Annual Work Plan -2009

UNDP-EPCO Project on

Climate Change

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Strengthening Madhya Pradesh Climate Change Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDAF Outcome(s):</td>
<td>Communities are aware of their vulnerabilities, and adequately prepared to manage (and reduce) disaster and environmental related risks.</td>
</tr>
<tr>
<td>Expected C P Outcome(s):</td>
<td>Progress towards meeting national commitments under multi-lateral environmental agreements.</td>
</tr>
<tr>
<td>Expected Output(s):</td>
<td>National development efforts with co-benefits of mitigating climate change supported.</td>
</tr>
<tr>
<td>Implementing Partner:</td>
<td>Housing and Environment Department (H &amp; E D), Government of Madhya Pradesh (GOMP)</td>
</tr>
<tr>
<td>Responsible Party</td>
<td>Environmental Planning and Coordination Organization (EPCO), Bhopal.</td>
</tr>
</tbody>
</table>

**Brief Description**

The State of Madhya Pradesh (MP) aims to integrate climate change concerns in various sectoral policy and programs to reduce vulnerability and increase adaptive capacity. It aims to enable a State level action plan on Climate Change and evolve strategies to combat impacts of climate change. The specific objectives of the project are, (i) Developing MP Climate Change Cell into a Knowledge Management Centre to effectively manage the knowledge related to climate change (ii) Development of State level Climate Change Strategy and Action Plan and (iii) Mainstreaming of Climate Change Concern into policy and programs. The specific activities during the year 2009 are:

1. Constitution of Core Group in EPCO and multi disciplinary Advisory Group on Climate Change (AGCC)
2. Launch workshop to get buy-in of stakeholders and to validate the process for SCCSAP preparation by the AGCC
3. Setting up of the Project Management Unit for the CC Cell.

<table>
<thead>
<tr>
<th>Programme Period:</th>
<th>2009-2012</th>
<th>2009 AWP Budget</th>
<th>USD 25,836</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Result Area (Strategic Plan):</td>
<td>Mainstreaming Energy &amp; Environment</td>
<td>Total resources required</td>
<td>USD 25,836</td>
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<tr>
<td>Atlas Award ID:</td>
<td>49818</td>
<td>Total Allocated resources:</td>
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<td>Start date:</td>
<td>December 2009</td>
<td>Regular</td>
<td>USD 25,836</td>
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<tr>
<td>End Date:</td>
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<td>PAC Meeting Date</td>
<td>7 November 2008</td>
<td>Unfunded budget</td>
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<tr>
<td>Management Arrangements</td>
<td>State Implementation</td>
<td>In-kind Contributions</td>
<td></td>
</tr>
</tbody>
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Agreed by (EPCO): [Signature: Manoj Goyal, E.D., EPCO]

<table>
<thead>
<tr>
<th>EXPECTED OUTPUTS</th>
<th>PLANNED ACTIVITIES</th>
<th>2009</th>
<th>RESPO. PARTY</th>
<th>PLANNED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>And baseline, associated indicator sand annual targets</td>
<td></td>
<td>Q4</td>
<td>Funding Source</td>
<td>Budget Description</td>
</tr>
<tr>
<td>Output-1 - State level Climate Change Strategy and Action Plan</td>
<td></td>
<td></td>
<td>EPCO</td>
<td>UNDP</td>
</tr>
<tr>
<td>Baseline: No Baseline</td>
<td></td>
<td></td>
<td>X</td>
<td>UNDP</td>
</tr>
<tr>
<td>Indicators:</td>
<td></td>
<td></td>
<td></td>
<td>71600: Travel</td>
</tr>
<tr>
<td>1. Detailed Work Plan for 2010 and beyond prepared.</td>
<td></td>
<td></td>
<td></td>
<td>74500: Public Consultations and Hearings</td>
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<tr>
<td>2. Baseline preparations initiated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Targets - 1</td>
<td></td>
<td></td>
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<tr>
<td>Output-4 State Project Management Unit</td>
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<td>EPCO</td>
<td>UNDP</td>
</tr>
<tr>
<td>Baseline: None</td>
<td></td>
<td></td>
<td>X</td>
<td>UNDP</td>
</tr>
<tr>
<td>Indicators -</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. PMU established at EPCO.</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Targets - MP Climate Cell starts functioning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Deployment/appointment of 6 Full time professionals in the MP CC Cell from departments like Agriculture, Water, Forests, Energy, Health, Habitat and Environment.</td>
<td></td>
<td></td>
<td>X</td>
<td>UNDP</td>
</tr>
<tr>
<td>4.2 Project Management related activities</td>
<td></td>
<td></td>
<td>X</td>
<td>UNDP</td>
</tr>
<tr>
<td>4.3 Basic Infrastructure Development (Procurement of 2 Desktop and 2 laptop Computers with 1-net, one printer and basic furniture).</td>
<td></td>
<td></td>
<td>X</td>
<td>UNDP</td>
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<tr>
<td>Sub Total</td>
<td></td>
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Project Overview

