



United Nations Development Programme
Country: FYR Macedonia
Project Document

Project Title: "Pilot Biodegradable Waste Management in the Prespa Region"

UNDAF Outcome(s): By 2015 central and local level authorities have improved capacities to integrate environment and disaster risk reduction into national and local development frameworks, while communities and CSOs participate more effectively in environmental protection and disaster risk reduction planning, implementation and monitoring

Expected CP Outcome(s): By 2015 national capacities for management and sustainable use of natural resources improved;

Expected Output(s): Capacity building programmes and demonstration pilots for integrated watershed management are implemented in the Prespa Basin

- Capacities to plan and implement a model for biodegradable waste management on local level strengthened;
- Integrated approaches to environmental management for controlled treatment of organic/biodegradable waste applied;

Executing Entity: UNDP

Implementing Agencies: UNDP

Brief Description

Waste management, especially management of biodegradable waste (rotten apples) is one of the main problems in the whole Prespa watershed which affects the health of the ecosystems and waters, as well as the quality of the life of the citizens in the region. The main aim of the project, which is coherent continuation of previous activities in Prespa, is to pilot sound management of organic waste generated through agriculture activities thus mitigating the negative impact on the environment and converting it into potentially valuable product (organic compost). The local government of Resen and the Public Enterprise for waste management "Proleter" will be the main project partners and beneficiaries.

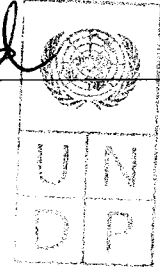
Programme Period:	2010 - 2015
Key Result Area (Strategic Plan)	Environment
Atlas Award ID:	_____
Start date:	January 2011
End Date	December 2012
PAC Meeting Date	14 January 2011
Management Arrangements	DIM

Total resources approved:	780,770 CHF
Total allocated resources:	780,770 CHF
• Regular:	_____
• Other:	_____
o Donor:	780,770 CHF
o Government:	_____
Unfunded budget:	_____
In-kind Contributions:	_____

Agreed by (Government) Mihail Volkanovski, Mayor of Resen

Agreed by (Executing Entity): Deirdre Boyd, UNPD resident Representative

(Handwritten signatures of Mihail Volkanovski and Deirdre Boyd)



I. SITUATION ANALYSIS

The agriculture land covers 23% of the area of the Municipality of Resen and equals to 12,510 ha. Over 60% of the population of the region depends on agriculture, mainly apple production. The annual apple production ranges from 80,000 - 110,000 tons. In terms of individual concerns, this is an activity of vital interest. However, besides the positive aspects, the agriculture activities generate an extraordinary amount of biodegradable waste which is in a great deal illegally dumped all over the watershed (mostly rotten apple ranging from 7 - 12% of the total production and wood waste from commercial forest exploitation). The residues of this waste are directly polluting the soil and the water courses in the Prespa watershed thus contributing to the decrease of the water quality.

The Feasibility Study for Biodegradable Waste Management in the Prespa Region that was developed within the Golema reka 2 project, provided an in-depth assessment of the quantity and quality of the biodegradable waste generated in the Prespa region and offered relevant, implementable and viable management solutions for management of this waste. The waste from agriculture activities was estimated to range between 8,000 to 20,000 tons/year, and waste from wood residues was estimated to range between 15,000 and 20,000 m³/year. The proposed solution to establish a sound management and utilization of this waste includes building of a central composting plant and a number of collection stations, as well as construction of a briquette production plant.

To fully address the problem for treatment of the biodegradable waste from agriculture activities by establishing a central composting plant, an investment of in total of approximately 3.5 million CHF is needed (including construction of a number of waste collection systems as a most feasible solution for collection of this waste), and for establishing a plant for production of briquettes from the wood residues a total of additional 1.1 million is needed/foreseen.

The study confirmed that central composting plant can generate sufficient revenues to cover the investments and all other running costs. However, given the current financial status of the Municipality of Resen against the level of investment needs of the compost production project, it is apparent that the local authorities do not have the resources to finance the implementation of the activity on their own. Furthermore, the study suggests that the investment for the composting project, should it be partially covered by a grant of up to 35% of the total value, which would result in a much superior financial performance and attractiveness.

Additionally, the results from a different small scale pilot composting project conducted in 2006 in Resen confirmed that the on-site produced compost conforms to very high quality standards, suggesting that the compost market can be developed in the region (and broader). This will reduce the cost of local farmers given the fact that the compost that will be produced could replace over 20,000 tons of fertilizers which are imported each year in the region.

II. STRATEGY

One of the three areas of cooperation for the UN in the country stated in the UNDAF 2010 - 2015 is environment protection. The result of the UN interventions in this area are expected to be improved national capacities to integrate environment into national and local development frameworks, while communities and CSOs participate more effectively in environmental protection planning, implementation and monitoring. This project directly contributes to the CPD outcome aimed at improving national capacities for management and sustainable use of natural resources.

UNDP has long-term experience in implementation of various projects in the Prespa region that contribute to improved environmental situation in the entire watershed. This project is a result of the activities of the second phase of Golema reka project. One of the specific objectives of the interventions was mitigation of

the waste impacts (reduction of the solid waste input in the zone of regulation generated by agricultural activities) and improvement of the downstream water quality. The project, in cooperation with the key stakeholders established an efficient and sustainable system for pesticide packaging waste management on the entire territory of the Resen Municipality representing an appropriate management response to the uncontrolled disposal of pesticide packaging. Establishment of a biodegradable waste management system is a natural next step towards achievement of the overall objective for mitigation of the negative impact of the waste

The Feasibility Study for Biodegradable Waste Management in the Prespa Region developed under the project provided feasible management solution with a potential for controlled treatment of the organic waste, aiming to reduce the massive quantities of this waste by converting it into potentially valuable product(s). The required funds for realization of the system are significant and will involve establishment of partnership among the local government and private sector. However, the proposed solution provides for implementation of the activities in phases and each of the phases represents complete and viable management solution for treatment of the biodegradable waste.

Taking into consideration limited available resource, the project will realize only a pilot phase that will include management of the waste generated in the broader area of the town of Resen and the village of Jankovec. If confirmed as a successful pilot, the system can be easily scaled up and upgraded by inclusion of other villages of the Municipality of Resen.

The local government of Resen and the Public Enterprise for waste management "Proleter" will be the main project partners and beneficiaries.

The project will have indirect favourable economic impact resulting in significant increase of the local community welfare, which presented in economic terms amounts to roughly 25 million CHF or 7 times the initial investment, of which the major part of the benefits (88%) accrues to the local farmers.

Implementation of the project would also generate huge positive effects on the environment, mainly as a result of avoided/reduced discharge of contaminants into ground aquifers and surface waters caused by uncontrolled dumping (disposal) of biodegradable waste.

The lessons learnt throughout this process would be made available for the national and local institutions/authorities from other Municipalities throughout the country dealing with the same problems, representing thus a support, through SDC funded Golema Reka Project I and II, in establishing a systems for managing of BW waste in other regions in need.

