSSEEP) (on-going) – GEF 4
 11. Financing Peninsular Malaysia PA (pipe-line) – GEF 4
 12. Conserving Biodiversity in Multi-use land in Sabah (pipe-line) – GEF 4
- Detail listing of GEF projects (Biodiversity and Climate Change) in Malaysia is per Annex X

Lesson Learnt from previous “ Support for National Dialogues GEF4 (ID: 53222) (SNDG4)” (2006-2010) project

1. Weak filtering mechanism

It was noted that extensive national consultations were held but it lacked structured support mechanism in filtering proposals. National dialogues started as early in June 2006 where major events were held in Kuala Lumpur, Kota Kinabalu and Kuching. GEF OFP received a total of about 48 proposals (in various forms) while it was estimated that more than 100 others ideas were received through agencies but were unable to be seriously looked into due to insufficient project scope and depth suitable for submission. A quick turnaround was made by GEF-OFP by organizing several meetings to screen and finally to inform the respective proposer on the result of the process. In GEF5, clear governance structured is proposed where the NSC is now chaired by the DSG of NRE. 3 technical working groups (each representing GEF focal areas) will be established and headed by the relevant sub-agencies. A new project screening template, which will indicate its link to the national priorities will be developed.

2. Variation level of capacity at the Implementing Agencies

GEF projects are implemented according to NEX/NIM modality as per guidelines provided by UNDP in the Programme and Operation Policies and Procedures (POP). On actual ground, various possible mechanisms exist due to the difference of capacity level mainly in managerial, technical, administrative and financial aspects of the agencies. For example FRIM and PTM, agencies under MNRE and MEGTW respectively, have almost full implementation capacity including fund

disbursement and successfully adopted Quarterly Cash Advance Request while agencies like Biosafety department and SNDG4 project itself, relied heavily from UNDP's office for its support services. GEF5 will still need UNDP's support services but a Project Assistant will be provided to ensure efficient operation and record keeping of UNDP GEF projects. Level of capacity of the proposed agencies has to be determined early to avoid delays during PIF and Project Document development stage.

3. Insufficient data and research information

PIF-approved GEF4 projects (BSEEP, Financing Peninsular PA and Sabah Multituse Biodiversity Conservation) are basically high quality projects which mainly look at transformational change in capacity building, policy, financing and awareness aspects of the authority and the stakeholders. This requires accurate baseline studies and sufficient research information before projects can be fully developed covering various gaps and missing links as GEF stresses on incremental value of new projects. As such, in this project, sufficient funding is provided including use of local consultants and provision of workshops for the above.

4. Limited Use of fund

SNDG4 mainly catered for national dialogues and underestimated the project document development stage. It was hoped that moving from a PDF A/B/C system (in GEF3) into Project Preparation Grant (PPG) system (in GEF4) would facilitate the development process as funding was then provided in the allocation. But, applying for PPG was never an easy process as they still need to be adhered to strict GEF projects and it was similar like applying another set of GEF project. Further, the grant will consume the GEF4 country allocation of USD 26.5 million. As an alternative, the government expedited the gestation period by utilizing the "Support for GEF4 RAF fund (SFNDG4)" project but unfortunately, the fund was never enough and budget adjustments have to be made from time to time to cater project development where possible. Improvement from the previous project has been made where ample budget are provided in "Support for GEF 5 (SPDG5)" project.

II. STRATEGY

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

MNRE is the GEF Focal point and responsible to coordinating and facilitating the project activities. MNRE is also responsible for climate change, forest management, irrigation and drainage management, wildlife management, Minerals management, environmental conservation, marine park management, management of land survey and mapping administration, land management and administration, land surveying and mapping processing.

Enabling Partner: UNDP

According to the Country Programme Action Plan (CPAP), UNDP is committed to *Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management* - With respect to environmental management, the programme will continue to support initiatives that will contribute towards ensuring sustainability. To this end, the programme will focus on three strategies which include the enhancement of environmental management of biodiversity and natural resources; reducing greenhouse gas (GHG) emissions and ozone depleting substances (ODS) consumption; and the incorporation of environmental considerations into the planning and development of non-environmental agencies. UNDP will provide the necessary resources through GEF funding and technical assistance especially with respect with the techno economic analysis and policy recommendations.

Sustainability

While the direct outputs are stated in the RRF, the long term objective of the project is to build implementing agency's capacity and know-how in prioritizing GEF proposals and in preparing project documents for submission to GEF Secretariat. Areas of interest include prioritization of proposals, needs analysis, budgets build up, linkages to national priorities, matching with GEF thematic areas and finally project documents writing and planning.

In preparing for project documents, tools such as Logical Framework Analysis (LFA) approach or similar solution needs analysis will be used. The logical framework (or log frame) is a participatory, objectives-oriented planning approach that spans the life of project period which will use for planning, designing, implementing and evaluating projects is organized in a series of workshops. The outputs of LFA workshop will form the basis for the component activities in the project document.

Objectives and Components

The objective of this project is to provide support to Government of Malaysia in planning, preparing and submission of GEF 5 Project Proposals for 2010-2014. UNDP, as the GEF's Implementing Agency is committed to work closely with the GEF Operational Focal Point in Malaysia, Ministry of Natural Resources and Environment, and other partners to formulate and submit this programme to GEF and subsequently to implement and monitor and evaluate the projects under the programme. Four outputs will be produced:

1. Output 1: Strategic Planning Workshops and National Dialogues
2. Output 2: Concept Consultation and Submission of PIF
3. Output 3: Incremental/Baseline studies and Submission of Project Documents
4. Output 4: Project Management including Monitoring and Evaluation (M&E)

The objective of Output 1 is to organize National Dialogues and strategic planning/policy workshops in producing a list of project proposals for GEFOP's priority list for endorsement. The process will involve organizing several workshops with stakeholders in order to promote, obtain and develop several broad new project ideas. Stakeholder's dialogue via participatory approach is best and may

involve agencies in the protection of biodiversity, climate change and land degradation issues in Malaysia. This will involve a series of national and state level dialogues, workshops and meetings with various government ministries, agencies, NGOs, private sectors, universities and international development agencies in Malaysia. Dialogues/consultations will be both at broad policy level- economy-wide issues and as well as specific interest issue within biodiversity, climate change and land degradation agenda.

