United Nations Development Programme - INDIA **CPAP 2013-17**

Annual Work Plan 2016

Project Title: Market Transformation and Removal of Barriers for Effective Implementation of the State-Level Climate Change Action Plans

Implementing Partner: Ministry of Environment, Forest and Climate Change, Government of India (MOEFCC) UNDP SP Outcome(s) Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded and development are inclusive and sustainable, incorporating productive capacities

Inclusive and sustainable solutions adopted to achieve increased energy efficiency UNDP SP Output (s): and universal modern energy access (especially off-grid sources of renewable energy)

Extent of change in: a) energy efficiency, and/or b) modern energy coverage by users UNDP SP Indicators: and specific sectors

Government, industry and other relevant stakeholders actively promote UNDAF Outcome(s): environmental sustainability and enhanced resilience of communities in the face of challenges of climate change, disaster risk and natural resource depletion

Brief Description

The project on "Market Transformation and Removal of Barriers for Effective Implementation of the State-Level Climate Change Action Plans" intends to strengthen the state commitment for implementation of the State Level Action Plans on Climate Change (SAPCCs).

The aim of the project is to transform the market and remove the barriers to effective implementation of the State-Level Climate Change Action Plans with an overall goal to reduce GHG emissions achieved through implementation of Renewable Energy and Energy Efficiency solutions at the state level as identified in the SAPCCs of the two states. The development objective of the project is to support the effective implementation of specific energy efficiency and renewable energy climate change mitigation actions identified in the State Level Action Plans on Climate Change for Jharkhand and Manipur. The project will work with policy makers, financial institutions, technology providers and implementing agencies to identify and remove financial and technical barriers, existing in the state, for implementation of SAPCC.

Component 1 of the project deals with the development of framework for the effective implementation of climate change mitigation options in the SAPCCs. Under this component, project will work with selected states and develop an implementation and MRV framework, which can be shared with other states. The Component 2 focuses on catalysing investments for the application of feasible CCM measures. Under this component, the project will focus on catalysing the investments from both public and private sector stakeholders. Component 3 deals with the capacity development of relevant state government officials in selected states (Jharkhand and Manipur).

The year's AWP aims to stimulate implementation of climate change mitigation actions stated in the State Action Plan on Climate Change (SAPCCs); maximize the benefits through exploring inter-state cooperation; showcase the actual implementation of SAPCCs; demonstrate institutional mechanisms for inter-state networking and cross-learning, including information sharing and technology dissemination; and develop and implement a common monitoring system to assess progress on the SAPCCs in the select states.

- **Non-core (GEF): \$ 567,823

Project Evpenditure*

Total Project Budget*	Budget 2016
GEF	567,823
Others	

Sillies

Agreed by (Implementing Partner):

Agreed by UNDP:

Jaco Cilliers **Country Director**

(रवि शंकर प्रसाद) (RAVI SHANKAR PRASAD) संयुक्त सन्विव/Joint Secretary पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय Min. of Environment, Forests & Climate Change भारत सरकार, मई विल्ली

Govt. of India, New Delhi

^{*} This is the first year of the project

I. ANNUAL WORK PLAN

Year: 2016

EXPECTED OUTPUTS	PLANNED ACTIVITIES		TIMEFRAME				PLANNED BUDGET			
And baseline, associated indicators and annual targets	List activity results and associated actions	Q-1	Q-2	Q-3	Q-4	Fundin g Source	Budget Descriptio n	Amount USD	RESPONSIBL E PARTY	
			MARK							
	k for the implementation of climate change nipur state Action Plan on Climate Change									
Output 1.1: Regularly updated GHG abatement cost curves at state level Baseline: 0	i. Setting up of technical cell at national and state level (Manipur and Jharkhand)							1,70,000	MoEFCC, State Nodal Agency & UNDP	
Indicators: Number of abatement cost curves prepared by Year 1	i. Create data templates for periodically updating abatement cost curves and institutionalization					GEF		F0.000	MoEFCC, State Nodal	
Targets: 4	ii. Periodically update abatement cost curves and institutionalization							50,000	Agency & UNDP	
Output 1.2: Prioritize RE and EE actions from SAPCC for										
implementation Baseline: 0	i. Re-validate the prioritized Renewable									
Indicators: Number of prioritized RE and EE mitigation actions selected for	Energy and Energy Efficiency actions through stakeholder consultations.					GEF		60,000	MoEFCC, State Nodal Agency & UNDP	
implementation in the states by end of year 1									500000	
Targets: 9	ii. Create a roadmap, engagement strategy, map funding opportunities for implementation of the prioritised actions.									

