United Nations Development Programme

PROJECT DOCUMENT
Philippines

Project Title: Supporting the PEMSEA Resource Facility Secretariat Services towards the Sustainable Implementation of the SDS-SEA
Project Number:
Implementing Partner: Partnerships in Environmental Management for the Seas of East Asia
Start Date: 1 January 2025 **End Date:** 31 December 2030

Brief Description
With decades of scientific research and policy dialogue, the issues confronting the sustainable health of the ocean are well understood. Partnerships in Environmental Management for the Seas of East Asia (PEMSEA), with the support of UNDP, is moving into accelerated pace of action in support of the UN Sustainable Development Goals, particularly SDG 14, which addresses the conservation and sustainable use of the ocean, seas and marine resources for sustainable development. East Asia is recognized as the centre of marine biodiversity globally and is a center of economic growth. But the health of the ocean continues to deteriorate. The joint regional strategy Sustainable Development Strategy (SDS) for the Seas of East Asia Implementation Plan 2023-2027 is the region's response to tackling the challenges confronting the coasts and seas in the region. PEMSEA Resource Facility (PRF) provides technical and secretariat services to PEMSEA to support country and non-country partners and networks of local governments and learning centres implement SDS-SEA which is aligned to global goals and regional commitments. This project provides annual support for the PRF staff salary and operational costs as well as governance meetings to monitor, calibrate and provide strategic directions on PEMSEA's work.

Contributing Outcome (UNSDCF, CPD, RPD):	**Total resources required:**		USD 679,000
UNSDCF/CPD 2024-2028 Outcome 3: By 2028, all people benefit just transition to low-carbon, climate-resilient development, sustainable management of environment, natural resources and biodiversity and strengthened resilience to disasters and natural hazards.	**Total resources allocated:**		USD 679,000
		UNDP TRAC:	
		Donor: Japan	USD 667,535.14
		Donor: China	USD 2,556.92
		Donor: Korea	USD 8,908.07
Indicative Output(s) with gender marker[1]: GEN2	**Unfunded:**		

Agreed by (signatures):

UNDP	Implementing Partner
Print Name: Edwine Carrie	Print Name: Aimee T. Gonzales
Date:	Date:

[1] The Gender Marker measures how much a project invests in gender equality and women's empowerment. Select one for each output: GEN3 (Gender equality as a principle objective); GEN2 (Gender equality as a significant objective); GEN1 (Limited contribution to gender equality); GEN0 (No contribution to gender quality)

I. DEVELOPMENT CHALLENGE

Sustainable Development Strategy for the Seas of East Asia (SDS-SEA)
Recognizing the numerous ocean-related challenges, including climate change, marine pollution, biodiversity loss and habitat degradation, overfishing in the region, PEMSEA country partners have adopted a joint regional marine strategy, the SDS-SEA since 2003. The SDS-SEA is a package of relevant principles, strategies, objectives and implementation approaches for achieving sustainable development of the coasts and ocean of the EAS region. In 2015, the SDS-SEA was updated to ensure that it captures the needs, circumstances and priorities of the region, taking into account the global agreements and targets that were adopted after 2003, including the UN SDGs, The Paris Agreement, Convention on Biological Diversity Action Programme and the Aichi Biodiversity Targets and the Sendai Biodiversity Framework for Action on Disaster Risk Reduction and Management.

After 2015, a rolling five-year implementation plan (IP) which provides the framework for planning, implementing, monitoring and evaluating the work being undertaken by the PEMSEA Partners and the PEMSEA Resource Facility was developed. The five-year IP is a results-based, demand-driven plan of action that addresses global and regional issues, incorporates country priorities, and provides a structure for detailed work plans by the Partners, all within the framework of the SDS-SEA. Its overall objective is to make PEMSEA's vision and aspirations for sustainable development a progressive reality through tangible and accountable actions, with an annual planning cycle that becomes an iterative process designed to fuel growth and stimulate continuous improvement at the local, national, subregional and regional levels. The SDS-SEA Implementation Plan was adopted by eleven countries of the East Asian Seas (EAS) region as part of the Iloilo Ministerial Declaration in 2018 (SDS-SEA IP 2018-2022) and Preah Sihanouk Ministerial Declaration in 2021 (SDS-SEA IP 2023-2027) respectively.

The Implementation Plan consists of four components and 13 priority programs, each with targeted actions, indicators, timelines, and responsible partners. This comprehensive approach aims to achieve 24 ambitious but achievable outcomes within the next five years, in line with the UN SDG and takes into account regional and global processes such as the UN Decade of Science for Sustainable Development, UN Decade of Ecosystem Restoration, Kunming-Montreal Global Biodiversity Framework, among others. The new targets were set, after taking into account the accomplishments of the SDS- SEA IP 2018 to 2022, and builds on the medium- and long-term socio-economic development and thematic plans of country partners. The preparation of the implementation plan was also guided by the various country partners' post 2020 initiatives and actions that accelerate sustainable solutions, complement COVID-19 post-pandemic recovery measures, incorporated gender equality and social inclusion and most importantly, align with the directions provided in the Preah Sihanouk Ministerial Declaration for accelerating actions to 2030.

II. STRATEGY

The objective of this project is to fund the PEMSEA secretariat who will guide and monitor the implementation of the SDS-SEA.

This project aims to ensure the successful implementation of the SDS-SEA IP 2023-2027 focused on the component on Effective Governance. Effective governance has been recognized as a critical and cross cutting element in achieving sustainable development. PEMSEA, through its strategic mechanism, has been able to make headways in transforming the partnership of country and noncountry partners into a regional mechanism to deliver SDS-SEA targets through integrated coastal management (ICM) solutions over the past 31 years. Effective governance requires long-term and sustained commitment and thus, the governance programs of the SDS-SEA IP are designed to continue pursuing PEMSEA's sustainability as the regional coordinating mechanism for SDS-SEA and strengthen the necessary enabling mechanisms, i.e., ocean and coastal policies, legislation and institutional arrangements, capacity development, knowledge management and gender mainstreaming and equality, in order to be more responsive to the priorities and needs of the region to support SDS-SEA implementation.

PEMSEA's governance and institutional transformation has been guided and supported by the series of Ministerial Declarations that were adopted in the past two decades, i.e., Putrajaya Declaration, Haikou Partnership Agreement, Manila Declaration, Changwon Declaration, Danang Compact, Iloilo Declaration, Preah Sihanouk Declaration, that incorporated the collective response of the region to global sustainable development targets that are embodied in SDG 17 and supporting national priorities as and commitments under the Convention of Biological Diversity, UN Framework Convention on Climate Change, Global Programme of Action on Land-Based Sources of Pollution and Sendai Framework for Disaster Risk Reduction.

On gender equality and social inclusion (GESI), the conclusion and recommendations from the 2021 East Asian Seas Congress indicated the participation of women, minorities, and other disadvantaged groups as vital in any decision-making process to ensure an inclusive process. GESI involves looking at: differentiated capacity of men and women; segregated roles in household and community levels; access and control over resources (financial, fisheries equipment, and markets); cultural perception on gender roles and positions; gender participation; and equal benefits for men and women (https://eascongress2021.pemsea.org/wp-content/uploads/2022/02/EASC-2021_Post-Congress-report_Final-ao-2feb2022.pdf.)