Situational Analysis

Climate change is a major global environmental problem and also an issue of great concern for developing countries like India. The earth’s climate has changed on both global and regional levels. Some of these changes can be attributable to human activities and they have already started affecting many of the physical and biological systems.

Climate change has the potential to harm societies and ecosystems. In particular, agriculture, forestry, water resources, human health, coastal settlements, and natural ecosystems will need to adapt to a changing climate or face diminished or radically altered functions.

India is signatory to the UNFCCC and has ratified the Kyoto Protocol. It considers important that the provisions and principles of the UN Convention on Climate Change especially common but differentiated responsibilities and respective capabilities are respected in all international negotiations. The National Action Plan on Climate Change (NAPCC) seeks to promote sustainable and low carbon development and use of cleaner technologies.

The NAPCC is to be implemented thorough eight sectoral missions which represent the multi-pronged, long-term and integrated strategies for achieving key goals in the context of climate change. In view of the national plan all the State governments are expected to initiate concrete actions to collectively combat the impacts of climate change.

States like Madhya Pradesh, where majority of the population depends on climate-sensitive sectors such as agriculture and forestry, are more vulnerable to the impacts of climate change. The Flow diagram below illustrates how environmental threats directly interfere with the Millennium Development Goals. Kelkar (TERI 2003) notes that as vulnerability increases, the impacts of environmental stress are felt more deeply and the consequences cut more deeply into the assets that, in better times, would have gone towards improving well-being and quality of life.

<table>
<thead>
<tr>
<th>Environmental Stress caused by Climate Change</th>
<th>Increasing Vulnerability of Poor</th>
<th>Impact on MDGs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeated Droughts, Receding Ground Water Level, Loss of Forests and Biodiversity, Reduction in Pastureland, Loss of Soil Quality and Soil Cover Desertification</td>
<td>Less Secure Livelihood Deterioration of Natural Resources, Increased Health Risks Constrained economic Options, Distress migration</td>
<td></td>
</tr>
</tbody>
</table>

The Millennium Development Goals (MDGs) recognize that development rests on the foundations of democratic governance, the rule of law, respect for human rights and peace and security. Many of these foundations and basic economic growth and livelihood security are similarly linked to environment and climate, and will require adaptation to climate change in order for their objectives to be achieved.

Gradually it is being realized that climate change does not require a different or new strategy but sound economic and social policies. “Environmental management cannot be treated separately from other development concerns rather it must be integrated into poverty reduction and sustainable development efforts to achieve significant and lasting results’ (DFID 2002).

Climatic Change Initiatives in MP

Realizing the potential impacts of climate change, the State Government of MP has accorded high priority to the issues of Climate Change and has constituted a high level interdepartmental committee under the Chairmanship of Vice Chairman of State Planning Board with a view to ensure inter-sectoral coordination and integration of climate Change concerns in the policy and programs of line departments.
State Government has entrusted Environmental Planning and Coordination Organization (EPCO) to act as the facilitator in MP by designating it as the State Nodal Agency for all issues pertaining to Climate Change. A climate change cell has also been established in EPCO to work on these issues. As an autonomous organization of the State Government, EPCO enjoys easy access to all government stakeholders in the State to facilitate and coordinate environment and climate change related works in the State.

Project Rationale

Madhya Pradesh faces tough challenges on account of Climate change. The climate change projections spelt out in the initial National Communication indicate that due to water/moisture stress the forests in the Central Indian region are likely to move towards dry (xeric) woodlands by the 2050s. Considering the projection, the forest and agriculture economy is likely to be severely hit, more so the forest dependent community of the State which will need to cope with a high degree of stress.

Madhya Pradesh is also projected to be vulnerable to globalization and thus will be subjected to “double exposure” of climate change and globalization. A bio-diverse production system will be crucial to help both forests and the forest dependent communities to adapt to climatic variations (O’Brien et al 2004).