RESULT AND RESOURCES FRAMEWORK

<p>Overall Goal: To establish a model for the organic/biodegradable waste management in the Prespa Region</p>		
<p>Intended Outcomes:</p> <ul style="list-style-type: none"> -The capacities of the local/national authorities to plan and implement a model for biodegradable waste management are improved/strengthened. -Integrated approaches to environmental management for controlled treatment of the organic/biodegradable waste are applied 		
<p>Outcome indicators:</p> <p>Improved environmental governance on national and local level achieved.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Institutional, financial, monitoring frameworks improved; - Status and trends of environment monitored and reported upon; - Skills and knowledge to undertake new environmental competencies strengthened. <p>Integrated approaches are implemented.</p> <p>Indicators:</p> <ul style="list-style-type: none"> - Technical documents for construction of the Central Composting Plant are prepared. 		
<p>Applicable Strategic Area of Support (SAS):</p>		
<p>Partnership Strategy: Ensure that there is a synergy between the proposed integrated eco-oriented environment protection and socio-economic development of the region. Partnerships will allow stakeholders, each with their unique capacity, to join activities that promote ability to bring about change and social transformation. The partnership will provide all necessary technical inputs for project realization and support the process to become model activity at national level.</p>		
<p>Project Number and Title: Establishment of a Model for Biodegradable Waste Management in the Prespa Region</p>		
<p style="text-align: center;">Intended Output</p>		
<p>Planning and Pilot Project developing based on the Feasibility Study on Biodegradable Waste Management in the Prespa Region</p>	<p>1.1.1. Verification of the proposed management solution for the agriculture waste produced in the town of Resen and its surroundings (including the v. of Jankoveci);</p> <p>1.1.2. Confirm/define the size of a sustainable Pilot project vis-à-vis the overall (full-size) management solution for biodegradable waste management in the Prespa region as proposed in the Feasibility Study;</p> <p>1.1.3. Assess/project the financial performance of the Pilot project and anticipate all associated uncertainties/risks.</p>	<p>PMU Consultants Municipality of Resen</p>

		1.1.4. Checking and verification of the proposed design characteristic of the Central Composting Plant and make suggestions for modifications;	
2.1.	Technical documentation (Main design) development for construction	<p>2.1.1. Selection of a company for conducting topographical surveying activities;</p> <p>2.1.2. Selection of a design company for Elaboration of a main/implementation design for Construction of Central Composting Plant;</p> <p>2.1.3. Develop Bill of Quantities and relevant technical data for PMU's approval to be utilized for tendering purposes;</p> <p>2.1.4. Obtain certification of the main design by a previously selected independent technical reviewer in accordance with national law on construction;</p> <p>2.1.5. Design the bidding documents for selecting a Contractor;</p> <p>2.1.6. Obtain a building permit;</p>	PMU Contractors Consultants
3.1	Works for Construction of a Central Composting Plant	<p>3.1.1. Selecting a Supervising Engineer in accordance with national law on construction;</p> <p>3.1.2. Selecting a Contractor to implement the construction works;</p> <p>3.1.3. Managing the execution of the construction works by establishing relevant quality, time and budget control;</p> <p>3.1.4. Technical certification of the completed works and obtain a Permit for Use of the Civil Construction in accordance with the national Law on construction.</p>	PMU Contractors Local authorities
4.1	Procurement of the equipment for the Central Composting Plant	<p>4.1.1. Develop the technical specification and a price schedule of the equipment; intended for the plant by a selected/outsourced expert;</p> <p>4.1.2. Develop a bidding documents for selecting Supplier(s);</p> <p>4.1.3. Selecting Supplier/Suppliers;</p> <p>4.1.4. Supply and delivery of the equipment and assembling the plant;</p> <p>4.1.5. Technical certification of the completed plant and obtaining a Permit for Use of the plant for the intended purpose.</p>	PMU Contractors Consultants Local authorities
5.1.	Public awareness raising activities and promotion	<p>5.1.1. Organizing public meetings;</p> <p>5.1.2. Preparation of leaflets and brochures and other promotional</p>	PMU Local stakeholders

6.1.	Training		materials.	PIU Local stakeholders Public enterprise
			6.1.1. Selecting of a number of employees from the Public Communal Enterprise to be assigned to work in the Central Composting Plant; 6.1.2. Deliver training to the selected employees	

<p><u>Output 1: Planning and Pilot Project development</u></p> <p><u>Baseline:</u> Biodegradable waste is disposed at the local landfill as no alternative system for biodegradable waste management exists in the municipality of Resen</p> <p>-Feasibility Study on Biodegradable Waste Management in the Prespa Region had been developed which offered integral recommendations for management solution for BW.</p> <p>-Law on Waste Management and relevant regulations in place</p> <p>Indicator: -Definition of the Pilot BW project; - Environmental Impact Assessment (EIA) for the pilot biodegradable waste management facility developed</p> <p>Targets for 2011: -Study for piloting the biodegradable waste management system in the</p>	<p>1. Activity Result</p> <p>- Action: selection procedure for engaging an experienced consultant to Develop a Study on Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings completed</p> <p>X</p> <p>- Action: selection procedure for engaging an experienced consultant to Develop a EIA Elaborate</p> <p>X</p> <p>- Action: The Study on Pilot Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings completed and approved by Project Management</p>		<p>UNDP Project team, /Consultant(s) / Municipal authorities of Resen</p> <p>UNDP Project team, /Consultant(s) / Municipal authorities of Resen</p>	<p>Swiss Development Cooperation Agency (SDC)</p>	<p>71300</p>	<p>7,500</p>
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<p>Town of Resen and the village of Jankovec developed</p> <p>Gender Marker Rating and Motivation: 0</p> <p>Related CP outcome: Integrated watershed management and trans-boundary cooperation in place</p>									
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<p>Output 2: Technical Documentation (Main Design) development for construction works</p> <p>Baseline: Design characteristics introduced in the Study on biodegradable Waste management in the Prespa Region</p> <p>Indicators: Technical documentation (Main Design and BoQ) for the pilot intervention in place and construction permits obtained</p> <p>Targets for 2011: Technical documentation for the design and construction of the biodegradable waste facilities prepared</p> <p>Gender Marker Rating and Motivation: 0</p> <p>Related CP outcome: Integrated watershed management and trans-boundary cooperation in place</p>	<p>- Action: Selection of a company for conducting topographical surveying activities</p> <p>- Action: Selection procedure for engagement of Design company for elaboration of the main/implementation design for Construction of Central Composting Plant and Collecting Centers</p> <p>- Action: Obtain a Technical certification of the main/implementation design as per the national law on construction, by a previously selected independent technical reviewer</p> <p>- Action: Design the bidding dossier for selecting a contractor utilizing the data provided in the main/implementation design;</p>	<p>X</p>	<p>X</p>	<p>UNDP Project team, /Consultant(s)/ /Contractor(s)/ Municipal authorities of Resen</p>	<p>SDC</p> <p>SDC</p>	<p>72100</p> <p>72100</p>	<p>5,000</p> <p>10,000</p> <p>0</p> <p>0</p>
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<p>Output 3: Construction works for building the Composting plant and waste-collecting Centres</p> <p>Baseline: Bidding dossier(s) utilizing the data provided in the main/implementation design for construction of the Pilot Composting Plant and a number of Collecting Centres developed in accordance with the UNDP procurement procedures.</p> <p>Indicator: Pilot Composting Plant and four (4) Collecting Centers completed and handed over to the Municipality.</p> <p>Targets: -60% of the construction works substantially completed, -Final Supervision Report with positive recommendations submitted/approved for completed constructions - Technical Certification for completed constructions issued permit for Use of the</p>	<p>- Action: Initiate and complete bidding procedure(s) in accordance with the UNDP procedures for selecting a contractor(s) for construction the Pilot Composting plant</p> <p>- Action: Initiate and complete bidding procedure(s) in accordance with the UNDP procedures for selecting a Supervisor(s) for construction of the Pilot Composting plant</p> <p>- Action: Manage the execution of the construction works by establishing relevant quality, time and budget control utilizing the support of the Supervisor</p> <p>- Action: Technical certification of the completed works and obtaining a Permit for Use of the Civil</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>UNDP Project team, /Contractor(s)/ Municipal authorities of Resen</p> <p>UNDP Project team, /Consultant(s)</p> <p>UNDP Project team, /Consultant(s) / Municipal authorities of Resen</p>	<p>SDC</p> <p>SDC</p> <p>SDC</p>	<p>72100</p> <p>72100</p>	<p>0</p> <p>6,500</p> <p>250,670</p> <p>0</p>
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<p>Civil Construction delivered; Gender Marker Rating and Motivation: 0 Related CP outcome: Integrated watershed management and trans-boundary cooperation in place</p>	<p>Construction in accordance with the national Law on construction</p>														
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<p>Output 4: Public awareness rising on proper handling and disposal of biodegradable waste and its economic value</p>	<p>Baseline: Low public awareness on proper handling and disposal of biodegradable waste and its economic</p>	<p>Indicators: - Changing of the behaviour of the local population on handling the bio waste. - Farmers get acquainted with the use of locally produced compost as a substitute to fertilizers where possible</p>	<p>Target: Public campaign carried out targeting public enterprise for waste management, local apple producers, schools, households to promote proper handling and disposal of biodegradable waste</p>	<p>Gender Marker Rating and Motivation: 0 Related CP outcome: Integrated watershed management and trans-boundary cooperation in place</p>	<p>Action 1: Opinion surveys and questionnaires conducted/ Feedback from the participants at public awareness activities obtained.</p> <p>Action 2: Conducting a Research on achieved results.</p>	<p>X</p>	<p>UNDP Project team, /Consultant(s) / UNDP Partner NGOs/ Municipal authorities of Resen</p>	<p>SDC</p>	<p>72100</p>	<p>30,000</p>
						<p>X</p>	<p>UNDP Project team, /Consultant(s) / UNDP Partner NGOs/ Municipal authorities of Resen</p>	<p>SDC</p>	<p>72100</p>	<p>10,000</p>

