SUGGESTED TEMPLATE FOR PROJECT PROGRESS REPORT
Country Office: India / Regional Programme

PROJECT PROGRESS REPORT TEMPLATE

(For Project Board reviews to be generated from Quantum)

REPORTING PERIOD[1]: January 1st 2023 to 15th February 2023

The template below introduces the minimum requirements for the standard reporting done by the Project Manager and team. The report must be reviewed for quality by the Programme Officer. It is envisaged that most of the data will be generated from Quantum if all data is entered and maintained up to date (current discussions ongoing with BPPS/BMS). Annotated guidance is provided and should be removed when using the template.

Project Summary Information	
Project Title	Technical Support to Centre for Public Policy & Good Governance in Accelerating Economic Growth and Fast-tracking SDGs in Uttarakhand Development Project - Phase 1
Project ID	00117158
Project Duration	23/09/2019 – 15/02/2023
Location	Uttarakhand
CPD/UNSDCF/RPD/SP Outputs	UNSDCF Outcome 6: By 2027, a strengthened and more coordinated, inclusive, and accountable governance system will be in place at the national and local levels enabling all people, especially the most marginalized and vulnerable, to be protected, empowered, engaged, and enjoy human rights and social justice, and lead their lives with respect and dignity. CPD Output 1.1: Government is better able to plan, implement, monitor and finance to accelerate progress towards the SDGs.
Gender marker	GEN 2
Digitalization marker	Digital Technology: Output partially enabled through digital technology. Digital Result: Contributing to digital transformation of society and inclusive digital ecosystems

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[1] Periodicity of this project progress report will be determined based on online input; it can be used quarterly, half-yearly, or annually. Once the data from this tool is input into Quantum, one can generate multi-year, annual, or quarterly reports, as the system should be able to aggregate various periods as long as they have been reported. The minimum requirement for Project Board to meet at least once to review progress and risks is annual - per policy.

Implementing Partner	UNDP
Total budget	USD 829,859
Donors (funding sources)	Government of Uttarakhand
Budget (annual budget)	USD 19,440
Expenditure recorded for the reporting period[2]	USD 40,151.78
Expenditure recorded for the total project[3]	USD 622,980.90
Project Manager name:	Dr. Pradeep Mehta

1. Executive Summary

A brief analysis of key project results, achievements, and challenges, highlighting their contribution to the relevant CPD/RPD outcome/output. This could also be activity verification, beneficiaries' feedback, changes brought about by capacity development interventions, etc., depending on the type of intervention and guided by the objectives as per monitoring policy (track performance, analyze evidence, report on performance and lessons)

The State of Uttarakhand is an "Aspiring" state in the achievement of Sustainable Development Goals as categorized by the Government of India, Uttarakhand is a resource-rich State that requires clear strategies and action plans to effectively utilise the resources and emerge as a performer. The State also needs support in fast-tracking the achievement of the Sustainable Development Goals. The State requires technical support in Awareness building, Innovations, Localisation & Integration, and finally concurrent monitoring. UNDP proposes to offer technical support to the Department of Planning through experts and curated activities to fast-track the agenda.

The government of Uttarakhand has initiated the process of SDG implementation and has nominated a nodal department for handholding the SDG agenda in the State. The Directorate of Economics & Statistics, Department of Planning has come up with a vision document focusing on sectoral growth aligned with SDGs. The State is in the process of finalizing indicators and preparing the framework for implementation of the SDG agenda. The planning department has conducted Mapping of State Depts. programmes/schemes and an Action Plan for the implementation of SDGs under preparation. The state has tentatively decided to adopt the National Indicator Framework for monitoring SDGs. The Department of Planning/ Directorate of Economics & Statistics (DES) is the nodal department for the collection, validation, and analysis of data. The state has emerged as a front-runner in various development sectors and has the potential to emerge as a model for other States in the actualization of the Peoples Agenda 2030. The Planning Department has taken a keen interest in initiating the localization of the agenda and is looking forward to technical associations.