Climate change and economic globalization are the two main processes of global change; their impacts are rarely studied in conjunction. The expertise of TERI (India), Center for Development (Canada) analyses the double exposure of Indian agriculture to these phenomena. After superimposing climate change and globalization vulnerability the findings suggests that districts in Madhya Pradesh, Maharashtra, northern Andhra Pradesh, Northern Karnataka, Western Rajasthan, southern Gujarat and southern Bihar are vulnerable and double exposed.

Madhya Pradesh is rich in bio-resources, which remains isolated in pockets of dense forests, whereas a larger part of it is barren and wasteland. Even the agricultural productivity is not very encouraging and that too has seen a change over the last two decades. This situation becomes more difficult with bouts of erratic rainfalls and seasonal droughts. In addition, the severe problem of desertification towards the Western part and ravines in the Northern part of Madhya Pradesh makes it one of the most vulnerable States to the threats of climate change. Hence there is a need for cross sectoral strategies and action plan in place for effectively combating the impacts of climate change.
Project Strategy

The project proposes to strengthen the MP Climate Change Cell so that it prepares and coordinates the implementation of a State level Climate Change Strategy and Action Plan (SCCSAP). It is envisaged that during the project period, the MP CC cell will develop into a full fledged knowledge management centre on climate change and cater to the unfulfilled agenda of mainstreaming of sustainable development and climate change concerns.

SCCSAP is proposed to be developed through a "participatory planning process involving all major stakeholders". It is proposed that the SCCSAP will be highly participatory in nature, reaching out to a large number of government officers from various line agencies governmental organizations, NGOs, academics, scientists, the private sector, people's representatives, and all those who have a stake in climate change.

The SCCSAP should be seen as much as a process as a final product, and if a truly participatory approach is achieved, it will evoke much wider ownership of the process and product, and go a long way in ensuring the implementation of what is recommended in the final SCCSAP. In particular, the following will be critical:

1. Workshops and public hearings at districts levels seeking inputs from farmers, pastoralists, fisher folk, and other user communities who are directly dependent on natural resources;
2. Coordination and consultative meetings amongst a variety of line agencies of government, at state levels and district level;
3. Seeking inputs from a wide range of 'expert' and 'experienced' individuals and organizations working on various aspects of environment and natural resources management, in particular Climate Change including scientists, social activists, academics, students, industrialists, cultural leaders, etc.

SCCSAP would roughly consist of the following:
1. Statement of the issues or problems;
2. Identification of ongoing initiative;
3. Identification of key actors/sectors involved;
4. Identification of major gaps in coverage;
5. Delineation of strategies needed to plug gaps and enhance the effectiveness of ongoing initiatives;
6. List of measures and actions (short and long term) needed to implement these strategies, with prioritization in terms of importance and immediacy;
7. Identification of key elements needed for implementation: institutional structures, funds, expertise/human resources, policy/legal measures, monitoring, etc.
8. Specific project proposals (Compilation of information)
9. Time frame for implementation
Scope

Though the ultimate aim of the SCCSAP process is the production of a comprehensive, ready-to-act State Action Plan, an attempt will also be made to stimulate and facilitate the implementation of strategy and action plans.

It is proposed to form an Advisory Group on Climate Change (AGCC) having subject experts from different sectors, institutions and backgrounds who can offer policy inputs. The basic purpose of this core group would be to evolve a State Climate Change Strategy and Action Plan (SCCSAP). The SCCSAP would focus on all aspects of Climate Change which has a bearing in MP.

SCCSAP Process Flow Chart

Activities during 2009

The specific activities during the year 2009 are:

1. Constitution of Core Group in EPCO and multi-disciplinary Advisory Group on Climate Change (AGCC)
2. Launch workshop to get buy-in of stakeholders and to validate the process for SCCSAP preparation by the AGCC
3. Setting up of the Project Management Unit for the CC Cell.
3 Management Arrangements

The Implementing Partner:
The Housing and Environment Department, Government of Madhya Pradesh will coordinate and facilitate the project activities at the state level. The project at the state level will be implemented by the EPCO on behalf of Department of Housing and Environment; GoMP will assume the overall responsibility for the implementation and achievement of the project results.