Output 2 is the preparation and submission of Project Initial Form (PIF) endorsed by the GEF Operational Focal Point in Malaysia for submission to GEF CEO. Consultations will need to be organized with relevant agencies and preliminary activities including tentative budgets will be proposed. It will contain a brief overview of the project concepts, the agencies involved, budgets (including co-financing) as well as a summary of planned project strategies. If further deliberation is needed in the preparation Project Document (especially for the purpose of incremental analysis), a Project Preparation Grant (PPG) can be requested. PIF and PPG template is at Annex XI

Output 3 is the preparation and submission of Project Document endorsed by the GEF Operational Focal Point in Malaysia for submission to GEF Council through GEF Secretariat. It will contain detailed project information, strategies, resources framework, detailed confirmed co-financing project strategies, monitoring and evaluation plan, management strategies, risks and TOR of each committee and key consultants. Projects must identify gaps and propose incremental activities where GEF's assistance is needed. Scientific analysis and baseline studies will need to be conducted and relevant actions will be proposed. Proposed projects will be nationally executed (NEX) and must respond to both national priorities and GEF focal area strategies and operational programs. It must also satisfy eligibility requirements under the Conventions and are subject to GEF project review criteria to be approved by the GEF Council. As projects are influenced by many factors and actors, their different interests, potentials, deficiencies and other characteristics play a role in the process of designing and implementing a project, must be taken into consideration.

Output 4 is to address the project management aspect including follow-up to proposal preparation, monitoring and evaluation (M&E) activities needed as per the UNDP POPP guidelines. A Project Assistant will be provided to facilitate GEFOFP and related agencies in formulating the projects especially on documentation including providing up-to-date country information as well as ensuring complete documentation for efficient TWG and PSC meetings. UNDP monitoring is needed to ensure project documents follows GEF documentations under stipulated guidelines and the activities including consultations and proposing suitable project activities. It is envisaged that Project Assistant's cost will be funded from CS fund while UNDP's cost from TRAC resources.

III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework:

Outcome 3: Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:

1. Improved capacity of stakeholders in environmental management to plan and implement integrated approaches that also respond to the needs of the poor.
2. Improved data management system of GHG emissions and ODS consumption

Applicable Key Result Area (from 2008-11 Strategic Plan):

Partnership Strategy

MNRE is the executing agency and the implementing. Other key stakeholders from relevant national and international agencies, non-governmental organizations and experts from other institutions will provide technical inputs through various platforms including the Technical Working Committee and National Steering Committee.

Project title and ID (ATLAS Award ID): TBC. Project titled: GEF5 National Dialogue and Project Development Exercises

INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<u>Component 1</u> : Strategic Planning Workshop and National Dialogues	<p>A report on list of projects in each thematic areas</p> <p>National consultations conducted including policy dialogues</p>	<ul style="list-style-type: none"> - Review existing and completed GEF projects. Identify/review success, gaps, constraints and challenges under the GEF projects. - Match their feasibility and appropriateness in Malaysian context - Recommend an appropriate project proposals - Compile relevant baseline data and determine the assessment period (2030 or 2050 or beyond) - Stakeholders' consultation will be organized 	NRE Proposed IA	<p>International Consultants</p> <p>Local Consultants</p> <p>Workshops</p> <p>Travel</p> <p>Miscellaneous</p>

Project title and ID (ATLAS Award ID): TBC. Project titled: GEF5 National Dialogue and Project Development Exercises				
INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
Component 2: Concept Consultation and Submission of PIF	1. Consultation on concepts 2. Completion and submission of PIFs for selected projects Total 6 PIFs to be submitted	<ul style="list-style-type: none"> - Populating PIFs template with the necessary information - Stakeholders will be consulted continually during the stocktaking activities - Focus groups workshops and peer-review exercises will be organized 	NRE Proposed IA	Local Consultants Workshops IT equipment Travel Miscellaneous
Component 3: Incremental/Baseline studies and Submission of Project Documents	1. Incremental and baseline studies initiated 2. Submission of GEF Project Documents TOTAL 5 project documents to be submitted.	<ul style="list-style-type: none"> - Write, prepare and complete the Project Documents as per GEF guidelines - Conduct baseline studies and incremental analysis - Secure co-financing arrangements - Short-term missions for capacity building and keeping up with the latest COP outcomes related to project progress - Conduct LFA exercises where required - Focus groups workshops and peer-review exercises will be organized 	NRE Proposed IA	Local Consultants Workshops Travel Miscellaneous
Component 4: Project Management and Monitoring and Evaluation (M&E)	1. Timely and quality reporting of GEF information (via project assistant) mainly on <ul style="list-style-type: none"> • List of project proposals • TWG decisions & its related documents • NSC decisions & its related documents 2. Availability of UNDP	<ul style="list-style-type: none"> - Project assistant to provide day-to-day support to GEFOFP and related agencies in providing GEF country information - Preparation of summarized project proposals and submission for TWG & NSC meetings - UNDP officers to consult necessary agencies for follow up in providing technical information and backstopping exercise 	NRE UNDP	Local Consultant Workshops Travel

