



Project Title:
Preparation of HFC phase-down plan
Kyrgyzstan

Project Number: Atlas Award ID 0009451 Atlas Output ID 00129810

Montreal Protocol Fund (MLF) Ref # KYR/KIP/87/PRP/45

Implementing Partner: Ozone Center of the Kyrgyz Republic

Start Date: January 2022 **End Date:** June 2023 **PAC Meeting date:** N/A

Brief Description

The Kyrgyz Republic deposited the instrument of ratification of the Kigali Amendment to the Montreal Protocol on 8 September 2020. The implementation of the Kigali Amendment will allow phasing down the consumption and, consequently, the emissions of hydrofluorocarbons with high global warming potential along with complementary energy efficiency gains thereby supporting the climate change mitigation efforts of the country.

The objective of this project is to support the Government of the Kyrgyz Republic to develop the Kigali HFC implementation plan (KIP). This document describes the proposed institutional arrangements, activities, and budgets for the preparation of Kigali HFC implementation plan (KIP) for Kyrgyzstan. Such arrangements would need:

- a) To reflect national context and priorities, national policies and country-drivenness and consequently would need the agreement of Kyrgyzstan's Ministry of Natural Resources, Ecology and Technical Supervision (MNRETS) and its National Ozone Office (Kyrgyzstan-MNRETS/NOU) to the proposals contained herein;
- b) To facilitate the seamless application of the proposed arrangements to the implementation stage of the KIP to follow, once it is approved;
- c) To draw upon the lessons learnt from the functioning of institutional arrangements and operational mechanisms employed for the HCFC Phase-out Management Plan (HPMP) and to the extent possible integrate existing infrastructures

Contributing Outcome (UNDAF/CPD, RPD or GPD):
 Indicative Output(s) with gender marker²:
 GEN 1

Total resources required:	USD 91,000.00
Total resources allocated:	USD 91,000.00
UNDP TRAC:	0
Donor (MLF):	91,000
Government:	0

Agreed by (signatures)¹:

Ministry of Natural Resources, Ecology and Technical Supervision of the Kyrgyz Republic	United Nations Development Programme in the Kyrgyz Republic	Ozone Center of the Kyrgyz Republic
Ms. Dinara Kutmanova, Minister	Ms. Louise Chamberlain, Resident Representative	Mr. Mars Amanaliev, Director
	 0065AA30866E475	
Date: 04.02.2022	Date: 04.02.2022	Date: 4/02/2022

¹ Note: Adjust signatures as needed

² 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 equality)

I. DEVELOPMENT CHALLENGE (1/4 PAGE – 2 PAGES RECOMMENDED)

The Kyrgyz Republic ratified the Montreal Protocol on Substances that Deplete the Ozone Layer on May 31, 2000 and the London, Copenhagen, and Montreal amendments on May 13, 2003, the Beijing Amendment on October 5, 2005 and Kigali amendment on July 7, 2020.

The XXVIII Meeting of the Parties to the Montreal Protocol in October 14, 2016, in Kigali, the capital of Rwanda, approved a new, climate amendment to the treaty, aimed at combating a significant increase in the production and consumption of HFCs with the associated increase in its emissions during the operation of equipment based on their use. For Group 1 Article 5 countries (Kyrgyzstan belongs to this group) the first control is the freeze on production and consumption of HFCs which would be from 01 January 2024, at the Baseline Levels (average HFC consumption from 2020 to 2022 and 65% of HCFC baseline). The second control step by 2029 is the reduction of 10% HFCs consumption from the Baseline Levels. The decision Decision XXVIII/2 also directed the Executive Committee of the Multilateral Fund to assist the Parties in preparation of HFC phase-down Management Plans.

HFCs are organic compounds frequently used as refrigerants in air conditioners and other devices as alternatives to ozone-depleting substances controlled under the Montreal Protocol. While HFCs themselves do not deplete the ozone layer, they are extremely potent greenhouse gases with global warming potentials that can be many times higher than carbon dioxide.

