



**Project for promoting the Minamata Convention on Mercury  
by making the most of Japan's knowledge and experiences**

**Implementation Plan  
for the Period from July 2019 to June 2024  
Date: 11 December 2020**

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## 1. OVERVIEW

<b>Countries</b>	India, Indonesia, Japan, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Palau, Philippines, Sri Lanka, Thailand and Vietnam (all tbc)
<b>Title</b>	Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences
<b>Reference Prodoc (Title, PIMS # and Prodoc Project Manager)</b>	Linked to Global PoW Project Document 522.3 Generating and sharing knowledge for influencing decision-making on sound management of chemicals and waste Global Project Manager: Jacqueline Alvarez
<b>Subprogramme, PoW EAs</b>	Subprogramme: Chemical, Waste and Air Quality EA(a): Policies and legal and institutional and fiscal strategies and mechanisms for sound chemicals management developed or implemented in countries within the framework of relevant multilateral environmental agreements and the Strategic Approach to International Chemicals Management (SAICM).
<b>SDGs, UNEA Resolutions the project contributes to</b>	<p>Sustainable Development Goals</p> <ul style="list-style-type: none"> <li>• SDG 12 – target 4: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment.</li> <li>• SDG 17 – target 6: Enhance North-South, South-South and triangular regional and international cooperation on and access to science, technology and innovation and enhance knowledge sharing on mutually agreed terms, including through improved coordination among existing mechanisms, in particular at the United Nations level, and through a global technology facilitation mechanism;</li> <li>• SDG 17 – target 18: By 2020, enhance capacity-building support to developing countries, including for least developed countries and small island developing States, to increase significantly the availability of high-quality, timely and reliable data disaggregated by income, gender, age, race, ethnicity, migratory status, disability, geographic location and other characteristics relevant in national contexts.</li> </ul> <p>UNEA Resolutions</p> <ul style="list-style-type: none"> <li>• UNEP/EA.3/Res.4 Environment and health: 10. Underlines the importance for human and environmental health, including biodiversity, of avoiding and minimizing the risks posed by harmful chemicals in products and materials, ensuring their safe use throughout their life cycle, including their environmentally sound reuse, recycling and other recovery, or disposal;</li> <li>• UNEP/EA.3/Res.4 Environment and health: 12. Urges parties to the Basel Convention, the Rotterdam Convention, the Stockholm Convention and the Minamata Convention to implement those conventions and invites non-parties to consider joining them;</li> <li>• UNEP/EA.4/Res.8 Sound management of chemicals and waste: 1. Urges Governments, industry and the private sector, civil society, the scientific and academic community and all other relevant stakeholders to intensify and prioritise efforts on the sound management of chemicals and waste, towards the achievement of target 12.4 of the 2030 Agenda for Sustainable Development can be achieved;</li> </ul>

<b>Specific Location</b>	Regional (Asia and the Pacific); India, Indonesia, Japan, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Palau, Philippines, Sri Lanka, Thailand and Vietnam (all tbc) for national activities
<b>Start, end and duration</b>	July 2019 – June 2024 (60 months)
<b>Budget (total)</b>	US\$3,000,000
<b>Beneficiaries</b>	<b>Direct beneficiaries:</b> National institutes/laboratories, Ministries / Authorities of Environment in participating countries

## 2. CONTEXT

This implementation plan aims to guide the work planning and delivery of the project “Project for promoting the Minamata Convention on Mercury by making the most of Japan’s knowledge and experiences” according to the contractual requirements of the donor.

Project development and implementation history log:

Date	Description
20 February 2019	Ministry of the Environment, Japan, represented by Ms. Tamami Umeda, Director General of Environmental Health Department, and United Nations Environment Programme, represented by Ms. Dechen Tsering, Regional Director and Representative for Asia and the Pacific, signed the Minute of Meeting on regional project ‘Promoting Minamata Convention on Mercury by making the most of Japan’s Knowledge and Experiences’ with the total budget of USD 3 million (planned) for 4 to 5 year project implementation starting in January 2019.
9 July 2019	Global announcement of the project was made on the UNEP’s website.
2 September 2019	Inception workshop held in Minamata, Japan, officially launched the project.
7-8 October 2019	At the Asia and the Pacific regional preparatory meeting for the third meeting of the Conference of the Parties to the Minamata Convention on Mercury held in Bangkok, Thailand, the representative of UNEP’s Asia and the Pacific Office introduced the project to the participants.
March – September 2020	Staff recruitment of UNEP suspended globally due to COVID-19 pandemic.
1 October 2020	Ministry of the Environment and UNEP met virtually and agreed the revision of the project detail taking into consideration the adverse impact caused by the COVID-19 pandemic.

The implementation plan is a living document and includes tools to properly plan and monitor the project. It will be the framework for planning, monitoring and reporting by the Project Team.

**Chapter 3** provides the project background and rationale.

**Chapter 4** outlines the project's strategy which includes the Theory of Change and the detailed activity list by results area.

**Chapter 5** lists the Results Resource Framework which outlines the linkages to the UNEP Strategic Plan, POW and includes the outcome and output **indicators** defined for the proposed project, including baselines and targets.

**Chapter 6** outlines the work plan for the project.

**Chapter 7** includes the project budget.

**Chapter 8** describes the project management and implementation arrangements.

**Chapter 9** describes the communications and visibility.

**Chapter 10** describes the information management.

**Chapter 11** outlines the monitoring, evaluation and reporting for the project.

The information outlined in this draft implementation plan will be discussed in consultation with the donors and proposed project partners.

## **Annexes**

Annex 1: Linkages to UNEP POW Project 522.3

Annex 2: Results Resource Framework

Annex 3: Budget

Annex 4: Risk Log

Annex 5: Monitoring & Evaluation Plan

Annex 6: Procurement Plan

Annex 7: Terms of reference

### 3. PROJECT BACKGROUND

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The Minamata Convention on Mercury, which entered into force on 16 August 2017, is one of the global treaties whose Secretariat is hosted by the UN Environment Programme. The Convention aims to protect human health and the environment from anthropogenic emissions and releases of mercury and mercury compounds, and requires its parties to implement and report various aspects of the Convention. Japan, with the first-hand experience of Minamata disease, plays a leading role in global mercury reduction. Japan has continuously supported activities in Global Mercury Partnership<sup>1</sup> since 2007 and activities under MOYAI Initiative<sup>2</sup> since 2013. As a part of its continued commitment to protect the environment and human health from adverse impact of mercury, Japan has committed to enhance its support to further implement the convention. It intends to make its knowledge and experiences available to other parties, especially those in Asia and the Pacific, where about a half of global mercury consumption and emission occur.

Mercury is a ubiquitous element that exists in various forms with different properties and toxicities. There is a well-known historical record of Minamata disease that was caused by the exposure to methyl-mercury through the food chain. While mercury emission is decreasing in many developed countries, it is still increasing in many developing countries, especially emerging economies. For the reduction of human health and environmental risk of mercury globally, effective implementation of the Convention by developing countries based on accurate information is of critical importance. Many countries in the Asia-Pacific region, however, do not have sufficient information on mercury levels in their own countries, which makes the policy development and implementation more challenging.

National mercury emission inventories are the outcome of the GEF-funded Minamata Initial Assessment (MIA) projects in many countries in the region. UNEP-developed mercury inventory Toolkit has provided guidance and database for rough estimation of national mercury emissions. Thereafter, more country specific data is required for more precise quantification and identification of emission sources, thus capacity strengthening of research and analytical institutions in those countries are critically important.

The research and analytical capacities are very different from country to country in the region. Ministry of the Environment of Japan conducted a series of laboratory surveys to assess mercury monitoring capacity in national institutions from 2016 to 2018. It found out that many national institutions in the regions have already undertaking some monitoring activities and some of them are operating under ISO17025 compliant quality system. On the other hand, some other institutions still lack opportunities to acquire basic knowledge and skills.

Networking of institutions will be able to address such national challenges and may fill the gaps from regional approach. Numbers of mercury monitoring network programmes being established so far are mostly for developed countries, such as the European Monitoring and Evaluation Programme (EMEP), Arctic Monitoring and Assessment Programme (AMAP), and National Atmospheric Deposition Program (NADP) of the United States. The US Environmental Protection Agency (USEPA) has initiated Asia-Pacific Mercury Monitoring Network (APMMN) in 2013, which provides a knowledge platform of scientists and

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<sup>1</sup> Established by the decision of UNEP Governing Council, the Global Mercury Partnership is one of UNEP's mercury programmes that brings voluntary actions of multi-stakeholder partners. Japan served as an area lead of mercury waste management.