Facilities & Administration (GMS)							71400 -	36,972.00
Effective delivery rate							74500-	4,500.00
Positive evaluations							71600-	4,720.00
							72400	2665.00
							72800	1000.00
							73100	5973.00
							74200	1000.00
							75100-	26,355.00
TOTAL 2011								83,185.00
								402,855.00

Signed By:
 Name: Astrit Zekir
 Title: Project Manager
 Date:

Signed By:
 Name Ann-Marie Ali
 Title: UNDP DRR
 Date

Certified By
 Name
 Title : Senior Partner
 Name of the Audit Firm

Output 1: Continuation of the Construction works for building the Composting plant and waste-collecting Centres

Baseline: 50% of the Construction Works on the Pilot Composting Plant and four Collecting Centres completed in Year 1 of the Project in accordance with the terms of the main/implementation design and the building permit.

Indicator: Pilot Composting Plant and four (4) Collecting Centers completed and handed over to the Municipality.

Targets:

- 100% of the construction works substantially completed,
- Final Supervision Report with positive recommendations submitted/approved for completed constructions
- Technical Certification for completed constructions issued permit for Use of the Civil Construction delivered;

Gender Marker Rating and Motivation: 0

Related CP outcome:

Integrated watershed management and trans-boundary cooperation in place

Action:
Manage the execution of the construction works by establishing relevant quality, time and budget control utilizing the support of the Supervisor

- Action:
Technical certification of the completed works and obtaining a Permit for Use of the Civil Construction in accordance with the national Law on construction

X

X

X

UNDP Project team,
/Contractor(s)/
Municipal authorities of Resen

SDC

72100

127,270

0

<p>Output 2: Procurement of the equipment for equipping the Central Composting Plant and 4 waste-collecting Centres</p> <p>Baseline: The Construction of a Central Composting Plant and the transfer stations completed.</p> <p>Indicator:</p> <ul style="list-style-type: none"> - The Central Composting Plant equipped with the proposed composting technology; - Four waste-collecting centers equipped with necessary equipment; - specialized waste-transportation method in place; <p>Targets 2012:</p> <p>The Biodegradable Waste Management in place by equipping the Central Composting Plant and 4 Transfer Stations with specialized equipment and provision of most appropriate transportation method of the bio-waste.</p> <p>Gender Marker Rating and Motivation: 0</p> <p>Related CP outcome: Integrated watershed management and trans-boundary cooperation in place</p>	<p>- Action: Initiate and complete bidding procedure(s) in accordance with the UNDP procedures for selecting an experienced consultant to Develop technical specification of the equipment (technology) intended for the plant and the waste-collecting centers;</p> <p>- Action: Initiate and complete bidding procedure(s) in accordance with the UNDP procedures for selecting a Supplier(s) for the equipment in accordance with UNDP procedures;</p> <p>- Action: Manage the supply and delivery of the equipment for the Pilot Composting Plant and 4 Collecting Centers by establishing relevant quality, time and budget control;</p> <p>- Action: assembling the equipment into the Composting plant;</p> <p>- Action: Technical certification of the completed plant and obtaining a Permit for Use</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>UNDP Project team, /Consultant(s) / Municipal authorities of Resen</p> <p>UNDP Project team, /Supplier(s) / Municipal authorities of Resen</p> <p>UNDP Project team, /Supplier(s) / Municipal authorities of Resen</p> <p>UNDP Project team, /Supplier(s) / Municipal authorities of Resen</p> <p>UNDP Project team/ Municipal authorities of Resen</p>	<p>SDC</p> <p>SDC</p> <p>SDC</p> <p>SDC</p> <p>SDC</p>	<p>72100</p> <p>72100</p> <p>72100</p> <p>72100</p> <p>72100</p>	<p>3,000</p> <p>0</p> <p>144,092</p> <p>3,000</p> <p>0</p>
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<p><u>Output 3: Public awareness raising activities and promotion of the Biodegradable Waste Management solution developed in Resen</u></p> <p>Baseline: Low public awareness on proper handling and disposal of biodegradable waste and its economic. A number of activities completed in the first Project year.</p> <p>Indicator: - Changing of the behaviour of the local population on handling the bio waste; - Farmers get acquainted with the Biodegradable Waste Management; - Framers get acquainted with use of locally produced compost as a substitute to fertilizers where possible;</p> <p>Targets 2012: Public campaign carried out targeting public enterprise for waste management, local apple producers, schools, households to promote proper handling and disposal of biodegradable waste</p>	<p>Action 1: - Opinion surveys and questionnaires conducted/ - Feedback from the participants at public awareness activities obtained.</p> <p>Action 2: - Conducting a Research on achieved results</p>		X	X	<p>UNDP Project team, /Consultant(s) / UNDP Partner NGOs/ Municipal authorities of Resen</p> <p>UNDP Project team, /Consultant(s) / UNDP Partner NGOs/ Municipal authorities of Resen</p>	SDC	72100	4,000
							72100	5,000

	<p>Gender Marker Rating and Motivation: 0</p> <p>Related CP outcome: Integrated watershed management and trans-boundary cooperation in place</p>

<p><u>Output 4: Training activities to targeted audience on Biodegradable Waste Management solution developed in Resen.</u></p> <p>Baseline: Biodegradable Waste Management in place with a development of a Central Composting Plant, equipping the 4 Transfer Stations and provision of a most appropriate transportation method of the bio-waste.</p> <p>Indicator: A number of employees of the Public Communal Enterprise trained on BW Management System and the technology used for treatment of the agriculture waste in the Pilot Composting Plant</p> <p>Targets 2012:</p> <ul style="list-style-type: none"> - Trainings delivered to targeted audience; - Full understanding of the developed BW Management Systems and Operation of the Pilot Composting Plant by the Public Communal Enterprises - Capacity of the Public Enterprise developed to assume the operation of the BWM system. 	<p>- Action: selection procedure for engaging an experienced experts to deliver trainings</p> <p>- Action: Organize and implement the delivery of the trainings to targeted audience</p>		<p>X</p> <p>X</p>	<p>UNDP Project team, /Consultant(s) / Municipal authorities of Resen</p> <p>UNDP Project team, /Consultant(s) / Municipal authorities of Resen</p>	<p>SDC</p>	<p>72100</p>	<p>0</p> <p>10,000</p>
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Gender Marker Rating and Motivation: 0								
Related CP outcome: Integrated watershed management and trans-boundary cooperation in place								
Facilities & Administration (GMS)								
Effective delivery rate							36,972.00	
Positive evaluations							4,500.00	
							4,720.00	
							2,665.00	
							1,000.00	
							5,973.00	
							1,000.00	
							24,723.00	
								81,553.00
								377,915.00
								780,770.00

Signed By: _____
 Name: _____
 Title: Senior Partner
 Date: _____
 Name of the Audit Firm

Signed By: _____
 Name: _____
 Title: UNDP RR or DRR
 Date: _____

V. MANAGEMENT ARRANGEMENTS

The Pilot Project for Biodegradable Waste Management in Prespa Region was developed based on the outputs of the activities of the Restoration of Golema Reka Project II i.e. the Feasibility Study for Biodegradable Waste Management in the Prespa Region which was produced by a consortium of international and national consulting companies. The project activities are logical follow up on the previously carried activities within Golema reka project and are contributing to the same goal which is improvement of the watershed of Golema reka and broader of the Prespa Lake.