	Identify roles and responsibilities of stakeholders.			
Output 1.3: Designedand implement common monitoring, reporting, and verification (MRV)	i. Set-up methodologies for monitoring and identify performance indicators as part of MRV			
Baseline: 0	ii. Define Roles and responsibilities for MRV implementation and regular update of performance indicators .			MoEFCC, State Nodal
Indicators: No. of monitoring, reporting, and verification (MRV) systems designed and implemented in the states by Year 3	iii. Set-up and test, a data collection and data reporting system for the designed MRV system.	GEF	1,00,000	Agency & UNDP
Targets: 5	iv. Establish an institutional framework for implementation of the MRV framework			
	g investments for implementation of selected and EE mitigation action			
Output 2.1: Evaluation of existing available loan mechanisms Baseline: 0 Indicators: Number of loan mechanisms evaluated by Year 2	i. Review available regulatory and financial tools (like performance based contracts, capital subsidies, soft loans, etc.) for implementation.	GEF	30,000	MoEFCC, State Nodal Agency & UNDP
Targets: 5	ii. Stakeholder consultation workshops on tools / financing mechanisms for catalyzing investments for implementation of selected RE and EE mitigation action.			
Output 2.2: Implement non-grant financing instruments like flexible debt finance Baseline: 0	i. Design the selected tools/financial mechanisms (non-grant) on procedures, protocols, institutional mechanism for implementing the RE and EE actions	GEF		

Indicators: Number of non-grant based financial instruments developed by Year 3				
Targets: 1	ii. Undertake training workshops of the energy department for implementation of the designed tools (both loan mechanisms and non-grant instruments)			
Output 2.3: Mobilize public and private sector funding				AA-EFGG
Baseline: 0 Indicators: Amount of total funding mobilized for implementation (US\$) by Year 4	i. Identify funding sources at national / state / multi/bi-lateral including private sector funding	GEF	10,000	MoEFCC, State Nodal Agency & UNDP
Targets: 12,000,000				
Output 2.4: Established PPP and scaling up of RE and EE actions Baseline: 0	i. Review, assess and shortlist PPP based business models for implementation			MoEFCC,
Indicators: i. No. of PPP business models developed by Year 3	ii. Estimate the likely funds flow, source of fund and funding comittment for the selected actions	GEF	50,000	State Nodal Agency & UNDP
Targets: 9	iii. Meetings with select public and private sector funders to mobilize the funding			
Output 2.5: Implementation of 9 (nine) pilot RE and EE investment projects	i. Review the suitability and intreset towards funding of of 9 (nine) investment project. Hold meetings, workshops to confirm interest.			
Baseline: 0	ii. Prepare DPR / implementation plans for the finalized 9 investment projects.	GEF		
Indicators: No. of demonstration investment projects based on innovative financial models	iii. Identify state coordinators and implementing agencies (state government) for the finalized RE and EE projects.			

developed by end of year 1				
Targets: 9	iv. Prepare a framework for baseline , monitoring and verification of the activities			
	v. Prepare scale up plans for state level implementation of RE and EE mitigation activities.			
Output 2.6: Preparation of Implementation manual & workshops				
for supporting the implementation of selected PPP models for RE and EE actions	i. Prepare an implementation manual on			
Baseline: 0 Indicators: No. of implementation manuals developed by Year 3 (one manual for each state) and conducted workshops in each state	finalized PPP models and regulatory and financial tools so as to replicate successful projects.			
Targets: 2 Manuals and 2 Workshops	ii. Conduct workshop with state stakeholders on final business models and tools to be implemented			
	development of concerned state level tion of respective SAPCCs			
Output 3.1: Align state sectoral budgets for climate change actions Baseline: 0	i. Review the current state budgets for scope for climate change actions		35 000	MoEFCC, State Nodal
Indicators: Allotment of budget for climate change actions in	ii. Meetings with state officials seeking feedback on areas of alignment of the budget		35,000	Agency & UNDP