Theory of Change:

If adequate operational support is provided to the PRF Secretariat Services such that it is able to effectively deliver core services to support the EAS Partnership Council, ExeComm and Country/Non-Country Partners, then the PRF will be able to sustain the implementation of the SDS-SEA, because funding PRF operations will ensure a strong and pro-active secretariat, encouraging country partners and donors to continue funding and supporting the PRF, and leveraging other new funders and partners to invest in PEMSEA and ensure the sustainability of the regional mechanism

Objectives: To ensure the continued effective operations of the PRF secretariat so it can foster strong ocean and coastal governance and management at regional, national and local levels; raise public awareness; strengthen capacities, and incorporate scientific information and input to planning and managing healthy and resilient oceans, coasts and communities, and facilitating gender mainstreaming in governance and management programs.

This five-year project will manage activities to sustain PEMSEA institutionally and financially. Specifically, it will focus on a) strengthening regional governance mechanism (II.A.1), b) developing a gender responsive and socially inclusive capacity development program (II.C.1) and c) develop a 'fit for purpose' and strong PEMSEA Resource Facility (PRF) that provides technical and secretariat services to support SDS-SEA implementation by its partners.

As PEMSEA looks to the future with desire to be more responsive to the changing realities and priorities in the region, PEMSEA seeks to recalibrate its course both internally and externally to sustainably provide value for its key stakeholders into the long term.

For 2025- 2030, the core activities will include:

CY 2025-2026

1. Conduct of mid-term review of the SDS-SEA Implementation Plan 2023-2027 to assess progress, achievements, strategic directions provided by the Xiamen Ministerial Declaration 2024, challenges, and learnings. This review will also identify significant changes in the operational landscape and explore extending the strategy timeframe to align with the UN SDG targets for 2030. Activities include situational analysis, stakeholder consultations (survey and KIIs), risk assessment, SWOT, and a strategic planning workshop. The strategy refresh and timeframe extension will be conducted using the Balanced Scorecard (BSC) method for nonprofits which will have the following features:

(a) Strategic priorities/themes along 4 perspectives (Customer Perspective – addressing needs of customers; Internal Perspective – what must we excel at to meet customers' needs; Learning and Growth – what capacities do we need to learn and build to excel at what we do; and Financial Perspective – how do we measure financial success for our donors and customers)

(b) Strategy Map – a visual representation of the strategy in one-page/info-graphic

(c) Strategy Scorecard – an Excel tool articulating the strategic objectives/priorities for each perspective and the KPIs to measure success; it includes identifying yearly and cumulative targets and projects/initiatives to achieve these KPIs and priorities.

CY 2025

2. Organizational Diagnosis/Capacity Self-Assessment (OCA)

Conduct an organizational capacity self-assessment (OCA) process using an organizational sustainability and resilience (OSR) framework to benchmark and re-assess PEMSEA's organizational capacities since the 2017 third-party assessment and 2011 Re-engineering Plan. The OCA is a structured approach to help build sustainability and resiliency in anticipation, response and adaptation to gradual changes and sudden disruptions in the external environment. In

addition to building organizational viability, effectiveness and impact, it also involves building the capacity of an organization to absorb stress, recover critical functionality, and thrive amidst changing circumstances. This will help equip PEMSEA with new and innovation adaptation tools to work in environments with shifting social, political, and environmental factors. This assessment will help PEMSEA develop capabilities for future challenges, including capacity for resilience during major disruptions.

- After the self-assessment and benchmarking process, a capacity-building strategy and plan will be developed based on findings. This plan will outline specific interventions to strengthen organizational capabilities.

Output of this process will also feed into the Mid-Term Strategy Review/Planning process, particularly in the Learning and Growth Perspective and its accompanying scorecard.

CY 2025-2027

3. Leadership and Management Training/Workshops

Identify, develop/design and implement up to three (3) leadership and management trainings, workshops, or coaching sessions tailored to identified needs. This will include outsourcing to third-party experts for face-to-face, virtual or hybrid learning activities. Priority topics or courses will be based on the Learning and Growth objectives of the Strategic Plan and the OCA results in previous exercises.

CY 2025

4. Business Development Strategy and Plan

To strengthen its financial sustainability, explore the formation of a fundraising and marketing committee of the board and management and on developing a business development strategy and plan to secure funding from multilateral, bilateral, and international foundations for implementing the strategic plan. This will include identifying priority development agencies to build/strengthen relationships, position PEMSEA as a partner or trusted implementing organization, develop clear value proposition statements and a business model canvas for each. This could involve support in positioning and relationship-building with potential funders and other development partners (other international NGOs for prime or sub-prime teaming partnerships).

CY 2025-2027

5. Project Concept Notes/Proposals for Multi-Country Initiatives

Develop project concept notes and proposals for multi-country or regional initiatives focusing on Integrated Coastal Management (ICM) approaches to address regional challenges and opportunities. This can include virtual advisory and consultation sessions.

CY 2027

6. Develop SDS-SEA Implementation Plan post 2030 plan based on lessons learned in implementing SDS-SEA IP 2023-2027, in navigating EAS region's shared journey on building inclusive and robust coastal and ocean governance, utilizing new and emerging technologies to effectively harness science-based approaches to sustainable coastal and marine development and mobilizing public and private resources towards establishing blue economy.

III. RESULTS AND PARTNERSHIPS

Expected Results

Operational support to the PRF Secretariat Services will yield the following concrete deliverables and outputs. Overall, support to the PEMSEA is in line with the UNDP Philippines Country Programme Document 2024-2028, specifically, on Outcome 3: Climate Action, Environmental Sustainability and Disaster Resilience. The project will directly contribute towards improving capacities of public/private institutions in promoting increased investments in low-carbon, climate and disaster resilience, and biodiversity conservation. The Project is also aligned with UNDP Strategic Plan 2022-2025 Outcome 3 Resilience built to respond to systemic uncertainty and risk.

Expected outputs:

Timeline	Outputs
2025	Refined SDS-SEA M&E template Consolidated SDS-SEA IP 2024 Accomplishment Report Midterm strategy review/planning process- Tor development, TWG creation 2024 PEMSEA Annual Report, including EAS congress report 2024 PEMSEA Audited Financial Statement 17th EAS Partnership Council proceedings 2025 Executive Committee Meeting reports Project concept notes/proposals
2026	Mid-term SDS-SEA strategy report (incorporating recommendations from 2025-2030 Strategy Plan), including review of existing partners/collaborative activities Project concept notes/proposals 2025 PEMSEA Annual Report, including EAS congress report 2025 PEMSEA Annual Report for Government of Japan 2025 PEMSEA Audited Financial Statement 18th EAS Partnership Council proceedings 2026 Executive Committee Meeting reports
2027	2026 SDS-SEA IP report based on calibrated plan as recommended in midterm review Project concept notes/proposals 2026 PEMSEA Annual Report, including EAS congress report 2026 PEMSEA Annual Report for Government of Japan 2026 PEMSEA Audited Financial Statement 19th EAS Partnership Council proceedings 2027 Executive Committee Meeting reports EAS Congress 2027
2028	2027 SDS-SEA IP report Project concept notes/proposals 2027 PEMSEA Annual Report, including EAS congress report 2027 2027 PEMSEA Annual Report for Government of Japan 2027 PEMSEA Audited Financial Statement 20th EAS Partnership Council proceedings 2028 Executive Committee Meeting reports
2029	2028 SDS-SEA IP report- year end/ refined IP up to 2030 Project concept notes/proposals 2028 PEMSEA Annual Report, including EAS congress report 2027 2028 PEMSEA Annual Report for Government of Japan 2028 PEMSEA Audited Financial Statement 20th EAS Partnership Council proceedings 2028 Executive Committee Meeting reports Develop post 2030 PEMSEA Roadmap based on review of 2025-2030 strategic plan
2030	Approval of post 2030 PEMSEA roadmap 2029 SDS-SEA IP report- year end/ refined IP up to 2030 Report on implementation of the Business Development Strategy Plan Project concept notes/proposals 2029 PEMSEA Annual Report 2029 PEMSEA Annual Report for Government of Japan 2029 PEMSEA Audited Financial Statement 21st EAS Partnership Council proceedings 2029 Executive Committee Meeting reports
2031	2031 PEMSEA Annual Report for Government of Japan

Resources Required to Achieve the Expected Results

To effectively implement the project, UNDP Philippines will enter into a formal Project Cooperation Agreement with the Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) as implementing partner. The UNDP Philippines Country Office will provide oversight and quality assurance over project implementation, while the PEMSEA Resource Facility Secretariat will lead the implementation of planned activities under the project.