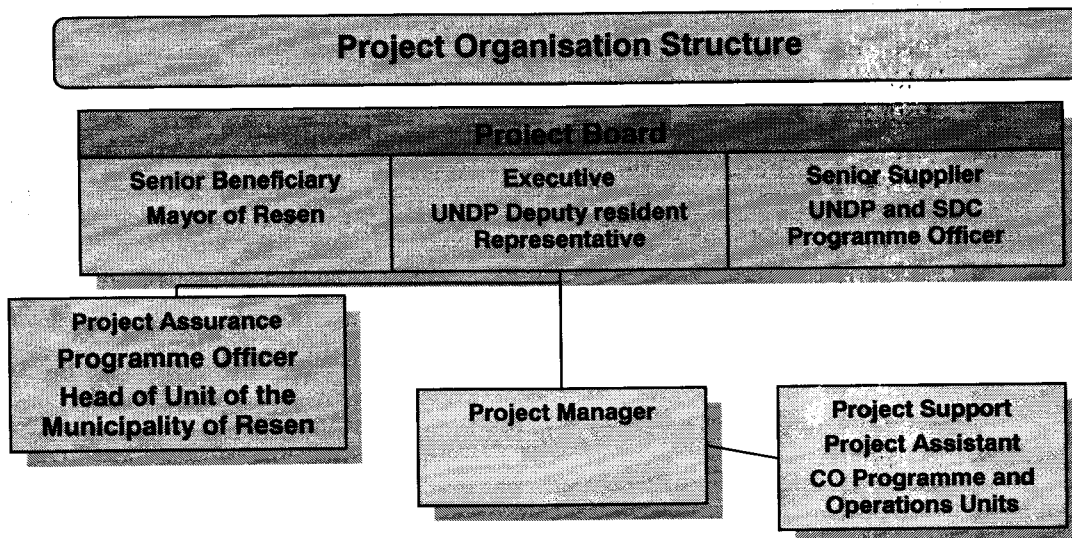
Therefore, the project will be linked to the same award as Golema reka, and the same Project Unit consisting of a Project Manager and a Project Assistant will be responsible for the day-to day management of the project. Project monitoring and quality assurance will be proved by the CO Programme Unit.

The project will be implemented under the DIM modality with UNDP acting as an executing agency. The main reason for this management arrangement is insufficient capacities of the local government to manage projects of a big volume. At the same time, the projects shell pilot activities that are new and for which there is no previous experience even on national leve and therefore strong monitoring and adaptive management have to be applied.

During the project implementation, UNDP will ensure that capacities of all relevant personnel of the local government are increased through participation at various trainings, workshops and other learning events.

The local Government of Resen will also be part of the Project Board which will further help in improving their capacities for proper project implementation.

The Project Board will consist of: UNDP Deputy Resident Representative in a role of an Executive, Mayor of Resen in a role of a Senior Beneficiary, and representative of UNDP and the Donor in a role of a Senior Supplier. The Project Board will meet at least one in a calendar year to review the annual progress of the project and to endorse the work plan for the next calendar year.



Inputs to be provided by partners

UNDP will be responsible for provision of substantive and operational input for efficient and effective implementation of the project activities. All procurement, recruitment and financial operations will be administered in accordance with the regulations, rules and directives of UNDP.

The Municipality of Resen will ensure issuance of all necessary permits, such as construction permits, that are under the responsibility of the local government of Resen, and will facilitate and support the issuance of any other permits/licences that are under the responsibility of the central government bodies.

The Municipality of Resen will also ensure full collaboration of the Public Enterprise for waste management "Proleter" Resen in regards to the establishment of the biodegradable waste management system.

Auditing

The project shall be subject exclusively to the internal and external auditing procedures provided for in the financial regulations, rules, policies and procedures of UNDP. Should an Audit Report of the Board of Auditors of UNDP to its governing body contain observations relevant to the contributions, such information shall be made available to the Donor.

Intellectual property rights and use of logo on the project deliverables

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

The logo of UNDP and the logo of the Swiss Development Cooperation Agency shall be used on the project's deliverables

Collaborative arrangements with related projects

The project will closely liaise and collaborate with the UNDP/GEF project on integrated ecosystem management in the Prespa Lake watershed of Albania, Macedonia and Greece with an aim to create synergies among the projects' interventions. Both projects are implementing complementary activities that are jointly contributing to better management of the environment in the Prespa region and they both have the same key partners and beneficiaries.

VI. 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:

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 on-going 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

Semi-annually

Due to the intensive dynamic of the project implementation, semi-annual status reports of project progress as well as the latest available approved budget will be provided to the donor.

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. 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

Due to the innovative aspect of the project intervention and on the requirement of the donor, UNDP in consultation and coordination with the Donor will jointly agree on the purpose, use, timing, financing mechanisms and terms of reference for evaluating a project including an evaluation of its contribution to an outcome which is listed in the Evaluation Plan. UNDP shall commission the evaluation, and the evaluation exercise shall be carried out by external independent evaluators.

Quality Management for Project Activity Results

OUTPUT 1: <u>Planning and Pilot Project development</u>		
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID: <i>Engaging an experienced consultant to Develop a Study on Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings</i> <i>The Study completed and approved by Project Management</i>	Start Date: End Date: Q1/2011
Purpose	<i>What is the purpose of the activity?</i> <i>Verification of the proposed management solution for agriculture waste in Resen in the Feasibility Study on Biodegradable Waste Management in the Prespa Region developed with SDC funds under Golema Reka II Project. and its surroundings;</i> <i>The size of the sustainable Pilot project vis-a-vis the overall (full-size) management solution for bio waste confirmed/defined;</i> <i>Appropriate design modifications of the Pilot project based on the anticipated financial performance in the newly developed Study on Biodegradable Waste Management in the targeted area of the town of Resen proposed;</i> <i>The proposed design characteristics of the Composting plant verified, the necessary modifications (if any) identified.</i>	
Description	<i>Planned actions to produce the activity result.</i> <i>Selection procedure in accordance with the UNDP procedures for engaging an experienced consultant to Develop a Study on Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings</i>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>Responsiveness of the delivered product (Study) vis-a-vis the criteria set in the TOR</i>	<i>In house capacity of UNDP in relevant field</i>	<i>At all stages of development of the product (Study)</i>

OUTPUT 2:

Technical Documentation (Main Design) development for construction works

Activity Result 1 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> <i>Selection of a company for conducting topographical surveying activities</i>	Start Date: End Date: Q1/2011
Purpose	<i>What is the purpose of the activity?</i> <i>Basic data collection and analysis which includes geodetic survey of the selected section for construction of the Composting plant, number of surveyed cross-section profiles to be defined based on the actual site conditions and required level of designing (Main design)</i>	
Description	<i>Planned actions to produce the activity result.</i> <i>Geodetic survey report in full compliance with the requirements of the National Law</i>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>Responsiveness of the delivered product (Study) vis-a-vis the criteria set in the Technical Specifications and the requirements of the National Law</i>	<i>In house capacity of UNDP in relevant field</i>	<i>At all stages of development of the product (Report)</i>
Activity Result 2 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> <i>Selection procedure for engagement of Design company for elaboration of the main/implementation design for Construction of Central Composting Plant and Collecting Centers</i> <i>Obtain a Technical certification of the main/implementation design as per the national law on construction</i>	Start Date: End Date: Q2/2011
Purpose	<i>What is the purpose of the activity?</i> <i>Development of the Technical documentation (Main Design) to be based on the proposed design characteristics of the Composting plan and Collecting Centres given in the the Feasibility Study on Biodegradable Waste Management in the Prespa Region developed with SDC funds under Golema Reka II Project and the newly developed and approved by the Management Study on Biodegradable Waste Management for the targeted area of the town of Resen and its surroundings</i> <i>The Technical Certification shall confirm that the developed main Design is in full compliance with the requirements of the National Law (Law requirement the beneficiary to apply for Building permit)</i>	
Description	<i>Planned actions to produce the activity result.</i> <i>Main/implementation design in full compliance with the requirements of the National Law</i>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>Responsiveness of the delivered product (Main/implementation design) vis-a-vis the criteria set in the Technical Specifications and the requirements of the National Law 9to be confirmed by the Technical Certification Report)</i>	<i>In house capacity of UNDP in relevant field</i>	<i>At all stages of development of the product (Main design)</i>

OUTPUT 3:Construction works for building the Composting plant and waste-collecting Centres

Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID <i>Initiate and complete the bidding process in accordance with the UNDP procedures for selecting a contractor for construction the Composting plant</i>	Start Date: End Date: Selection of contractor in Q1/2011 Implementation of the works Q3-Q4/2011
Purpose	What is the purpose of the activity? <i>Select a Contractor in a Competitive Bidding Process meeting the minimum technical requirements and achieving best value for money</i>	
Description	Planned actions to produce the activity result. <i>Elaborate bidding documents fully in compliance with the UNDP procedures based on technical data and drawings provided in the main/implementation design for Construction of Central Composting Plant and Collecting Centers</i>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>The Criteria set in the bidding dossier</i>	<i>An evaluation committee will examine the bids checking that the bids satisfy the formal requirements of bid submission. The purpose of this evaluation is to assess whether or not the competing bids meet the minimum technical requirements and selection criteria</i>	<i>Meetings of the EC</i>
Activity Result 2 (Atlas Activity ID)	Short title to be used for Atlas Activity ID <i>Initiate and complete the bidding procedure in accordance with the UNDP procedures for selecting a Supervisor of the construction the Composting plant</i>	Start Date: End Date: Q1/2011 - Q3/2011
Purpose	What is the purpose of the activity? <i>In order to adequately respond to the requirements of the existing national regulation, UNDP shall engage a qualified Supervision company with an extensive experience in supervision of similar scale construction projects and with an appropriate certification, to play the role of a Supervising Engineer of the planned construction works. In addition the Supervising Engineer will further strengthen the capacities of the project management unit to appropriately supervise/control the rate of progress of the project execution, and of the overall Contractor's performance, ensuring the highest possible quality of the works.</i>	
Description	Planned actions to produce the activity result.	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>The Supervising Company and the proposed Supervision Engineer to</i>	<i>An evaluation committee will examine the bids checking that the bids satisfy</i>	<i>At all stages of implementation of the</i>

<i>hold appropriate Certification determined in the National Law on Construction</i>	<i>the formal requirements of bid submission, in particular the validity of the Certifications for both the Company and the Engineer</i>	<i>construction works.</i>
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Activity Result 2 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> <i>Obtain a Technical certification of the completed works (as per the national law on construction) and transfer of assets to the beneficiary</i>	Start Date: End Date: Q4/2011
Purpose	<i>What is the purpose of the activity?</i> <i>The Technical Certification shall confirm that the works had been completed in full compliance with the requirements of the National Law (Law requirement the beneficiary to apply for Building permit); the Main Design and the Building Permit to be confirmed in positive Final Supervision Report submitted by the appointed Supervisor.</i>	
Description	<i>Planned actions to produce the activity result.</i> <i>Main/implementation design in full compliance with the requirements of the National Law</i>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>All the works described in the contract after being substantially completed in accordance with the main design and the Law on Construction will be subject to technical certification.</i>	<i>The technical Certification involves all relevant parties, such as a committee of three representatives of the local administration, the contractor, the supervisor engaged by UNDP and UNDP. The committee formed for this purpose by the Municipality of Resen, shall inspect the new construction in detail and examine all relevant technical documentation to determine whether the works had been completed fully in accordance with the Main Design and the terms set in the Building Permit and performed in compliance with the Law on Construction.</i>	<i>After completion of the construction</i>

A/ Quality Management for Project Activity Results 2011

OUTPUT 1: <i>Planning and Pilot Project development</i>		
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID: <i>Engaging an experienced consultant to Develop a Study on Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings</i> <i>The Study completed and approved by Project Management</i>	Start Date: End Date: Q1/2011
Purpose	<p><i>What is the purpose of the activity?</i></p> <p><i>Verification of the proposed management solution for agriculture waste in Resen in the Feasibility Study on Biodegradable Waste Management in the Prespa Region developed with SDC funds under Golema Reka II Project;</i></p> <p><i>The size of the sustainable Pilot project vis-a-vis the overall (full-size) management solution for bio waste confirmed/defined;</i></p> <p><i>Appropriate design modifications of the Pilot project based on the anticipated financial performance in the newly developed Study on Biodegradable Waste Management in the targeted area of the town of Resen proposed;</i></p> <p><i>The proposed design characteristics of the Composting plant verified, the necessary modifications (if any) identified.</i></p>	
Description	<p><i>Planned actions to produce the activity result.</i></p> <p><i>Selection procedure in accordance with the UNDP procedures for engaging an experienced consultant to Develop a Study on Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings</i></p>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>Responsiveness of the delivered product (Study) vis-a-vis the criteria set in the TOR</i>	<i>In house capacity of UNDP in relevant field</i>	<i>At all stages of development of the product (Study)</i>
OUTPUT 2: <i>Technical Documentation (Main Design) development for construction works</i>		
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID <i>Selection of a company for conducting topographical surveying activities</i>	Start Date: End Date: Q1/2011
Purpose	<p><i>What is the purpose of the activity?</i></p> <p><i>Basic data collection and analysis which includes geodetic survey of the selected section for construction of the Composting plant, number of surveyed cross-section profiles to be defined based on the actual site conditions and required level of designing (Main design)</i></p>	
Description	<p><i>Planned actions to produce the activity result.</i></p> <p><i>Geodetic survey report in full compliance with the requirements of the National Law</i></p>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>Responsiveness of the delivered product (Study) vis-a-vis the criteria set in the Technical Specifications</i>	<i>In house capacity of UNDP in relevant field</i>	<i>At all stages of development of the product (Report)</i>

<i>and the requirements of the National Law</i>		
Activity Result 2 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID Selection procedure for engagement of Design company for elaboration of the main/implementation design for Construction of Central Composting Plant and Collecting Centers Obtain a Technical certification of the main/implementation design as per the national law on construction</i>	<i>Start Date: End Date: Q2/2011</i>
Purpose	<i>What is the purpose of the activity? Development of the Technical documentation (Main Design) to be based on the proposed design characteristics of the Composting plan and Collecting Centres given in the the Feasibility Study on Biodegradable Waste Management in the Prespa Region developed with SDC funds under Golema Reka II Project and the newly developed and approved by the Management Study on Biodegradable Waste Management for the targeted area of the town of Resen and its surroundings The Technical Certification shall confirm that the developed main Design is in full compliance with the requirements of the National Law (Law requirement the beneficiary to apply for Building permit)</i>	
Description	<i>Planned actions to produce the activity result. Main/implementation design in full compliance with the requirements of the National Law</i>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>Responsiveness of the delivered product (Main/implementation design) vis-a-vis the criteria set in the Technical Specifications and the requirements of the National Law 9to be confirmed by the Technical Certification Report)</i>	<i>In house capacity of UNDP in relevant field</i>	<i>At all stages of development of the product (Main design)</i>
OUTPUT 3: <i>Construction works for building the Composting plant and waste-collecting Centres</i>		
Activity Result 1 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID Initiate and complete the bidding process in accordance with the UNDP procedures for selecting a contractor for construction the Composting plant</i>	<i>Start Date: End Date: Selection of contractor in Q1/2011 Implementation of the works Q3-Q4/2011</i>
Purpose	<i>What is the purpose of the activity? Select a Contractor in a Competitive Bidding Process meeting the minimum technical requirements and achieving best value for money</i>	
Description	<i>Planned actions to produce the activity result. Elaborate bidding documents fully in compliance with the UNDP procedures based on technical data and drawings provided in the main/implementation design for Construction of Central Composting Plant and Collecting Centers</i>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>