Project title and ID (ATLAS Award ID): TBC. Project titled: GEF5 National Dialogue and Project Development Exercises				
INTENDED OUTPUTS	OUTPUT TARGETS	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
	officers in supporting GEFOFP and agencies in <ul style="list-style-type: none"> • support to the preparation of PIFs/ProDocs • Consultation meetings and fact-finding missions 			

IV. ANNUAL WORK PLAN

Year: 2011

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Budget Description	Amount (USD)
Output 1								
Strategic Planning Workshop and National Dialogues <i>Baseline:</i> 1. Completed and ongoing GEF projects 2. 10MP projects <i>Indicator:</i> A list of projects <i>Targets:</i> A list is ready <i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management	<i>Activity Results:</i> Activities related to the production of list of prioritized projects <i>Associated Actions:</i> 1. Recruitment and appointment of project assistant 2. Stakeholders' workshop including policy dialogues	x	x	x	x	NRE	Local Consultants Workshops Travel Misc.	5,000 30,000 10,000 5,000
								50,000
Output 2								
Submission of PIF <i>Baseline:</i> 1. None <i>Indicators:</i> 1. Number of PIFs	<i>Activity Results:</i> Activities related to the submission of PIFs <i>Associated Actions:</i> - Populating PIFs template	X	X	X	x	NRE	Local Consultants Workshops Travel	30,000 10,000 5,000

<p>submitted</p> <p><i>Targets:</i> 1. 2 PIFs initiated and submitted</p> <p><i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management</p>	<p>with the necessary information</p> <ul style="list-style-type: none"> - Stakeholders will be consulted continually during the stocktaking activities - Focus groups workshops and peer-review exercises will be organized 							
								45,000
Output 3								
<p><u>Submission of Project Documents</u></p> <p><i>Baseline:</i> None</p> <p><i>Indicators:</i> Number of Prodoc submitted</p> <p><i>Targets:</i> 0 submitted</p> <p><i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management</p>	<p><i>Activity Results:</i> Activities related to the submission of ProDocs</p> <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> - Writing, prepare and complete the Project Documents as per GEF guidelines - Secure co-financing arrangements - Short-term missions for capacity building and keeping up with the latest COP outcomes - Conduct LFA exercises where required - Focus groups workshops and peer-review exercises will be organized 					NRE	<p>Local Consultants</p> <p style="padding-left: 100px;">Workshops</p> <p style="padding-left: 100px;">Travel</p>	<p style="text-align: right;">0</p> <p style="text-align: right;">0</p> <p style="text-align: right;">0</p>

									0
Output 4									
<p>Project Management and Monitoring and Evaluation (M&E)</p> <p><i>Baseline:</i> None</p> <p><i>Indicators:</i> Number of TWG organized Number of NSC organized Number of mission attended</p> <p><i>Targets:</i> Number of TWG organized: 2 Number of NSC organized: 1 Number of mission attended: 7</p> <p><i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management</p>	<p><i>Activity Results:</i></p> <ul style="list-style-type: none"> - Timely and quality reporting of GEF information via project assistant - Availability of UNDP officers in supporting GEFOFP and agencies <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> - Project assistant is to provide day-to-day support to GEFOFP and related agencies in providing GEF country information - Preparation of summarized project proposals and submission for TWG & NSC meetings - UNDP officers to consult necessary agencies for follow up in providing technical information and backstopping exercise 	x	x	x	x	NRE UNDP	<p>Project Assistant 20,000</p> <p>Information technology Equipment 3,000</p> <p>Travel (UNDP M&E) 30,000</p> <p>Misc 5,000</p>		
									58,000
TOTAL (2011) USD									153,000

Year: 2012

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Budget Description	Amount (USD)
Output 1								
Strategic Planning Workshop and National Dialogues <i>Baseline:</i> 1. Completed and ongoing GEF projects 2. 10MP projects <i>Indicator:</i> A list of projects <i>Targets:</i> A list is ready <i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management	<i>Activity Results:</i> Activities related to the production of list of prioritized projects <i>Associated Actions:</i> 1. Recruitment and appointment of project assistant 2. Stakeholders' workshop including policy dialogues	x	x	x	x	NRE	Local Consultants Workshops Travel Misc.	0 10,000 5,000 5,000
								20,000
Output 2								
<u>Submission of PIF</u> <i>Baseline:</i> 2. None <i>Indicators:</i> 1. Number of PIFs submitted <i>Targets:</i> 1. 2 PIFs initiated and	<i>Activity Results:</i> Activities related to the submission of PIFs <i>Associated Actions:</i> - Populating PIFs template with the necessary information - Stakeholders will be consulted continually during the stocktaking	x	x	x	x	NRE	Local Consultants Workshops Travel	30,000 10,000 5,000

submitted	activities - Focus groups workshops and peer-review exercises will be organized							
<i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management								
								45,000
Output 3								
Submission of Project Documents	<i>Activity Results:</i> Activities related to the submission of ProDocs						Local Consultants	80,000
<i>Baseline:</i> None	<i>Associated Actions:</i>						Workshops	20,000
<i>Indicators:</i> Number of Prodoc submitted	- Writing, prepare and complete the Project Documents as per GEF guidelines						Travel	5,000
<i>Targets:</i> 2 initiated	- Secure co-financing arrangements	x	x	x	X	NRE		
<i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management	- Short-term missions for capacity building and keeping up with the latest COP outcomes							
	- Conduct LFA exercises where required							
	- Focus groups workshops and peer-review exercises will be organized							
								105,000
Output 4								
Project Management and	<i>Activity Results:</i>						NRE	