In spite of higher Growth rate of 6.8% (2017-18), the state has an increasing unemployment rate. While poverty levels in Uttarakhand are lower than in other states, pockets within the state display a high

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[2] Figure is tentative as CDR 2023 is still not ready.
[3] Figure is tentative as CDR 2023 is still not ready.

incidence of poverty, and consumption inequality is increasing. There is a need to fast-track the growth in sectors identified by the State such as Environment & Climate Change, Health, Education, Gender, Value Chain, etc. The State is bestowed with a Centre for Public Policy & Good Governance (CPPGG) which has the mandate to support the development planning and policy preparation in the State.

The government of Uttarakhand has partnered with UNDP to set up a PMU in the Centre of Public Policy and Good Governance to support in terms of technical resources in key sectors that need a rejig to ensure that these sectors perform well and contribute to the growth of the State. UNDP will also support the State Government in technical empowerment of the Centre for Public Policy & Good Governance, Uttarakhand by recruiting sectoral experts in mutually agreed sectors that are beneficial for the economic growth of the State and manage the policy development for fostering economic growth and inclusive development through SDGs, under the leadership and guidance of Secretary planning. The project's core objective is to accelerate the implementation of the Sustainable Development Goals (SDGs) in Uttarakhand by providing crucial support to the state government. UNDP has established a Project Management Unit within the Centre for Public Policy and Good Governance (CPPGG), offering essential technical assistance in key sectors pivotal to the state's growth.

Uttarakhand's progress in SDGs is evident in the latest Multidimensional Poverty Index by Niti Aayog. The state witnessed a remarkable decline in the count of multidimensionally poor individuals, dropping from 17.67% to 9.67%, showcasing significant strides toward prosperity and accelerated poverty reduction efforts.

The Project Management Unit worked closely with government departments, contributing to the drafting of various policies, including the State Women Policy, Monitoring and Evaluation Policy, and Policymaking Toolkits. These policies aim to fortify the state's governance and development frameworks. Throughout the year, several initiatives focused on SDG localization through District SDG Profiles and capacity building of district institutions, reflecting a localized growth in SDG implementation. State SDG Index 2023 has been prepared which will further provide key areas for the district and state administration to work on.

2. **Progress Review**

   a) **Key results achieved**

Highlight concrete results achieved/underachieved in the reported period, including progress towards gender equality and women's empowerment in the reporting period. If applicable, highlight achievements in digitalization and innovation. What implementation issues were highlighted in the previous reporting period, and how were they managed?

During the given period in the last leg of Phase 1 of the project was to provide a fully functional PMU to the Department of Planning to operationalise and localise SDGs in the state of Uttarakhand through the Center for Public Policy and Good Governance.

   b) **Output progress**

Progress reported against each output. Link to the last report submitted, and please mention the status of previously delayed outputs.

Output statement	Baselines Value type	Indicators	Annual Targets	End of the project target	Status: On-track/ off-track / complete	Means of verifications and comment to substantiate the selected response
Output 1: PMU is fully functional in the Planning department of Uttarakhand to operationalize CPPGG to localize SDGs	6	Nil	6	6	Complete 6	Project Expenditure Report

Achievements in gender mainstreaming, gender equality and women's empowerment:

Output 1

(i) Six staff of PMU have ensured gender mainstreaming through the ongoing initiatives of CPPGG and accelerated SDGs in the state of Uttarakhand to empower women and girls.

(ii) PMU has worked with the state government in identifying additional opportunities to effectively mainstream gender. A focused two-day workshop on gender budgeting planned for ongoing schemes and programmes of the state government to further empower women/girls.

(iii) PMU has identified female practitioners who have contributed to women/girl empowerment in the states, aiming at showcasing their works as best practices for replication.

Data sources and references (can be prepared as an annex with details)

Means of verification will require evidence, links, references, photos, transcripts from exit interviews, feedback surveys, call center reports, phone verification, etc. All methods and means used to collect and report on the results should be described, and links prepared for future reference, spot checking, and verification by independent teams when necessary. It also means that the same expectation will apply when third-party monitors are used.