Partnerships

Leveraging its current collaboration with 11 country partners and 22 non country partners and networks of learning centers and local governments which has advanced its vision and implementation of ICM over the years, PEMSEA looks to ramp up its ability to harness partnerships as a means to cover more ground in implementing SDS-SEA building on comparative advantage of partners especially to build technical capacity both within PRF and in PEMSEA as a network. This will be done through strengthening and/or establishing 'anchor' partnerships on selected issues across stakeholder segments.

Anchor partnerships are high profile partnerships with key players, whose operations and funding aligns with PEMSEA's SDS-SEA IP and with whom PEMSEA can leverage assets and resources to achieve enhanced impact. For example, partnership with the World Bank on marine plastic pollution. These high-profile partnerships in key collaboration areas will help PEMSEA 1) develop expertise in emerging innovative collaborative action and access innovative technology and financing approaches; 2) refine existing services and develop new services to other stakeholders involved in the initiative; and 3) generate new partnership and funding opportunities through increased recognition and referrals. PEMSEA can also use these anchor partnerships to offer additional services to other stakeholders involved in the initiative. For example, PEMSEA can support the World Bank's corporate and NGO partners convene and implement local plastic reduction policies and solutions with PEMSEA's national and local partners.

Risks and Assumptions

A detailed risk management plan (see Annex 3) has been developed in which strategic and organizational risks have been identified along with risk treatment activities to be implemented to mitigate or address these. ***Stakeholder Engagement***

Target Groups	Strategy
Country partners	PEMSEA's country partners comprise the Intergovernmental Session. PRF engages country partners in formulating guidelines concerning the participation of other Partners in the Session, as it deems appropriate. It considers the recommendations of the Technical Session and provides policy guidance, reviews work programs, approves budgetary allocation, monitors and evaluates the progress, outcomes and impacts of the SDS-SEA implementation.
Non country partners	The Technical Session is composed of all Country and Non-Country partners. It receives technical and scientific reports from the Partners and experts, identifies and evaluates projects and work programmes, provides technical advice and information, and promotes partnership interactions on topics of common interest. All members of the Council elect the Technical Session Chair.
PEMSEA Network of Local Governments	The PNLG continues to facilitate the sustainable development and environmental conservation of marine and coastal resources of East Asia through advocacy, knowledge sharing, forging multi-stakeholder participation and partnerships among local governments, national agencies, civil society groups including NGOs and peoples' organizations and the private sector.
PEMSEA Network of Learning Centers	PNLC members are higher education institutions (HEIs) that have the institutional capacity and track record to provide academic degree programs and other means of capacity development, research, and technical advisory services on sustainable coastal and marine resource development. RCOEs are either HEIs or research institutions that may or may not offer academic degree programs but have received recognition of high distinction from their national governments for exemplary performance in capacity development, research, and technical advisory services on sustainable coastal and marine resource development. PRF works with learning centres in providing research and analytical studies, strengthening governance and management plans and technical assistance and capacity development programs to implement SDS-SEA
Young Leaders	PEMSEA puts great importance in engaging the youth in sustainably managing the coastal and marine biodiversity and resources, and in the success of implementing the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA). PEMSEA consistently engage the youth sector in its different program and projects by empowering youth leaders across the region to take ownership of the health of coasts and oceans in East Asia and enable them to be ocean champions both in their communities and throughout the region.

South-South and Triangular Cooperation (SSC/TrC)

South -South and triangular cooperation lies at the core of PEMSEA's mission with knowledge exchange, technical assistance and capacity development as mechanisms to promote the application of good practices, successful initiatives lessons learnt in fostering sustainable ocean governance in the EAS region.

Digital Solutions

PEMSEA and its country partners have started using digital technology for data collection and monitoring, coupled with citizen science monitoring tools. PRF has established online interactive platform for cooperation such as the SeaKnowledge Bank which is linked to other digital platforms. We also used multi-media materials for training, awareness raising and capacity building.

Knowledge

The below knowledge products will be developed as part of the project:

- Annual Reports
- Refined SDS-SEA 2023-2030
- EC/PC proceedings

These knowledge products will be developed and disseminated with the aim of enhancing, knowledge, attitudes and practices of local, national and regional stakeholders tasked with governance and management of coastal and marine ecosystems. They will be linked up in the SEAKnowledge Bank and other relevant regional and global platforms to maximize outreach to various targets and networks.

Sustainability and Scaling Up

EAS Congress is a triennial event which will review progress of the SDS-SEA implementation and discuss strategic guidance and direction in the succeeding three years. A Ministerial Declaration is agreed where country partners reaffirm their commitments or agree to new commitments. The Ministerial Declaration is a high level commitment of PEMSEA country partners to act together and implement the actions identified in the declaration, in accordance with their respective national priorities and resources. This is one way of securing country ownership which is directly relevant to this project. Other bottom up approaches can also strengthen capacity through 'learning by doing' socially inclusive projects with local and national champions on coastal and ocean management.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

1. The project shall be implemented through a Direct Implementation Modality (DIM), and therefore bound by UNDP rules and regulations under UNDP's Programme and Operations Policies and Procedures (POPP). Under DIM, UNDP is the Implementing Partner, responsible and accountable for the effective use of resources and management of the project.

2. All agreements, procurement, and hiring for the activities under this partnership will be conducted as per UNDP rules and regulations. This includes the hiring of experts, the contracting of consulting services (individuals or firms), and the contracting of public institutions, or non-government/civil society organizations that may be tapped to deliver and achieve certain outputs.

3. UNDP will consult NEDA in key decisions on project activities including resource programming, budget allocation, design of major activities, and reviews of outputs within turn-around time of maximum of two (2) weeks.

4. All output or key deliverables will be reviewed by the Climate Action Programme Analyst and cleared by the Climate Action Team Leader. Additional oversight and Quality Assurance will be provided by the Results and Quality Team.