<p>Monitoring and Evaluation (M&E)</p> <p><i>Baseline:</i> None</p> <p><i>Indicators:</i> Number of TWG organized Number of NSC organized Number of mission attended</p> <p><i>Targets:</i> Number of TWG organized: 2 Number of NSC organized: 1 Number of mission attended: 7</p> <p><i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management</p>	<ul style="list-style-type: none"> - Timely and quality reporting of GEF information via project assistant - Availability of UNDP officers in supporting GEFOFP and agencies <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> - Project assistant is to provide day-to-day support to GEFOFP and related agencies in providing GEF country information - Preparation of summarized project proposals and submission for TWG & NSC meetings - UNDP officers to consult necessary agencies for follow up in providing technical information and backstopping exercise 	X	X	X	X	<p>UNDP</p> <p>Project Assistant</p> <p>Information technology Equipment</p> <p>Travel (UNDP M&E)</p> <p>Misc</p>	<p>20,000</p> <p>0</p> <p>30,000</p> <p>5,000</p>
							55,000
TOTAL (2012) USD							225,000

Year: 2013

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Budget Description	Amount (USD)
Output 1								
Strategic Planning Workshop and National Dialogues <i>Baseline:</i> 1. Completed and ongoing GEF projects 2. 10MP projects <i>Indicator:</i> A list of projects <i>Targets:</i> A list is ready <i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management	<i>Activity Results:</i> Activities related to the production of list of prioritized projects <i>Associated Actions:</i> 1. Recruitment and appointment of project assistant 2. Stakeholders' workshop including policy dialogues					NRE	Local Consultants Workshops Travel Misc.	0 0 0 0
								0
Output 2								
Submission of PIF <i>Baseline:</i> None <i>Indicators:</i> 2. Number of PIFs submitted <i>Targets:</i> 2. 3 PIFs submitted	<i>Activity Results:</i> Activities related to the submission of PIFs <i>Associated Actions:</i> - Populating PIFs template with the necessary information - Stakeholders will be consulted continually during the stocktaking	X	X	X	x	NRE	Local Consultants Workshops Travel	30,000 10,000 5,000

<p><i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management</p>	<p>activities - Focus groups workshops and peer-review exercises will be organized</p>							
								45,000
Output 3								
<p>Submission of Project Documents</p> <p><i>Baseline:</i> None</p> <p><i>Indicators:</i> Number of Prodoc submitted</p> <p><i>Targets:</i> 2 initiated and submitted</p> <p><i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management</p>	<p><i>Activity Results:</i> Activities related to the submission of ProDocs</p> <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> - Writing, prepare and complete the Project Documents as per GEF guidelines - Secure co-financing arrangements - Short-term missions for capacity building and keeping up with the latest COP outcomes - Conduct LFA exercises where required - Focus groups workshops and peer-review exercises will be organized 	X	X	X	X	NRE	<p>Local Consultants</p> <p style="padding-left: 40px;">Workshops</p> <p style="padding-left: 40px;">Travel</p>	<p style="text-align: right;">80,000</p> <p style="text-align: right;">20,000</p> <p style="text-align: right;">5,000</p>
								105,000
Output 4								
<p>Project Management and Monitoring and Evaluation</p>	<p><i>Activity Results:</i> - Timely and quality</p>					NRE UNDP	Project Assistant	20,000

<p>(M&E)</p> <p><i>Baseline:</i> None</p> <p><i>Indicators:</i> Number of TWG organized Number of NSC organized Number of mission attended</p> <p><i>Targets:</i> Number of TWG organized: 2 Number of NSC organized: 1 Number of mission attended: 7</p> <p><i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management</p>	<p>reporting of GEF information via project assistant</p> <ul style="list-style-type: none"> - Availability of UNDP officers in supporting GEFOFP and agencies <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> - Project assistant is to provide day-to-day support to GEFOFP and related agencies in providing GEF country information - Preparation of summarized project proposals and submission for TWG & NSC meetings - UNDP officers to consult necessary agencies for follow up in providing technical information and backstopping exercise 	X	X	X	X	<p>Information technology Equipment</p> <p>Travel (UNDP M&E)</p> <p>Misc</p>	<p>0</p> <p>30,000</p> <p>5,000</p>
TOTAL (2013) USD		55,000					
		205,000					