Responsible Party:
The EPCO will be the responsible party for the implementation of project activities. Under the guidance of the State Project Director (SPD) and the Project Steering Committee, the EPCO will be responsible for implementing the project activities. EPCO will sign the budgeted Annual Work Plan (AWP) with UNDP on an annual basis, as per UNDP rules and regulations.

Project Organisation Structure:
In order to have the smooth and successful implementation of the project, a Project Steering Committee (PSC) under the Chief Secretary, GoMP and Project Implementation Committee (PIC) under the Principle Secretary, Housing and Environment Department, GoMP are proposed to be constituted. A broad Project Organization Structure is given below:

![Project Organisation Structure Diagram]

Project Steering Committee:
A Project Steering Committee (PSC) under the chairmanship of the Chief Secretary, GoMP will be constituted with ACS/P.S./Secretaries/HODs of concerning stakeholder departments, experts, selected NGOs/CBOs, UNDP and ED, EPCO on board. Principle Secretary H & E. Department would be the convening member of the PSC. The Project
Steering Committee would provide overall policy guidance and bring in ownership amongst the concerning departments and stakeholders. PSC will meet once in six months.

**Project Implementation Committee:**
A Project Implementation Committee will be formed under P.S. H & ED. It will be responsible for making decisions for the project and periodic reviews. The PIC will carry out the following functions:

- Ensure that the project goals and objectives are achieved in a defined timeframe;
- Review the project progress and suggest implementation strategies periodically;
- Review the project expenditures against activities and outcomes; and
- Approve Annual and Quarterly Work Plans.
- PIC will meet once in three months.

**State Project Director (SPD)**
Executive Director, EPCO will be designated as the State Project Director (SPD) for the project. The SPD will be responsible for the overall management, including achievement of planned results, and for the use of UNDP funds, in each activity under this project. SPD will be supported by the Project Management Unit (PMU), in the implementation of the project.

**Project Management Unit (PMU):**
At the EPCO, a Project Management Unit (PMU) under the SPD will be formed and the PMU will coordinate all activities (administrative, financial, book keeping, etc) of the project at the State level. Regular meetings will be held to review and coordinate the project activities and PMU will host these meetings. To carry out the project activities in an efficient manner, partnership with organization and institutes will be developed to pool in available knowledge and resources. PMU will also be responsible for documentation (MOUs, minutes of meeting and agreement etc of the project). These documents will be circulated to PSC and PIC members. In addition, the PMU would help in smooth and timely flow of funds from co-financiers of the project to ensure that there are no times and cost over-run. Depending on the requirements, the PMU may engage State Project Coordinator, Project Manager and other supporting staff. The PMU shall assist SPD on all the day-to-day project management and technical matters of the project so that the project produces the results specified in the project document, to the required standards of quality and within the specified constraints of time and cost.

The PMU will prepare the detailed activity and monitoring plan based on the annual work plan (AWP) and budget and submit to SPD for approval. PMU will also prepare and submit following reports/documents: Annual and Quarterly Work Plans, Quarterly and Annual Progress Reports (substantive and financial), FACE Forms, Issue Log, Risk Log, Quality Log, Lessons Learnt Log, Communications and Monitoring Plan using standard reporting formats.

**Project Assurance:**

**Funds Flow Arrangements and Financial Management:**
EPCO will make suitable and separate provisions in its budget to account for UNDP funds. As decided in the PSC meeting, based on the approved AWP, and with the approval of the Project Implementation Committee, SPD will request UNDP through the standard FACE format for the release funds directly to EPCO on quarterly basis. EPCO shall maintain separate bank account in the name of the project in order to track and report the utilisation on UNDP funds. Separate books of account shall also be maintained in order to ensure accurate reporting of expenditure and providing a clear audit trail.

EPCO will account for the funds received from UNDP on a quarterly basis through the standard Fund authorisation and Certificate of Expenditure (FACE) Report. No funds shall be released by the UNDP without prior and duly filled and signed FACE report by the SPD.
case of advance releases only after 80% of the last advances and 100% of all the previous advances are spent will the next tranche of advances be released). The PMU will be responsible for the compilation and collation of these Financial Reports. Unspent funds from the approved AWP’s will be reviewed in the early part of the last quarter of the calendar year and funds reallocated accordingly.

EPCO may enter into an agreement with UNDP for the provision of support services by UNDP in the form of procurement of goods and services. UNDP rules and regulations as well as charges will apply in such cases. Cost recovery for project implementation support services by UNDP will be charged as per UNDP rules and regulations. The details of UNDP’s support services will be outlined while finalizing the annual work plan and budget for each year.