Ratifying the Kigali Amendment will contribute to a gradual reduction in the consumption of HFCs in refrigeration systems and climatic equipment. If fully supported by governments, the private sector and citizens, the Kigali Amendment will avoid up to 0.4°C of global warming this century while continuing to protect the ozone layer. The amendment will substantively contribute to the goals of the Paris Agreement. For the Kyrgyz Republic, the replacement of HFCs with alternative technologies represents the progress of a larger environmental strategy to remove administrative barriers to adopt circular economy principles for chemicals, implement national legislation in the climate sector, create a foundation for a growing green economy, increase energy efficiency, eliminate environmental damage and contribute to combating climate change at an international scale.

Successful implementation of the Kigali Amendment requires addressing financial aspects (some new technologies on natural refrigerants are more expensive compared to ones currently in place), revising safety standards for refrigerants, enforcing illegal trade prevention of refrigerants and strengthening energy efficiency policy. Enhanced international cooperation in the transfer of modern technology, harmonization of new standards, digitalization of the economy, and synergy with other conventions will also contribute.

In order to assist Kyrgyzstan in the development of Kyrgyzstan's HFC phase-down strategy and HFC implementation plan (KIP), UNDP and UNEP submitted a request for project preparation to the 87th meeting of the Executive Committee which was held in July 2021. The 87th Meeting of the Executive Committee approved the preparation of Kyrgyzstan's KIP stage I, providing USD 91,000 for UNDP as leading agency and USD 39,000 to UNEP as a cooperating agency². The [Executive Committee's decision 87/50](#) describes the details of activities and outputs expected from the preparation activities.

² The current document only covers the plans for utilization of funds approved for UNDP.

II. STRATEGY (1/2 PAGE - 3 PAGES RECOMMENDED)

The activities under the current project will focus on the development of Kyrgyzstan's HFC phase-down strategy and a plan of action for Stage I of Kigali HFC implementation plan (KIP).

A communication and outreach plan will be prepared in consultation with key stakeholders to raise policy and technology awareness and solicit inputs for the development of the KIP. As part of the capacity building activities in the refrigeration sector and related to enforcement, innovative tools and approaches will be assessed and considered for incorporation into the overall strategy and KIP stage I. An important aspect will be carrying out of a detailed survey of HFC consumption and its sectoral distribution, surveys of enterprises in the manufacturing and servicing sectors, with analysis of the data to estimate the HFC baselines for compliance, and taking into account any HFC surveys conducted to underpin the development of the KIP. The strategy has the following key elements:

- a) Adoption of a staged approach to implementation of the HFC phase-down management plans within the context of an overall national strategy. The first stage would focus on compliance with the 2024 freeze and 2029 10% reduction targets. The second stage would focus on HFC phase-down in compliance with the future reduction control targets.
- b) Commitments to achieving the 2024 and 2029 control milestones through performance-based agreements

Kyrgyzstan as a party to the amendment aims to put in place practical arrangements for its implementation, and new data reporting requirements and tools. The project will support the capacity-building, institutional strengthening, data collection, extensive consultations, and the development of national strategy to reduce HFCs and replace them with alternatives. Phasing down HFCs under the Kigali Amendment may also open a window to redesign cooling equipment that is more energy efficient, further increasing the climate gains.

III. RESULTS AND PARTNERSHIPS (1.5 - 5 PAGES RECOMMENDED)

Expected Results

The aim of the project is to support to Kyrgyz Republic as a party of the Kigali amendment to develop the national HFC phase-down strategy and a plan of action for Stage I of Kigali HFC implementation plan (KIP).