<sup>2</sup> Japan has committed to support developing countries and to promote voices and messages from Minamata at the Diplomatic Conference in 2013. Japanese term 'moyai' literally means a bowline rope mooring boats together, which also refers to the cooperation in local communities.

researchers in the regions for sharing information and undertaking joint monitoring activities. APMMN is a voluntary network that holds annual workshops among likeminded participants. Wet deposition, i.e. rainwater monitoring, was selected for the joint monitoring activities among more than ten countries in the region. Currently, Indonesia, the Republic of Korea, Thailand, Vietnam and few other countries have installed sample collectors for wet deposition. The samples are collected and analyzed using network's 'Standard Operating Procedures (SOP)

In addition, there are many other environmental media that monitoring mercury levels is essential to assess the risks, to raise awareness and to develop policy and action plan. Monitoring is also important in reviewing the progress of policy and to plan further action. However, many countries in the region lack such capacity. Thus, collaborating actions to improve institutional capacity are very much needed.

## 4. PROJECT STRATEGY

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The central idea of the project is to contribute to the early implementation of the Minamata Convention by mobilizing knowledge and experiences that Japan has accumulated, especially in the area of information exchange (Article 17), awareness and education (Article 18), and research, development and monitoring (Article 19). The project is noteworthy for its comprehensive programme designed to strengthening enabling capacity, building on the resources in Minamata city, Kumamoto, and employing technologies held by institutions in Japan. Additionally, it will establish a region-wide network of analytical institutions with mercury monitoring capabilities around Asia and the Pacific to bring their capacities to international standards.

There are key partner countries in the region that will take leading roles to establish and operationalize network of institutions for strengthening region-wide capacity. They include:

**Thailand** is one of the most advanced countries in terms of the mercury monitoring in the region. It has a routine monitoring program for total mercury in main rivers and coastal water throughout the country. Also, the Ministry of Natural Resources and Environment (MNRE) has a mercury analyser mobile unit and Environmental Research and Training Centre (ERTC), Department of Environmental Quality Promotion (DEQP) has a wet and dry mercury deposition lab, both of which are available for mercury monitoring in ambient air.

**Indonesia** has launched a laboratory revitalization programme for Mercury Management, Research and Development Center, which is a part of National Action Plan for Reduction and Elimination of Mercury adopted in 2019. It has undertaken series of heavy metal surveys in environmental media and produced scientific data for proper policy decisions.

The capacity of analytical institutions of other potential participating countries, however, has not been well documented, thus the assessment will be conducted to map out the regional needs and resources for customised capacity building assistances. It is expected that the capacity levels of analytical institutions are diverse and some of them are still at their infancy. The network will facilitate internal technical assistances and cascading technology transfer among participating countries. A few advanced institutions will take roles of regional hub and facilitate and support project activities to other institutions.

**Stakeholders and beneficiaries** of the project are national institutes/laboratories on mercury monitoring in participating countries for receiving capacity building assistance and participating in the region-wide network. Ministries of Environment in participating countries are also the stakeholders and beneficiaries for receiving technical advices and information relevant to mercury management. Institutions and individuals in and around Minamata which have particular knowledge and experiences are key stakeholders for implementing capacity building activities. Indirect and ultimate beneficiary is the Minamata Convention itself as this project contributes proper mercury management.

The **direct project outcome** is:

Countries increasingly generate and apply information on how to monitor and reduce mercury emissions and releases in their legislations, policies or action plans.

Located under UNEP's global project 522.3, this project will further contribute to the global project's **outcome** "*Countries address priority chemicals and waste issues using information, assessments, guidance and tools provided by UN Environment.*"



Three **outputs** will contribute towards the direct project outcome as follows:

**Output 1: Comprehensive capacity building programme based in Minamata developed and implemented.**

This Output mainly addresses Article 19 of the Convention on research, development and monitoring. To strengthen the capacity of the participating countries in Asia and the Pacific region to monitor and reduce mercury emissions and releases, a comprehensive and unique programme will be developed and offered at facilities in Minamata. Participating countries will have access to information regarding mercury contamination and hazards to the environment and human health; policy support tools for mercury control and elimination; technologies for mercury detection, monitoring, and storage; awareness raising, etc. Due to diverse needs of mercury management per each country, depending on social, economic, and cultural backgrounds, the programme assesses the needs of the participating countries with the resources (e.g. technologies and know-how) available in Japan. A network of institutions, which act collaboratively in the project implementation, will be organized.

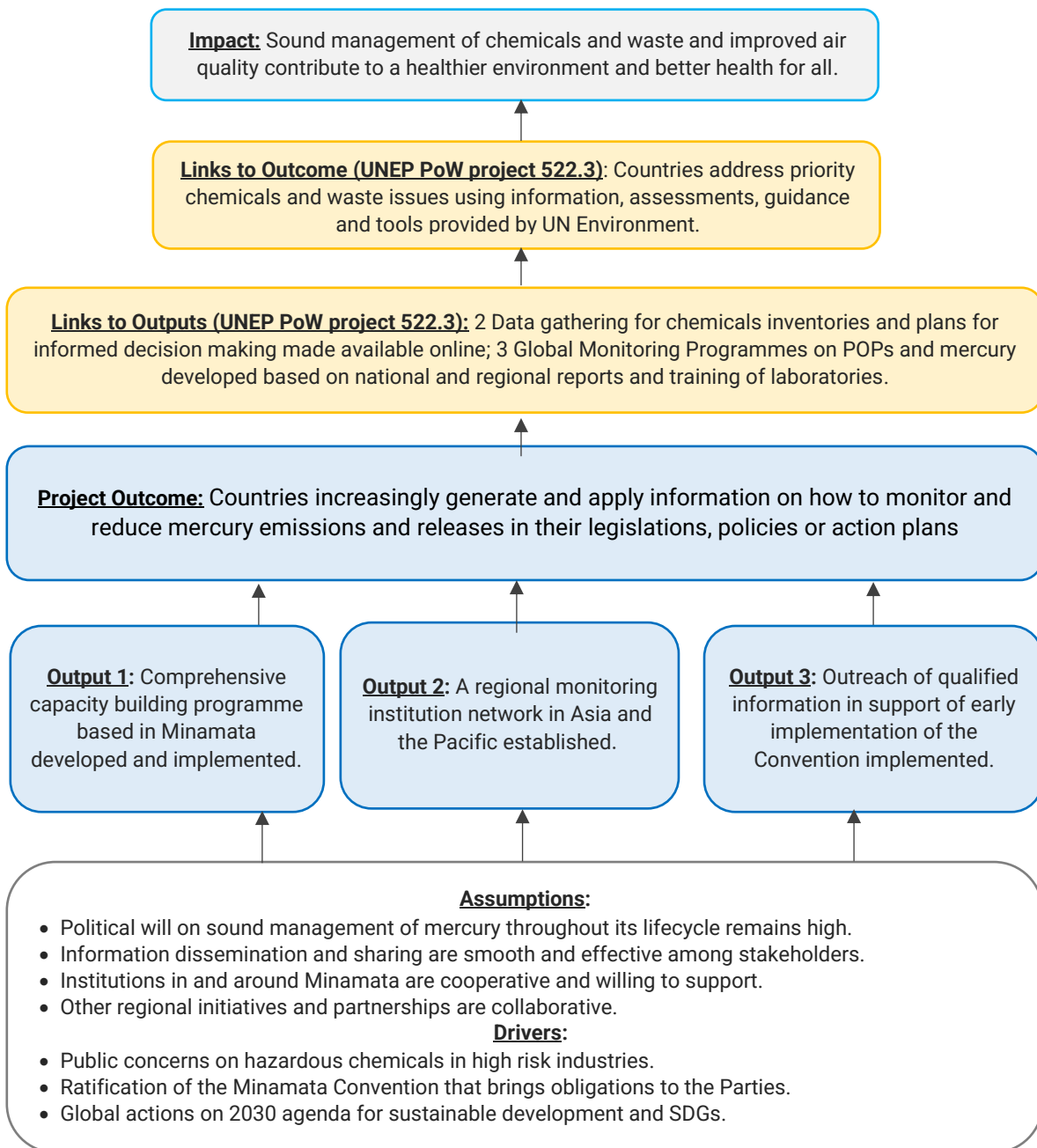
**Output 2: A regional monitoring institution network in Asia and the Pacific established.**

This Output mainly addresses Article 17 of the Convention on information exchange. National monitoring of mercury serves as a fundamental building block for formulation and implementation of effective mercury-related policies. Having more national monitoring stations and analytical institutions operating per internationally accepted standards would collectively contribute to better mercury monitoring. A few countries will be selected to enhance their mercury detection and monitoring capacities in priority media. Eventually, core leading institutions in the region will be selected to set up a network to implement a collaborative regional quality control/quality assurance programme to improve monitoring capacity.