Project Management

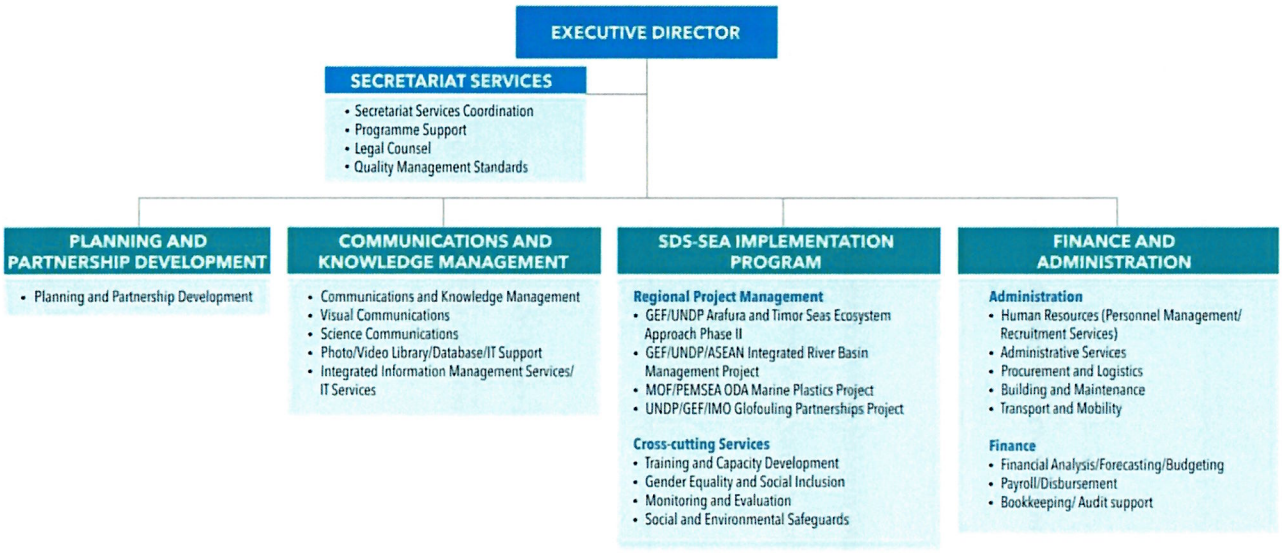


Figure 1. PEMSEA Resource Facility Structure

PEMSEA Resource Facility is the coordinating body working with PEMSEA's country and non -country partners to promote the regional vision of a healthy ocean, people and economies. The PRF provides secretariat and technical services to support the implementation of the shared SDS-SEA. Specifically, the Secretariat Services oversees the implementation of EAS Partnership Council decisions, the organization of EAS Congress and monitoring and reporting. Technical Services deliver and mobilize policy and technical advice, capacity building and technical support for sustainable coastal and ocean governance. An Executive Director heads the PRF, overseeing the coordination of services. Voluntary contribution from the region's partners is used to fund Secretariat Services, while Technical Services augment funds from donor funded projects and programmes.

V. RESULTS FRAMEWORK[2]

Intended Outcome as stated in the UNSDCF/Country [or Regional] Programme Results and Resource Framework: **By 2028, all people benefit from just transition to low-carbon, climate-resilient development, sustainable management of environment, natural resources and biodiversity and strengthened resilience to disasters and natural hazards.**
Outcome indicators as stated in the Country Programme [or Regional] Results and Resources Framework, including baseline and targets: **Outcome 3: Resilience built to respond to systemic uncertainty and risk.** **Output 3.4 Public and private institutions have improved capacities to promote increased investments in low-carbon, climate and disaster resilience and biodiversity conservation.** *Indicator 3.4.1: Number of policies, platforms and innovative finance instruments developed to increase public and private sector investments in resilience, low-carbon and natural resources and biodiversity conservation (SP IRRF E.3.2)* Baseline (2023): 0 Target (2028): 9
Applicable Output(s) from the UNDP Strategic Plan: 4.1.2 Natural resources that are managed under a sustainable use, conservation, access, and benefit-sharing regime: Area of terrestrial and marine protected areas created or under improved management practices (hectares) 4.2.1 Number of people directly benefitting from mechanisms for biodiversity, water, oceans, and climate solutions funded by public and/or private sector resource
Project title and Quantum Project Number: Supporting the PEMSEA Resource Facility Secretariat Services towards the Sustainable Implementation of the SDS-SEA [Quantum ID: XXXXXXXX]

[2] UNDP publishes its project information (indicators, baselines, targets and results) to meet the International Aid Transparency Initiative (IATI) standards. Make sure that indicators are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-bound), provide accurate baselines and targets underpinned by reliable evidence and data, and avoid acronyms so that external audience clearly understand the results of the project.

EXPECTED OUTPUTS	OUTPUT INDICATORS[3]	DATA SOURCE	BASELINE		CUMULATIVE TARGETS (by frequency of data collection)						DATA COLLECTION METHODS & RISKS
			Value	Year	Year 2025	Year 2026	Year 2027	Year 2028	Year 2029	Year 2030	
Output 1.1 Effective delivery of core services to ensure that the Secretariat can achieve the targets of SDS-SEA IP 2023-2027 and the Xiamen Ministerial Declaration *And* *Output 1.2 Effective planning and servicing of the EAS Partnership council annual meeting and the biannual meetings of the Executive Committee, including the preparation and dissemination of documents in accordance with the PEMSEA Rules of Governance*	*1.1 No. of Executive Committee Meetings organized and conducted*	*pemsea.org*	1	2024	*2*	4	6	8	*10*	*12*	*Well documented process (either face to face/online) so there is no risk anticipated*
	1.2 No of EAS Partnership Council meeting organized and report disseminated to partners and stakeholders	*pemsea.org, meeting reports*	1	2024	*1*	*2*	*3*	*4*	*5*	*6*	*Well documented process (either face to face/online) so there is no risk anticipated*
	1.3 No. of external audit conducted and reports submitted to the PEMSEA Audit Committee	*Pemsea.org, meeting reports*	1	2024	*1*	*2*	*3*	*4*	*5*	*6*	*Well documented processes (either face to face/online) so there is no risk anticipated*
	1.4 Annual M&E report submitted on the progress of implementing SDS-SEA IP 2023-2027	*EAS PC proceedings*	1	2024	*1*	*2*	*3*	*4*	*5*	*6*	*Well documented processes (either face to face/online) so there is no risk anticipated*
Output 1.3 Effective and regular consultation and interaction with partners in terms of partnerships and resource mobilization beyond project funding	*1.5 No. of MOUs and initiatives jointly undertaken with PEMSEA partners, collaborators and private sector*	*Secretariat Coordinator files; partnership agreements*	0	2024	*2*	4	6	8	*10*	*12*	*Well documented processes (either face to face/online) so there is no risk anticipated, unless there is a decision to put a moratorium on new partnerships and*

[3] It is recommended that projects use output indicators from the Strategic Plan IRRF, as relevant, in addition to project-specific results indicators. Indicators should be disaggregated by sex or for other targeted groups where relevant.

EXPECTED OUTPUTS	OUTPUT INDICATORS[3]	DATA SOURCE	BASELINE		CUMULATIVE TARGETS (by frequency of data collection)						DATA COLLECTION METHODS & RISKS
			Value	Year	Year 2025	Year 2026	Year 2027	Year 2028	Year 2029	Year 2030	
											review/strengthen existing partnerships
	1.6 No. of PEMSEA Accomplishment Reports published and disseminated to broader public	*Pemsea.org, Annual reports*	1	2024	*1*	*2*	*3*	*4*	*5*	*6*	*Well documented processes (either face to face/online) so there is no risk anticipated*
	1.7 Annual technical and financial reports submitted to donors and contributors	*Secretariat coordinator files, donor reports*	1	2024	*1*	*2*	*3*	*4*	*5*	*6*	*Well documented processes (either face to face/online) so there is no risk anticipated*
	1.8 No of EAS congress conducted to promote PEMSEA services, review its work and provide strategic guidance for the next 3-5 years	*Pemsea.org, EAS Congress Reports*	1	2024	*0*	*0*	*1*	*0*	*0*	*2*	*Well documented processes (either face to face/online) so there is no risk anticipated*

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans: *[Note: monitoring and evaluation plans should be adapted to project context, as needed]*

Monitoring Plan

See attached detailed Monitoring Plan as Annex 2.