It may be noted that any interest accrued on the project funds during the project cycle will be ploughed back into the project in consultation with EPCO/Department of Housing and Environment and UNDP or refunded to UNDP if there is no scope for ploughing back. Accordingly the project budget will stand revised by the corresponding amount.

Audit:
The project shall be subject to audit in accordance with UNDP procedures and as per the annual audit plan drawn up in consultation with EPCO. The project shall be informed of the audit requirements by January of the following year. The audit covering annual calendar year expenditure will focus on the following parameters - (a) financial accounting, documenting and reporting; (b) monitoring, valuation and reporting; (c) use and control of non-extendable reporting; (d) UNDP Country Office support. In line with the UN Audit Board requirements for submitting the final audit reports by 30 April, the auditors will carry out field visits during February/March. Detailed instructions on audit will be circulated by UNDP separately and on signature.

4. Monitoring Framework and Evaluation

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

The Project Management Unit will use a variety of formal and informal monitoring tools and mechanisms. This would include field visits as well as reports such as progress reports, annual reports and annual reviews in standard UNDP formats and as per UNDP’s web-based project management system (ATLAS). Within the annual cycle, the SPD in consultation with Chairman, PIC and UNDP will ensure the following:

In accordance with the UNDP Programming guidelines, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
• A project Lesson-learned log shall be activated and regularly updated to ensure ongoing learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project.

• A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events.

Annual Basis:

Annual Review Report: An Annual Review Report shall be prepared by the National Project Manager and shared with the PSC and the PMB. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.

Annual Project Review: Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

Project Evaluation: A mid-term project evaluation will be carried out in May 2011 to assess the progress of the project in meeting its objectives as outlined in the document. In August 2012, an outcome evaluation will be conducted to review the overall impact of the project.

Monitoring system and tools

An M&E system within the overall results framework outlined in the project brief will be established. The Project Management Unit should use a variety of formal and informal monitoring tools and mechanisms.

This would include field visits as well as reports such as progress reports, annual reports and annual reviews in standard UNDP formats and as per UNDP's web-based project management system (ATLAS). Within the annual cycle, the Project Coordinators in consultation with the SPD and UNDP will ensure the following:

Quarterly basis

• On a quarterly basis, a quality assessment shall record progress as per established quality criteria and methods towards the completion of key results. It should also captures feedback from the beneficiary perspective as well as information related to timeliness and resources usage.

• An Issue Log shall be activated in Atlas and updated by the Project Coordinators to facilitate tracking and resolution of potential problems or requests for change.

• Based on the initial risk analysis, a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.

• Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Coordinators to the SC through Project Assurance, using the standard UNDP report format.

• A project Lesson-learned log will be activated and regularly updated to ensure ongoing learning and adaptation within the Implementing Partner, and to facilitate the preparation of the Lessons-learned Report at the end of the project.

• A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events.
In addition to normal Government monitoring described above, UNDP will have the monitoring and reporting obligation for the programme. In this connection, additional M&E missions will be undertaken by UNDP when this is judged to be required, as for example when there is a need for an intermediate assessment of progress or impact before a decision is made as to the continuation of any given activity. This will be done in collaboration with the EPCO as well as with the other relevant stakeholders.

EPCO will be responsible for regularly monitoring progress in project implementation. In this, it will be supported by the SPD and the Project Team, as above. Progress will be measured against the targets set out in the work plan and project logical framework. Project Team will be required to report relevant progress to the SPD and UNDP on a quarterly basis. Regular monitoring of the project will occur through these reporting mechanisms as well as through site visits, as required.

Annual review meetings with the participation of IP, project team, stakeholders and UNDP, will be held to review progress, identify problems, and agree on solutions to maintain timely provision of inputs/achievement of results. The PSC will review annual work plans as well as provide strategic advice on the most effective ways and means of implementation.

Field visits: A representative from the UNDP office will visit project sites periodically. Field visits serve the purpose of results validation, especially when undertaken in the first half of the year. If undertaken in the latter part of the year, the field visit should provide latest information on progress for annual reporting preparation. Field visits should be documented through brief and action-oriented reports, submitted within the week of return to the office. In addition, a mid-term and a terminal evaluation of the project will be commissioned based on approval of the PIC. It will be conducted by external agencies/experts. A detailed Communication and Advocacy Plan will be prepared and approved by PSC that describes the activities and outputs that will be monitored, reviewed and evaluated, and how and by whom. The Plan will articulate the types of communication and associated scheduling required during the project, as well as methods of communicating project results to stakeholders shall be activated in Atlas and updated to track key management actions/events.