**Output 3: Outreach of qualified information in support of early implementation of the Convention implemented.**

Also, in response to Article 17 of the Convention and in association with the activities with analytical institutions, monitoring data and scientific information will be accumulated after careful screening by experts. The information will then be provided in a user-friendly format to promote science-based policy making and effective mercury management, which will contribute Article 18, public information, awareness and education, of the Convention. Outreach activities are also developed to promote multi-media mercury monitoring and other activities.

## 4.1 Theory of Change



## 4.2 Project Activities

As outlined in the Theory of Change, the direct project outcome will be achieved through three Outputs and the corresponding activities as follows:

### **Output 1: Comprehensive capacity building programme based in Minamata developed and implemented.**

#### **Activity 1.1 Assess and compile available resources and facilities in and around Minamata and establish partnerships to implement project activities.**

1.1.1 Assess local human resources, facilities, programmes, and activities that may benefit the project implementation.

A stocktake of resources of institutions and facilities in and around Minamata, Kumamoto, will take place to identify specific expertise to be provided for capacity building activities as well as physical facilities that can house some training activities, notable sites with relevant information, etc.

1.1.2 Establish partnership/collaboration for implementing project activities.

Partnership with key institutions/facilities will be established for undertaking some specific activities within the project workplan. It also envisions longer-term collaboration with existing networks wherever possible and useful.

Deliverables: A list of local partners in Minamata, Japan, providing support for the project.

#### **Activity 1.2 Develop capacity building programmes under the Minamata Convention.**

1.2.1 Develop standard training materials and menus for scientists and technicians that are available for training courses and self-studying.

Capacity building training is one of the key components of the project that will enhance the national capacity to resolve specific challenges in each country. Although each challenge is unique in nature, the way to address the challenge has some common approaches. The information collection and analysis is the basic skill that will be universally applied. The project focuses on the skills of national experts and technicians to monitor and analyze the mercury levels in various environmental and bio media, and to develop mercury inventory and material flow. These skills will benefit the country's initiative to develop national plans and to evaluate the actions taken.

1.2.2 Develop databooks or technical handbooks that compile assessed information for government officers and practitioners.

For technical studies and surveys, scientific information and facts are essential. There are country-specific information and more universal information that can be shared among different countries. Supplementing guidance, toolkit, etc. that are already available, databooks or technical handbooks will be developed which provides practical information for undertaking technical works by government officers and practitioners. The information will include, but not limited to, the emission data from various industrial facilities, mercury contents of raw material and mercury-added products, trade statistics, list of trade codes, list of available guidance documents, list of standard reference materials, etc.

Deliverables: Sets of training materials (agenda, presentations, reference materials), databooks, and technical handbooks, etc.

**Activity 1.3 Formulate and implement trainings based on regional priorities and identified needs.**

1.3.1 Formulate and implement skill up training/visit programmes based on the needs and regional priorities.

Regular trainings are planned for 2 subjects, i.e. mercury inventory/material flow and mercury monitoring/analysis. The primary target recipient institutions for the first training programme are government ministries or agencies in charge of the Minamata Convention. Technical officers who are responsible to national reporting to the Convention should be involved. They will receive hands-on trainings on collection and compilation of necessary information and assessment of the mercury in each country. The primary target recipient institutions for the second training programme are national monitoring laboratories that is monitoring (or will monitor) mercury levels in the country. The training may extend the recipient institutions to local governments, provincial laboratories, etc. based on the needs raised by the partner countries. Due to COVID-19 situation, the programmes are formulated in both remote mode and face-to-face mode.

1.3.2 Formulate and implement training/visit programmes upon the special requests from network partners.

Besides two training programmes under 1.3.1, new programmes on different subjects may be developed based on the special requests from network partners. It could be one-time event or continuous activity depending on the subject. The project will receive such requests through the focal points of partner institutions.

Deliverables: Two face-to-face and series of online trainings implemented per year (Frequency will be adjusted depending on the COVID-19 situation).

**Activity 1.4 Undertake follow-up assessment of the effectiveness of the training programmes and publish annual reports.**

Following the training programmes, the effectiveness (how the programmes have brought difference to the participants) is assessed. The assessment will be a continuous process to take every possible opportunity including field missions, regional conferences, etc. The findings are compiled and reported annually.

Deliverables: Annual reports published.

**Activity 1.5 Develop institutional coordination structure to sustain capacity building programme based in Minamata.**

During the project period, local institutions will continually provide services to the training/visit programmes in and around Minamata. The protocols and processes for engaging them could be standardized so that the similar activities will be possible after the completion of the project. Such arrangement will be discussed and long-term mechanism will be formalized.

Deliverables: Agreement on local coordinating structure beyond the project implementation.

**Output 2: A regional monitoring institution network in Asia and the Pacific established.**

**Activity 2.1 Develop in-country capacity for sampling and analyzing mercury and mercury compounds from multiple media.**

2.1.1 Capacity assessment of existing laboratories in the region on the basis of technical assistance menus.

Existing mercury monitoring capacity in each institution has significant difference. Ministry of the Environment, Japan (MOEJ) has already conducted capacity assessments for a few existing laboratories in the region that could be replicated and extended to all partner countries in this project. The assessment will analyze the existing gaps for each laboratory that will be the priority area for the capacity-strengthening activities.

2.1.2 Provide advice to improve sampling design and field sample collection capacities and skills.

Based on the result of the capacity assessment, individual gaps on sampling design and field sample collection will be addressed.

2.1.3 Provide advice to improve sample handling, pretreatment and instrumental analysis capacities and skills.

Based on the result of the capacity assessment, individual gaps on sample handling, pretreatment and instrumental analysis will be addressed.

Deliverables: Laboratory assessment reports for all partner countries.

**Activity 2.2 Undertake continuous data collection and analysis based on national/regional monitoring plans.**

2.2.1 Develop and/or harmonize methodologies and standard operating procedures of mercury monitoring among network partners.

National mercury monitoring plan is one of possible policy instruments that enhances mercury management capacity in the country. For those countries that chose to develop such plans, harmonization of the methodologies is explored. In addition, a regional monitoring plan, which could be independent or collaborative, that country can choose to participate in is developed. It is not mandatory participation but will help countries without national plans to take the initial step to establish own monitoring system.

2.2.2 Undertake continuous data collection and analysis based on national/regional monitoring plans.

The project will initially support data collection and analysis for those countries participating in the harmonized plans depending on the capacity and willingness of the countries. The monitoring activities should be selected for individual institutions that are sustainable under the mandate of the institution.

Deliverables: Mercury monitoring plans in participating partners that are harmonized.

**Activity 2.3 Provide technical advice and tools to strengthen a harmonized system for data processing and quality assurance for the regional institution network.**

2.3.1 Establish a technical advisory body for backstopping the regional institution network partners.

In order to address emerging technical matter, a group of technical experts is formed. The advisory body works collaboratively to respond request from the project management team of this project or partner countries via the project team. The members are selected based

on the recommendations from partner countries in consideration with the competency and relevance to the purpose of the project. They will provide in-kind service to the project.

2.3.2 Develop a QC/QA guidebook for mercury monitoring customized for the network. Monitoring data provided by the network partners will go through the QC/QA procedures and made available among the participating partners.

2.3.3 Undertake inter-laboratory data quality assessment for continual improvement among network partners.

For the continual improvement of data quality, proficiency tests or other types of inter-laboratory data quality assessment are conducted. An institution to lead the assessment is selected from partner institutions and the lead institution develop the assessment plan. Reference material or other assessment tool is prepared and distributed among participating institutions. The result is shared among participating countries.