KIP Preparation

The preparation of the national KIP would involve the following broad activities:

- Recruitment of National Expert(s), International Expert(s)
- Initiation meeting of National Ozone Unit (NOU), National Expert(s), International Expert(s), UNDP and UNEP
- Project implementation and national team arrangement
- Data Collection
- Data Analysis
- Stakeholder discussions and inputs to strategy development
- Draft document preparation
- Stakeholder workshops in Northern and Southern sectors
- Finalization of the KIP (Stage-I) proposal for submission to MLF

The project activities and the resulting proposal will be aligned with the guide for preparation of stage I of KIPs which is currently under preparation by the MLF Secretariat and will assist all

stakeholders throughout the KIP-preparation process to collect relevant data, prepare strategies and prepare the KIP document including funding requests.

a) Recruitment of National Expert(s), International Expert(s)

With support of UNDP the National and international experts will be recruited.

b) Initiation Meeting

The initial meeting between NOU, National Expert(s), International Expert(s) and relevant UNDP and UNEP staff would mark the commencement of activities involved in the preparation of the KIP. The expected outcomes of this meeting would be to finalize the roles and responsibilities of the various stakeholders, development and finalization of the terms of reference for activities and personnel, finalization of work plans for various activities and development of formats and templates for data collection and reporting.

c) Project implementation arrangement

National Steering Committee on HFCs (NSCHFCs) is already operational. The national team and the Technical Sub-Committee will be constituted.

d) Data Collection

Data collection on industry profiles, baselines, consumption, etc. disaggregated by sex and gender where possible will be carried for various HFC-consuming sectors, by national experts from the National Refrigeration and Air-Conditioning Association and other engaged experts. This would include the development of appropriate questionnaires and formats for reporting the information and data collected. The data collected would be cross-checked and verified by the NOU and the NOU's National Expert in terms of legal eligibility as per local regulations.

e) Data Analysis

The data analysis would include but not necessarily be limited to classification of data based on present and historical HFC consumption by enterprise, sector, sub-sector and application, list of HFC users segregated by sector/sub-sector, data on first and second conversions by sector/sub-sector, historical (production where applicable) consumption and export data by sector/sub-sector, projected growth trends until 2029 and required reductions in HFC consumption for meeting the 2024 freeze and 2029 10%-reductions, by sector/sub-sector.

f) Stakeholder discussions and inputs to strategy development

The summarized results of data analysis will be presented on the specific professional level of stakeholders meeting and strategies for compliance with 2024 freeze and 2029 reduction will be discussed. The invitees will include MNRETS (Ministry of Natural Resources, Ecology and Technical Supervision) officials, members of NSCHFCs, refrigeration association representatives, large importers of refrigerants, importers of R&AC equipment operating on HFCs, international suppliers, and representative of implementing agencies UNDP and UNEP. The inputs from the stakeholder will be incorporated into the strategies and draft proposal.

g) Preparation of draft proposal

Based on the data collected, and inputs from the stakeholder discussions and inputs to strategy development, sector-wise draft proposal would be prepared in collaboration with MNRETC /NOU and collated and integrated into an overall draft national KIP (First Stage) proposal. The draft KIP (First Stage) proposal will be prepared focusing on compliance with the 2024 freeze and 2029 reductions with respect to the baseline (average of 2020 and 2022) levels. The draft KIP (First

Stage) proposal would be discussed by NSCHFCs and would be forwarded to Kyrgyzstan-MNRETC /NOU for further comments from national stakeholders.

g) Stakeholder workshops in Northern and Southern regions

The draft KIP (First Stage) document will be circulated by Kyrgyzstan-MNRETC /NOU among the various national stakeholders in advance of two national stakeholder consultation workshops in the Northern and Southern regions. The workshops will have participation from key national stakeholders, implementing agencies, national and international experts, including those who work in the area of gender and climate change, key representatives of the national scientific and technical institutions and industry representatives. The comments and recommendations of the stakeholders shall be collected and collated by Kyrgyzstan-MNRETC /NOU and incorporated into the final draft of the KIP (First Stage) proposal in cooperation with the international expert.

h) Finalization of the KIP Proposal

NSCHFCs will review the final draft which will incorporate the comments received from national stakeholders workshops and finalize the document. The final proposal will be sent to government for endorsement and thereafter submitted to MLF through UNDP.

