# United Nations Development Program Country: fyr Macedonia Project Document



Project Title: "Pilot Biodegradable Waste Management in the Prespa

**UNDAF Outcome(s):** By 2015 central and local level authorities have inputed 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 management are implemented in the Prespa Basin

- Capacities to plan and implement a model for biodegradable was a management on local level strengthened;
- lintegrated 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 application), and 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 applications agriculture activities thus mitigating the negative impact on the environment and converting it into potential valuable product (organic compost). The local government of Resen and the Public Enterprise for wasterm. The ment "Proleter" will be the main project partners and beneficiaries.

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

Total resource:	780,770 CHF
Total allocated seasons as.	780, 770 CHF
• Regula:	
Other:  Continue  Continu	780, 770 CHF
Unfunded budget:	
In-kind Contribution	

Agreed by (Government) Mihail Volkanovski, Mayor of Resen

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

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### SITUATION ANALYSIS

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The agriculture land covers 23% of the area of the Municipality of Resea and socials 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 restudies 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 relevants, 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 sumber 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 briquetoes 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 profess, 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 Recencenfirmed that the on-site produced compost conforms to very high quality gandards, suggesting that the compost market can be developed in the region (and broader). This wild accept 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 to 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 Land II, in establishing a systems for managing of BW waste in other regions in need.

# RESULT AND RESOURCES FRAMEWORK

Overall Goal: To establish a model for the organi	ganic/biodegradable waste management in the Prespa Region	
Intended Outcomes:		peroditional stranger
-The capacities of the local/national authoritie - Integrated approaches to environmental mai	-The capacities of the local/national authorities to plan and implement a model for biodegradable waste management are improved, such guilding. - Integrated approaches to environmental management for controlled treatment of the organic/biodegradable waste are applied	ploved/suchguled.
Outcome indicators:		
Improved environmental governance on national and local level achieved.	nal and local level achieved.	
Indicators:		
- Institutional, financial, monitoring frameworks improved;	leworks improved;	
- Status and trends of environment monitored and reported upon;	itored and reported upon;	
- Skills and knowledge to undertake nev	Skills and knowledge to undertake new environmental competencies strengthened.	
Integrated approaches are implemented.		
Indicators:		
- Technical documents for construction of th	of the Central Composting Plant are prepared.	
Applicable Strategic Area of Support (SAS):		
Partnership Strategy: Ensure that there is a synerg	nergy between the proposed integrated eco-oriented environment protection and socio-economic	and socio-economic
development of the region. Partnerships will a	development of the region. Partnerships will allow stakeholders, each with their unique capacity, to join activities that promote ability to bring about	te ability to bring about
change and social transformation. The partner	change and social transformation. The partnership will provide all necessary technical inputs for project realization and support the process to	ort the process to
become model activity at national level.		
<b>Project Number and Title:</b> Establishment of a Mod	Model for Biodegradable Waste Management in the Prespa Region	
Intended Output	Indicative Activities	Inputs
 Planning and Pilot Project developing	e e	MU
 based on the Feasivility Study on	agriculture waste produced in the town of Resenand its	Consultants
 Biodegradable Waste Manzgement in		Municipality of Resen
the Prespa Region	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	
	1.1.3. Assess/project the financial performance of the Pilot project and	
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		1.1.4. Checking and verification of the proposed design characteristic of the Central Composting Plant and make suggestions for	
2.1.	Technical documentation (Main design) development for construction	2.1.1. Selection of a company for conducting topographical surveying activities; 2.1.2. Selection of a design company for Elaboration of a main/implementation design for Construction of Central	PMU Contractors Consultants
		<u>~</u>	
		<ul> <li>2.1.4. Obtain certification of the main design by a previously selected independent technical reviewer in accordance with national law on construction;</li> <li>2.1.5. Design the bidding documents for selecting a Contractor;</li> <li>2.1.6. Obtain a building permit;</li> </ul>	
3.1	Works for Construction of a Central	<del>-:</del>	PMU Contractors
		3.1.2. Selecting a Contractor to implement the construction works; 3.1.3. Managing the execution of the construction works by establishing relevant quality, time and budget control;	Local authorities
		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.	
4.1	Procurement of the equipment for the Central Composting Plant	4.1.1. Develop the technical specification and a price schedule of the equipment intended for the plant by a selected/outsourced	PMU Contractors Consultants
		<ul> <li>4.1.2. Develop a bidding documents for selecting Supplier(s);</li> <li>4.1.3. Selecting Supplier/Suppliers;</li> <li>4.1.4. Supply and delivery of the equipment and assembling the plant;</li> <li>4.1.5. Technical certification of the completed plant and obtaining a permit for Use of the plant for the intended purpose.</li> </ul>	Local authorities
5.1.	Public awareness raising activities and promotion	5.1.1. Organizing public meetings; 5.1.2. Preparation of leaflets and brochures and other promotional	PMU Local stakeholders

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

UNDP Project - Pilot Project for Biodegradable Waste Management in Prespa Region

# Annual Work Plan

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NSTRI F PLANNED BUDGET	RTY Budding Source Description Amount
TIMEFRAME	1 Q2 Q3 Q4 P
PLANNED ACTIVITIES	List activity results and associated actions
EXPECTED OUTPUTS	And baseline, associated indicators and annual targets