2.3.4 Develop a start-up assistance menu for inviting new network partners for its expansion.

The project will raise the needs of mercury monitoring and new requests to join the network are expected. These late-comers are welcome for the objective of the project but the capacity gap between existing and new network partners. Thus, a start-up assistance menu is developed to allow such new partners gradually catch up with the rest of the group.

Deliverables: A QC/QA guidebook published; inter-laboratory quality assessment conducted.

#### **Activity 2.4 Undertake partnership activities/collaborations with other monitoring programmes to promote science-based policy making.**

2.4.1 Participate in the activities of other programmes and invite other programme parties for collaborative activities.

Exchange representatives of this institution network and other monitoring programmes in their own activities such as annual workshops is discussed and implemented as far as possible. Further collaborative activities such as joint field mission, training programmes, etc. will be explored.

2.4.2 Conduct mathematical modelling, research and environmental studies for enhancing science-policy interaction.

Research topics are identified and necessary monitoring data is obtained via networking activities. Such studies should be relevant to implement national policy on mercury management. Researchers appointed by the partner countries will collaboratively develop the study plan and share their works for producing joint reports.

Deliverables: Collaborative activities with other monitoring networks.

### **Output 3: Outreach of qualified information in support of early implementation of the Convention implemented.**

#### **Activity 3.1 Convene stakeholders' meetings on project planning and result dissemination.**

3.1.1 Convene an inception workshop for project launch.

For the commencement of the project, an inception workshop is convened to announce the project concept and invite participation to the project. The inception workshop reviews

proposed workplan and make necessary adjustment to maximize the impact of the project. Stakeholders may engage themselves in different ways to fit to their own interest and capacity.

### 3.1.2 Convene periodic stakeholders' meetings to share project results

During the implementation period, participating partners convene a plenary to report the progress of their activities and to discuss workplan of next year. As much as possible, the meeting is open to non-partners especially peers in other regions to provide replicative information. Due to COVID-19 situation, the forum could be convened virtually.

Deliverables: Meeting reports; increasing list of partners joining.

## **Activity 3.2 Accumulate and compile technical data and make it publicly available online.**

The outputs of the project such as technical guidance, data books, monitoring data, research reports, etc. are made available via internet page managed by the project or one of participating institutions. In addition, other relevant information for mercury management and awareness materials will also be uploaded on the same web page in order to serve as the information portal on mercury.

Deliverables: A dedicated web page of the project serving as an information portal.

## **Activity 3.3 Strengthen national capacities to utilize mercury data for risk assessment and policy development through the provision of technical advice and knowledge exchange.**

### 3.3.1 Provide technical advice to partners to include national mercury monitoring plan into national development plans

The project provides technical advice to the partner countries who wish to develop national mercury monitoring plan and include it in the national development plans. The advisory is triggered by the special request proposed by the partner countries that will include the expert mission to address the issues.

### 3.3.2 Conduct country level technical workshops for scientists and practitioners.

The project may co-organize technical workshop on mercury monitoring and management for domestic scientists and practitioners by responding special requests made by the partner countries. The project as a co-organizer will take, in principle, international arrangement such as inviting international experts and partner countries as a domestic co-organizer will take domestic arrangement. Due to COVID-19 situation, the forum could be convened virtually.

### 3.3.3 Prepare national inventories and national report with the mercury data obtained by national monitoring plan.

Monitoring data obtained by the partner countries is the important input to the national inventory and national report mandated by the Minamata Convention. The application of the monitoring data requires scientific processing that may require some assistance for some countries. Based on the special request from such countries, the project will provide advisory service to develop/improve the inventory and/or report using the obtained data.

Deliverables: List of services provided; web stories on impact.

## 5. RESULTS AND RESOURCE FRAMEWORK

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The results and resource framework outlines the linkages to the UNEP Strategic Plan, Programme of Work and lists the outcome and output **indicators** defined for the proposed project, including **baselines and targets**.

The Results Resource Framework is provided in **Annex 2**. While a first set of output indicators has been established, the Project Team may further revise and add additional indicators within the first month of project implementation in order to have a complete set of indicators to monitor the project's progress and impact.



## 6. MULTI-YEAR WORKPLAN

Output	Activity/ Description	Timeline																Implement- ation Modality	Deliverables	Budget Description	Budget (US\$) <sup>3</sup>				
		2019		2020				2021				2022				2023						2024			
		3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2								
<b>Output1 Comprehensive capacity building programme based in Minamata developed and implemented.</b>																									
1	1.1 Assess and compile available resources and facilities in and around Minamata and establish partnerships to implement project activities.																				A list of local partners in Minamata, Japan, providing support for the project.	Local resource survey	5,000		
1	1.2 Develop capacity building programmes under the Minamata Convention.																			SSFA	Sets of training materials (agenda, presentations, reference materials), databooks, and technical handbooks, etc.	Training programme development	100,000		
																						Publication production	10,000		
1	1.3 Formulate and implement training based on regional priorities and identified needs.																			SSFA	Two face-to-face and series of online trainings implemented per year <sup>4</sup> .	On-line training	200,000		
																						Face-to-face training	200,000		
1	1.4 Undertake follow-up assessment of the effectiveness of the training programmes and publish annual reports.																			To be done by PMU	Annual reports published.				

<sup>3</sup> Does not include staffing and office space costs.

<sup>4</sup> Frequency will be adjusted depending on the COVID-19 situation.

Output	Activity/ Description	Timeline																				Implement- ation Modality	Deliverables	Budget Description	Budget (US\$) <sup>3</sup>																			
		2019		2020				2021				2022				2023				2024																								
		3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2																							
1	1.5 Develop institutional coordination structure to sustain capacity building programme based in Minamata.																					Agreement on local coordinating structure beyond the project implementation.	Travel to coordination meeting	30,000																				
<b>OUTPUT 2 A regional monitoring institution network in Asia and the Pacific established.</b>																																									SSFA, procurement	Laboratory assessment reports for all partner countries.	Lab assessment mission	120,000
2	2.1 Develop in-country capacity for sampling and analyzing mercury and mercury compounds from multiple media.																						Regional hub laboratory	141,000																				
2	2.2 Undertake continuous data collection and analysis based on national/regional monitoring plans.																				SSFA, Contractual service	Mercury monitoring plans in participating partners that are harmonized.	Mercury analysis	90,000																				
																							Consultant: data analysis	50,000																				
																							Travel to data collection	18,000																				
2	2.3 Provide technical advice and tools to strengthen a harmonized system for data processing and quality assurance for the regional institution network.																				SSFA, Contractual service	A QC/QA guidebook published; inter-laboratory quality assessment conducted.	Laboratory proficiency examination	30,000																				
																							Technical advisory meeting	20,000																				
2	2.4 Undertake partnership activities/ collaborations with other monitoring programmes to promote science-based policy making.																					Collaborative activities with other monitoring networks.	Reciprocal representation	8,000																				

Output	Activity/ Description	Timeline																				Implement- ation Modality	Deliverables	Budget Description	Budget (US\$) <sup>3</sup>					
		2019		2020				2021				2022				2023				2024										
		3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2									
OUTPUT 3 Outreach of qualified information in support of early implementation of the Convention implemented.																														
3	3.1 Convene stakeholders' meetings on project planning and result dissemination.																					Contractual service	Meeting reports; Increasing list of partners joining.	Inception workshop	58,244					
																									Annual forum	200,000				
3	3.2 Accumulate and compile technical data and make it publicly available on line.																					Contractual service	A dedicated web page of the project serving as an information portal.	Project website	10,000					
																									Communication consultant	35,000				
																										Publication production	25,000			
																											Consultant: layout & graphic design	15,000		
3	3.3 Strengthen national capacities to utilize mercury data for risk assessment and policy development through the provision of technical advice and knowledge exchange.																					Grant out	List of services provided; web stories on impact.	Country level technical workshop	80,000					
																										Travel for outreach event	40,000			
Project coordination.																														
	Project steering meeting.																								Steering meeting	8,000				
	Project review (mid-term and final).																								Final review	22,636				

## 7. BUDGET

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UNEP is requesting for a contribution of USD3,000,000 for the execution of this project. The contribution will be administered and utilized in accordance with the Financial Regulations and Rules of the United Nations. The Contribution shall be charged 13% Programme Support Cost and 1% Coordination Levy related to the UN Resident Coordinator System. A detailed budget can be found in **Annex 3**.

