

United Nations Development Programme

Country: INDIA

2013 Annual Work Plan

Project Title: 52931 Institutional Strengthening Project (ISP)


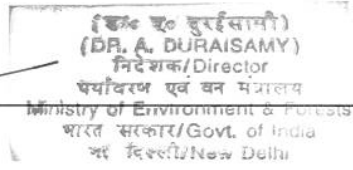
Implementing Partner: Ozone Cell, Ministry of Environment and Forests (MoEF), Government of India

PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE):The Montreal Protocol on substances that deplete the Ozone Layer, under its financial mechanism, namely the Multilateral Fund (MLF) through its Executive Committee (Ex-Com), provides financial support to countries operating under paragraph 1 of Article 5 of the Protocol for building capacity at national level towards the implementation of the Montreal Protocol and the Ozone Depleting Substances (ODS) phase out activities. There is sufficient evidence that achievement of success including of compliance targets relating to ODS phase out schedules could not have been attained without the institutional strengthening (IS) projects. Although it is not possible to quantify the share of the IS projects in achieving the Montreal Protocol targets since such results are determined by several factors, activities, projects and stakeholders and their complex interrelationships, the IS projects in most countries provided the extra leverage needed by strengthening the national ozone units (NOUs) as focal points for mobilizing local stakeholders, initiating and following-up on legislation and ratifications, and coordinating the preparation and implementation of phase-out projects and plans with implementing agencies (IAs) and bilateral agencies.

Programme Period:	2013-2017
Key Result Area (Strategic Plan):	Env. Sus. Dev.
Atlas Project ID:	00035901
Atlas Award ID (for GEF)	00052931
Atlas Output ID	
Start date:	Jan 2004
End Date	Dec 2015
PAC Meeting Date	7th Nov 2008
Implementation modality	National Implementation

2013 AWP budget:	190,000
MULTI YEAR INDICATIVE Budget	1,863,231
Total resources required	_____
Total allocated resources:	_____
• Regular	_____
• Other:	_____
○ Donor	MLF (100009)
○ Donor	_____
○ Government	_____
Unfunded budget:	_____
In-kind Contributions	_____

Project Budget	Exp. Till 2011	Exp.2012	Budget 2013	Budget 2014
1,863,231	1,296,930	167,488	190,000	208,813

Agreed by MoEF:  

Agreed by UNDP: 
Caitlin Wiesen
 UNDP Country Director



I. ANNUAL WORK PLAN

Year: 2013

Key area of UNDP strategic Plan: Environmental and sustainable development, crisis prevention and recovery						
UNDAF / CPAP OUTCOME: Government, industry and other relevant stakeholders actively promote environmental sustainability and enhanced resilience of communities in the face of challenges of climate change, disaster risk and natural resource depletion						
CPAP OUTCOME Indicators: Reduction of HCFC consumption by 10% by 2015 over the baseline of 2009-2010						
CONTRIBUTING TO CPAP OUTPUT: Output 3.4: Phaseout of Ozone Depleting Substances						
CONTRIBUTING TO CPAP 5 year target: Notifying industry partners about rules and regulations for phase out of HCFC by Ozone Cell						
ANNUAL OUTPUTS	PLANNED ACTIVITIES	Month of completion (indicative)	RESPONSIBLE PARTY	PLANNED BUDGET		
				Funding Source (MLF for implementation of the Montreal Protocol)	Budget Description	Amount ¹
Implementation framework development for HCFC phase-out activities.	Developing an implementation framework for implementing HCFC phase-out in consultation with HCFC producers and manufacturers of equipment / products using HCFCs and with line ministries.	Jan. 2013	MOEF	10009	74500	20,000
Implementation of HCFC phase-out to meet Stage-I targets.	Management of implementation of activities related to HCFC phase-out projects.	Dec. 2013	MOEF	10009	73400	20,000
- Achievement of phase-out of HCFCs to meet Stage-I compliance targets as per the Accelerated HCFC phase-out schedule. - Systematic implementation of HCFC taking on board the	- Registration of producers consumers of ODSs especially HCFCs. - Evaluation of requests from enterprises and make recommendations for issue of licenses for export and import of ODS, primarily HCFCs and ODS based equipments/appliances. - Enforcement of other provisions of the Rules	Dec. 2013 Dec. 2013 Dec. 2013	MOEF	10009	74500	20,000

¹ Budget amounts including Direct Project Costs.

stakeholders and phase-out activities in line with HPMP.	<ul style="list-style-type: none"> - Amendment of ODS (Regulation and Control) Rules as and when required. - Development of fiscal incentive scheme to facilitate smooth and timely implementation of HCFC phase-out. 	Mar. 2013 Dec. 2013				
Control of consumption and supply of ODSs.	<ul style="list-style-type: none"> - Implementation of fiscal incentives to all ODS phase-out projects including for HCFCs. - Provision of licenses to all producers of HCFCs. - Consideration of all import of HCFC- 141b, HCFC-124 and other substitutes for ODSs for issue of import license. - Implementation of other trade provisions in line with Montreal Protocol requirements. 	Dec. 2013	MOEF			10,000
Compliance with Article 7 and CP progress data reporting for 2012 in 2013.	<ul style="list-style-type: none"> - Collection, analysis and processing of data on production import, export and feedstock for administrative approval for submitting to the Ozone Secretariat under Article 7 of the Protocol for 2012. - Submission of sectoral consumption data of ODS to the MLF Secretariat along with the progress report of the implementation of the CP for 2012. 	Sep. 2013	MOEF	10009	74500	20,000
<ul style="list-style-type: none"> - Participation in Ex-Com meetings, OEWG meetings and MOP in 2013. - Participation in Network meetings in 2013. - Participation in Conferences/Workshops related to the Montreal Protocol 	<ul style="list-style-type: none"> - Participating in Ex-Com meetings during the year 2013. - Participating in MOP and OEWG and other related meetings in 2013. - Participating in Joint Network meeting of South Asia and South East Asia of ODS officers and other related workshops related to illegal ODS trade in 2013. 	Dec. 2013	MOEF	1009	74500	45,000
<ul style="list-style-type: none"> - Increase in awareness among industry, consumers, students, policy makers and NGO's on the national compliance a strategy to phase out ODS, particularly HCFCs and about the provisions of the ODS Rules. 	<ul style="list-style-type: none"> - Publication of six issues of newsletter - International Ozone Day celebrations - Publication of "India's Success Story" for the year 2013. - Publication of posters, stickers etc. - Print and electronic media campaign - Stakeholders workshops for implementation of HCFC phase-out projects 		MOEF	10009	72100	55,000

