

Reporting Agency: UNDP
Country: Armenia

MONITORING ACTION AND STANDARD PROGRESS REPORT¹

No. and title: “HPMP Phase-Out Management Plan, Stage II”, 00098381/00101728

Reporting period: January - December 2019

I. PURPOSE

The theory of change of this specific project is designed to effectively ensure reaching the target of 6,6% reduction of HCFCs by 2020 through improving refrigerant recovery and vocational training capacities, and upgrading country's technical capacity in management/ prevention of illegal trade of refrigerants in respect to meeting the obligations assumed under Decision XIX/6 of the Parties to the Montreal Protocol on the accelerated phase-out of HCFCs. The expected major results are: upgraded technical capacity in management/prevention of illegal trade of refrigerants, and improved refrigerant recovery and vocational training capacities in/of the country.

Sustainable Development Goal 12/Target 12.4: Responsible Consumption and Production / By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment.

UNDAF Outcome 7/CPD Outcome 4 (Output 4.3): By 2020, sustainable development principles and good practices for environmental sustainability resilience building, climate change adaptation and mitigation, and green economy are introduced and applied.

UNDP Strategic Plan Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.

UNDP Strategic Plan Output 1.3: Solutions developed at national and sub-national levels for sustainable management of natural resources, ecosystem services, chemicals and waste.

Partners: The Implementing Partner is the Ministry of Nature Protection of the Republic of Armenia. The Responsible Partner of the Project is the United Nations Development Programme.

Funds: Multilateral Fund for the Implementation of the Montreal Protocol

II. RESOURCES AND FINANCIAL PERFORMANCE

	Total Project Budget	Current Year (2019)			All Years Delivery as of SPR date (USD)	All Years Delivery rate as of SPR date (%)
		Annual Budget	Delivery as of SPR date (USD)	Delivery rate as of SPR date (%)		
MLF	108,000	31,855.18	30,146.22	94.63	103,123.04	95.48
Total	108,000	31,855.18	30,146.22	94.63	103,123.04	95.48

- Indicate amount of leveraged resources, even if as a parallel funding.

III. RESULTS, PROGRESS, INNOVATIVE AND TRANSFORMATIVE ASPECTS

¹ The report shall be **evidence-based**, short, and informative. Please add up information through the monitoring cycles, thus the final report will contain key information for all years. Use the results language i.e., change vis-à-vis the baseline and target informing also about a 'so what' aspect. Financial performance to be indicated based on CDR amount (i.e., actual not committed). A second table on commitments-based delivery is optional. **UNDP Armenia timeline for monitoring action:** *Q1 planning - 20 January; Q1 reporting - 15 April; Q2 - 15 July; Q3 - 15 October; Q4 provisional results - 15 November; Q4 final - 20 January.* Do not delete guidelines from the report. **Distribution and filing:** Atlas/Attachments; UNDP Armenia e-Archive/Project folder; Project Board (Annual SPR; quarterly SPRs - as per Board's request; project files. Report filing names to be kept consistent.

			Current Year (2019)					
			Planned				Actual	
Activity/Output	Expected Annual Targets/Indicators	Amount (\$)	Q1	Q2	Q3	Q4	Status	Comments
1. Delivery and handing-in of additional 15 R&R sets for trained RAC experts./ Output 2.1 Improving refrigerant recovery and vocational training capacities	Improved Refrigerant recovery capacities.	25,830.00	X				Completed	
2. Monitoring of the recovered refrigerants based on the quarterly reports received from 40 beneficiaries/ Output 2.1 Improving refrigerant recovery and vocational training capacities	Refrigerant recovery capacities considerably improved.	4,375.00		X	X	X	Completed	

National consultant was hired to coordinate the delivery and handing-in of additional 15 R&R sets for trained RAC experts, and to perform the monitoring of amounts of refrigerants recovered and/or recycled and/or recharged with Recover and Recycling equipment handed out under the project.

The reporting template was developed and circulated among the beneficiaries with the introductory instruction. In addition, the checklist for monthly and yearly checkups of air handling units was developed and circulated among the beneficiaries encouraging them to apply the preventive servicing mode.

Data on amounts of recovered and/or recycled and/or recharged refrigerants were collected and analyzed respectfully. Monitoring trips throughout the country were undertaken during September - November 2019.