Category	USD Amount
010 Staff Personnel	1,139,425
160 Travel <sup>5</sup>	382,474
120 Contractual Service	257,550
135 Equipment and Furniture	105,518
125 Operational Costs and 130 Supplies	121,740
140 Grant to IP	600,000
<b>Sub-Total</b>	<b>2,606,707</b>
Project steering meeting	8,000
Project monitoring and evaluation	22,636
<b>Sub-Total Project Cost</b>	<b>2,637,343</b>
PSC (13%)	342,855
UN Levy (1%) <sup>6</sup>	19,802
<b>TOTAL</b>	<b>3,000,000</b>

The requested contribution amount will be distributed as shown in the Project Budget (Annex 3) in light of feedback from beneficiaries, implementation partners and consultations with the donor. UNEP will expend the budget and monitor and report the project's financial status using the Umoja management system for finances, resources and assets.

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<sup>5</sup> Travel cost includes both international and domestic.

<sup>6</sup> 1% UN levy was not applied for contribution US\$1,000,000 received in March 2019.

## 8. PROJECT MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

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The project's governance will comprise a project management unit (PMU) within the UNEP Regional Office for Asia and the Pacific which is overseen by a Project Steering Committee (PSC). The PSC is composed of UNEP ROAP, MOEJ, the Minamata Convention secretariat, and UNEP Chemicals and Health Branch. For the project implementation, local partners in Minamata or surrounding areas are identified. A Technical Advisory Group is formed as an ad hoc group with flexible membership to contribute technical inputs to the project or partner countries as needed.

The PSC is chaired by a representative of UNEP ROAP as the Executive of the project.. The PSC provides strategic direction to the project towards expected project outcome. It meets either physically or virtually at the frequency of at least bi-annually. It reviews project progress and confirms that the project is delivering expected results.

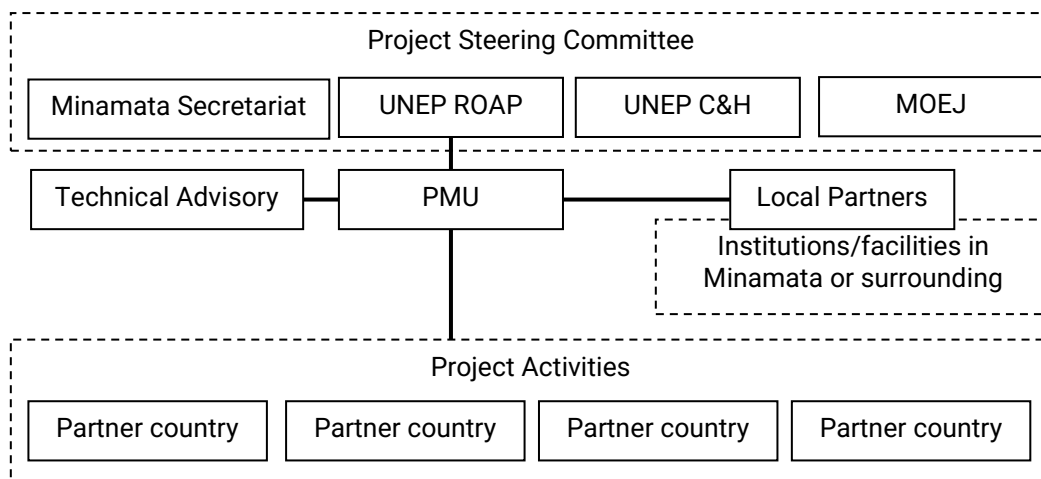
The Technical Advisory Group is a pool of individual experts in the region who are individually and/or collaboratively contributing technical inputs to the project or partner countries as needed. The members are selected based on the technical competency relevant to the scope of the project. When specific expertise is required, supplementary experts can be invited based on the specific knowledge to the subjected item.

The Project Management Unit (PMU) is established in UNEP ROAP in Bangkok with dedicated project staff responsible for the implementation.

- The **Programme Management Officer** is the Direct Responsible Individual (DRI) for the project who ensures proper implementation and monitoring of project activities, prepares workplans and progress reports, and is accountable to the PSC. (S)he also provides technical inputs to the deliverables to ensure their quality and reports to the Coordinator for Chemical, Waste and Air Quality, who will oversee the overall progress of the project.
- The **Programme Management Assistant**, under the supervision of the Project Management Officer, assists in managing the implementation of the project and ensures Monitoring & Evaluation is properly conducted according to the workplan.
- The **Admin Assistant** takes on logistical and financial functions of the project implementation.

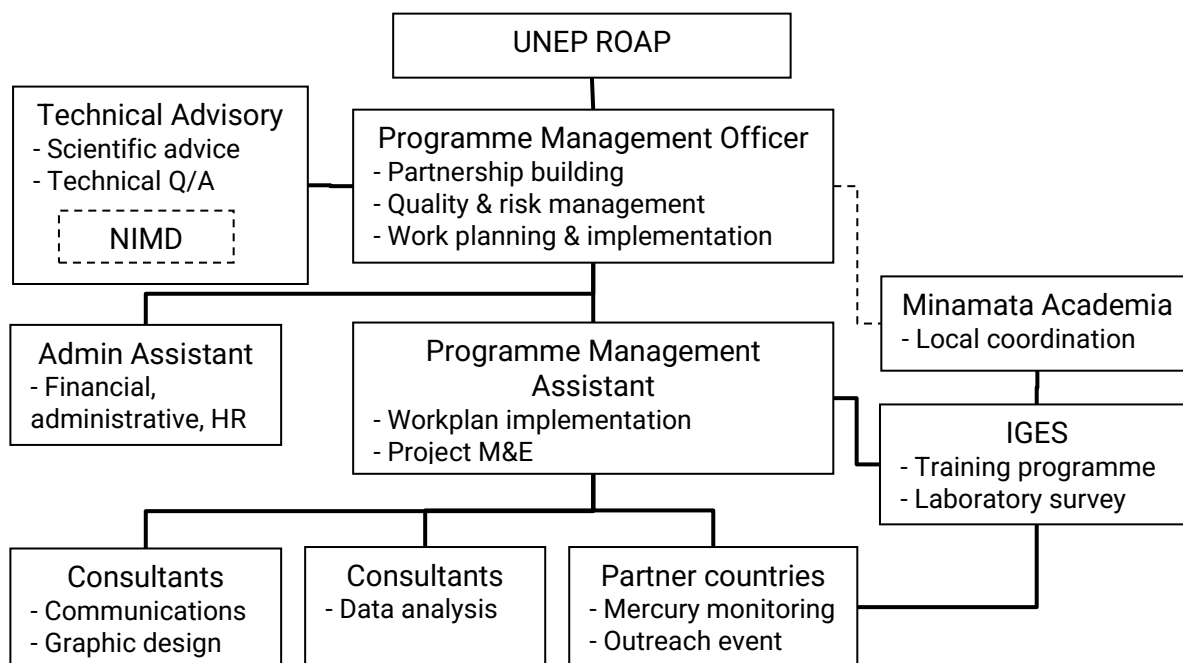
The Project uses direct implementation modality. Certain activities of the Project are further implemented by local partner(s) in and around Minamata to be benefitted from their unique knowledge and expertise on sound management of mercury, as outlined in the Annual Work Plan. Funding agreements will be entered with local partner(s) which outline the Project specific roles and responsibilities.

The Global Coordinator of the global umbrella project 522.3 'Generating and sharing knowledge for influencing decision-making on sound management of chemicals and waste' will be regularly updated on the project's progress as a member of the Project Steering Committee and will monitor the Mercury project's progress that is an integral part of the umbrella project. The Programme Management Officer will further liaise with the Global Coordinator on the inputs to PIMS reporting.