Partnership

The project will utilize partnerships built during the implementation of the Stage II HCFC phase-out project and will also reach out to and involve other relevant stakeholders. Stakeholders have been actively engaged in the Stage II HCFC phase-out Project from the onset, through several consultative meetings, which helped shape and decide on the country's strategy for HCFC phase-out. Representatives of all relevant industry sectors have been invited to take part in the consultations. The current project will also engage with customers (who purchase and own refrigerators and AC units) as well as the general public for targeted awareness-raising purposes. Key stakeholders such as technical trainers and customs authorities will be kept engaged regularly through project activities as well as the functioning of the project steering committee. The project involves strong coordination needs among different stakeholders to achieve national targets. The main stakeholders and their roles are given below:

The Government of Kyrgyzstan represented by the Ministry of natural resources, ecology and technical supervision: The Government is responsible for the achievement of overall project results. The Government has a binding agreement with the Executive Committee of the Multilateral Fund. The Government is also responsible, as a partner to UNDP, for project implementation, monitoring and reporting the results of preparation of HFC KIP .

The National Ozone Center will work under the direct guidance of the Government (MNRETS) and UNDP to implement the project components.

The project intends to maintain the coordination and consultation among stakeholders through the below indicative actions and their frequency spread over the duration of the project (this frequency will be confirmed by Steering Committee):

- a) Consultation meetings with customs authorities: 2/year
- b) Consultation meetings with ODS Importers: 1/year
- c) Consultation meetings with the industries using ODSs in their production (undergoing reconversion of technology to non-ODS): 3/ year
- d) Regular coordination meeting with the NOU and UNDP: 4/ year.

All these actors play a central role in the partnerships that will support the achievement of the expected results in Kyrgyzstan

Risks and Assumptions

Refer to the full risk log, attached as an annex.

Stakeholder Engagement

The project will involve close coordination among Government, industries (being the main intended beneficiaries), industry associations, regulatory bodies and UNDP and UNEP and its partner agencies. The project stakeholder engagement and coordination are the foundation for the preparation HFC KIP. The roles and responsibilities of each stakeholder and how they would participate in the network for project implementation has been detailed in the section on partnerships earlier. The project is expected to be implemented with minimum disruption to the business continuity and livelihood of different industry stakeholders. Through funding support and proper timeframe, systematic project implementation process and technology transfer, the project is expected to develop KIP with minimum cost to industry and consumer.

Gender appraisal

Principles of gender equality and parity will be mainstreamed throughout the project. The project will take effective measures to ensure gender and sex disaggregated and that gender-sensitive policy making is prompted. Moreover, fair representation of women and men in capacity building programs will be secured. Gender equality and parity will be brought to the forefront by: (a) ensuring that relevant gender information and analyses, especially in relation to socio-economic domains, is identified and collected in all research and policy papers to be produced; (b) sensitization of government officials, civil society and academia in Kyrgyzstan on the differentiated but crucial roles men and women play in the climate change mitigation processes, and the importance of involving women in every aspect of climate change policy making processes; (c) engagement of women policy-makers and decision-makers in the capacity building interventions (training, meetings, workshops, etc.); (d) ensuring women participate in a meaningful way during climate change negotiations.

The climate evidence-based and gender-responsive knowledge products produced by project will play a significant role in informing and capacity building of government officials, civil society and academia so that to stimulate adjustments/changes to those policies or practices at the institutional level to respond to the inequalities and any power imbalances.

MLF operational policy on gender mainstreaming will be applied throughout the preparation stage and the draft KIP will be subject to the MLF gender mainstreaming checklist and contain relevant activities.