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Output 1: Planning and Pilot Project development	1. Activity Result					
Docaline	- Action:	>	UNDP Project team, (Consultant(s) /	Swiss Developemnt	71300	7,500
Disdocendoble waste is	selection procedure for	<	Municipal authorities of	Cooperation		
disposed at the local landfill	engaging an experienced consultant to Develop a		Resen	Agency (SDC)		
as no alternative system for	Study on Biodegradable					
biodegradable waste	Waste Management in the					
municipality of Resen	of Resen and its				.,	
	surroundings completed					
-Feasibility Study on	•	×				
Biodegradable Waste	- Action:		UNDP Project team,	-		
Management in the Prespa	selection procedure for		/Consultant(s)/			
which offered integral	consultant to Develon a	-	Municipal authorities of			
recommendations for	EIA Elaborate		Nesell			
management solution for BW.						
-Law on Waste Management	- Action: The Study on Pilot					
and refevant regulations in	Biodegradable Waste					
	Management in the					
	targeted area of the town					
Indicator:	of Resen and its					
-Definition of the Pilot BW	and approved by Project					
project;	Management					
- Environmental Impact						
Assessment (EIA) for the nilot biodegradable waste						
management facility						
developed						
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Targets for 2011:			*****			
-Study for piloting the						
biodegradable waste						
managomone system in the						

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Town of Resen and the village of Jankovec developed		·	•
Gender Marker Rating and Motivation: 0			
Related CP outcome: Integrated watershed			
management and trans- boundary cooperation in place			

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`	pany	eying	, , ,	e for sign ration	<u>.</u>	design for Construction of	Central Composting Plant and Collecting Centers				ion	design as per the national	law on construction, by a previously selected	ical			g ng a	g the he					
	a com	ing al surv		rocedur t of Des or elabo	montot	Constru	mpostir ing Cel	<b>)</b>		schnica	n or une mentat	er the r	structio selecte	ıt techn			biddin selectii	utilizin led in tl					
	- Action: Selection of a company	for conducting topographical surveying activities	- Action:	Selection procedure for engagement of Design company for elaboration	of the	gn for (	Central Composting Pland Collecting Centers		- Action:	Obtain a Technical	certification of the main/implementation	gn as p	law on construction previously selected	independent technical	reviewer	- Action:	Design the bidding dossier for selecting a	contractor utilizing the data provided in the	design;				
	- Action: Selection	for c topo activ	- Ac	Sele enga com	of the	man desi	Cen		- Ac	Opt	cert mai	desi	law pre	inde	e	- ¥	Des	con					
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	Output 2: Technical Documentation (Main	Design) development for construction works	Baseline:	Design characteristics introduced in the Study on biodegradable Waste	management in the Prespa	Kegion	Indicators:	Technical documentation	(Main Design and DoQ) for the pilot intervention in place	and construction permits	obtained	Targets for 2011:	Technical documentation	for the design and construction of the	biodegradable waste	racilities prepared	Gender Marker Rating and Motivation: 0	Related CP outcome:	Integrated watershed management and trans-	boundary cooperation in place			
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~	- Action: Initiate and complete bidding procedure(s) in accordance with the UNDP procedures for selecting a contractor(s) for construction the Pilot Composting plant	- 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	- 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
	Output 3: Construction  works for building the Composting plant and waste-collecting Centres  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.  Indicator: Pilot Composting Plant and four (4) Collecting Centers completed and handed over to the Municipality.	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

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	Construction in accordance with the	national Law on construction	
	Civil Construction delivered;	Gender Marker Rating and Motivation: 0	Related CP outcome: Integrated watershed management and trans- boundary cooperation in place

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	SDC	SDC		
	UNDP Project team, /Consultant(s) / UNDP Partner NGOs/ Municipal authorities of Resen	UNDP Project team, /Consultant(s) / UNDP Partner NGOs/ Municipal authorities of Resen		
	×	×		
	Action 1: Opinion surveys and questionnaires conducted/ Feedback from the participants at public awareness activities	Action 2: Conducting a Research on achieved results.		
	Output 4: Public awareness rising on proper handling and disposal of biodegradable waste and its economic value  Baseline: Low public awareness on proper handling and disposal of biodegradable waste and its economic	- 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	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	Gender Marker Rating and Motivation: 0 Related CP outcome: Integrated watershed management and trans- boundary cooperation in place

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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

UNDP Project - Pilot Project for Biodegradable Waste Management in Prespa Region

# Annual Work Plan

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EXPECTED OUTPUTS	PLANNED ACTIVITIES		TIMEFR	AME				LANNED BUDGE	
And baseline, associated indicators and annual targets	List activity results and associated actions	۵	8	8	<b>%</b>	RESPONSIBLE PARTY	Funding Source	Budget Description	Amount

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	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	national Law on construction		
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

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UNDP Project team, /Consultant(s) / Municipal authorities of Resen	UNDP Project team, /Supplier(s) / Municipal authorities of Resen	UNDP Project team, /Supplier(s) / Municipal authorities of Resen	UNDP Project team, /Supplier(s) / Municipal authorities of Resen	UNDP Project team/ Municipal authorities of Resen
			×	×
×	×	×		
- 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	the plant and the waste-collecting centers; - 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;	- 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;	- Action: assembling the equipment into the Composting plant;	- Action: Technical certification of the completed plant and obtaining a Permit for Use
Output 2: Procurement of the equipment for equipping the Central Composting Plant and 4 waste-collecting Centres  Baseline: The Construction of a Central Composting Plant and the transfer stations completed.	Indicator:  - The Central Composting Plant equipped with the proposed composting technology; - Four waste-collecting centers equipped with necessary equipment; - specialized waste- transportation method in place;	Targets 2012: 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.	Gender Marker Rating and Motivation: 0	Related CP outcome. Integrated watershed management and trans- boundary cooperation in place

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	UNDP Project team, /Consultant(s) / UNDP Partner NGOs/ Municipal authorities of Resen	UNDP Project team, /Consultant(s) / UNDP Partner NGOs/ Municipal authorities of Resen		
	×	× ×		
	Action1: - Opinion surveys and questionnaires conducted/ - Feedback from the participants at public awareness activities obtained	Action 2: - Conducting a Research on achieved results		
	Output 3: Public awareness raising activities and promotion of the Biodegradable Waste Management solution developed in Resen 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.  Indicator:  - Changing of the behaviour of the local population on the biographic control of the behaviour of the behaviour of the local population on the local population.	- Farmers get acquainted with the Biodegradable Waste Management; - Framers get acquainted with use of locally produced compost as a substitute to fertilizers where possible;	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