Evaluation Plan[4]

Evaluation Title	Partners (if joint)	Related Strategic Plan Output	UNSDCF/CPD Outcome	Planned Completion Date	Key Evaluation Stakeholders	Cost and Source of Funding
Mid-Term Evaluation				June 2028		$ 20,000

[4] Optional, if needed

VII. MULTI-YEAR WORK PLAN [5][6]

All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year						RESPONSIBLE PARTY	PLANNED BUDGET		
		2025	2026	2027	2028	2029	2030		Budget Code	Budget Description	Total Budget
Output 1: Effective delivery of core services to ensure that the Secretariat can achieve the targets of SDS-SEA IP 2023-2027 and the Xiamen Ministerial Declaration *Gender marker: 2*	1.1.a monthly MANCOM meeting	15,547	16,013	16,493	16,988	17,498	18,023	PEMSEA	71800	Srvc Contract – Ind - IP	100,561
Output 2. Effective planning and servicing of the EAS Partnership Council annual meeting and the biannual meetings of the Executive Committee	1.2.a Two Executive Committee Meetings per annum	10,000	7,000	7,000	7,000	7,000	7,000	PEMSEA	71300	Local Consultant	45,000
	1.2.b Annual EAS Partnership Council meetings	40,000	40,000	40,000	40,000	40,000	40,000	PEMSEA	71600	Travel	240,000
	MONITORING										
	Sub-Total for Output 1										385,561

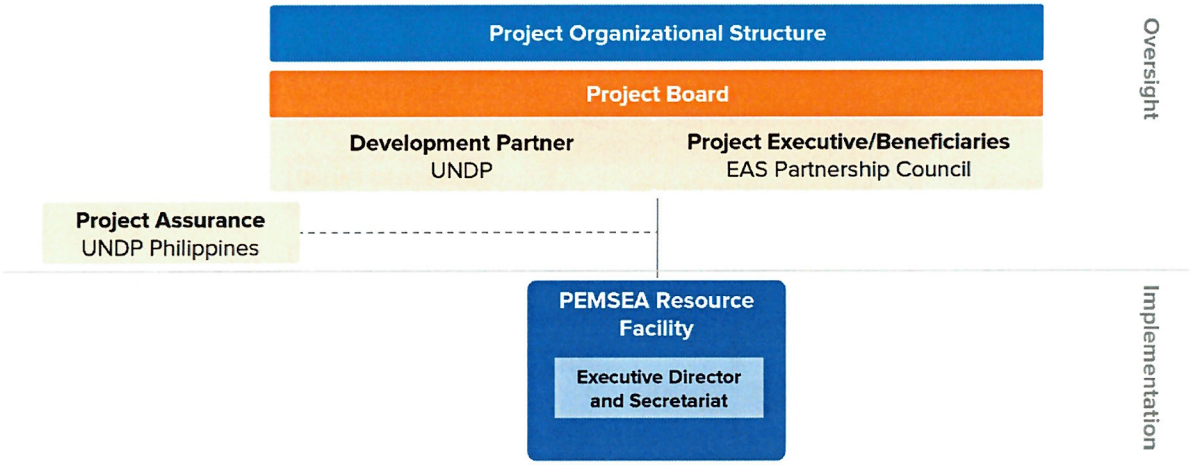
[5] Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

[6] Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year						RESPONSIBLE PARTY	PLANNED BUDGET		
		2025	2026	2027	2028	2029	2030		Budget Code	Budget Description	Total Budget
Output 3: Effective and regular consultation and interaction with Partners in terms of partnerships and resource mobilization beyond project funding and scalable solutions *Gender marker: 2*	2.1 Periodic consultation with partners on areas requiring technical assistance, capacity development and/or targeted research	1,200	1,500	1,500	1,500	1,500	1,500	PEMSEA	73300	Maintenance & Licensing Software	8,700
	2.2. Forge new and/or nurture collaborative activities with partners	32,000	32,960	33,949	34,967	36,016	37,097	PEMSEA	71800	Srvc Contract – Ind - IP	206,989
	2.3 Update inventory of relevant funding sources and new funding opportunities etc)										
	2.4 Operationalise collaborative resource mobilization with country partners, UNDP, IMO, GEF, bilateral agencies, NCPs and other potential donors										
	2.5 Refine PEMSEA sustainability plan to sustain PEMSEA funding through PRF suite of facilitation, technical/project management/M&E, certification services										
	Sub-total for Output 2										**215,689**
Output 4.Communications & Knowledge Management	3.1 Development of Annual Report	3,000	3,000	3,000	3,000	3,000	3,000	PEMSEA	71300	Local Consultant	18,000
	3.2 Dissemination of PEMSEA Annual Report										
	3.3 Dissemination of multi-media materials to raise momentum & visibility of PEMSEA							PEMSEA			

EXPECTED OUTPUTS	PLANNED ACTIVITIES	Planned Budget by Year						RESPONSIBLE PARTY	PLANNED BUDGET		
		2025	2026	2027	2028	2029	2030		Budget Code	Budget Description	Total Budget
	3.4 Organization of an annual Ocean Roundtable Dialogue							PEMSEA			
	3.5 Maintenance of SEAKB online interactive platform							PEMSEA			
	Sub-total for Output 3										**18,000**
Evaluation (regular quality assurance activities	Conduct of spot check and program monitoring visits	2,000						UNDP	74100	Audit	2,000
	Conduct of project evaluation				10,000			UNDP			10,000
General Management Support (8%)								UNDP			54,320
Sub total UNDP											**66,320**
TOTAL											**679,000**

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS



The PEMSEA Resource Facility (PRF), serving as Implementing Partner, will enter into a Partnership Cooperation Agreement with UNDP based on the agreed deliverables under the Project Document.

The EAS Partnership Council (PC), which governs activities being implemented by the PEMSEA Resource Facility, is a decision-making body that provides the policy and operational guidance for the progress of the implementation of the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA). It steers, monitors, and reviews the ongoing directions of the implementation.

Comprised of all Country and Non-Country Partners, it formulates programme and operational policy in support of the implementation of the SDS-SEA, in accordance to the direction, recommendations, and commitments provided by the Ministerial Forum, the East Asian Seas Congress, and other Partners. The EAS Partnership Council features two constituents of governance – the Intergovernmental and Technical Sessions. The EAS Partnership Council elects an Executive Committee to guide and oversee the implementation of recommendations and decisions of the Council intersessionally.