Learning & Knowledge Management

Project lessons learned would be actively captured to ensure ongoing learning and adaptation within the organisation. Based on the Lessons Learned Log created and updated above, a final Lessons Learned Report would be prepared at the end of the project to foster the learning process. In addition, in order to promote knowledge sharing, ideas, experiences and lessons deriving from the project would be shared/ disseminated to all stakeholders and as well as colleagues on the Practice Knowledge Networks (e.g. answer a referral, participate in an e-discussion or peer review/assist, contribute to the development of a knowledge product).

Project Closure: Projects would be financially completed not more than 12 months after being operationally completed. Between operational and financial closure, the Implementing Partner is required to identify and settle all financial obligations and prepare a final expenditure report. No adjustments can be made to a financially completed project.

Transfer or Disposal of Assets

UNDP is responsible for deciding on the transfer or other disposal of assets financed by UNDP. He/she does so in consultation with the other parties to the project;

Assets may be transferred to the government for project activities managed by a recipient institution at any time during the life of a project.
Assets may be temporarily placed in the custody of the UNDP country office, pending transfer or sale. The custody period must not exceed nine months. (The need for custody usually arises once UNDP support for the project has come to an end).

Under NGO implementation, the NGO returns all UNDP-financed assets to UNDP upon completion of the project. Such assets are transferred or sold unless alternative arrangements are agreed on between the parties.

When no longer needed by the project, assets may be transferred to another project or to the government, or it may be disposed of by sale or donation. In all cases of transfer, a transfer document must be prepared.

5. Quality Management for Project Activity Results

Replicate the table for each activity result of the AWP to provide information on monitoring actions based on quality criteria. To be completed during the process “Defining a Project” if the information is available. This table shall be further refined during the process “Initiating a Project”.

<table>
<thead>
<tr>
<th>OUTPUT 1: State level Climate Change Strategy and Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity Result 1</strong></td>
</tr>
<tr>
<td>Short title to be used for Atlas Activity ID: SAPCC</td>
</tr>
<tr>
<td>Start Date: 2009</td>
</tr>
<tr>
<td>End Date: 2011</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
</tr>
<tr>
<td>What is the purpose of the activity?</td>
</tr>
<tr>
<td>SAPCC provides a framework and guide to develop sectoral action plans at state and district</td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Planned actions to produce the activity result.</td>
</tr>
<tr>
<td>1.1 Constitution of Core team in EPCO and multidisciplinary Advisory group</td>
</tr>
<tr>
<td>1.2 One launch workshop to get buy-in of stakeholders and to validate the process for SCCSAP preparation by AGCC</td>
</tr>
<tr>
<td>1.3 Capacity building and one exposure visit of members of core team consisting of five Member of MP Climate Change Cell</td>
</tr>
<tr>
<td>1.4 Commission one Review Study of Existing Policies and Programs and Scoping Study form Climate Change perspectives to institute like IIIFM/ individual experts</td>
</tr>
<tr>
<td>1.5 Sectoral Stakeholder consultation workshop (8) at State and divisional level</td>
</tr>
<tr>
<td>1.6 Drafting SCCSAP in association with institution like IIIFM</td>
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<tr>
<td>1.7 One workshop for revision of Draft based on consultation nd comments received from stakeholders</td>
</tr>
<tr>
<td>1.8 Validation and finalization of SCCSAP by State level Committee</td>
</tr>
<tr>
<td>1.9 Hindi Translation, Designing and Printing (1000 copies each of Hindi and English)</td>
</tr>
<tr>
<td>1.10 One final workshop to disseminate SCCSAP</td>
</tr>
<tr>
<td>1.11 Basic Infrastructure Development (Procurement of 2 Desktop and 2 laptop Computers with internet, one printer and basic furniture)</td>
</tr>
</tbody>
</table>

| **Quality Criteria**                                         |
| How/with what indicators the quality of the activity result will be measured? |
| Quality Method                                               |
| Means of verification. What method will be used to determine if quality criteria has been met? |
| Date of Assessment                                           |
| When will the assessment of quality be performed?            |

- Acceptance by sectors concerned
- Changes in the policy and budget lines
  - Involving sector representative
  - Review committee