IV. PROJECT MANAGEMENT (1/2 PAGES - 2 PAGES RECOMMENDED)

This is a national project covering the whole territory of Kyrgyzstan. There will be strong country ownership as the project will be implemented using the National implementation modality (NIM), giving a high level of initiative to the Government through its National Ozone Center. Additionally, the commitment to the development of Kyrgyzstan's HFC phase-down strategy and HFC implementation plan (KIP) is between the MLF and the Government, making it thus a national commitment to achieve compliance with the Montreal Protocol and Kigali amendment. The National Ozone Unit (NOU) is based within the MNRETC, which ensures close coordination with the overall environmental policy and initiatives at the national level. The National Ozone Unit was partially supported through the HCFC Phasing out Phase II Project with financial assistance from the Multilateral Fund and implemented by UNDP.

For all project implementation purposes, the Project team will be established within the National Ozone Unit, under the supervision of the Head of National Ozone Center, and fully integrated with

its overall operation for the overall target of the Preparation of an HFC phase-down plan in the country.

It is proposed to establish the following institutional framework for the preparation of the Kigali HFC phase-down implementation plan (KIP), which can be subsequently adapted for the implementation of the KIP.

National Steering Committee

Chaired by:	MNRETS and UNDP Kyrgyzstan
Secretary:	NOU
Members:	UNDP and UNEP, key ministries and other stakeholders
Functions:	Management and coordination of activities in preparation (and in future, implementation) of HPMP, e.g. planning, monitoring, reporting

In the context of the Preparation of KIP, the following functions have been determined for the key players:

The Ozone Center (NOU) is an existing structure responsible for the implementation of activities created for the HPMP, including

- Day-to-day implementation of the project, stakeholders consultations, data collection coordination, and inputs on review findings, technical assistance and awareness-raising activities included in the approved project.
- Takes the role of coordinating non-governmental stakeholders or some Government department(s), industrial associations, research institutes, standard bureau, training institute, and statistical committee for the Preparation of KIP.
- Data gathering, analysis and reporting associated with project implementation.
- Operational responsibility for implementation of activities under the KIP preparation with the assistance of the implementing agency (with a possibility that such tasks will be continued during the implementation phase also).
- Interact with prospective recipient enterprises in various sectors.
- Manage enterprise participation and enterprise-level phase-out/conversion activities (during implementation)

The implementation structure would comprise the National Ozone Officer assisted by at least one professional expert

National Steering Committee for HFCs (NSCHFCs)

NSCHFCs will serve as an overall coordination body for activities related to the preparation and implementation of the HCF phase-out management plan.

Members

- Representative from Kyrgyzstan-MNRETS - Co-Chair
- Implementing Agency (UNDP) - Co-Chair
- Implementing partner: The National Ozone Officer
- UNEP, key ministries and other stakeholders
- Representatives from the Technical Resources Panel and experts as invitees when required

The National Ozone Center acts as Secretary

Functions

- Overall coordination of implementation in collaboration with Kyrgyzstan-MNRETC /NOU
- Periodic review and monitoring/evaluation of the progress of implementation
- Any corrective interventions as required
- Technical and policy advice to Kyrgyzstan-MNRETC /NOU on HFCs as necessary
- Approval body for annual work plans and annual budgets for all activities
- Review and endorsement of progress reports.
- Commission any required performance verification

It is expected that NSCHFCs meet at least once a year for review and coordination of KIP preparation and future implementation activities.

Technical Resources (if required)

- National technical experts for each sector
- Senior technical representatives from government and national scientific and technical institutions
- Senior technical expert(s) from IA as required

Upon request by NSCHFCs technical team can provide strategic and substantive technical advice on HFC alternatives in various applications in the country context and assist in the resolution of technical issues during implementation

UNDP

UNDP will be working closely with the MNRETS; the UNDP Country Office will be responsible for result-based project monitoring as well as auditing and reporting in compliance with UNDP procedures for support to national implementation.

The UNDP Country Office will also provide, the following general oversight and management services for the activities of the project which include the following (as per the DOA):

- i. Participation in project reviews
- ii. Resource management and reporting
- iii. Thematic and technical backstopping

UNDP will ensure that the MNRETS and the Multi-Lateral Fund of the Montreal Protocol will receive the maximum visibility possible.