	been met?	
The Criteria set in the bidding dossier	An evaluation committee will examine the bids checking that the bids satisfy the formal requirements of bid submission. The purpose of this evaluation is to assess whether or not the competing bids meet the minimum technical requirements and selection criteria	Meetings of the EC
Activity Result 2 (Atlas Activity ID)	Short title to be used for Atlas Activity ID Selecting a Supervisor of the construction the Composting plant	Start Date: End Date: Q1/2011 - Q3/2011
Purpose	What is the purpose of the activity? In order to adequately respond to the requirements of the existing national regulation, UNDP shall engage a qualified Supervision company with an extensive experience in supervision of similar scale construction projects and with an appropriate certification, to play the role of a Supervising Engineer of the planned construction works. In addition the Supervising Engineer will further strengthen the capacities of the project management unit to appropriately supervise/control the rate of progress of the project execution, and of the overall Contractor's performance, ensuring the highest possible quality of the works.	
Description	Planned actions to produce the activity result. Initiate and complete the bidding procedure in accordance with the UNDP procedures for selecting a Supervisor of the construction the Composting plant	
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?
The Supervising Company and the proposed Supervision Engineer to hold appropriate Certification determined in the National Law on Construction	An evaluation committee will examine the bids checking that the bids satisfy the formal requirements of bid submission, in particular the validity of the Certifications for both the Company and the Engineer	At all stages of implementation of the construction works.
Activity Result 3 (Atlas Activity ID)	Short title to be used for Atlas Activity ID Obtain a Technical certification of the completed works (as per the national law on construction) and transfer of assets to the beneficiary	Start Date: End Date: Q4/2011
Purpose	What is the purpose of the activity? The Technical Certification shall confirm that the works had been completed in full compliance with the requirements of the National Law (Law requirement the beneficiary to apply for Building permit); the Main Design and the Building Permit to be confirmed in positive Final Supervision Report submitted by the appointed Supervisor.	
Description	Planned actions to produce the activity result. Initiate and complete the bidding procedure in accordance with the UNDP procedures for selecting a Technical Reviewer of the Main/implementation design to be in full compliance with the requirements of the National Law.	
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?
All the works described in the	The technical Certification involves all	After completion of the

<p>contract after being substantially completed in accordance with the main design and the Law on Construction will be subject to technical certification.</p>	<p>relevant parties, such as a committee of three representatives of the local administration, the contractor, the supervisor engaged by UNDP and UNDP. The committee formed for this purpose by the Municipality of Resen, shall inspect the new construction in detail and examine all relevant technical documentation to determine whether the works had been completed fully in accordance with the Main Design and the terms set in the Building Permit and performed in compliance with the Law on Construction.</p>	<p>construction</p>
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B/ Quality Management for Project Activity Results 2012

<p>OUTPUT 1: <i>Procurement of the equipment for equipping the Central Composting Plant and the waste-collecting Centres</i></p>		
<p>Activity Result 1 (Atlas Activity ID)</p>	<p>Short title to be used for Atlas Activity ID <i>Engaging an experienced consultant to Develop the technical specification and a price schedule of the equipment (technology) intended for the plant and the waste-collecting centers</i></p>	<p>Start Date: End Date: Q1/2012</p>
<p>Purpose</p>	<p>What is the purpose of the activity? <i>The Composting plant and the transfer stations will be equipped with specialized equipment and machinery. Additionally, most appropriate transportation of the bio-waste shall be procured</i></p>	
<p>Description</p>	<p>Planned actions to produce the activity result. <i>Selection procedure for engaging an experienced consultant to Develop the technical specification and a price schedule of the equipment (technology) intended for the plant and the waste-collecting centers organized in accordance with the UNDP procedures</i> <i>Develop a bidding documents for selecting Supplier(s) in accordance with UNDP procedures based on the Consultant's report</i></p>	
<p>Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i></p>	<p>Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i></p>	<p>Date of Assessment <i>When will the assessment of quality be performed?</i></p>
<p><i>Responsiveness of the delivered product (Report) vis-a-vis the criteria set in the published TOR</i></p>	<p><i>In house capacity of UNDP in relevant field</i></p>	<p><i>At all stages of development of the product (Report)</i></p>
<p>Activity Result 2 (Atlas Activity ID)</p>	<p>Short title to be used for Atlas Activity ID <i>Develop a bidding documents for selecting Supplier(s) in accordance with UNDP procedures / Select a Supplier (Suppliers)</i></p>	<p>Start Date: End Date: Q2 and Q3//2012</p>
<p>Purpose</p>	<p>What is the purpose of the activity?</p>	

	To select a Supplier in a Competitive Bidding Process meeting the minimum technical requirements and achieving best value for money Timely delivery of goods meeting the minimum technical requirements and quality set in the technical specification	
Description	Planned actions to produce the activity result. Selection procedure for engaging an experienced Supplier in a Competitive Bidding Process achieving the best value for money	
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?
Goods delivered with the required quality on time and within the set budget	In house capacity of UNDP in relevant field	At delivery of the goods (the process might be implemented in several phases)
Activity Result 3 (Atlas Activity ID)	Short title to be used for Atlas Activity ID Assembling the delivered equipment and putting the same into operation into the Composting plant; Technical certification of the completed plant and obtaining a Permit for Use of the plant for the intended purpose.	Start Date: End Date: Q3/2012
Purpose	What is the purpose of the activity? Putting the Composting plant into operation to be certified in compliance with the national legislation.	
Description	Planned actions to produce the activity result. Having the Central Composting Plant and the Waste-collecting Stations constructed and the Collection-vehicle(s) procured to strengthen the technical capacities of the Public Communal Enterprise, UNDP will develop solid grounds for establishing a sustainable BW Management system in accordance with the recommendations contained in the Feasibility Study on Biodegradable Waste Management in the Prespa Region developed with SDC funds under Golema Reka II Project and and the newly developed and approved by the Management Study on Biodegradable Waste Management for the targeted area of the town of Resen and its surroundings	
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?
The plant assembled and fully operational	In house capacity of UNDP in relevant field	After the delivery of goods.
OUTPUT 2: <u>Public awareness raising activities and promotion of the Biodegradable Waste Management solution developed in Resen</u>		
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID Engaging an experienced consultant to Develop most appropriate marketing/PR tools for promotion/introduction of the BW Management System The Consultant shall produce a report	Start Date: End Date: Q4/2012
Purpose	What is the purpose of the activity? Develop and implement most appropriate marketing/PR tools for promotion/introduction of the BW Management System in the town of Resen and its surroundings to the ultimate beneficiaries (in which process relevant NGO partners shall be identified).	

Description	<p>Planned actions to produce the activity result.</p> <p>Selection procedure for engaging an experienced consultant to Develop most appropriate marketing/PR tools for promotion/introduction of the BW Management System.</p> <p>Develop bidding documents for selecting a Consultant in accordance with UNDP procedures.</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?	
Responsiveness of the delivered product (Report) vis-a-vis the criteria set in the published TOR	In house capacity of UNDP in relevant field	At all stages of development of the product (Report)	
Activity Result 2 (Atlas Activity ID)	<p>Short title to be used for Atlas Activity ID</p> <p>Organizing and implementing the proposed promotion/introduction campaign, public meetings, preparation of leaflets and brochures (and other promotional materials) as well as other marketing techniques as specified in the consultant's report.</p>	Start Date:	End Date: Q4//2012
Purpose	<p>What is the purpose of the activity?</p> <p>The BW Management System introduced to local farmers and other beneficiaries using most appropriate marketing/PR tools. Accomplish full understanding and of the developed BW Management System by the beneficiaries and assumption of the ownership by the same.</p>		
Description	<p>Planned actions to produce the activity result.</p> <p>Engaging UNDP-partner-NGO's with whom UNDP shall carry out an extensive public promotion campaign, in which process achieving the optimal realization of the potentials of the BW Management System</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?	
A sustainable BW management System established and functional	In house capacity of UNDP in relevant field	Continuously during and after delivery of the marketing/PR campaign.	
OUTPUT 3:			
<u>Public awareness raising activities and promotion of the Biodegradable Waste Management solution developed in Resen</u>			
Activity Result 1 (Atlas Activity ID)	<p>Short title to be used for Atlas Activity ID</p> <p>Engaging an experienced consultant to deliver trainings for utilizing the developed BW Management System</p> <p>The Consultant shall produce a report</p>	Start Date:	End Date: Q4/2012
Purpose	<p>What is the purpose of the activity?</p> <p>Develop and implement most appropriate training tools for delivery of trainings on recently developed BW Management System in the town of Resen and its surroundings to the ultimate beneficiary - the Public Communal Enterprise.</p>		
Description	<p>Planned actions to produce the activity result.</p> <p>Selection procedure for engaging an experienced consultant to Develop most appropriate and implement most appropriate training tools for delivery of trainings on recently developed BW Management System</p> <p>Develop bidding documents for selecting a Consultant in accordance with UNDP procedures.</p>		

Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>Responsiveness of the delivered product (Report) vis-a-vis the criteria set in the published TOR</i>	<i>In house capacity of UNDP in relevant field</i>	<i>At all stages of development of the product (Report)</i>
Activity Result 2 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> <i>Organize and implement the delivery of the trainings to targeted audience.</i>	<i>Start Date:</i> <i>End Date:</i> <i>Q4//2012</i>
Purpose	<i>What is the purpose of the activity?</i> <i>The BW Management System introduced and a selected number of employees of the Public Communal Enterprise trained on techniques of the production.</i>	
Description	<i>Planned actions to produce the activity result.</i> <i>Organize the delivery of the trainings to targeted audience, organizing seminars, visits to Municipalities in the region with similar experience</i>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>A sustainable BW management System established and functional</i>	<i>In house capacity of UNDP in relevant field</i>	<i>Continuously during and after delivery of the trainings</i>

A/ Quality Management for Project Activity Results 2011

OUTPUT 1: <i>Planning and Pilot Project development</i>		
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID: <i>Engaging an experienced consultant to Develop a Study on Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings</i> <i>The Study completed and approved by Project Management</i>	Start Date: End Date: Q1/2011
Purpose	<p><i>What is the purpose of the activity?</i></p> <p><i>Verification of the proposed management solution for agriculture waste in Resen in the Feasibility Study on Biodegradable Waste Management in the Prespa Region developed with SDC funds under Golema Reka II Project;</i></p> <p><i>The size of the sustainable Pilot project vis-a-vis the overall (full-size) management solution for bio waste confirmed/defined;</i></p> <p><i>Appropriate design modifications of the Pilot project based on the anticipated financial performance in the newly developed Study on Biodegradable Waste Management in the targeted area of the town of Resen proposed;</i></p> <p><i>The proposed design characteristics of the Composting plant verified, the necessary modifications (if any) identified.</i></p>	
Description	<p><i>Planned actions to produce the activity result.</i></p> <p><i>Selection procedure in accordance with the UNDP procedures for engaging an experienced consultant to Develop a Study on Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings</i></p>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>Responsiveness of the delivered product (Study) vis-a-vis the criteria set in the TOR</i>	<i>In house capacity of UNDP in relevant field</i>	<i>At all stages of development of the product (Study)</i>
OUTPUT 2: <i>Technical Documentation (Main Design) development for construction works</i>		
Activity Result 1 (Atlas Activity ID)	Short title to be used for Atlas Activity ID <i>Selection of a company for conducting topographical surveying activities</i>	Start Date: End Date: Q1/2011
Purpose	<p><i>What is the purpose of the activity?</i></p> <p><i>Basic data collection and analysis which includes geodetic survey of the selected section for construction of the Composting plant, number of surveyed cross-section profiles to be defined based on the actual site conditions and required level of designing (Main design)</i></p>	
Description	<p><i>Planned actions to produce the activity result.</i></p> <p><i>Geodetic survey report in full compliance with the requirements of the National Law</i></p>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>Responsiveness of the delivered product (Study) vis-a-vis the criteria set in the Technical Specifications</i>	<i>In house capacity of UNDP in relevant field</i>	<i>At all stages of development of the product (Report)</i>

<i>and the requirements of the National Law</i>			
Activity Result 2 (Atlas Activity ID)	<p><i>Short title to be used for Atlas Activity ID</i></p> <p><i>Selection procedure for engagement of Design company for elaboration of the main/implementation design for Construction of Central Composting Plant and Collecting Centers</i></p> <p><i>Obtain a Technical certification of the main/implementation design as per the national law on construction</i></p>	<p>Start Date:</p> <p>End Date:</p> <p>Q2/2011</p>	
Purpose	<p><i>What is the purpose of the activity?</i></p> <p><i>Development of the Technical documentation (Main Design) to be based on the proposed design characteristics of the Composting plan and Collecting Centres given in the the Feasibility Study on Biodegradable Waste Management in the Prespa Region developed with SDC funds under Golema Reka II Project and the newly developed and approved by the Management Study on Biodegradable Waste Management for the targeted area of the town of Resen and its surroundings</i></p> <p><i>The Technical Certification shall confirm that the developed main Design is in full compliance with the requirements of the National Law (Law requirement the beneficiary to apply for Building permit)</i></p>		
Description	<p><i>Planned actions to produce the activity result.</i></p> <p><i>Main/implementation design in full compliance with the requirements of the National Law</i></p>		
Quality Criteria	Quality Method	Date of Assessment	
<i>How/with what indicators the quality of the activity result will be measured?</i>	<i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	<i>When will the assessment of quality be performed?</i>	
<i>Responsiveness of the delivered product (Main/implementation design) vis-a-vis the criteria set in the Technical Specifications and the requirements of the National Law 9to be confirmed by the Technical Certification Report)</i>	<i>In house capacity of UNDP in relevant field</i>	<i>At all stages of development of the product (Main design)</i>	
OUTPUT 3:			
<i>Construction works for building the Composting plant and waste-collecting Centres</i>			
Activity Result 1 (Atlas Activity ID)	<p><i>Short title to be used for Atlas Activity ID</i></p> <p><i>Initiate and complete the bidding process in accordance with the UNDP procedures for selecting a contractor for construction the Composting plant</i></p>	<p>Start Date:</p> <p>End Date:</p> <p>Selection of contractor in Q1/2011</p> <p>Implementation of the works Q3-Q4/2011</p>	
Purpose	<p><i>What is the purpose of the activity?</i></p> <p><i>Select a Contractor in a Competitive Bidding Process meeting the minimum technical requirements and achieving best value for money</i></p>		
Description	<p><i>Planned actions to produce the activity result.</i></p> <p><i>Elaborate bidding documents fully in compliance with the UNDP procedures based on technical data and drawings provided in the main/implementation design for Construction of Central Composting Plant and Collecting Centers</i></p>		
Quality Criteria	Quality Method	Date of Assessment	
<i>How/with what indicators the quality of the activity result will be measured?</i>	<i>Means of verification. What method will be used to determine if quality criteria has</i>	<i>When will the assessment of quality be performed?</i>	

	been met?	
The Criteria set in the bidding dossier	An evaluation committee will examine the bids checking that the bids satisfy the formal requirements of bid submission. The purpose of this evaluation is to assess whether or not the competing bids meet the minimum technical requirements and selection criteria	Meetings of the EC
Activity Result 2 (Atlas Activity ID)	Short title to be used for Atlas Activity ID Selecting a Supervisor of the construction the Composting plant	Start Date: End Date: Q1/2011 - Q3/2011
Purpose	What is the purpose of the activity? In order to adequately respond to the requirements of the existing national regulation, UNDP shall engage a qualified Supervision company with an extensive experience in supervision of similar scale construction projects and with an appropriate certification, to play the role of a Supervising Engineer of the planned construction works. In addition the Supervising Engineer will further strengthen the capacities of the project management unit to appropriately supervise/control the rate of progress of the project execution, and of the overall Contractor's performance, ensuring the highest possible quality of the works.	
Description	Planned actions to produce the activity result. Initiate and complete the bidding procedure in accordance with the UNDP procedures for selecting a Supervisor of the construction the Composting plant	
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?
The Supervising Company and the proposed Supervision Engineer to hold appropriate Certification determined in the National Law on Construction	An evaluation committee will examine the bids checking that the bids satisfy the formal requirements of bid submission, in particular the validity of the Certifications for both the Company and the Engineer	At all stages of implementation of the construction works.
Activity Result 3 (Atlas Activity ID)	Short title to be used for Atlas Activity ID Obtain a Technical certification of the completed works (as per the national law on construction) and transfer of assets to the beneficiary	Start Date: End Date: Q4/2011
Purpose	What is the purpose of the activity? The Technical Certification shall confirm that the works had been completed in full compliance with the requirements of the National Law (Law requirement the beneficiary to apply for Building permit); the Main Design and the Building Permit to be confirmed in positive Final Supervision Report submitted by the appointed Supervisor.	
Description	Planned actions to produce the activity result. Initiate and complete the bidding procedure in accordance with the UNDP procedures for selecting a Technical Reviewer of the Main/implementation design to be in full compliance with the requirements of the National Law.	
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?
All the works described in the	The technical Certification involves all	After completion of the