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	Gender Marker Rating and Motivation: 0	Related CP outcome: Integrated watershed management and trans- boundary cooperation in place	
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	- Action: selection procedure for engaging an experienced experts to deliver trainings	- Action: Organize and implement the delivery of the trainings to targeted audience			
Output 4: Training activities to targeted audience on Biodegradable Waste Management solution developed in Resen	Baseline: Biodegradable Waste Management in place with a development of a Central Composting Plant,	equipping the 4 Hanster Stations and provision of a most appropriate transportation method of the bio-waste.	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	Targets 2012:  - Trainings delivered to targeted audience;  - Full understanding of the developed BW Management Systems and Operation of the Pilot Composting Plant by the Public Communal	Enterprisees - Capacity of the Public Enterprise developed to assume the operation of the BWM system.

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ating and me: hed trans- ation in place	Facilities & dministration (GMS)		2012	ager
Gender Marker Rating and Motivation: 0 Related CP outcome: Integrated watershed management and transboundary cooperation in place	Facilities & Administration (GMS) Effective delivery rate Positive evaluations		TOTAL 2012 TOTAL 2011 & 2012	Signed By: Name: Title: Project Manager 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.

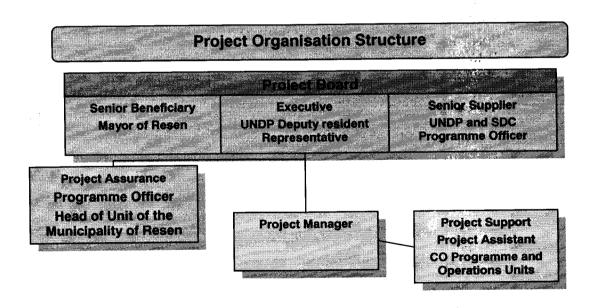
Therefore, the project will be linked to the same award as Golema reka, and the same Project Unit consisting of a Project Manager and a Project Assistant will be responsible for the day-to day management of the project. Project monitoring and quality assurance will be proved by the CO Programme Unit.

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 f 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 deliverable's

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 shell 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**

Activity Result 1	Short title to be us	sed for Atlas Activity ID:	Start Date:		
(Atlas Activity ID)	Engaging an expe	erienced consultant to Develop a Study Waste Management in the targeted of Resen and its surroundings	End Date: Q1/2011		
	The Study comple Management	eted and approved by Project			
Purpose	What is the purpose				
	the Feasibility Stu developed with Si	proposed management solution for agriculture waste in Resen in ody on Biodegradable Waste Management in the Prespa Region DC funds under Golema Reka II Project. and its surroundings;			
	The size of the su solution for bio wa	e sustainable Pilot project vis-a-vis the overall (full-size) management o waste confirmed/defined;			
	performance in the targeted area	design modifications of the Pilot project based on the anticipated financial in the newly developed Study on Biodegradable Waste Management in larea of the town of Resen proposed;			
	The proposed des modifications (if a	The proposed design characteristics of the Composting plant verified, the necessary modifications (if any) identified.			
Description		produce the activity result.			
Selection proced		dure in accordance with the UNDP posultant to Develop a Study on Biodegra to of the town of Resen and its surroundin	dable Waste Management in		
		Quality Method	Date of Assessment		
Quality Criteria		Means of verification. What method will be	When will the assessment of		
How/with what indic the activity result will	eators the quality of be measured?	used to determine if quality criteria has been met?	quality be performed?		

### **OUTPUT 2:**

Technical Documentation (Main Design) development for construction works

Activity Result 1	Short title to be us	ed for Atlas Activity ID	Start Date:	
(Atlas Activity		ppany for conducting topographical	End Date:	
ID)	surveying activities		Q1/2011	
Purpose	section for constr profiles to be de designing (Main d	tion and analysis which includes geode uction of the Composting plant, number efined based on the actual site conditi lesign)	of surveyed cross-section	
Description	Planned actions to p	produce the activity result.	ents of the National I aw	
	Geodetic survey r	eport in full compliance with the requirem	Date of Assessment	
Quality Criteria  How/with what indica	etors the quality of	Quality Method  Means of verification. What method will be	When will the assessment of	
the activity result will i	be measured?	used to determine if quality criteria has been met?	quality be performed?	
Responsiveness of product (Study) vis set in the Technic and the requirementaw	e-a-vis the criteria cal Specifications nts of the National	In house capacity of UNDP in relevant field	At all stages of development of the product (Report)	
(Atlas Activity Selection proceds for elaboration of Construction of Centers Obtain a Technic		sed for Atlas Activity ID	Start Date:	
		ure for engagement of Design company the main/implementation design for Central Composting Plant and Collecting	End Date: Q2/2011	
		al certification of the ational law on the law on the law on		
Purpose		ose of the activity?		
	proposed design in the the Feas Region developed developed and Management for	the Technical documentation (Main Docharacteristics of the Composting plan a sibility Study on Biodegradable Waste I sed with SDC funds under Golema Rekapproved by the Management Study the targeted area of the town of Resen a	and Collecting Centres given Management in the Prespa a II Project and the newly on Biodegradable Waste nd its surroundings	
	compliance with	Certification shall confirm that the developed main Design is in function the the national Law (Law requirement the ply for Building permit)		
Description Planned actions to Main/implementa Law		p produce the activity result. ation design in full compliance with the i	requirements of the National	
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
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)		In house capacity of UNDP in relevant field	At all stages of development of the product (Main design)	