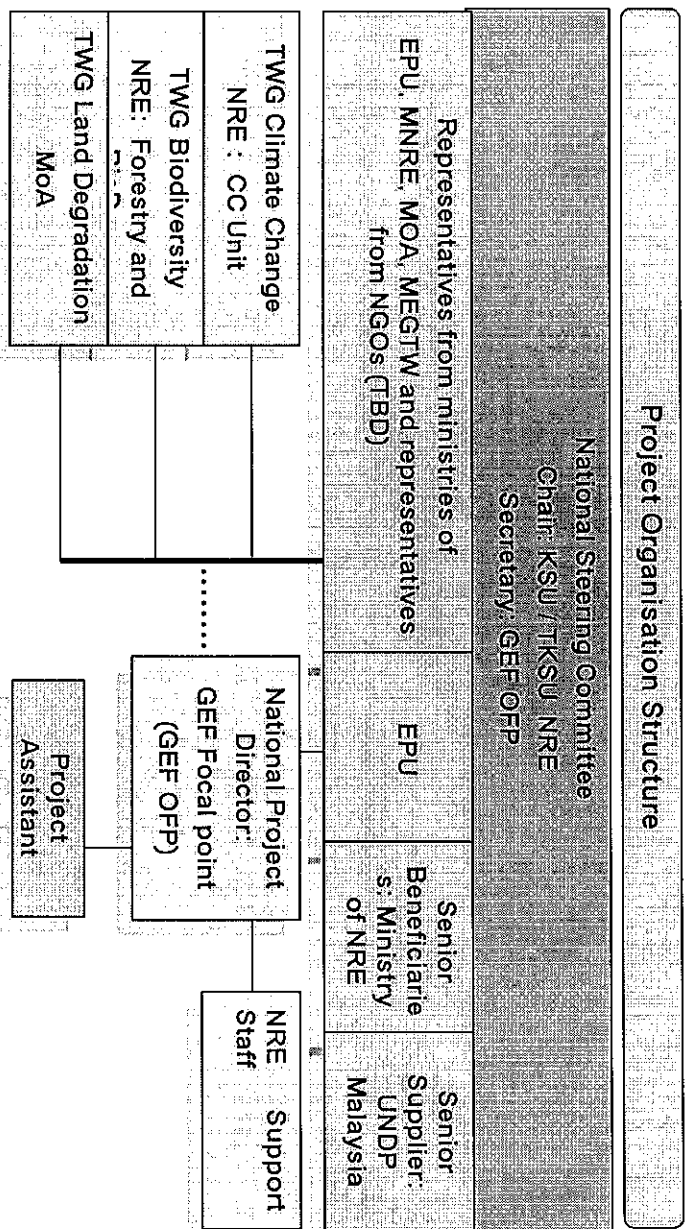
Year: 2014

EXPECTED OUTPUTS <i>And baseline, associated indicators and annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Budget Description	Amount (USD)
Output 1								
Strategic Planning Workshop and National Dialogues <i>Baseline:</i> 1. Completed and ongoing GEF projects 2. 10MP projects <i>Indicator:</i> A list of projects <i>Targets:</i> A list is ready <i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management	<i>Activity Results::</i> Activities related to the production of list of prioritized projects <i>Associated Actions:</i> 1. Recruitment and appointment of project assistant 2. Stakeholders' workshop including policy dialogues					NRE	Local Consultants Workshops Travel Misc.	0 0 0 0
								0
Output 2								
Submission of PIF <i>Baseline:</i> 3. None <i>Indicators:</i> 1. Number of PIFs submitted <i>Targets:</i> 1 PIF submitted	<i>Activity Results:</i> Activities related to the submission of PIFs <i>Associated Actions:</i> - Populating PIFs template with the necessary information - Stakeholders will be consulted continually during the stocktaking					NRE	Local Consultants Workshops Travel	0 0 0

<p><i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management</p>	<p>activities - Focus groups workshops and peer-review exercises will be organized</p>							
								0
Output 3								
<p><u>Submission of Project Documents</u></p> <p><i>Baseline:</i> None</p> <p><i>Indicators:</i> Number of Prodoc submitted</p> <p><i>Targets:</i> 2 initiated, prepared and submitted</p> <p><i>Related CP outcome:</i> Supporting Environmental Stewardship through Sustainable Energy Development and Environmental Management</p>	<p><i>Activity Results:</i> Activities related to the submission of ProDocs</p> <p><i>Associated Actions:</i></p> <ul style="list-style-type: none"> - Writing, prepare and complete the Project Documents as per GEF guidelines - Secure co-financing arrangements - Short-term missions for capacity building and keeping up with the latest COP outcomes - Conduct LFA exercises where required - Focus groups workshops and peer-review exercises will be organized 	x	x	x	x	NRE	<p>Local Consultants</p> <p style="padding-left: 100px;">Workshops</p> <p style="padding-left: 100px;">Travel</p>	<p style="text-align: right;">80,000</p> <p style="text-align: right;">20,000</p> <p style="text-align: right;">5,000</p>
								105,000

V. MANAGEMENT ARRANGEMENTS

The project will be governed by the National Steering Committee (NSC) and supported by the 3 Technical Working Groups (TWG). The details of the above structure will be further discussed in the inception period.



National Steering Committee (NSC)

A National Steering Committee will provide guidance and direction to the project implementation process according to the established detailed work plan monitoring tool. The Committee will be composed of representatives from EPU, MNRE, UNDP Malaysia, and other relevant stakeholders to be identified. The Chairperson of the NSC is the Secretary General or Deputy Secretary General of NRE. NSC will endorse the list of the proposed projects in the form of project ideas, concept or PIF.

Technical Working Committee (TWG)

A technical working committee will be established to handle all technical matters relating to the project and will be chaired by the respective agencies head. The members of the TWG will consist of representatives from MNRE, UNDP and other relevant stakeholders to be determined by the National Steering Committee. 3 TWGs to be established are CC, Biodiversity and Land Degradation committees.. The overarching objective of the TWG is to screen the proposals..

National Project Director (NPD)

The National Project Director is the GEF OFF and will be responsible for coordinating project activities among the main parties to the project. Among these responsibilities are ensuring that the project document and project revisions requiring Government's approval are verified and processed through the Government co- coordinating authority in accordance with established procedures and providing direction and guidance on project-related issues.

Project Assurance

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

Project Assistant

The Project Assistant will support the project and will report to GEFOFP. The Project Assistant is responsible for day-to-day coordination of the SPNDG5 project together with an identified officer of the implementing agency. The Project assistant 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 Project assistant will be recruited and will report administratively and programmatically to both the NPD (also the GEFOFP) and UNDP. The person will assist in preparing progress reports in timely and required manner, and provide the information needed to agree disbursement of funds. The TOR of the project assistant shall be agreed among the stakeholders as soon as the project commences.

Financial Management

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

- Direct cash transfers to the Implementing Partner, for obligations and expenditures to be made by them in support of activities;
 - Direct payments to vendors and other third parties, for obligations incurred by the Implementing Partner;
 - Reimbursement to the Implementing Partner for obligations made and expenditure incurred by them in support of activities
- The FACE form as per Annex IX should be used for all of the above cash disbursements as well as for expenditure reporting. The Implementing partner and Project assistant will work closely with UNDP to monitor the use of the financial resources and are accountable for
- Managing UNDP's/ CS resources to achieve the expected results
 - Maintaining an up to date accounting system that contains records and controls to ensure the accuracy and reliability of financial information and reporting. Expenditures made should be in accordance with the Annual Work Plans and budgets.