<p>contract after being substantially completed in accordance with the main design and the Law on Construction will be subject to technical certification.</p>	<p>relevant parties, such as a committee of three representatives of the local administration, the contractor, the supervisor engaged by UNDP and UNDP. The committee formed for this purpose by the Municipality of Resen, shall inspect the new construction in detail and examine all relevant technical documentation to determine whether the works had been completed fully in accordance with the Main Design and the terms set in the Building Permit and performed in compliance with the Law on Construction.</p>	<p>construction</p>
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B/ Quality Management for Project Activity Results 2012

<p>OUTPUT 1: <i>Procurement of the equipment for equipping the Central Composting Plant and the waste-collecting Centres</i></p>		
<p>Activity Result 1 (Atlas Activity ID)</p>	<p>Short title to be used for Atlas Activity ID <i>Engaging an experienced consultant to Develop the technical specification and a price schedule of the equipment (technology) intended for the plant and the waste-collecting centers</i></p>	<p>Start Date: End Date: Q1/2012</p>
<p>Purpose</p>	<p>What is the purpose of the activity? <i>The Composting plant and the transfer stations will be equipped with specialized equipment and machinery. Additionally, most appropriate transportation of the bio-waste shall be procured</i></p>	
<p>Description</p>	<p>Planned actions to produce the activity result. <i>Selection procedure for engaging an experienced consultant to Develop the technical specification and a price schedule of the equipment (technology) intended for the plant and the waste-collecting centers organized in accordance with the UNDP procedures</i> <i>Develop a bidding documents for selecting Supplier(s) in accordance with UNDP procedures based on the Consultant's report</i></p>	
<p>Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i></p>	<p>Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i></p>	<p>Date of Assessment <i>When will the assessment of quality be performed?</i></p>
<p><i>Responsiveness of the delivered product (Report) vis-a-vis the criteria set in the published TOR</i></p>	<p><i>In house capacity of UNDP in relevant field</i></p>	<p><i>At all stages of development of the product (Report)</i></p>
<p>Activity Result 2 (Atlas Activity ID)</p>	<p>Short title to be used for Atlas Activity ID <i>Develop a bidding documents for selecting Supplier(s) in accordance with UNDP procedures / Select a Supplier (Suppliers)</i></p>	<p>Start Date: End Date: Q2 and Q3//2012</p>
<p>Purpose</p>	<p>What is the purpose of the activity?</p>	

	<p>To select a Supplier in a Competitive Bidding Process meeting the minimum technical requirements and achieving best value for money</p> <p>Timely delivery of goods meeting the minimum technical requirements and quality set in the technical specification</p>	
Description	<p>Planned actions to produce the activity result.</p> <p>Selection procedure for engaging an experienced Supplier in a Competitive Bidding Process achieving the best value for money</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?
Goods delivered with the required quality on time and within the set budget	In house capacity of UNDP in relevant field	At delivery of the goods (the process might be implemented in several phases)
Activity Result 3 (Atlas Activity ID)	<p>Short title to be used for Atlas Activity ID</p> <p>Assembling the delivered equipment and putting the same into operation into the Composting plant;</p> <p>Technical certification of the completed plant and obtaining a Permit for Use of the plant for the intended purpose.</p>	<p>Start Date:</p> <p>End Date:</p> <p>Q3/2012</p>
Purpose	<p>What is the purpose of the activity?</p> <p>Putting the Composting plant into operation to be certified in compliance with the national legislation.</p>	
Description	<p>Planned actions to produce the activity result.</p> <p>Having the Central Composting Plant and the Waste-collecting Stations constructed and the Collection-vehicle(s) procured to strengthen the technical capacities of the Public Communal Enterprise, UNDP will develop solid grounds for establishing a sustainable BW Management system in accordance with the recommendations contained in the Feasibility Study on Biodegradable Waste Management in the Prespa Region developed with SDC funds under Golema Reka II Project and and the newly developed and approved by the Management Study on Biodegradable Waste Management for the targeted area of the town of Resen and its surroundings</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?
The plant assembled and fully operational	In house capacity of UNDP in relevant field	After the delivery of goods.
<p>OUTPUT 2:</p> <p><u>Public awareness raising activities and promotion of the Biodegradable Waste Management solution developed in Resen</u></p>		
Activity Result 1 (Atlas Activity ID)	<p>Short title to be used for Atlas Activity ID</p> <p>Engaging an experienced consultant to Develop most appropriate marketing/PR tools for promotion/introduction of the BW Management System</p> <p>The Consultant shall produce a report</p>	<p>Start Date:</p> <p>End Date:</p> <p>Q4/2012</p>
Purpose	<p>What is the purpose of the activity?</p> <p>Develop and implement most appropriate marketing/PR tools for promotion/introduction of the BW Management System in the town of Resen and its surroundings to the ultimate beneficiaries (in which process relevant NGO partners shall be identified).</p>	

Description	<p>Planned actions to produce the activity result.</p> <p>Selection procedure for engaging an experienced consultant to Develop most appropriate marketing/PR tools for promotion/introduction of the BW Management System.</p> <p>Develop bidding documents for selecting a Consultant in accordance with UNDP procedures.</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?
Responsiveness of the delivered product (Report) vis-a-vis the criteria set in the published TOR	In house capacity of UNDP in relevant field	At all stages of development of the product (Report)
Activity Result 2 (Atlas Activity ID)	<p>Short title to be used for Atlas Activity ID</p> <p>Organizing and implementing the proposed promotion/introduction campaign, public meetings, preparation of leaflets and brochures (and other promotional materials) as well as other marketing techniques as specified in the consultant's report.</p>	<p>Start Date:</p> <p>End Date:</p> <p>Q4//2012</p>
Purpose	<p>What is the purpose of the activity?</p> <p>The BW Management System introduced to local farmers and other beneficiaries using most appropriate marketing/PR tools. Accomplish full understanding and of the developed BW Management System by the beneficiaries and assumption of the ownership by the same.</p>	
Description	<p>Planned actions to produce the activity result.</p> <p>Engaging UNDP-partner-NGO's with whom UNDP shall carry out an extensive public promotion campaign, in which process achieving the optimal realization of the potentials of the BW Management System</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?
A sustainable BW management System established and functional	In house capacity of UNDP in relevant field	Continuously during and after delivery of the marketing/PR campaign.
OUTPUT 3:		
<u>Public awareness raising activities and promotion of the Biodegradable Waste Management solution developed in Resen</u>		
Activity Result 1 (Atlas Activity ID)	<p>Short title to be used for Atlas Activity ID</p> <p>Engaging an experienced consultant to deliver trainings for utilizing the developed BW Management System</p> <p>The Consultant shall produce a report</p>	<p>Start Date:</p> <p>End Date:</p> <p>Q4/2012</p>
Purpose	<p>What is the purpose of the activity?</p> <p>Develop and implement most appropriate training tools for delivery of trainings on recently developed BW Management System in the town of Resen and its surroundings to the ultimate beneficiary - the Public Communal Enterprise.</p>	
Description	<p>Planned actions to produce the activity result.</p> <p>Selection procedure for engaging an experienced consultant to Develop most appropriate and implement most appropriate training tools for delivery of trainings on recently developed BW Management System</p> <p>Develop bidding documents for selecting a Consultant in accordance with UNDP procedures.</p>	

Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>Responsiveness of the delivered product (Report) vis-a-vis the criteria set in the published TOR</i>	<i>In house capacity of UNDP in relevant field</i>	<i>At all stages of development of the product (Report)</i>
Activity Result 2 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> <i>Organize and implement the delivery of the trainings to targeted audience.</i>	<i>Start Date:</i> <i>End Date:</i> <i>Q4//2012</i>
Purpose	<i>What is the purpose of the activity?</i> <i>The BW Management System introduced and a selected number of employees of the Public Communal Enterprise trained on techniques of the production.</i>	
Description	<i>Planned actions to produce the activity result.</i> <i>Organize the delivery of the trainings to targeted audience, organizing seminars, visits to Municipalities in the region with similar experience</i>	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
<i>A sustainable BW management System established and functional</i>	<i>In house capacity of UNDP in relevant field</i>	<i>Continuously during and after delivery of the trainings</i>

VII. LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on (date).

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency'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 executing agency 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.