If the data source involved meetings, then details of meeting participants and matters discussed and agreed actions should be documented as part of the evidence/data source.

3. **Communications, visibility, and partnerships**

Please provide URLs specific to this project (for example, project websites, social media sites, media coverage, etc.) as far as this is applicable. Note that some of these links would be the evidence and data sources for point no. 3 above.

On partnerships, record if new co-financing (cash contribution, parallel co-financing, or in-kind) has been generated as committed in the project (applies to Vertical Funds projects)

Project Website (CPPGG): https://cppgg.uk.gov.in/
Social Media Sites:
- Linked In: https://www.linkedin.com/in/centre-for-public-policy-and-good-governance-cppgg-9b072a208/
- Instagram: https://www.instagram.com/cppgg_uttarakhand/?hl=en
- Twitter: https://twitter.com/CPPGG1

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4. **Project risks and mitigation measures**

Define key challenges and issues noted, whether new/recurrent/persistent. Describe new risks identified and propose ways to correct a course of action and agreed with responsible members to address these and the timelines. Describe if escalation is required for Project Board or other mechanisms.

A) ***There is a risk that UNDP cannot hire and place capable human resources.***

Mitigation Strategy: UNDP will review payment for human resources where possible. The project will tap into human resource talent such as Mission Managers who have already worked on similar assignments. UNDP will ensure a wide outreach of job opportunities through its past and present partner organizations working across the state to attract the best Talent.

B) ***There is a risk that natural disasters in Uttarakhand cases damage to infrastructure and movement restriction.***

Mitigation Strategy: Use of virtual communications in case of such situation to continue projects. Initial risk assessment and impact of the pandemic have been done and necessary actions involving shifting of the activities/tasks online wherever possible, done.

C) ***There is a risk of delay in funds transfer from the State government to UNDP.***

Mitigation Strategy: Timely request/follow-up with State government so that procedure of government flows smoothly

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Risk register must be attached as an annex to the report.

5. **Lessons Learned**

Document any lessons that will be applied to address challenges or improve the implementation pace. Outline any good practices, as applicable.

> In response to the dynamic and evolving government priorities, CPPGG has successfully identified key personnel within the government system. This strategic approach has bridged the gap in analyst and expert resources, ensuring the timely execution of work on urgent services.

6. **Way Forward**

Based on the above, the following key issues need to be addressed/prioritized for the next reporting period

> For phase 2 of the CPPGG project, a lot of initiatives/ activities have been identified to accelerate the SDGs in the state of Uttarakhand.
>
> A) Strengthening of Policy, Planning, and Governance Processes
>   1. Monitoring & Evaluation Policy
>   2. State Women Policy
>   3. Policymaking Toolkit
>
> B) Integrating SDGs through Whole of Government & Whole of Society Approach
>   1. Pre-preparatory Consultation for Indexes
>   2. SDG Youth Parliament
>
> C) Strengthening SDG Monitoring and Evaluation
>   1. Changes in SDG Dashboard
>   2. Development of SDG index 2022-23
>
> D) Mainstreaming of SDGs through Effective Communication
>   1. State Best Practices Document (Govt. Initiatives)
>   2. SDG Goalkeepers Award Video/Handbook Documentation
>   3. SDG Dialogues for NGOs, CSR, and Media
>   4. Publication of Nitighosh
>
> E) Workshop on Gender Responsive Planning and Budgeting

Priority actions for the project and other teams before the next reporting cycle.