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

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

UNDP Support Services

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

- a) identification and recruitment of project personnel;
- b) procurement of goods and services including project vehicle
- c) Identification of training activities and assistance in carrying them out

The above will be carried out based on UNDP policies and procedures, following the principles of best value for money, fairness, integrity, transparency, and effective competition.

UNDP will charge for the support services provided as follows:

- a. 6% cost recovery for the provision of general management support (GMS) for activities funded under Government Cost sharing
- b. Direct cost for implementation support services (ISS) for activities under TRAC funding.

In-Kind Contribution

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

- Assist in gaining access to all relevant data and information required to for the project that is accessible for public viewing;
- Office space (i.e. room/workspace) for the Project assistant, consultants and experts at NRE

- Use of office support facilities by the Project assistant, consultants and experts (e.g. fax machine, stationary, Xerox machine, telephone), and secretarial support where applicable;
- Facilities for convening meetings, workshops and seminars.

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

VI. MONITORING FRAMEWORK AND EVALUATION

The project activities will be closely monitored by UNDP. In compliance with UNDP regulations, the following will be conducted:

a) Project Monitoring and Review Meetings

- **National Steering Committee Meetings**
The National Steering Committee (NSC) will meet after the receipt of each project report or at least twice a year, whichever is greater and address project issues raised by the Project assistant. review project progress reports and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to the project document. A final NSC meeting should also be held at the end of project completion to agree to and endorse the final findings and outcomes of the project and to make recommendations towards project closure.
- **Technical Working Group (TWG) Meetings**
The Technical Working Group Committee (TWG) will meet as regularly as required to assist the NSC in monitoring and advising the technical implementation of the project and its activities. The TWG acts as the technical advisors to the NSC, and regularly reviews the progress of all project components. TWG will recommend projects to be endorsed by NSC.
- **Annual Project Review Meeting**
This internal review meeting will be chaired by EPU during the fourth quarter of the year to assess the performance of the project based on the Annual Work Plan (AWP) submitted at the beginning of the calendar year as well as the Annual Progress Report submitted during the fourth quarter of each calendar year. The review will involve all key project stakeholders and the Implementing Partner, and will focus on the extent to which progress have been made towards achievement of the outputs and that they remain aligned to appropriate outcomes as outlined in the project document. This review should update output targets and results achieved. In the last year of the project, the review will be a final assessment.
- **Final Project Review Meeting**
A Final Project Review meeting will be conducted towards the end of the project completion. Its purpose is to assess the performance and success of the project. It should look at sustainability of the results, including the contribution to related outcomes (and the status of these outcomes) and capacity development. It will also review lessons learned and recommendations that might improve design and implementation of other UNDP-funded projects. The meeting will discuss the Final Project Review Report that should be submitted two weeks prior to the Final Project Review Meeting.

b) Progress Reporting Documents

- **Mid Year Progress Report**
A Mid Year Progress Report shall be prepared by the Project assistant, approved by NPD and shared with the NSC by 30 June of each project year. As a minimum requirement, the Mid Year Progress Report shall utilize the standard template for the Annual Project Report (APR) covering a six month period.
- **Annual Progress Report (APR)**
An Annual Progress Report shall also be prepared by the Project assistant and shared with the NSC by the end of the last quarter of each year. The Annual Progress Report shall highlight risks and challenges, the summary of results achieved, and lessons learnt of the project for that reporting year.
- **Final Project Review Report**
This document which is prepared by the implementing partner is a structured assessment of progress based on the chain of results initially defined in the Project Document and Annual Work plan (AWP) and will include information on financial allocations of expenditure. It may be supplemented by additional narrative to meet specific reporting needs of stakeholders, especially the donor(s). The following should be submitted together with the report:
 - Lessons learnt log - summarizing the information captured throughout the implementation of the project

- Minutes of NSC meetings
- Minutes of TWG meetings
- Annual signed CDRs
- Statements of cash position (if applicable)
- Statements of assets and equipment

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

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

c) Financial Monitoring and Quality Assurance

- **Combined Delivery Reports**
The Combined Delivery Report (CDR) is the report that reflects the total expenditures and actual obligations (recorded in Atlas) of a Project during a period. This report is prepared by UNDP using Atlas and shared with the implementing partner on a quarterly basis and at the end of each year. The Implementing Partner is required to verify each transaction made and sign the quarterly issued CDR report. Statements of cash position as well as assets and equipments should also be submitted together with the CDR on a yearly basis.

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

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

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

VII. LEGAL CONTEXT

The project document shall be the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto.

The term "Government Co-Operating Agency" mentioned in the Supplemental Provision shall mean the executing agency/implementing partner to the project as stated in the cover page of this document.

Consistent with the above Supplemental Provisions, the responsibility for the safety and security of the executing agency/ implementing partner and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency/ implementing partner.

The executing agency/ implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>

ANNEX I: Project Budget

As per AWP.

ANNEX II: Risks and Mitigation

Description	Type	Impact & Probability	Mitigation Measures
The value of US Dollars foreign exchange against the Ringgit may reduce during the project cycle.	Financial	Probability: Low Impact: Medium	There will be a need to regularly monitor the exchange rate to ensure that it does not affect the budget of the project. If there are major changes, the budget will be adjusted accordingly and approved by the NSC.
Low take up rate by project proponents	Management	Probability: Medium Impact: Medium	Aggressive promotional exercises will need to be organized by NRE. Having a project coordinator in the project will help in UNDP/GEF promotional exercises.
Gaps in terms of baseline data may still exist.	Others	Probability: Medium Impact: High	There will be a need to consult relevant agencies in identifying the gaps and address it.

ANNEX III: UNDP ANNUAL WORK PLAN MONITORING TOOL

Together with project issue/ risk logs, the following AWP Monitoring Tool should be used for the project review purpose.

