

United Nations Development Programme INDIA
2014 Annual Work Plan (Government of India - UNDP Country Programme Action Plan 2013-2017)

Project Title: Preparation of Third National Communication (TNC) and Other New information to the UNFCCC

Implementing Partner: Ministry of Environment and Forests

UNDP Strategic Plan Outcome: Inclusive & sustainable growth & development

UNDP Strategic Plan Output(s): Climate change adaptation and mitigation

UNDAF / CPAP Outcome: Government, industry and other relevant stakeholders actively promote more environmentally sustainable development and resilience of communities is enhanced in the face of challenges of climate change, disaster risk and natural resource depletion.

PROJECT DESCRIPTION (NOT MORE THAN 1/2 PAGE)

A. State the specific development challenge or gap that this AWP is addressing.

The proposed project is in line with India's commitments to the United Nations Framework Convention on Climate Change (UNFCCC). It aims to enable India undertake activities to prepare its Third National Communication to the UNFCCC. This AWP intends to enable activities that initiate the process of preparing India's third NATCOM to the UNFCCC. Further, this AWP is intended to prepare, complete and deliver the first Biennial Update Report of India in a manner so that it is communicated to the UNFCCC by the end of the year 2014.

B. Select one or more of the below strategies for addressing the above mentioned challenge/gap and describe in the context of this AWP:

- ✓ Changes in attitudes and access to decision making through awareness raising, brokering, convening
- ✓ Changes in policies, plans, budgets and legislation through support to national assessment, planning, budgeting, policy making
- ✓ Changes in the lives of individuals and communities through implementation for inclusive development

C. List the possible improvements in the capacities of institutions, individuals and systems that will occur as a result of this AWP.


This AWP will enhance the capacity of participating institutions for carrying out activities pertaining to climate change studies. Network of scientists and experts including a number of young researchers will be benefited from having opportunities to work on cross cutting issues. Overall system of decision making is also expected to improve as the capacities of national and state governments will improve in terms of availability of updated information on GHG emissions and status of mitigation actions.

D. List the gender issues in this AWP and specific ways in which they will be addressed.

Not Applicable.

E. List the South-South cooperation opportunities in this AWP and specific ways in which they will be addressed.

Not Applicable.


(सुबोध कुमार शर्मा)
(SUBODH KUMAR SHARMA)
सलाहकार/Advisor
पर्यावरण एवं वन मंत्रालय
Min. of Environment & Forests
भारत सरकार, नई दिल्ली
Govt. of India, New Delhi

Atlas Project ID:	70193	2014 AWP budget:	\$ 996,078
Atlas Output ID:	84310	GEF	\$ 996,078
Local PAC meeting date:	27/06/2013	Regular	NIL
Start date:	1 February 2013		
End Date	31 January 2018		
Implementation modality:	NIM		

Project Expenditure

Total Project Budget	Exp 2013	Budget 2014	Budget 2015	Budget 2016	Budget 2017	Budget 2018
USD 9,010,604	165,326*	996,078	2,824,000	2,235,639	2,504,157	285,404

* Provisional figure

Agreed by (Implementing Partner):


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 (SUBODH KUMAR SHARMA)
 सलाहकार/Advisor
 पर्यावरण एवं वन विभाग
 Min. of Environment & Forests
 भारत सरकार, नई दिल्ली
 Govt. of India, New Delhi

Agreed by UNDP:

 01/04/2014

Alexandra Solovieva
 UNDP Deputy Country Director

I. ANNUAL WORK PLAN - YEAR: 2014

ANNUAL OUTPUTS 2014	PLANNED ACTIVITIES	MONTH OF COMPLETION	RESPONSIBLE PARTY	PLANNED BUDGET		
				Funding Source	Budget Description	Amount
Outcome 2: National GHG Inventory	Identification and selection process for experts/institution for developing Emission factors Database, models and methodologies and inventory preparation; Signing of Contracts and disbursement of first instalment	September 2014	MoEF	GEF	72100	275,000
Outcome 3: Impacts and Vulnerability Assessment and Adaptation Measures-	Develop advanced models to profile changing climate at sub-regional level and its potential impacts through the following studies on <ul style="list-style-type: none"> • Climate Variability profile for India at national, state as well as district level • District level Climate Variability Maps • Projection of climate scenarios at national and state level • Climate Change Impact and Vulnerability Studies at national, state and district level 	December 2014	MoEF	GEF	72100	275,000
Outcome 5: Other	Workshops/consultations- to engage Research Institutions, Ministries, Academicians etc. for their inputs on Climate Change Vulnerability and Impacts,	December 2014	MoEF	GEF	72100	36,667