departmental budgets by year 2	m profit a				
Targets: 2	iii. Drafting proposals for alignment of state budgets incorporating climate change actions				zroja . 1
Output 3.2: Training and capacity building for the State officials	i. Preparation of handbook and guidelines for implementation				
Baseline: 0	ii. Develop training curricula				
Indicators: No. of handbook and guideline prepared and training conducted	iii. Trainings for state level project implementers, reviewers, auditors, state officials				
Targets: 5	iv. Post-training evaluations to assess the effectiveness and necessary revisions				
Output 3.3: Institutional mechanism for inter- state exchange of IT dissemination					
Baseline: 0	i. Review existing institutional mechanisms				
Indicators: No. of joint CCM actions discussed and planned for implementation between states by EOP	for exchange of information and document				
Targets: 4	ii. Strengthening the existing institutional mechanisms for inter-state exchange of information on SAPCC and RE and EE mitigation activities.				
Output 3.4: Conduct inter-state study trips and stakeholder interaction workshops Baseline: 0	i. workshops on successful case examples on RE and EE mitigation actions and organize study trips to facilitate the interactions with other states			15,000	MoEFCC, State Nodal Agency & UNDP

Grand Total	5,67,823		
Annual Audit, Evaluat	27,823		
Total (USD)		5,40,000	
Targets: No. of brochures/ reports- 4	iii. Formulate an information dissemination strategy through print & electronics media		
Indicators: No. of brochures/ reports & No of users of the system	ii. Publication of reports of case studies on the implemented RE and EE investment projects in the states	20,000	UNDP
Output 3.5: Established and operational information dissemination system on lessons learnt from investment projects Baseline: 0	i. System of information dissemination through web portal on RE and EE mitigation investment projects in the state	20,000	MoEFCC, State Nodal Agency &
Targets: 2	ii. Design and undertake at least two study trips and at least two stakeholder interaction workshops on RE and EE mitigation actions in the state		
Indicators: visits successfully completed			

II. Monitoring and Evaluation

A. Framework

(Include all monitoring and evaluation activities/events

Project ID: <u>93346</u> Project Title: <u>Market Transformation and Removal of Barriers for Effective Implementation of the State-Level Climate Change Action Plans</u>

				Data Collection	Plan					
Expected Results (Outcomes & Outputs)	Indicators	Indicators	Indicators	Baseli ne	Targ ets	Source/Metho d of Collection	Schedu le/ Freque ncy	Responsi ble Staff	Resour ces (\$)	Risks and Assumptions
Obtained from the CPAP and project Results Frameworks)	Obtained from the CPAP and project Results Frameworks)	At the project start date	At the project end date	Specific publication, evaluation, survey, field observation, interviews, etc	Monthly, quarterly, annually, etc	Staff member responsible for collecting and reporting data	Estimated cost of collecting and reporting data	Any risks or assumptions concerning data collection / Means of Verification		
CPAP Outcome:										
Implementation of SAPCC										
CPAP Output:	Number of Climate									
Support for actions that assist in effective implementation of SAPCCs	Change Mitigation (CCM) investment projects implemented and plan prepared for scale up									
Component 1: Framework	or the implementation of	climate ch	ange mit	igation options in	the selecte	d states SAP	CCs			
Outcome 1: Successful and sustainable implementation of priority CCM actions on energy generation and application of EE & RE technologies in the major energy end-use sectors in selected states	Number of CCM actions implemented by the project in the states by End of Project (EOP).		9	Mitigation actions finalized and feasibility report prepared	EOP	National Project Manager (NPM), State Project Manager (SPM),		Continued interest of stakeholders		
Output 1.1: Regularly updated GHG abatement cost curves at state level	Number of abatement cost curves prepared by Year 1	0	4	Updated abatement cost curves prepared	Annually	NPM, SPM		State nodal agencies adopts the developed diligent data collection and MRV systems		
Output 1.2: Selected prioritized RE and EE	Number of prioritized RE and EE mitigation actions	0	9	Minutes of the meeting held	Annually	NPM, SPM		Continued support from MoEFCC, MNRE, State		