A . II. II. D II. I	Chart Aitle to be	and for Atlan Antivity ID	Start Date:
Activity Result 1	Short title to be used for Atlas Activity ID		End Date:
(Atlas Activity   ID)	with the UNDP pr construction the C	lete the bidding process in accordance occedures for selecting a contractor for composting plant	Selection of contractor in Q1/2011
			Implementation of the works Q3-Q4/2011
Purpose	What is the purpo		
	requirements and	or in a Competitive Bidding Process med achieving best value for money	eting the minimum technical
Description	Planned actions to produce the activity result.  Elaborate bidding documents fully in compliance with the technical data and drawings provided in the main/implementation of Central Composting Plant and Collecting		ntation design for
Quality Criteria		Quality Method	Date of Assessment
How/with what indicate the activity result will be	ntors the quality of pe measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
The Criteria set dossier	in the bidding	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
<b>Activity Result 2</b>		sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)	Initiate and complete the bidding procedure in accordance with the UNDP procedures for selecting a Supervisor of the construction the Composting plant		End Date: Q1/2011 - Q3/2011
Purpose	What is the purp	ose of the activity?	
	In order to adequately respond to the requirements of the existing national regulate UNDP shall engage a qualified Supervision company with an extensive experience supervision of similar scale construction projects and with an appropriate certificate to play the role of a Supervising Engineer of the planned construction works addition the Supervising Engineer will further strengthen the capacities of the promanagement unit to appropriately supervise/control the rate of progress of the professecution, and of the overall Contractor's performance, ensuring the highest possing quality of the works.		h an extensive experience in an appropriate certification ined construction works. In the capacities of the projec ate of progress of the projec
Description	Planned actions to	produce the activity result.	
Quality Criteria		Quality Method	Date of Assessment
How/with what indic the activity result will		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
The Supervising Coproposed Supervis	ompany and the ion Engineer to	An evaluation committee will examine the bids checking that the bids satisfy	

Construction	the formal requirements of bid submission, in particular the validity of the Certifications for both the Company and the Engineer
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Activity Result 2	Short title to be us	sed for Atlas Activity ID	Start Date:
(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		End Date: Q4/2011
Purpose	What is the purpose of the activity?  The Technical Certification shall confirm that the works had been completed in fucompliance 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.  Main/implementation design in full compliance with the requirements of the National Law		requirements of the National
Quality Criteria How/with what indica the activity result will	ators the quality of 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 contract after being substantially completed in accordance with the main design and the Law on Construction will be subject to technical certification.		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.	

## A/ Quality Management for Project Activity Results 2011

<b>OUTPUT 1:</b> Planning and Pilot P	roject development		
Activity Result 1		ed for Atlas Activity ID:	Start Date:
(Atlas Activity ID)	on Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings		End Date: Q1/2011
	The Study comple Management	ted and approved by Project	
Purpose	What is the purpose	of the activity?	
•	the Feasibility Stu developed with SI	proposed management solution for agric dy on Biodegradable Waste Manageme DC funds under Golema Reka II Project;	nt in the Prespa Region
	solution for bio wa	stainable Pilot project vis-a-vis the overa aste confirmed/defined;	
	performance in the targeted area	n modifications of the Pilot project based e newly developed Study on Biodegrada of the town of Resen proposed;	ible Waste Management in
	The proposed des modifications (if a	sign characteristics of the Composting pl ny) identified.	ant verified, the necessary
Description		produce the activity result.	
·	Selection procedure in accordance with the UNDP procedures for en experienced consultant to Develop a Study on Biodegradable Waste Manathe targeted area of the town of Resen and its surroundings		dable Waste Management in
Quality Criteria		Quality Method	Date of Assessment
How/with what indicathe activity result will be		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
Responsiveness of the delivered product (Study) vis-a-vis the criteria set in the TOR		In house capacity of UNDP in relevant field	At all stages of development of the product (Study)
OUTPUT 2: Technical Documer	ntation (Main Desig	n) development for construction works	
Activity Result 1		sed for Atlas Activity ID	Start Date:
(Atlas Activity		mpany for conducting topographical	End Date:
ID)	surveying activitie		Q1/2011
Purpose	What is the purpo	ose of the activity?	
	Basic data collection and analysis which includes geodetic survey of the sele 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 designing (Main design)		er of surveyed cross-section
Description		produce the activity result.	
	Geodetic survey	report in full compliance with the require	ments of the National Law
Quality Criteria		Quality Method	Date of Assessment
How/with what indicate the activity result will		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
Responsiveness of the delivered product (Study) vis-a-vis the criteria set in the Technical Specifications		In house capacity of UNDP in relevant field	At all stages of development of the product (Report)

and the requirement Law	s of the National		
Activity Result 2	Short title to be us	sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)			End Date: Q2/2011
	Obtain a Technical certification of the main/implementation design as per the national law on construction		
Purpose	What is the purpo		
	Development of the Technical documentation (Main Design) to be based on the proposed design characteristics of the Composting plan and Collecting Centres give in the the Feasibility Study on Biodegradable Waste Management in the Presp Region developed with SDC funds under Golema Reka II Project and the new developed and approved by the Management Study on Biodegradable Waste Management for the targeted area of the town of Resen and its surroundings		and Collecting Centres given Management in the Prespa of a II Project and the newly on Biodegradable Waste and its surroundings
	The Technical Certification shall confirm that the developed main Design is in functional compliance with the requirements of the National Law (Law requirement the beneficiary to apply for Building permit)		
Description	Planned actions to produce the activity result.  Main/implementation design in full compliance with the requirements of the National Law		
Quality Criteria		Quality Method	Date of Assessment
How/with what indicate the activity result will be		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
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)		In house capacity of UNDP in relevant field	At all stages of development of the product (Main design)
OUTPUT 3:		:	
Construction works	for building the Co	mposting plant and waste-collecting Cen	<u>tres</u>
Activity Result 1	Short title to be u	sed for Atlas Activity ID	Start Date:
(Atlas Activity	tivity Initiate and complete the bidding process in accordance		End Date:
ID)	with the UNDP p construction the 0	rocedures for selecting a contractor for Composting plant	Selection of contractor in Q1/2011
			Implementation of the works Q3-Q4/2011
Purpose	1	ose of the activity?	
	requirements and	tor in a Competitive Bidding Process me d achieving best value for money	eeting the minimum technical
Description		produce the activity result.	LINDD massadiments and a con-
	technical data an	g documents fully in compliance with the od drawings provided in the main/implema Central Composting Plant and Collecting	entation design for
Quality Criteria		Quality Method	Date of Assessment
How/with what indicate the activity result will	ators the quality of be measured?	Means of verification. What method will be used to determine if quality criteria has	When will the assessment of quality be performed?