V. RESULTS FRAMEWORK³

Intended Outcome as stated in the UNDAF/Country Programme Results and Resource Framework: By 2022, communities and institutions are more resilient to climate and disaster risks and are engaged in sustainable and inclusive natural resource management and risk-informed development							
Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: 3.1. Presence of approved, funded policy/strategy/plan for adaptation to adverse impacts of climate resilience and low greenhouse gas emissions development in a manner that does not threaten food production (13.2.1) Baseline: No Target: Yes							
Applicable Output(s) from the UNDP Strategic Plan: Signature Solution 4: Environment, 4.1 Natural resources protected and managed to enhance sustainable productivity and livelihoods							
Project title and Atlas Project Number: Preparation of an HFC phase-down plan, Atlas Output ID 00129810, Award 00092451							
EXPECTED OUTPUTS	OUTPUT INDICATORS ⁴	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)		DATA COLLECTION METHODS & RISKS
			Value	Year	Year 1	Year 2	
Output 1 Import/export licensing and quota systems for controlled	1.1 # National partners aware about and utilize the national system of licensing and quotas for monitoring HFC imports/exports in place, consistent with decision 63/17	Country report to MFS	0	2021	0	5	Proceeding of the regional training (agenda, LoP) BToRs

³ 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.

⁴ 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.

substances under Annex F (HFCs) of the Montreal Protocol	1.2. The HFC imports/exports are properly recorded through the licensing and quota system	Country report to MFS	0	2021	0	yes	Yes	Ozone Center reports
Output 2 HFC phase-down strategy development	2.1. HFC phase-down gender-responsive strategy and KIP finalized and agreed with the Montreal Protocol Focal point and stakeholders	KIP proposal	0	2021	0	Yes	Yes	Stakeholder Consultation Minutes Ozone Center reports
	2.2. # of stakeholders (disaggregated by sex) from public and private sector consulted to design of investment and non-investment activities.	Consultation reports	0	2021	0	30	30	Stakeholder Consultation Minutes Ozone Center reports
	2.3 The detailed survey with gender related indicators (where relevant) of HFC consumption and its sectoral distribution conducted	Survey reports and data	0	2021	0	1	1	Survey of HFC consumption

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

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.	Relevant national partners	Project staff salaries
Monitor and Manage Risk	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.	Relevant national partners	Project staff salaries
Learn	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.	Relevant national partners	Project staff salaries
Annual Project Quality Assurance	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.	Relevant national partners	Project staff salaries

Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.	Relevant national partners	Project staff salaries
Project Report	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.	Annually, and at the end of the project (final report)		Relevant national partners	Project staff salaries
Project Review (Project Board)	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	Specify frequency (i.e., at least annually)	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	Relevant national partners	Project staff salaries

VII. MULTI-YEAR WORK PLAN ⁵⁶

Activity Timeline and Estimated Cost⁷

Activity	Sub-activity	2022				2023			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1. National Survey for data collection, stakeholder consultation, data needs analysis	<u>1.1 Recruit National Consultants</u> for preparation of KIP proposal documents and Development of Project Document								
	<u>1.2 Recruit International Consultant</u> for supporting National Consultant for preparation of KIP proposal documents and Development of Project Document								
	<u>1.3 Initiation meeting for the KIP preparation:</u> The initial meeting between NOU, implementing agencies, National and International experts to mark the commencement of activities involved in the preparation of the KIP proposal.								
	<u>1.4 Kick-off workshop:</u> Hold initial workshop led by the Ozone Center (NOU), with the support of the implementing agencies, and to mark commencement of the public process activities for the preparation of the KIP proposal								
	<u>1.5 Inception reports for project proposal preparation:</u> describing the approach, methodologies, limitations, activities, outputs and work plan, and a monitoring and evaluation plan including indicators.								
	<u>1.6 Contracting a Consultant or a Consulting firm for Data collection/survey/ data analysis:</u> conduct data collection/surveys covering all sectors identified by the ODS alternatives survey, but also checking the potential use of HFC in other sectors, make projections for use, calculate the baseline, etc.								