information relevant for the preparation of the TNC	Adaptation Climate Change Mitigation- Energy & LULUCF					
	Publication of reports on NATCOM	December 2014	MoEF	GEF	74500	1,833
	Inception Workshop	February 2014	MoEF	GEF	71300	6,472
					71600	22,000
					74200	2,695
Outcome 6: Third National Communication Report Preparation	Creation and maintenance of NATCOM website	September 2014	MoEF	GEF	74500	1,833
	Conducting a study on National Circumstances and institutional arrangements	September 2014	MoEF	GEF	72100	36,667
Outcome 7: Other new information required under the aegis of the Convention-	Completing sector wise GHG inventory of 2010					
	1. Energy 2. IPPU 3. Waste 4. LULUCF 5. Agriculture	September 2014	MoEF	GEF	72100	31,167
	Conducting a workshop/ consultative meeting	March 2014	MoEF	GEF	72100	91,667
	Studies on mitigation actions including information on MRV mechanisms for domestic NAMAs. Conducting sector wise studies for GHG mitigation actions	September 2014	MoEF	GEF	71300	11,275
	1. National Missions under				71600	41,250
					74200	2,475

	NAPCC 2. SAPCCs 3. Strategies and Policies 4. Programs and schemes 5. Measures not covered above					
	Release of First BUR 2014. Final review and submission to UNFCCC post clearance from competent authority	December 2014	MoEF	GEF	74200	1,833
					72200	9,167
					72800	9,167
	Facilitation Agency		MoEF		71300	85,800
	Salaries to PMU staff				71300	33,000
	Travel				71600	5,000
	Audio-visual & Printing	December 2014		GEF	74200	5,000
	Miscellaneous		UNDP		74500	2,110
TOTAL IN USD						
	Annual audit, evaluations, Communications, micro assessment costs					987,078
						9,000
			AWP TOTAL IN USD			996,078

II. MANAGEMENT ARRANGEMENTS

- The management arrangement will remain same as specified in the approved project document. The Ministry of Environment and Forests will be responsible for the technical implementation of the project as a whole. Given the size and complexity of the project, MoEF will coordinate the project activities through a project management unit. A National Project Director (NPD) supported by a Project Management Unit (PMU) will be responsible for implementation of the work programme and coordination of the various activities.

Fund Flow Arrangements and Financial Management:

➤ Funds can be transferred as: a) direct payment to vendors or third parties for obligations incurred by the Implementing Partners on the basis of requests signed by the designated official of the Implementing Partner; and b) direct payments to vendors or third parties for obligations incurred by UN agencies in support of activities agreed with Implementing Partners. Advance fund transfers shall be requested and released for programme implementation periods not exceeding three months. Reimbursements of previously authorized expenditures will be requested and released quarterly or after completion of activities. The UNDP shall not be obligated to reimburse expenditure made by the Implementing Partner over and above the authorized amounts. Also Partner needs to report interest earned immediately to UNDP through next submitted FACE Form.

➤ At the request of the Implementing Partner, Ministry of Environment and Forests, Government of India UNDP will directly release funds to the bank account created for the implementation of this project with the Facilitating Agency. The Facilitating Agency will be appointed by the Implementing Partner through open recruitment. The Implementing Partner will account for funds received from UNDP. The request from the Implementing Partner will come through the Standard Fund Authorization and Certificate of Expenditures (FACE) Report duly signed by the National Project Director or person assigned/delegated by the Implementing Partner. Only after 80% of last advance and 100% of all the previous advances are spent will the next advance be released.

➤ Books of account shall be maintained in order to ensure accurate reporting of expenditure and providing a clear audit trail. Any interest accrued on the project funds during the project cycle will be ploughed back into the project in consultation with Implementing partner and UNDP and project budgets will stand revised to this extent. If there is no scope for ploughing back the interest will be refunded to UNDP.