,

		been met?	Meetings of the EC
The Criteria set i 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	
Activity Result 2	Short title to be used for Atlas Activity ID		Start Date:
(Atlas Activity ID)	Selecting a Su Composting plant	pervisor of the construction the	End Date: Q1/2011 - Q3/2011
Purpose	UNDP shall enga supervision of sin to play the role addition the Supe	nately respond to the requirements of the ge a qualified Supervision company with nilar scale construction projects and with of a Supervising Engineer of the planervising Engineer strengthen to appropriately supervise/control the rafthe overall Contractor's performance, e	an appropriate certification ned construction works. In the capacities of the projec te of progress of the projec
Description	Initiate and comp	produce the activity result. lete the bidding procedure in accordance spervisor of the construction the Composi	e with the UNDP procedure
Quality Criteria		Quality Method	Date of Assessment
How/with what indicate the activity result will in	ators the quality of be measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
The Supervising Co proposed Supervisi	on Engineer to	An evaluation committee will examine the bids checking that the bids satisfy the formal requirements of bid	At all stages of implementation of the construction works.
hold appropriate Ce determined in the N Construction	lational Law on	submission, in particular the validity of the Certifications for both the Company and the Engineer	
determined in the N Construction	lational Law on	the Certifications for both the	Start Date:
determined in the N	Short title to be u	the Certifications for both the Company and the Engineer used for Atlas Activity ID cal certification of the completed works nal law on construction) and transfer of	Start Date: End Date: Q4/2011
Activity Result 3 (Atlas Activity	Short title to be under the Compliance with beneficiary to a	the Certifications for both the Company and the Engineer used for Atlas Activity ID cal certification of the completed works nal law on construction) and transfer of	End Date: Q4/2011  had been completed in full Law (Law requirement the nand the Building Permit to the second seco
Activity Result 3 (Atlas Activity ID)	Short title to be under the control of the confirmed in Supervisor.  Planned actions to the compliance with the confirmed in Supervisor.  Planned actions to the compliance and compliante	the Certifications for both the Company and the Engineer used for Atlas Activity ID cal certification of the completed works mal law on construction) and transfer of meficiary ose of the activity? Certification shall confirm that the works on the requirements of the National confirm for Building permit); the Main Design	End Date: Q4/2011  had been completed in full full full full full full full ful
determined in the A Construction  Activity Result 3 (Atlas Activity ID)  Purpose  Description	Short title to be under the control of the confirmed in Supervisor.  Planned actions to the compliance with the confirmed in Supervisor.  Planned actions to the compliance and compliante	the Certifications for both the Company and the Engineer used for Atlas Activity ID cal certification of the completed works mal law on construction) and transfer of meficiary ose of the activity? Certification shall confirm that the works on the requirements of the National in poly for Building permit); the Main Design on positive Final Supervision Report is oppositive the activity result. Technical Reviewer of the Main/implement	End Date: Q4/2011  had been completed in full full full full full full full ful
determined in the N Construction  Activity Result 3 (Atlas Activity ID)  Purpose	Short title to be under the control of the confirmed in Supervisor.  Planned actions to Initiate and compliance with the compl	the Certifications for both the Company and the Engineer used for Atlas Activity ID cal certification of the completed works and law on construction) and transfer of meficiary ose of the activity? Certification shall confirm that the works at the requirements of the National oply for Building permit); the Main Design positive Final Supervision Report is a produce the activity result. The plete the bidding procedure in accordance Technical Reviewer of the Main/implemente requirements of the National Law.  Quality Method	End Date: Q4/2011  had been completed in full Law (Law requirement the region of the appointed by the appointed be with the UNDP procedure the second content and the second content appoint the appoint of the

contract after being substantially completed in accordance with the main design and the Law on Construction will be subject to technical certification.	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.	
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# B/ Quality Management for Project Activity Results 2012

OUTPUT 1:			
Procurement of the	<u>equipment for e</u>	quipping the Central Composting Plan	t and the waste-collecting
<u>Centres</u>			
Activity Result 1	Short title to be us	Start Date:	
(Atlas Activity ID)	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		End Date: Q1/2012
Purpose	What is the purpose of the activity?  The Composting plant and the transfer stations will be equipped with specialized equipment and machinery. Additionally, most appropriate transportation of the biowaste shall be procured		
Description	Planned actions to produce the activity result.  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  Develop a bidding documents for selecting Supplier(s) in accordance with UNDP procedures based on the Consultant's report		
Quality Criteria		Quality Method	Date of Assessment
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	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	Short title to be u	sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)	Develop a bidding documents for selecting Supplier(s) in accordance with UNDP procedures / Select a Supplier  (Suppliers)  End Date:  Q2 and Q3//2012		
Purpose	What is the purp	ose of the activity?	