- Increase in awareness among national stakeholders on accelerated HCFC phase-out and its associated implementation modalities. - Assistance to new ODS officers in the region on implementation of Montreal Protocol Phase-out activities.	- Assistance to network countries in the region in training new ODS officers on implementation of Montreal Protocol activities, as found necessary.	Dec. 2013				
Project Management (M&E)\Miscellaneous			UNDP			
TOTAL IN USD						1,90,000
	Project staff salaries and Project management expenses					
	Annual Audit, Evaluations, Micro assessment costs					
			AWP TOTAL IN USD			1,90,000
			7% General management services			
			AWP GRAND TOTAL IN USD			1,90,000

Management Arrangements

The management arrangements will remain same as specified in approved project document except with the following changes: The Outcome Boards will meet twice a year. The review and recommendations of the Outcome Board will feed into the Country Programme Management Board (CPMB) annual strategic review meeting. Oversight of project level activities will be provided by the Project Steering Committee (PSC) which will be responsible for approving the budgeted Annual Work Plans and providing overall guidance and oversight. The PSC will meet at least once a year although efforts will be made to convene quarterly meetings to ensure regular follow-up. The PSC will delegate day to day management of the AWP and related decisions to a working group comprising UNDP, Implementing Partner and other stakeholders, as appropriate.

Details of Bank account opened for implementing the project

Bank Name : Syndicate Bank
A/C No : 90431010006909
Branch : Khan Market, Lok Nayak Bhawan
Branch Code : 9043
IFSC code : SYNB0009043
Account Name : Ozone Cell, MoEF

V. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

- A. **MONTHLY PROGRESS REPORT:** The Implementing Partner, in consultation with the project teams, will provide brief monthly updates on progress against planned activities and budgets. These monthly reports will be provided in the format provided at **Annex1**. These monthly reports will be consolidated, as required, by UNDP's quality assurance team for progress review meetings.
- B. **ONE TIME RISK LOG:** Based on the initial risk analysis, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation. This will be completed by UNDP project assurance team in consultation with the Implementing partner. Use the standard Risk Log template
- C. **QUARTERLY FINANCIAL REPORT:** The Implementing Partner (IP) will make use of the Funding Authorization and Certificate of Expenditures (FACE) to request for advances and report on expenditures made on a quarterly basis, or more frequently if agreed. The implementing partner must submit the FACE at the end of each quarter, within the first 10 days of the following quarter. Together with the FACE, the project has to send a copy of the bank statement as up to the date of the end of the period reported and the itemized cost estimates of the activities to be funded. The FACE form has to be certified by the designated official from the IP.
- D. **Evaluation:** There is no Evaluation of the project as such. The Ozone Cell indicates the progress of the project to the Multilateral Fund of the Montreal Protocol from time to time.
- E. **ANNUAL REVIEW REPORT:** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. The reporting format at **Annex 2** will be used to provide brief description of results achieved in the year against pre-defined annual targets.
- F. **ANNUAL PROJECT REVIEW.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes. **Audit:** The project shall be subject to audit in accordance with UNDP procedures and as per the annual audit plan drawn up in consultation with DEA. The project shall be informed of the audit requirements by January of the following year. The audit covering annual calendar year expenditure will focus on the following parameters – (a) financial accounting, documenting and reporting; (b) monitoring, evaluation and reporting; (c) use and control of non-extendable reporting; (d) UNDP Country Office support. In line with the UN Audit Board requirements for submitting the final audit reports by 30 April, the auditors will carry out field visits during February/March. Detailed instructions on audit will be circulated by UNDP separately and on signature

V ANNEXES

Annex 1 – Monthly progress report format

Project Title						
Implementing Partner						
Month/Year						
Annual Outputs	Planned activities	Month of completion	Responsible party	Budget	Monitoring framework	
				Amount	Cumulative Expenditures	Progress towards meeting AWP annual outputs
TOTAL						

Annex 2 – Annual progress report format

Key area of UNDP strategic Plan:			
UNDAF / CPAP OUTCOME			
CPAP OUTCOME Indicators			
CONTRIBUTING TO CPAP OUTPUT			
CONTRIBUTING TO CPAP 5 year target			
Project title			
Implementing partner			
Year			
Annual Outputs	Allocated budget	Total Expenditure	Progress on planned outputs and key successes
1			
2			
3			
Policy results and any additional results achieved			
Lessons learned, project shortcomings and solutions			
Follow-up Actions			

II.