Account Name	INSPIRE NETWORK TNC INDIA UNFCCC
Account No.	50100027705700
Bank's Name & Add:	HDFC BANK LTD. S-355, PANCHSHILA PARK, NEW DELHI-110017
RTGS/IFSC No.	HDFC0000248
MICR Code	110240029
Branch Code	000248

Audit: In support of fiduciary good practice and to facilitate scheduled and special audits, each Implementing Partner receiving funds from UNDP will provide UNDP or its representative with timely access to: a) all financial records which establish the transactional record of the fund transfers provided by UNDP; and b) all relevant documentation and personnel associated with the functioning of the Implementing Partner's internal control structure through which the fund transfers have passed. The findings of each audit will be reported to the Implementing Partner, DEA and UNDP. As part of the process, each Implementing Partner will: a) receive and review the audit report issued by the auditors; b) provide timely statements of the acceptance or rejection of any audit recommendation to the UNDP that provided the funds; c) undertake timely actions to address the accepted audit recommendations; and d) report on the actions taken to implement accepted recommendations to the UNDP on a quarterly basis.

III. 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 in Annex 1. 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. In case a project **EVALUATION** is required, please indicate the justification and proposed timing for the evaluation. A project evaluation is required only when mandated by partnership protocols such as GEF. However, a project evaluation may be required due to the complexity or innovative aspects of the project. Midterm evaluation is planned in 2016 and final evaluation in year 2018.
- 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 in 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.

IV. LEGAL CONTEXT

"This document together with the CPAP signed by the Government and UNDP which is incorporated by reference, constitute together the instrument envisaged and defined in the Supplemental Provisions to the Project attached hereto and forming an integral part hereof, as "the Project Document"

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via

http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document.

V. ANNEXES

Annex 1 – Monthly progress report format

Project Title						
Implementing Partner						
Month/Year						
Annual Outputs	Planned activities	Month of completion	Responsible party	Budget	Cumulative expenditures	Monitoring framework Progress towards meeting AWP annual outputs
				Amount		
1						
2						
3						
TOTAL IN USD						

Annex 2 – Annual progress report format

Year			
Annual Outputs	Allocated budget	Total expenditure	Progress towards meeting AWP annual outputs
1			
2			
3			
TOTAL IN USD			
Policy results and any additional results achieved			
Lessons learned, project shortcomings and solutions			
Follow-up actions			