Quarterly reports on consolidated amounts recovered and/or recycled and/or recharged refrigerants were prepared and submitted on the quarterly basis. The workshop on standards in refrigeration and air conditioning was organized for the beneficiaries on 20 December 2019 back to back with the Stakeholder meeting on 19 December.

IV. GENDER MAINSTREAMING, CROSSCUTTING RESULTS, TARGETING

This is a GEN1 project, with indirect contribution to gender equality.

No specific results to report this year.

V. RISKS AND CHALLENGES

#	Description	Date Identified	Type	Impact & Probability	Management response	Risk status as of 31.03.19	Risk Owner
1	The 66,6% reduction target is not achieved	13.11.2017	Regulatory	P = 1 I = 5	The national ODS Legislation was updated to control import and export of HCFC.	Relevant	Project Board
2	The recovery and recycling kits provided to the technicians are not used in servicing the HCFC-based equipment, thus not reducing dependence on HCFC import	13.11.2017	Operational	P = 2 I = 3	This project component was monitored by the national consultant on a quarterly basis starting from 1 January 2019 as stipulated by the Free Equipment Usage and Donation Agreement signed between the RAC technician and the project to make sure the equipment is applied.	Relevant	National Ozone Unit
3	The equipment kits procured for RAC technicians and the workshops of Vocational schools is not used for practical training of the students.	13.11.2017	Operational	P = 2 I = 3	This project component was monitored by the national consultant on a regular basis. The training course was carried out in December 2019 under the HPMP non-investment component to make sure the equipment is applied as agreed between the Ministry and beneficiaries.	Irrelevant	National Ozone Unit
4	The refrigerant identifiers provided to the Customs Service check points are not used for checking the contents of imported cylinders	13.11.2017	Operational	P = 2 I = 3	This project component will be monitored by the official Customs Focal Point to make sure the procured equipment is applied accordingly.	Relevant	National Ozone Unit, Customs Focal Point

VI. PRODOC CHANGES, HORIZON SCANNING

For the reporting period no any strategic changes were proposed to the project document.

VII. PARTNERSHIPS, COMMUNICATION, KNOWLEDGE MATERIALS

N/A

VIII. EVALUATIONS

In accordance with UNDP's programming policies and procedures, the project final evaluation is planned in 2020 to assess the project findings and outline directions for HPMP Stage-III preparations.

IX. DONOR REPORTS

N/A

X. VALIDATION OF RESULTS (FIELD VISITS) AND QUALITY ASSURANCE

Project Quality Assurance report for the Implementation phase (Y2019) is duly filled

XI. FUTURE ACTIONS, WORK PLAN

HCFC Phase-Out Management Plan (HPMP) – Second (2nd) Stage Annual Work-Plan - Y2020

Project ID: 00098381

Output ID: 00101728

Component 1. Upgrading the country’s technical capacity in management/ prevention of illegal trade		2020												Y2020 Budget, USD
		Q I			QII			QIII			QIV			
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	
Output 1.1 Upgrading the country’s technical capacity in management/ prevention of illegal trade														
1	To hire national consultant to prepare the technical specifications for multi-gas analyzers. Upgrading technical capacity of the Customs entry points at the country border by providing them with advanced (4 units) which will enhance improved control and prevention of illegal trade of refrigerants.													21,600*
2	To arrange multi-gas analyzers procurement (announce the bidding and finalize the results).													
3	To hand over the multi-gas analyzers to four customs border points.													
Component 2. Improving refrigerant recovery and vocational training capacities		2019												Y2020 Budget, USD
		QI			QII			QIII			QIV			
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	
Output 2.1 Improving refrigerant recovery and vocational training capacities														
1	National consultant on monitoring													3,168.18
2	To conduct quarterly monitoring based on the quarterly reports received from 40 beneficiaries (RAC technicians) of the project and personal visits													

*The amount is not available yet, to be requested at the upcoming ExCom meetings in 2020. Upon receipt, the budget is subject for revision to reflect the amounts received.