Organization/Function	Proposed role
UNEP ROAP	As the overall fund management entity, it establishes the PMU with necessary personnel and manages funds contributed by the donor.
Partner countries	As the recipients of the project, they commit the participation and actively engage staff and facilities to strengthen their capacity.
Local partners in and around Minamata	<p>As the resource providers to the project, they develop capacity-strengthening programmes and put the local resources together to undertake activities. The cooperation is both contractual and in-kind. They include (but not limited to):</p> <p><u>Minamata Environmental Academia</u> is a coordinating institution to bring local resources and establish partnership and collaboration among partner countries.</p> <p><u>National Institute for Minamata Disease (NIMD)</u> is a research institution dedicated to mercury related health and environmental topics, and is one of the WHO collaboration centers in Japan. It will provide scientific and technical expertise on capacity strengthening and data verification throughout the implementation of the project.</p> <p><u>Institute for Global Environmental Strategies (IGES)</u> is a technical institution that implements capacity strengthening activities as well as scientific data management.</p>
Minamata Secretariat	As the ultimate beneficiary of the project, it provides guidance and inputs towards the fulfilment of the Convention objective.
UNEP Chemicals and Health Branch	As the central function on chemicals management of UNEP, it operates Global Mercury Partnership to promote voluntary activities by various stakeholders. The collaboration will be mutually reinforcing.
Ministry of the Environment, Japan (MOEJ)	As the financial contributor, the MOEJ will be part of the Steering Committee and provide strategic guidance to the project.

The dedicated project team which is accountable to the day-to-day management implements the project activities in accordance with the implementation plan. The structure and roles of the team members are described in the diagram.



The HR Plan for implementing the project is listed below:

Staff/ Consultant	Descriptions
Programme Management Officer	Already on-board. (100%)
Programme Management Assistant	To be recruited. (100%)
Admin Assistant	To be recruited in collaboration with other project for cost-sharing initially with 50%-50% distribution. This portion corresponds the incumbent's time to be dedicated for this project.
Consultant: data analysis	Home-based from 2022 to 2024 with USD50,000-.
Consultant: communications	Home-based periodically from 2021 to 2024 with USD35,000-.
Consultant: graphic design	Home-based periodically from 2021 to 2024 with USD15,000-.

Also, Procurement Plan for implementing the project is annexed to this document (Annex 6)

## 9. COMMUNICATIONS AND VISIBILITY

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Project information and progress are regularly disseminated through existing platforms. The Project will participate in Minamata COPs through side-events or poster presentations for global level visibility. At regional level, Forum of Ministers and Environment Authorities of Asia Pacific and Asia Pacific Regional Forum on Health and Environment are the platforms the project can disseminate its results beyond participating countries. In addition, the project also convenes its annual forum that invites participants beyond the region for demonstrating the replicability of the project activities and promote good practices of regional network of analytical institutions.

Project implements outreach activities at national level in collaboration with partner countries. The communications in local languages will improve understandings of stakeholders and general public which are encouraged.

## 10. INFORMATION MANAGEMENT

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### Acquisition

For existing information, various data sources are examined to ensure the trustworthiness of the publishers and authors. Primary information is used, as much as possible, to avoid secondary and sometimes biased interpretation.

New data collection is encouraged in the project that includes joint research among participating institutions.

### Quality assurance

Fact check and expert judgement to the collected information is done by the project in cooperation with the Technical Advisory. Fake, vicious propaganda and other inaccurate information should be removed.

Accuracy of monitoring data by analytical institutions is periodically checked by inter-laboratory data quality assessment.

### Distribution

Collected information is compiled and shared among partner countries and/or beyond based on the prior agreement. Custodianship of the information is respected and the project will obtain permission before distribution.

Information owned by the project is open and freely available in principle. One of the exceptions is the protection of personal information, which is kept in secure location. The project establishes its dedicated website to share the information.

### Archiving

The project website works as the archive to record project results. Unless the information is time-bound, e.g. interim preparation for review, etc., the uploaded files remain available via internet.

Unpublished information will be copied in optical disks or other data recording media and then distributed to the limited numbers of project partners at the end of the project.

## 11. MONITORING, EVALUATION AND REPORTING

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On a regular basis, the following will be monitored based on the Monitoring and Evaluation Plan (Annex 5) to ensure the project is on track according to the approved work plan and the targets set in the implementation plan:

- Work Plan: Progress on activities
- Results Resource Framework (Annex 2): Progress on indicators
- Budget (Annex 3): Financial monitoring
- Risk Log (Annex 4): Risk management

#### Monitoring frequency

On a **quarterly basis**, a financial report will be prepared by the financial management officer (FMO).

Throughout the life of the project, the following information is collected/updated by PMU for ensuring that the project implementation is on track and external factors are manageable.

- Implementation progress: Update progress data against planned activities in work plan.
- Result indicators: Collect and analyse results indicators in the Results and Resources Framework.
- Risks: Review external environment and identify specific risks that may threaten the achievement of intended results.
- Lessons learned: Extract and compile lessons in the course of project implementation.

The PMU will prepare a detailed **semi-annual and annual progress report** for each year of the implementation.

#### Project Steering Group meeting

Project Steering Group meets, physically or virtually, on a regular basis but at least biannually, to review the project progress and to confirm the delivery of expected results.

#### Donor report

As responsible for the financial management of the project, UNEP ROAP will provide the donor with expenditure reports in a periodic way and as agreed with the donor. The PMU, in collaboration with the assigned financial management officer (FMO), will be responsible to prepare the financial reports. Upon approval of the Regional Coordinator for chemicals, waste and air quality, and signed by the FMO, each periodic report will be submitted to the Regional Director for final approval and sign off, before being presented to the donor.

Narrative progress reporting on activities and results will be provided to the donor with the agreed and requested periodicity and at least with the same periodicity of the financial reporting. The PMU is in charge of preparing the progress report, using the appropriate format requested by the donor, or equivalent UNEP format.

#### **Mid-Term and Terminal Project Reviews**

At the **midpoint of the project**, a project review is conducted by PMU to analyse feedback from partner countries and other stakeholders against initial expectation to the project. Through the process, possible improvement of project activities is identified.

Upon the **project completion**, an independent terminal project review is conducted by an external entity to assess and evaluate relevance, effectiveness, efficiency, impact and sustainability of the project.

## 12. ANNEXES

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Annex 1: Linkages to UNEP POW Project 522.3

Annex 2: Results and Resources Framework

Annex 3: Budget

Annex 4: Risk Log

Annex 5: Monitoring Plan

Annex 6: Procurement Plan

Annex 7: Terms of Reference

## ANNEX 1

### Linkages to the UNEP Programme of Work (PoW) Project 522.3 “Generating and sharing knowledge for influencing decision-making on sound management of chemicals and waste”

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The proposed project “Project for promoting the Minamata Convention on Mercury by making the most of Japan’s knowledge and experiences” is **linked to the UNEP POW Project 522.3** “Generating and sharing knowledge for influencing decision-making on sound management of chemicals and waste.”

At the level of UNEP’s Programme of Work (PoW) 2020-2021, the proposed project is expected to contribute to the following Expected Accomplishment in UNEP’s Programme of Work:

- SP5 Expected Accomplishment (a): Policies and legal and institutional and fiscal strategies and mechanisms for sound chemicals management developed or implemented in countries within the framework of relevant multilateral environmental agreements and the Strategic Approach to International Chemicals Management (SAICM).

The proposed project is specifically linked to the **Project 522.3 overall Outcome**: “Countries address priority chemicals and waste issues using information, assessments, guidance and tools provided by UN Environment.” and will specifically contribute to **Output 2**: “Data gathering for chemicals inventories and plans for informed decision making made available online”, and **Output 3**: “Global Monitoring Programmes on POPs and mercury developed based on national and regional reports and training of laboratories.”

It will contribute towards the following Project 522.3 Output indicators:

- Number of Minamata Initial Assessments and supporting data available online;
- Number of laboratories trained;

In addition, the delivery of this project will contribute to the achievement of various relevant sustainable development goals and targets. The following Sustainable Development Goals (SDGs) and targets are of particular relevance:

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- **SDG 12 – target 4**: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment;
  - **SDG 17 target 6**: Enhance North-South, South-South and triangular regional and international cooperation on and access to science, technology and innovation and enhance knowledge sharing on mutually agreed terms, including through improved coordination among existing mechanisms, in particular at the United Nations level, and through a global technology facilitation mechanism;
  - **SDG 17 target 18**: By 2020, enhance capacity-building support to developing countries, including for least developed countries and small island developing States, to increase significantly the availability of high-quality, timely and reliable data disaggregated by income, gender, age, race, ethnicity, migratory status, disability, geographic location and other characteristics relevant in national contexts.