<table>
<thead>
<tr>
<th>OUTPUT 2: Setting up a State Climate Change Knowledge Management Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity Result 2</strong></td>
</tr>
<tr>
<td>Short title to be used for Atlas Activity ID: SCCKMC</td>
</tr>
<tr>
<td>Start Date: 2010</td>
</tr>
<tr>
<td>End Date: 2012</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
</tr>
<tr>
<td>What is the purpose of the activity?</td>
</tr>
<tr>
<td>• Wider dissemination of Knowledge and Information to all the stakeholders in a institutionalized</td>
</tr>
</tbody>
</table>
| Description | Planned actions to produce the activity result.  
2.1 Stakeholder consultation workshop (8) at State and divisional level  
2.2 Preparation of Detail Proposal for Centre of Excellence through consultant Identification and development of physical office space for Centre of Knowledge Management  
2.3 Infrastructure Development Procurement HW/SW and other computer peripherals  
2.4 Capacity building of professionals of different Department (25-30)  
2.5 Workshop for identification and prioritization of training needs of different sectors/ Stakeholders  
2.6 Identification of subjects experts / Agencies and commissioning the work of preparation of sector and target specific training material  
2.7 Preparation of sector and target specific training material (20000 sets)  
2.10 One workshop for preparation of Training Plan and obtaining agreements of concerning departments  
2.11 Organizing Training as per agreed Training Plan |
| Quality Criteria | Activity Result 3 | Short title to be used for Atlas Activity ID: Integration of Climate Change Concerns | Start Date: 2011  
End Date: 2012 |
| Purpose | What is the purpose of the activity?  
To highlight Climate Change Concerns in policy and program planning  
To suggest policy modifications |
| Description | Planned actions to produce the activity result.  
3.1 Commission two Sectoral Studies on Impacts of Climate Change in MP (Colleges/ Universities/ Institutes of repute)  
3.2 Commission two action research pilot projects in select districts to GO/NGO/Research Institutes  
3.3 Development of district specific training material on CC issues one each for 50 districts of MP  
3.4 District level Training and sensitization workshops in 50 district Head quarters of M.P. |
| Quality Criteria | How/with what indicators the quality of the activity result will be measured? | Quality Method Means of verification. What method will be used to determine if quality criteria has been met? | Date of Assessment When will the assessment of quality be performed? |
| • Feedback of line department and trainees | • Review of Studies and Literature  
• Outcome of Action Research Projects | Half yearly by PSC  
Quarterly by PIC |
| OUTPUT 4: State Project Management Unit | Activity Result 4 | Short title to be used for Atlas Activity ID: Project Management | Start Date: 2009  
End Date: 2012 |
| Purpose | What is the purpose of the activity?  
Successful and timely completion of the project as per AWP |
| Description | Planned actions to produce the activity result.  
4.1 Deployment/appointment of full time project Manager and 4 professional support staff  
4.2 Deployment/appointment on (deputation or contract) of six fulltime professionals in the |
6. Exit Strategy

The exit strategy will be developed during the mid-course of the project.

7. Legal Context

If the country has not signed the SBAA, the following standard text must be quoted:

This document together with the CPAP signed by the Government and UNDP, which is incorporated by reference constitute together the instrument envisaged in the Supplemental Provisions to the Project Document, attached hereto.

Consistent with the above Supplemental Provisions, 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.

The implementing partner shall:

- 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;
- Assume all risks and liabilities related to the implementing partner’s security, and the full implementation of the security plan.

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 this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the 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/Docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
## 8. Risk Analysis:

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Date identified</th>
<th>Type</th>
<th>Impact &amp; Probability</th>
<th>Countermeasures/Nrg response</th>
<th>Owner</th>
<th>Submitted, updated by</th>
<th>Last Update</th>
<th>Status</th>
</tr>
</thead>
</table>
| 1  | Poor participation and cooperation from Sectoral Department in SCCSA planning and implementation |                 | Organizational    | The stakeholder's non participation may put the project in high risk.  
P = 2  
I = 5 | PS HBE/D CS GoMP will intervene to ensure participation | EPCO            |                     |                          |        |
| 2  | Outputs of the activities are not included in policy / and programs         |                 | Operational       | The efforts to combat impacts of Climate Change in an integrated an way may be jeopardised  
P = 3  
I = 4 | PS HBE/D CS GoMP will intervene to ensure participation | EPCO            |                     |                          |        |

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