Issue/observation	Action to be taken	Responsible	Timeline
Monitoring & Evaluation Policy	Draft a M&E Policy for Uttarakhand	PMU, CPPGG	2023
State Women Policy	Draft a State Women Policy	PMU, CPPGG	2023
Policymaking Toolkit	Draft a toolkit	PMU, CPPGG	2023

Consultation for Indexes	To conduct a workshop in Dehradun focused on Gender, Health, and Education Indexes, bringing together representatives from government departments and Civil Society Organizations to define indicators for each thematic area	PMU, CPPGG	2023
SDG Youth Parliament	To organize a SDG Youth Parliament in the State	PMU, CPPGG	2023
Changes in SDG Dashboard	Revision of SDG District Indicator Framework	PMU, CPPGG	2023
Development of SDG Index 2022-23	Prepare a state SDG index 2022-23	PMU, CPPGG	2023
State Best Practices Document (Govt. Initiatives)	Curation of best practices from all districts	PMU, CPPGG	2023
SDG Goalkeepers Award Video/Handbook Documentation	The video and handbook documentation for the SDG Goal Keeper Award, recognizing 17 awardees for their contributions	PMU, CPPGG	2023
SDG Dialogues for NGOs, CSR, and Media	A CSR dialogue is planned	PMU, CPPGG	2023
Publication of Nitighosh	Quarterly magazine of CPPGG	PMU, CPPGG	2023
Workshop on Gender Responsive Planning and Budgeting	Gender budgeting training for Government of UK	PMU, CPPGG	2023

7. **Annexures**

Provide links to the sources of evidence (based on entries described in Q2 and 3)

Annex 1: Project Risk Register

#	Event	Cause	Impact(s)	Risk Category and Sub-category	Impact, Likelihood & Risk Level	Risk Valid From/To	Risk Owner	Risk Treatment and Treatment Owner
1	There is a risk that UNDP cannot hire and place capable human resources	As a result of limited outreach as well as low salary	Which will impact in 1) compromise the quality of human resources, 2) re-advertise the positions due to no candidates above the passing mark, which can result in reduced quality and delay in implementation especially in operating up PMU.	**4. Organizational 4.7. Human Resources**	Likelihood: **3-Moderately likely** Impact: **3-Intermediate** Risk level: **Moderate**	From: **23/Sept/2019** To: **15/Feb/2023**	Chief Advisor, Strategic Planning and State Outreach, UNDP India	Risk Treatment 1.1: UNDP will review payment for human resources where possible Risk Treatment Owner: Project Manager
								Risk Treatment 1.2: The project will tap into human resource talent such as Mission Managers who have already worked on similar assignments Risk Treatment Owner: Project Manager
								Risk Treatment 1.3: UNDP will ensure wide outreach of job opportunities through its past and present partner organizations working across the state to attract best talent Risk Treatment Owner: Project Manager
2	There is a risk that natural disaster in Uttarakhand cases damage in infrastructure and movement restriction	As a result of Disaster occurring due to glacier burst	Which will impact in projects implementation in particular the training sessions, capacity building and exposure visits are halted due to the travel restrictions owing to the disaster.	**1. Social and Environmental 1.6. Community health, safety and security**	Likelihood: **3-Moderately likely** Impact: **3-Intermediate** Risk level: **Moderate**	From: **23/Sept/2019** To: **15/Feb/2023**	Chief Advisor, Strategic Planning and State Outreach, UNDP India	Risk Treatment 2.1: Use of virtual communications in case of such situation to continue projects Risk Treatment Owner: Project Manager
								Risk Treatment 2.2: Initial risk assessment and impact of the pandemic have been done and necessary actions involving shifting of the activities/tasks online wherever possible, done. Risk Treatment Owner: Project Manager

| 3 | There is a risk of delay in funds transfer from the State government to UNDP | As a result of 1) Internal control of State government (funds transfer from central government as well as excess turnover time), 2) Delay in UNDP procedure to prepare Utilisation Certificate (necessary doc for funds transfer) requested by the State government | Which will impact in delay in the implementation of many outputs and activities under the projects | **2. Financial 2.6. Budget availability and cash flow** | Likelihood: **3-Moderately likely**

 Impact: **3-Intermediate**
 Risk level: **Moderate** | From: **23/Sept/2019**
 To: **15/Feb/2023** | Chief Advisor, Strategic Planning and State Outreach, UNDP India | Risk Treatment 3.1: Timely request/ follow-up with the State government so that the procedure of government flows smoothly

 Risk Treatment Owner: Project Manager |

Endorsed by

Ms. Meenakshi Kathel
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