The project is strongly linked to the implementation of the SDGs with the view of leaving no one behind and providing a cleaner environment, improved health and wellbeing of people

while safeguarding our environment and maintaining healthy and resilient ecosystems upon which our livelihoods depend.

## ANNEX 2 Results and Resource Framework

<p><b>Project title and ID (UMOJA ID):</b> Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences under <b>POW Project 522.3</b> "Generating and sharing knowledge for influencing decision-making on sound management of chemicals and waste."</p>			
<p><b>Programme of Work (PoW):</b> PoW 2020-21</p>			
<p><b>Sub-Programme:</b> SP5: Chemicals, Waste and Air Quality</p>			
<p><b>PoW Expected Accomplishment (s):</b> SP5 Expected Accomplishment (a): Policies and legal and institutional and fiscal strategies and mechanisms for sound chemicals management developed or implemented in countries within the framework of relevant multilateral environmental agreements and the Strategic Approach to International Chemicals Management (SAICM).</p>			
<p><b>Relevant Subprogramme Expected Accomplishment and Indicator:</b></p> <ul style="list-style-type: none"> <li>EA (a) (i): Increased number of countries that have used UN Environment analysis or guidance, and where possible are applying a multi-sectoral approach, in developing or implementing legislation, policies or action plans that promote sound chemicals management and implementation of the relevant multilateral environmental agreements and SAICM;</li> </ul>			
<p><b>Intended Project Outcome:</b><sup>7</sup> Countries increasingly generate and apply information on how to monitor and reduce mercury emissions and releases in their legislations, policies or action plans.</p>			
<p><b>Outcome indicators, including baseline and targets:</b></p> <p>Indicator 1: Number of countries that embed scientific data collection in their mercury management policies. [Baseline: 0, Target: 6]</p> <p>Indicator 2: Number of Countries that regularly put information on mercury monitoring available via the information portal. [Baseline: 0, Target: 6]</p> <p>Indicator 3: Number of new, adequate policies and legislation in effect on mercury management. [Baseline: 0, Target: 3]</p>			
<b>Results</b>	<b>Results (Output) Indicators</b>	<b>Baselines and Targets</b>	<b>Activities</b>

<sup>7</sup> linked to UNEP POW 522.3 Outcome and Output 2 and 3

<p>Output 1: Comprehensive capacity building programme based in Minamata developed and implemented.</p>	<p>Number of capacity building programme package for specific subjects developed and implemented</p> <p>Local coordination structure in Minamata developed.</p> <p>% of trained participants who successfully apply the knowledge and skills on mercury management in their work disaggregated by gender and age range</p>	<p>Baseline: 0 Targets: 2</p> <p>Baseline: 0 Target: 1</p> <p>Baseline: 0 Target: 50%</p>	<p>Activity 1.1 Assess and compile available resources and facilities in and around Minamata and establish partnership to implement project activities.</p> <p>Activity 1.2 Develop capacity building programmes under the Minamata Convention.</p> <p>Activity 1.3 Formulate and implement training based on regional priorities and identified needs.</p> <p>Activity 1.4 Undertake follow-up assessment of the effectiveness of the training programmes and publish annual reports.</p> <p>Activity 1.5 Develop institutional coordination structure to sustain capacity building programme based in Minamata.</p>
<p>Output 2: A regional monitoring institution network in Asia and the Pacific established.</p>	<p>Number of countries with national institutions on the network that meet international standards on mercury analysis.</p> <p>Number of existing regional networks establishing partnerships with this programme</p>	<p>Baseline: 0 Targets: 3</p> <p>Baseline: 0 Targets: 2</p>	<p>Activity 2.1 Develop in-country capacity for sampling and analyzing mercury and mercury compounds from multiple media.</p> <p>Activity 2.2 Undertake continuous data collection and analysis based on national/regional monitoring plans.</p> <p>Activity 2.3 Provide technical advice and tools to strengthen a harmonized system for data processing and quality assurance for the regional institution network.</p> <p>Activity 2.4 Undertake partnership activities/collaborations with other monitoring programmes to promote science-based policy making.</p>
<p>Output 3: Outreach of qualified information in support of early implementation of the</p>	<p>Number of countries submitting mercury related information to the information portal.</p>	<p>Baseline: 0 Target: 6</p>	<p>Activity 3.1 Convene stakeholders meetings on project planning and result dissemination.</p>

Convention implemented.	Number of countries outside of the project partners that received information through project activities.	Baseline: 0 Target: 30	Activity 3.2 Accumulate and compile technical data and make it publicly available on line.  Activity 3.3 Strengthen national capacities to utilize mercury data for risk assessment and policy development through the provision of technical advice and knowledge exchange.
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## ANNEX 4 Risks Management and Risk Log

UNEP PoW Project Document 522.3 “Generating and sharing knowledge for influencing decision-making on sound management of chemicals and waste” already identifies a set of risks which are applicable to the proposed project as well. These are:

	Risk Description/ Analysis	Category	(I) Impact Severity 1-5	(L) Likely- hood 1-5	I x L Overall Risk rating	Risk Management Strategy & Actions	By When/ Whom?
1	Sufficient funding and human resources	Economic	4	1	4	As this project is formulated under the contribution agreement already signed, the shortcoming of fund is unlikely.	On regular basis/ Programme Officer, ROAP senior management
2	Attention on chemicals and waste decreases	Political	4	2	8	The engagement with partner countries through this project and other opportunities to show the relevance of the issue.	On regular basis/ Programme Officer, ROAP SP5
3	The supporting group do not provide quality input or sufficient support	Organization	4	2	8	Cooperation and engagement of local partners and experts in Minamata will be confirmed at the initiation stage of project implementation.	On regular basis/ Programme Officer
4	Low interest from decision makers at national level	Organization	4	1	4	All partner countries are ratified or implemented MIA projects towards ratification, which indicates high interest at national level.	On regular basis/ Programme Officer, ROAP SP5
5	Covid-19 pandemic persist for many years	Social	4	3	12	Implementation modality without international travel is prepared as an alternative plan, which can be switch to normal mode when travel restriction is lifted.	On regular basis/ ROAP senior management



## ANNEX 5 Monitoring and Evaluation Plan

Monitoring Activity		Purpose	Frequency	Expected Action	Cost, if Any
1	Financial report	- Capture financial status and procurement management.	Quarterly	- Over-/ under-expenditures are examined and appropriate actions are taken.	
2	Track implementation /results progress	- Progress data against the results indicators in the results framework will be collected and analyzed to assess the progress of the project in achieving the agreed outputs.	Bi-annually or in the frequency required for each indicator	- Activities in slower progress, if identified, are accelerated by escalating issues to higher management level, if needed.	
3	Indicator/ results specific data/ evidence collection	- Collect and analyse results indicators in the Results and Resources Framework.	Bi-annually, or in the frequency required for each indicator	- Dependent on the indicator and data needed to verify the result information could be quantitative or qualitative but some options could include: surveys, interviews, baseline studies, independent capacity assessments, field visits etc. - Challenges, if identified, are further examined and countermeasures are developed for achieving the agreed results.	
4	Monitor and manage risk	- Review external environment and identify specific risks that may threaten the achievement of intended results.	Bi-annually	- Risks will be monitored on a regular basis and the Risk Log along with risk management measures will be updated at a minimum every six months as part of the semi-annual progress report, and develop risk management measures.	
5	Lessons-learned	- Knowledge, good practices and lessons will be captured regularly in project reporting, as well as actively	At least bi-annually	- Update lessons-learned log.	