	requirements and	er in a Competitive Bidding Process mee achieving best value for money		
	Timely delivery of in the technical sp	goods meeting the minimum technical re ecification		
Description	Planned actions to p	produce the activity result.	a de Older	
	Selection procedu Process achieving	re for engaging an experienced Supplie g the best value for money		
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicathe activity result will be	ators the quality of be measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
Goods delivered wit quality on time and budget	th the required within the set	In house capacity of UNDP in relevant field	At delivery of the goods (the process might be implemented in several phases)	
Activity Result 3	Short title to be us	sed for Atlas Activity ID	Start Date:	
(Atlas Activity		elivered equipment and putting the	End Date:	
ID)	same into operati	on into the Composting plant;	Q3/2012	
,	Technical certification of the completed plant and obtaining a Permit for Use of the plant for the intended purpose.			
Purpose	What is the purpose of the activity?			
•	Putting the Com	Putting the Composting plant into operation to be certified in compliance with the national legislation.		
Description	Planned actions to	produce the activity result. ral Composting Plant and the Waste-co		
	Public Communa sustainable BW contained in the Prespa Region of newly developed	on-vehicle(s) procured to strengthen the al Enterprise, UNDP will develop solice Management system in accordance e Feasibility Study on Biodegradable leveloped with SDC funds under Golema and approved by the Management Studthe targeted area of the town of Resen a	grounds for establishing a with the recommendations Waste Management in the Reka II Project and and the ady on Biodegradable Waste	
O allia Odkada	Wanagement to	Quality Method	Date of Assessment	
Quality Criteria  How/with what indic  the activity result will	cators the quality of be measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?	
The plant assemble operational	ed and fully	In house capacity of UNDP in relevant field	After the delivery of goods.	
OUTPUT 2:				
Public awareness developed in Rese		and promotion of the Biodegradable	<u> Vaste Management solutio</u>	
Activity Result 1	Short title to be u	used for Atlas Activity ID	Start Date:	
(Atlas Activity ID)	Engaging an exp appropriate mark promotion/introd	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		
D		ose of the activity?		
Purpose	Develop and	implement most appropriate uction of the BW Management System the ultimate beneficiaries (in which pro	marketing/PR tools for in the town of Resen and it because relevant NGO partner	

3.00 以及 1.00

Description	Planned actions to p	roduce the activity result.	
Description	Selection procedu appropriate marke	Planned actions to produce the activity recent.  Selection procedure for engaging an experienced consultant to Develop in appropriate marketing/PR tools for promotion/introduction of the BW Managen System.  Develop bidding documents for selecting a Consultant in accordance with UI	
	Develop bidding procedures.	documents for selecting a Consultant	
Quality Criteria		Quality Method	Date of Assessment
How/with what indicathe activity result will	ntors the quality of be measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
Responsiveness of product (Report) viset in the published	s-a-vis the criteria	In house capacity of UNDP in relevant field	At all stages of development of the product (Report)
Activity Result 2		sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)	Organizing and in promotion/introdu preparation of lea promotional mate	mplementing the proposed uction campaign, public meetings, aflets and brochures (and other erials) as well as other marketiny ecified in the consultant's report.	End Date: Q4//2012
Purpose	What is the purpo	ose of the activity?	
•	using most appro developed BW	The BW Management System introduced to local farmers and other benefician using most appropriate marketing/PR tools. Accomplish full understanding and of developed BW Management System by the beneficiaries and assumption of ownership by the same.	
Description	Engaging UNDP promotion camp	Planned actions to produce the activity result.  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	
Quality Criteria		Quality Method	Date of Assessment
	cators the quality of be measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
A sustainable BW mo established and fund	anagement System ctional	In house capacity of UNDP in relevant field	Continuously during and after delivery of the marketing/PR campaign.
OUTPUT 3:  Public awareness developed in Rese		and promotion of the Biodegradable V	Vaste Management solution
Activity Result 1		used for Atlas Activity ID	Start Date:
(Atlas Activity	Engaging an exp	perienced consultant to deliver trainings leveloped BW Management System	End Date: Q4/2012
,	-	shall produce a report	
Purpose		ose of the activity?	
•	recently develo	nplement most appropriate training tools ped BW Management System in th the ultimate beneficiary - the Public Com	e town of Resen and its
Description	Planned actions to	produce the activity result.	· ·
-	appropriate and recently develop	edure for engaging an experienced of implement most appropriate training too ped BW Management System	ols for delivery of trainings of
	Develop bidding procedures.	g documents for selecting a Consultar	n in accordance with UNDF

Quality Criteria  How/with what indicat the activity result will be	ors the quality of e 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?
		In house capacity of UNDP in relevant field	At all stages of development of the product (Report)
Activity Result 2 (Atlas Activity ID)	Short title to be used for Atlas Activity ID Organize and implement the delivery of the trainings to targeted audience.		Start Date: End Date: Q4//2012
Purpose	What is the purpose of the activity? The BW Management System introduced and a selected Public Communal Enterprise trained on techniques of the		number of employees of the production.
Description	Planned actions to produce the activity result.  Organize the delivery of the trainings to targeted audience, or to Municipalities in the region with similar experience		, organizing seminars, visits
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 trainings