The PC will act as Project Board, which will meet at least once annually, shall have the following specific responsibilities:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints, and promote gender equality and social inclusion (LNOB) in the project implementation;
- Review project performance based on monitoring, evaluation and reporting, including standard quality assurance checks, progress reports, risk logs, spot checks/audit reports and the combined delivery report;
- Address any high-level project issues as raised by the project manager and project assurance;
- Provide guidance on emerging and/or pressing project risks and agree on possible mitigation and management actions to address specific risks (including ensuring compliance with UNDP's Social and Environmental Standards, Fraud/corruption, Sexual Exploitation and Abuse and Sexual Harassment);
- Agree or decide on project manager's tolerances as required, within the parameters set by UNDP (Manage Change in the PPM) and the donor, and provide direction and decisions for exceptional situations when the project manager's tolerances are exceeded;
- Advise on major and minor amendments to the project within the parameters set by UNDP and the donor;
- Agree or decide on a project suspension or cancellation, if required; (note that for GEF and GCF projects it is UNDP that decides to suspend or cancel and project and the [Project Board or Project Steering Committee] is informed/consulted only).
- Provide high-level direction and recommendations to the project management unit to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Receive and address project level grievance, including overseeing whatever specific compliance and stakeholder response (or grievance) mechanisms have been put in place so that individuals and communities

potentially affected by the project have access to effective mechanisms and procedures for raising concerns about the social and environmental performance of the project[7].

UNDP, through the Philippines Country Office Programme Analyst under the Climate Action Programme Team, performs the quality assurance role and supports the Project Board and Project Management Unit by carrying out objective and independent portfolio oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. UNDP provides oversight services involving the UNDP Philippines Country Office. Project Assurance is independent of the Project Management function.

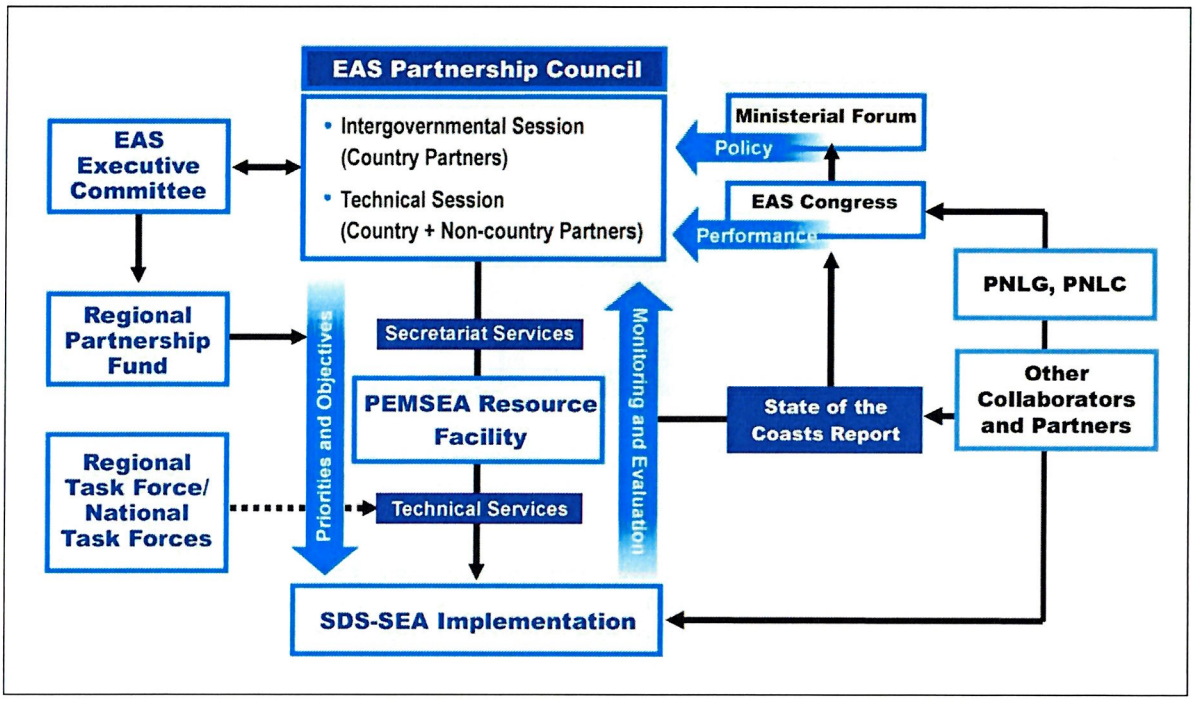


Figure xx. Structure of the EAS Partnership Council

The PEMSEA as Implementing Partner takes overall responsibility and accountability for the effective use of resources and the delivery of outputs under the project, as set forth in such Project Document.

The PRF serves as the Project Management Unit under the guidance of the Executive Director, with the Secretariat Coordinator (Project Manager) responsible for day-to-day implementation of the project. It will be responsible for a) planning, coordination, management, monitoring and reporting in accordance with the ProDoc and approved work plan; b) procurement of goods and services, including human resources to secure the objectives, outputs and outcomes of the project, ensuring that all activities, including procurement services are carried out in strict compliance with PEMSEA Rules and procedures and in alignment with UNDP's policies and procedures; c) financial management, including overseeing financial expenditures against project budgets, as indicated in this workplan and approved by the EAS Partnership Council; and d) external auditing of financial management of the project, including the appointment of independent financial auditors in collaboration with UNDP Philippines.

More specifically:

1. The project will be executed by PRF in close collaboration with PEMSEA National focal points in each partner country through annual work planning, reporting and monitoring modalities agreed by the EAS PC.
2. The project will be executed in accordance with PEMSEA organizational chart (see above).
3. Management oversight and coordination of the project implementation will be carried out by PRF Management Committee headed by the PRF Executive Director (ED). The ED is the primary responsible

[7] The responsibilities of the board in this regard should follow UNDP's Social and Environmental Standards (SES) as codified in the PPM. It should be noted that while a project board can play a role in addressing or assisting with the compliance and stakeholder response (or grievance) mechanisms put in in place for a given project (as part of their quality assurance and oversight function), this will be in addition to and does not substitute for UNDP's core responsibility to ensure compliance with the SES throughout the project management cycle as part of UNDP's Programming Quality Assurance system.

authority for the project, including its effective management and delivery of the expected outputs and outcomes and is overall accountable for financial management and reporting.

4. Reporting to the ED, is a full time Secretariat Coordinator who will oversee the day to day implementation of the various activities of the project, on behalf of the ED. The Secretariat Coordinator will provide project level leadership and coordination to ensure that the commitments and sustainability measures identified in the previous UNDP Scaling Up Implementation of the SDS-SEA project is delivered in accordance with the outputs and outcomes identified in the Strategic Results Framework. In the project document and incorporated in the SDS-SEA IP 2023-2027 and the operational plan for 2024.
5. The Administration, Finance and Human Resources Office, Secretariat Coordinator, Executive Assistant are part of the Core Group of the PRF, partly funded by PEMSEA partners through the cost sharing arrangements and reporting to the ED. The Administrative, Finance and Human Resources Unit is responsible for the recruitment of staff, procurement of goods and services and financial accounting of the funds. The Secretariat Coordinator also coordinates, plan and organize EC and EAS Partnership Council meetings and prepare proceedings.
6. The Head of Partnership and Planning is a seconded officer from Ro Korea which supports the project through partnership building and strengthening, collaborative planning, policy development as well as support in communication and advocacy and monitoring and evaluation of the project's performance.
7. All units identified in the organigram contribute to collaborative planning, resource mobilization, communications and marketing and the effective delivery of the secretariat and technical services and starting in 2024, are able to cost recover for the provision of such services and contributes to building PEMSEA's sustainability.