Monitoring Activity		Purpose	Frequency	Expected Action	Cost, if Any
		sourced from other projects and partners for integration into the project.			
6	Project Steering Group meeting	<ul style="list-style-type: none"> <li>- The project's Steering Group will hold regular project reviews to assess the performance of the project and provide strategic guidance.</li> <li>- In the project's final year, the Project Steering Group shall hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to advocacy of project results and lessons learned for relevant audiences.</li> </ul>	At least bi-annually	<ul style="list-style-type: none"> <li>- Any quality or delivery concerns are discussed and addressed, if necessary.</li> </ul>	Dedicated budget for meeting cost.
7	Project report	<ul style="list-style-type: none"> <li>- Semi-Annual report and Annual Reports will be presented to the Project Steering Group and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, an updated risk log with mitigation measures, and any evaluation or review reports prepared over the period.</li> <li>- Inform partner countries and other stakeholders on project status and planning.</li> </ul>	Bi-annually and annually	<ul style="list-style-type: none"> <li>- Revise work plan, if needed, for timely delivery of activities.</li> </ul>	
8	Donor report	<ul style="list-style-type: none"> <li>- Inform financial status (respective to the contribution) and project progress to the donor(s)</li> </ul>	Periodically as agreed with donor	<ul style="list-style-type: none"> <li>- Any queries on project from donor(s) are promptly responded.</li> </ul>	

Monitoring Activity		Purpose	Frequency	Expected Action	Cost, if Any
9	Project review (and revision)	<ul style="list-style-type: none"> <li>Analyse feedback from partner countries and other stakeholders against initial expectation to the project.</li> <li>Identify improvement of project activities.</li> </ul>	At the midpoint of the project	<ul style="list-style-type: none"> <li>Revise project activities by reallocating resources, if needed.</li> <li>Inform Project Steering Group for consideration and endorsement.</li> </ul>	Built into PMU mandate.
10	Final project review	<ul style="list-style-type: none"> <li>Assess the relevance and appropriateness of the project.</li> <li>Evaluate the effectiveness and efficiency of the project.</li> <li>Assess the impact and sustainability of the project.</li> </ul>	At the end of the project	<ul style="list-style-type: none"> <li>Make recommendations for follow up actions to enhance the sustainability of the project.</li> <li>Make recommendations to improve the relevance, effectiveness, efficiency, impact and sustainability when similar project is formed.</li> </ul>	Dedicated budget to contract an external entity to conduct an independent evaluation.

**ANNEX 6 Procurement Plan (for the period of October 2020 – June 2021)**

Item	Description	Estimated cost (USD)	Procurement method	Remarks
1		No procurement planned in this period		
2	Data analysis	Home-based part-time	50,000-	Consultant 2022-2024
3	Communications	Home-based part-time	35,000-	Consultant 2021-2024
4	Graphic design	Home-based part-time	15,000-	Consultant 2021-2024
5				

## **ANNEX 7 Terms of Reference**

The Minamata Convention on Mercury, which entered into force on 16 August 2017, aims to protect human health and the environment from anthropogenic emissions and releases of mercury and mercury compounds, and requires its parties to implement and report various aspects of the Convention. The project titled “Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences” is financially supported by the Ministry of the Environment, the Government of Japan and implemented by United Nations Environment Programme (UNEP).

The project especially addresses information exchange, awareness and education, research development and monitoring, which will contribute UNEP member states to improve their national mercury-related information and its platform to implement mercury management relevant to the Convention. Additionally, it will establish a region-wide network of analytical institutions with mercury monitoring capabilities around Asia and the Pacific to bring their capacities to international standards.

The project's governance will comprise a project management unit (PMU) within the UNEP Regional Office for Asia and the Pacific which is overseen by a Project Steering Committee (PSC). For the project implementation, local partners in Minamata or surrounding area are identified. A Technical advisory group is formed which is an ad hoc group with flexible membership to fit to the needs and requests from partner countries.

### **Project Steering Committee**

The Project Steering Committee (PSC) oversees and provide strategic direction to the project.. The PSC is composed of UNEP ROAP, MOEJ, the Minamata Convention secretariat, and UNEP Chemicals and Health Branch. The group is chaired by representative of UNEP ROAP as the overall responsibilities of proper project implementation against approved workplan. It meets either physically or virtually at the frequency of at least bi-annually.

It reviews project progress and confirms that the project is delivering expected results. Specifically, it:

- Provides strategic advice and direction for the successful implementation and effectiveness of the project.
- Guides to ensure coherence and synergies across the project and with other related and complementary projects/activities.
- Facilitates sharing of information and strengthening knowledge sharing beyond participating countries via the networks of Minamata Convention secretariat, UNEP Chemicals and Health Branch and MOEJ.
- Advices on strategic partnerships to enhance the credibility of the project outputs, outreach and policy advocacy.

### **Technical Advisory Group**

Technical Advisory is a group of individual experts in the region who are voluntarily contributing technical inputs to the project. The advisory body works collaboratively and individually to respond request from the Project Management Unit (PMU) of this project or partner countries via the PMU. It will:

- Provides advice in reviewing the scientific information that the project has accumulated and evaluates the reliability of data and analysis.
- Interacts with academic communities such as International Conference on Mercury as a Global Pollutant (ICMGP) to provide the newest trends on research and development findings.
- Facilitates identifying resource persons of specific subjects who can provide inputs/lectures under the project activities.
- Advises research topics and/or survey plans that the project undertakes for strengthening scientific base data in the region.
- Addresses the queries from participating countries to PMU that require specific expertise and/or scientific knowledge.

### **Programme Management Officer**

The Project Management Unit (PMU) is established in UNEP ROAP in Bangkok with dedicated project staff responsible to the implementation. The Programme Management Officer is the Direct Responsible Individual (DRI) for the project who looks after workplan preparation, progress monitoring and result reporting and accountable to the Project Steering Group. (S)he also provides technical inputs to the deliverables to ensure their quality, specifically that (s)he:

- Manages the implementation of the project, by executing activities and monitoring and analysing the project impact; identifying problems and issues to be addressed and proposes corrective actions; liaising with the project executing partners; identifying and tracking follow-up actions.
- Drafts project implementation plans and progress reports and revising them incorporating comments from the supervisors, the executing partners, the donors, and the stakeholders.
- Coordinates activities related to budget and funding (project preparation and submissions, progress reports, financial statements, etc.) and preparing related documents/reports (pledging, workplans, project budget, etc.).
- Performs consulting assignments to build capacity for the implementation of the Minamata Convention on Mercury, as needed, in collaboration with the Secretariat of the Minamata Convention.
- Generates survey initiatives, designs data collection tools; reviews, analyses and interprets responses; identifies problems/issues and prepares conclusions in order to establish a regional analytical institution network on mercury in Asia and the Pacific.
- Initiates and coordinates outreach activities of qualified information in support of early implementation of the Minamata Convention on Mercury.
- Designs and conducts training workshops, seminars, etc. on selected topics in collaboration with the Secretariat of the Minamata Convention to disseminate knowledge and skills compiled by the mercury project.
- Reviews relevant documents and reports; Researching, analyses and presents information gathered from diverse sources.
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifies participants, preparation of documents and presentations, etc.
- Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafts mission summaries, etc.

- Contributes to activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.) concerning mercury.
- Coordinates policy development of UN Environment Asia and the Pacific Office concerning mercury, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Performs other duties as required.

### **Programme Management Assistant**

The Programme Management Assistant, under the supervision of the Project Management Officer, assists in managing the implementation of the project and ensures project monitoring & evaluation is properly conducted according to the workplan. (S)he:

- Assists in performing consulting assignments, in collaboration with Programme Officer, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan that Programme Officer will use to manage the change.
- Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyses and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Performs other duties as required.

### **Admin Assistant**

The Admin Assistant, under the supervision of the Project Management Officer, takes on logistical and financial functions of the project implementation. (S)he:

- Assists in the coordination of programme/project planning and preparation work for, typically, a medium-size and complex component of the departmental programme/project initiatives; monitors status of programme/project proposals and receipt of relevant documentation for review and approval.
- Reviews project documents, especially cost plans/budgets, for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identifies inconsistencies; distributes project documents to relevant parties upon approval.
- Reviews budget revisions; verifies availability of funds; ensures necessary approval and entry in computerized budget system.
- Serves as focal point for administrative coordination of programme/project implementation activities, involving extensive liaison with diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, e.g. recruitment and appointment of personnel, travel arrangements,

training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, etc.

- Compiles, summarizes and enters data on project delivery; drafts related status reports, identifying shortfalls in delivery, budget overruns, etc., and brings to the attention of management.
- Drafts correspondence on budget-related issues and prepares and updates periodic reports, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc.
- Provides general office assistance; responds to complex information requests and inquiries; reviews, logs and routes incoming correspondence; sets up and maintains files/records; organizes meetings, workshops; handles routine administrative tasks, such as maintaining attendance records, assessing telephone billing, etc.
- Performs other duties as assigned.