# A/ Quality Management for Project Activity Results 2011

OUTPUT 1:	rainat davelanment		
Planning and Pilot P		nd for Atlac Activity ID:	Start Date:
Activity Result 1 (Atlas Activity	Engaging an expe	ed for Atlas Activity ID: rienced consultant to Develop a Study	End Date:
(Atlas Activity   ID)	on Biodegradable Waste Management in the targeted area of the town of Resen and its surroundings		Q1/2011
	The Study completed Management	ted and approved by Project	
Purpose	What is the purpose	of the activity?	u Dogan in
	the Feasibility Stud developed with SL	proposed management solution for agri dy on Biodegradable Waste Manageme DC funds under Golema Reka II Project	nt in the Prespa negion
	solution for bio wa	stainable Pilot project vis-a-vis the over ste confirmed/defined;	
	performance in the the targeted area	n modifications of the Pilot project base e newly developed Study on Biodegrad of the town of Resen proposed;	able waste Management in
	The proposed des modifications (if a	sign characteristics of the Composting p ny) identified.	lant verified, the necessary
Description	Planned actions to p	produce the activity result.	
·	Selection procedure in accordance with the UNDP procedures for enga experienced consultant to Develop a Study on Biodegradable Waste Manage the targeted area of the town of Resen and its surroundings		dable Waste Management in
Quality Criteria		Quality Method	Date of Assessment
How/with what indicathe activity result will	ators the quality of be measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
Responsiveness of product (Study) vis set in the TOR	of the delivered s-a-vis the criteria	In house capacity of UNDP in relevant field	At all stages of development of the product (Study)
OUTPUT 2:			
	ntation (Main Desig	n) development for construction works	
Activity Result 1	Short title to be us	sed for Atlas Activity ID	Start Date:
(Atlas Activity	1 -	mpany for conducting topographical	End Date:
ID)	surveying activitie		Q1/2011
Purpose	What is the purpo	ose of the activity?	
	Basic data collection and analysis which includes geodetic surv section for construction of the Composting plant, number of surv profiles to be defined based on the actual site conditions and designing (Main design)		per of surveyea cross-section
Description	Planned actions to	produce the activity result.	
	Geodetic survey	report in full compliance with the require	
Quality Criteria		Quality Method	Date of Assessment
How/with what indic the activity result will	cators the quality of l be measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
product (Study) vi	of the delivered is-a-vis the criteria ical Specifications	In house capacity of UNDP in relevantield	At all stages of development of the product (Report)

and the requirements Law				
Activity Result 2	Short title to be use	ed for Atlas Activity ID	Start Date:	
Atlas Activity D)	for elaboration of t	re for engagement of Design company he main/implementation design for entral Composting Plant and Collecting	End Date: Q2/2011	
	Obtain a Technica main/implementati construction	l certification of the ion design as per the national law on		
Purpose	What is the purpose of the activity?			
	Development of the Technical documentation (Main Design) to be be proposed design characteristics of the Composting plan and Collecting Color in the the Feasibility Study on Biodegradable Waste Management in Region developed with SDC funds under Golema Reka II Project and developed and approved by the Management Study on Biodegrad Management for the targeted area of the town of Resen and its surrounding The Technical Certification shall confirm that the developed main Design			
	beneficiary to app	the requirements of the National L ly for Building permit)	.aw (Law requirement the	
Description	Planned actions to Main/implemental Law	Planned actions to produce the activity result.  Main/implementation design in full compliance with the requirements of the Na Law		
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment o quality be performed?	
Responsiveness of product (Main/imple design) vis-a-vis the Technical Spec requirements of the be confirmed by the Certification Report	ementation e criteria set in ifications and the National Law 9to e Technical	In house capacity of UNDP in relevant field	At all stages o development of the product (Main design)	
OUTPUT 3:				
Construction works	for building the Co	mposting plant and waste-collecting Cer	<u>ntres</u>	
Activity Result 1	1	sed for Atlas Activity ID	Start Date:	
(Atlas Activity ID)	Initiate and complete the bidding process in accordance with the UNDP procedures for selecting a contractor for construction the Composting plant		End Date: Selection of contractor in Q1/2011	
			Implementation of the works Q3-Q4/2011	
Purpose	What is the purpose of the activity?			
	Select a Contractor in a Competitive Bidding Process meeting the minimum ted requirements and achieving best value for money			
Description	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			
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has	When will the assessment of quality be performed?	
· · · · · · · · · · · · · · · · · · ·				

		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		sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)	Selecting a Supervisor of the construction the Composting plant		End Date: Q1/2011 - Q3/2011
Purpose	What is the purpo	ose 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 procedure for selecting a Supervisor of the construction the Composting plant		
Quality Criteria		Quality Method	Date of Assessment
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment or 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 o implementation of the construction works.
<b>Activity Result 3</b>	Short title to be u	used for Atlas Activity ID	Start Date:
(Atlas Activity	Obtain a Technical certification of the completed works (as per the national law on construction) and transfer of assets to the beneficiary		End Date: Q4/2011
Purpose	What is the purpose of the activity?  The Technical Certification shall confirm that the works had been completed in functional compliance with the requirements of the National Law (Law requirement the beneficiary to apply for Building permit); the Main Design and the Building Permit 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		Quality Method	Date of Assessment
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has	When will the assessment of quality be performed?
the activity result will		been met?	

contract after being substantially completed in accordance with the main design and the Law on Construction will be subject to technical certification.	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.	construction
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# B/ Quality Management for Project Activity Results 2012