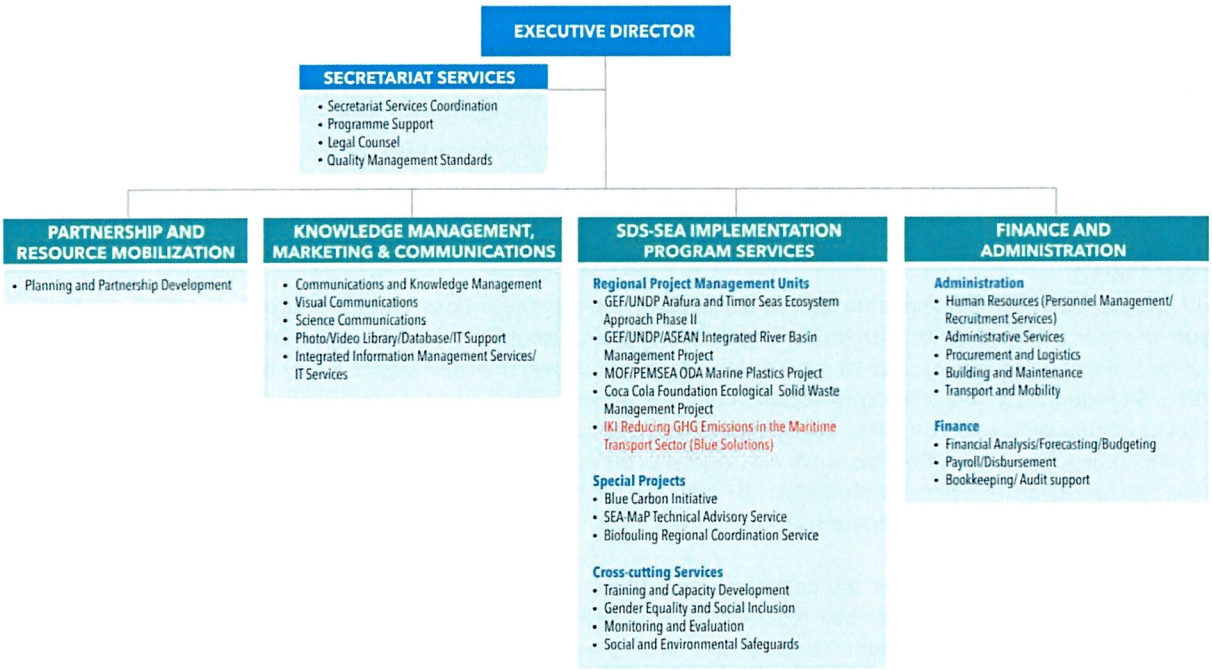


Figure 2. PEMSEA Resource Facility Structure

IX. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of the Philippines and UNDP, signed on 21 July 1977. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner."

This project will be implemented by PEMSEA ("Implementing Partner") in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

X. RISK MANAGEMENT

1. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
   a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
   b) assume all risks and liabilities related to the Implementing Partner's security, and the full implementation of the security plan.

2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document and the Project Cooperation Agreement between UNDP and the Implementing Partner[8].

3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism, that the recipients of any amounts provided by UNDP hereunder do not appear on the United Nations Security Council Sanctions Consolidated Sanctions List, and that no UNDP funds received pursuant to the Project Document are used for money laundering activities. The United Nations Security Council Sanctions Consolidated Sanctions List can be accessed via https://www.un.org/securitycouncil/content/un-sc-consolidated-list.

4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
(a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General's Bulletin ST/SGB/2003/13 of 9 October 2003, concerning "Special measures for protection from sexual exploitation and sexual abuse" ("SEA").
(b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment ("SH"). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. SH may occur in the workplace or in connection with work. While typically involving a pattern of conduct, SH may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.

5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will, and will require that such sub-parties will take all appropriate measures to:
   i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
   ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4, have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and such sub-parties may use the training material available at UNDP;
   iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
   iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
   v. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received

[8] Use bracketed text only when IP is an NGO/IGO

and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.

b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.

6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (http://www.undp.org/ses) and related Accountability Mechanism (http://www.undp.org/secu-srm).

7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.

9. UNDP is committed to the highest ethical standards and will not tolerate the diversion of the resources entrusted to it through Money Laundering or Terrorist Financing and will not partner with entities that tolerate the diversion of resources through Money Laundering or Terrorist Financing. To that effect, the Implementing Partner represents and warrants that it has not, and it shall not, at any time in the implementation of the Project engage in Terrorism Financing or Money Laundering. The Implementing Partner shall communicate the restriction of this paragraph to its and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Documents and shall take all reasonable measures to ensure that such persons do not engage in Terrorism Financing or Money Laundering.

10. The Implementing Partner shall immediately disclose to UNDP any actual, apparent, potential or attempted Terrorism Financing or Money Laundering activity that it becomes aware of. The Implementing Partner shall fully cooperate with any investigation or review of Terrorism Financing or Money Laundering activity by UNDP.

11. The Implementing Partner acknowledges and agrees that Terrorism Financing or Money Laundering constitute financial irregulates and that if the Implementing Partner or any of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document engages in Terrorism Financing or Money Laundering activity that would constitute a material breach of this Project Document, which entitles UNDP to immediately terminate the Project without incurring any liability or penalty.

12. Furthermore, the Implementing Partner expressly acknowledges and agrees that, in the event that UNDP were to determine through an investigation or otherwise that Terrorism Financing or Money Laundering occurred, UNDP shall have, in addition to its right to immediately terminate the Project, the rights to:

i. apply and enforce the relevant sanctions in accordance with UNDP internal regulations, rules, procedures, practices, policies and guidelines, including referral of the matter to national authorities when appropriate; and
ii. recover all losses, financial or otherwise, suffered by UNDP in connection with such Terrorism Financing or Money Laundering activity.

13. For the purpose of this Project Document the following terms shall have the definition ascribed to the below:

i. "Money Laundering" is generally considered as concealment of the origins of money obtained illegally, typically by passing it through a complex sequence of financial or commercial transactions. ML usually involves three stages: (i) introducing the proceeds of crime into the financial system (placement); (ii) transactions to convert or transfer the funds to other locations or financial institutions (layering); and (iii)

reintroducing the funds into the legitimate economy as "clean" money and investing it in various assets or business ventures (reintegration) appearing to have been legally obtained. The FATF recommends that ML be criminalized by every country on the basis of article 3(1)(b) and (c) of the Vienna Convention and article 6(1) of the Palermo Convention.

ii. "Terrorist Financing" means providing support to individuals or entities that appear on the United Nations Security Council Consolidated Sanctions List accessible at https://www.un.org/securitycouncil/content/un-sc-consolidated-list.

14. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using the UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption, anti-fraud and anti money laundering and countering the financing of terrorism policies are in place and enforced for all funding received from or through UNDP.

15. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices (b) UNDP Anti-Money Laundering and Countering the Financing of Terrorism Policy; and (c) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.

16. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP programmes and projects in accordance with UNDP regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.

17. The Implementing Partner will promptly inform UNDP in case of any incidence of inappropriate use of funds, or credible allegation of fraud, corruption or other financial irregularity with due confidentiality.
Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption or other financial irregularity, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud, corruption or other financial irregularity, or otherwise paid other than in accordance with the terms and conditions of this Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail the Implementing Partner's obligations under this Project Document.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud, corruption or other financial irregularity, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with the Implementing Partner, responsible parties, subcontractors and sub-recipients.

18. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.

19. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the

same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.

20. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management Standard Clauses" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

Special Clauses. In case of government cost-sharing through the project, the following clauses should be included:

1. The schedule of payments and UNDP bank account details.

2. The value of the payment, if made in a currency other than United States dollars, shall be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Should there be a change in the United Nations operational rate of exchange prior to the full utilization by the UNDP of the payment, the value of the balance of funds still held at that time will be adjusted accordingly. If, in such a case, a loss in the value of the balance of funds is recorded, UNDP shall inform the Government with a view to determining whether any further financing could be provided by the Government. Should such further financing not be available, the assistance to be provided to the project may be reduced, suspended or terminated by UNDP.