actions listed in Manipur and Jharkhand Action Plans on Climate Change for implementation	selected for implementation in the states by end of year 1			with stakeholders for ensuring buy in on the prioritized actions			agencies for implementing RE and EE actions
Output 1.3: Designed and implemented common monitoring, reporting, and verification (MRV) system for the selected RE and EE actions of the Manipur and Jharkhand APCC, in a way to feedback into the SAPCC process	No. of monitoring, reporting, and verification (MRV) systems designed and implemented in the states by Year 3	0	5	Report on designed monitoring, reporting, and verification (MRV) systems	EOP	NPM, SPM	Dedicated support from state agencies for design and implementation of MRV Systems
Component 2: Catalyzing in			elected R				
Outcome 2: Enhanced states capability and capacity for identifying, designing, planning, financing and implementing selected RE and EE actions from their SAPCC	Number of locally designed, planned and financed RE and EE projects implemented in the states by EOP	0	9	Inception reports/assessm ent reports of RE and EE mitigation projects operating in the states	EOP	NPM, SPM	There is continued support and participation from state agencies and ministries at national level. Enough technical and financial capacity is available in the state for implementation of
							projects
Output 2.1: Completed evaluation of existing available loan mechanisms for projects developed as part of SAPCC targets	Number of loan mechanisms evaluated by Year 2	0	5	Evaluation reports for loan mechanisms	Annually	NPM, SPM	All state agencies are supportive of implementing the selected RE and EE actions
Output 2.2: Implemented non-grant financing instruments such as flexible debt finance (including long tenure low-interest loans)	Number of non-grant based financial instruments developed by Year 3	0	1	Evaluation reports for non -grant instruments developed	EOP	NPM, SPM	All state agencies are supportive of implementing the selected RE and EE actions
Output 2.3: Mobilized public and private sector funding	Amount of total funding mobilized for implementation (US\$) by Year 4	0	12,00 0,000	Letters of endorsement from funding sources	EOP	NPM, SPM	Continued interest in the selected RE and EE mitigation actions by cofinancing institutions and public and private sector

Output 2.4: Established public private partnerships (PPP) for implementation and scaling up of selected RE and EE actions in Manipur and Jharkhand	Number of replication projects on the selected RE and EE mitigation actions implemented by EOP	0	32	Project assessment reports	EOP	NPM, SPM	Continued interest in the selected RE and EE mitigation actions by cofinancing institutions and public and private sector
	No. of PPP business models developed by Year 3	0	9	Comparative assessment report of PPP business models for RE and EE implementation	EOP	NPM, SPM	
Output 2.5: Implemented nine RE and EE investment projects in Manipur and Jharkhand	No. of demonstration investment projects based on innovative financial models developed by end of year 1	0	9	Performance assessment reports of the investment projects		NPM, SPM	All state agencies are supportive of implementing the investment projects
	No. of demo investment projects implemented by EOP	0	5	M&E reports of the demonstration	EOP	NPM, SPM	
Output 2.6: Completed implementation manual and workshops for supporting the implementation of	No. of implementation manuals developed by Year 3 (one manual for each state)	0	2	Implementation manuals	EOP	NPM, SPM	Continued support and participation of the state governments and workshop proceedings
selected public private partnership models for RE and EE actions	No. of workshops conducted on sensitizing the state agencies on proposed models by Year 4	0	2	Workshop proceedings	EOP	NPM, SPM	are approved by state nodal agencies
Component 3: Capacity de	velopment of concerned s	tate level	officials	for implementation	of respect	tive SAPCC	
Outcome 3: Enhanced technical capability of state government in integrating climate change concerns within state sectoral development plans and budgets and undertaking MRVs efficiently for SAPCC actions, facilitated interstate learning and	No. of sectoral state budgets for RE and EE activities that are aligned with the budgets proposed under SAPCCs by Year 2	0	2	Annual budgets for RE and EE activities in Jharkhand and Manipur	Annually	NPM, SPM	Increased interest of state level bodies in implementation of RE and EE mitigation actions
coordination for SAPCCs Output 3.1: Aligned state sectoral budgets for	Allotment of budget for climate change actions in	0	2	Review report	Annually	NPM, SPM	Continued support and participation from State