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 over years.

⁷ The timeline may be adjusted in consultations between UNDP and the Government depending on the timeline of the meetings of the MLF Executive Committee

	1.7 Organize consultation meetings for selected sector/sub sectors to assess both qualitative and quantitative data collected by the survey. Organize Consultations with potential stakeholders from public and private sector responsible for aforementioned sectors to design of investment and non-investment activities.								
2. HFC phase-down strategy development	2.1 Key Stakeholder Consultations: Conduct consultation meetings with key stakeholders and development of detailed strategy with costed action plan.								
	2.2 National consultation workshop for finalization of overarching strategy and KIP.								
3. Analysis and Validation	3.1 Analysis of the Sectoral distribution and consumption trend of HFCs								
	3.2 Consultation, review and validation of the consolidated overarching HFC phase down Strategy								
	3.3 Submit final draft proposal for HFC Phase-down to MLF								
	3.4 Miscellaneous								

Multi-year budget

Project Name	Preparation of HFC Phase-down Plan (KYR/KIP/87/PRP/45)						
Project (Award) ID	00129810						
Output (Project) ID	00092451						
ATLAS Activity	Responsible Party	Source of Funds	ATLAS Code	ATLAS Budget Description	2022	2023	Total
Activity 1: Development of Kigali implementation plan	UNDP	MLF 63030	71400	Contractual Services - Individual (National Consultant)	15,000	15,000	30,000
	UNDP	MLF 63030	71400	Contractual Services - Individual (International Consultant)	10,000	10,000	20,000
	UNDP	MLF 63030	72100	Contractual Services Companies (National Survey)	20,000	-	20,000
	UNDP	MLF 63030	74500	Miscellaneous	1,500	1,500	3,000
	UNDP	MLF 63030	75700	Workshops and meetings	2,500	10,500	13,000
	UNDP	MLF 63030	61200	Direct Project Cost (DPC)	2,500	2,500	5,000
TOTAL					51,500	39,500	91,000

VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

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 Kyrgyz Republic and UNDP.

This project will be implemented by National Ozone Center ("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. 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 and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aaq_sanctions_list.shtml.

2. 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.

3. 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 its 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 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.

- 4. 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>).
- 5. 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.
- 6. 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.
- 7. 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 UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
- 8. 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 and (b) 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.
- 9. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's 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.
- 10. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption 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, 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.

XI. ANNEXES

1. **Social and Environmental Screening Template** [\[English\]](#) [\[French\]](#) [\[Spanish\]](#), including additional Social and Environmental Assessments or Management Plans as relevant. (NOTE: The SES Screening is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences, preparation of communication materials, strengthening capacities of partners to participate in international negotiations and conferences, partnership coordination and management of networks, or global/regional projects with no country level activities).

2. **Risk Analysis.** Use the standard [Risk Register template](#). Please refer to the [Deliverable Description of the Risk Register](#) for instructions

#	Description	Timeline	Risks type	Impact(I) and probability (P)	Countermeasures / response	Ownership	Submitted and updated by	Last update	Status
1	COVID19 second wave may affect the project implementation in the coming cold season	Initial project phase	Physical	P = 5, I = 4	Commitment building among high-level national partners such as Government Office and Office of the President	Project developer	Project developer		
2	Kyrgyzstan has recently experienced a rapid change in Government. Although the technical level Government counterparts are still in place, further disruption in both the country and key ministries is possible.	Initial project phase	Political	P = 5, I = 4	UNDP has experience in other projects to implement sensitive approach to actions . UNDP will closely monitor the political situation. In case of the occurrence of the critical incidents, UNDP has its business continuity plan to maintain the implementation of the projects in case of crisis.	Project developer	Project developer		