Expected Outputs and Indicators: List all CP outputs and indicators, including annual targets

Planned Activities: List all the activities including monitoring and evaluation activities, including evaluations, field monitoring visits, technical backstopping missions, and audits to be undertaken during the year towards stated CP outputs

Expenditures: List actual expenditures against activities complete

Results of Activities: For each activity, state the results of the activity

Progress towards Achieving CP Outputs: Using data on annual indicator targets, state progress towards achieving the CP outputs. Based on the updated project issue/risk logs, comment on factors that facilitated and/or constrained achievement of results including:

- Whether risks and assumptions as identified in the CP M&E Framework materialized or whether new risks emerge
- Internal factors such as timing of inputs and activities, quality of products and services, coordination and/or other management issues

The Annual Work Plan (AWP) Monitoring Tool

Year _____

CP Component _____

Implementing Partner _____

EXPECTED OUTPUTS AND INDICATORS including annual targets	PLANNED ACTIVITIES <i>List all the activities including monitoring and evaluation activities to be undertaken during the year towards stated CP outputs</i>	EXPENDITURES <i>List actual expenditures against activities completed</i>	RESULTS OF ACTIVITIES <i>For each activity, state the results of the activity</i>	PROGRESS TOWARDS ACHIEVING OUTPUTS Using data on annual indicator targets, state progress towards achieving the CP outputs. Where relevant, comment on factors that facilitated and/or constrained achievement of results including: <ul style="list-style-type: none"> ▪ <i>Whether risks and assumptions as identified in the CP M&E Framework materialized or whether new risks emerged</i> ▪ <i>Internal factors such as timing of inputs and activities, quality of products and services, coordination and/or other management issues</i>
OUTPUT 1: INDICATOR 1.1 WITH TARGET FOR THE YEAR:				

INDICATOR 1.2 WITH TARGET FOR THE YEAR:				
INDICATOR 1.3 WITH TARGET FOR THE YEAR:				
OUTPUT 2:				
INDICATOR 2.1 WITH TARGET FOR THE YEAR:				
ETC.				

ANNEX IV: TERMS OF REFERENCE: National Steering Committee (NSC)

The National Steering Committee (NSC) will monitor the conduct of the project and provide strategic guidance to the project team on the implementation of the project. The NSC will be chaired by the Secretary General or Deputy Secretary General of NRE

Members of the NSC may include EPU, MNRE, MoA, MEGTW, MOF, DOS and other related agencies. The NSC will meet after the receipt of each project report or at least twice a year, whichever greater. The NSC will have the following duties and responsibilities:

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

ANNEX V : TERMS OF REFERENCE: Technical Working Group (TWG)

The Technical Working Group (TWG) will assist the NSC in monitoring and guidance on the implementation of the project as per given thematic area. The TWG will act as technical advisors to the NSC. The TWG will be chaired by the respective thematic lead agency (CC: NRE, Biod: NRE and LD: MoA) while the GEF Operational Focal Point (GEFOFP), which is currently the Undersecretary PASSPI, NRE will ensure the submission to NSC and GEF are per the stipulated guidelines.. The members of the TWG will consist of representatives from the EPU, MNRE, MEGTW, UNDP and other relevant stakeholders to be determined by the NSC.

The TWG will be specifically responsible for:

- Collect project ideas / project proposal or PIFs for analysis
- Review, filter/screen proposals as per Government/UNDP/GEF guidelines
- Recommend project ideas/proposal or PIFs for endorsement by NSC
- Provide guidance and decisions on matters pertaining to the technical aspects of the project such as the data collection exercise, lists of projects, priority mechanism, promotion strategy and other activities to ensure that they meet with the objectives set in the project document and with international good practices and standards :
- Monitor and evaluate the technical implementation of the project towards fulfilment of the objectives stated in the project document:
- Review and comment on the proposed technical work plan and budget; and
- Regular monitoring of the progress of the project and recommend approved technical reports to the NSC
- Review policy recommendations to be endorsed in the NSC
- Besides NPD, the chairperson of the TWG will be mandated to approve financial transaction related to its thematic activities

ANNEX VI: TERMS OF REFERENCE: National Project Director

National Project Director is a staff member of the Government of Malaysia's implementing agency of a UNDP-supported project and in this case will be the GEF OFP. His/her main responsibility is to coordinate project activities among the main parties to the project: the Government co-coordinating authority, the consultant, and UNDP.

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

- Collate and collect recommendations on project proposals/ project ideas/or PIF provided by TWGs for submission to NSC.
- Ensuring that the project document and project revisions requiring Government's approval are processed through the Government co- coordinating authority . in accordance with established procedures;
- Preparing work plans in discussion with the Project assistant, EPU UNDP and consultants;
- Mobilizing national institutional mechanisms for smooth progress of project;
- Reviewing project status reports;
- Providing direction and guidance on project-related issues;
- Providing advice and guidance to the project team.
- Approve financial transaction where appropriate.
- Report SPDG5 project progress and financial status for endorsement by NSC
- To endorse project proposals to GEF

ANNEX VII : TERMS OF REFERENCE : Project Assistant

The Project Assistant will be primarily focused on the administrative, financial and operational aspects of the project. The person role is to provide assistance and coordinates the implementation of various SPNG5 activities in ensuring quality and timeliness of activities and delivery of outputs. It is foreseen that he/she will be based at 50% MNRE and 50% at UNDP.