Results Framework²

Project title and Atlas Project Number: HCFC Phase-Out Management Plan (HPMP) – Second (2nd) Stage Project ID 00098381 / Output ID 00101728											
EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS						DATA COLLECTION METHODS & RISKS
			Value	Year	2017	2018	2019	Actual 2019	2020	FINAL	
4.3. Government uses innovative mechanisms and tools for evaluation and decision-making over the conservation and sustainable use of natural resources.	1.1. Number of multi-gas analysers provided to the customs entry points	State Revenue Committee	0	2017	0	0	0	0	4	4	Official documents, transfer acts, UNDP reports
	1.2. Number of sets of multimedia training equipment for vocational schools	Ministry of Education and Science	0	2017	0	3	3	3	0	3	Official documents, transfer acts, UNDP reports
	1.3. Number of sets of training R/R/R equipment and standard tools for vocational schools	Ministry of Education and Science	0	2017	0	3	3	3	0	3	Official documents, transfer acts, UNDP reports
	1.4. Number of sets of R&R equipment, designed for handling natural refrigerants as well for refrigeration technicians	RAC Association	0	2017	0	25	15	15	0	40	Official documents, transfer acts, UNDP reports

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.

ANNUAL/MULTIYEAR WORK PLAN AND BUDGET FROM PRODOC ³⁴

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 (first tranche)				RESPONSIBLE PARTY	PLANNED BUDGET		
		2017	2018	2019	2020		Funding Source	Budget Description	Amount
Timely HCFC Phase Out	HPMP stage II	\$2,500	\$ 2,500	\$1,000	\$ 1,000	000906 MNP	MLF (63080)	National Consultant (71300)	\$7,000
		0	\$ 14,500	0	0	000906 MNP	MLF (63080)	Equipment (Multimedia training) (72200)	\$14,500
		0	\$ 20,500	0	0	000906 MNP	MLF (63080)	Equipment (R/R/R training) (72200)	\$20,500
		0	\$ 61,000	0	0	000906 MNP	MLF (63080)	Equipment (R&R equipment for technicians) (72200)	\$61,000
		\$ 500	\$ 3,500	\$ 500	\$ 500	000906 MNP	MLF (63080)	Direct Project Costs (74500)	\$5,000
	Total	\$ 3,000	\$ 102,000	\$ 1,500	\$ 1,500				\$108,000

³ 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

⁴ 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.

	Sub-Total for Output 1		\$108,000
TOTAL			\$108,000

Output Verification Template

Field Visit Report Format

The content of the field visit report varies depending on the purpose of the visit. At a minimum, any field visit report must contain an analysis of the progress towards results, the production of outputs, partnerships, key challenges and proposed actions. **This format may be slightly adjusted.**

Date of visit: 10.21.2019

Subject and venue of visit: Meeting with Ozone Unit to check the project progress and identify the lessons learned from this and previous cycles of project implementation. Discussion on the assessment of joint work in HPMP-II programme. With consideration that the entire procurement of the equipment has been conducted by UNDP there has been multiple coordination meetings throw out the year –Ozone Unit placed in the premises of the Ministry of Environment, which is minutes away from UNDP office.

[Project number(s) and title(s), venue visited]

Purpose of the field visit:

Outcomes	Update on outcomes	Outputs	Update on outputs	Reasons if progress below target	Update on partnership strategies	Recommendations and proposed action
	A brief analysis on any relevant changes pertaining to the outcome as stated in results matrix.	State output from project document or work plan.	Achievements of the project in outputs (marking if strategic) and soft assistance (if any).	If applicable.		Actions on any matter related to outcome, progress of outputs, and/or partnerships. Corrective measures. Responsibilities/time.

PROJECT PERFORMANCE—IMPLEMENTATION ISSUES

[If the person conducting the field visit observes problems that are generic and not related to any specific output, or that apply to all of them, he or she should address the ‘top three’ such challenges.] List the main challenges experienced during implementation and propose a way forward.

N/A

LESSONS LEARNED

Describe briefly key lessons learned during the project:

Ozone Unit is well staffed and operates independently. There is necessity for additional training of the technical staff of the Ozone Unit on UNDP/UN procedures. Whether this project will be further implemented through UNDP or any other UN agency this training will be useful.

Participants in the field visit:

Approved by _____

Armen Martirosyan, Sustainable Growth and Resilience Portfolio Analyst