Name of Implementing Partner		2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119	2120	2121	2122	2123	2124	2125	2126	2127	2128	2129	2130	2131	2132	2133	2134	2135	2136	2137	2138	2139	2140	2141	2142	2143	2144	2145	2146	2147	2148	2149	2150	2151	2152	2153	2154	2155	2156	2157	2158	2159	2160	2161	2162	2163	2164	2165	2166	2167	2168	2169	2170	2171	2172	2173	2174	2175	2176	2177	2178	2179	2180	2181	2182	2183	2184	2185	2186	2187	2188	2189	2190	2191	2192	2193	2194	2195	2196	2197	2198	2199	2200	2201	2202	2203	2204	2205	2206	2207	2208	2209	2210	2211	2212	2213	2214	2215	2216	2217	2218	2219	2220	2221	2222	2223	2224	2225	2226	2227	2228	2229	2230	2231	2232	2233	2234	2235	2236	2237	2238	2239	2240	2241	2242	2243	2244	2245	2246	2247	2248	2249	2250	2251	2252	2253	2254	2255	2256	2257	2258	2259	2260	2261	2262	2263	2264	2265	2266	2267	2268	2269	2270	2271	2272	2273	2274	2275	2276	2277	2278	2279	2280	2281	2282	2283	2284	2285	2286	2287	2288	2289	2290	2291	2292	2293	2294	2295	2296	2297	2298	2299	2300	2301	2302	2303	2304	2305	2306	2307	2308	2309	2310	2311	2312	2313	2314	2315	2316	2317	2318	2319	2320	2321	2322	2323	2324	2325	2326	2327	2328	2329	2330	2331	2332	2333	2334	2335	2336	2337	2338	2339	2340	2341	2342	2343	2344	2345	2346	2347	2348	2349	2350	2351	2352	2353	2354	2355	2356	2357	2358	2359	2360	2361	2362	2363	2364	2365	2366	2367	2368	2369	2370	2371	2372	2373	2374	2375	2376	2377	2378	2379	2380	2381	2382	2383	2384	2385	2386	2387	2388	2389	2390	2391	2392	2393	2394	2395	2396	2397	2398	2399	2400	2401	2402	2403	2404	2405	2406	2407	2408	2409	2410	2411	2412	2413	2414	2415	2416	2417	2418	2419	2420	2421	2422	2423	2424	2425	2426	2427	2428	2429	2430	2431	2432	2433	2434	2435	2436	2437	2438	2439	2440	2441	2442	2443	2444	2445	2446	2447	2448	2449	2450	2451	2452	2453	2454	2455	2456	2457	2458	2459	2460	2461	2462	2463	2464	2465	2466	2467	2468	2469	2470	2471	2472	2473	2474	2475	2476	2477	2478	2479	2480	2481	2482	2483	2484	2485	2486	2487	2488	2489	2490	2491	2492	2493	2494	2495	2496	2497	2498	2499	2500	2501	2502	2503	2504	2505	2506	2507	2508	2509	2510	2511	2512	2513	2514	2515	2516	2517	2518	2519	2520	2521	2522	2523	2524	2525	2526	2527	2528	2529	2530	2531	2532	2533	2534	2535	2536	2537	2538	2539	2540	2541	2542	2543	2544	2545	2546	2547	2548	2549	2550	2551	2552	2553	2554	2555	2556	2557	2558	2559	2560	2561	2562	2563	2564	2565	2566	2567	2568	2569	2570	2571	2572	2573	2574	2575	2576	2577	2578	2579	2580	2581	2582	2583	2584	2585	2586	2587	2588	2589	2590	2591	2592	2593	2594	2595	2596	2597	2598	2599	2600	2601	2602	2603	2604	2605	2606	2607	2608	2609	2610	2611	2612	2613	2614	2615	2616	2617	2618	2619	2620	2621	2622	2623	2624	2625	2626	2627	2628	2629	2630	2631	2632	2633	2634	2635	2636	2637	2638	2639	2640	2641	2642	2643	2644	2645	2646	2647	2648	2649	2650	2651	2652	2653	2654	2655	2656	2657	2658	2659	2660	2661	2662	2663	2664	2665	2666	2667	2668	2669	2670	2671	2672	2673	2674	2675	2676	2677	2678	2679	2680	2681	2682	2683	2684	2685	2686	2687	2688	2689	2690	2691	2692	2693	2694	2695	2696	2697	2698	2699	2700	2701	2702	2703	2704	2705	2706	2707	2708	2709	2710	2711	2712	2713	2714	2715	2716	2717	2718	2719	2720	2721	2722	2723	2724	2725	2726	2727	2728	2729	2730	2731	2732	2733	2734	2735	2736	2737	2738	2739	2740	2741	2742	2743	2744	2745	2746	2747	2748	2749	2750	2751	2752	2753	2754	2755	2756	2757	2758	2759	2760	2761	2762	2763	2764	2765	2766	2767	2768	2769	2770	2771	2772	2773	2774	2775	2776	2777	2778	2779	2780	2781	2782	2783	2784	2785	2786	2787	2788	2789	2790	2791	2792	2793	2794	2795	2796	2797	2798	2799	2800	2801	2802	2803	2804	2805	2806	2807	2808	2809	2810	2811	2812	2813	2814	2815	2816	2817	2818	2819	2820	2821	2822	2823	2824	2825	2826	2827	2828	2829	2830	2831	2832	2833	2834	2835	2836	2837	2838	2839	2840	2841	2842	2843	2844	2845	2846	2847	2848	2849	2850	2851	2852	2853	2854	2855	2856	2857	2858	2859	2860	2861	2862	2863	2864	2865	2866	2867	2868	2869	2870	2871	2872	2873	2874	2875	2876	2877	2878	2879	2880	2881	2882	2883	2884	2885	2886	2887	2888	2889	2890	2891	2892	2893	2894	2895	2896	2897	2898	2899	2900	2901	2902	2903	2904	2905	2906	2907	2908	2909	2910	2911	2912	2913	2914	2915	2916	2917	2918	2919	2920	2921	2922	2923	2924	2925	2926	2927	2928	2929	2930	2931	2932	2933	2934	2935	2936	2937	2938	2939	2940	2941	2942	2943	2944	2945	2946	2947	2948	2949	2950	2951	2952	2953	2954	2955	2956	2957	2958	2959	2960	2961	2962	2963	2964	2965	2966	2967	2968	2969	2970	2971	2972	2973	2974	2975	2976	2977	2978	2979	2980	2981	2982	2983	2984	2985	2986	2987	2988	2989	2990	2991	2992	2993	2994	2995	2996	2997	2998	2999	3000
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