3. The above schedule of payments takes into account the requirement that the payments shall be made in advance of the implementation of planned activities. It may be amended to be consistent with the progress of project delivery.

4. UNDP shall receive and administer the payment in accordance with the regulations, rules and directives of UNDP.

5. All financial accounts and statements shall be expressed in United States dollars.

6. If unforeseen increases in expenditures or commitments are expected or realized (whether owing to inflationary factors, fluctuation in exchange rates or unforeseen contingencies), UNDP shall submit to the government on a timely basis a supplementary estimate showing the further financing that will be necessary. The Government shall use its best endeavours to obtain the additional funds required.

7. If the payments referred above are not received in accordance with the payment schedule, or if the additional financing required in accordance with paragraph 6 above is not forthcoming from the Government or other sources, the assistance to be provided to the project under this Agreement may be reduced, suspended or terminated by UNDP.

8. Any interest income attributable to the contribution shall be credited to UNDP Account and shall be utilized in accordance with established UNDP procedures.

In accordance with the decisions and directives of UNDP's Executive Board:

The contribution shall be charged:

8% cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices

(a) Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

9. Ownership of equipment, supplies and other properties financed from the contribution shall vest in UNDP. Matters relating to the transfer of ownership by UNDP shall be determined in accordance with the relevant policies and procedures of UNDP.

10. The contribution shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules and directives of UNDP."

I. ANNEXES

1. 2025 Annual Procurement Plan
2. Monitoring Plan
3. Risk Log
4. Project Quality Assurance Report
5. Partner Capacity Assessment Tool

ANNEX 1. ANNUAL PROCUREMENT PLAN FOR 2025

Atlas Project ID No.	Category (Identify if Goods, IC, Civil Works, Recurring Cost, Services)	Description of goods, services or works required	Unit of Measure	Qty	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Target Date for the Submission of TOR/Specs/SOWs to Procurement Team
54988	Services	2024 PEMSEA Annual Report	Package	1	3,000	3,,000	January - June 2025	December. 2024
54988	Services	Legal Consultant	Package	1	10,000	10,000	January-December 2025	March 2025
54988	Services	EC/PC meeting	Package	1	50,000	50,000	April - October 2025	February 2025
54988	Services	Drop Box (Finance)	license	1	1,200	1,200	January-December 2025	January 2025
54988	Services	Global/regional advocacy (ED)	Package	1	5,000	5,000	January-December 2024	March 2025 & October 2025
Grand Total						**69,200**		

Note that the procurement of services identified above will be undertaken by PEMSEA Resource Facility

Note: An annual procurement plan will be developed per year with little or slight variation in the description of services.

Atlas Project ID No.	Category (Identify if Goods, IC, Civil Works, Recurring Cost, Services)	Description of goods, services or works required	Unit of Measure	Qty	Estimated Unit Price in USD	Estimated Total Price in USD	Requested delivery date (goods, works) or start of services	Target Date for the Submission of TOR/Specs/SOWs to Procurement Team
54988	Services	Spot check	Package	1	2,000	2,000	October 2025	October 2025

Note: Annual Spot check to be undertaken by UNDP

ANNEX 2. MONITORING PLAN

Expected results (Outcomes and Outputs)	Indicators	Baseline		Target		Data collection methods	Schedule and/or Frequency	Means of verification: Data source and type	Responsibilities	Resources	Risks and assumptions on M&E
		Year	Data	Year	Data						
Outcome 1. Efficient and effective Management and Coordination of PRF Support Services											
Output 1.1 Effective delivery of core services to ensure that the Secretariat can achieve the targets of SDS-SEA IP 2023-2027 and the Xiamen Ministerial Declaration And Output 1.2 Effective planning and servicing of the EAS Partnership council annual meeting and the biannual meetings of the Executive Committee, including the preparation and dissemination of documents in accordance with the	Indicator 1.1.1 No. of Executive Committee Meetings organized and conducted (at least 2 per annum)	2024	1	2030	12	Meeting documentation	Bi-annual	Meeting proceedings	Coordinating data collection: Secretariat Coordinator Collecting data: SDS-SEA Project team	Secretariat Coordinator Project M&E Officer; Project Team	Risk: Changes in policy and decision makers, or other events beyond the control of the project, lead to changes in support for the project Assumption: The project is in line with agreed targets, strategies and implementation plans at regional, sub- regional and national levels, and is therefore firmly anchored in existing policies. Strong stakeholder participation in the project will further reinforce support from policy and decision makers at all anchored in existing policies. Strong stakeholder participation in the project will further reinforce support from policy and decision makers at all
	Indicator 1.1.2 No. of EAS Partnership Council meeting organized and report disseminated to partners and stakeholders (at least 1 per annum)	2024	1	2030	6	Meeting documentation	Annual	Meeting proceedings	same as above	same as above	
	Indicator 1.1.3 No. of external audit conducted and reports submitted to the PEMSEA Audit Committee (at least 1 per annum)	2024	1	2030	6	Meeting documentation	Annual	Meeting proceedings/ED's reports	same as above	same as above	
	Indicator 1.1.4 Annual M&E Report submitted on the progress of implementing SDS-SEA IP 2023-2027 (at least 1 per annum)	2024	1	2030	6	Monitoring reports by M&E Staff/Document Review	Annual	SDS-SEA IP Review, Tripartite and National Progress reports, project progress reports	same as above	same as above	

Expected results (Outcomes and Outputs)	Indicators	Baseline		Target		Data collection methods	Schedule and/or Frequency	Means of verification: Data source and type	Responsibilities	Resources	Risks and assumptions on M&E
		Year	Data	Year	Data						
PEMSEA Rules of Governance											
Output 1.3 Effective and regular consultation and interaction with partners in terms of partnerships and resource mobilization beyond project funding	Indicator 1.1.5 No. of MOUs and initiatives jointly undertaken with PEMSEA partners, collaborators and private sector	2024	0	2030	12	Document Review Meeting/Activity documentation	Quarterly	ED's Report, approved Cost-Sharing Agreements with Country Partners, signed MOUs/MOAs/LOCs	ED	Project development staff Secretariat Coordinator Communications and Knowledge Management Specialist	Change in personnel which could cause delays in approval of funding; delay in processing memorandum of agreement with new set of actors; watered down ministerial declaration with weak/minimum commitment of financial support Assumption: Countries will act and not renege on their commitment to PEMSEA as a credible regional mechanism
	Indicator 1.1.6 No. of PEMSEA Accomplishment Reports published and disseminated to the broader public	2024	1	2030	6	Document Review Meeting/Activity documentation	Annual	Annual Report, ED's report	same as above	same as above	
	Indicator 1.1.7 Annual technical and financial reports submitted to donors and contributors	2024	1	2030	6	Document Review Meeting/Activity documentation	Annual	Accomplishment Reports to donors, ED's report	same as above	same as above	
	Indicator 1.1.8 No. of EAS Congress conducted to promote PEMSEA services, review its work and provide strategic guidance for the next 3-5 years	2024	1	2030	2	ED Report to EC/PC, Press release/Communications	Annual	EAS Congress Reports/Ministerial Declarations signed	same as above	same as above	