development plans to include climate change mitigation actions related expenses	departmental budgets by year 2						agencies and sharing of state documents
Output 3.2: Completed training and capacity building programs on the	No. of handbooks and guidelines prepared for MRV system by year 3	0	2	Handbook and guidelines	Annually	NPM, SPM	Continued support and participation from the state agencies
developed MRV systems for the State officials	No. of training undertaken on the new MRV system by EOP	0	5	Training curricula and session reports	Annually	NPM, SPM	Continued support and participation of the state agencies
Output 3.3: Established institutional mechanism for inter-state exchange of information and technology dissemination for Manipur and Jharkhand for implementation of SAPCC mitigation actions	No. of joint CCM actions discussed and planned for implementation between states by EOP	0	4	Meetings report	Annually	NPM, SPM	Interested state agencies in both states for interstate exchange of information and technology
Output 3.4: Conducted inter-state study trips and stakeholder interaction	No. of study trips undertaken by EOP	0	4	Study trip reports			Continued support and participation from state nodal agencies
workshops	No of workshops undertaken by EOP	0	4	Proceedings of the workshop			Interested state agencies in both states for attending the workshops on RE and EE mitigation actions and market transformation strategies
Output 3.5: Established and operational information dissemination system on lessons learnt from investment projects	No. of brochures, case study reports and other printed material published and disseminated by year 4	0	10	Printed brochures, case study reports and other printed material			Public and Private sector agencies take higher amount of interest in disseminating the learnings
undertaken on priority RE and EE actions.	No of users of the system/year starting Year 4	0	2500	Web portal Number of hits on the web site			Wide use of internet by various state level stakeholders Interested public, private, research, education and voluntary agencies in both states and at national and international level visit the web portal of the project

B. Monitoring and Evaluation Plan

Monitoring Plan

Monitoring Visit	Time Frame				By whom	Place	Purpose	Expected Outcome	Resources
	Q1	Q2	Q3	Q4					
Field Visit 1 GHG abatement cost curves					NPM	Ranchi, Imphal	To verify that GHG abatement cost curves are regularly updated	Updated GHG abatement cost curves	
Field Visit 2 RE pilot project					NPM, SPM, Tech. Expert	Various locations in Jharkhand and Manipur	To ascertain compliance with project objective	RE project financial tool and implementation tool (RfP, Baseline, Specification and implementation)	
Field Visit 3 EE pilot projects					NPM, SPM, Tech. Expert	Various locations in Jharkhand and Manipur	To ascertain compliance with project objective	EE project financial tool and implementation tool (RfP, Baseline, Specification and implementation)	
Field Visit 4 Training and awareness workshop					NPM, SPM, Tech. Expert	Various locations in Jharkhand and Manipur	To gauge effectiveness of training workshop and dissemination of knowledge products.	Awareness and training of State official on RE and EE project development and implementation under the SAPCC.	
Field Visit 5									

Evaluations/Assessments/ Reviews Planned for this year	Time Frame				By whom (External or Internal)	Purpose and how the evaluation/assessment/reviews results & Recommendation will be utilized	Resources
	Q1	Q2	Q3	Q4			
Inception Workshop and Report					Project Manager UNDP		
Measurement of Means of Verification of project results. Measurement of Means of					 UNDP Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members. Oversight by 		
Verification for Project Progress on output and implementation					Project Manager Project team		
ARR/PIR					Project manager and teamUNDP		
Periodic status/ progress reports					Project manager and team		
Mid-term Evaluation					 UNDP Project manager and team Independent External Consultants (i.e. evaluation team) 		

Terminal Evaluation	Project manager and team, UNDP Independent External Consultants (i.e. evaluation team)
Project Terminal Report	Project manager and team UNDP Local consultant
Audit	 UNDP Project manager and team
Visits to field sites	UNDP UNDP(as appropriate) Government representatives

III. Recruitment Plan 2016

(Include all the recruitments envisaged by the project in AWP 2016 - including national and international staff positions that are vacant or newly created)

Project ID: <u>93346</u> Project Title: <u>Market Transformation and Removal of Barriers for Effective Implementation of the State-Level Climate Change Action Plans</u>

S. No.	Post	Location
1	National Project Manager	New Delhi
11	State Project Manager – 2	Jharkhand & Manipur
111	Technical Expert- 2	Jharkhand & Manipur
IV	Technical Support- 2	Jharkhand & Manipur