The specific tasks of the Project Assistant are:

- Liaise and work closely with the project partners and beneficiaries
- Prepare and submit report regularly to GEFOFP, the NSC and TWG on the project's progress
- Maintain close contact with designated focal points from UNDP and other stakeholders, indicating any estimated changes to the work plan, and proposing a budget revision when appropriate
- Ensure that the requisite allocations are available in accordance with the agreed budget and established schedules of payment, if any, in consultation with EPU and UNDP
- Coordinate and facilitate the work of multiple component teams engaged in the implementation of project activities
- Work closely with UNDP and EPU in drafting and preparation of relevant Terms of Reference for consultants.
- Monitor the project funds and resources. Prepare progress and financial reports of the project when required.
- Maintain an up-to-date accounting system and information system to ensure accuracy and reliability of country reporting
- Be actively involved in the preparation of relevant knowledge products (including publications and reports)
- Where necessary and upon advice by UNDP, perform the function of ATLAS External User, creating requisitions and vouchers, and other relevant ATLAS processes

Duration: Four years

Reports to: National Project Director, under the guidance of UNDP and NRE

Qualifications and skills:

1. Diploma or Bachelors degree or equivalent in Environmental Science, Engineering, Business or a related discipline. Diploma with sufficient project experience will be considered.
2. At least 3 years experience working and has a **deep understanding of UNDP and GEF procedures** especially in project development exercise is highly preferable.
3. Project management experience will be an asset. Candidate must be able to multitask and work independently.
4. Be proactive, energetic, committed and innovative
5. Have good interpersonal skills, diligent, open-minded and dedicated. Flexible and mature person.
6. Excellent writing and organization skills. Strong command of English and Bahasa Malaysia.

ANNEX VIII: Project Annual Report Template

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

1. Project Issues:
 Status of Project Risks: Open Project Issues:

2. Project Performance

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

ANNEX IX: FACE FORM

Funding Authorization and Certificate of Expenditures

UN Agency: XXXXXXXXXX

Date: DD/MM/YYYY

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

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

Currency: _____

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

CERTIFICATION

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

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

Date Submitted: _____

Name: _____

Title: _____

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

FOR AGENCY USE ONLY:

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

FOR UNICEF USE ONLY	
Account Charges	Liquidation Information
Cash Transfer Reference: <u>CRO ref. no., Voucher ref. no.</u>	DCT Reference: <u>CRO ref. no., Liquidation ref. no.</u>
GL codes	DCT Amount
Training 0	Less 0
Travel 0	Liquidation Amount 0
Meetings & Conferences 0	
Other Cash Transfers 0	
Total 0	Balance 0

FOR UNFPA USE ONLY	
New Funding Release	
Activity 1	0
Activity 2	0
Total	0

ANNEX X: LIST OF GEF PROJECTS UNTIL OCTOBER 2010

Approved National Projects (All amounts in US\$ million)								
GEF ID	Country	Project Name	Focal Area	GEF Agency	Project Type	GEF Grant	Co financing Total	Project Status
242	Malaysia	National Biodiversity Strategy and Action Plan, and Report to the COP	Biodiversity	UNDP	Enabling Activity	36,750.000	0.000	IA Approved
642	Malaysia	Conservation and Sustainable Use of Tropical Peat Swamp Forests and Associated Wetland Ecosystems	Biodiversity	UNDP	Full Size Project	5,990,000.0	6,670,000.0	IA Approved
1399	Malaysia	Capacity Building for Implementation of Malaysia's National Biosafety Framework	Biodiversity	UNDP	Full Size Project	911,380.000	4,303,175.0	IA Approved
1176	Malaysia	Conservation of Biological Diversity through Improved Forest Planning Tools	Biodiversity	UNDP	Full Size Project	2,261,000.0	3,442,000.0	IA Approved
1201	Malaysia	Conserving Marine Biodiversity through Enhanced Marine Park Management and Inclusive Sustainable Island Development	Biodiversity	UNDP	Full Size Project	1,952,400.0	2,013,144.0	IA Approved
4182	Malaysia	Biodiversity Conservation in Multiple-Use Forest Landscapes in Sabah	Biodiversity	UNDP	Full Size Project	4,400,000.0	8,800,000.0	PPG Approved
3906	Malaysia	Enhancing Effectiveness and Financial Sustainability of Protected Areas	Biodiversity	UNDP	Full Size Project	5,600,000.0	9,800,000.0	Council Approved
300	Malaysia	National Greenhouse Gas Inventory and Response to the UNFCCC	Climate Change	UNDP	Enabling Activity	470,000.000	0.000	IA Approved

448	Malaysia	Industrial Energy Efficiency Improvement Project	Climate Change	UNDP	Full Size Project	7,300,600.0	12,627,100.	IA Approved
940	Malaysia	Biomass-based Power Generation and Co-generation in the Malaysian Palm Oil Industry, Tranche I	Climate Change	UNDP	Full Size Project	4,000,000.0	10,815,000.	Project Closure
1897	Malaysia	Building Integrated Photovoltaic (BIPV) Technology Application Project	Climate Change	UNDP	Full Size Project	4,699,420.0	20,394,428.	IA Approved
3598	Malaysia	Buildings Sector Energy Efficiency Project (BSEEP)	Climate Change	UNDP	Full Size Project	5,000,000.0	21,466,000.	CEO Endorsed
3908	Malaysia	CF Industrial Energy Efficiency for Malaysian Manufacturing Sector (IEEMMS)	Climate Change	UNIDO	Full Size Project	4,200,000.0	17,600,000.	Council Approved
3058	Malaysia	National Capacity Needs Self-Assessment for Global Environment Management (NCSA)	Multi Focal Area	UNDP	Enabling Activity	170,000.000	100,000.000	Project Completion
Sub totals						46,991,550.	118,030,847	14 Projects

From GEF online, Country Profile. <http://www.gefonline.org>

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ANNEX XI: TEMPLATES AND GUIDELINES

- PIF Format
- PPG Format
- CEO Endorsement Request Form

For latest templates, refer to <http://www.thegef.org/gef/guidelines>