	<u>':</u>	
<u>equipment for e</u>	quipping the Central Composting Plan	t and the waste-collecting
	Start Date:	
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		
	;	
The Composting plant and the transfer stations will be equipped with specialized equipment and machinery. Additionally, most appropriate transportation of the biowaste shall be procured		
Planned actions to produce the activity result.		
Selection procedure for engaging an experienced consultant to Develop the tech specification and a price schedule of the equipment (technology) intended for plant and the waste-collecting centers organized in accordance with the procedures  Develop a bidding documents for selecting Supplier(s) in accordance with the procedures based on the Consultant's report		
	Quality Method	Date of Assessment
tors the quality of e measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
f the delivered -a-vis the criteria TOR	In house capacity of UNDP in relevant field	At all stages of development of the product (Report)
Short title to be used for Atlas Activity ID		Start Date:
Develop a biddin	g documents for selecting Supplier(s) in	End Date:
accordance with (Suppliers)	UNDP procedures / Select a Supplier	Q2 and Q3//2012
What is the purpose of the activity?		
	Short title to be us Engaging an exptechnical specific equipment (technical specific equipment (technical specific equipment and maste shall be proposed specification and plant and the work procedures Develop a bidding procedures based for the delivered eavis the criteria TOR  Short title to be used to be procedured and the criteria to be used to be procedured to be used	technical specification and a price schedule of the equipment (technology) intended for the plant and the waste-collecting centers  What is the purpose of the activity?  The Composting plant and the transfer stations will be equipment and machinery. Additionally, most appropriat waste shall be procured  Planned actions to produce the activity result.  Selection procedure for engaging an experienced consult specification and a price schedule of the equipment (tental plant and the waste-collecting centers organized in a procedures  Develop a bidding documents for selecting Supplier(s) procedures based on the Consultant's report  Quality Method  tors the quality of emeasured?  Quality Method  Means of verification. What method will be used to determine if quality criteria has been met?  In house capacity of UNDP in relevant field  TOR  Short title to be used for Atlas Activity ID  Develop a bidding documents for selecting Supplier(s) in accordance with UNDP procedures / Select a Supplier (Suppliers)

	requirements and	er in a Competitive Bidding Process med achieving best value for money goods meeting the minimum technical r		
	in the technical sp	ecification		
Description	Planned actions to produce the activity result.  Selection procedure for engaging an experienced Supplier in a Competitive Bidd Process achieving the best value for money			
Quality Criteria		Quality Method	Date of Assessment	
		Means of verification. What method will be used to determine if quality criteria has been met?	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	Short title to be u	sed for Atlas Activity ID	Start Date:	
(Atlas Activity Assembling the case into operating the		lelivered equipment and putting the ion into the Composting plant;	End Date: Q3/2012	
		ation of the completed plant and it for Use of the plant for the intended		
Purpose		What is the purpose of the activity?		
•	Putting the Composting plant into operation to be certified in compliance with national legislation.			
Description	Planned actions to	produce the activity result.		
	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 Reser and its surroundings			
Quality Critoria	Management	Quality Method	Date of Assessment	
Quality Criteria  How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	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 o goods.	
OUTPUT 2:				
Public awareness developed in Rese		and promotion of the Biodegradable t	Waste Management solution	
Activity Result 1	Short title to be u	used for Atlas Activity ID	Start Date:	
(Atlas Activity ID)	appropriate mark	perienced consultant to Develop most keting/PR tools for uction of the BW Management System	End Date: Q4/2012	
	The Consultant shall produce a report			
Purpose	What is the purp	ose 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	Planned actions to p	produce the activity result.	eultant to Develop most	
	Selection procedure for engaging an experienced consultant to Develop most appropriate marketing/PR tools for promotion/introduction of the BW Management System.			
	Develop bidding procedures.	documents for selecting a Consultant		
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicathe activity result will	ators the quality of be measured?	Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment o quality be performed?	
		In house capacity of UNDP in relevant field	At all stages of development of the product (Report)	
Activity Result 2	Short title to be u	sed for Atlas Activity ID	Start Date:	
(Atlas Activity ID)	Organizing and in promotion/introde preparation of lea promotional mate	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.		
Purpose		ose of the activity?		
	The BW Management System introduced to local farmers and other beneficiar using most appropriate marketing/PR tools. Accomplish full understanding and of developed BW Management System by the beneficiaries and assumption of ownership by the same.			
Description	Planned actions to produce the activity result.  Engaging UNDP-partner-NGO's with whom UNDP snall carry out an extensive public promotion campaign, in which process achieving the optimal realization of the potentials of the BW Management System			
Quality Criteria		Quality Method	Date of Assessment	
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment quality be performed?	
A sustainable BW management System established and functional		In house capacity of UNDP in relevant field	Continuously during ar after delivery of the marketing/PR campaign.	
OUTPUT 3:  Public awareness developed in Rese		and promotion of the Biodegradable V		
<b>Activity Result 1</b>	h -	used for Atlas Activity ID	Start Date:	
(Atlas Activity	Engaging an experienced consultant to deliver trainings End Date: for utilizing the developed BW Management System Q4/2012			
	The Consultant shall produce a report			
Purpose	What is the purpose of the activity?			
	Develop and implement most appropriate training tools for delivery of trainings recently developed BW Management System in the town of Resen and surroundings to the ultimate beneficiary - the Public Communal Enterprise.			
		Planned actions to produce the activity result.		
Description	Planned actions t			
Description	Planned actions to Selection proce appropriate and recently develop	o produce the activity result. edure for engaging an experienced of I implement most appropriate training too ped BW Management System g documents for selecting a Consultan	ols for delivery of trainings	

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		Quality Method	Date of Assessment
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	When will the assessment of quality be performed?
		In house capacity of UNDP in relevant field	At all stages of development of the product (Report)
		sed for Atlas Activity ID	Start Date:
(Atlas Activity ID)	Organize and implement the delivery of the trainings to targeted audience.		End Date: Q4//2012
Purpose	What is the purpose of the activity? The BW Management System introduced and a selected number of employees of the Public Communal Enterprise trained on techniques of the production.		
Description	Planned actions to produce the activity result.  Organize the delivery of the trainings to targeted audie actions organizing seminars, visit to Municipalities in the region with similar experience		
Quality Criteria		Quality Method	Date of Assessment
How/with what indicators the quality of the activity result will be measured?		Means of verification. What method will be used to determine if quality criteria has been met?	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 trainings

### **LEGAL CONTEXT** VII.

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 <a href="http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm">http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm</a>. This provision must be included in all sub-contracts or sub-agreements to tested into under this Project Document.