IV. Procurement Plan 2016

(Include all local and international procurements valued at or above \$ 5000 envisaged in AWP 2016 – including goods, assets, services and works)

Project ID: <u>93346</u> Project Title: <u>Market Transformation and Removal of Barriers for Effective Implementation of the State-Level</u> Climate Change Action Plans

Country Office	India
Submitted by:	
Date:	

Instructions:

- Only include procurements to be done by UNDP for DIM, Management, support-to-NIM projects and UN Agencies
 If you need additional lines, right-click and "Insert" rows, do not copy-paste, to
- If you need additional lines, right-click and "Insert" rows, do not copy-paste, to keep drop-down menus & format.

Req uest ing Unit	Project Name (acronym or brief name)	Type of Supply	Cat eg ory	Description of goods, services or works required	Unit of Measure	Quantity	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Finalizatio n of services date	End user of goods, services or works	Procure ment Process Status
EEU	Framework for the implementation of climate change mitigation option	Institution al Contract		Hiring of national/ international agency	Number	2	55000	110000	March/ April	December	State of Jharkha nd and Manipur	Not Started
EEU	Catalysing investments for implementation of selected RE and EE mitigation action	Institution al Contract		Hiring of national/ international agency	Number	2	40000	80000	March/ April	December	State of Jharkha nd and Manipur	Not Started
EEU	Consulting services for implementation of selected RE and EE mitigation action	Institution al Contract		Hiring of national/ international agency	Number	2	40000	80000	March/ April	December	State of Jharkha nd and Manipur	Not Started

Total Estimated 2016 Procurement Plan (USD)

V. 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 AWPs and related decisions to a working group comprising UNDP, Implementing Partner and other stakeholders, as appropriate.

Fund Flow Arrangements and Financial Management:

Project following National Implementation. At the request of the Implementing Partner, Ministry of Environment Forest and Climate Change, UNDP will directly release funds to the CAAA or other such account as directed by the IP. 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.

The Implementing Partner may request UNDP to provide support services for project implementation. These services may include procurement, recruitment, purchase of goods and services, and organisation of training activities and workshops. UNDP recruitment and procurement rules and regulations will apply for the services provided. All direct costs which are attributable to the provision of these services (direct project costs) will be charged to the project in accordance with in accordance with the policies decided by UNDP decided by UNDP's Executive Board.

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.

<u>Audit:</u> UNDP projects are audited regularly. The audit of projects provides UNDP with assurance that resources are used to achieve the results described in the project document and that UNDP resources are adequately safeguarded. HACT assessment and assurance activities should be applied to the entity accountable for delivery of programme outputs. 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 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.

<u>Project Closure:</u> Project Closure: The project will be closed as per UNDP norms and assets (if any) will be disposed of or transferred to IP in consultation with them during the life cycle or at end of the project.

VI. Planning, Monitoring and Reporting

The project will follow the following planning, monitoring and reporting cycle during the year.

Timeline /Target Date	Activity	Primary Responsibility
15 January 2016	Submit final Annual Progress Report 2015 to UNDP	Project Director/ Project Manager
10 Jan 2016	Finalisation of audit plans	RPU in consultation with Program Units
1 Feb-15 Mar. 2016	Annual audit of the project	RPU-Program Unit
07 April 2016	Quarterly Progress Reports, including:	Project Manager
07 July 2016 07 October 2016 07 January 2017	a) Report on project progress and financial delivery (FACE forms)	/Program Officer, M&E
31 July 2016	Organise Project Steering Committee as agreed in the Prodoc. (Mid-year review of project progress and, if needed, revision of the AWP)	Project Director/ Project Manager/
30 November 2016	IRRF, IWP and ROAR updates	M&E and Program Units
30 November 2016	Organise Project Steering Committee to:	Project Director/
	 Review of project contribution to results and financial delivery 2016; 	Project Manager
	b) Review and endorsement of AWP 2017	

ANNEXES

Annex 1: Cost sharing agreements signed with donors/government (if any)

Annex 2: Project cooperation agreement signed with NGOs (if any)

Annex 3: Agreements between the Implementing Partner and Responsible Parties (Government entities, NGOs, etc), if an